A Short Guide to:

Importing to DiVA in four steps.

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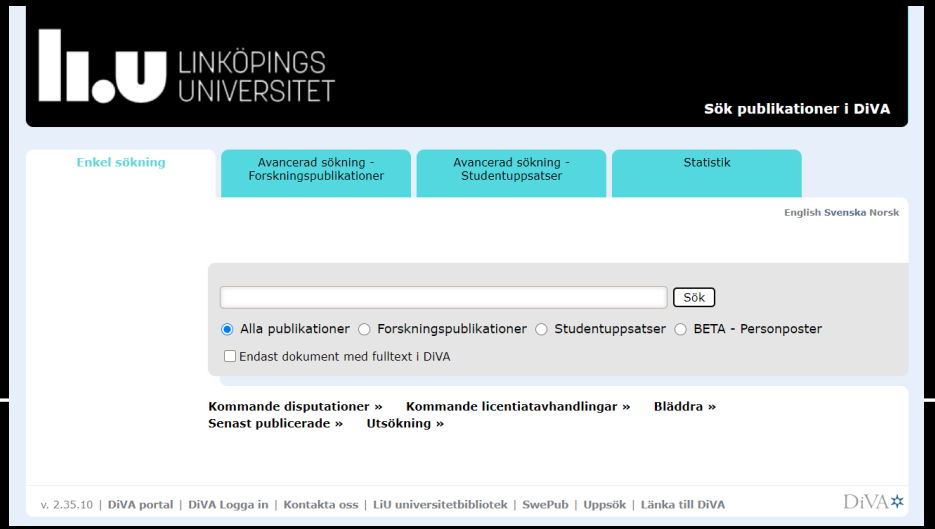
CC BY

