



Manual for registering student theses in DiVA

Updated 20111214

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

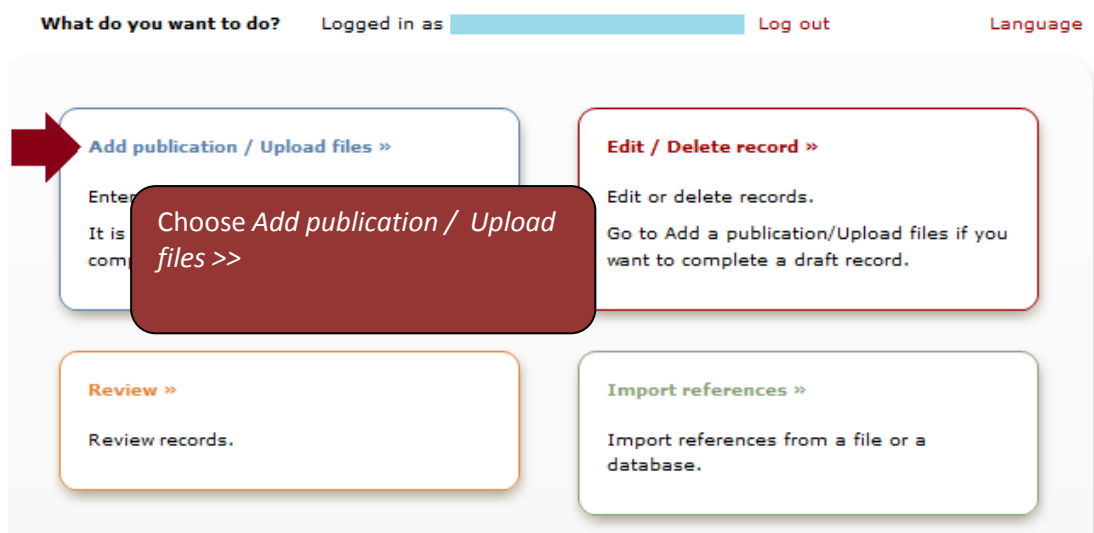
For questions: pi-support@lib.kth.se

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) (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)

Author ?

Get saved personal data >> Save personal data >>

Last name: * Svensson

Year of birth:

First name: * Karin

Username:

Cooperation ?

External cooperation

Partner: *

You can choose External cooperation by checking the box

(2) Organisation

Department, unit or programme:

Choose organisation >> Other university >>

Choose organisation

Search ?

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

Environmental strategies Search

Browse ?

Choose department, unit or programme by clicking on automatically. Navigate in the list by clicking on a and

Show departments that are closed down

KTH

- School of Architecture and the Built Environment (ABE)
 - Architecture
 - Centres
 - Civil and Architectural Engineering
 - Land and Water Resources Engineering
 - Philosophy and History of Technology
 - Real Estate and Construction Management
 - Transport Science
 - Urban Planning and Environment
 - Built Environment Analysis
 - Environmental Strategies

Click *Another author* to register more than one author.

(3) Main title / Language

The screenshot shows a form section titled "Title ?" with a red star icon. It contains three main input areas: "Main title: *" with the text "Publishing student theses in DiVA", "Subtitle:" with the text "a qualitative study", and "Language: *" with a dropdown menu set to "English". Each input area has a rich text editor toolbar below it. A red callout box on the right contains the text: "Enter *Title* and specify *Language*. If the title exists in another language, register it under *Alternative title*". Red arrows point from this callout box to the "Main title" and "Language" fields.

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

The screenshot shows a form section titled "Degree ?" with a red star icon. It contains three dropdown menus: "Level: *" with a hyphen "-", "University credits: *" with a hyphen "-", and "Educational program:" with a hyphen "-". A red callout box on the right contains the text: "Select information about *Level*, *University credits* and *Educational program* from the drop down menu. It is also possible to add *Another degree*". Red arrows point from this callout box to each of the three dropdown menus.

(5) Year

The screenshot shows a form section titled "Other information ?" with a red star icon. It contains two input fields: "Year: *" with the value "2011" and "Number of pages:" with the value "25". A red callout box on the right contains the text: "Enter *Year* and *Number of pages*". Red arrows point from this callout box to both input fields.

(6) National subject category

★ **National subject category *** ← Click *National subject category*.

Choose national subject category »

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

Environmental analysis and construction information

Environmental Analysis and Construction Information

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

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.

☐ National subject categories

- ☐ Agricultural Sciences
- ☐ Engineering and Technology
 - ☐ Mechanical Engineering
 - ☐ Environmental Engineering
 - ☐ Civil Engineering
 - Building Technologies
 - Water Engineering
 - Infrastructure Engineering
 - Environmental Analysis and Construction Information Technology

(7) Uppsök subject category

★ **Uppsök subject category * ?**

Choose *Uppsök subject category* from the drop down menu.

