

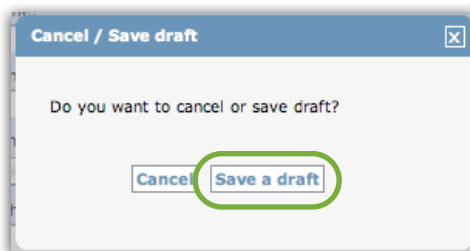
Halmstad University Library

Manual for registering and publishing student theses in DiVA

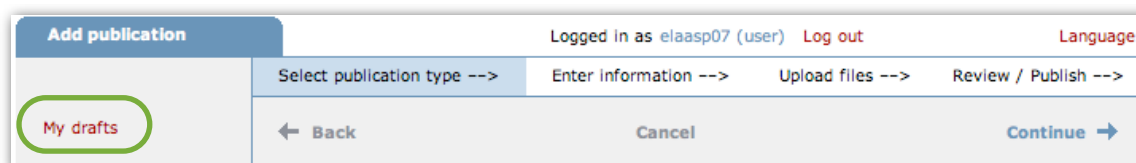
Please notice!

Your thesis must be finished and approved by the examiner before you upload it in the system.

You can stop the registration and continue later whenever you want. Just click on “Cancel / Save draft” and choose “Save a draft”.

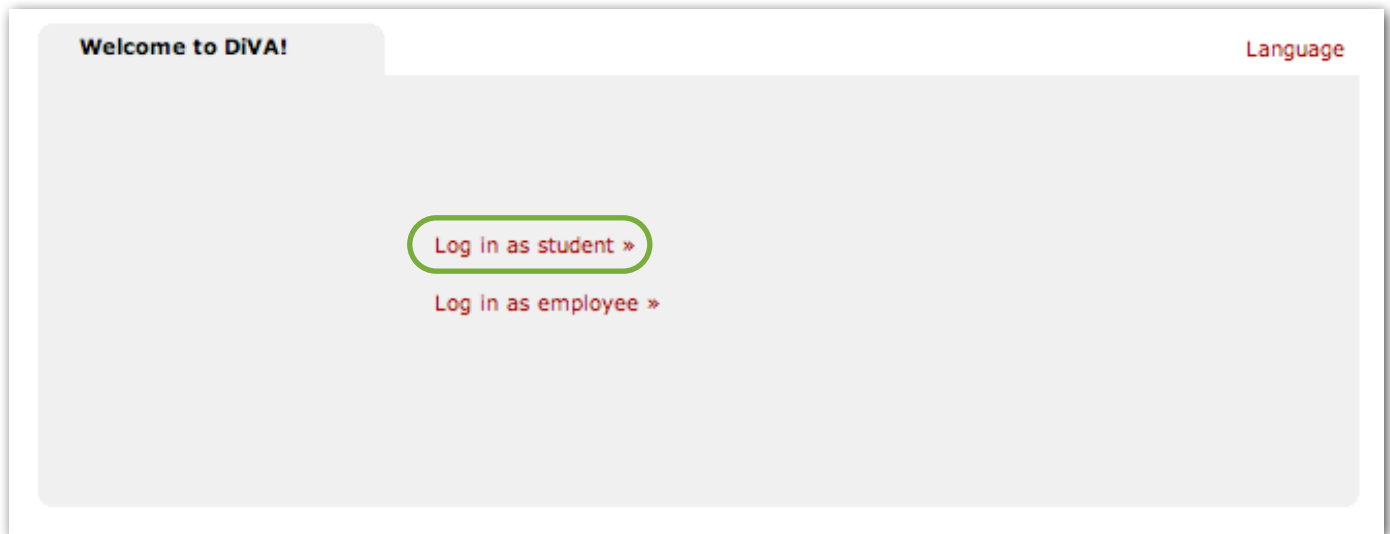


You will find your saved drafts under “Add publication” the next time you log in.

