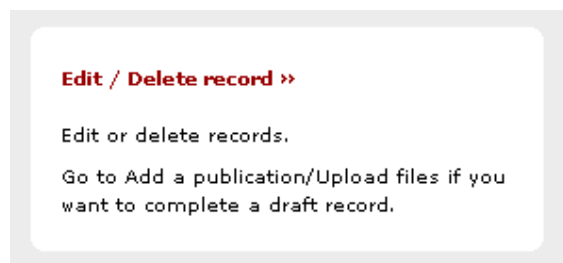


Claim authorship

With the *claim authorship* function you can edit the bibliographic records that you have not registered yourself, but are affiliated with by being one of the co-authors.

1. In DiVA's registration form, go to **Edit / Delete record**.



2. Search for the record for which you wish to claim authorship.

Search record: ?

Find the record you want to edit, copy or delete.

Freetext:

Author:

Title:

urn:nbn: **Search**

☒ All ☐ Research publications ☐ Student theses

☐ Only documents with full text in DiVA

3. In the search list you will see a drop down menu with three different filters that allows you to choose which records to be shown.

Show: All **Sort:** Da

4 of 4

All
My records
Coauthor

All – All records are shown whether you have authority to edit it or not.

My records – Only displays the records that you have the right to edit or delete.

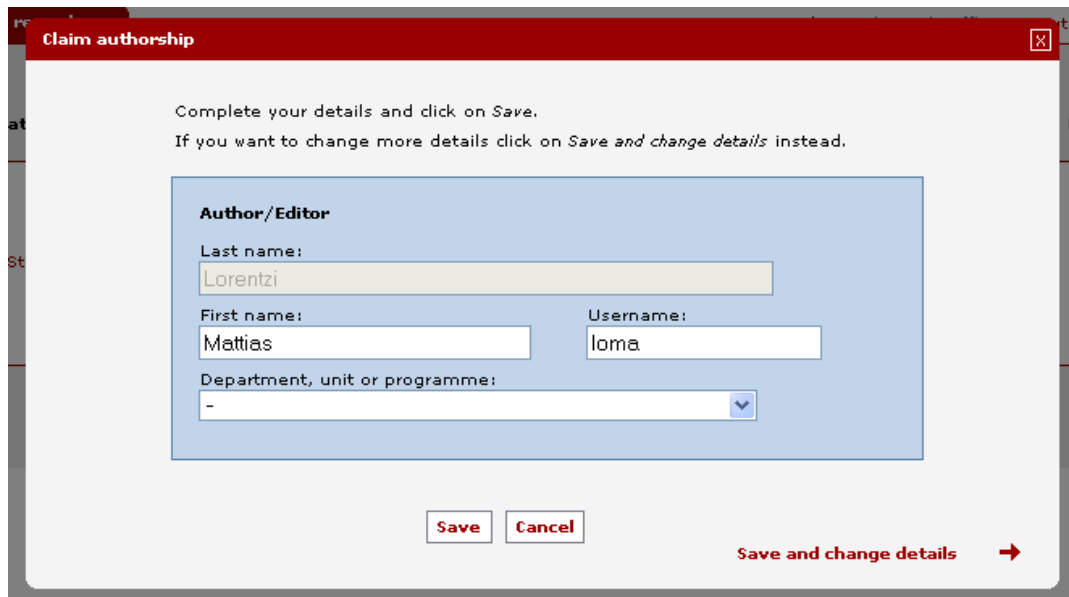
Coauthor – Displays the records for which you can claim authorship by being one of the authors or editors.

