



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* is preselected. Click on *Continue* to proceed.

The screenshot shows the 'Add publication' page in the DiVA system. At the top, there is a menu bar with links for 'DiVA Search', 'DiVA Helpdesk', 'Help', and 'Quick reference guides'. Below this, the user is logged in as '(user)' and can click 'Log out'. The main navigation bar includes 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. A 'Continue →' button is visible in the top right of the main content area.

On the left side, there is a 'My drafts' link circled in red. A dashed line connects this link to a callout box at the bottom of the page that reads: "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*."

In the main content area, the 'Select publication type ?' label has a red arrow pointing to it from a callout box that says: "Help texts explaining each field are shown if you hold your cursor over the question mark". Below this label is a dropdown menu currently showing 'Student thesis'. At the bottom right of the main content area, there is another 'Continue →' button.

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.

**Cooperation ?**

External cooperation

Partner: \*








- 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.

**Title ?**








Main title: \*

The library

*I* **X** **X<sup>2</sup>**  $\Omega$     HTML    

Subtitle:

a creative meeting point

*I* **X** **X<sup>2</sup>**  $\Omega$     HTML    

Language: \*








Engelska ▼

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**Alternative title ?**








Main title:

Biblioteket

*I* **X** **X<sup>2</sup>**  $\Omega$     HTML    

Subtitle:

en kreativ möteplats

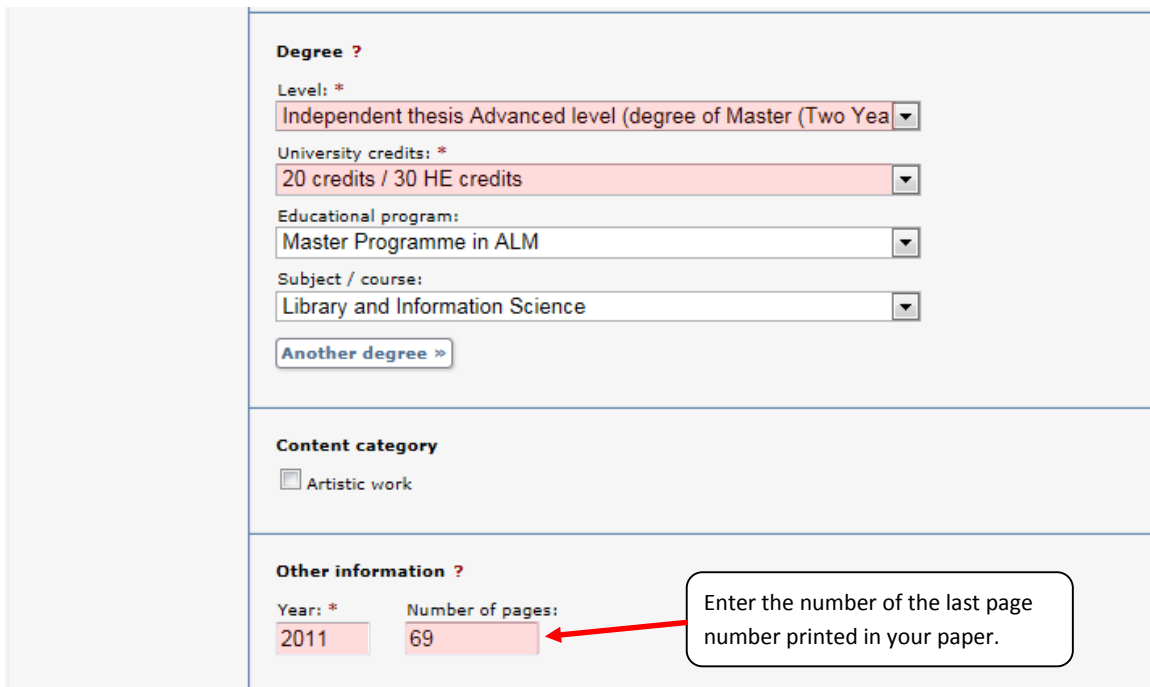
*I* **X** **X<sup>2</sup>**  $\Omega$     HTML    

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 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**