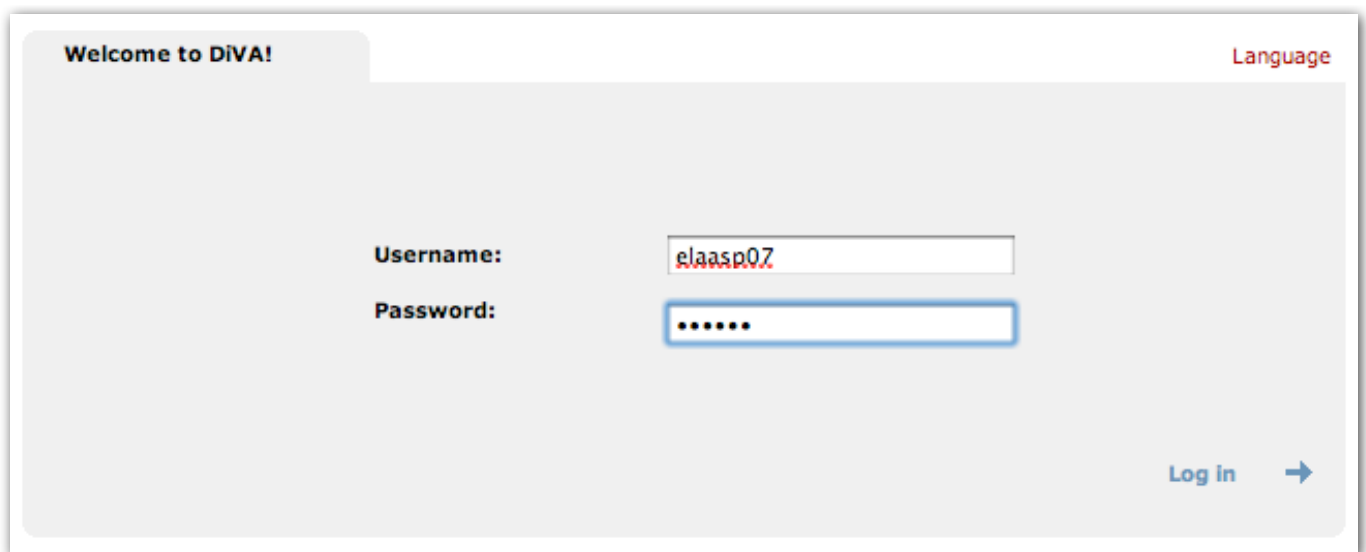


Go to <https://hh.diva-portal.org/dream/login.jsf>

1. Log in as student



2. Enter your username and password



3. Choose “Add publication / Upload files “.

What do you want to do? Logged in as [elaasp07 \(user\)](#) [Log out](#) [Language](#)

Add publication / Upload files »

Enter and publish your publications.

It is possible to save a draft if you want to complete the record later.

Edit / Delete record »

Edit or delete records.

Go to Add a publication/Upload files if you want to complete a draft record.

Import references »

Import references from a file or a database.

4. **Publication type:** Select “Student thesis” and then “Continue”

Halmstad University Library | [Support](#) | [Search](#) | [Help](#) DiVA

Add publication Logged in as [elaasp07 \(user\)](#) [Log out](#) [Language](#)

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

← Back Cancel Continue →

Select publication type ?

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

← Back Cancel Continue →

5. **Author:** Fill in the form starting with your name. Choose from the list the Department at which you wrote your thesis and type your e-mail. You can add more authors by pressing the button “Another author”.
Skip the fields “Username”, “Year of birth” and “ Research group”.

You can always consult the built-in DiVA help texts (?) for more information about how to fill the form.

The screenshot shows the 'Add publication' form in DiVA. The user is logged in as 'elaasp07 (user)'. The form is divided into several steps: 'Select publication type -->', 'Enter Information -->', 'Upload files -->', and 'Review / Publish -->'. The current step is 'Enter Information -->'. The 'Selected publication type' is 'Student thesis'. The 'Author' section is highlighted in blue and contains the following fields:

- Last name: Doe
- Year of birth: (empty)
- First name: John
- Username: (empty)
- Department, unit or programme: (dropdown menu open)

The dropdown menu for the department is open, showing a list of departments under 'Halmstad University':

- School of Business and Engineering (SET)
- Biological and Environmental Systems (BLESS)
- Biomechanics and Biomedicine
- Ecology and Environmental Science
- Plant Cell Biology: Energy transduction in plant cells
- Wetland Research Centre
- Centre for Innovation, Entrepreneurship and Learning Research (CIEL)
- Centre for Technology, Innovation and Marketing Management (CTIM2)
- Governance, Accounting and Development (GAD)
- Knowledge Entrepreneurship and Enterprise Research (KEEN)
- Regionalt lärande och ledarskap (RELL)

A red 'X' is visible on the right side of the dropdown menu.

