The KTH publication database DiVA Manual

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What is DiVA?

DiVA is the KTH publication database for electronic publication and registration of research publications and papers/theses written by researchers, teachers and students working at KTH. In DiVA bibliographic information about publications is recorded and, if no copyright obstacles, also full texts. To search the KTH DiVA go to kth.diva-portal.org

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 kth.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 KTH-id under *My publications.* Always register your KTH-ID in publications you have participated in.

- If possible import references from databases, instead of registering manually. You can import references from many different databases and reference management programmes into DiVA.

- It is vital that you give the correct affiliation for all KTH authors. Preferably as far down in the organization hierarchy as possible.

- When registering older publications registrate the affiliation that applied at the time of publication. For publications dated 2004 and earlier, choose affiliation under the superseded departments in DiVA's organization tree. This option is at the bottom of the Select organization.

- 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 imports publications affiliated to KTH from the databases Web of Science and Scopus.

Manual registration in DiVA

Log in to DiVA: http://kth.diva-portal.org/login with your KTH.se account. The log in is also available on the DiVA search site. Once you have logged in, select *Add publication/Upload files*.

Step 1. Select publication type

Incomplete registrations can be stored under *My drafts*.

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.

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.

Your KTH-ID links your publications to you as author. Always register Your KTH-ID

Among other things, access to Prisma requires an ORCID -ID.

Register all authors. Give full first name, KTH-ID and organisational affiliation for all KTH authors.

Select your organizational unit. Search for its name or select it as far down in the hierarchy as possible.

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.)

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*.

Part of journal ?
Write one or several words from the journal title and choose from the list: *

Journal of Economic Theory, ISSN 0022-0531, EISSN 1095-7235   **X**

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

ISSN:

Conference ?
Conference:

If the article has an article ID instead of page numbers fill in the article ID in the field first page number.

Other information ?
Year: * 2013   Volume: 84   Number: 1   Pages: 54 – 77

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

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

Research subject ?

- ▾

Keywords ?

employment, fluctuations of investments

Language:
English ▾

Keywords in another language »

Tip: Registering keywords and abstract helps others find your publication via search engines.

Part of project ?

The Industrial Organization of Government

Another project »

Abstract ?

B *I* x₂ x² | ⁏☰ ⁏☰ | Paragraph ▾ | 📖 📖 🄰 | Ω ∑ | HTML ▤ 🧹 | ▶¶ ¶◀

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 ▾

Research funder with Open Access requirement ?

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

The Foundation for Baltic and East European Studies ▾

Project number:
708/42/2004:1

Another funder »

← Back   Cancel / Save draft   Continue ➡

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 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.**

Click here to check the publisher's terms and conditions

Choose which version of the text you want to upload.

Select *fulltext* and *application/pdf*. Click on *Bläddra (Browse)* and select your file. You can remove an uploaded file by clicking **X** beside the file.

Read through and accept the conditions for electronic publishing.

Step 4. Check/Publish

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

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.

