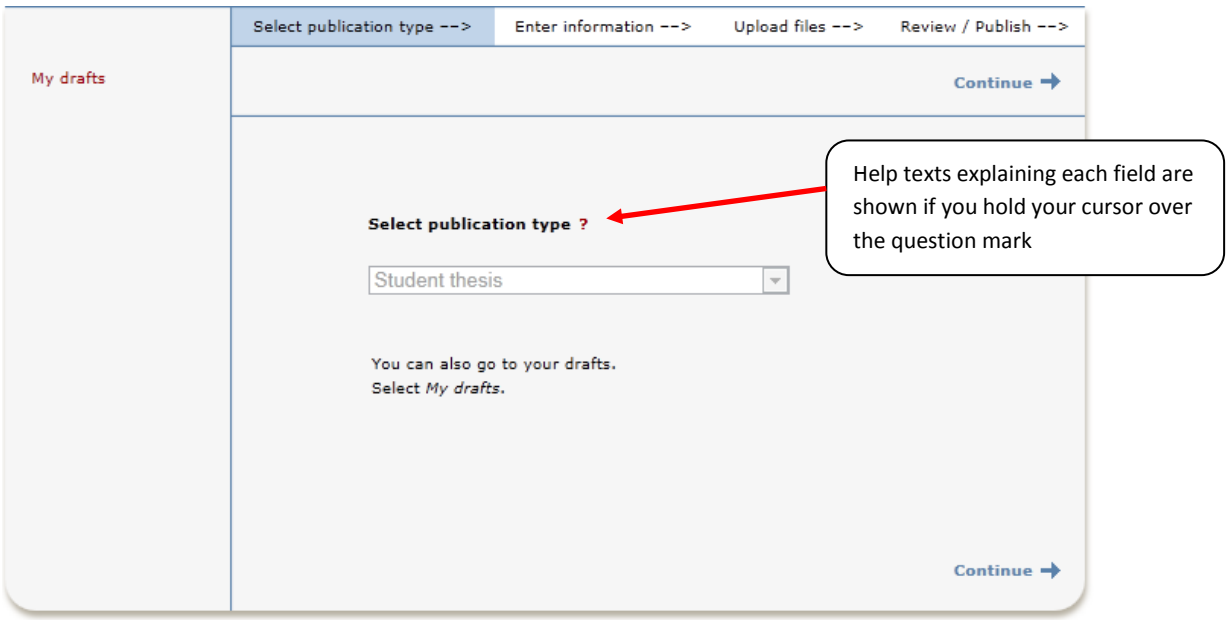
Registering student theses

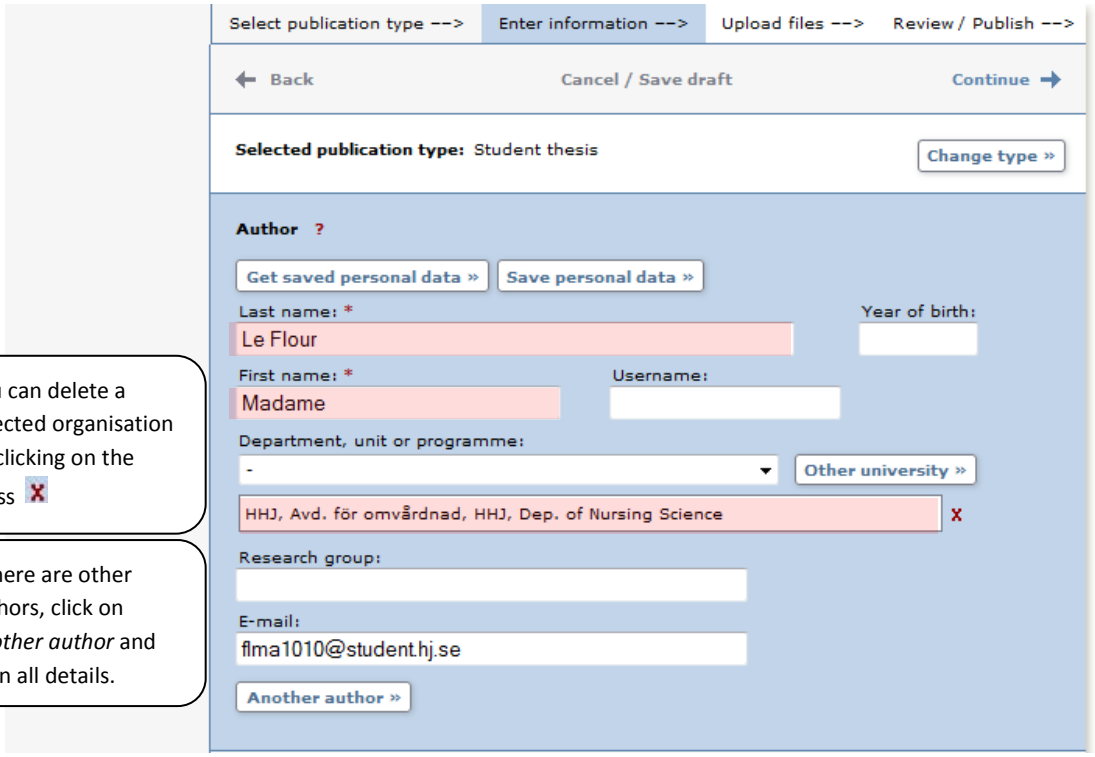
1. **Log in**: Log in to DiVA http://hj.diva-portal.org/login with your user account and password.
2. **Select publication type**: *Student thesis (degree project)* is preselected.



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*.

Fields marked with red are required fields. Other fields may be required by certain programmes or courses. 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 get a confirmation when your paper has been published.