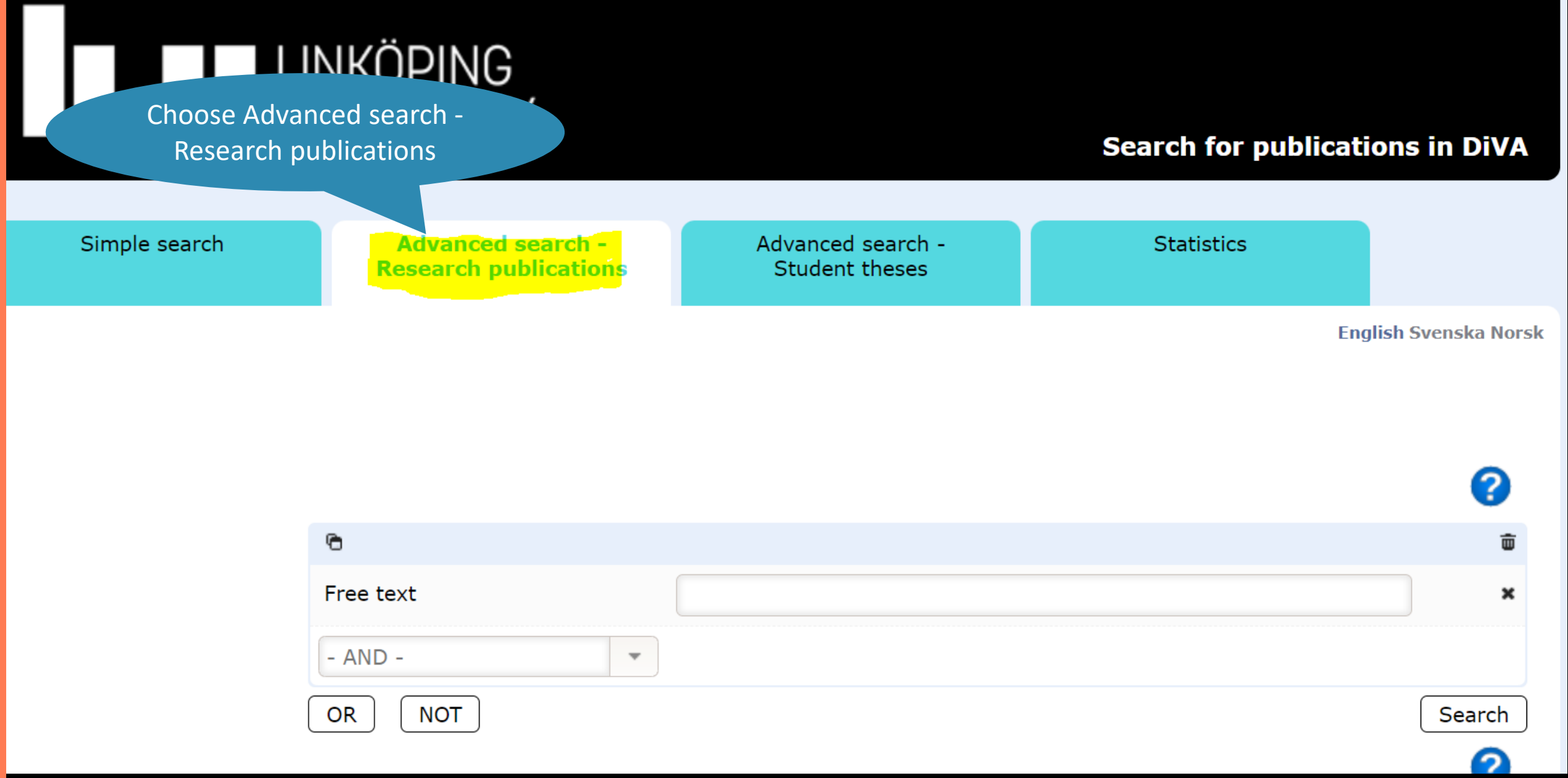
1. Check

Search DiVA to verify that the publication you want to register has not already been registered
liu.diva-portal.org

Search by title, DOI, or your LiU-ID



1a. This is how you search for a LiU-ID


LINKÖPING
Choose Advanced search - Research publications
Search for publications in DiVA
Simple search
Advanced search - Research publications
Advanced search - Student theses
Statistics
English Svenska Norsk
Free text
- AND -
OR
NOT
Search

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Search for publications in DiVA

Simple search | Advanced search - Research publications | Advanced search - Student theses | Statistics

English Svenska Norsk

Enter ”Person” and select ”Person, id”

ee text

- AND -

OR NOT Search

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Search for publications in DiVA

Simple search | **Advanced search - Research publications** | Advanced search - Student theses | Statistics

English Svenska Norsk

Enter your LiU-ID and click "search"

