

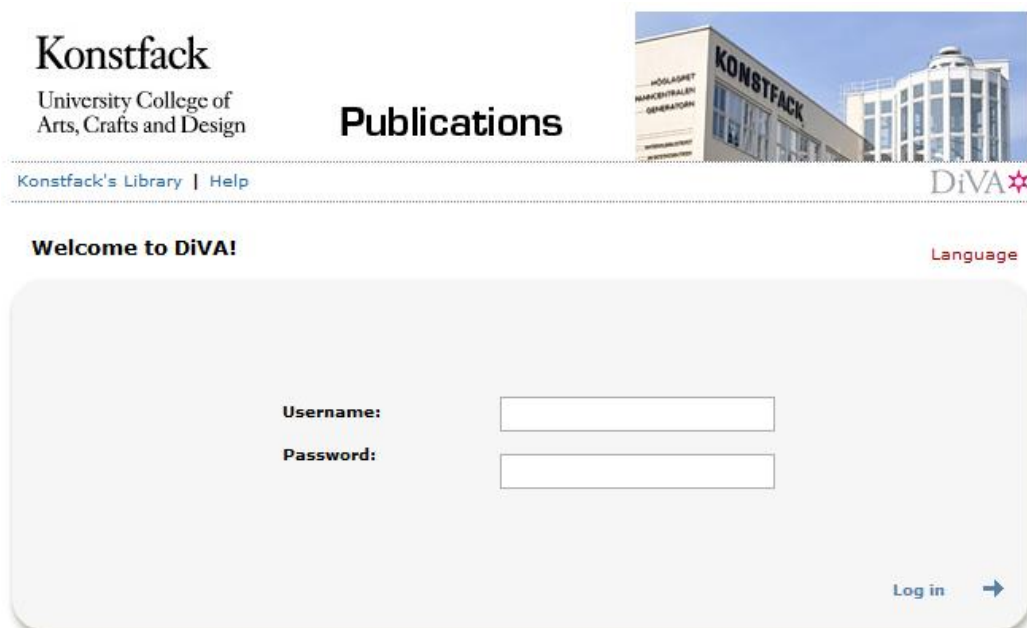
How to register/publish in DiVA

Your thesis must be completed and approved by your tutor before you can register it in the publication database DiVA. The uploaded material should also include a documentation of the artistic part of your degree work, and, if applicable, a documentation of the degree exhibition. Make sure you have the latest version of the thesis available as a PDF document. You can also include additional pictures, movies and audio files.

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

Enter the DiVA registration at: <https://konstfack.diva-portal.org/dream/login.jsf?rvn=1>

You log in using your Konstfack username and password the same one you use to log in at you computer, **NOT** the same as for your Konstfack e-mail). Note that you can change the language at the top right corner.



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DiVA

Welcome to DiVA!

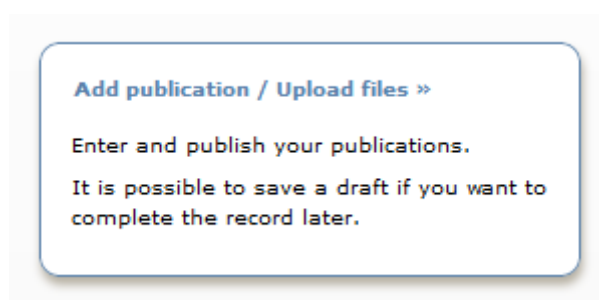
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Choose **Add publication / Upload files**.



Add publication / Upload files »