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 (chose from drop-down menu or fill in Other series), No. in series, *Publisher, * ISBN.
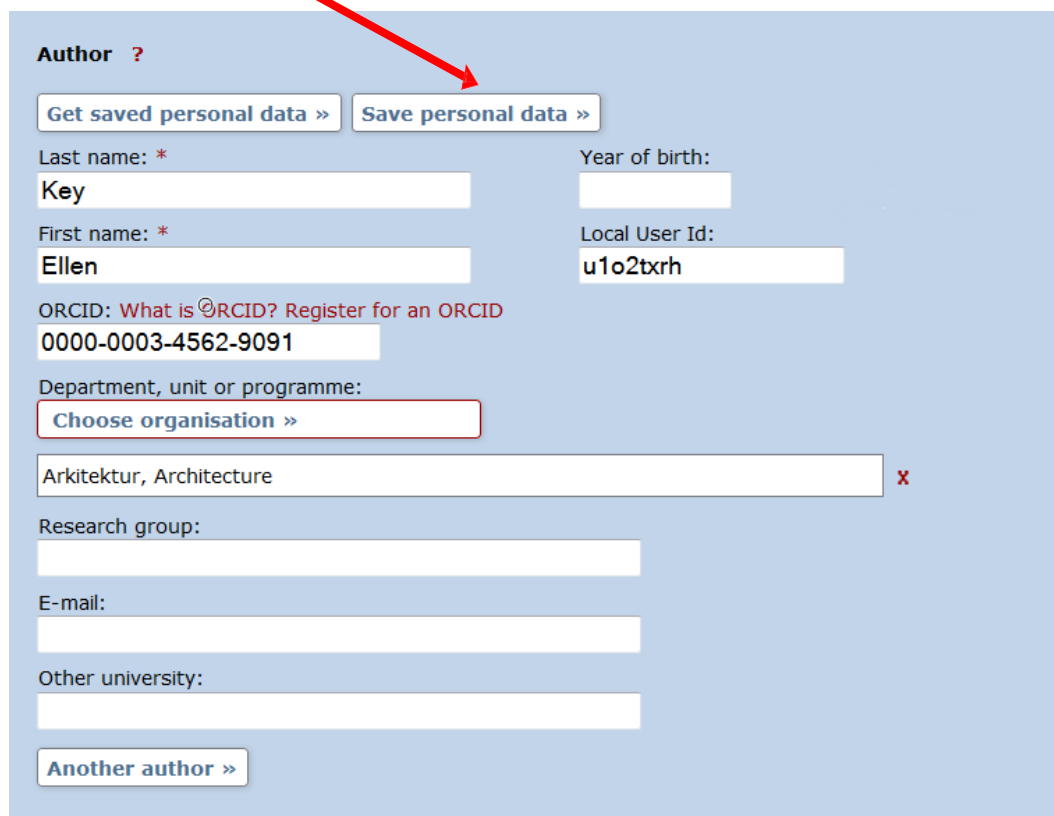**Chapter in book:** *Part of book, Edition, *Pages, Series, No. in series, *Publisher, * ISBN.
Collection (editor): *Editor (fill in the same way as Author), Edition, Series, No. in series, *Publisher, *ISBN.
Conference paper: *Subcategory, *Part of proceedings, Conference, *Pages, Series, No. in series, *Publisher, ISBN.

Save author information in DiVA

When you register a new publication, you can save personal data to simplify your future registrations.
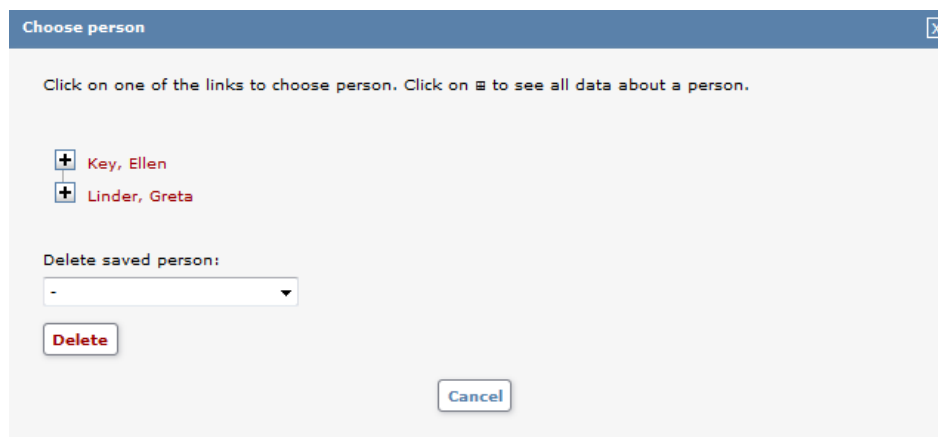

Next time you register you reuse the data by clicking *Get saved personal data* and choose the name you want to insert. You can save data for several persons.

If the information is incorrect for the publication in question, edit after you inserted the data. Do you want to save the changes, click *Save personal data*.

