# How to register artistic works in DiVA

For questions, please contact the library: biblioteket@konstfack.se

You can always save your registration as a draft by clicking Cancel/Save draft through the entire registration. Your draft will then be available under *My drafts*.

Please keep in mind that there is no duplicate check. Always search DiVA before you register.

Log in at: https://konstfack.diva-portal.org/dream/login.jsf

Log in using your Konstfack email and the password that you use to log in to Konstfack computers.

**KONSTFACK**
*University of Arts, Crafts and Design*

Sign in with your organizational account

someone@example.com

Password

Sign in

What do you want

Choose *Add publication* / *Upload files*.

Add publication / Upload files »

Enter and publish your publications.

It is possible to save a draft if you want to complete the record later.

Select publication type ?

Article in journal

| Article in journal |
| Article, book review |
| Article, review/survey |
| Artistic output |
| Book |
| Chapter in book |
| Collection (editor) |
| Conference paper |
| Conference proceedings (editor) |
| Doctoral thesis, comprehensive summary |
| Doctoral thesis, monograph |
| Licentiate thesis, comprehensive summary |
| Licentiate thesis, monograph |
| Manuscript (preprint) |
| Other |
| Patent |
| Report |
| Student thesis |

Back

Select the PUBLICATION TYPE and press *Continue*.

Continue ➡

CONTRIBUTOR. Enter your last name, first name, birth year and department. If there are several contributors, click Another contributor and an additional field will appear. You can delete the selected department by clicking on the red cross. Fields marked with a red asterisk (*) are mandatory and must be filled in. Click *Other organisation* if you register publications written when you were working at another university (or another company). The field can also be used for registering the affiliation of co-contributors from other institutions. The field *Local User Id* is not used.

ORCID (international researcher id) is mandatory for all Konstfack researchers. To acquire an ORCID id go to http://orcid.org/ and register by following the instructions. You will receive a 16 digit number, divided into four groups, (for example 0000-0001-6537-8284) that you should register in the field *ORCID* when registering your publications. When you have acquired your ORCID id you should report this to the library (biblioteket@konstfack.se).



To add more contributor, click *Another contributor*.

Enter the main TITLE, and, if there is one, the subtitle. Select language.

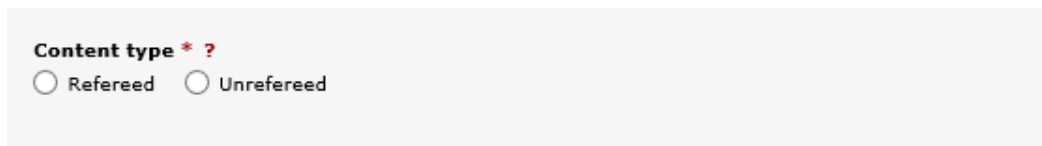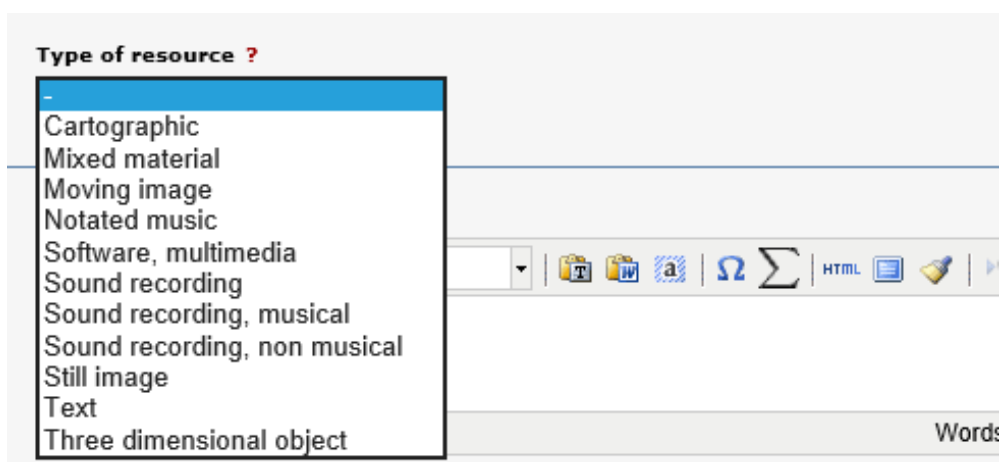In the field Content type you select between *Refereed* and *Unrefereed*, depending on whether or not the work has been assessed by an independent referee and accepted for presentation and/or publication.

