



# DiVA

## Publication database at Södertörn University

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## What is DiVA?

Södertörn University use DiVA, Academic Archive On-line, as a publication database. Several organizations have the system, managed by Uppsala University Library. Each organization has its own database. To search in Södertörn University's DiVA use [sh.diva-portal.org](http://sh.diva-portal.org)

Two days after registration, the information will be searchable in the national database SwePub<sup>1</sup>. Since SwePub is a aggregated database, quality control will be required.

## Register publications in DiVA

### Remember

- When you register a publication manually there is no duplicate control. Therefore, you first need to do a search in DiVA [sh.diva-portal.org](http://sh.diva-portal.org) to check if the publication has already been registered.  
When you log in to DiVA, you find the publications attached to your SHid under *My publications*.
- If possible import references from databases, instead of manual register. You can import references from many different databases and reference management programmes into DiVA.
- It is vital that you give the correct name of your department or section for all Södertörn University authors. When registering older publications, remember that your subject may now belong to a different school. Search for your unit in order to find the relevant department name.
- You can save an incomplete registration as a draft by clicking on *Cancel/Save draft* and then select *Save draft*. You can then find it later under *My drafts*.
- The library regularly import publications affiliated to Södertörn University from the databases Web of Science, Scopus and PubMed. As an author you will receive a notification.

### Edit earlier registrations

You can't edit registrations reviewed by the Library. If you want to change or add information, please mail [publications@sh.se](mailto:publications@sh.se). Write *Edit in DiVA* as subject.

### How to register

Log in to DiVA: [sh.diva-portal.org/login](http://sh.diva-portal.org/login) with [username@sun.se](mailto:username@sun.se) and your password to the University computer. The log in is also available on the DiVA search site. Once you have logged in, select *Add publication/Upload files*.

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<sup>1</sup> <http://swepub.kb.se>

## Step 1. Select publication type

Södertörn University | Contact | Help DiVA

Add publication Logged in as ... Log out Language

Select publication type --> Enter information --> Upload files --> Review / Publish -->

← Back Cancel Continue →

**My drafts**

Select publication type ?

Article in journal

You can also go to your drafts.  
Select My drafts.

← Back Cancel Continue →

Help texts explaining each field are shown if you hold your cursor over the question mark. All help texts are also available by clicking on *Help* in the top menu.

Incomplete registrations are stored under *My drafts*.

## Step 2. Fill in your details (example: Article in journal)

Fields marked with a red asterisk (\*) are required fields. They can differ between different publication types. Your username and e-mail address will not be displayed when the record is published. Save personal details and reuse them when you register other publications.

Add publication Logged in as ... Log out Language

Select publication type --> Enter information --> Upload files --> Review / Publish -->

← Back Cancel / Save draft Continue →

Selected publication type: Article in journal Change type

Subcategory ?

-

**Author ?**

Get saved personal data » Save personal data »

Last name: \*  
\* Key

Year of birth:

First name: \*  
\* Ellen

Local User Id:  
shenky14

ORCID: What is ORCID? Register for an ORCID  
0000-0001-8903-9283

Department, unit or programme:  
\* Choose organisation »

Estetik, Aesthetics x

Research group:

E-mail:

Other university:

Another author »

Fill in your username you use to log in to DiVA. It is linking your publications to your personal site on the University website.

Select your department. Search for its name or browse for the lowest level in the hierarchy.

Register all authors. Give full first name and organisational affiliation for all Södertörn University authors.

The publication's affiliation decides what organization field you should use. If you want to register a publication that you wrote when you were working at another university, write its name in *Other university*. This field can also be used for co-authors from other universities.

To delete a selected organisation or journal, click **X** at the end of the field.

**Title ?**

Main title: \*

The Principal Averages and the Laws of Error which Lead to Them

Subtitle:

Language: \*

English

**Content type \* ?**

Refereed  Other academic  Other (popular science, discussion, etc.)

**Part of journal ?**

Write one or several words from the journal title and choose from the list: \*

Journal of Aesthetics and Culture, ISSN 2000-4214, EISSN 2000-4214 X

**Other journal ?**

Journal title (if the journal is not listed above):

ISSN:

EISSN:

**Conference ?**

Conference:

**Other information ?**

Year: \* 2014 Volume: 6 Number: 2 Article Id:

Pages: 235 - 248

Start writing the title of the journal and select from the displayed list. If the journal is not on the list, fill in title and ISSN under *Other journal*.

