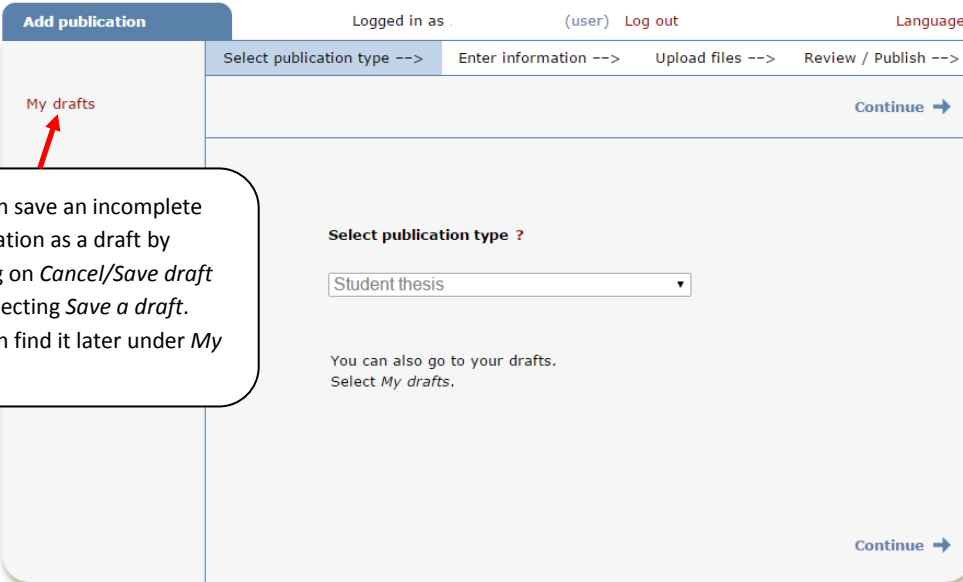


Instructions for students

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

How to publish

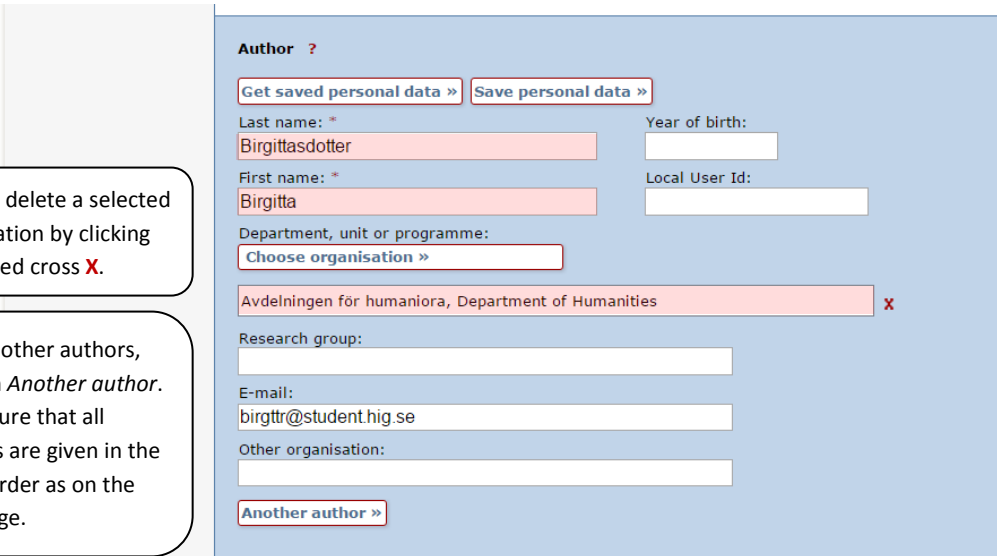
1. **Log in** to DiVA <http://hig.diva-portal.org/login> with your University account and password.
2. **Select publication type:** *Student paper* is pre-selected. Click Continue.



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 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.



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.

[Instructional film](#)

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
 - Läroarbildningsnämnden

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.

Title ?
 Main title: *
 Bees in the literature
 Subtitle:
 from horror to the idyllic
 Language: *
 English

Alternative title ?
 Main title:
 Subtitle:

- 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.

Degree ?
 Level: *
 Independent thesis Basic level (degree of Bachelor)
 University credits: *
 15 HE credits
 Educational program:
 Film and literature
 Subject / course:
 Literature
 Another degree >>

Content category ?
 Artistic work

Sustainable Development
 -

Other information ?
 Year: *
 2012
 Number of pages:
 42
 Enter the last numbered page in your paper.

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 is titled 'Series ?' and contains a text input field labeled 'Title of series/ISSN:' with a dropdown arrow on the right, currently showing a hyphen '-'. The second section is titled 'Identifiers ?' and contains three text input fields: 'URI: urn:nbn:se:hig:diva-12519', 'DiVA-ID:', and 'ISRN:'.

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 it, a selected category is shown in a red box: 'Litteraturvetenskap; General Literature Studies (60203)' with a red 'X' icon to its right for deletion.

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 is titled 'Keywords ?' and contains a text input field with the text 'bees, literature, symbolism'. Below it is a 'Language:' dropdown menu set to 'English' and a button 'Keywords in another language >>'. A red arrow points from a callout box 'Click to add keywords in several languages.' to the button. The second section is titled 'Part of project ?' and contains an empty text input field and a button 'Another project >>'. The third section is titled 'Abstract ?' and contains a rich text editor with a toolbar (bold, italic, underline, strikethrough, list, paragraph, link, unlink, image, table, link, unlink, undo, redo) and a text area containing a paragraph about bees. Below the text area is a 'Path: p' field and a 'Language:' dropdown menu set to 'English'. A red arrow points from a callout box 'Click to add abstracts (summaries) in several languages.' to the 'Another abstract >>' button. A dashed callout box 'Draw here to enlarge the text box.' points to the bottom-right corner of 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:

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

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

Files	fulltext	fulltext	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> Click on "fulltext" to open your uploaded file </div>
← Back	Cancel / Save draft		Submit →

- 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 DiVA administrator at your department. For more information about whom to contact for your subject see the library webpage for registration of essays in DiVA:
<http://hig.se/Ext/En/University-of-Gavle/Library/Write-and-Publish/Publish-your-thesis-in-DiVA.html>.