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# Register student thesis in DiVA

## Gör så här:

1. **Create cover:** Go to <https://ltu-cover.ltu.se/> and create a cover for your student thesis.
2. **Log onto DiVA:** <https://ltu.diva-portal.org/dream> with your university user and password. If you access this page with a LTU ip-address you should already be logged in. When you have logged in, select *Add publication/Upload files*.

If you don't have login information, go to <https://www.ltu.se/en/student-web/it-support-for-students>.

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LTU University Library

DiVA

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What do you want to do?

Logged in as Rokshan Ara Begum (admin)

Log out

Language

**My publications**  
The list includes publications with your user-id

**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.

3. Select publication type: *Student thesis* is pre selected. Click continue.

The screenshot shows the DiVA registration interface. At the top, there is a navigation bar with links: "DiVA Sök", "DiVA Helpdesk", "Hjälp", and "Lathundar". The DiVA logo is on the right. Below the navigation bar, there is a header section with "Lägg till publikation" on the left, and "Inloggad som (user) Logga ut" and "Language" on the right. A breadcrumb trail shows: "Välj publikationstyp --> Fyll i uppgifter --> Ladda upp filer --> Granska / Publicera -->". On the left sidebar, "Mina utkast" is circled in red. The main content area has a "Fortsätt" button with a right arrow. Below this, the text "Välj publikationstyp ?" is followed by a dropdown menu showing "Studentuppsats (Examensarbete)". A red arrow points from a help text box to the question mark. The help text box contains: "Help texts explaining each field are shown if you hold your cursor over the question mark." Below the dropdown, there is a note: "Du kan även fortsätta fylla i en påbörjad post. Välj då länken *Mina utkast*." At the bottom right, there is another "Fortsätt" button with a right arrow.

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 with red marking are always mandatory to fill in.

**4. Author:** Enter the Last name and First name of the author.

Enter your affiliation in the field named *Department, unit or programme*.

It is important to enter your e-mail address so that we can contact you. If you enter your e-mail address, you will receive a confirmation once your thesis is registered and published.

If the thesis have several authors, use the button *Another author*.

**Author 1 ?** ✕

Get saved personal data » Save personal data »

Last name: \*  Year of birth:  Year of death:

First name: \*  Local User Id:

ORCID: [What is ORCID? Register for an ORCID](#)

Department, unit or programme:

✕

Research group:

E-mail:

Other organisation:

**Hint!** You can change the order of authors by using the arrows in the bottom right side. (only visible if there are more than one author.)

↑  
↓

It is important to enter the right affiliation.  
Contact your education administrator if you are unsure.

4. **External cooperation:** If you are cooperating with a company or any other organisation, check the box and enter the name/names of the external partners.

**Samarbete ?**

☒ Externt samarbete








Partner: \*

Sveriges Radio








5. **Title and alternative title:** Enter the title, any subtitle and the language of the publication. When filling in these fields (title, subtitle, language) use the language that your thesis is written in. If you want to add titles and subtitles on any other language, do so under Alternative title.

**Title ?**

Main title: \*


*I*  $\times$   $\times^2$   $\Omega$     HTML     Tc

Subtitle:

*I*  $\times$   $\times^2$   $\Omega$     HTML     Tc








Language: \*

-








Click the  and paste the text in the window.

**Alternative title ?**

Main title:

*I*  $\times$   $\times^2$   $\Omega$     HTML     Tc

Subtitle:

*I*  $\times$   $\times^2$   $\Omega$     HTML     Tc

Language:

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6. **Degree:** Enter the level of your thesis, how many university credits your thesis covers and the educational program. Leave the field Subject / course blank.

**Content category:** Leave blank.

**Other information:** Enter the publication year and number of pages.

<b>Degree ?</b>	
Level: *	<input type="text" value="-"/>
University credits: *	<input type="text" value="-"/>
Educational program:	<input type="text" value="-"/>
Subject / course:	<input type="text" value="-"/>
<a href="#">Another degree »</a>	

<b>Content category ?</b>	
<input type="checkbox"/>	Artistic work

<b>Other information ?</b>	
Year: *	Number of pages:
<input type="text"/>	<input type="text"/>

7. **Series & Other series:** Leave blank.

8. **Identifiers:** Leave blank.

9. **National subject category:** Choose subject category. If it is difficult to specify, choose any of the broad categories. As when choosing Institution, department or programme (step 6), you can search or browse for the subject. By using the + you can see more levels.

**National subject category \* ?**

Choose national subject category »

**Research subject ?**



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**Choose national subject category**

**Search ?**

Search for national subject category. The superior subject category will be set automatically.

