Manual to DiVA – for students

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 student who register his/her works in consultation with the examiner. The The head of department is responsible for this being done.

Note that it is always the finally defended and approved work that will be described and uploaded without any additions or adjustments after examination.

Sign in:

Url: **https://uniarts.diva-portal.org/dream**

Username: **your uniarts email**

Password: **xxxxxxxxx**

The following window will open:

1. New Registration:

Click: ***Add publication / Upload files***

1.1 Select **Publication type**:
The student choose <u>Student thesis</u>.
Click Continue.

1.2 Author:
Fill in the <u>author</u> information and the <u>institution</u> 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 *"<u>Other Organization</u>".*

If additional author is found, repeat the procedure.

1.3 Cooperation
Enter yes or no for Cooperation.
By Yes - Set a partner outside the academy.

1.4 Title:
Enter the <u>main title</u> and <u>subtitle</u> if any. Subtitle starts with lowercase letters.

Enter the <u>language</u> in which the title is.

1.5 Alternative title:
Specify if the work also has a <u>different title</u> than the above-mentioned. Again, this is divided into main- and subtitle.

Enter <u>language</u>.

1.6 Exam:
Choose the *essay level*. Ex. Independent work master's level.

Choose the university degree credits of the *individual degree program*. (Not whole courses)

Choose *education program.*

1.7 Content category:
Tick the box <u>Artistic work</u> if assessment is made that the work is done on an artistic basis.

1.8 Other information:
Enter the <u>year</u> of publication. (When the essay / work has been submitted)

Enter the number of <u>pages</u>, when this can be specified.

1.9 Series:
Normally not used.

1.10 Identifiers:
Normally not used.
.

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: Performative and mediated practices, with specializations in choreography/film and media/opera /performing arts

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 Supervisor:
Enter the name of your supervisor as well as the persons title.

Enter the supervisor's institutional status.

Specify if additional supervisors exist and repeat the procedure.

1.17 Examiner:
In the same way, provide information about the examiner.

1.18 Presentation:
Fill in details of the date of the examination as well as the venue and address.
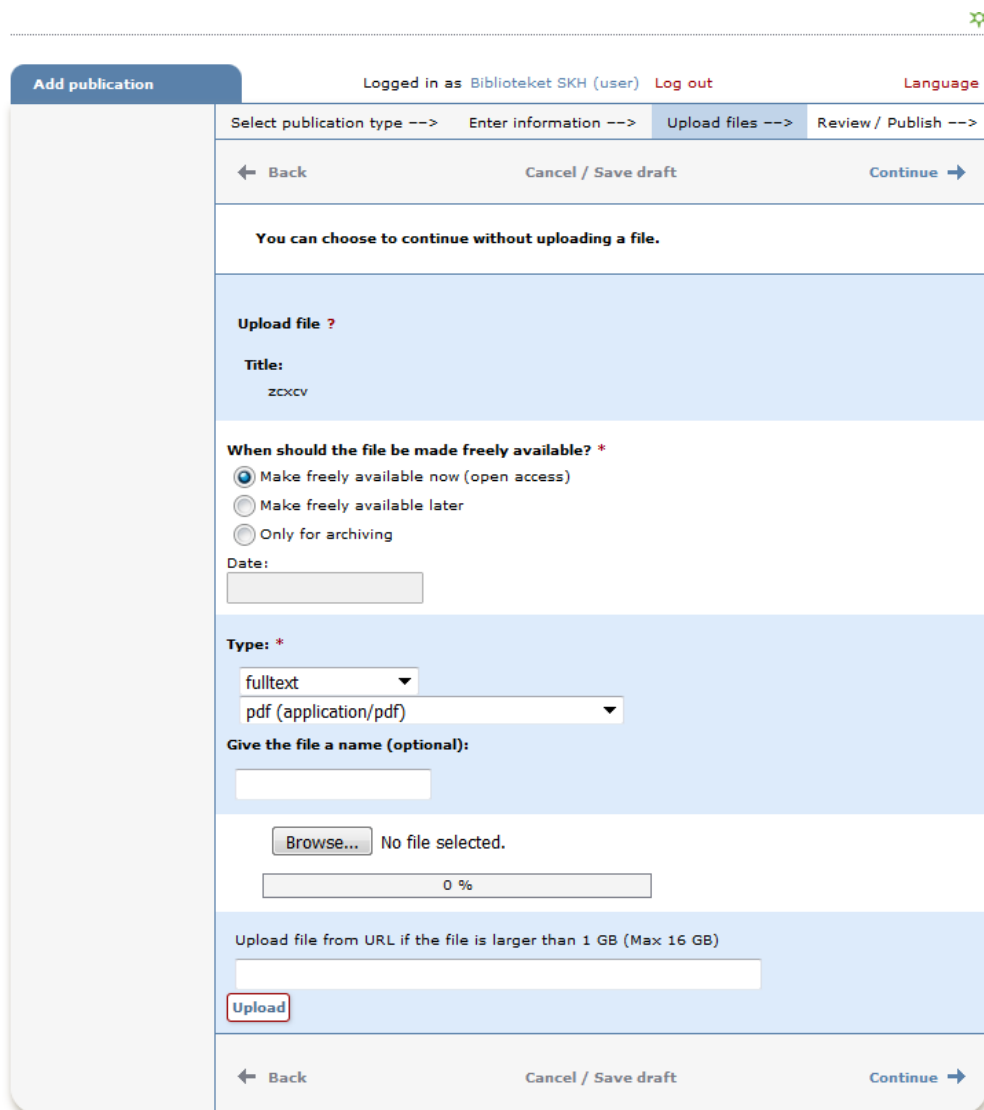

1.19 Note:
If something else is important that should be mentioned, this is made as a remark.

1.20 Academic term

Fill in year and semester.

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

The following image is displayed:

2.1 Upload files
The work is filed/stored by uploading in DiVA. You can also choose whether to publish open access or to hide it. Important is that it is the version that has been evaluated that should be uploaded. (A corrected version can also be uploaded but it should be stated which one is).

Choose whether the thesis can be freely available (Open Access) and published, or whether the upload to the digital storage location should be done only for archiving (alt. 3).

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

Archiving through uploading is a <u>must</u> for students at the master level - but publishing is optional. SKH, however, recommends publication Open Access. However, if there are copyright barriers, the file cannot be published Open Access, but shall despite this be uploaded for DiVAs digital archive. No analog copy needs to be sent to the archive.

   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.

   <u>Note</u> 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. It will be published when the Library has checked the registration.