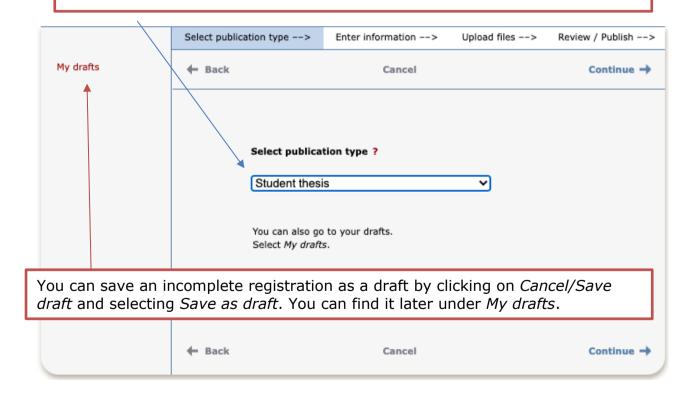


# **DiVA** manual for students

- Publish and archive a student paper/essay/project in DiVA
- Log in to BTH <u>DiVA</u> with your BTH account and password. Contact IT Helpdesk <u>ithelpdesk@bth.se</u> if you need help with account information.
- **2. Select publication type**: *Student thesis* is preselected. Click on *Continue* to proceed.

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



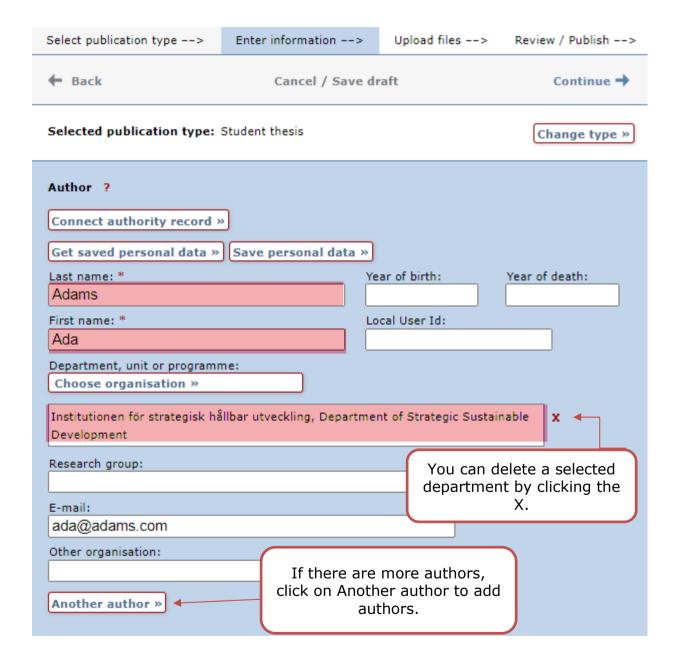
Fields marked with red are mandatory fields. Other fields may be mandatory depending on programme/course. Check with your department if you are unsure.

3. Fill in your details: Fill in the details about all authors.

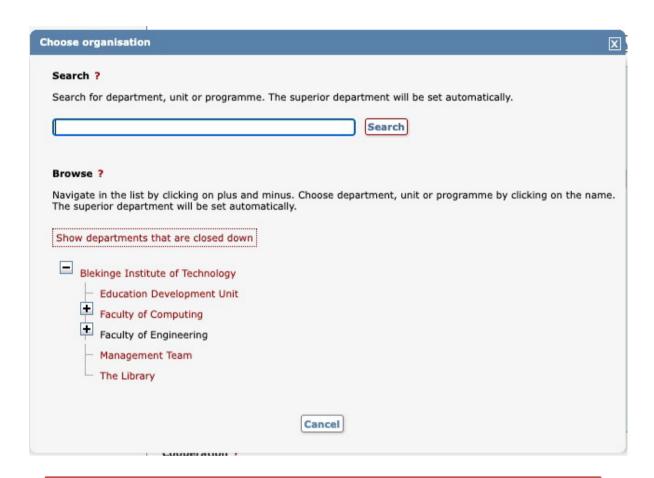
Fill in your email address in order to receive a confirmation when registration is completed, as well as when your paper has been published and/or archived.

If there is more than one author, click on "Another author" and fill in the details.

Personal identity number should not be published in DiVA according to Data Protection Regulation (GDPR).



**4. Choose organisation**: Click *Choose organisation* and search or browse for your department. Select the lowest level in the hierarchy. Choose from the list (don't write).



