Instructions for students

– Publish/archive a student paper, essay or degree project in DiVA

How to publish/archive

1. **Log in**: Log in to DiVA http://uu.diva-portal.org/login with your University account and password A. If you don't have a University account, read about how to get one on https://mp.uu.se/en/web/info/stod/it-telefoni/inloggning.

2. **Select publication type**: *Student thesis* is preselected. Click on *Continue* to proceed.

In the menu bar you will find links to Search, Helpdesk, Help, and Quick reference guides.

Help texts explaining each field are shown if you hold your cursor over the question mark

Remember: You can save an incomplete registration as a draft by clicking on *Cancel/Save draft* and selecting *Save a draft*. You can find it later under *My drafts*.

> Fields marked with red are mandatory fields. Certain programmes or courses may require other fields. Ask at your department if you are unsure.

3. **Fill in your details**: Fill in the details about the author/authors.

Fill in your e-mail address in order to receive a confirmation when registration is complete as well as when your paper has been published and/or archived.

You can delete a selected organisation by clicking the **X**.

If there are other authors, click on *Another author* and fill in all details.

4. **Choose organisation:** Click *Choose organisation* and search or browse for your department or section. Select the lowest level in the hierarchy (if you choose a unit, the name of your department will be registered automatically).

Instructional film

Other organisation: Add information here only if you have completed your work at another organisation/university. Otherwise see *Choose organization* above.

> It is vital that you select the correct department or unit from the list. Ask at your department/unit if you are unsure which unit to choose.

5. **Cooperation:** If you have cooperated with a company or an external organisation, enter the name here.

6. **Title**: Enter the title and select the language of the title.
Alternative title: If there is an alternative title in another language, enter it here.

If you copy the title from a document (Word, PDF, etc.) click and paste the text in the window that opens to clear the text of unwanted formatting.

**7.**   **Degree:** Fill in the level of your paper and select the number of credits for the paper. The list shows the present system with *HE credits* (Higher Education). Select the name of your programme and subject/course if these are on the provided lists. Otherwise ignore these fields.
Other information: Fill in the year and number of pages.

Degree ?

Level: *
Independent thesis Advanced level (degree of Master (Two Yea ▼

University credits: *
20 credits / 30 HE credits ▼

Educational program:
Master Programme in ALM ▼

Subject / course:
Library and Information Science ▼

[Another degree »]

Content category
☐ Artistic work

Other information ?

Year: *   Number of pages:
2011   69   ←   Enter the number of the last page number printed in your paper.

8.   **Series:** If the paper is part of a series, select the title of the series from the list and specify the number of your paper in the series. If the series is not on the list, fill in the field called *Other series*.

Series ?

Title of series/ISSN:
-   ▼

Other series ?

Title of series:

ISSN:

No. in series:

9. **Identifiers**: Ignore these fields if your department has not provided special instructions.

10. **National subject category:** Choose the appropriate subject category by clicking on the button. You can either search for subjects or browse by clicking the ➕-symbol. Delete a chosen category by clicking **x**.

11. **Keywords:** Add keywords to help others find your paper. Use commas to separate keywords.
     Abstract: Write or paste an abstract/summary. You can enter both keywords and abstracts in several languages.

12. **Supervisor and examiner:** Fill out the details about supervisor and examiner.
     You do not need to add the ORCID identifier.

You do not need to complete the *Presentation* field.

13. **Upload your file**: Upload your paper in **PDF-format** (A4). This is where you can manage the visibility of your file in DiVA. "Make freely available now" is preselected. No changes are necessary if your paper doesn't need any special arrangements. "Make freely available now" includes archiving the file in DiVA. If you would like to make your file visible on a specific date, select the option "Make freely available later" and choose the appropriate date. If you want only the information about the work to be visible in DiVA, select "Only for archiving".

14. Once your file is uploaded - read the conditions for electronic publishing and tick the box to acknowledge your acceptance. If you have chosen "Only for archiving", you will not be asked to accept any publishing conditions.

| Select publication type --> | Enter information --> | Upload files --> | Review / Publish --> |

← Back | Cancel / Save draft | Continue →

Uploaded files ?

↓ fulltext
The file should be made available now.

Tick to accept the publishing conditions. → ☑ I accept the publishing conditions »

Click here if you need to edit the file information.

Click here to delete the file.

Message to the DiVA administrator

15. **Review/Publish**: Check if all details are filled in correctly. If you want to change something, use the link *Edit information* or click on *Back* to return to the form and make the necessary changes.

| Select publication type --> | Enter information --> | Upload files --> | Review / Publish --> |

« Edit information

← Back | Cancel / Save draft | Submit →

Author: Andersson, Anders (Uppsala University, Disciplinary Domain of Humanities and Social Sciences, Faculty of Arts, Department of ALM) *anders.andersson@student.uu.se

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Alternative title(sv): Biblioteket : en kreativ mötesplats

Publication type: Student thesis

Language: English

Level: Independent thesis Advanced level (degree of Master (Two Years))

16. **Check the file:** Make sure it is possible to open the uploaded PDF-file.

Files
fulltext   fulltext

Click on "fulltext" to open your uploaded file

← Back | Cancel / Save draft | Submit →

17. **Submit:** When you are satisfied click on *Submit*.

After submitting your paper

When you have submitted your paper it has to be approved by an administrator at your department and/or equivalent before it can be published. For this reason, you will not be able to see your paper immediately after you have registered it.

Thank you for registering this item.

The record has now been saved in the system.

If you cannot immediately see your publication in DiVA the delay is because it has to be checked first by a librarian or an administrator.

When the administrator has published your paper, you will be able to find it in DiVA, Essays.se and search engines such as Google. If you have provided your e-mail address you will receive a confirmation when your registration is complete as well as when your paper has been published/archived.

If you want to make changes later, contact the **DiVA administrator at your department**. For more information about who to contact see our student theses webpages.