Manual for registering student theses in DiVA

Updated 20111214

Department of Publication Infrastructure
School of Education and Communication in Engineering Science

For questions: pi-support@lib.kth.se
For additional contact information, please see http://www.kth.se/kthb
Log in to DiVA

Go to the log in page>> (https://kth.diva-portal.org/dream/login.jsf)
Log in with your username and password.

Register metadata

The following fields are mandatory in the KTH publication database DiVA (marked with a red star in the manual). However, different schools have different practices. Please contact your administrator about the local routines.

You can also contact the PI department for further information (pi-support@lib.kth.se)

(1) Name (Last name and first name)
(2) Organisation
(3) Main title / Language
(4) Degree (Level, University credits and Educational program)
(5) Year
(6) National subject category
(7) Uppsök subject category
(8) Keywords / Language) (if available)
(9) Abstract / Language) (if available)
(1) Name (Last name and first name)

You can choose External cooperation by checking the box

(2) Organisation

Either enter the name in the search box or browse the tree structure. Use the plus signs to reach the lower levels of the hierarchy. Then select the correct department. (NB Important!)

Click Another author to register more than one author.
(3) Main title / Language

Enter Title and specify Language. If the title exists in another language, register it under Alternative title.

(4) Degree (Level, University credits and Educational program)

Select information about Level, University credits and Educational program from the drop down menu. It is also possible to add Another degree.

(5) Year

Enter Year and Number of pages.
(6) National subject category

Either enter the subject in the search box or browse the tree structure. Use the plus sign to reach the lower levels of the hierarchy. Select the correct subject.

(7) Uppsök subject category

Choose Uppsök subject category from the drop down menu.
Please enter Keywords of your own choice and specify Language in the drop down menu. The words should be separated by commas.

If possible, please enter Abstract and specify Language in the drop down menu. If the abstract contains special characters it is possible to use the icon Insert custom character or Insert/Edit equation.

When the registration is finished, click Continue at the bottom of the page.
Click Browse at the bottom of the page to select a file (Should be in PDF format).

Name the file.

Read through and accept the publishing conditions (by ticking the box). (The publishing conditions can be found in appendix.)

(Do nothing else. Do not change the type from fulltext, do not change the format, keep the alternative Make freely available now and leave the box Print-on-demand unticked.)

Click Continue -->
Review the record

The last page is a summary of the record. Make sure that everything is correct, otherwise click << Edit information.

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<td>word 1, word 2, word 3</td>
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<tr>
<td>Abstract(en):</td>
<td>This student thesis deals with...</td>
</tr>
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</table>

Finally, select Submit -->

When a student thesis is submitted it will not be visible in DiVA until it has been reviewed and published by the school's Diva administrator. It might, therefore, take a couple of days until it is visible and searchable.
Appendix 1

1. **DiVA is the University's publishing platform.**
   DiVA provides the University with a technical environment where the author can upload their own academic documents. Self-archiving of journal articles is one example of usage of DiVA as a publishing platform.

2. **By uploading work in DiVA the author makes it publicly available.**
   The term "publicly available" means that it is possible for everyone to read the work, including the academic community. The author retains copyright, and the public's usage of the information in DiVA is regulated by copyright law.

3. **The author affirms that he/she is the copyright holder of the work and has the right to publish the work in DiVA.**
   Since no part of the copyright is transferred from the author, the University/DiVA is not responsible for any violations of the copyright concerning the author's work. The University only provides a platform, which means that the author is "the one who publishes" in DiVA.

4. **If the work is part of an examination, the author affirms that the work has been accepted for publication.**
   Theses, student papers etc. must have been accepted for publication before the author is allowed to publish them in DiVA. The University stipulates that all theses (doctoral and licentiate) in electronic form from the University must be deposited at the University library. Preferably this is done by uploading to the University/DiVA. Such work cannot afterwards be changed (or deleted) without the author first contacting the University.

5. **Publication in DiVA is a noncommercial endeavour.**
   The University does not charge the author for the publishing in DiVA. The author does not have the right to economic compensation from the University for the publishing in DiVA. The University does not have the right to charge for the general public's usage of the author's work in DiVA.

6. **The author agrees to personal details relating to the authorship being digitally processed as necessary for the publication of the author's work in DiVA.**
   The handling of personal details connected with the author and his/her work is covered by the Personal Data Act.

7. **The University has the right to remove an author's work if the author violates the publishing conditions.**
   In accordance with the University's directives for publishing in DiVA, the author must inform himself/herself of the publishing requirements. This is confirmed by checking a box in the register module of DiVA, when a fulltext file is uploaded.

8. **The person uploading fulltext in DiVA affirms that all authors of the work have been informed and accept the publishing conditions.**
   This paragraph regulates the responsibility in those cases where there are several authors and cases when somebody other than the author registers the work in DiVA on behalf of the author.

9. **The author can surrender part of his/her right of disposition of the work.**
   By providing the work with a special licence, e.g., Creative Commons, the author can give users the right to use the work in ways other than those dictated by copyright law.

10. **The publishing conditions are valid, to the extent they are pertinent, even if the University should change from DiVA to another system.**
    In such a case metadata and uploaded files will be transferred to the new system.