



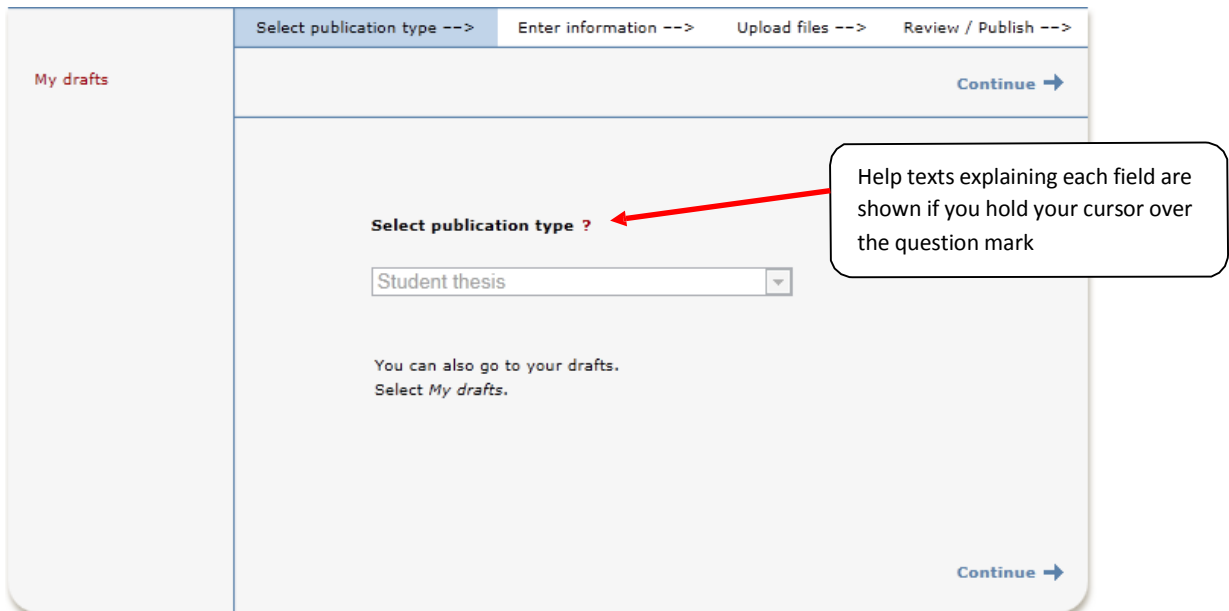
BTH LIBRARY

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

Instructions for students:

1. Log in to DiVA : <https://bth.diva-portal.org/dream/login.jsf> with your BTH account and password . 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.

Personal identity number may not be published in DiVA according to Data Protection Regulation, GDPR!



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 'Student thesis' with a 'Change type >>' button. The 'Author' section includes: 'Get saved personal data >>' and 'Save personal data >>' buttons; 'Last name: *' (red), 'Year of birth:', and 'Year of death:' fields; 'First name: *' (red) and 'Local User Id:' fields; 'Department, unit or programme:' with a 'Choose organisation >>' button and a red bar with an 'x' icon; 'Research group:' field; 'E-mail:' field; 'Other university:' field; and an 'Another author >>' button. Two callout boxes are present: one on the left stating 'You can delete a selected organisation by clicking on the x.' and another below it stating '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 title bar with a close button. It contains 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.' There is a checkbox labeled 'Show departments that are closed down'. The list shows a tree structure: 'Blekinge Institute of Technology' (expanded), 'Faculty of Computing' (expanded), 'Faculty of Engineering' (expanded), 'Department of Applied Signal Processing', 'Department of Industrial Economics', 'Department of Mathematics and Natural Sciences', 'Department of Mechanical Engineering', 'Department of Spatial Planning', 'Department of Strategic Sustainable Development', 'Faculty of Health Sciences' (expanded), and 'The Library'.

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.

The screenshot shows a web form with three main sections: 'Keywords', 'Part of project', and 'Abstract'.
 - The 'Keywords' section has a text input field containing 'architecture, library buildings, libraries', a 'Language' dropdown menu, and a button labeled 'Keywords in another language >>'. A red arrow points to this button, and a callout box says 'Click to add keywords in several languages.'
 - The 'Part of project' section has a text input field and a button labeled 'Another project >>'.
 - The 'Abstract' section features a rich text editor with a toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, paragraph, link, unlink, image, table, link, unlink, HTML, undo, redo) and a text area containing a sample abstract about library research in Sweden. Below the text area is a 'Path' field, a 'Language' dropdown menu set to 'Engelska', and a button labeled 'Another abstract >>'. A red arrow points to this button, and a callout box says 'Click to add abstracts (summaries) in several languages.'