**Identifiers ?**

URI: urn:nbn:se:sh:diva-19327  
 DiVA-ID: diva2-draft:29422  
 DOI: 10.5539/ijbm.v7n19p96  Free full-text  
 URL: http://www.ccsenet.org/journal/index.php/ijbm/article/view/20065  
 URL label:   Free full-text  
[Another URL »](#)

If the article has a DOI number, it will link to the publication.

**National subject category \* ?**

[Choose national subject category »](#)  
 Nationalekonomi; Economics (50201) X

**Research subject ?**

-  
 Politics, Economy and the Organization of Society X  
 Baltic and East European studies X

**Keywords ?**

employment, fluctuations of investments  
 Language: English  
[Keywords in another language »](#)

**Part of project ?**

The Industrial Organization of Government  
[Another project »](#)

**Abstract ?**

**B I X, X** Paragraph THE following is a common type of statistical problem. We are given a series of measurements, or observations, or estimates of the true value of a given quantity; and we wish to determine what function of these measurements will yield us the most probable value of the quantity, on the basis of this evidence. The problem is not  
 Path: p Words:95  
 Language: English  
[Another abstract »](#)

Choose national subject category at least at a 3-digits level.

Select a research

**Tip:** Allocating subject categories, keywords and abstract, helps others find your publication via search engines.

**Research funders and strategic development areas ?**

[Choose research funders and strategic development areas »](#)

**Research funders and strategic development areas**

Östersjöstiftelsen  
 Project number:

Select the funder from the list and give the project number.

### Step 3. Upload your file

If you do not want to upload a file but merely register details about the publication click *Continue*.

You may only upload your publication as a **PDF file**. Before you upload an article or other publication that has been published by a publishing house, you must **check that the publisher allows you to make the publication freely available on the internet**.

Select publication type --> Enter information --> **Upload files -->** Review / Publish -->

← Back Cancel / Save draft Continue →

You can choose to continue without uploading a file.

**Upload file/Self-archive ?**

**Title:**

**Self-archive**  
Most academic journals/publishers allow that you self-archive a copy of your article in an open archive - open access. Check the publisher's policy in SHERPA/RoMEO [www.sherpa.ac.uk/romeo](http://www.sherpa.ac.uk/romeo)

**Which version should be made available in DiVA? \***  
Are you unsure about which version you can make available - [read more \(popup\) >](#)

Accepted version - the author-created version that incorporates referee comments and is accepted for publication

Submitted version - the early author's version that has been submitted to the journal/publisher

Published version - the publisher-created version

**When should the file be made freely available? \***

Make freely available now (open access)

Make freely available later

Only for archiving

Date:

**Type: \***

fulltext

pdf (application/pdf)

**Give the file a name (optional):**

Print file

Digitized

**Specify conditions to be included on the cover page:**

Specify version (above) before you can upload a file.

Valj fil Inget till närt valts

0 %

Choose which version of the text you want to upload.

Click on *Välj fil* and select your file. You can remove an uploaded file by clicking **X** beside the file.

**Uploaded files ?**

↓ fulltext  
Accepted version. The file should be made available now.

I accept the publishing conditions >

**Message to the DiVA administrator**  
e.g. special conditions in addition to what is specified in SHERPA/RoMEO

Read through and accept the conditions for electronic publishing.

You can remove an uploaded file by clicking **X** beside the file.

## Step 4. Check/Publish

Check the details you have filled in. If you want to change something, used the link *Edit information* or click *Back* to return to the form and make the necessary amendments. When you are satisfied, click *Submit*.

