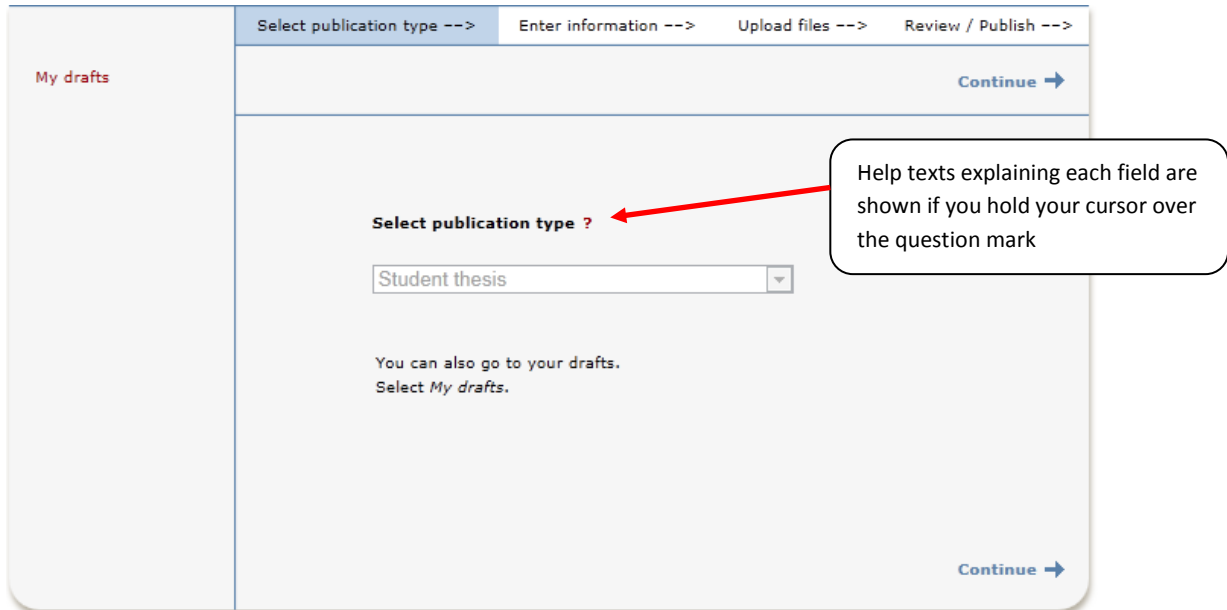


## Registering student theses

1. **Log in:** Log in to DiVA <http://hj.diva-portal.org/login> with your Novell account
2. **Select publication type:** *Student thesis (degree project)* is preselected.



The screenshot shows the registration process in DiVA. The interface has a sidebar on the left with 'My drafts' and a main content area with a progress bar at the top. The progress bar has four steps: 'Select publication type -->', 'Enter information -->', 'Upload files -->', and 'Review / Publish -->'. The first step is active. Below the progress bar, there is a 'Continue →' button. The main content area has a heading 'Select publication type ?' with a red arrow pointing to a question mark. Below this is a dropdown menu with 'Student thesis' selected. Below the dropdown, there is a link: 'You can also go to your drafts. Select *My drafts*.' At the bottom right of the main content area, there is another 'Continue →' button. A callout box on the right contains the text: 'Help texts explaining each field are shown if you hold your cursor over the question mark'.

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. Other fields may be required by certain programmes or courses. 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 get a confirmation when your paper has been published.

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

← Back Cancel / Save draft Continue →

**Selected publication type:** Student thesis [Change type »](#)

**Author ?**

[Get saved personal data »](#) [Save personal data »](#)

Last name: \*  Year of birth:

First name: \*  Username:

Department, unit or programme:  [Other university »](#)

X

Research group:

E-mail:

[Another author »](#)

You can delete a selected organisation by clicking on the cross 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 only 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 give the correct department or unit. Ask at your department/unit if you are unsure which to select.

**5. Title:** Give the title and the language of the title.

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

The screenshot shows two sections of the DiVA registration form. The first section, titled "Title ?", contains a "Main title: \*" field with the text "The presence of imaginary friend in patients with mental illness". Below this is a rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, list, and table. The "Language: \*" dropdown menu is set to "Engelska". The second section, titled "Alternative title ?", contains a "Main title:" field, a rich text editor toolbar, a "Subtitle:" field, another rich text editor toolbar, and a "Language:" dropdown menu set to "-".