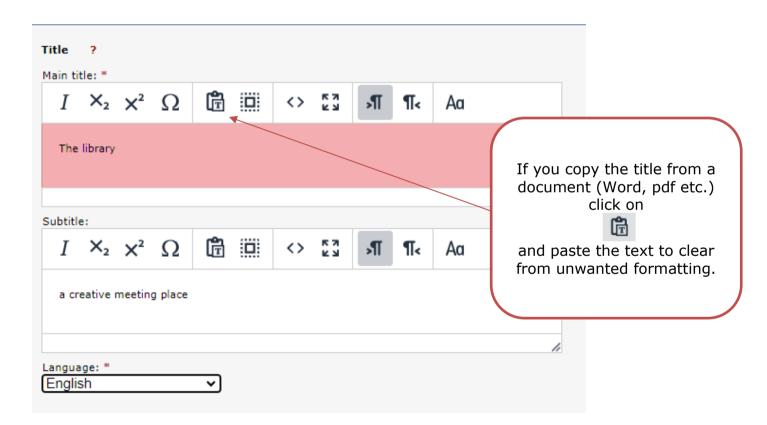
It is vital that you select the correct department from the list. Ask at your department if you are unsure which one to choose.

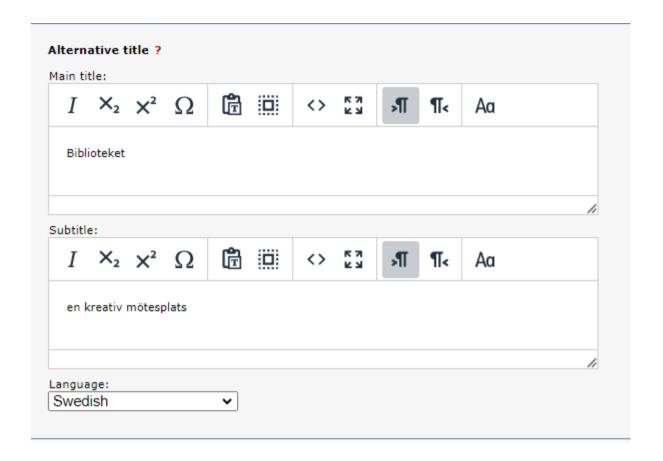
**Other organisation**: Add information here only if you have completed your work at another university.

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



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





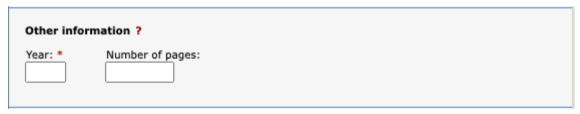
**7. Degree**: Fill in the level of your paper, and how many credits it involves. If you are unsure of level or credits, check with your teacher. Select the name of your programme and subject/course if these are on the lists. Otherwise ignore these fields.



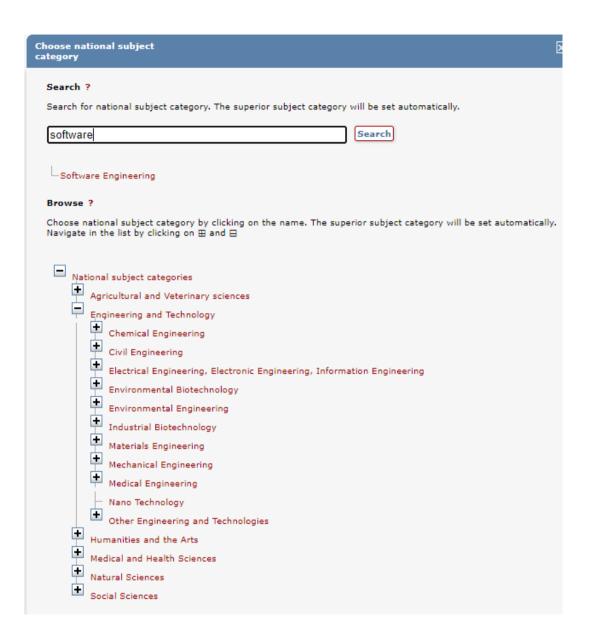
### Please note:

If your degree is in any of the Swedish programmes: "Sjuksköterska", "Högskoleingenjör", "Civilingenjör", or "Specialistsjuksköterska", please read the Swedish manual.