Select publication type -->	Enter information -->	Upload files -->	Review / Publish -->
<a href="#">← Edit information</a>	<a href="#">← Back</a>	Cancel / Save draft	<a href="#">Submit →</a>
<b>Author:</b>	Key, Ellen (Södertörn University, School of Culture and Education, Aesthetics), shenky14, 0000-0001-8903-9283		
<b>Title:</b>	Skönhet för alla		
<b>Publication type:</b>	Article in journal (Refereed)		
<b>Language:</b>	Swedish		
<b>Status:</b>	published		
<b>In:</b>	Journal of Aesthetics and Culture (ISSN 2000-4214)		
<b>Volume:</b>	6		
<b>Issue:</b>	2		
<b>Pages:</b>	235 - 248		
<b>Year of publ.:</b>	2014		
<b>URI:</b>	urn:nbn:se:sh:diva-24424		
<b>Permanent link:</b>	<a href="http://urn.kb.se/resolve?urn=urn:nbn:se:sh:diva-24424">http://urn.kb.se/resolve?urn=urn:nbn:se:sh:diva-24424</a>		
<b>* DiVA-ID:</b>	diva2-draft:36833		
<b>National subject category:</b>	Arts		
<b>Research subject:</b>	Critical and Cultural Theory Baltic and East European studies		
<b>Keywords(en):</b>	Aesthetics, feminism, interior decoration		
<b>Project:</b>	Space, Power, and Ideology		
<b>Abstract(sv):</b>	Före tryckningen blef <i>Skönhet i hemmen</i> uppläst i en konstnärskrets, hvilken godkänt uppsatsen och genom några påpekanden, bidragit att fullständiga den. För denna upplaga är den betydligt tillökad och delvis omarbetad.		
<b>Research funder:</b>	The Foundation for Baltic and East European Studies, 708/42/2004:11		

Records are visible in DiVA immediately and will be checked by a librarian retroactively. Uploaded files will be checked by a librarian before they are published in DiVA. There are special routines for doctoral and licentiate theses and for student essays. These are never published immediately, but always checked first by a librarian or an administrator. Publications must be verified in a library catalogue, index database or in print. If there are any questions the librarian will contact you.

## Fields that are specific for other types of publication

Fields with red asterisks (\*) are required fields, in addition to those mentioned in the above example.

**Book:** Edition, Number of pages, Series (chosed from drop-down menu or fill in Other series), No. in series, \*Publisher, \* ISBN.

**Chapter in book:** \*Part of book, Edition, \*Pages, Series, No. in series, \*Publisher, \* ISBN.

**Collection (editor):** \*Editor (fill in the same way as Author), Edition, Series, No. in series, \*Publisher, \*ISBN.

**Conference paper:** \*Subcategory, \*Part of proceedings, Conference, \*Pages, Series, No. in series, \*Publisher, ISBN.

## Authority record in DiVA

Your authority record is a entrance to your publications in DiVA.

**My person record**

Linder, Greta / 0000-0001-8903-9283 / sh-shgalr / 2017-01-20 / authority-person:167

[Edit my person record](#)

**Authority record ?**

**Public Authority Record**

This record is searchable in the public search interface:  

URL to profile page in DiVA:  
<http://sh.diva-portal.org/smash/person.jsf?pid=authority-person:167>

**Name**

Last name:

First name:

Academic title:

Year of birth:

E-mail:

**1. Alternative name** ✕

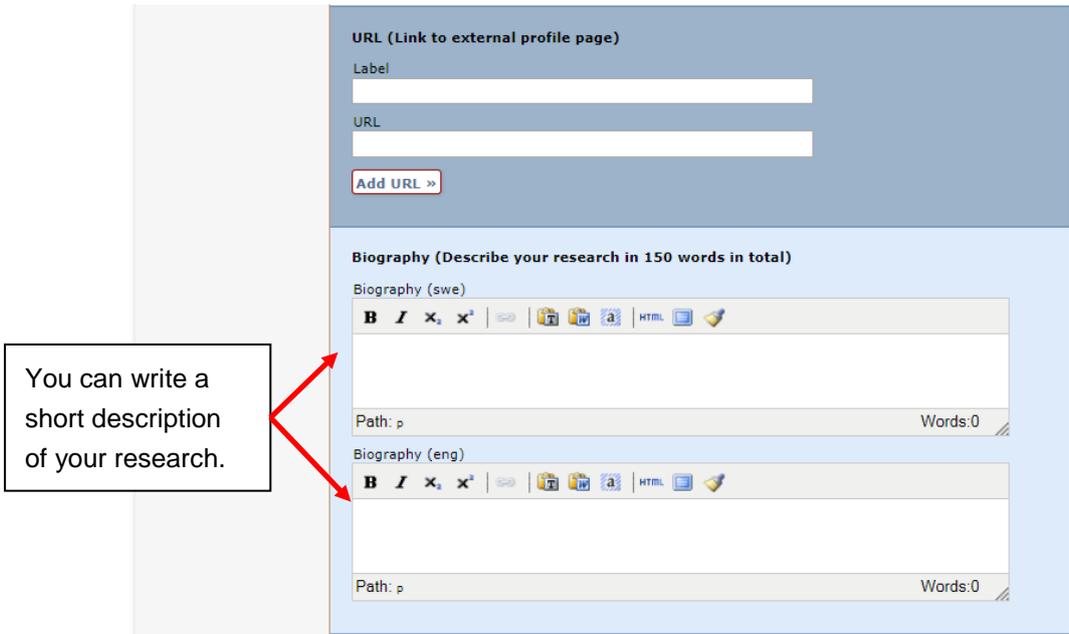
Last name:

