



LUP*registration*

Dissertation

1:3

2015-06-15

Get started – Create an account

Log on to LUP using your LUCAT-id and password on: <http://lup.lub.lu.se/>. If you are an external user defending your dissertation at Lund University (without LUCAT-id), please click *submit a registration request*.

Edit your account information by clicking on *Account*. Here you can change your affiliation, add your professional title, change your e-mail address etc.

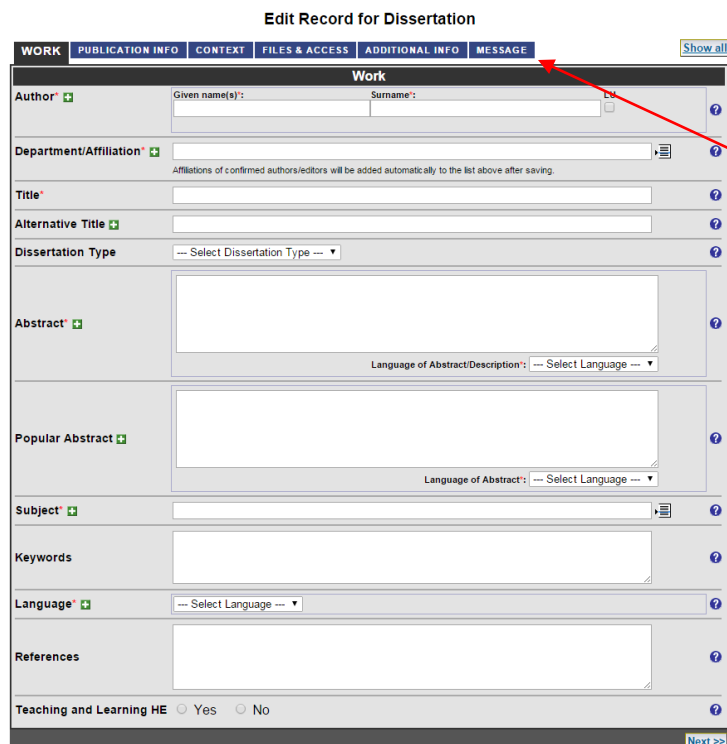
Under *Preferences* you can activate alert mails from LUP and set the amount of records that should be listed (viewed) in your *Publishing area*.

Register your dissertation



The screenshot shows the LUP registration page for Lund University. The page header includes the Lund University logo and the text "LUP registration LUND UNIVERSITY". A navigation menu on the left contains links for "Log In", "About LUP", "FAQ", "News", "Contact", and "Publishing Area". A dropdown menu is open, showing options for adding a new publication. The options are: "Add a new publication (uses popup window)", "Add a new publication (uses popup window)", "Dissertation", "Licentiate Thesis", "Journal Article", "Preprint", "Report", "Conference Proceeding/Paper", "Conference: Editor", and "Conference Abstract". A red arrow points to the "Dissertation" option.

Choose Dissertation from the drop-down menu.



The screenshot shows the "Edit Record for Dissertation" form. The form is divided into six tabs: "WORK", "PUBLICATION INFO", "CONTEXT", "FILES & ACCESS", "ADDITIONAL INFO", and "MESSAGE". The "WORK" tab is selected. The form contains the following fields: "Author" (with "Given name(s)" and "Surname" sub-fields), "Department/Affiliation", "Title", "Alternative Title", "Dissertation Type" (with a dropdown menu), "Abstract" (with a "Language of Abstract/Description" dropdown), "Popular Abstract" (with a "Language of Abstract" dropdown), "Subject", "Keywords", "Language" (with a dropdown menu), "References", and "Teaching and Learning HE" (with "Yes" and "No" radio buttons). A red arrow points to the "ADDITIONAL INFO" tab.

For the registration form to appear your web browser must allow popup windows. The registration form looks like this and consists of six templates, *Work*, *Publication info*, *Context*, *Files & Access*, *Additional Info* and *Message*.

WORK

Fields marked with a red asterisk are mandatory. Click on the question mark after each field for additional information. The green box with a white plus sign, following several entry fields, can be used to add fields. If you want to delete entry fields, click on the red box with a white minus sign.

Author * Fill in given name and surname, then click on *Select Author* and choose your name from the list.
A LU sign will appear in front of the author's name, marking that the author is affiliated at LU. The author's affiliation will appear under the author's name (1).

