



## How to submit and e-publish your doctoral thesis in Gupea

This document contains instructions about how to e-publish ("e-spika") your doctoral thesis in Gupea.

### Log in to page My Gupea

1. Go to Gupea: <https://gupea.ub.gu.se/password-login>
2. Log in with your email and the password you received in the email from Gupea. Now you have entered the page My Account, here you will find your thesis under Unfinished Submissions.
3. If you want to change your password, click [Forgot your password?](#) and follow the instructions.

### Describe your thesis

1. Click on the title and then Resume to start registration.
2. Fill in the following boxes:
  - Author: already filled
  - Email to author: optional
  - Thesis title: already filled, but check whether it is correct
  - Department: select from list
  - Series: only if the thesis is part of a series
  - ISBN: optional. If you choose to have ISBN, please have in mind that you have two different ISBN, one for the printed version and one for the pdf version. Submit both ISBN in both versions of the thesis.
  - Articles: for a compilation thesis only.  
Please note! Register one article per box, mark the articles with the same numbers and order as in the printed version. You can add a link to the article's web page if it exists.  
See example:  
*Schwartz, S., Méndez, E. (2013). Hospital Volume Is Associated With Survival but Not Multimodality Therapy. Cancer, 119 (10), 1845-52. <http://doi.org/10.1002/cncr.27976>*
3. Thesis language: select from list
4. Click Next and continue editing:
  - Academic Degree: choose degree from list. Contact your department for any questions
  - Time and place for the public defence: enter time and place in Swedish: "Fredagen den 14 maj 2021, kl. 9.00, Hörsal Arvid Carlsson, Academicum, Medicinaregatan 3"
  - Date for public defence: select year, month and day from the list, example: 2021 may 14
  - Subject keywords of the thesis
  - Abstract: copy and paste the text. It is not possible to format the text in this box.

## Upload files

Click Next. Now you have to upload the thesis abstract and other files.

1. Click Browse and upload one file at a time.
2. Fill in file description, e.g. *Abstract, Thesis, Thesis frame*
3. Click Upload file & add another for confirmation of your upload. You can check, change or remove files at that stage.
4. Repeat this step for all files.
5. Click Next when you are ready with uploading files.

Please note:

- 'Spikblad'/abstract: Please note, uploading 'spikblad' is *mandatory!* Upload as separate pdf file. File Description: *Abstract*
- Thesis (monograph): this file must be identical with the file used for the printed thesis. Title sheet must be included in the file. Cover may be included. File description: *Thesis*
- In the case of a compilation thesis: the pdf file must only contain the thesis frame, *not* the articles. File Description: *Thesis frame*
- *For Sahlgrenska Academy and IT Faculty only:* upload the cover as a separate file. File description: *Cover*

## Check your submission and accept Agreement for electronic publishing

1. Make sure the information about the thesis, the public defence and the uploaded files is correct.
2. Click Correct one these if you need to edit anything.
3. Click Next when you have finished editing.
4. Read the agreement text and click I grant the License to accept the agreement and complete submission.

Done! Your submission in Gupea is complete.

## Next steps: department/faculty office will review and accept the submission

Your thesis submission will now be reviewed and accepted by your department or faculty office. If the administrator at your department/faculty office rejects the submission, you will be notified by email. The thesis will be made publicly available three weeks before your disputation/public defence, at the latest.

## Register your thesis in GUP

After your thesis is made publicly available you have to register it in GUP, Gothenburg University Publications. Please see instructions: <https://www.ub.gu.se/sv/publicera/registrera-publikationer-i-gup>

## Questions or need help?

Please contact the university library's Gupea support if you need help with your submission: [gup@ub.gu.se](mailto:gup@ub.gu.se) or 031-786 6671

If you have questions regarding the content or the review process in general, please contact your department or faculty office.