First name:

Academic title:

[Set this name as default name »](#) [Add another name »](#)

You can choose if you want the authority record to be searchable in the public search interface.



## Import references to DiVA

You can import references from many different databases and reference management programmes into DiVA. The following reference formats can be used: PubMed XML, ISI, EndNote XML, Endnote Referer Format, MODS V3, BibTex, BibLatex and RIS.

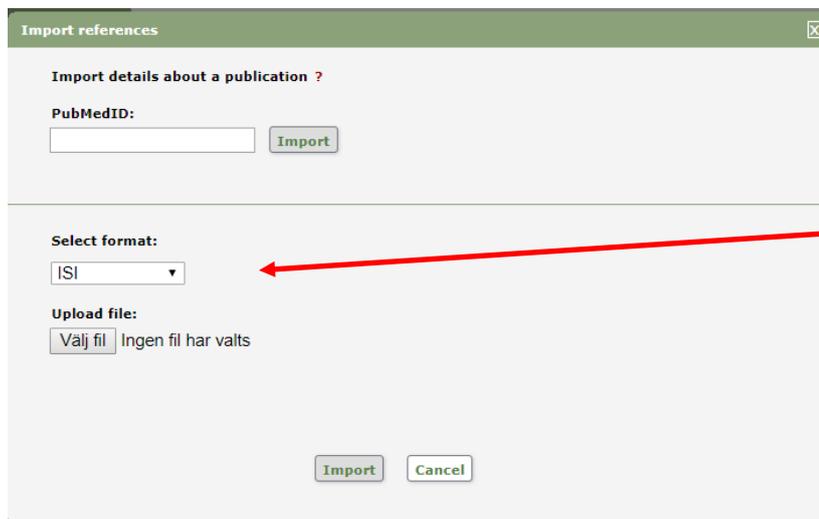
When you import there will be a duplicate control by the identifiers DOI, ISI.id and PubMed-id. "Duplicate" means that there already is a publication with the same DOI, ISI-id or PubMed-id in DiVA.

### How to import

1. Search references in a database (e.g. Web of Science, Libris, PubMed) or a reference management programme (e.g. EndNote) and save them as a file on your computer.
  - ➔ See instructions below in the section *Alternatives for importing*.
2. Log into DiVA [sh.diva-portal.org/login](http://sh.diva-portal.org/login) with your University computer username and password and select *Import references*.
3. Click the button *Import from external databases*.



4. Select format, click *Välj fil* (choose file) to find the file with references at your computer to upload.



Select format to import file with references.

5. The reference or references that you have imported are displayed under *List imported details*.



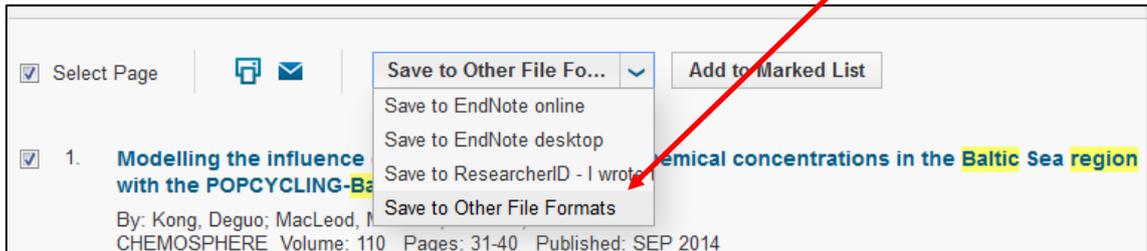
Remove a reference from the list.

Click on each reference to add information like SHid, organizational affiliation ect. Continue to the step *Review/Publish* and click *Submit* to publish the reference in DiVA. Full text files are checked by a librarian before they are published in DiVA.

References that you have imported to DiVA but not yet completed and submitted are shown under *List imported details* the next time you log in.