**Content type * ?**
○ Refereed   ○ Unrefereed

Under the heading *Type of resource* you can select what type of material you are registering. Please note that this refers to the work itself, not the documentation of the work that you might be uploading in DiVA.
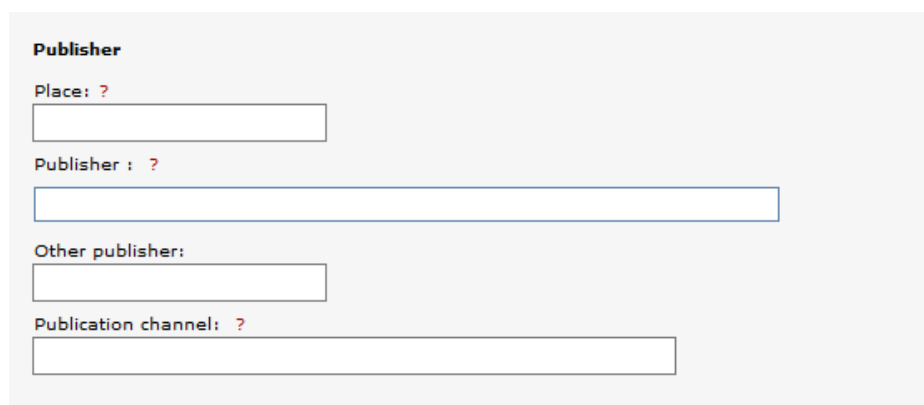
**Type of resource ?**

- 
Cartographic
Mixed material
Moving image
Notated music
Software, multimedia
Sound recording
Sound recording, musical
Sound recording, non musical
Still image
Text
Three dimensional object

Depending on what resource type you have selected the contents of the registration form will vary. Different fields will be visible, where you can describe various aspects of the work, such as TYPE, MATERIAL, TECHNIQUE, PHYSICAL DESCRIPTION etc. If you position the pointer on the red question mark a description of how the field is intended to be used will appear.

If there is a PUBLISHER this can be registered under the heading *Publisher*, where you also find a field for the PLACE of publishing. Start typing the name of the publisher in the field *Publisher* and select from the list that appears. If the publisher is missing from the list you can use the field *Other publisher*. You can also specify a place or a channel where the work has been made public in the field *Publication channel*.

**Publisher**

Place: ?

Publisher : ?

Other publisher:

Publication channel: ?

If the work is published online you can make a reference to it in IDENTIFIERS. DOI (Digital Object identifier) is an identification number for online material. If your work has a DOI-number, please enter it here. Once the information is published in DiVA, the DOI-number will give a direct link to the online resource.  If you enter a URL, the link will show with the description *External link*. If you want another text instead of this, enter it in the field *URL label*.

**Identifiers ?**

URI: urn:nbn:se:kth:diva-219410

DOI:

☐ Free full-text

URL:

URL label:

☐ Free full-text

**Another URL »**

Enter one or several NATIONAL SUBJECT CATEGORIES. *National subject categories* are used in the national database SwePub. Make the subject category as specific as possible. Select a RESEARCH SUBJECT from the list. Enter your KEYWORDS and choose the language of the keywords. You can add keywords in several languages, just press *Keywords in another language*. Subject categories, keywords and abstract are used to make it easier for others to find your work.