6. **Title:** Fill in title and also subtitle if you have one. Choose the language of the thesis.
Alternative title: Fills in only if you have the title translated to an other language.

Title ?	
Main title:	
<input type="text" value="Detta är en manual för registrering av uppsats i DiVA"/>	
Subtitle:	
<input type="text"/>	
Language:	
<input type="text" value="Swedish"/>	
Alternative title ?	
Main title:	
<input type="text" value="This is a manual for registering a student paper in DiVA"/>	
Subtitle:	
<input type="text"/>	
Language:	
<input type="text" value="English"/>	

7. **Level:** Choose the appropriate level according to the list.
University credits: Choose the right level. The list includes both the old point scale and the new one
Other information: Fill in year and number of pages.

Level ?	
<input type="text" value="Independent thesis Basic level (degree of Bachelor)"/>	
University credits ?	
<input type="text" value="10 credits / 15 HE credits"/>	
Other information ?	
Year:	Number of pages:
<input type="text" value="2009"/>	<input type="text" value="45"/>

8. **Series:** Leave blank.
Other series: Leave blank.
Identifier: Leave blank.

<p>Series ?</p> <p>Title of series/ISSN:</p> <input type="text"/>
<p>Other series ?</p> <p>Title of series:</p> <input type="text"/>
<p>ISSN:</p> <input type="text"/>
<p>No. in series:</p> <input type="text"/>
<p>Identifiers ?</p> <p>URI: urn:nbn:se:hh:diva-6</p> <p>DIVA-ID: diva2-draft:3877</p> <p>ISRN:</p> <input type="text"/>
<p>DOI:</p> <input type="text"/>
<p>URL:</p> <input type="text"/>
<p>URL label:</p> <input type="text"/>
<p>Another URL »</p>

9. **National subject category:** Choose from the list. More than one category is allowed .
Educational program: Leave blank.
Subject/course: Choose subject/course of your thesis.
Uppsök subject category: Choose subject category from the list.
Keywords: Write keywords that describe your thesis. Separate them with a comma.
(needed for search services like Uppsök and Essays.se)

National subject category ?
<input type="text" value="--"/>
Education, Pedagogik (1311)
Subject didactics, Ämnesdidaktik (131102) x
x
Educational program ?
<input type="text" value="--"/>
Subject / course ?
<input type="text" value="Education Science"/>
Uppsök subject category ?
<input type="text" value="samhälle/juridik"/>
Keywords ?
<input type="text" value="Manual, DiVA, Uppsatsregistrering"/>
Language:
<input type="text" value="Swedish"/>
Keywords in another language »

10. **Part of project:** Leave blank.

Abstract: Write or copy your abstract in this field. Use the yellow brush to cleanup the format.

Part of project ?

[Another project »](#)

Abstract ?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin placerat commodo nisi eget imperdiet. Integer eros erat, porta sit amet congue id, rhoncus euismod felis. Vestibulum et enim non libero blandit euismod id ac quam. Sed pulvinar commodo neque vitae aliquet. In vitae sagittis velit. Duis leo odio, pulvinar a ornare et, suscipit non justo. Nulla magna ante, adipiscing ut condimentum in, pellentesque nec arcu. Donec turpis orci, dictum vitae accumsan quis. consequat sit amet lectus. Vestibulum nibh quam. hendrerit facilisis laculis.

B *I* \times_2 \times^2 | | Format | | Ω Σ | HTML

Language:
Latin

[Another abstract »](#)

11. **Supervisor:** Write the name of your supervisor.
Examiner: Write the name of your examiner.
Presentation: Optional.
Note: Optional.