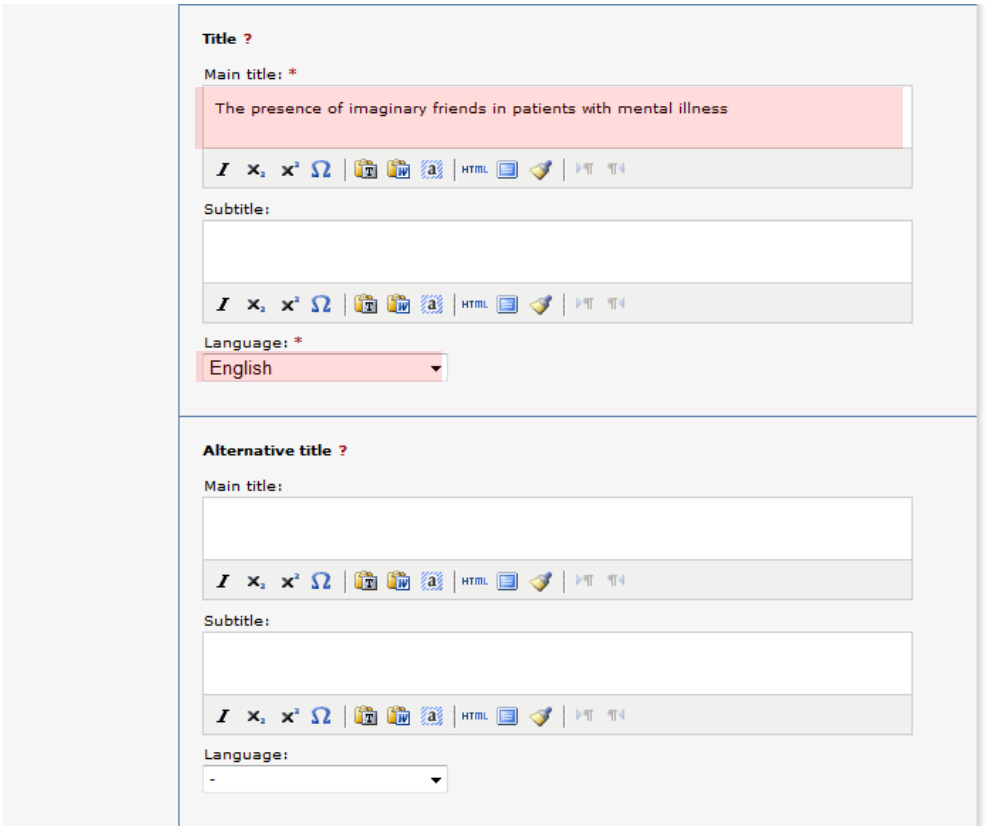


4. **Choose organisation:** Click *Choose organisation* and search or browse for your department or section. Select only the lowest level in the hierarchy (if you choose a unit, the name of your department will be registered automatically).

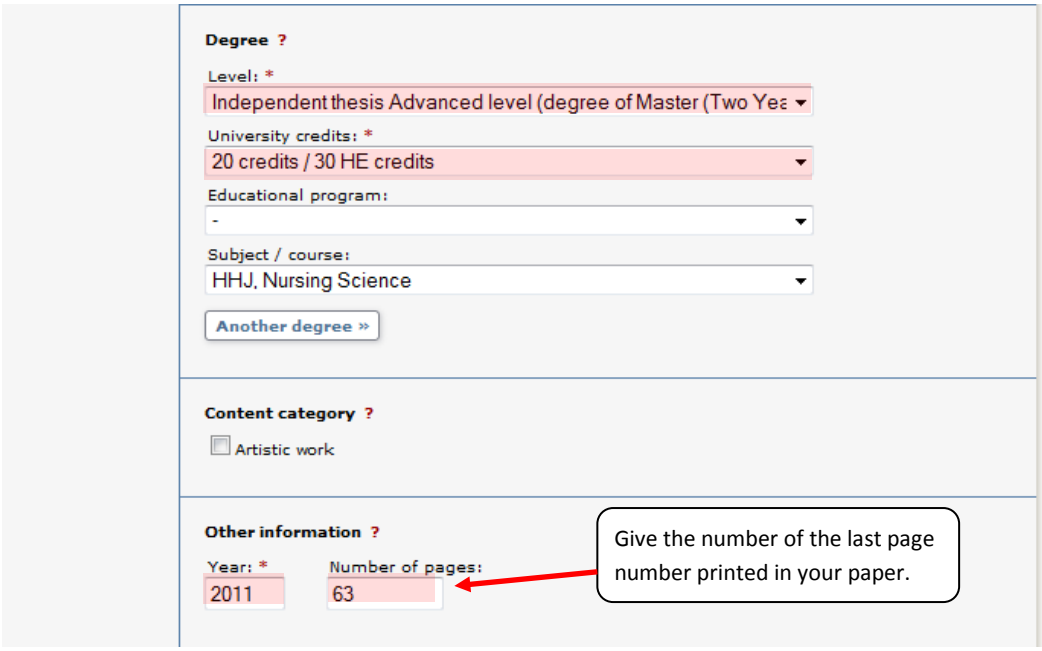
It is vital that you give the correct department or unit. Ask at your department/unit if you are unsure which to select.

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

6. **Title**: Give the title and the language of the title.
Alternative title: If there is an alternative title in another language, write it here.