Agriculture, Veterinary Medicine, Forestry

Fine Art

Humanities, Theology

Life Earth Science

Medicine

Physics, Chemistry, Mathematics

Social and Behavioural Science, Law

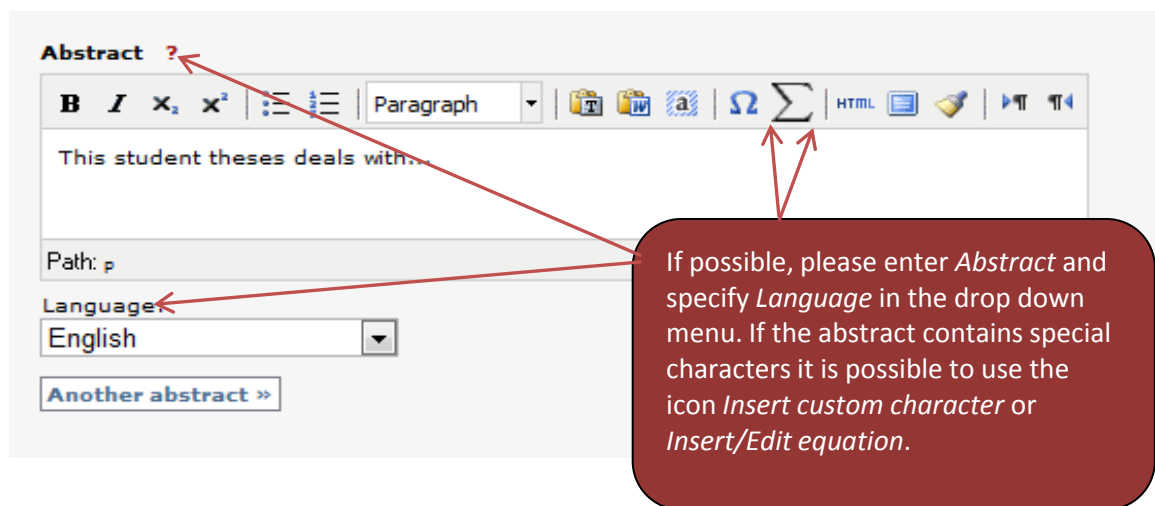
Technology

((8) Keywords/Language))



The screenshot shows a form with a text input field labeled "Keywords" containing "word 1, word 2, word 3". Below it is a "Language:" dropdown menu set to "English". A button labeled "Keywords in another language >>" is at the bottom. A red callout box on the right contains the text: "Please enter *Keywords* of your own choice and specify *Language* in the drop down menu. The words should be separated by commas."

((9) Abstract / Language))



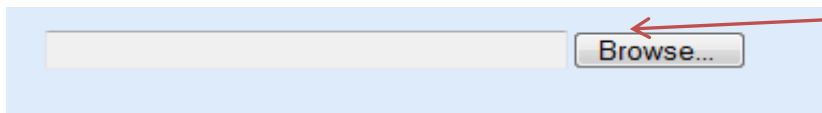
The screenshot shows a form with a rich text editor labeled "Abstract" containing the text "This student theses deals with...". Below it is a "Path:" field with "p" and a "Language:" dropdown menu set to "English". A button labeled "Another abstract >>" is at the bottom. A red callout box on the right contains the text: "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.