Click 'Continue' to proceed to the next page

Supervisor ?		
Last name:	<input type="text" value="Puling"/>	Title: <input type="text"/>
First name:	<input type="text" value="Kalle"/>	Username: <input type="text"/>
Department, unit or programme:	<input type="text" value="-"/>	Other university »
E-mail:	<input type="text" value="kalle.puling@hh.se"/>	
Another supervisor »		
Examiner ?		
Last name:	<input type="text" value="Puling"/>	Title: <input type="text"/>
First name:	<input type="text" value="Kalle Junior"/>	
Department, unit or programme:	<input type="text" value="-"/>	Other university »
Sektionen för lärutbildning (LUT), School of Teacher Education (LUT)		
E-mail:	<input type="text" value="kalle-junior.puling@hh.se"/>	x
Another examiner »		
Presentation ?		
Date:	Time:	Language:
<input type="text"/>	<input type="text"/>	<input type="text" value="English"/>
Room:	<input type="text"/>	
Address:	<input type="text"/>	
Place:	<input type="text"/>	
Note ?		
<input type="text" value="Detta är en anmärkning."/>		

12. **Upload file:** Note! According to a decision by the university it is mandatory to register an electronic copy of your thesis in DiVA. Do decide weather you want to publish it online, click on the filename and choose the appropriate settings for the file. Notice that the file has to be a PDF-file (see page 12 for instructions). Appendix can be inserted separate from the main file . Click 'Upload' to attach your thesis and then accept the conditions for electronic publishing (see page 11). Click 'Continue' to go to the next step.

13. Now is time to Review your data and check that the fulltext file is attached. Click Edit information if you need to edit or complete the information.

If your data is satisfactory and the fulltext file is attached click Submit. Notice that you can no longer make changes after the submission.

An administrator at your department will examine the submission and then publish your thesis.

When your thesis is published it is searchable in DiVA <http://hh.diva.portal.org>, Uppsök <http://uppsok.libris.kb.se/sru/uppsok>, uppsatser.se <http://www.uppsatser.se>, Google, Google Scholar etc..

NOTE! Do not forget to leave a paper copy, not stapled together, of your thesis to your examiner.

Copyright Agreement

§ 1 Obligations of the University

The University shall publish and continuously store the Work of the Author in digital form on the website of the University. The university shall with appropriate measures protect the published Work from undue alterations.

§ 2 Rights of the University

The University has the right to transfer, in all or partially, the rights and obligations accorded by the Agreement to a third party.

§ 3 Purpose of publication

Publication shall take place for the university's research, teaching or Library requirements and not for commercial purposes.

§ 4 Obligations of the Author

The Author shall deliver the Work in electronic form according to the instructions given by the University. The Author warrants that he/she is the copyright holder of the Work and has received appropriate consent to publish pictures and other elements of the Work, to which others have a title. The Author also warrants the right to dispose of the Work for digital publication. The Author has no right to remuneration for the publication under this Agreement.

§ 5 Transfer of the Author's Rights

Any transfer by the Author of the copyright to the Work shall not affect the rights of the University under the Agreement. This agreement regarding electronic publishing shall not impose any limitations of the Author's right to make use of the Work.

§ 6 Duration of the Agreement

The Agreement is valid until revoked. The University has the right immediately to revoke the Agreement if the Author is not the holder of the copyright to the Work or lacks necessary permissions according to §.

§ 7 Force majeure

A Party cannot be held responsible for undue fulfilment of an obligation under the Agreement if the failure is caused by circumstances beyond the Party's control, impossible to foresee, and the detriment of which it is held unfair to oblige the Party to remove. As soon as such a circumstance no longer prevails, the obligation shall be duly fulfilled.

§ 8 Validity of the agreement

The present agreement shall come into force immediately after acceptance by the Author.

Create a PDF-file

Macintosh

1. Open your text-file
2. Go to “File / Print”
3. Click on the “pdf” button (bottom left)
4. Choose “Save as pdf”. Agree with the change of file type and then choose where to save your file.
5. Click on “Save” to end the process.

PC

1. Open your text-file
2. Go to “File / Print”
3. Choose “pdf creator” from the print list the and click ‘OK’
4. Name the file. Avoid spaces and long names.
5. Click “OK”