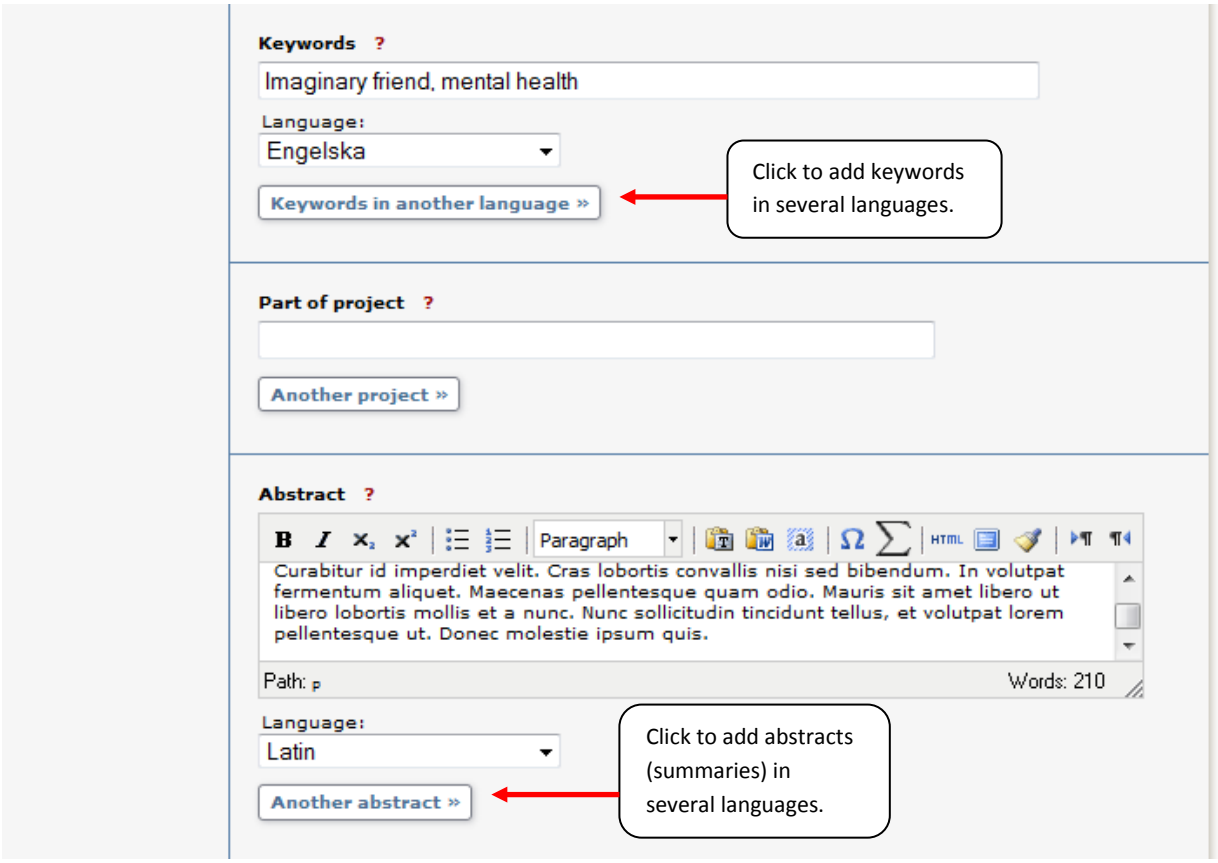


7. **Degree:** Fill in the level of your paper and select the number of credits for the paper. The list shows both the old system *credits* and the present system with *HE credits* (Higher Education).
Give the name of your programme and subject/course if these are on the list. Otherwise ignore these fields.
Other information: Fill in the year and number of pages.