Edit, copy or delete a publication (staff)

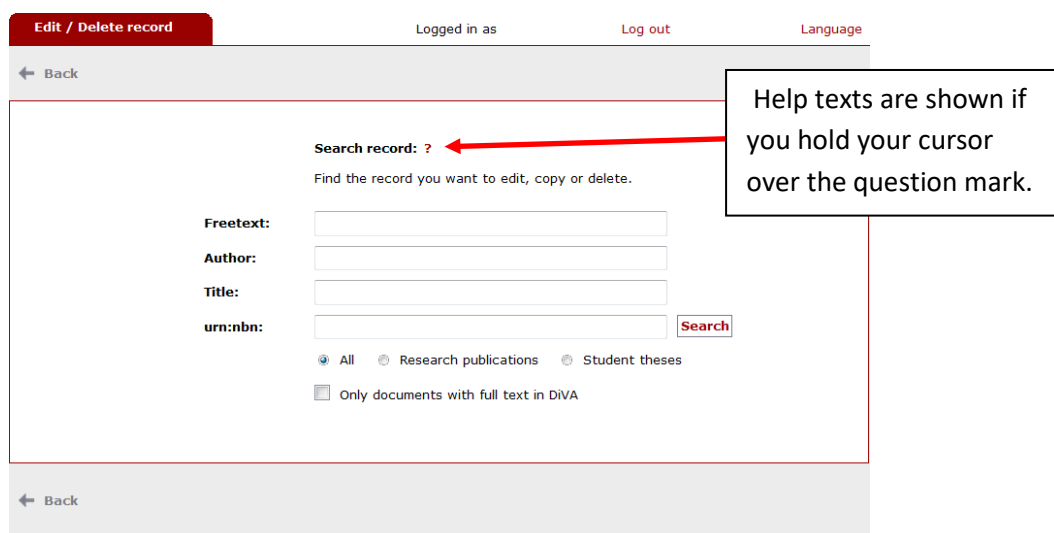*– edit, upload a file retrospectively, copy or delete publications in DiVA*

If you are a researcher/employee and logged in as **staff** you may edit or delete publications that you have registered yourself or where you are the author/editor, and copy publications. Publications with full text or other attachments, doctoral/licentiate theses and student theses may only be edited or deleted by administrators. If you do not have access to a publication, contact the KTH Library, publicering@kth.se

Instructions

Log into DiVA http://kth.diva-portal.org/login with your KTH login. When you have logged in, select *Edit / Delete record*.
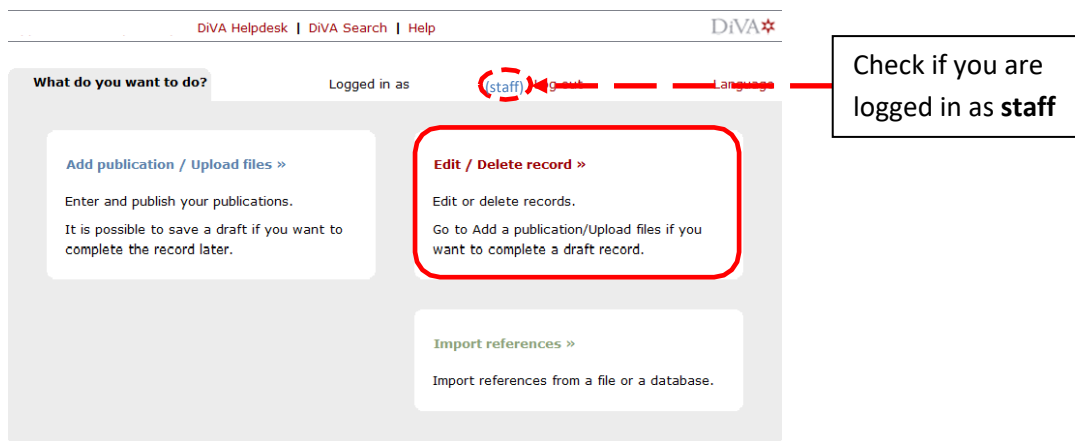
Search for the record. You can use search terms of your choice, e.g. words from the title or the author's name. If you know the record's URI you can search for it in urn:nbn (e.g. urn:nbn:se:uu:diva-51139).

A list of records is presented. You can choose to show *All*, *My records* or *Coauthors*.

Edit a record (annotation pointing to record list)

indicate that there are attached full texts (annotation)

- *All*: Shows all records that match your search.
- *My records*: Shows records that you may edit or delete.
- *Coauthor*: Shows records that you may edit or delete after confirming that you are an author or editor ("claim authorship").

Edit a record/Upload file retrospectively
Click on the record you want to edit or complete. The following three options can occur:

a) You have access to the record
The web form is opened. Carry out your changes or upload your file, continue to *Review/Publish* and click *Accept*.