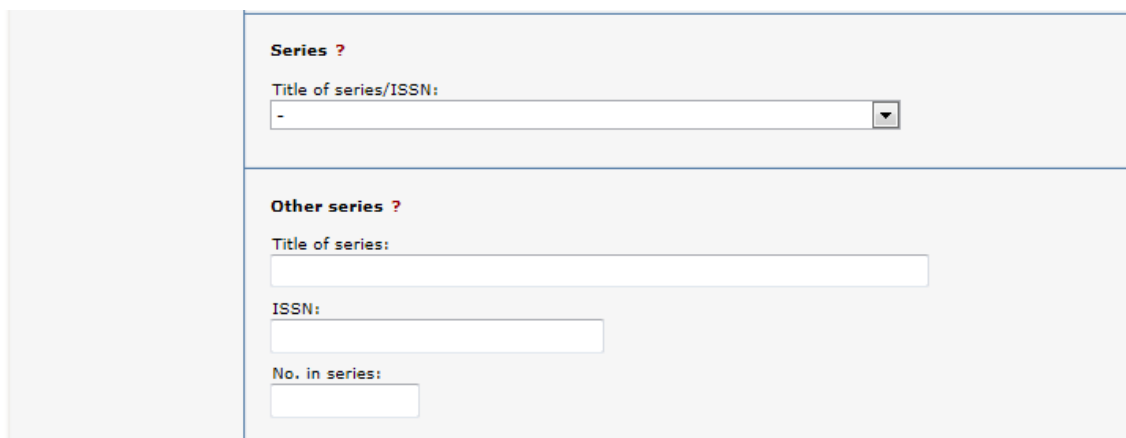
Artistic work

**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:  
[input field]

ISSN:  
[input field]

No. in series:  
[input field]

**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.

The screenshot shows the 'Keywords' and 'Abstract' sections of the DiVA submission form. The 'Keywords' section has a text input field containing 'architecture, library buildings, libraries', a language dropdown menu, and a 'Keywords in another language >>' button. The 'Abstract' section features a rich text editor with a toolbar, a text area containing a sample abstract about library buildings in Sweden, a language dropdown menu set to 'Engelska', and an 'Another abstract >>' button. Annotations include: a callout box pointing to the 'Keywords in another language >>' button with the text 'Click to add keywords in several languages.'; a callout box pointing to the rich text editor with the text 'If you copy the text from a document (Word, PDF, etc.) click [Word icon] and paste the text in the window that opens to clear the text of unwanted formatting.'; a callout box pointing to the bottom-right corner of the rich text editor with the text 'You can make the window larger by dragging the corner.'; and a callout box pointing to the 'Another abstract >>' button with the text '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 displays the 'Supervisor' and 'Examiner' sections of the DiVA submission form. Each section includes a 'Get saved personal data >>' and 'Save personal data >>' button. The 'Supervisor' section has 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 has identical fields with Last name (Holm) and First name (Harald).

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

The screenshot shows a form with two sections. The top section is titled "Presentation ?" and contains the following fields: "Date:" with a text input and a calendar icon; "Language:" with a dropdown menu; "Room:" with a text input; "Address:" with a text input; and "City:" with a text input. The bottom section is titled "Note ?" and contains a large text area with a vertical scrollbar.

- 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”.

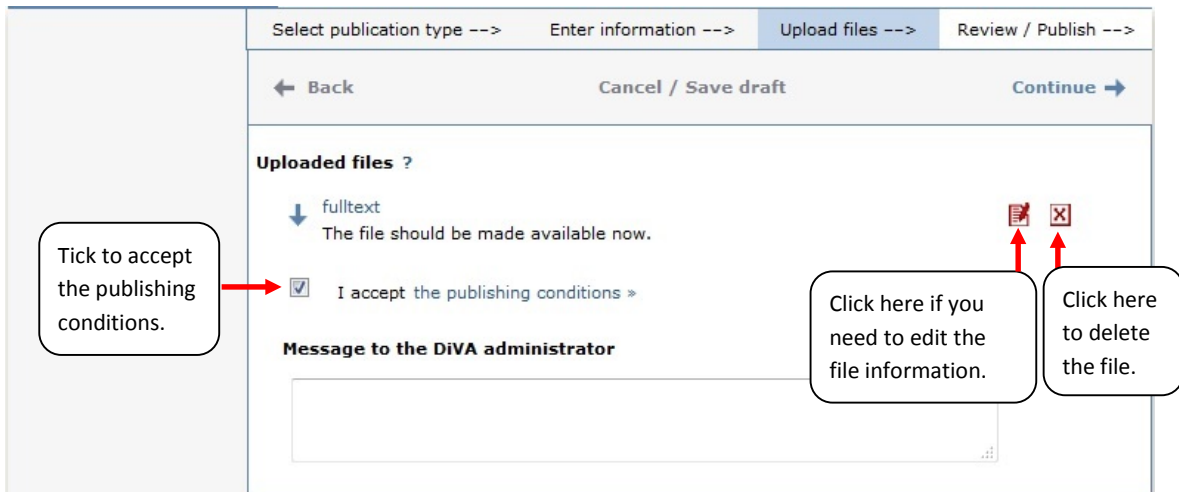
The screenshot shows the "Upload file ?" step in the DiVA submission process. At the top, there is a navigation bar with "Add publication" and "Logged in as (user) Log out". Below this is a breadcrumb trail: "Select publication type --> Enter information --> Upload files --> Review / Publish -->". The main form area includes:
 

