



Quick Reference for students – publish Student theses in DiVA

Your department is responsible for Student theses in DiVA. In this Quick Reference we go over the mandatory fields to fill in the form. Further fields may be desirable depending on your department. If you have questions or need help, contact the DiVA-administrator at your department.

Make sure that the data you register in DiVA conform with the information in the uploaded file.

If you want to increase the searchability for your thesis, you can also fill in keywords and abstract, fields that are not mandatory. In that case, be careful with the spelling and formatting.

Do this:

1. Log in with your University account <http://su.diva-portal.org/login>

2. **Student thesis** is a default value. Click on *Continue*.

A screenshot of the DiVA 'Add publication' form. The page is titled 'Add publication' and shows the user is logged in as 'Testkonto Anställd (admin)'. The form has a progress bar with four steps: 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. The first step is active. Below the progress bar, there are 'Back', 'Cancel', and 'Continue' buttons. The main content area shows a dropdown menu labeled 'Select publication type ?' with 'Student thesis' selected. A green callout box with a blue arrow pointing to the question mark contains the text: 'Helptexts explaining the fields are displayed if you hold the mouse over the question mark'. Below the dropdown, there is a link: 'You can also go to your drafts. Select My drafts.' At the bottom of the form, there are 'Back', 'Cancel', and 'Continue' buttons.

3. **Authors:** Enter all authors. Don't fill in research group.

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

← Back Cancel / Save draft Continue →

Selected publication type: Student thesis [Change type »](#)

Author ?

[Get saved personal data »](#) [Save personal data »](#)

Last name: * Andersson Year of birth: Year of death:

First name: * Maria Local User Id:

Department, unit or programme:
[Choose organisation »](#)
 Zoologiska institutionen, Department of Zoology X

Research group:

E-mail:

Other organisation:

[Another author »](#)

If you choose wrong, remove the chosen organisation with a click on the cross X

Click on *Another author* to name further authors

4. **Choose organisation:** Click on *Choose organisation* and search or browse for the department or section where the work has been executed.

Add publication Logged in as Testkonto Anställd (admin) Log out

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

Choose organisation

Search ?
 Search for department, unit or programme. The superior department will be set automatically.
 department of zoology Search

Faculty of Science
 Department of Zoology

Browse ?
 Navigate in the list by clicking on plus and minus. Choose department, unit or programme by clicking on the name. The superior department will be set automatically.
[Show departments that are closed down](#)

- [-] Stockholm
 - [+] Stockholm College
 - [-] Stockholm University
 - Centrum för musikpedagogisk forskning (MPC)
 - [+] Faculty of Humanities
 - [+] Faculty of Law
 - [-] Faculty of Science
 - Department of Astronomy
 - Department of Biochemistry and Biophysics
 - Department of Biology Education
 - Department of Biosciences and Nutrition (together with KI)
 - Department of Ecology, Environment and Plant Sciences

It's important to name the correct department or section! Contact your department/section if you are unsure of what you shall choose.

5. **Title:** Enter title and language for the title.

Alternative title: If you have named the title in another language in the paper, fill it in here.

Title ?

Main title: *

I *x* *x* Ω | | | Tc

Subtitle:

I *x* *x* Ω | | | Tc

Language: *

Alternative title ?

Main title:

I *x* *x* Ω | | | Tc

Subtitle:

I *x* *x* Ω | | | Tc

Language:

6. **Degree:** Enter *Level* and *University credits* for the thesis. Enter *Educational program* if this is in the list. Otherwise skip this field.

Other information: Enter year for the completed thesis and the last numbered page in the thesis.

Degree ?

Level: *

University credits: *

Educational program:

[Another degree »](#)

Content category ?

Artistic work

Other information ?

Year: * Number of pages:

7. **National subject category:** Choose national subject category and search or browse in the tree structure. Contact your department if you are unsure which subject category you should choose. If you have chosen wrong category you can remove it by a click on the **x**.

Choose national subject category

Search ?
Search for national subject category. The superior subject category will be set automatically.

zoology

└ Zoology

Browse ?
Choose national subject category by clicking on the name. The superior subject category will be set automatically. Navigate in the list by clicking on **+** and **-**

- National subject categories
 - + Agricultural and Veterinary sciences
 - + Engineering and Technology
 - + Humanities and the Arts
 - + Medical and Health Sciences
 - + Natural Sciences
 - + Social Sciences

8. **Upload file:** Upload the Student thesis/Master’s degree in **pdf-format** (A4). Let the alternative *Make freely available now* stand if nothing special is the case for your thesis. *Make freely available now* also means that the file is archived in DIVA.

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

← Back Cancel / Save draft Continue →

Upload file ?

Title:
Two Presumptive Blood Tests and Three Methods to Visualise Blood: An Evaluation

Secrecy Registration number:

When should the file be made freely available? *

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

Date:

If the file should be hidden in the future, add when:
Date:

9. When you have uploaded the file – review and tick for *I accept the publishing conditions*.

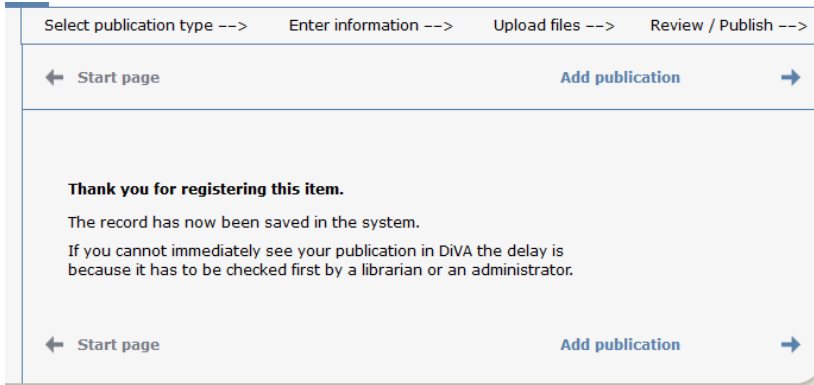
10. **Review/Publish:** The information recorded is shown in order to control the accuracy of data. If you want to change something, use the link *Edit information* or click *Back* to return to the form and perform the changes.

11. **Control file:** Click on *fulltext* to control that it's possible to open your uploaded pdf-file.

12. **Publish:** If the information is correct and the file is functioning, click on *Publish*.

When you have published your thesis

When you have published your thesis the information is controlled by an administrator at your department before it is published. Hence, you cannot see your publication in DiVA immediately after your registration. When the administrator have published the record, it becomes both visible and searchable.



If you in retrospect discover something wrong, for example that you have uploaded an inadequate file or entered wrong department contact the DiVA-administrator at your department. If you don't know who the administrator in your department is, contact the department or diva@su.se