➔ If you upload a full text or some other attachment retrospectively the attachment will not be visible in DiVA until it has been checked by a librarian.

b) You need to confirm authorship/editorship ("claim authorship") in order to continue
Check that the given details are correct. Click *Save* if you only want to claim authorship (your user name is

added to the record) or *Save and change details* if you want to edit other information. Carry out your changes or upload your file, continue to *Review/Publish* and click *Accept*.

c) You do not have access to the record. You get a message that you do not have access to the record. Contact KTH Library, the department of Publication Infrastructure for assistance publicering@kth.se

Copy a record
Click on the icon to the left to open a copy of the record. Edit the copied record, check carefully that no incorrect details are left and submit. The record will be saved as a new record.

Copy a record

Delete a record

Select *My records*. If the record you want to delete is not in the list: select *All*, click on the record and confirm that you are an author or editor. Go back to *My records* – the record is now on the list.

Delete the record by clicking on the red cross **X** beside the record and confirming that you want to delete it. The record will then be permanently removed. Be careful not to delete records by mistake or records that should be kept. If you are in doubt please contact KTH Library, the department of Publication Infrastructure for assistance. publicering@kth.se

Tips for deleting duplicate records

- Before you delete a duplicate, check for differences and add any additional information to the record you retain.
- To ensure that you delete the right record: use the record's unique URI (e.g. urn:nbn:se:uu:diva-51139) when searching for the record that is to be deleted.
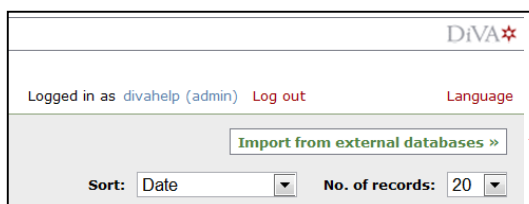

Import references to DiVA

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 KTH DiVA http://kth.diva-portal.org/login with your KTH.se account and select *Import references*.

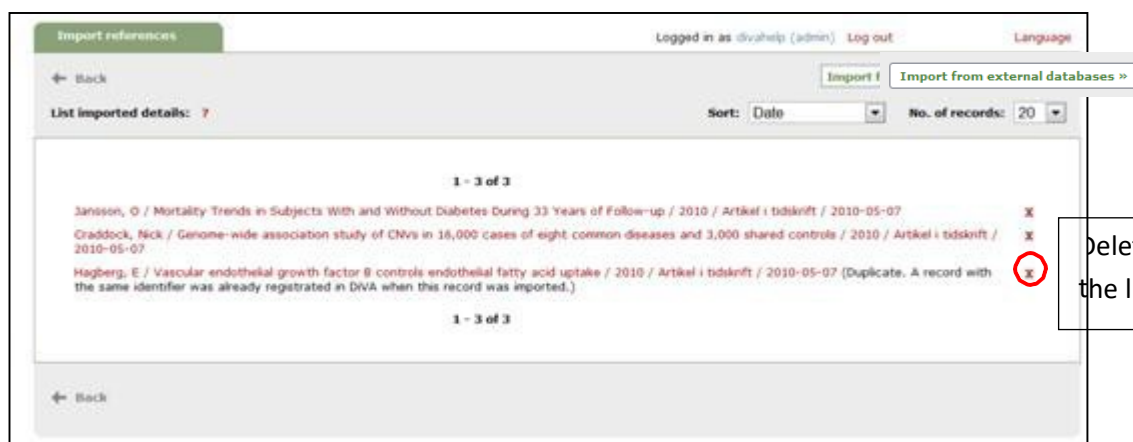3. Click the button *Import from external databases.*