- Navigation: "Back", "Cancel / Save draft", "Continue".
- Section: "Upload file ?"
- Field: "Title:" with the value "The library: a creative meeting point".
- Section: "When should the file be made freely available? \*"
- Options:
  - Make freely available now (open access)
  - Make freely available later
  - Only for archiving
- Field: "Date:" with an empty text input.
- Section: "Type: \*"
- Options:
  - fulltext (selected)
  - pdf (application/pdf)
- Section: "Give the file a name (optional):"
- Field: An empty text input.
- Field: "Choose File" button, "No file chosen", and a progress bar at 0%.
- Navigation: "Back", "Cancel / Save draft", "Continue".

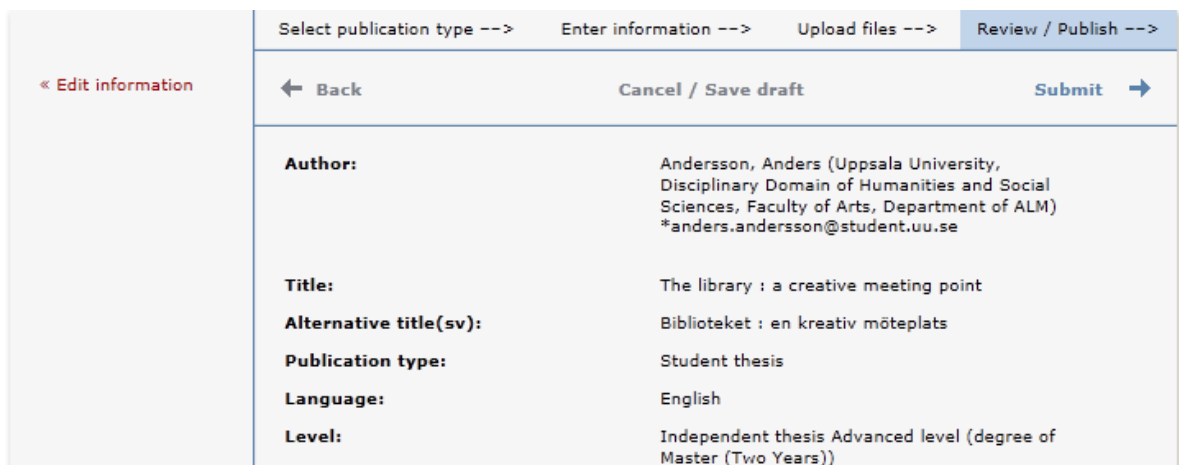
 Annotations include:
 

- A callout box pointing to the "Type:" dropdowns: "Select *fulltext* and *pdf*."
- A callout box pointing to the "Choose File" button: "Upload your paper by clicking on *Choose file* and selecting your paper. The paper must be in **PDF-format** (A4)."

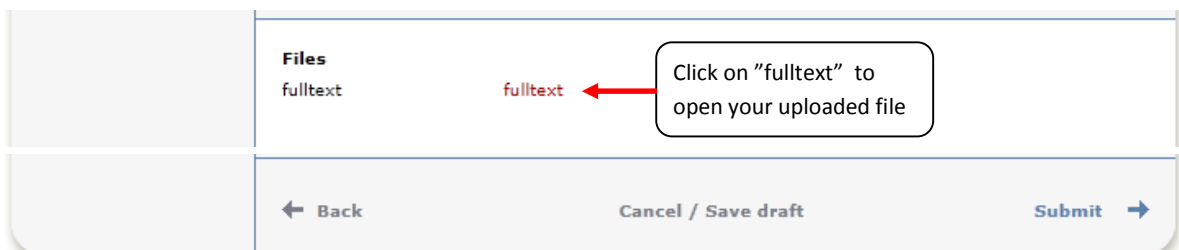
14. Once your file is uploaded - read the [conditions for electronic publishing](#) and tick the box to acknowledge your acceptance. If you have chosen “Only for archiving”, you will not be asked to accept any publishing conditions.



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 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](#).