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.

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

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 recieve a confirmation once your thesis is registered and published.

If the thesis have several authors, use the button *Another 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: *

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Subtitle:

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Language: *
-

Click the 🔲 and paste the text in the window.

Alternative title ?
Main title:

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Subtitle:

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Language:
-

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.

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 ?

> -

Choose national subject category ☒

Search ?

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

> [   ] Search

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

> Cancel

7

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.

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   X

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/secrecy agreement or not.

If you <u>don't have</u> 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 <u>have</u> 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".

Select publication type -->	Enter information -->	Upload files -->	Review / Publish -->
← Back	Cancel / Save draft		Continue →

Upload file ?

Title:

When should the file be made freely available? *
- ⦿ Make freely available now (open access)
- ◯ Make freely available later
- ◯ Only for archiving

Date:

Choose *fulltext* and *pdf*.

Type: *

fulltext ▾

pdf (application/pdf) ▾

Give the file a name (optional):

☐ **Print file**

☐ **Digitized**

Upload the thesis by clicking Browse and choose the file. The thesis should be in **pdf format**.

Browse... No file selected.

0 %

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

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*.

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 recieve a confirmation by e-mail. You will be able to find your thesis in DiVA, on ESSAYS.SE: Swedish university essays and through search engines such as Google.

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**.

After submitting