

Publish or archive a student paper, essay or degree project in DiVA

According to decision, [Rutiner och ansvarsförhållanden för självständigt arbete \(examensarbete\) vid Högskolan i Halmstad](#), the student is responsible for:

- submitting the approved graduated thesis to the examiner in pdf format,
- register metadata and upload the approved digital essay in DiVA and, at the time of registration, state whether the essay may be displayed publicly and on the Internet
- approve the digital publishing agreement,
- that the necessary consent for publication on the Internet is obtained in cases where the essay contains copyrighted material produced by anyone other than the student.

How to publish or archive:

1. **Log in:** Log in to DiVA <https://hh.diva-portal.org/dream/login> with your University account and password.
2. **Select publication type:** *Student thesis* is preselected. Click on *Continue* to proceed..

Add publication Logged in as Patrik Bergvall (user) [Log out](#) [Language](#)

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

My drafts [Continue →](#)

↑

At any time you can save your registration by clicking on *Cancel / Save draft*. Registrations not yet finished will be stored under *My drafts*.

Select publication type ? Move your mouse over the question mark for more information.

Student thesis

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

[Continue →](#)

3. **Author(s):** Fill in details for all authors. If you fill in your e-mail address you get a confirmation when the registration is complete as well as when your paper has been published and/or archived.
4. **Choose department, unit or programme:** Choose the right school from the dropdown list. It's important you choose the right school.
Other organisation: Use only if you have completed your paper at another university or if your co-author comes from another university.

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

← Back Cancel / Save draft Continue →

Selected publication type: Student thesis [Change type »](#)

Author ?

[Get saved personal data »](#) [Save personal data »](#)

Last name: * Doe Year of birth:

First name: * John Local User Id:

Department, unit or programme:
 ✖

If you chose the wrong organization remove it by clicking on the red cross

Akademien för ekonomi, teknik och naturvetenskap, School of Business, Engineering and Science

Research group:

E-mail: john.doe@student.hh.se

Other organisation:

Click on Another asuthor to add more authors. [Another author »](#)

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

Cooperation ?

External cooperation

Partner: *

6. **Title:** Fill in the title and subtitle, if there is any, and select the language of the title.
Alternative title: If there is any alternative title in another language, enter it here.

If you copy text from Word or PDF etc., paste it via this option to ensure you get rid of unwanted formatting

Title ?

Main title: *

Biblioteket

I *x₂* *x²* *Ω* | | HTML | | Tc

Subtitle:

den ultimata platsen för lärande

I *x₂* *x²* *Ω* | | HTML | | Tc

Language: *

Swedish

Alternative title ?

Main title:

The library

I *x₂* *x²* *Ω* | | HTML | | Tc

Subtitle:

the ultimate place for learning

I *x₂* *x²* *Ω* | | HTML | | Tc

Language:

English

7. **Degree:** Fill in the level of your paper and select the number of credits for the paper. Select a subject/course if a suitable one is in the list. Otherwise ignore this field.
Other information: Fill in year and number of pages (last paginated page).

Degree ?

Level: *

Independent thesis Advanced level (degree of Master (Two Y)

University credits: *

30 HE credits

Subject / course:

Pedagogy

Another degree »

Content category ?

Artistic work

Other information ?

Year: * Number of pages:

2016 56

8. **Series:** Ignore these fields if your department has not provided special instructions.
9. **Identifiers:** Ignore these fields if your department has not provided special instructions.
10. **National subject category:** Choose the appropriate subject category by clicking on the button. You can search or browse for a suitable subject. To delete a chosen category, click on the red x.

National subject category * ?

Choose national subject category »

Lärande; Learning (50303) x

- National subject categories
 - + Agricultural Sciences
 - + Engineering and Technology
 - + Humanities
 - + Medical and Health Sciences
 - + Natural Sciences
 - Social Sciences
 - + Economics and Business
 - Educational Sciences
 - Didactics
 - Learning
 - Pedagogical Work

11. **Keywords:** Add keywords that will make it easier for others to find your paper. Separate keywords with a comma.
Abstract: Write or paste an abstract/summary. You can enter keywords and abstracts in several languages.

Keywords ?

Bibliotek, pedagogik, lärande

Language:
Swedish

Keywords in another language » ← Click to add keywords in several languages

Part of project ?

Another project » If you copy text from Word or PDF etc., paste it via this option to ensure you get rid of unwanted formatting

Abstract ?

←

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Path: p Words:201

Language:
Latin

Another abstract » ← Click to add abstracts in several languages

12. **Supervisors and examiner:** Add information about supervisor and examiner.

Supervisor ?

[Get saved personal data »](#) [Save personal data »](#)

Last name: Academic title:

First name: Local User Id:

ORCID ID:

Department, unit or programme:

E-mail:

Other organisation:

[Another supervisor »](#)

Examiner ?

[Get saved personal data »](#) [Save personal data »](#)

Last name: Academic title:

First name: Local User Id:

ORCID ID:

Department, unit or programme:

E-mail:


Other organisation:

[Another examiner »](#)

Presentation: These fields are optional.

Presentation ?

Date: Language:

 Room:

Address:

City:

13. **Upload your file:** Here you upload your final and, by your examiner, approved paper in PDF-format (A4). Set the visibility of your paper. *Make freely available now* is preselected. If you are fine with that no changes are necessary. To make your paper visible at a specific date, select the option *Make freely available later* and set an appropriate date. If you only want the information about your paper to be publicly visible in DiVA and not the actual paper, select *Only for archiving*.

Upload file ?

Title:
Biblioteket: den ultimata platsen för lärande

When should the file be made freely available? *

Make freely available now (open access)
 Make freely available later
 Only for archiving

Date:

Type: *

fulltext
pdf (application/pdf)

Choose fulltext and pdf

Give the file a name (optional):

Bläddra... Ingen fil är vald.

Click on this button to upload youe file. The file should be in PDF-format.

0 %


14. **Conditions:** Once your file is uploaded, read the publishing conditions and tick the checkbox to acknowledge your acceptance.


Uploaded files ? Check this to accept the publishing conditions

↓ **fulltext**
The file should be made available now.

I accept the publishing conditions »

Message to the DiVA administrator

To edit settings for the file click on this icon 

To delete the file click on the red cross 

15. **Review/Publish:** Check if all details are filled in correctly. Use the *Edit information* link or the *Back* link to return to the form and make the necessary changes.

	Select publication type -->	Enter information -->	Upload files -->	Review / Publish -->
« Edit information	← Back	Cancel / Save draft		Submit →
Author:	Doe, John (Halmstad University, School of Business, Engineering and Science), john.doe@student.hh.se			
External cooperation:	SVT			
Title:	Biblioteket : den ultimata platsen för lärande			
Alternative title(en):	The library : the ultimate place for learning			
Publication type:	Student thesis			
Language:	Swedish			
Level:	Independent thesis Advanced level (degree of Master (Two Years))			
University points:	20 credits / 30 HE credits			
Undergraduate subject:	Pedagogy			

16. **Check the file:** Make sure it is possible to open the file. At the bottom of the page under Files there is a link to the file.

Files

fulltext **fulltext** The file should be made available now..

17. **Submit:** When you are satisfied with your registration, click on *Submit*.

After submitting your paper

When you have submitted your paper it has to be approved by an administrator at your school/department before it can be published and publicly visible. Therefore 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.

Remember to send a copy of your approved paper to your examiner in PDF-format.

Should you discover any errors in your registration you need to log in to [HH:s Heldpdesk](#) and open up a ticket. You can also use this [contact form](#) to send your request.