The screenshot shows the 'Work' form with the following sections:

- Author ***: Includes fields for 'Given name(s):' (Ola) and 'Surname:' (Olsson). A green plus sign is next to the field. A callout '1' points to the 'Given name(s):' field.
- Department/Affiliation ***: Includes a list of affiliations: '1 Dept of Physical Geography and...' and '2 Biodiversity'. A callout '1' points to the 'Biodiversity' affiliation.
- Title ***: 'Predicted effects of management'
- Alternative Title**: Empty field
- Article Type**: 'Original Article' (dropdown)
- Publication Status ***: 'Published'
- Abstract**: 'Many of Sweden's red list Small biotopes (e.g. fire maintenance of biodiversity environmental support is proper evaluation of the lacking. We examined the'

The pop-up window 'Select affiliations for Ola Olsson' contains the following table:

Lund University Affiliation	Selected
Biodiversity*	<input checked="" type="checkbox"/>
Animal Ecology (Closed 2011)	<input type="checkbox"/>
MEMEG	<input type="checkbox"/>
Zoology	<input type="checkbox"/>
Zoology (Closed 2011)	<input type="checkbox"/>
External Affiliation	<input type="checkbox"/>

Below the table are two buttons: 'New entry for an LU affiliation' and 'New entry for an external affiliation'. A callout '2' points to the 'Selected' checkbox for 'Biodiversity*'. A callout '3' points to the 'New entry for an external affiliation' button. 'Submit' and 'Close' buttons are at the bottom.

Change or correct affiliations: In order to change or correct an affiliation, click on the affiliation (1), you'll then choose current or prior affiliation under "Select affiliations for..." (2).
For a dissertation published when not employed by LU, please click *New entry for an external Affiliation* (3).

Department/Affiliation * Affiliation of conformed authors/editors will be added automatically to the Department/Affiliation field after saving. In order to go back and edit affiliations, please click on the affiliation below the author names and change

the affiliations there. Incorrect entries in the Department/Affiliation field are removed by using the red minus icon to the right of the field.




- Title*** Fill in the title of your dissertation.
- Alternative Title** Fill in alternative title; this may be a translation of the title of your work.
- Dissertation Type** Specify whether your dissertation is a monograph or composite dissertation.
- Abstract*** Fill in the abstract of your work. You may enter more than one; maybe you would like to enter the abstract in more than one language. Don't forget to specify language from the drop-down menu *Language of Abstract*.
- Popular Abstract** If you want to add an additional abstract written in a popular science style, use this entry.
- Subject*** Choose the subject that best describes your work, according to the *Swedish Standard Classification of research topics 2011*. The classification has 3 different levels: Top level, Middle level and a Detailed level. NB! For publication entered in Medicine use the Detailed level, for all other subjects the Middle level is accepted but the Detailed level is preferred.

Expand All | Fold All | Close

Use  to expand the subject structure.

When you have found your **specific** subject click on the name to select it.

UKA Subjects

- Natural Sciences 
- Engineering and Technology 
- Medical and Health Sciences 
 - Basic Medicine 
 - [Pharmaceutical Sciences](#)
 - [Pharmacology and Toxicology](#)
 - [Medical Chemistry](#)
 - [Social and Clinical Pharmacy](#)
 - [Neurosciences](#)
 - [Physiology](#)
 - [Medical Genetics](#)
 - [Cell and Molecular Biology](#)
 - [Microbiology in the medical area](#)
 - [Immunology in the medical area](#)
 - [Other Basic Medicine](#)
 - Clinical Medicine 
 - Health Sciences 
 - Medical Biotechnology 
 - Other Medical Sciences 
- Agricultural Sciences 
- Social Sciences 
- Humanities 

Top Level

Middle Level

Detailed Level

- Keywords** Fill in keywords that describe your work, separate using semicolon (;).
- Language*** Specify language of your work.
- References** Here you have the option of adding a list of the works cited in your work.

PUBLICATION INFO

- Publishing Year*** The year your dissertation was published.

- Publisher** Specify the publisher responsible for making your work public, e.g. publishing house, department at university etc. Do not enter city of publication.
- Publication/Series** If your work is part of a series, (e.g. monograph series etc.) please specify.
- Volume** If part of a series, please specify volume.
- Publication identifiers** Specify ISSN or ISBN.