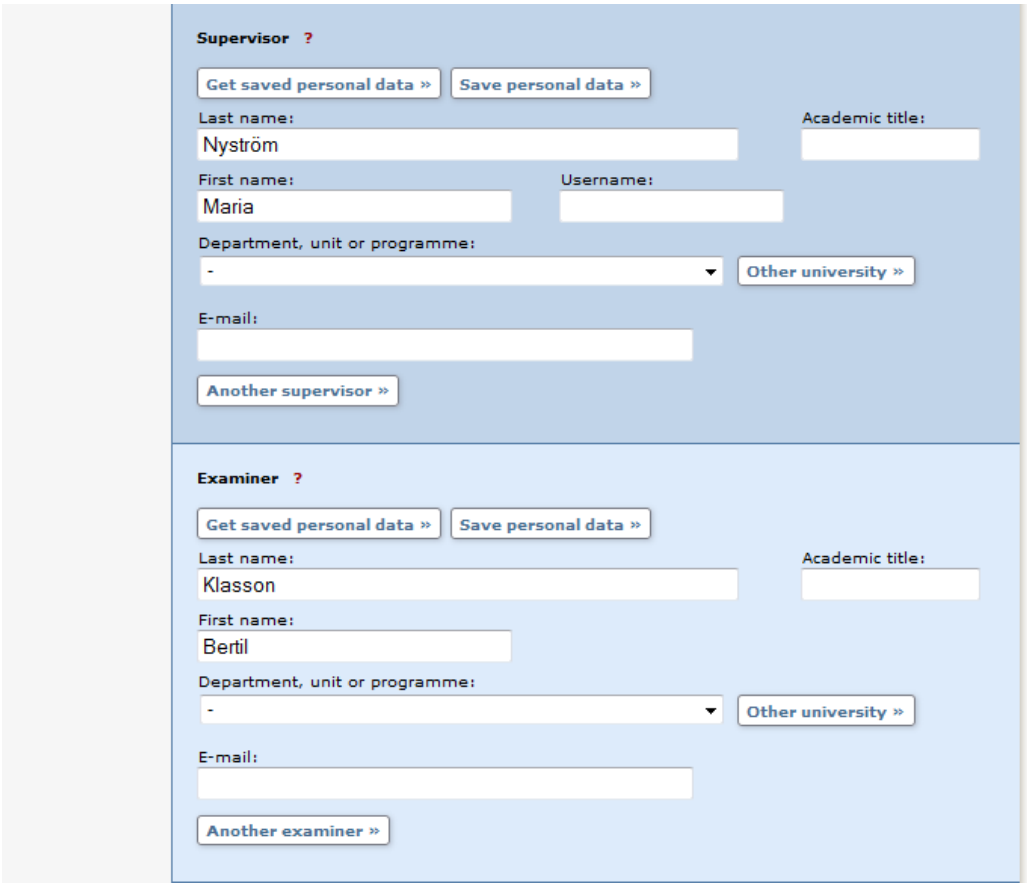


8. **National subject category:** Choose subject category by click on the button. You can both search and browse for subjects. Delete a chosen category by clicking **x**.

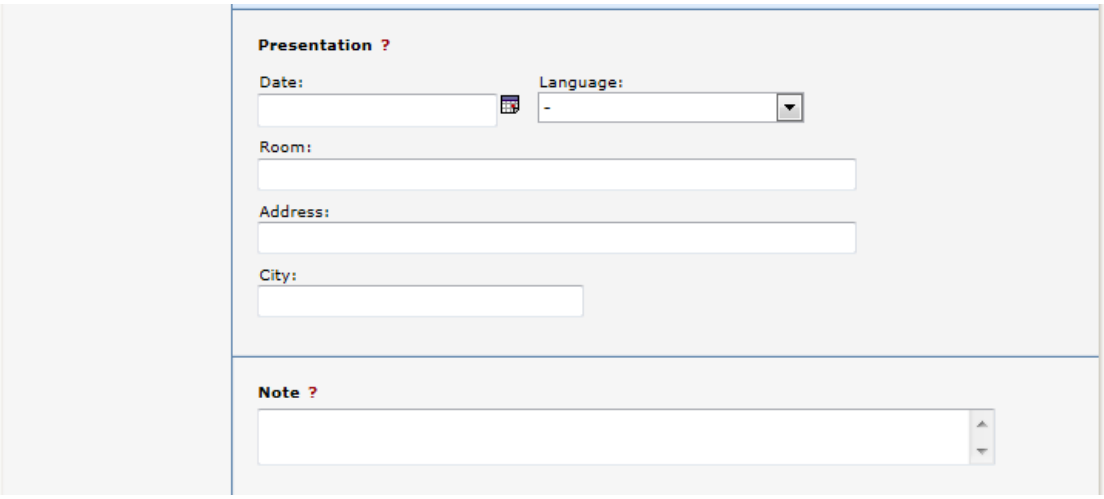
9. **Keywords:** Give keywords to help others find your paper.
Abstract: Write or paste an abstract/summary. You can give both keywords and abstracts in several languages.



