

# Manual to DiVA – general



DiVA portal (Digital Scientific Archive) is a joint search service and an open archive for research publications and student essays produced at 44 universities and research institutes in Sweden.

*Searching in the database is either limited to publications by Stockholm University of the Arts or in the entire database. See the following links:*

[Search DiVA Uniarts](#)

[Search DiVA all the existing institutions](#)

Note that registration and search are done in different web interfaces. This manual refers only to registration.

OH / 2020-02-26

# Registration

It is the PhD student who register his/her works. The Vice-Rector of Research is responsible for this being done.

Note that it is the defended and approved work that will be described and uploaded. Any corrections can be made in another version, which can also be uploaded, but it should clearly indicate what separates the versions.

Sign in:

Url: <https://uniarts.diva-portal.org/dream>

Username: **your uniarts email**

Password: **xxxxxxxxxx**

The following window will open:

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What do you want to do?    Logged in as [Biblioteket SKH \(user\)](#)    [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.

## 1. New Registration:

Click: [Add publication / Upload files](#)

### 1.1 Select **Publication type**:

Doctoral students choose Doctoral thesis, Monograph or Comprehensive.

Click [Continue](#).

### 1.2 **Author**:

Fill in the author information and the institution the author belongs to. If the work has been carried out in collaboration with another academic organization outside SKH, it is written in the field "Other Organization".

If additional author is found, repeat the procedure.

### 1.3 **Title**:

Enter the main title and subtitle if any. Subtitle starts with lowercase letters.

Enter the language in which the title is.

### 1.4 **Alternative title**:

Specify if the work also has a different title than the above-mentioned. Again, this is divided into main- and subtitle. Enter language.

### 1.5 **Content Type**:

Peer Reviewed or other.

*Defintition by SKH:*

*For the review of research peer review are used. In DiVA it is reported by ticking "Refereed". If the research has not been reviewed, until then the choices "Other academic" or "Other (popular science, discussion, etc.)" are used. This despite the fact that the research did not take place on a scientific basis, as is the case, for example, in artistic research.*

*At SKH, the practice is to indicate "Referee reviewed" for artistic work when the content has been reviewed by independent reviewers for presentation and/or publication.*

*Peer review in research means that the result of the review has undergone a collective external examination by experts whose assessment determines whether the research result, on an artistic or scientific basis, meets sufficient quality requirements to be accepted for publication (publication, performance).*

*Review of artistic research results can be done in different ways and differs between different art forms. It could, for example, be that a work has been presented in a context where, prior to publication, it has undergone a review based on authorized subject knowledge. One such could, for example, involve assessment by a jury, or another type of peer-review examination of contributions to conferences and festivals.*

### 1.6 **Content category**: *(Not used when the publication type is set to "Artistic Output")*

Tick the box Artistic work if assessment is made that the work is done on an artistic basis.

### 1.7 **Other information**:

Enter the year of publication. (When the essay / work has been submitted)

Enter the number of pages, when this can be specified.

### 1.8 **Series**:

Enter any series in which the dissertation is included - and ISSN.

### 1.9 **Publisher**

Enter Location, Publisher, if any,

### **1.10 Identifiers:**

ISBN and URL link to exposition in Research Catalogue.

### **1.11 National Subject Category:**

The subject list is a national list from the Swedish National Agency for Higher Education and Statistics Sweden. Find the category that suits you best. Click on the most consistent category. For Scene and Media, first, the Humanities and Arts are chosen and then underlying categories. Categories does not always match. For example Film is only available in Film Science, which means that for the artistic basis you choose the category above ie. Art. Note that the field is repeatable. If you think the subject needs more categories to do justice, it's good to repeat.

### **1.12 Research subject**

Set: Artistic Practices - *if it is not a Doctoral research project.*

### **1.13 Keywords:**

Try to find words (can be combined in one or two) describing the work/subject. Comma is used to separate words.

Try to use keywords taken from Swedish subject headings.

<http://www.kb.se/katalogisering/Svenska-amnesord/>

Enter the language used for the keywords.

### **1.14 Included in projects:**

Enter projects if any.

### **1.15 Abstract:**

Write a summary in English about what the work is about. If the text is in English the recommendation is to have an abstract in Swedish.

Enter the language used.

### **1.16 Note:**

If something else is important that should be mentioned, this is made as a remark.

### **1.17 Enter any research funding.**

**2.0** At the bottom right, click **Continue**

The following image is displayed:

✳

Add publication
Logged in as Biblioteket SKH (user) [Log out](#)
Language

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

← Back
Cancel / Save draft
Continue →

**You can choose to continue without uploading a file.**

**Upload file ?**

**Title:**  
zxcxcv

**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):**

Browse... No file selected.

0 %

Upload file from URL if the file is larger than 1 GB (Max 16 GB)

Upload

← Back
Cancel / Save draft
Continue →

## 2.1 Upload files

Choose if possible to make the doctoral work available (**Open Access**) and published.

- Make freely available now (open access)
- Make freely available later
- Archiving only

If there are no copyright reasons, publication should be made Open Access. However, if there are copyright barriers, the file will only be stored for archiving according to option no. 3 above.

1. When uploading - select **Type** i.e. whether it's full text, image, sound or movie etc. Select **file format** according to list. (Text documents should be converted to pdf)

2. **Upload** the file

Click Browse and select file for upload.

Note that files larger than 1GB require special upload method. Contact the Library for assistance.

2.2 Click **Continue** at the bottom right.

2.3 **Make sure** you've got everything.

2.4 Click **Submit**.

The registration will then end for review by SKH. The dissertation is published when the Library has checked the registration.