CONTEXT

- Supervisor** Enter given name and surname of your supervisor. If your supervisor is affiliated with Lund University, confirm by clicking on his/her name in the list that appears when clicking on *Confirm Supervisor*.
- Research Group** If your dissertation is the result of the work of a research group, you can enter the name of that research group here. By clicking on the icon next to the field, you can select the research group from a controlled list. If the name has not been added yet, contact your LUP reviewer.
- Project** If your dissertation is part of a project, you can enter the name of that project here. By clicking on the icon next to the field, you can select the project name from a controlled list. If the name has not been added yet, contact your LUP reviewer.
- Funder** If the research your dissertation is based on has received external funding, you can name the funder(s) in this field. Use the icon next to the field to find the funder name. If the name has not been added yet, contact your LUP reviewer.

Edit Record for Dissertation

[WORK](#) | [PUBLICATION INFO](#) | [CONTEXT](#) | [FILES & ACCESS](#) | [ADDITIONAL INFO](#) | [MESSAGE](#)
[Show all](#)

Context

Supervisor* ?

Given name(s): Surname: Personal title: Confirm Supervisor

Research Group ?

▶

Project ?

▶

Funder ?

▶

Defense

Date* (YYYY-MM-DD) ?

Time* (HH:MM) ?

Place* ?

Opponent* ?

Given name(s): Surname: Personal title:

Affiliation:

[<< Previous](#) [Next >>](#)

Click on the list icon and choose department/project etc.

Defense

- Date*** Enter the date your defense will take or took place (YYYY-MM-DD).

Time* Enter time (HH:MM).

Place* Here you should enter the full visiting address of the place where the doctoral defense takes place.

Opponent* Enter the name, title and affiliation of the opponent.

FILES & ACCESS

Upload Main Doc. When uploading your main document, click the *Upload New button*. You then have two options:

1. Uploading your file from a local file (e.g. on your computer) by clicking on *Browse*
 2. Uploading from URL and entering a file name for your file
- After uploading your main document, you can set the access level of your file.

Lund University Publications - LUP - Mozilla Firefox
http://lup.lub.lu.se/luur/Record

Edit Record for Dissertation

WORK PUBLICATION INFO CONTEXT **FILES & ACCESS** ADDITIONAL INFO MESSAGE Show all

Files & Access

Upload Main Document

File Name	Access	Date Uploaded	User	Edit	Delete

Upload New

Right Owners' Statement

Alternative Location (URL) Restricted Access

DOI Restricted Access

Click here to upload your file

Access Level

Open Access - this option makes your main document freely available on the Internet. If your dissertation is a composite dissertation and it is not possible for you to make all included articles open access, you can upload the comprehensive summary in a separate file and make it open access.

We advise against making submitted or unpublished manuscripts public in LUP since this may hinder future publication.

LU/LTH - with this option, only persons with a valid LUCAT/STIL identity can access the document.

Only Author/Reviewer/Administrator - the file is archived in LUP and only you as the author, the LUP reviewer or administrator can access the file. If you don't have the possibility to make your dissertation, or parts of it, open access due to copyright regulations, it is still a good idea to archive your dissertation in LUP using this access level.

You may also choose to make your dissertation open access after a certain date.

Copyright

By ticking the copyright disclaimer box you guarantee that any uploaded file is not in conflict with copyright agreements and that the file does not contain any defamatory material.

Click here to upload your publication.

Choose access level for your uploaded files.

You have to accept the Copyright Disclaimer to be able to submit your record.

Alt. Location (URL)

This field gives you an opportunity to link to the full text of the work outside the repository, e.g. if you are depositing a journal article, this is where you provide a link to the full text of the article on the journal homepage. If the access to the full text is restricted, e.g. if you need a subscription to be able to view the full text, please tick the box "restricted access". Ticking the "restricted access" box will not make access to the full text restricted!

In order to ensure that the link to the alternative location will work over time, it is important to ensure that you are using a stable link. Often you can find information on how best to link to a document on the journal homepage, etc.

DOI

The DOI standard is an attempt by the publishing industry to create unique identifiers to individual articles. This means that the article can be found independently of technological changes and changes of ownership of the journal. Almost all the major journal publishers have adopted the scheme. Using the DOI as a link means that the link will be more stable than if you use an ordinary URL. A typical DOI looks like: 10.1111/j.0030-1299.2004.12938.x and is normally found somewhere on the article html abstract page on the publisher site. To make a DOI work as a link you will have to add <http://dx.doi.org/> prefix which is where the DOI is resolved into the current URL for the article. <http://dx.doi.org/10.1111/j.0030-1299.2004.12938.x> will take you to the article "Active selection for large guppies, *Poecilia reticulata*, by the pike cichlid, *Crenicichla saxatilis*". For more information go to: International DOI Foundation (<http://doi.org/>).

