



## Instructions for students

– publish and archive a student paper or degree project in DiVA

### How to publish

1. Log in to DiVA <http://hig.diva-portal.org/login> with your University account and password.
2. Select publication type: *Student paper* is pre-selected. Click Continue.

**Add publication** Logged in as (user) Log out Language

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

My drafts ↑

**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*.**

Select publication type ?

Student thesis

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

Continue →

Fields that are marked with red in these instructions are required fields.

3. **Authors:** Fill in details about all authors in the order they appear on the title page of your paper. Fill in your e-mail address in order to get a confirmation when your paper is published.

**Author ?**

Get saved personal data » Save personal data »

Last name: \* Birgittasdotter Year of birth:

First name: \* Birgitta Local User Id:

Department, unit or programme: Choose organisation »

Avdelningen för humaniora, Department of Humanities x

Research group:

E-mail: birgtr@student.hig.se

Other organisation:

Another author »

**You can delete a selected organisation by clicking on the red cross x.**

**To add other authors, click on *Another author*. Make sure that all authors are given in the same order as on the title page.**

**4. Choose organisation:** Click *Choose organisation* and search or browse for your department.

**Choose organisation**

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

**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.

Show departments that are closed down

- University of Gävle
  - Center for Logistics and Innovative Production
  - Center for RF Measurement Technologies
  - Centre for Musculoskeletal Research
  - Faculty of Education and Business Studies
    - Department of Business and Economic Studies
    - Department of Culture Studies, Religious Studies and Educational Sciences
    - Department of Humanities
  - + Faculty of Engineering and Sustainable Development
  - + Faculty of Health and Occupational Studies
  - GIS-institutet
  - Lärarutbildningsnämnden

Select your department (not subject group). Faculty will be added automatically.

It is important that you select the correct department from the list.  
Ask your supervisor if you are not sure which department you should select.

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

**Cooperation ?**

External cooperation

Partner: \*

**6. Title:** Enter the title of your paper and the language of the title.

**Alternative title:** If there is an alternative title in another language, write it here.

**7. Degree:** Select the level of your paper, number of credits, educational programme and subject/course. If your paper is not part of an educational programme select “no programme (freestanding course)”.

**Sustainable development:** Ignore this field unless you have got other instructions from your department.

**Other information:** Fill in year and number of pages.

**8. Series and Identifiers:** Ignore these fields unless you have got other instructions from your department.

The screenshot shows two form sections. The first section, titled 'Series ?', contains a label 'Title of series/ISSN:' followed by a text input field containing a hyphen '-'. The second section, titled 'Identifiers ?', contains three labels: 'URI: urn:nbn:se:hig:diva-12519', 'DiVA-ID:', and 'ISRN:', each followed by an empty text input field.

**9. National subject category:** Click on the button and select one or more national subject categories. You can both search and browse for subjects. Delete a chosen subject category by clicking **X**.

The screenshot shows a form section titled 'National subject category \* ?'. It features a button labeled 'Choose national subject category >>'. Below the button, a red-bordered box contains the text 'Litteraturvetenskap; General Literature Studies (60203)' with a red 'X' icon to its right, indicating it has been selected.

**10. Keywords:** If there are keywords for your paper, enter them here. Use commas to separate keywords.  
**Abstract:** Write or paste your abstract/summary. If you paste, check that the word-wrapping is correct. You can enter both keywords and abstracts in several languages.

The screenshot shows two form sections. The first section, titled 'Keywords ?', has a text input field containing 'bees, literature, symbolism'. Below it is a 'Language:' dropdown menu set to 'English' and a button labeled 'Keywords in another language >>'. A red arrow points from a callout box 'Click to add keywords in several languages.' to this button. The second section, titled 'Part of project ?', has an empty text input field and a button labeled 'Another project >>'. The third section, titled 'Abstract ?', features a rich text editor with a toolbar (bold, italic, underline, strikethrough, bulleted list, numbered list, paragraph, link, unlink, image, table, link, unlink, undo, redo) and a text area containing the text: 'From the bee comes honey, but the bee has a sting in the worst case scenario can kill. They evocative rural retreats, flowers and summer meadows. But the bees in their hives can - and has - also symbolized inhuman societies, darkness and tyranny. This paper examines and compares four different authors producing widely disparate accounts of the honey bee, all'. Below the text area is a 'Path: p' label and a 'Words:59' counter. A red arrow points from a callout box 'Click to add abstracts (summaries) in several languages.' to the 'Another abstract >>' button. Another red arrow points from a callout box 'Draw here to enlarge the text box.' to the text area.