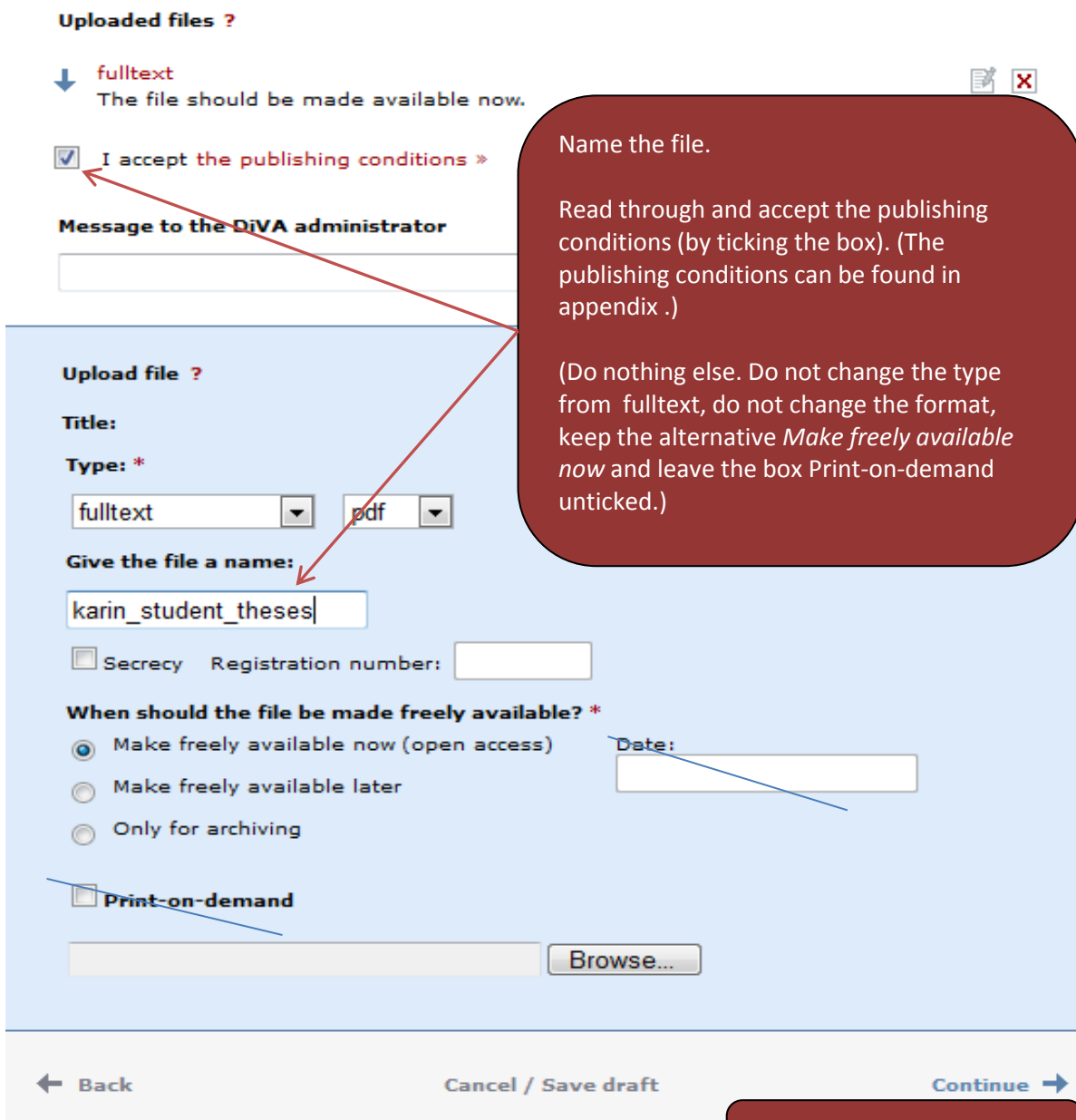
The navigation bar at the bottom of the page contains three buttons: "Back" with a left arrow, "Cancel / Save draft", and "Continue" with a right arrow.

Upload a full text file/PDF



A light blue horizontal bar containing a white text input field on the left and a grey button labeled "Browse..." on the right. A red arrow points from the "Browse..." button to a callout box on the right.

Click *Browse* at the bottom of the page to select a file (Should be in PDF format).



The "Upload file ?" form is displayed on a light blue background. It includes the following elements:

- Uploaded files ?**: A section showing a file named "fulltext" with a status "The file should be made available now." and a checkbox for "I accept the publishing conditions" which is checked. A red arrow points from this checkbox to a callout box.
- Message to the DiVA administrator**: A white text input field.
- Upload file ?**: The main form section with fields for "Title:", "Type: *" (set to "fulltext" and "pdf"), and "Give the file a name:" (containing "karin_student_theses").
- When should the file be made freely available? ***: Radio buttons for "Make freely available now (open access)", "Make freely available later", and "Only for archiving". A "Date:" input field is next to the first option.
- Print-on-demand**: A checkbox that is unchecked.
- Buttons**: "Back", "Cancel / Save draft", and "Continue" with a right-pointing arrow.

A large red callout box on the right contains the following text:

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

« Edit information	← Back	Cancel / Save draft	Submit →
Author:	Svensson, Karin (KTH, School of Architecture and the Built Environment (ABE), Urban Planning and Environment, Environmental Strategies)		
Title:	Publishing student theses in DiVA : a qualitative study		
Publication type:	Student thesis		
Language:	English		
Level:	Independent thesis Advanced level (degree of Master (One Year))		
University points:	30 credits / 45 HE credits		
Educational program:	Bachelor of Science in Engineering - Constructional Engineering and Health		
Pages:	25		
Year of publ.:	2011		
URI:	urn:nbn:se:kth:diva-42343		
Permanent link:	http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-42343		
* DiVA-ID:	diva2-draft:16345		
National subject category:	Environmental Analysis and Construction Information Technology		
Uppsök subject category:	Technology		
Keywords(en):	word 1, word 2, word 3		
Abstract(en):	This student theses deals with...		

← Back	Cancel / Save draft	Submit →
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Finally, select *Submit* -->

When a student theses 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.