4. Select format, click *Bläddra* (browse) to find the file with the references that you are going to upload.
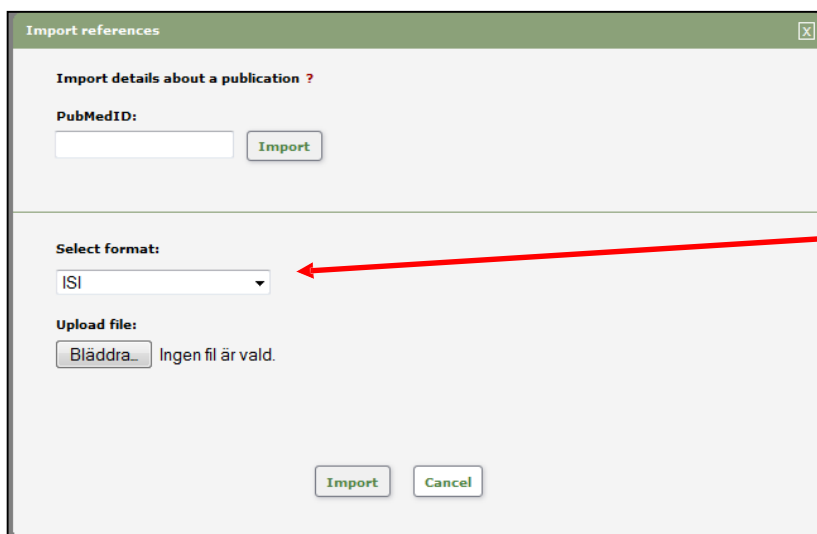
Select reference format.

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


Delete a reference from the list by clicking the x.

Click on each reference to add information such as KTH-ID, organizational affiliation etc (see above). 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 several references from DiVA systems used at other universities

Search the DiVA portal: http://diva-portal.org. Mark the records you want to import into KTH's DiVA. Choose *References* and the MODS format. Then save the file to your computer.
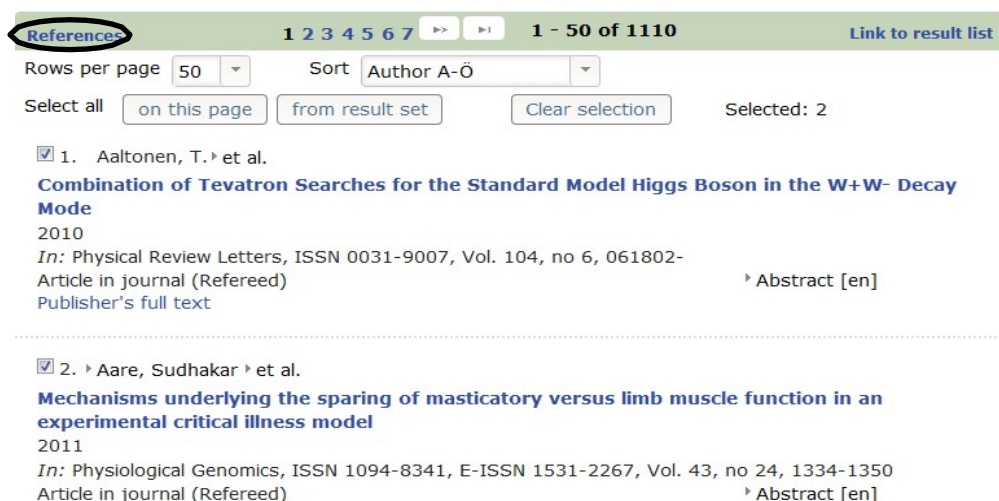

Log into the KTH DiVA system: http://kth.diva-portal.org/login and choose MODS V3 as import format. Upload the file from your computer. The name of the file saved to your computer is: *references.xml* unless you saved the under a different name.

B. 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 *Full Record* and *Plain Text* and click *Save* to save the file on your computer.
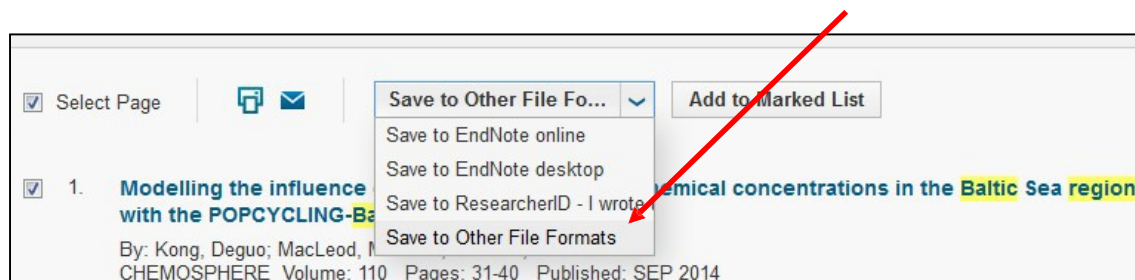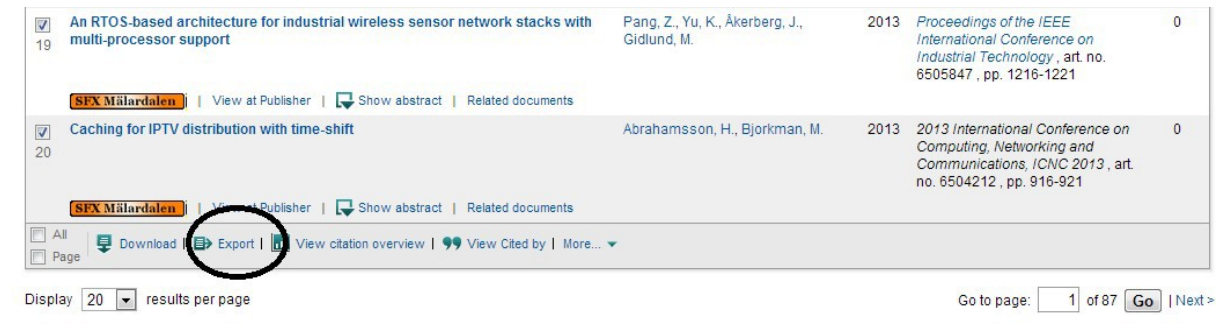