**11. Supervisor and examiner:** Enter name and department of your supervisor and examiner.

**Supervisor ?**

Last name: 
 Academic title:

First name: 
 Local User Id:

ORCID iD:

Department, unit or programme:

**x**

E-mail:

Other organisation:

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**Examiner ?**

Last name: 
 Academic title:

First name: 
 Local User Id:

ORCID iD:

Department, unit or programme:

**x**

E-mail:

Other organisation:

**12. Presentation:** Ignore these fields unless you have got other instructions from your department.

**Presentation ?**

Date: 

 Language:

Room:

- 13. Upload file:** Upload the final, approved version of your paper including correct [title page](#). The file must be in **PDF-format** (A4).

Keep “Make freely available now” selected if your paper doesn’t need any special arrangements. This means that your file will become publicly available and also will be archived in DiVA.

Exceptions: If your file must not become visible before a certain date select “Make freely available later” and enter the date you and your supervisor have agreed on. If you only want information about your thesis, not the file itself, visible in DiVA select “Only for archiving”.

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

← Back Cancel / Save draft Continue →

**Upload file ?**

**Title:**  
Bees in the literature: from horror to the idyllic

**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)

Give the file a name (optional):

Bläddra... Ingen fil är vald. 0 %

← Back Cancel / Save draft Continue →

Select *fulltext* and *pdf*.

To upload your paper: click on *Browse (Bläddra)* and select your file. The file must be in **PDF-format**.

- 14.** Once your file is uploaded - read the conditions for electronic publishing and tick your acceptance. If you selected “Only for archiving” you do not need to accept the publishing conditions.

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

← Back Cancel / Save draft Continue →

**Uploaded files ?**

↓ fulltext  
The file should be made available now.

I accept the publishing conditions >

Message to the DiVA administrator

Click here if you need to edit the file information.

Tick to accept the 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.

	Select publication type -->	Enter information -->	Upload files -->	Review / Publish -->
<a href="#">← Edit information</a>	<a href="#">← Back</a>		<a href="#">Cancel / Save draft</a> <a href="#">Submit →</a>	
	<b>Author:</b>	Birgittasdotter, Birgitta (University of Gävle, Faculty of Education and Business Studies, Department of Humanities) *birgtr@hig.student.se		
	<b>External cooperation:</b>	Sveriges Radio		
	<b>Title:</b>	Bees in the literature : from horror to the idyllic		
	<b>Publication type:</b>	Student thesis		
	<b>Language:</b>	English		
	<b>Level:</b>	Independent thesis Basic level (degree of Bachelor)		
	<b>University points:</b>	10 credits / 15 HE credits		

- 16. Check the file:** Make sure you have uploaded the correct pdf-file.

	<b>Files</b>		
	fulltext	fulltext	Click on "fulltext" to open your uploaded file
<a href="#">← Back</a>		<a href="#">Cancel / Save draft</a> <a href="#">Submit →</a>	

- 17. Submit:** When all details are correct and the correct file is uploaded, click on *Submit*.

## After submitting your paper

When you have submitted your paper, it has to be approved by an administrator at your faculty before it can be published and/or archived. For this reason, you will not be able to see your paper immediately after you have submitted 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.

If you have provided your e-mail address you will receive a confirmation when your paper has been published and/or archived.

Once your paper is published/archived, you will be able to find it in [DiVA](#), [Essays.se](#) and search tools such as [Google](#).

If you want to change something at a later date or have questions about publishing/archiving your thesis, contact the [University's course and programme administration](#).