10. Supervisor and examiner: Fill out the details about supervisor and examiner.

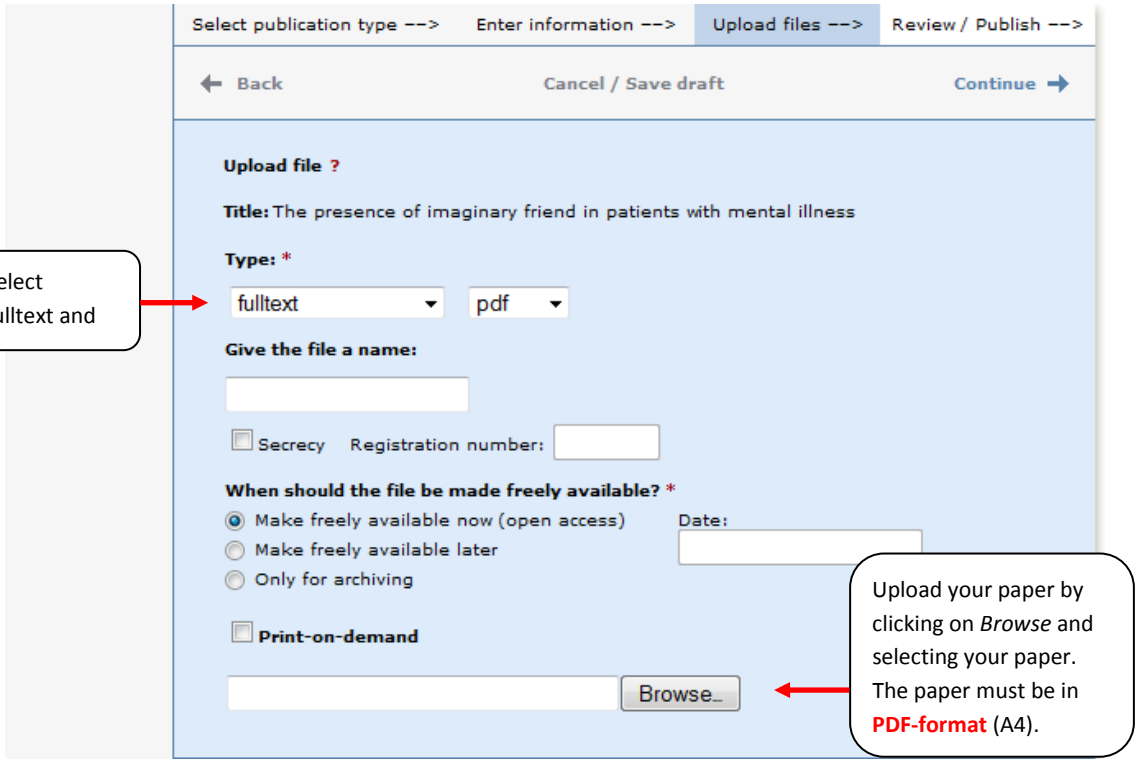


It's not necessary to complete the *Presentation* field.

