



UPPSALA
UNIVERSITET

Instructions for students

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

How to publish/archive in DiVA

- 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, go to IT-support for students:
<http://www.uu.se/en/students/it-for-students/>
- 2. Select publication type:** *Student thesis* is preselected. Click on *Continue* to proceed.

DiVA Search | DiVA Helpdesk | Help | Quick reference guides

DiVA

Add publication

Logged in as (user) Log out

Language

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

My drafts

Continue →

Select publication type ?

Student thesis

You can also go to your drafts.
Select *My drafts*.

Continue →

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.

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 the department will be registered automatically).

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


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

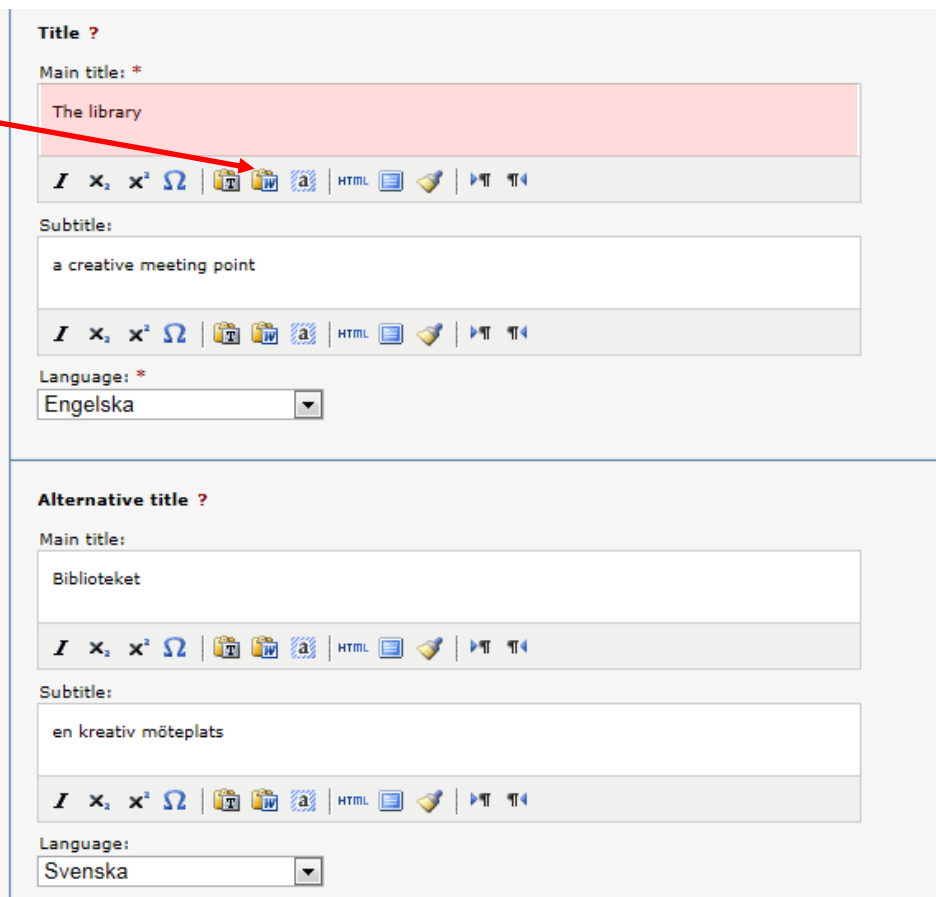


The screenshot shows a form section titled "Cooperation ?". It includes a checked checkbox for "External cooperation" and a text input field labeled "Partner: *" containing the text "Volvo Group Truck Operations".

6. **Title:** Enter the title and select the language of the title. Text in the fields for main title and subtitle will be separated by a colon when the record is displayed.

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.



The screenshot shows two form sections. The top section is titled "Title ?" and contains a "Main title: *" field with the text "The library" (highlighted in red), a "Subtitle:" field with the text "a creative meeting point", and a "Language: *" dropdown menu set to "Engelska". The bottom section is titled "Alternative title ?" and contains a "Main title:" field with the text "Biblioteket", a "Subtitle:" field with the text "en kreativ möteplats", and a "Language:" dropdown menu set to "Svenska". Both sections include rich text editors with various icons.

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 two fields.

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

Other information:

- enter the year when the paper was presented at the seminar.
- enter the number of the last page number in your paper.

Other information: Fill in the year and number of pages (last paginated page). Choose the year the paper was presented at the seminar.

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 for subjects or browse by clicking the -symbol. You can delete a chosen category by clicking **x**.

National subject category * ?

[Choose national subject category »](#)


x

- National subject categories
 - + Agricultural Sciences
 - + Engineering and Technology
 - Humanities
 - + Arts
 - History and Archaeology
 - Archaeology
 - History of Technology
 - History
 - + Languages and Literature
 - + Other Humanities
 - + Philosophy, Ethics and Religion
 - + Medical and Health Sciences
 - + Natural Sciences
 - + Social Sciences

- 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 a form with three main sections: **Keywords**, **Part of project**, and **Abstract**. The **Keywords** section has a text input field containing "architecture, library buildings, libraries", a language dropdown menu, and a button labeled "Keywords in another language >>". The **Part of project** section has a text input field and a button labeled "Another project >>". The **Abstract** section features a rich text editor with a toolbar (bold, italic, underline, list, link, etc.) and a text area containing a paragraph about library research in Sweden. Below the text area is a language dropdown menu set to "Engelska" and a button labeled "Another abstract >>".

Callout 1 (top right): Click to add keywords in several languages. (Points to the "Keywords in another language >>" button)

Callout 2 (left): If you copy the text from a document (Word, PDF, etc.) click  and paste the text in the window that opens to clear the text of unwanted formatting. (Points to the rich text editor toolbar)

Callout 3 (right): You can make the window larger by dragging the corner. (Points to the bottom-right corner of the abstract text area)

Callout 4 (bottom center): Click to add abstracts (summaries) in several languages. (Points to the "Another abstract >>" button)

- 12. Supervisor and examiner:** Here you can add the name of supervisor and examiner. You do not need to add the *ORCID* identifier or the *Local User Id*.

The screenshot shows two sections: **Supervisor** and **Examiner**. Each section has a "Get saved personal data >>" and "Save personal data >>" button at the top. The **Supervisor** section includes fields for Last name (Morales), Academic title, First name (Maria), Local User Id, ORCID, Department, unit or programme (with a "Choose organisation >>" button), Other university, E-mail, and an "Another supervisor >>" button. The **Examiner** section includes fields for Last name (Holm), Academic title, First name (Harald), Local User Id, ORCID, Department, unit or programme (with a "Choose organisation >>" button), Other university, E-mail, and an "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 public 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** of 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 (not the full text) to be visible in DiVA, select *Only for archiving*.

DiVA Search | DiVA Helpdesk | Help | Quick reference guides DiVA

Add publication Logged in as (user) Log out Language

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

← Back Cancel / Save draft Continue →

Upload file ?

Title:
The library: a creative meeting point

When should the file be made freely available? *

Make freely available now (open access)
 Make freely available later
 Only for archiving

Date:

Type: *

fulltext
pdf (application/pdf)

Give the file a name (optional):

Choose File No file chosen ←

0 %

← Back Cancel / Save draft Continue →

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 have checked that all is correct, 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 in DiVA 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.

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.

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 want to make changes later, contact the **DiVA administrator at your department**. For more information about who to contact see our [student theses webpages](#).