



(UPDATED 2021-02)

## How to Publish/archive a student paper, essay or degree project in DiVA

1. Login to BTH [DiVA](#) with your BTH account and password:

Contact IT Helpdesk [ithelpdesk@bth.se](mailto:ithelpdesk@bth.se) if you need help with account information.

2. Select publication type: Student thesis is preselected. Click on continue to proceed.

*Personal identity number may not be published in DiVA according to Data Protection Regulation, GDPR!*

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DiVA

Add publication

Logged in as (user) Log out Language

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

My drafts

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 as draft. You can find it later under *My drafts*.

Fields marked with red are mandatory fields. Certain programmes or courses may require other

Certain courses may require other fields, ask you department if you are unsure.  
can save an incomplete registration as a draft

3. Fill in the details about the author or authors.

Fill in your email address in order to receive a confirmation when registration is completed, as well as when your paper has been published and/or archived.

If there are other authors, click on another author and fill in details.

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

← Back Cancel / Save draft Continue →

Selected publication type: Student thesis Change type =>

**Author 1**

Get saved personal data => Save personal data =>

Last name: \* Andersson Year of birth:

First name: \* Anders Local User ID:

Department, unit or programme:  
Choose organisation =>

Institutions for ABPM, Department of ADP  X

Research group:

E-mail: anders.andersson@student.lu.se

Other organisation:

Another author =>

4. Choose organization: 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). You can delete a selected organisation by clicking the X.

**Choose organisation**

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

Faculty of Languages  
Department of English

**Browse ?**  
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.

- LU
- Uppsala University
  - Disciplinary Domain of Humanities and Social Sciences
    - Faculty of Arts
    - Faculty of Educational Sciences
    - Faculty of Languages
      - Department of English

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.

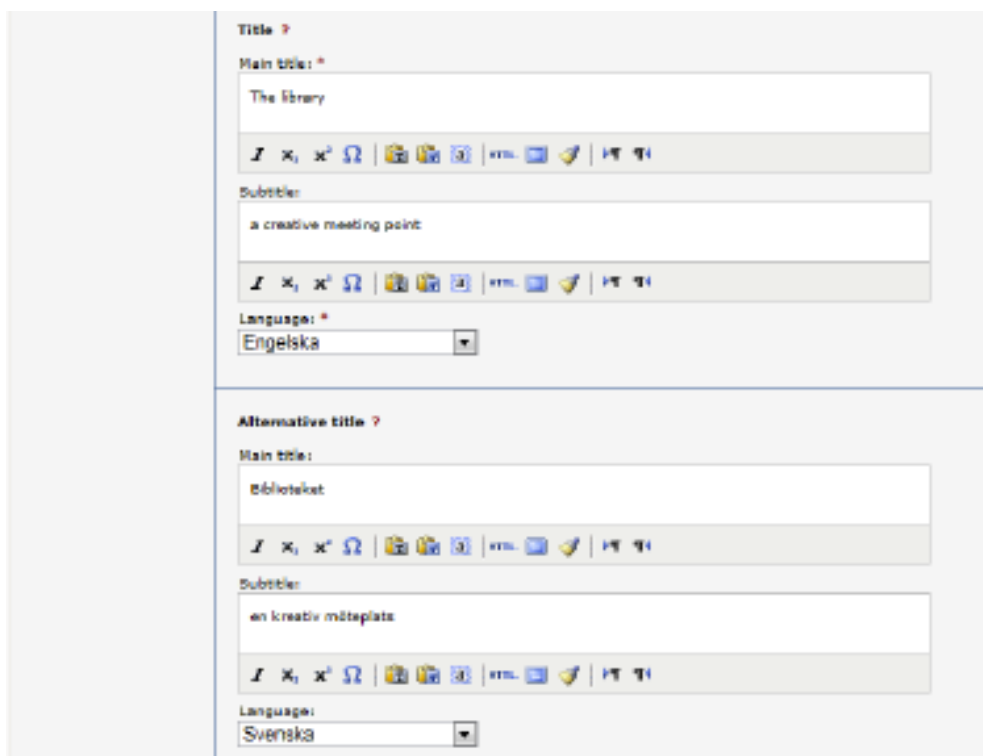
Other organisation: Add information here only if you have completed your work at another university.