## A. Import a file with references from Web of Science (ISI)

Do a search in Web of Science and mark the records in the list that you want to import. Go to *Save to Other File Formats* at the top of the list, select *Other Reference Software* and click *Save* to save the file on your computer.



To import the file into DiVA select *ISI* under *Select format*. Click *Välj fil* (choose file) in order to locate the correct file on your computer and upload it to DiVA. The file is called *savedrecs.txt* unless you renamed it. Then click *Import*.

## B. Import a file with references from other universities' DiVA

Do a search in the shared DiVA portal [www.diva-portal.org](http://www.diva-portal.org) and mark the records in the list that you want to import. Go to *Export*, select format *Mods* and save the file.

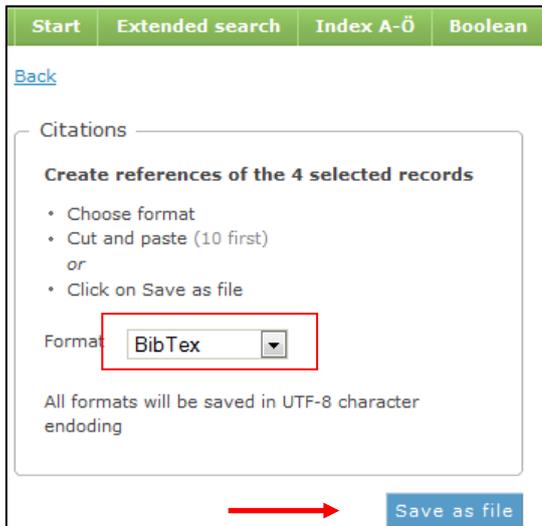
To import the file into DiVA select *MODS V3* under *Select format*. Click *Välj fil* (choose file) in order to locate the correct file on your computer and upload it to DiVA. The file is called *export.xml* unless you renamed it. Then click *Import*.

## C. Import a file with references from Libris

Do a search in Libris and mark the records in the list that you want to import. Go to *Cite* (at the bottom of the list).



Here you choose *BibTex* as the format and then save the file on your computer. Select *BibTex* format and click *Save as file*.



To import the file into DiVA select *BibTex* under *Select format*. Click *Välj fil* (choose file) in order to locate the right file on your computer and upload it to DiVA. The file is called different names depending on how many records you import (e.g. 1-3.bib) unless you gave it another name. Then click *Import*.

**Important!** Some fields will not be imported i.e., pages and chapters from books will be imported as articles and will need to be edited.

## D.Import reference from PubMed

There are two ways to import references from PubMed. Import a single record by typing the publication's PubMed ID (PMID) and click *Import*.



You will find the PMID for your publication in PubMed:

J Med Chem. 2004 Jan 1;47(1):110-22.  
 PMID: 14695825 PubMed - indexed for MEDLINE  
[Related Articles](#)

If you want to import several references, search in PubMed and mark the records in the list. Select *File* and *XML* under *Send to* and save the file on your computer.



To import the file into DiVA select *PubMed XML* under *Select format*. Click *Välj fil* (choose file) in order to locate the right file on your computer and upload it to DiVA. The file is called *pubmed\_result.txt* unless you renamed it. Then click *Import*.

## ORCID

Open Researcher and Contributor ID, ORCID, is a unique, international identifier for linking researchers with their publications. It consists of digits e.g. 0000-0001-7223-9414. You will need an ORCID for applying for grants from Swedish Research Council, Forte, Formas, and other funders on the site Prisma.

The ORCID registry is free of charge to individuals. Go to [orcid.org](http://orcid.org), *For researchers/ Register for an ORCID ID<sup>2</sup>*. All you need to register is name, e-mail and password. The main purpose of ORCID is to distinguish researchers with similar names or link publications after name changes. It is recommended to register your present university.

**If you are interested** you can register/import your publications to the ORCID registry. To copy records from DiVA, do like this:

1. Search for your publications in DiVA [sh.diva-portal.org](http://sh.diva-portal.org)
2. Select records to copy.
3. Choose *Export*, and file format BibTex.
4. Log in to your ORCID account.
5. Go to *Add works -> Import BibTex -> Choose file*.
6. You can edit the information after you saved the records.

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<sup>2</sup> User guide <http://support.orcid.org/knowledgebase/articles/171598-create-an-id-website-user>