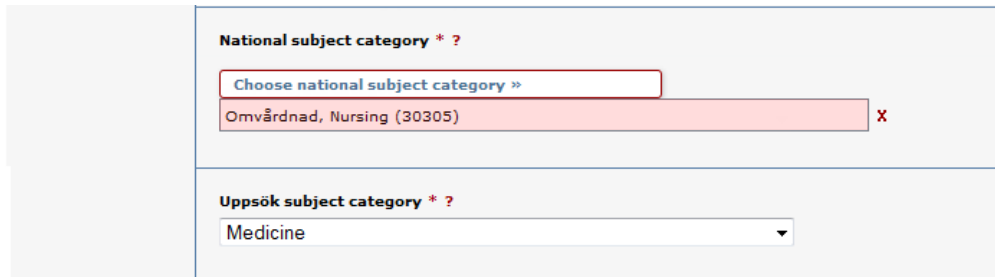
**6. Degree:** Fill in the level of your paper and select the number of credits for the paper. The list shows both the old system *credits* and the present system with *HE credits* (Higher Education). Give the name of your programme and subject/course if these are on the list. Otherwise ignore these fields.

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

The screenshot shows the "Degree" and "Other information" sections of the DiVA registration form. The "Degree" section includes a "Level: \*" dropdown menu set to "Independent thesis Advanced level (degree of Master (Two Year)", a "University credits: \*" dropdown menu set to "20 credits / 30 HE credits", an "Educational program:" dropdown menu set to "-", and a "Subject / course:" dropdown menu set to "HHJ, Nursing Science". There is a button labeled "Another degree >>". The "Content category" section has a checkbox for "Artistic work" which is unchecked. The "Other information" section includes a "Year: \*" dropdown menu set to "2011" and a "Number of pages:" text input field containing "63". A red arrow points from a callout box to the "Number of pages:" field. The callout box contains the text: "Give the number of the last page number printed in your paper."

## 7. National subject category: Optional

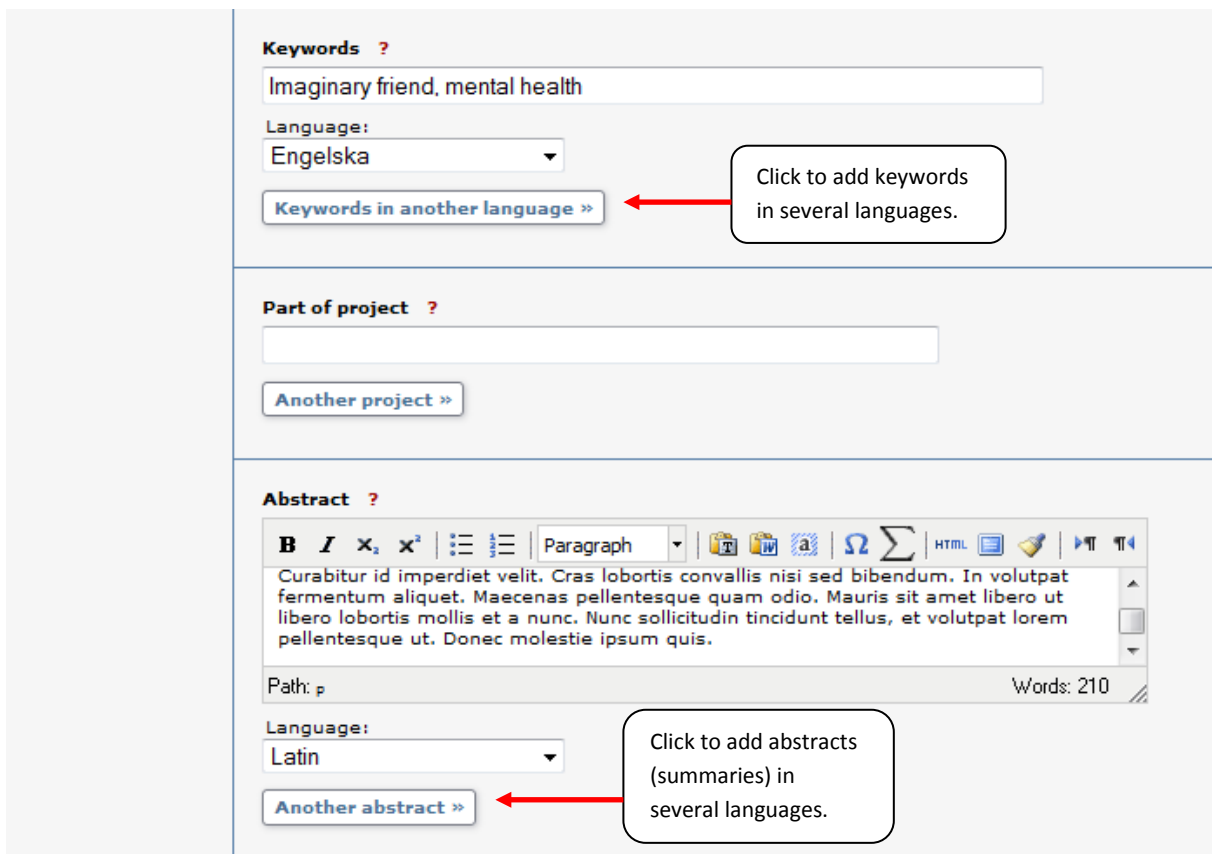
**Uppsök subject category:** In order to find your paper in Essays.se and LIBRIS Uppsök you must select a general subject category here.