**Browse ?**

Choose national subject category by clicking on the name. The superior subject category will be set automatically. Navigate in the list by clicking on  and 

-  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
      - Pedagogy
    -  Law
    -  Media and Communications
    -  Other Social Sciences
    -  Political Science
    -  Psychology
    -  Social and Economic Geography
    -  Sociology

**10. Keywords and Abstract:** Enter *Keywords and Abstract* from your thesis. Keywords and abstract should be entered in the language that the thesis is written in.

If you wish to add keywords and abstracts in another language, you can do so by using the buttons Keywords in another language/Another abstract.

Keywords should be separated by comma and space.

Ensure that the formatting remains as you want it regarding spaces and line break etc. when you paste the abstract.

**Keywords ?**

descriptive, words, keywords

Language: English

Keywords in another language >>

Click to add keywords in several languages.

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**Abstract ?**

B I  $x_2$   $x^2$   $\equiv$   $\equiv$  Avsnitt ...

Paste your abstract here.

P >> EM 4 ORD

Language: English

Another abstract >>

Click to add abstracts in several languages.



- 11. Supervisor and opponent:** Enter Last name, First name and Institution, department or programme for each supervisor and opponent. If the person is affiliated to another university, use the field *Other organisation*. To enter several supervisors/opponents, click on Another supervisor/Another opponent.

**Supervisor ?**  

Get saved personal data » Save personal data »

Last name: Bergman Academic title:

First name: Anders Local User Id:

ORCID:

Department, unit or programme:  
-

Kemiteknik, Chemical Engineering

E-mail:

Other organisation:

Another supervisor »

**Opponent ?**  

Get saved personal data » Save personal data »

Last name: Karlström Academic title:

First name: Johan ORCID:

University, department:  
-

E-mail:

Other organisation:  
Lunds universitet, Institutionen för fysikalisk kemi

Another opponent »

## 12. Presentation: Leave blank.

## 13. Upload files: There are two choices depending on if you have a confidentiality/secretcy agreement or not.

If you don't have a confidentiality agreement, choose a or b:

- a) If nothing special applies for your thesis, leave the option "Make freely available now (open access)" selected.
- b) If you do not wish that the file should be publicly visible, choose "Only for archiving".

If you have a confidentiality agreement, choose a or b:

- a) If you want the file to be visible after the confidentiality agreement has expired, choose "Make freely available later" and enter the date when the confidentiality agreement will expire.
- b) If you don't want the file to be visible once the confidentiality agreement has expired, choose "Only for archiving".

The screenshot shows the 'Upload files' step of the DiVA registration process. At the top, there are navigation tabs: 'Select publication type -->', 'Enter information -->', 'Upload files -->' (active), and 'Review / Publish -->'. Below these are buttons: 'Back', 'Cancel / Save draft', and 'Continue →'.

The main content area is divided into sections:

- Upload file ?**: A section with a 'Title:' label and an empty text input field.
- When should the file be made freely available? \***: A section with three radio button options:
  - ☒ Make freely available now (open access)
  - ☐ Make freely available later
  - ☐ Only for archiving
 Below these is a 'Date:' label and an empty text input field.
- Type: \***: A section with two dropdown menus. The first dropdown is set to 'fulltext'. The second dropdown is set to 'pdf (application/pdf)'. A callout box on the left points to these dropdowns with the text: 'Choose fulltext and pdf.'
- Give the file a name (optional):**: A text input field.
- ☐ **Print file**
- ☐ **Digitized**
- Browse...**: A button to select a file. Next to it, it says 'No file selected.' A red arrow points from a callout box to this text. Below this is a progress bar showing '0 %'.

A callout box on the right side of the interface contains the following text: 'Upload the thesis by clicking Browse and choose the file. The thesis should be in **pdf format**.'

- 14. Publishing conditions:** When you have uploaded the file, read through and accept the publishing condition.

#### Uploaded files ?

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

☒ I accept [the publishing conditions](#) »

#### Message to the DiVA administrator

[Upload more files](#) »

Click here if you need to change any file information.



Click here to delete the file.

- 15. Review / Publish:** Check the information you have filled in. If you want to change anything, click *Edit information* or *Back* and make the changes you need. When the information is correct, click *Submit*.

**Add publication** Logged in as Rokshan Ara Begum (domainAdmin) [Log out](#) [Language](#)

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

[← Edit information](#) [← Back](#) [Cancel / Save draft](#) [Submit →](#)

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<b>Undergraduate subject:</b>	Student thesis, at least 30 credits
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### After submitting

Your registration will now be reviewed. If you filled in your e-mail address you have received a registration confirmation. When the thesis is published, you will receive a confirmation by e-mail. You will be able to find your thesis in DiVA, on [ESSAYS.SE: Swedish university essays](https://essays.se/) and through search engines such as [Google](https://www.google.se/).

If you have any questions, contact your education administrator.

If you discover any errors after registering your thesis, for example, uploaded the wrong file or entered the wrong affiliation, **contact your education administrator**.