Free text

Person, id: abcde12

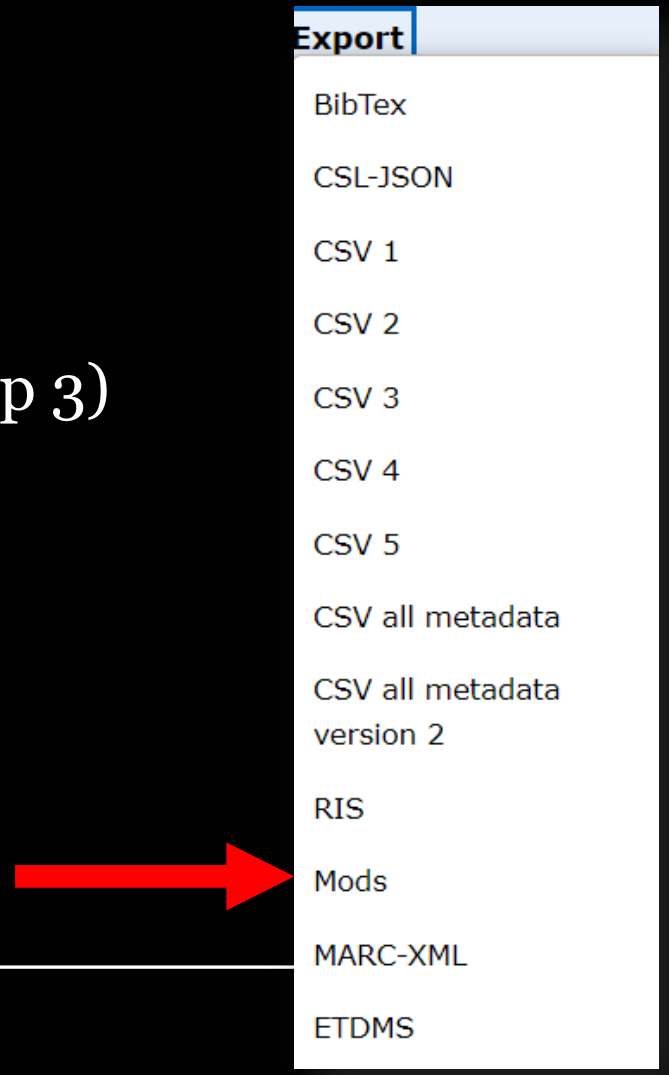
- AND -

OR NOT Search

2. Finding and selecting a file to import

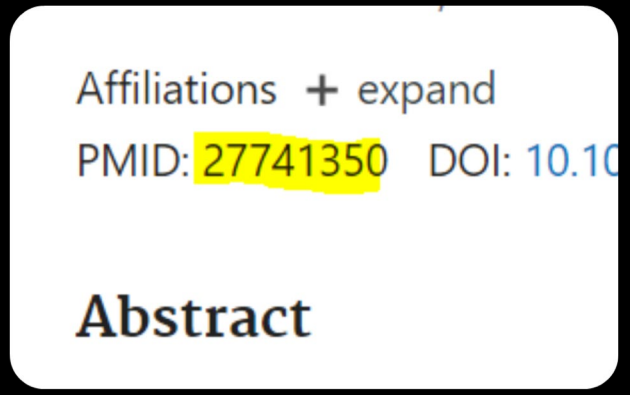
2a. If the publication is registered in the DiVA portal of another university

- Locate the publication in the other DiVA portal
- Select “Export”
- Select “Mods”
- Save the file and upload it to the LiU DiVA portal (see step 3)



2b. If the article is included in PubMed

- Locate the publication in PubMed
- Copy the PMID, displayed just above the Abstract

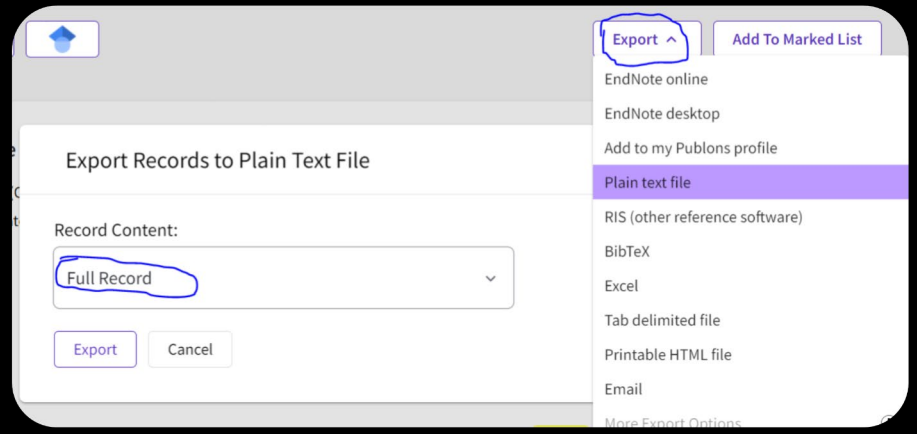


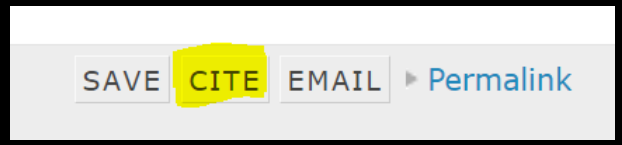
2c. If the file is acquired from another source