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

The screenshot shows two identical form sections for 'Supervisor' and 'Examiner'.
 - Each section starts with 'Get saved personal data >>' and 'Save personal data >>' buttons.
 - Fields include: 'Last name:' (redacted), 'Academic title:' (input field), 'First name:' (redacted), 'Local User Id:' (input field), 'ORCID:' (input field), 'Department, unit or programme:' (input field with a 'Choose organisation >>' button), 'Other university:' (input field), and 'E-mail:' (input field).
 - Each section ends with an 'Another supervisor >>' or 'Another examiner >>' button.

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

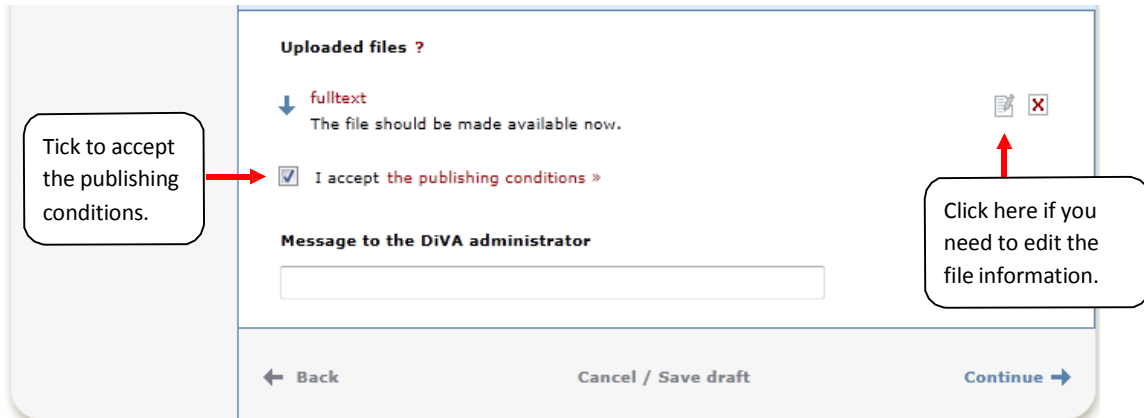
Print-on-demand

Digitized

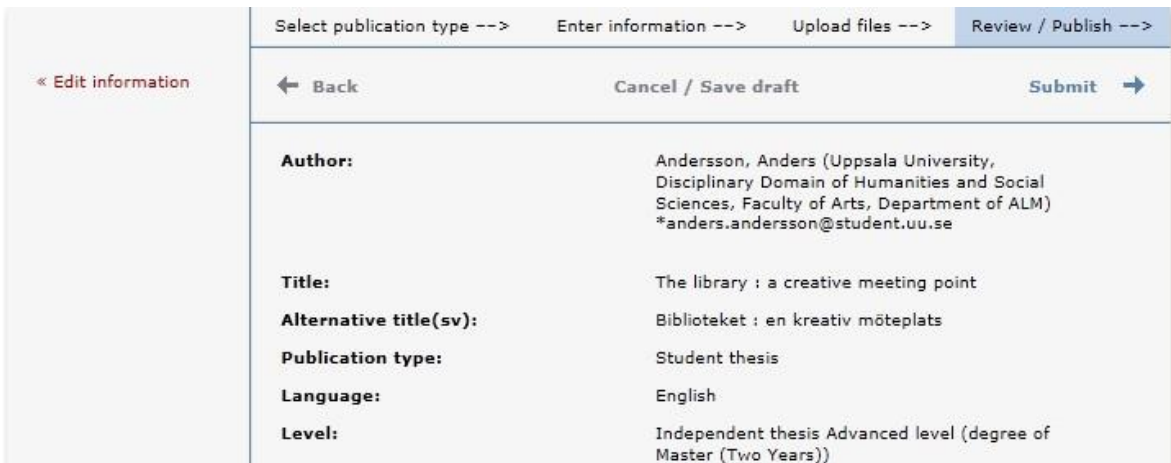
No file chosen

Select *fulltext* and *pdf*.

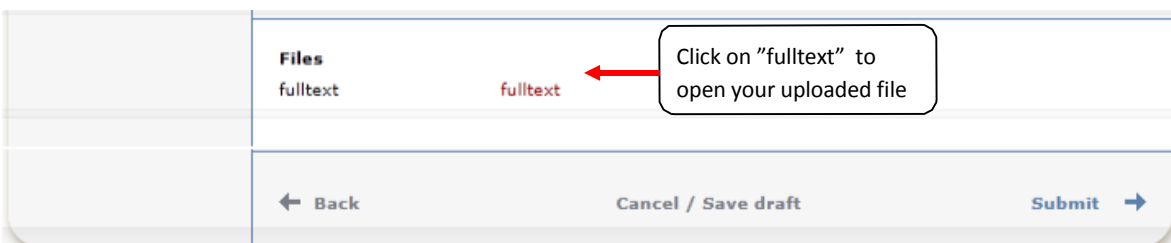
- 14.** Read the conditions for electronic publishing and tick the box to acknowledge your acceptance. If you have chosen “Only for archiving”, you will not be asked to accept any publishing conditions.



- 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