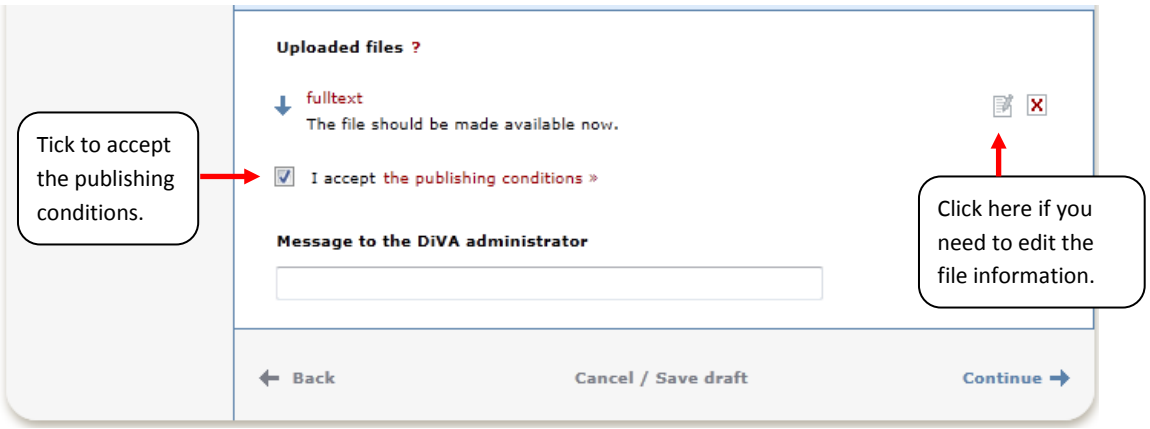


11. Upload your file: Upload your paper in **PDF-format** (A4).

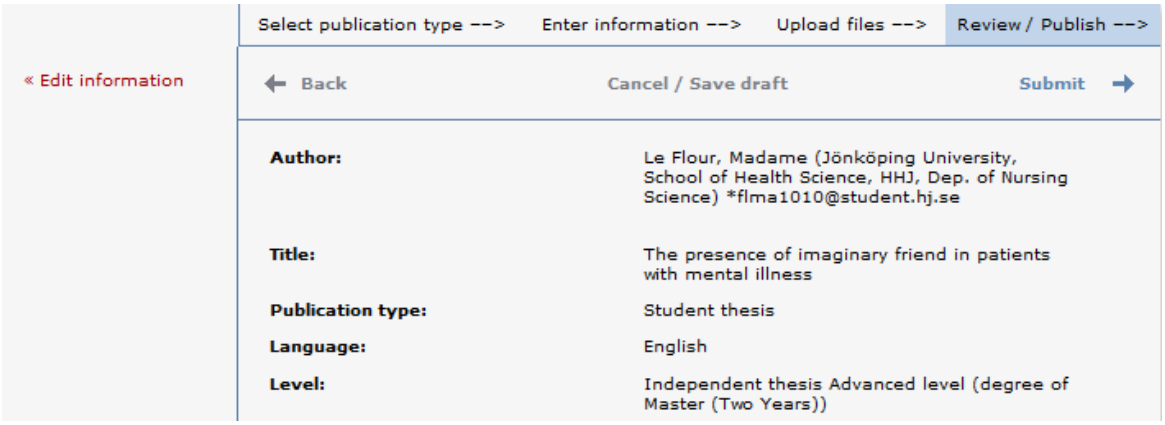
Let the alternative "Make freely available now" stay selected if your paper doesn't need any special arrangements. "Make freely available" includes archiving the file in DiVA.



12. Read the conditions for electronic publishing and tick your acceptance.



13. **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.



14. **Check the file:** Make sure it is possible to open the uploaded PDF- file.

15. **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/equiv. before it can be published. For this reason, you will not be able to see your paper immediately after you have registered it.

When the administrator has published your paper, you will be able to find it in DiVA, Essays.se, Uppsök and finding tools such as Google. If you have given your e-mail address you will get a confirmation when your paper has been published.

If you want to change something at a later date, contact the DiVA administrator at your department.

Do not forget to sign the Agreement on electronic publishing and hand it in at your school (more information here). The thesis will be published on the Internet after having been verified by members of staff at your school.