Related Material

With this function you can add a relation between your publication and another object either within or outside of LUP. You can for instance add a link to the conference homepage if you're depositing a conference paper, or, if there are different versions of your work in LUP, you can relate them to each other. All added relations will be visible in the full record of the document.

If your dissertation is a composite dissertation you may want to link to the articles included which are registered in LUP. To do so, choose *Related object is article/paper in dissertation* and *Link within LUP*.

Choose the kind of relation you are adding from the drop-down menu.

Specify whether the relation you are creating is to a source inside or outside LUP.

To link to a document already registered in LUP, search the title. Choose the publication you are searching for from the list that appears, click *Submit* and a relation has been created!

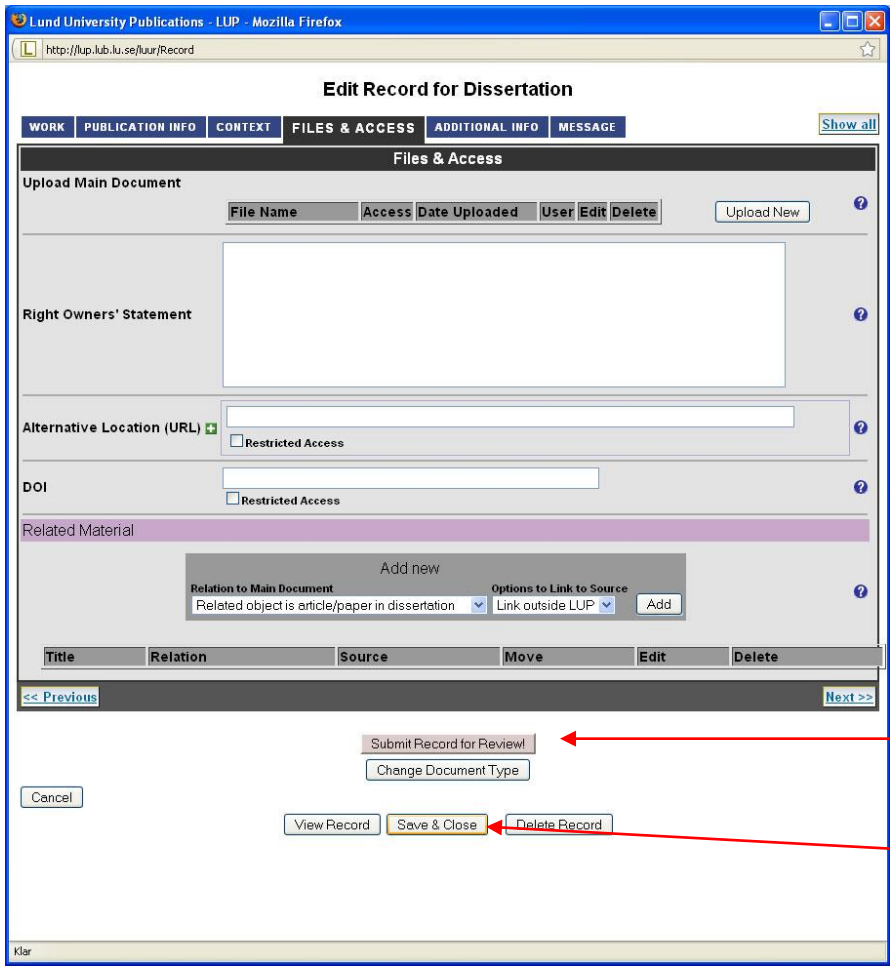
t fi
ild se to intention that

"Authors A and B contributed equally to the article". Information entered in this field will be visible in the public interface.

MESSAGE

In the message field you can write a message for the reviewer. Information entered in this field will not be visible in the public interface.

When you have finished your registration, click on *Submit Record for Review*. If you wish to continue your registration later on, click on *Save & Close*.



Submit Record for Review

Save & Close

When you have submitted your record, it is sent to a reviewer. The reviewer looks at the record and makes corrections in the bibliographic information if needed. When the *reviewer* accepts the registration the record changes status to *public*. The record is now visible in the public interface.