



UPPSALA
UNIVERSITET

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://akka-anv.uu.se/akkalosen/>.
- 2. Select publication type:** *Student thesis (degree project)* is preselected. Click on *Continue* to proceed.

A screenshot of the DiVA portal interface. The top navigation bar includes 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. On the left, there is a sidebar with 'My drafts'. The main content area shows a 'Select publication type ?' label with a red arrow pointing to a dropdown menu containing 'Student thesis'. Below the dropdown, there is a note: 'You can also go to your drafts. Select My drafts.' A 'Continue →' button is located at the bottom right of the main content area. A callout box with a red arrow pointing to the question mark contains the text: '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 required 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 on 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](#)

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.

Other University: Add information here only if you have completed your work at another university.

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

Cooperation ?

External cooperation

Partner: *

Volvo Group Truck Operations

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.

Title ?

Main title: *

The library

I *x₂* *x²* *Ω* HTML

Subtitle:

a creative meeting point

I *x₂* *x²* *Ω* HTML

Language: *

Engelska

Alternative title ?

Main title:

Biblioteket

I *x₂* *x²* *Ω* HTML

Subtitle:

en kreativ möteplats

I *x₂* *x²* *Ω* HTML

Language:

Svenska

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 lists provided. Otherwise ignore these fields.

Other information: Fill in the year and number of pages.

Degree ?

Level: *

Independent thesis Advanced level (degree of Master (Two Year))

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: *

2011

Number of pages: *

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.

Identifiers ?

URI: urn:nbn:se:uu:diva-230323

ISRN:

Local ID:

Archive number:

DOI:
 Free full-text

URL:

URL label:
 Free full-text

[Another URL »](#)

Libris ID:

[Another Libris ID »](#)

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

National subject category * ?

[Choose national subject category »](#)

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.

The screenshot shows the 'Keywords' and 'Abstract' sections of the submission form. In the 'Keywords' section, the text 'architecture, library buildings, libraries' is entered in the text box. Below it is a 'Language:' dropdown menu set to '-'. A red arrow points to the 'Keywords in another language >>' button, with a callout box stating: 'Click to add keywords in several languages.' In the 'Abstract' section, a rich text editor contains a paragraph of text. Below the editor is a 'Language:' dropdown menu set to 'Engelska'. A red arrow points to the 'Another abstract >>' button, with a callout box stating: 'Click to add abstracts (summaries) in several languages.'

12. Supervisor and examiner: Fill out the details about supervisor and examiner.

You do not need to add the ORCID identifier.

The screenshot shows the 'Supervisor' and 'Examiner' sections of the submission form. Both sections have identical form fields. At the top of each section are two buttons: 'Get saved personal data >>' and 'Save personal data >>'. Below these are fields for 'Last name:' (Morales for supervisor, Holm for examiner), 'Academic title:', 'First name:' (Maria for supervisor, Harald for examiner), and 'Local User Id:'. There is also an 'ORCID:' field. Below these is a 'Department, unit or programme:' field with a 'Choose organisation >>' button. At the bottom of each section are 'Other university:' and 'E-mail:' fields, followed by an 'Another supervisor >>' or 'Another examiner >>' button.

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

Presentation ?

Date: Language:

Room:

Address:

City:

Note ?

- 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” 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 your reference to be visible in DiVA, select “Only for archiving”.

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

← Back Cancel / Save draft Continue →

Upload file ?

Title:

Type: *

fulltext pdf (application/pdf)

Give the file a name:

Secrecy Registration number:

When should the file be made freely available? *

Make freely available now (open access) Date:

Make freely available later

Only for archiving

Print-on-demand

Digitized

Choose File No file chosen

Select *fulltext* and *pdf*.

Upload your paper by clicking on *Choose file* and selecting your paper. The paper must be in **PDF-format** (A4).

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.

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.

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

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 finding tools 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 and/or archived.

If you want to change something at a later date, contact the DiVA administrator at your department. For more information about who to contact see our [student theses webpages](#).