To import the file into DiVA select *ISI* under *Select format*. Click *Bläddra (*browse) in order to

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*.

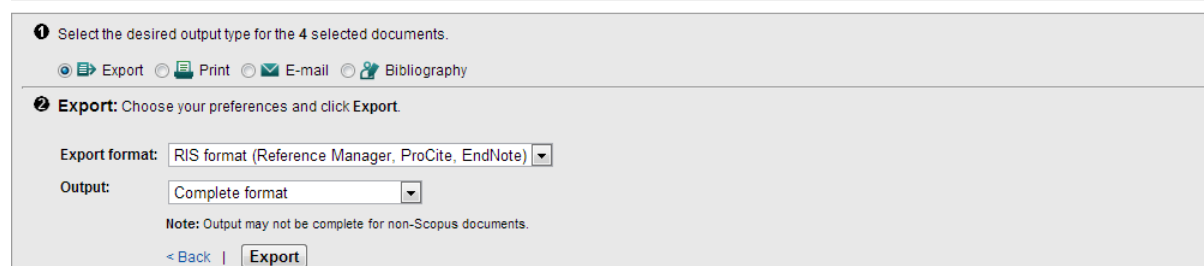## C. Import a file with several references from Scopus

Do a search in Scopus and mark the records in the list that you want to import. Then click "Export".

Choose RIS format and *All Available Information*. Then click export to save a file of references to your computer

To import the file into DiVA select *BibTex* under *Select format.* Click *Browse* (Bläddra) in order to locate the downloaded file on your computer. Then click *Import*.

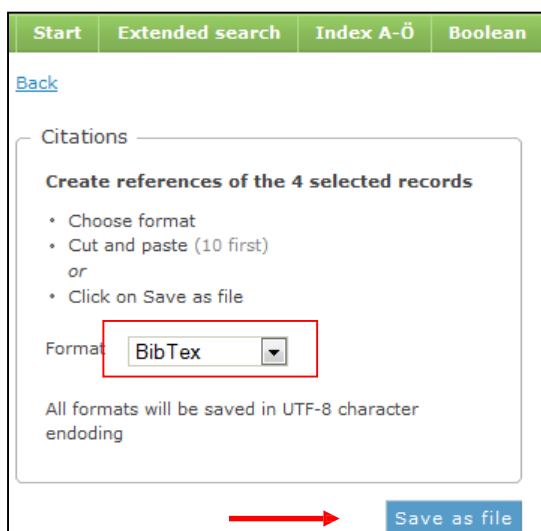## D. Import a file with references from Libris

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 *Bläddra* (browse) 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 e.g. page numbers. Chapters from books will be imported as articles and will need to be edited.

E. 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:

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 *Bläddra* (browse) 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 global ID used to connect researchers with their publications. It consists of numbers and can look like this: orcid.org/0000-0001-7223-9414. Even if you already have an ORCID ID should you connect it with KTH. You can create or attach an ORCID-iD via KTH's web application. Learn more about Orcid here https://intra.kth.se/forskning/orcid

For questions and support regarding DiVA contact the KTH Library at biblioteket@kth.se