



BTH LIBRARY

– How to publish/archive a student paper, essay or degree project in DiVA

Instructions for students

- 1. Log in:** Log in to DiVA <https://bth.diva-portal.org/dream/login.jsf> with your BTH account and password A. Contact IT Helpdesk if you need help with account information.
- 2. Select publication type:** *Student thesis (degree project)* is preselected. Click on *Continue* to proceed.

My drafts

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

Continue →

Select publication type ?

Student thesis

You can also go to your drafts.
Select *My drafts*.

Continue →

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

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. Certain programmes or courses may require other fields. 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 receive a confirmation when registration is complete as well as when your paper has been published and/or archived.

The screenshot shows the 'Author' registration form. At the top, there are navigation tabs: 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. Below these are buttons for 'Back', 'Cancel / Save draft', and 'Continue'. The 'Selected publication type' is set to 'Student thesis'. The 'Author' section includes fields for 'Last name: *', 'Year of birth', 'Year of death', 'First name: *', and 'Local User Id'. A 'Department, unit or programme:' dropdown is highlighted in red, with a red bar and an 'x' icon below it. A callout box on the left says: 'You can delete a selected organisation by clicking on the **x**.' Another callout box says: 'If there are other authors, click on *Another author* and fill in all details.'

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

The 'Choose organisation' dialog box has a 'Search ?' section with a search input field and a 'Search' button. Below is a 'Browse ?' section with instructions: '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.' A checkbox labeled 'Show departments that are closed down' is present. The list shows a hierarchy: 'Blekinge Institute of Technology' (expanded), 'Faculty of Computing' (expanded), 'Faculty of Engineering' (expanded), and 'Faculty of Health Sciences' (expanded). Under 'Faculty of Engineering', several departments are listed, including 'Department of Applied Signal Processing', 'Department of Industrial Economics', 'Department of Mathematics and Natural Sciences', 'Department of Mechanical Engineering', 'Department of Spatial Planning', and 'Department of Strategic Sustainable Development'. 'The Library' is listed under 'Faculty of Health Sciences'.

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

Other University: 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.

Cooperation ?
 External cooperation
 Partner: *
 Volvo Group Truck Operations

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

Title ?
 Main title: *
 [Redacted]
 Subtitle:
 a creative meeting point
 Language: *
 [Redacted]

Alternative title ?
 Main title:
 Biblioteket
 Subtitle:
 en kreativ möteplats
 Language:
 Svenska

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

Degree ?
 Level: *
 Independent thesis Advanced level (degree of Master (Two Yea) ▾
 University credits: *
 120 HE credits ▾
 Educational program:
 DVACS Master of Science Programme in Computer Science ▾
 Subject / course:
 DV2566 Master's Thesis (120 credits) in Computer Science ▾
[Another degree >>](#)

Content category ?
 Artistic work

Other information ?
 Year: * Number of pages:
 [] []

8. **Series:** If the paper is part of a series, select the title of the series from the list and specify the number of your paper in the series. If the series is not on the list, fill in the field called *Other series*.

Series ?

Title of series/ISSN:

Other series ?

Title of series:

ISSN:

No. in series:

9. **Identifiers:** Ignore these fields if your department has not provided special instructions.

Identifiers ?

URI: urn:nbn:se:uu:diva-230323

ISRN:

Local ID:

Archive number:

DOI:
 Free full-text

URL:

URL label:
 Free full-text

[Another URL »](#)

Libris ID:

[Another Libris ID »](#)

10. **National subject category:** Choose the appropriate subject category by clicking on the button. You can either search or browse for subjects. Delete a chosen category by clicking **x**.

National subject category * ?

[Choose national subject category »](#)

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.

Keywords ?
 architecture, library buildings, libraries
 Language: -
 Keywords in another language >>

Part of project ?
 Another project >>

Abstract ?
 Paragraph
 A large part of research about libraries and library buildings in Sweden has been focused on how the building looks not how it functions with the library. The aim with this master's thesis is to study how a library building is functioning and how its users are experiencing it. This is studied in three libraries, Kungliga tekniska högskolans bibliotek, Sambiblioteket in Härnösand and Vitterhetsakademiens bibliotek. With the questions of how they were planned, what did the libraries want from the new building and which of these demands were realized. The theory and method will be inspired from Daniel Koch and Inger Bergström. I have visited
 Path: Words: 120
 Language: Engelska
 Another abstract >>

- 12. Supervisor and examiner:** Fill out the details about supervisor and examiner. You do not need to add the ORCID identifier.

Supervisor ?
 Get saved personal data >> Save personal data >>
 Last name: Academic title:
 First name: Local User Id:
 ORCID:
 Department, unit or programme:
 Choose organisation >>
 Other university:
 E-mail:
 Another supervisor >>

Examiner ?
 Get saved personal data >> Save personal data >>
 Last name: Academic title:
 First name: Local User Id:
 ORCID:
 Department, unit or programme:
 Choose organisation >>
 Other university:
 E-mail:
 Another examiner >>

You do not need to complete the *Presentation* field.

Presentation ?

Date: Language:

Room:

Address:

City:

Note ?

- 13. Upload your file.** This is where you can manage the 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” includes archiving 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 your reference to be visible in DiVA, select “Only for archiving”.

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

← Back Cancel / Save draft Continue →

Upload file ?

Title:

Type: *

Give the file a name:

Secrecy Registration number:

When should the file be made freely available? *

Make freely available now (open access) Date:

Make freely available later

Only for archiving

Print-on-demand

Digitized

No file chosen

Select *fulltext* and *pdf*.

14. 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 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.

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

17. **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 and/or equivalent before it can be published. For this reason, you will not be able to see your paper immediately 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.

When the administrator has published your paper, you will be able to find it in [DiVA](#) and finding tools such as [Google](#). 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 and/or archived.

Diva support for BTH students: utbildningsstod@bth.se

Contact librarian at BTH: Lena Petersson