BTH LIBRARY
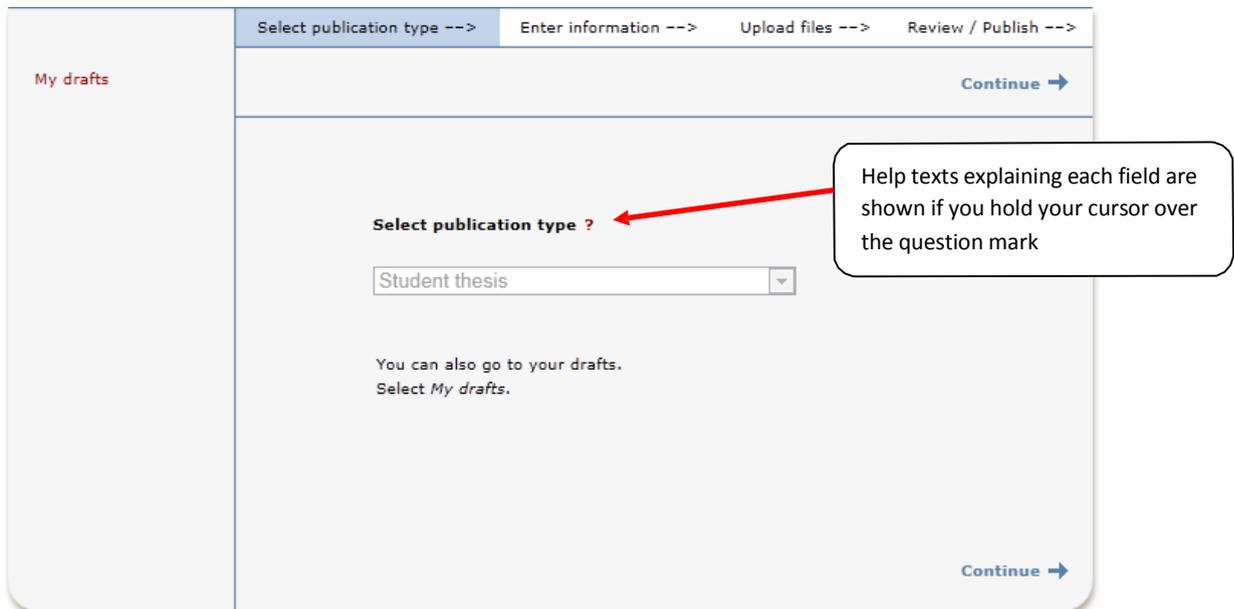
– How to publish/archive a student paper, essay or degree project in DiVA

Instructions for students:

1. Log in to DiVA : https://bth.diva-portal.org/dream/login.jsf with your BTH account and password .
Contact IT Helpdesk if you need help with account information.
2. **Select publication type**: *Student thesis (degree project)* is preselected. Click on *Continue* to proceed.

Personal identity number may not be published in DiVA according to Data Protection Regulation, GDPR!

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

My drafts

Continue ➡

Help texts explaining each field are shown if you hold your cursor over the question mark

Select publication type ?

Student thesis ▾

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

Continue ➡

Remember: 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 marked with red are required fields. Certain programmes or courses may require other fields. Ask at your department if you are unsure.

3. **Fill in your details**: Fill in the details about the author/authors.
Fill in your e-mail address in order to receive a confirmation when registration is complete as well as when your paper has been published and/or archived.

You can delete a selected organisation by clicking on the **X**.

If there are other authors, click on *Another author* and fill in all details.

4. **Choose organisation:** Click *Choose organisation* and search or browse for your department or section. Select the lowest level in the hierarchy (if you choose a unit, the name of your department will be registered automatically).

It is vital that you select the correct department or unit from the list. Ask at your department/unit if you are unsure which unit to choose.

Other University: Add information here only if you have completed your work at another university.

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

Cooperation ?
☑ External cooperation
Partner: *
Volvo Group Truck Operations

6. **Title**: Enter the title and select the language of the title.
   Alternative title: If there is an alternative title in another language, enter it here.