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



The screenshot shows a form section titled "Cooperation ?". It includes a checked checkbox for "External cooperation" and a text input field labeled "Partner: \*" containing the text "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 here.



The screenshot shows two form sections. The first section is titled "Title ?" and contains a "Main title: \*" field with the text "The library", a "Subtitle:" field with the text "a creative meeting point", and a "Language: \*" dropdown menu set to "Engelska". The second section is titled "Alternative title ?" and contains a "Main title:" field with the text "Biblioteket", a "Subtitle:" field with the text "en kreativ mötesplats", and a "Language:" dropdown menu set to "Svenska". Both sections include rich text editors with various icons.

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.

<b>Degree ?</b>	
Level: *	Independent thesis Advanced level (degree of Master (Two Yea
University credits: *	20 credits / 30 HE credits
Educational program:	Master Programme in ALM
Subject / course:	Library and Information Science
<a href="#">Another degree »</a>	
<b>Content category</b>	
<input type="checkbox"/> Artistic work	
<b>Other information ?</b>	
Year: *	Number of pages:
2011	69

Other information: Fill in the year and number of pages (last paginated page). Choose the year the paper was presented at the seminar.

- 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*.

<b>Series ?</b>	
Title of series/ISSN:	-
<b>Other series ?</b>	
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 for subjects or browse by clicking the -symbol. You can delete a chosen category by clicking **x**.

**National subject category \* ?**

[Choose national subject category >>](#)

Biblioteks- och informationsvetenskap; Information Studies (50805) **x**

National subject categories

- Agricultural Sciences
- Engineering and Technology
- Humanities
  - Arts
  - History and Archaeology
    - Archaeology
    - History of Technology
    - History
  - Languages and Literature
  - Other Humanities
  - Philosophy, Ethics and Religion
- Medical and Health Sciences
- Natural Sciences
- Social Sciences

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 »](#)


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**Part of project ?**

[Another project »](#)

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**Abstract ?**

**B I x x<sup>2</sup>** 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 Härmösand 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: Here you can add the name of supervisor and examiner. You do not need to add the ORCID identifier or the Local User Id.

**Supervisor** ?

Get saved personal data = Save personal data =

Last name:  Academic title:

First name:  Local User Id:

ORCID:

Department, unit or programme:

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:

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: Upload your paper in PDF-format (A4). This is where you can manage the public 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 now includes archiving of 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 the information about the work (not the full text) to be visible in DiVA, select Only for archiving.

14. Submit: When you have checked that all is correct, click on Submit

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Add publication Logged in as [user] Log out Language

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

← Back Cancel / Save draft Continue →

**Upload file >**

**Title:**  
The library: a creative meeting point

**When should the file be made freely available? \***

Make freely available now (open access)

Make freely available later

Only for archiving

Date:

**Type: ^**

fulltext

Give the file a name (optional):

No file chosen

← Back Cancel / Save draft Continue →

Upload your paper by click on choose file and select your paper. The paper must be in PDF-format (A4)

15. Once your file is uploaded - 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.



16. 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.

17. Check the file: Make sure it is possible to open the uploaded PDF-file. Click on "fulltext" to open your uploaded file.

18. Submit: When you have checked that all is correct, 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 in DiVA after you have registered it.

If you want to make changes later, contact the DiVA administrator at your department. For more information about who to contact see our student theses webpages.

**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.

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/archived.

When the administrator has published your paper, you will be able to find it in DIVA, Essays.se and search engines such as Google.

Diva support for BTH students: [institutionsstod@bth.se](mailto:institutionsstod@bth.se)

Contact librarian at BTH: [lena.petersson@bth.se](mailto:lena.petersson@bth.se)