The screenshot shows two sections for subject category selection. The first section, titled "National subject category \* ?", contains a text input field with the placeholder "Choose national subject category >>". Below it, a dropdown menu is open, showing the selected option "Omvårdnad, Nursing (30305)" with a red 'x' icon to its right. The second section, titled "Uppsök subject category \* ?", contains a dropdown menu with the selected option "Medicine".

## 8. Keywords: Give keywords to help others find your paper.

**Abstract:** Write or paste an abstract/summary. You can give both keywords and abstracts in several languages.



The screenshot shows three sections for adding keywords and abstracts. The first section, titled "Keywords ?", has a text input field containing "Imaginary friend, mental health". Below it is a "Language:" dropdown menu set to "Engelska". A button labeled "Keywords in another language >>" is highlighted with a red arrow pointing to it from a callout box that says "Click to add keywords in several languages." 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 containing icons for bold, italic, strikethrough, subscript, superscript, bulleted list, numbered list, paragraph, link, unlink, image, table, and HTML. The text area contains placeholder text: "Curabitur id imperdiet velit. Cras lobortis convallis nisi sed bibendum. In volutpat fermentum aliquet. Maecenas pellentesque quam odio. Mauris sit amet libero ut libero lobortis mollis et a nunc. Nunc sollicitudin tincidunt tellus, et volutpat lorem pellentesque ut. Donec molestie ipsum quis." Below the text area, it shows "Path: p" and "Words: 210". A "Language:" dropdown menu is set to "Latin". A button labeled "Another abstract >>" is highlighted with a red arrow pointing to it from a callout box that says "Click to add abstracts (summaries) in several languages."

**9. Supervisor and examiner:** Fill out the details about supervisor and examiner.

<b>Supervisor ?</b>	
<input type="button" value="Get saved personal data »"/>	<input type="button" value="Save personal data »"/>
Last name: Nyström	Academic title: <input type="text"/>
First name: Maria	Username: <input type="text"/>
Department, unit or programme: -	<input type="button" value="Other university »"/>
E-mail: <input type="text"/>	
<input type="button" value="Another supervisor »"/>	
<b>Examiner ?</b>	
<input type="button" value="Get saved personal data »"/>	<input type="button" value="Save personal data »"/>
Last name: Klasson	Academic title: <input type="text"/>
First name: Bertil	
Department, unit or programme: -	<input type="button" value="Other university »"/>
E-mail: <input type="text"/>	
<input type="button" value="Another examiner »"/>	

It's not necessary to complete the *Presentation* field.

<b>Presentation ?</b>	
Date: <input type="text"/>	Language: <input type="text"/>
Room: <input type="text"/>	
Address: <input type="text"/>	
City: <input type="text"/>	
<b>Note ?</b>	
<input type="text"/>	

**10. Upload your file:** Upload your paper in **PDF-format** (A4).

Let the alternative “Make freely available now” stay selected if your paper doesn’t need any special arrangements. “Make freely available” includes archiving the file in DiVA.

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

← Back Cancel / Save draft Continue →

**Upload file ?**

**Title:** The presence of imaginary friend in patients with mental illness

**Type: \***

fulltext 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**

Select fulltext and

Upload your paper by clicking on *Browse* and selecting your paper. The paper must be in **PDF-format** (A4).

**11. Read the conditions for electronic publishing and tick your acceptance.**

**Uploaded files ?**

↓ fulltext  
The file should be made available now.

I accept the publishing conditions »

**Message to the DiVA administrator**

← Back Cancel / Save draft Continue →

Tick to accept the publishing conditions.

Click here if you need to edit the file information.

**12. 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>	Le Flour, Madame (Jönköping University, School of Health Science, HHJ, Dep. of Nursing Science) *flma1010@student.hj.se			
<b>Title:</b>	The presence of imaginary friend in patients with mental illness			
<b>Publication type:</b>	Student thesis			
<b>Language:</b>	English			
<b>Level:</b>	Independent thesis Advanced level (degree of Master (Two Years))			

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

<b>Files</b>	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>	
	<a href="#">← Back</a>	<a href="#">Cancel / Save draft</a>		<a href="#">Submit →</a>

**14. 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/equiv. before it can be published. For this reason, you will not be able to see your paper immediately after you have registered it.

When the administrator has published your paper, you will be able to find it in [DiVA](#), [Essays.se](#), [Uppsök](#) and finding tools such as [Google](#). If you have given your e-mail address you will get a confirmation when your paper has been published.

If you want to change something at a later date, contact the DiVA administrator at your department.

**Do not forget to sign the Agreement on electronic publishing and hand it in at your school. The thesis will be published on the Internet after having been verified by members of staff at your school.**