**Other information**: Fill in the year and number of pages (last paginated page, don't include appendix).

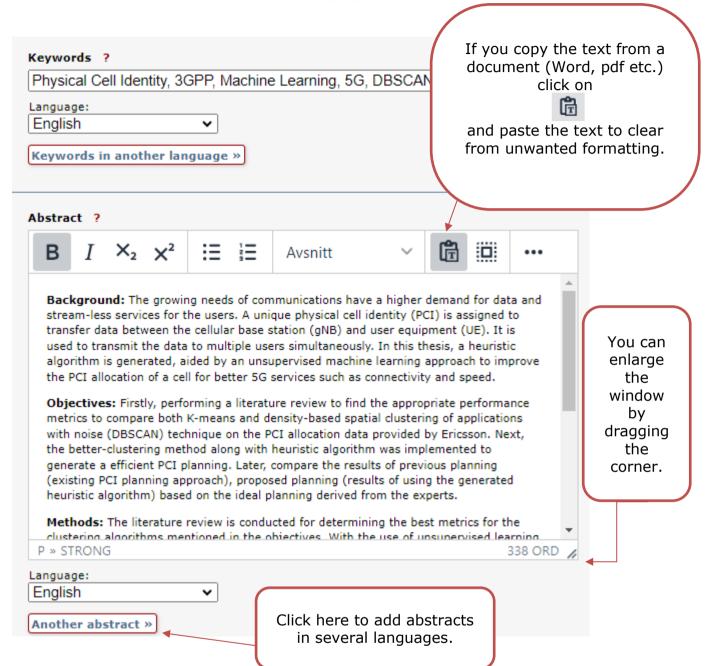


- **8. Series**: You can skip this part unless you have received other instructions from your department.
- **9. Identifiers**: Ignore these fields unless your teacher has provided special instructions.
- **10. National subject category**: Choose the appropriate subject category by clicking on the button. You can either search for subjects or browse by clicking the symbol. You can 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**: Add the names of your supervisor and examiner. You don't need to add the ORCID identifier or the Local User Id.

Supervisor ?	
Connect authority record »	
Get saved personal data » Save personal data »	
Last name: Aca	demic title:
First name: Local	al User Id:
ORCID:	
Department, unit or programme:	
Choose organisation »	
E-mail:	
Other organisation:	
(Appellance)	
Another supervisor »	
Connect authority record »  Get saved personal data »  Save personal data »	
	demic title:
First name: Local	al User Id:
ORCID:	
Department, unit or programme:	
Choose organisation »	
E-mail:	
Other organisation:	
Another examiner »	

**Presentation:** You don't need to complete this field.

## 13. Upload your file:

After your thesis has been approved you will receive an email with a link to your file. This is the file you should upload to DiVA. Do this as soon as possible, or within one week.

Upload your paper in **PDF/A-format**. Here you can manage the public visibility of your file in DiVA.

"Make freely available now" is preselected.

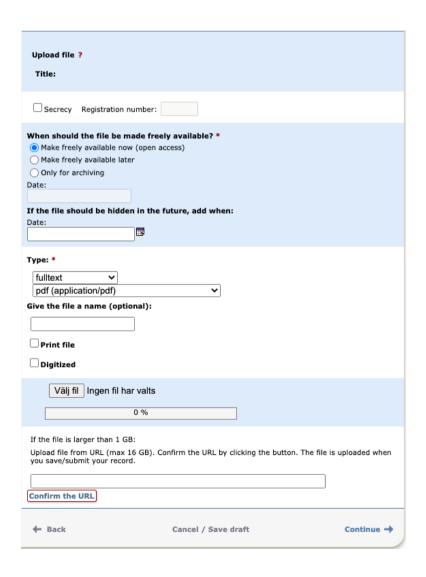
No changes are necessary if your paper doesn't need any special arrangements.

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".

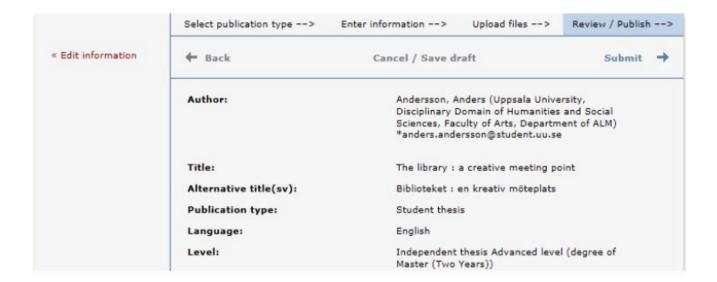
Please note that sensitive personal information about yourself or others, such as social security numbers, should not be included in a full text intended for publication.



**14. Accept the publishing conditions.** 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 that 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. Click on "fulltext" to open your uploaded file.



**17. Submit**: When you have checked that all is correct, and that your file can be opened, click on "Submit".

The box for approval of the publication condition will not appear if you have selected "only archive".

## After submitting your paper

When you have submitted your paper it has to be approved by an administrator 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.

If you find mistakes after sending in your information and file to DiVA please contact <u>divahandlaggare@bth.se</u> .