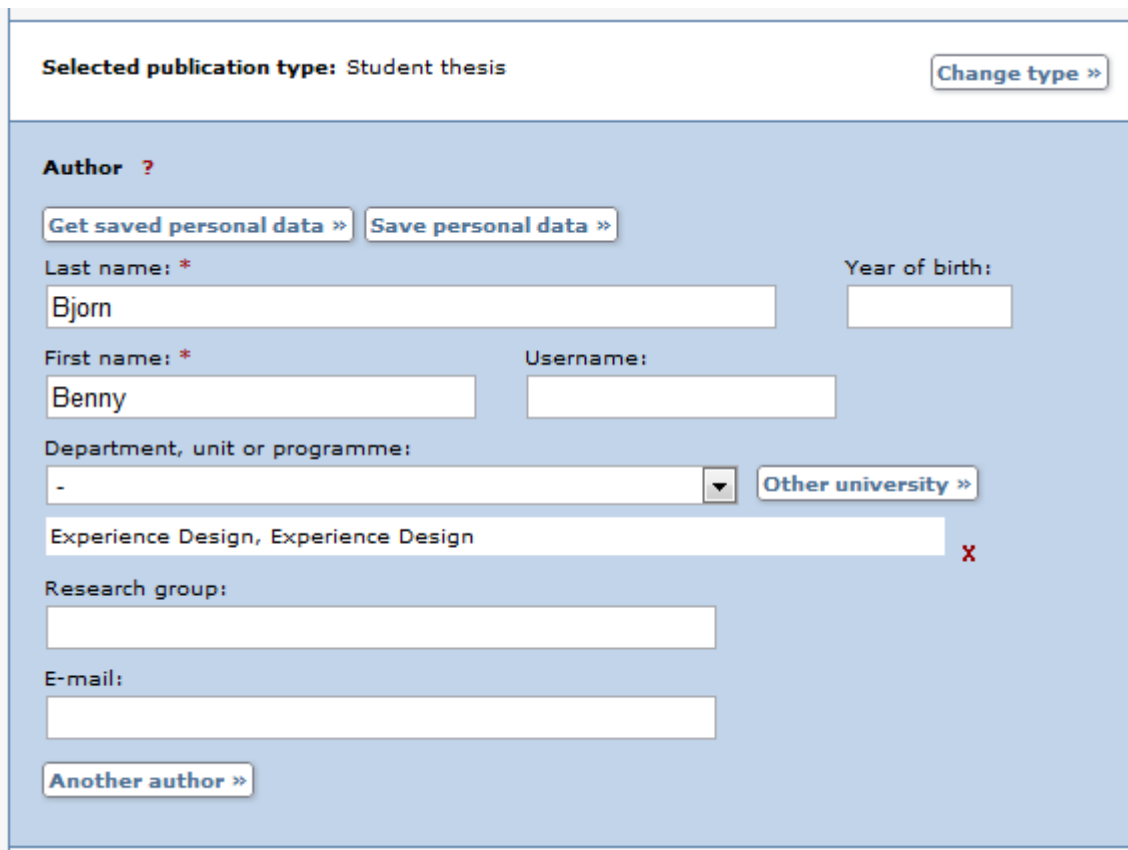
Enter and publish your publications.
It is possible to save a draft if you want to complete the record later.

The publication type **Student thesis** is the default choice, all you have to do here is to press **Continue**.



A screenshot of a web form titled "Select publication type ?". Below the title is a dropdown menu with "Student thesis" selected and a downward arrow on the right side.

Enter your last name, first name, birth year and department. If there are several authors, click **Another author** and an additional field will appear. You can delete the selected institution by clicking on the red cross. Fields marked with a red asterisk (*) are mandatory and must be filled in. You do not have to enter your e-mail address, but if you do, you will receive a message once your thesis is published.



A screenshot of a web form titled "Selected publication type: Student thesis" with a "Change type >>" button. The form is divided into sections:

- Author ?**: Includes buttons for "Get saved personal data >>" and "Save personal data >>".
- Last name: ***: Text input with "Bjorn".
- Year of birth:**: Empty text input.
- First name: ***: Text input with "Benny".
- Username:**: Empty text input.
- Department, unit or programme:**: Dropdown menu with "-" selected and "Other university >>" button.
- Experience Design, Experience Design**: Text input with a red "X" delete icon on the right.
- Research group:**: Empty text input.
- E-mail:**: Empty text input.
- Another author >>**: Button at the bottom.

Enter the main **title** of the thesis, and, if there is one, the **subtitle**. Select the **language** your thesis is written in.

Title ?

Main title: *

Another thesis

I x_2 x^2 Ω | | HTML | >T T<

Subtitle:

a thesis

I x_2 x^2 Ω | | HTML | >T T<

Language: *

English

Choose the level of the thesis and the number of university credits for the Degree course. Enter the publication year and the number of pages. Don't forget to tick the box for **Artistic work!**

Degree ?

Level: *

Independent thesis Advanced level (degree of Master (Two Years)

University credits: *

30 HE credits

Educational program:

Experience Design (Master)

Subject / course:

-

[Another degree >>](#)

Content category ?

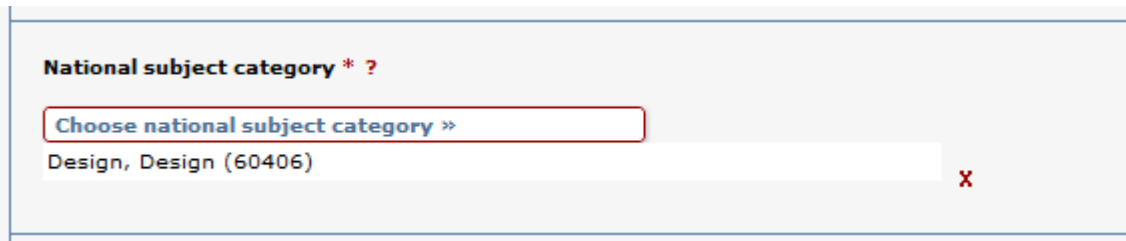
Artistic work

Other information ?