**National subject category * ?**

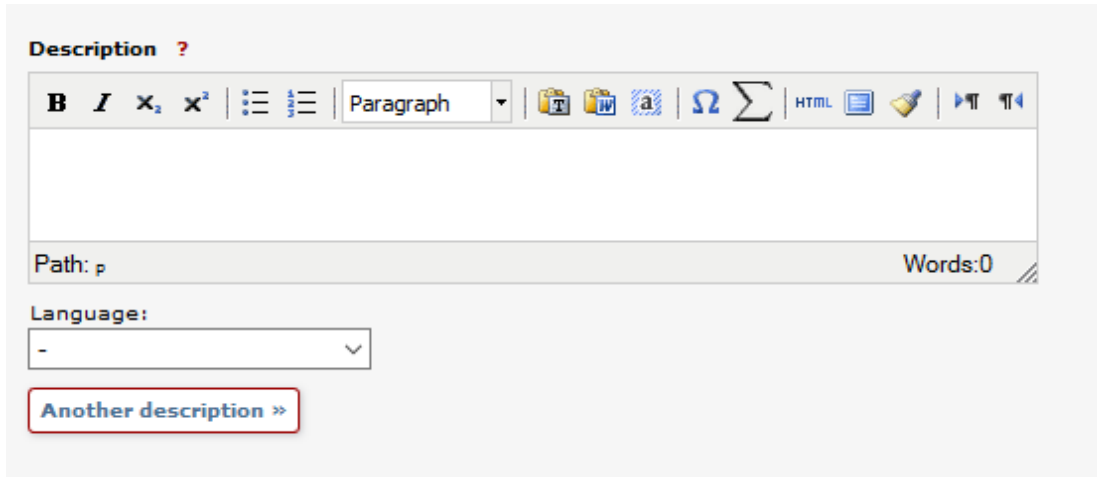**Choose national subject category »**
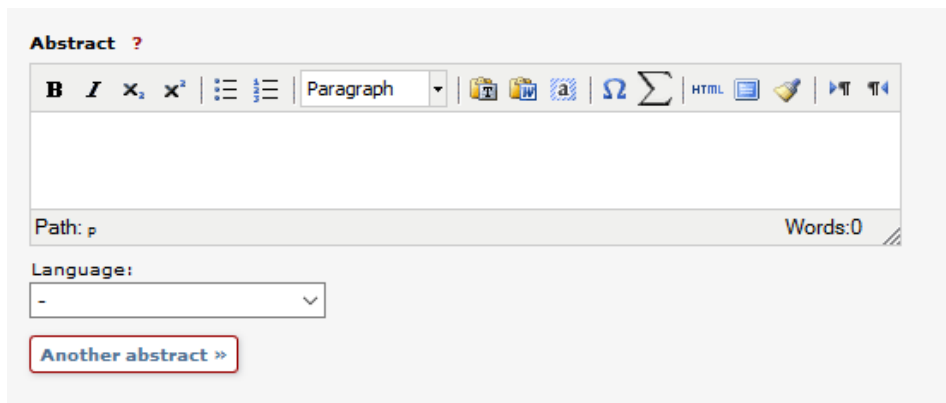
**Research subject ?**

-

**Keywords ?**

Language:

-

**Keywords in another language »**

The field *Description* can be used to describe the research questions or topics forming the basis of the concept of the artistic work, the work's relationship to – dialogue with as well as distance from/to – other relevant works and other information that is relevant to the context of the work. Click *Another description* to add a description in another language.
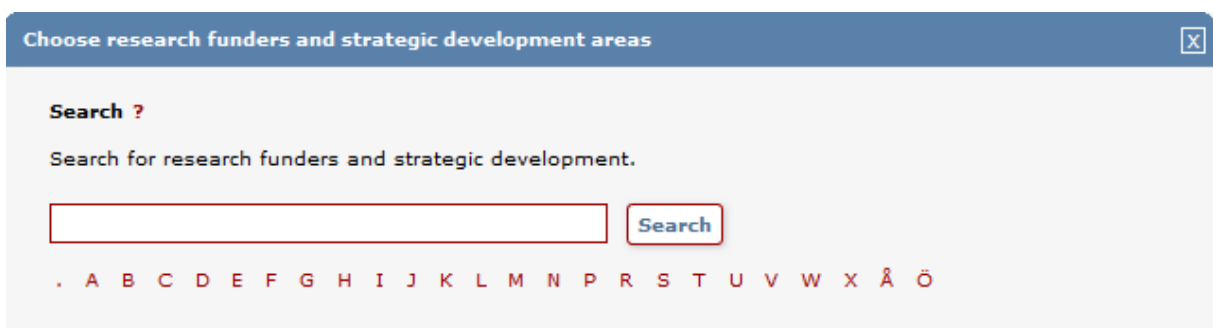
**Description  ?**