Title ?
Main title: *

I x₂ x² Ω | HTML | ¶ ¶

Subtitle:
a creative meeting point

I x₂ x² Ω | HTML | ¶ ¶

Language: *

Alternative title ?
Main title:
Biblioteket

I x₂ x² Ω | HTML | ¶ ¶

Subtitle:
en kreativ mötesplats

I x₂ x² Ω | HTML | ¶ ¶

Language:
Svenska

7. **Degree:** Fill in the level of your paper and select the number of credits for the paper. The list shows the present system with *HE credits* (Higher Education). Select the name of your programme and subject/course if these are on the lists provided. Otherwise ignore these fields.
   Other information: Fill in the year and number of pages.

Degree ?
Level: *
Independent thesis Advanced level (degree of Master (Two Yea ▼
University credits: *
120 HE credits ▼
Educational program:
DVACS Master of Science Programme in Computer Science ▼
Subject / course:
DV2566 Master's Thesis (120 credits) in Computer Science ▼
Another degree »

Content category ?
☐ Artistic work

Other information ?
Year: *   Number of pages:

8. **Series:** If the paper is part of a series, select the title of the series from the list and specify the number of your paper in the series. If the series is not on the list, fill in the field called *Other series*.

Series ?

Title of series/ISSN:

Other series ?

Title of series:

ISSN:

No. in series:

9. **Identifiers**: Ignore these fields if your department has not provided special instructions.

Identifiers ?

URI: urn:nbn:se:uu:diva-230323

ISRN:

Local ID:

Archive number:

DOI:
☐ Free full-text

URL:

URL label:
☐ Free full-text

Another URL »

Libris ID:

Another Libris ID »

10. **National subject category:** Choose the appropriate subject category by clicking on the button. You can either search or browse for subjects. Delete a chosen category by clicking **x**.

National subject category * ?

Choose national subject category »

Datavetenskap (datalogi); Computer Science (10201)   X

11. **Keywords:** Add keywords to help others find your paper. Use commas to separate keywords.
    Abstract: Write or paste an abstract/summary. You can enter both keywords and abstracts in several languages.

12. **Supervisor and examiner:** Fill out the details about supervisor and examiner.
    You do not need to add the ORCID identifier.

You do not need to complete the *Presentation* field.

Presentation ?

Date:

Language:
-

Room:

Address:

City:

Note ?

13. **Upload your file**. This is where you can manage the visibility of your file in DiVA. "Make freely available now" is preselected. No changes are necessary if your paper doesn't need any special arrangements. "Make freely available" includes archiving the file in DiVA. If you would like to make your file visible on a specific date, select the option "Make freely available later" and choose the appropriate date. If you want only your reference to be visible in DiVA, select "Only for archiving".

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

← Back   Cancel / Save draft   Continue →

Upload file ?

Title:

Type: *

Select *fulltext* and *pdf*. →

fulltext   pdf (application/pdf)

Give the file a name:

☐ Secrecy   Registration number:

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

☐ **Print-on-demand**

☐ **Digitized**

Choose File | No file chosen

14. Read the conditions for electronic publishing and tick the box to acknowledge your acceptance. If you have chosen "Only for archiving", you will not be asked to accept any publishing conditions.

Tick to accept the publishing conditions.

Click here if you need to edit the file information.

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.

16. **Check the file:** Make sure it is possible to open the uploaded PDF-file.

Click on "fulltext" to open your uploaded file

17. **Submit:** When you are satisfied click on *Submit*.

After submitting your paper

When you have submitted your paper it has to be approved by an administrator at your department and/or equivalent before it can be published. For this reason, 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.

When the administrator has published your paper, you will be able to find it in DiVA and finding tools such as Google. If you have provided your e-mail address you will receive a confirmation when your registration is complete as well as when your paper has been published and/or archived.

Diva support for BTH students: utbildningsstod@bth.se
Contact librarian at BTH: Lena Petersson