Year: * Number of pages:

2012 55

Enter a national subject category (you will find the categories **Art** or **Design** – under “Humanities and Religion”), your educational program and a Uppsök subject category (without that your thesis won’t be published in [Uppsök](#)). You can enter several subject categories. Enter **keywords** that describe your thesis, and choose what language they are in. You can submit keywords in several languages, just choose **Keywords in another language**.



National subject category * ?

[Choose national subject category >>](#)

Design, Design (60406) ✖



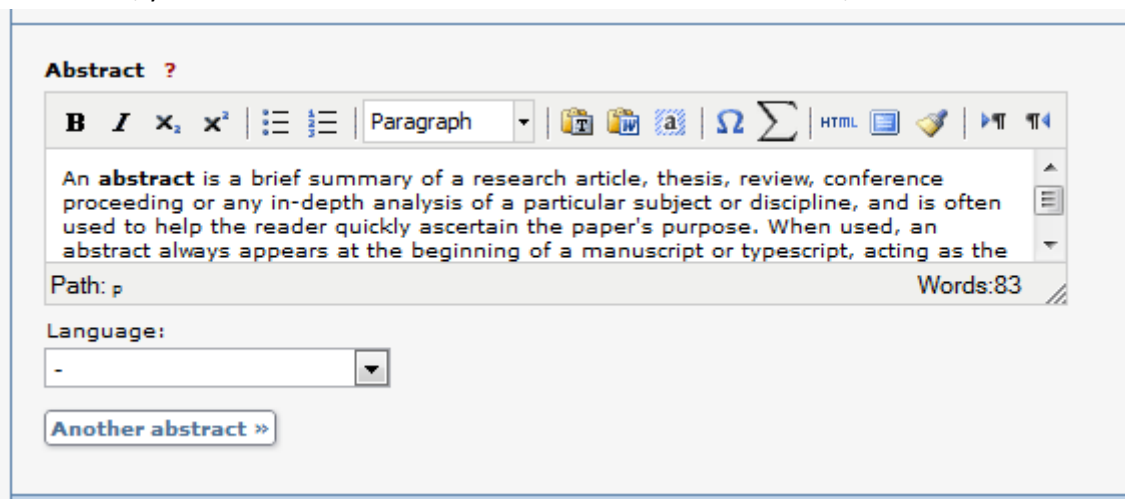
Keywords ?

Social networks, Fashion, the Olympic Games, Sociology, Gérard Depardieu

Language:
English

[Keywords in another language >>](#)

Enter your **abstract**. Make sure to mention that the thesis consists of a written part and a creative part. Shortly describe both parts. The abstract should be in the same language as your thesis, but if you want to, you can add an additional abstract in Swedish. In that case, choose **Another abstract**.



Abstract ?

B *I* \times_2 \times^2 | | Paragraph |

An **abstract** is a brief summary of a research article, thesis, review, conference proceeding or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose. When used, an abstract always appears at the beginning of a manuscript or typescript, acting as the

Path: p Words:83

Language:
-

[Another abstract >>](#)

Enter the name of your supervisor (handledare). If there are several supervisors, just click **Another Supervisor**. To enter another university than Konstfack, click on **Other university**. In the same way, enter the information on your examiner.

Supervisor ?

Last name:
 Academic title:

First name:
 Username:

Department, unit or programme:

Institutionen för Design, Konsthantverk och Konst (DKK), The Department of Design, Crafts and Art (DKK) X

E-mail:

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Note ?

Path:

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

Upload your PDF file of the thesis (make sure that it is the last version which must be approved by your examiner!), Click **Browse** (Bläddra), select a file and then **Upload**. You can delete an uploaded file by clicking on the red cross to the right of it. You can upload more files than just your thesis, such as images, texts, videos and audio files. You are not allowed to use any pictures or other items that you do not own the copyright to in your thesis. Read and accept the “Conditions for electronic publishing”, and then choose **Continue**.

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Make freely available now (open access) Date:

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Ingen fil har valts

Review the details, if nothing needs changing, click **Submit**. If you want to change something, click **Edit information** in the left hand column or use **Back** at the bottom of the page.

When you have submitted your thesis it will first be reviewed by an administrator in your department before it is published. You cannot see your thesis directly after you have submitted it. After the administrator have approved your thesis you can find it in [DiVA](#), [Uppsök](#), [uppsatser.se](#) and search engines like [Google](#).

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