| B  *I*  X₂  x²  |  ☰ ☰  |  Paragraph  ▼ |  🖼 🖼 🅰 | Ω Σ | HTML 🖻 🧹 | ▶¶ ¶◀ |

Path: p                                                                          Words:0

Language:
| - | ∨ |

**Another description »**

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Add your ABSTRACT and language of the abstract. Choose *Another abstract* to add an abstract in another language.

**Abstract  ?**

| B  *I*  X₂  x²  |  ☰ ☰  |  Paragraph  ▼ |  🖼 🖼 🅰 | Ω Σ | HTML 🖻 🧹 | ▶¶ ¶◀ |

Path: p                                                                          Words:0

Language:
| - | ∨ |

**Another abstract »**

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If you have received funding from an external RESEARCH FUNDER you register this by clicking *Choose research funders and strategic development areas*.

**Research funders and strategic development areas  ?**

**Choose research funders and strategic development areas »**

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You will then open a search box where you can either search for the name of the funder, or click the first letter of the funder's name for a list to select from.

**Choose research funders and strategic development areas**                         ⊠

**Search  ?**

Search for research funders and strategic development.

| | Search |

. A  B  C  D  E  F  G  H  I  J  K  L  M  N  P  R  S  T  U  V  W  X  Å  Ö

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When you have selected a funder you will also be able to enter a project number. To add more funders click *Choose research funders and strategic development areas* again.

When the fields are filled out, proceed by clicking the *Continue* button at the bottom right.

6

⬅ Back                          Cancel / Save draft                          Continue ➡

# Uploading a full-text file/PDF

[If you only wish to register information about the publication without uploading a file you do not need to read the part below, only click *Continue*.]

Before you upload material made available by a publisher you must make sure that the publisher allows this, and if there are any conditions regarding which version that may be uploaded, when the file may be made available etc. See http://www.sherpa.ac.uk/romeo/ to check what policies apply for specific journals or publishers. Contact the library (biblioteket@konstfack.se) for help with interpreting publisher policies.

Select if the file is to be made freely available now, at a later date, or archived only. You can upload various kinds of files, for example images, texts, films and sound files. You select an appropriate material type and file type from the drop-down lists. Under *Give the file a name* you can, if you wish, register a name under which the file will be linked from DiVA.

Click *Browse* and select the correct file

**Upload file  ?**

**Title:**

**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):**

☐ Print file
☐ Digitized

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 →

For files larger than 1 GB (but no larger than 16 GB) you instead upload it from a URL, for example by uploading it to a cloud storage service. You then enter the file's sharing link in the field *Upload file from URL if the file is larger than 1 GB…* and click *Upload*.
If you wish to upload more files, click *Upload more files*. You can remove an uploaded file by clicking the red x to the right of the file name.

← Back          Cancel / Save draft          Continue →

**Uploaded files  ?**

↓  fulltext
   Submitted version The file should be made available now.                     📝 ➡ ☒

☑  I accept the publishing conditions »

**Message to the DiVA administrator**
e.g. special conditions in addition to what is specified in SHERPA/RoMEO

Upload more files »

Read and approve the *publishing conditions* and finish by clicking *Continue*.

Review the information you have registered. If nothing needs to be changed click *Submit*. If you wish to change anything click *Edit information* to the left of the form or *Back* at the bottom of the page.

Submit ➜

The information about the publication that you have registered will be will be visible in DiVA almost immediately. If you have uploaded one or more files these will become visible after they have been reviewed by the library.

For questions, please contact the library: biblioteket@konstfack.se