4. In order to claim authorship of a record you haven't registered yourself, choose the filter **Coauthor**.

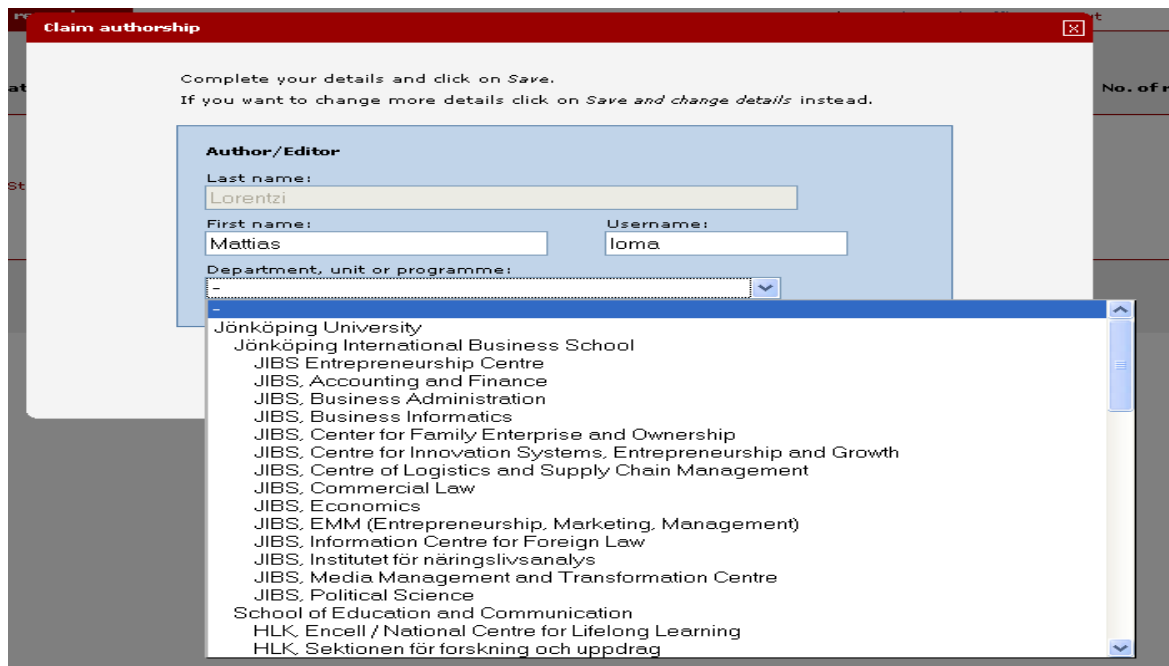


of 4

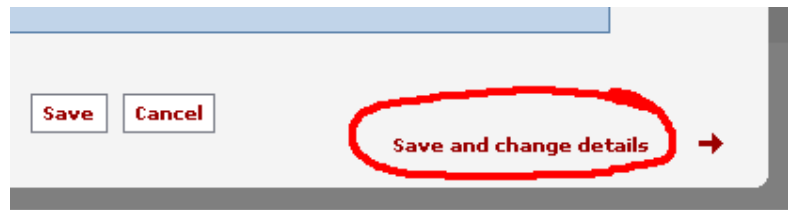
5. Click on the title of the publication you want to edit. A pop-up window appears.



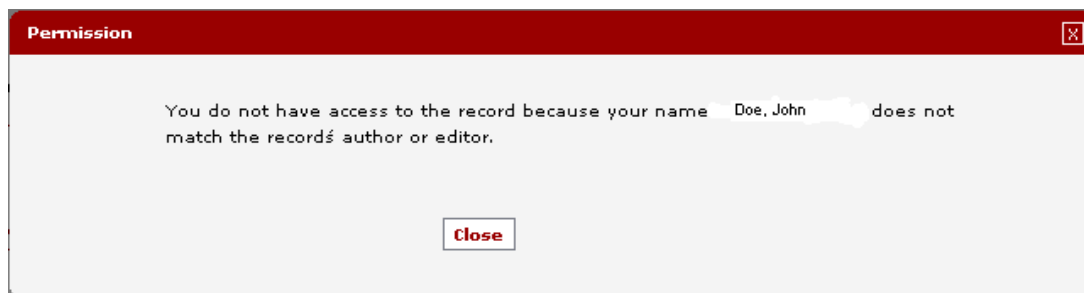
6. Your last name should appear in grey (not editable) and your first name or initial and username. In the drop down menu, choose your affiliation or affiliations.



7. You may also click on **Save and change details** to get to the full bibliographic record.



- Should you not have the authority to claim authorship to a record, the following message will appear.



- Should your name match several authors in the bibliographic record the following message will appear where you can tick the box next to the name or click on **Save and change details**.