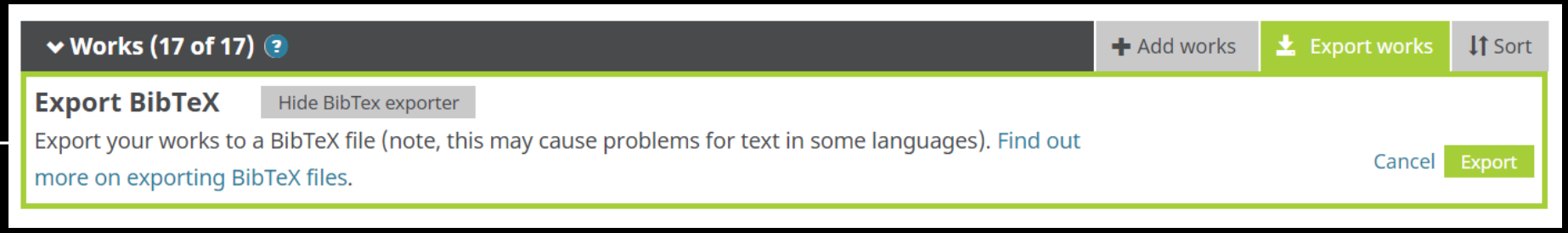
- DiVA supports the following formats:
  - BibTex (.bib or .txt)
  - RIS
  - ISI
  - EndNote XML

2c. If the file is acquired from another source

- Importable files can be created from:
  - The article page at the journal's website (RIS / BibTex)
  - Web of Science (ISI)
  - Library catalogue (RIS, BibTex)
  - Libris ("CITE", select RIS / BibTex)
  - Endnote (File > Export > select File format: XML)
  - ORCID (BibTex)

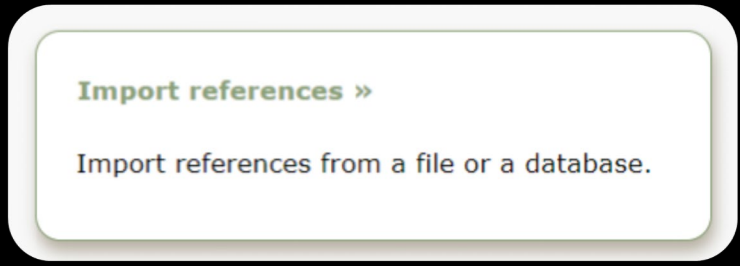


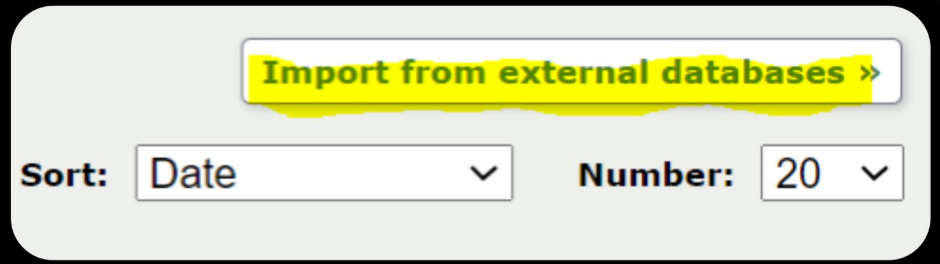




3. Importing references

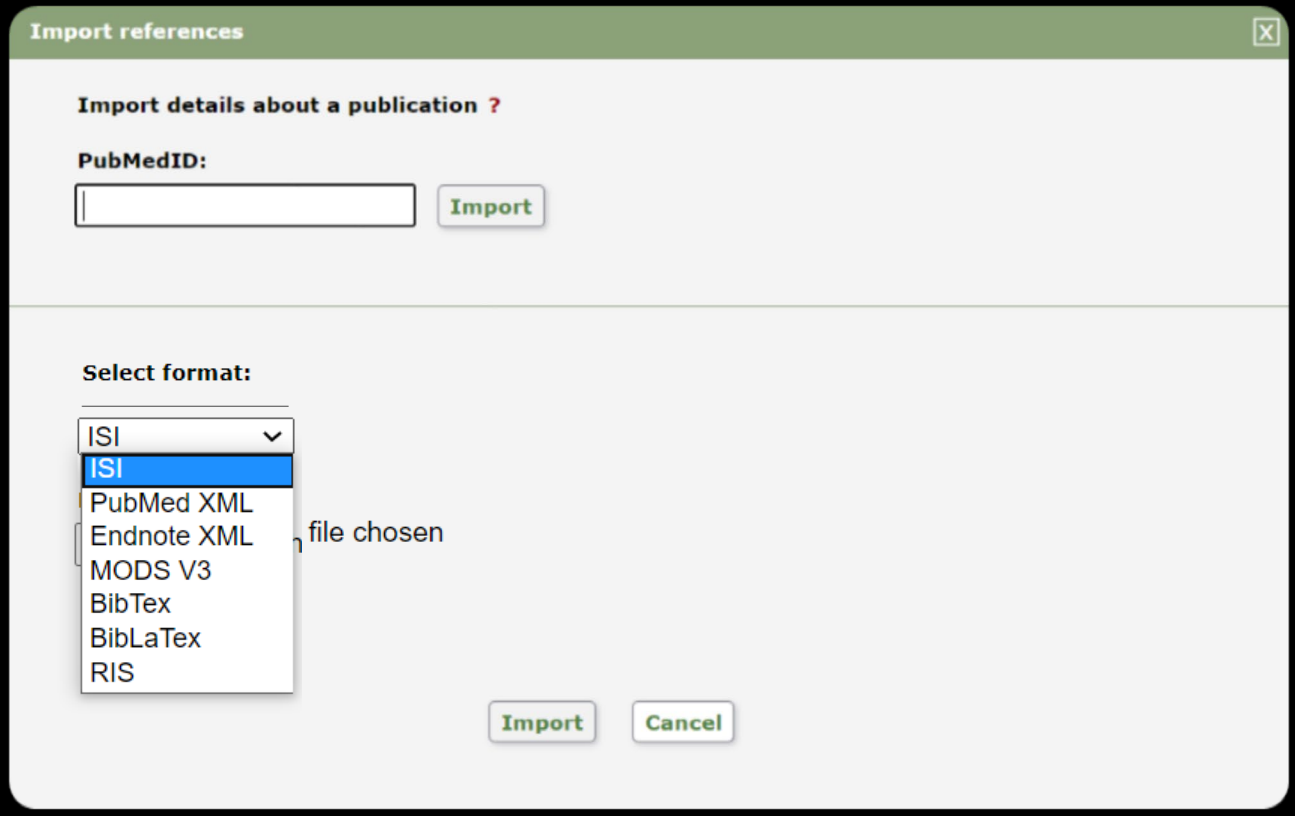
Sign in to DiVA: liu.diva-portal.org/dream/
Click “Import references” liu.diva-portal.org/dream/import/
Click “Import from external databases”





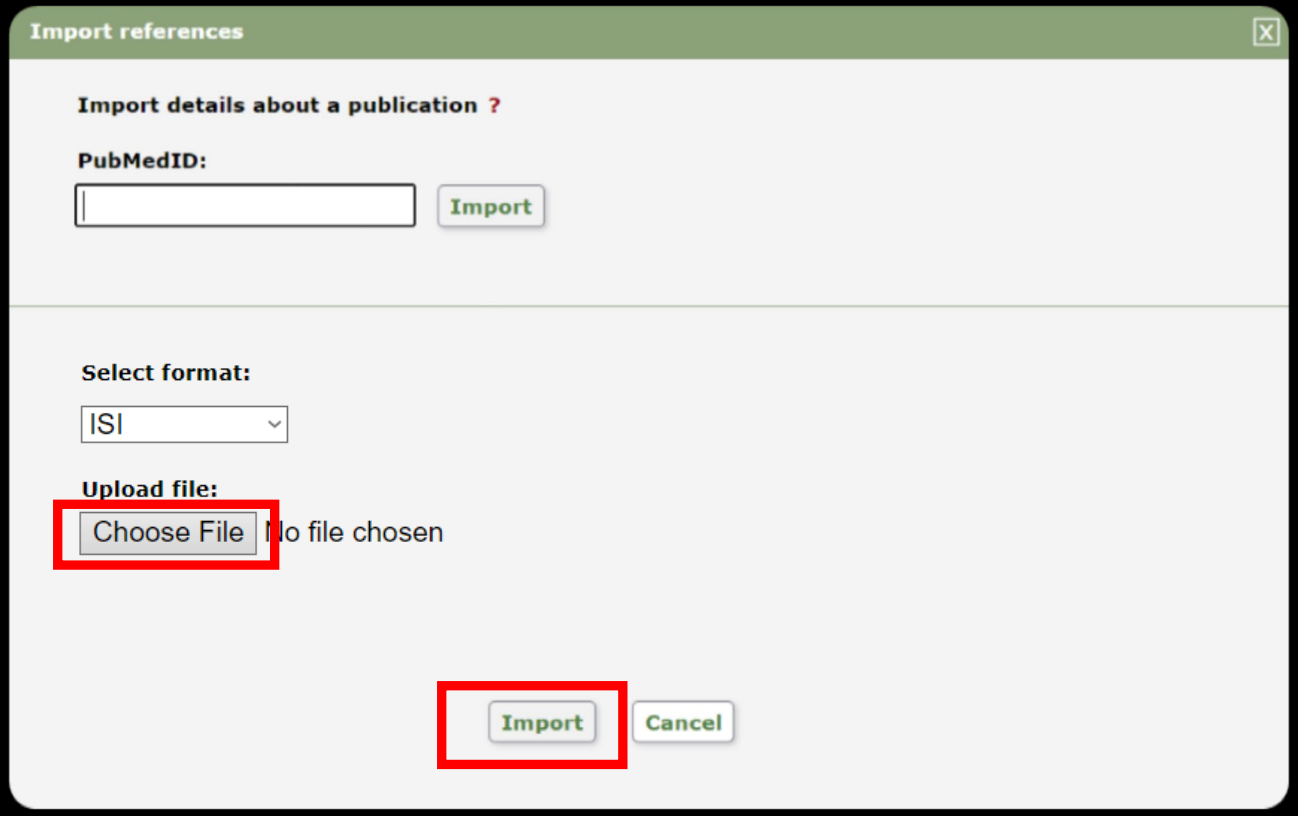
3. Importing references

- From Pubmed
  - Paste the PMID and click “Import”
- Other sources:
  - Select format (From the DiVA portal of another university: Select “MODS V3”)



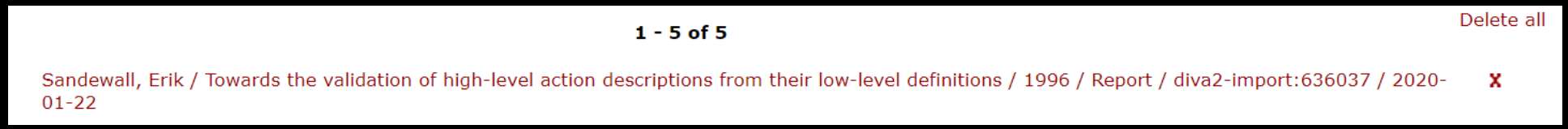
3. Importing references

- From Pubmed
  - Paste the PMID and click “Import”
- Other sources:
  - Select format (From the DiVA portal of another university: Select “MODS V3”)
  - Click “Choose file” and browse to find the file
  - Click “Import”



4. Review the imported record(s)

- You will now see a list with all imported publications.



- Click “x” for publications you want to remove.
- Click the text in red from the list to complete the registration.

4. Review the imported record(s)

- You will now see a form to complete, with some information already filled in.
- Make sure all the information is correct and add missing information, such as affiliation.

The affiliation must be identical with the one stated in the original publication.

The affiliation
identical
stated in the
publication

Language is automatically set to *English*. If the publication is written in another language, don't forget to change it under Title, Abstract and Key words.

The affiliation
identical
stated in the
publication

Specifying National subject category is mandatory. Choose subject category from level 2 or 3 (not from the main level).

The affiliation
identical
stated in the
publication

Do not upload any files! If you want to parallel publish your publication, send it in via https://ep.liu.se/publicationvisibility or email ep@ep.liu.se

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