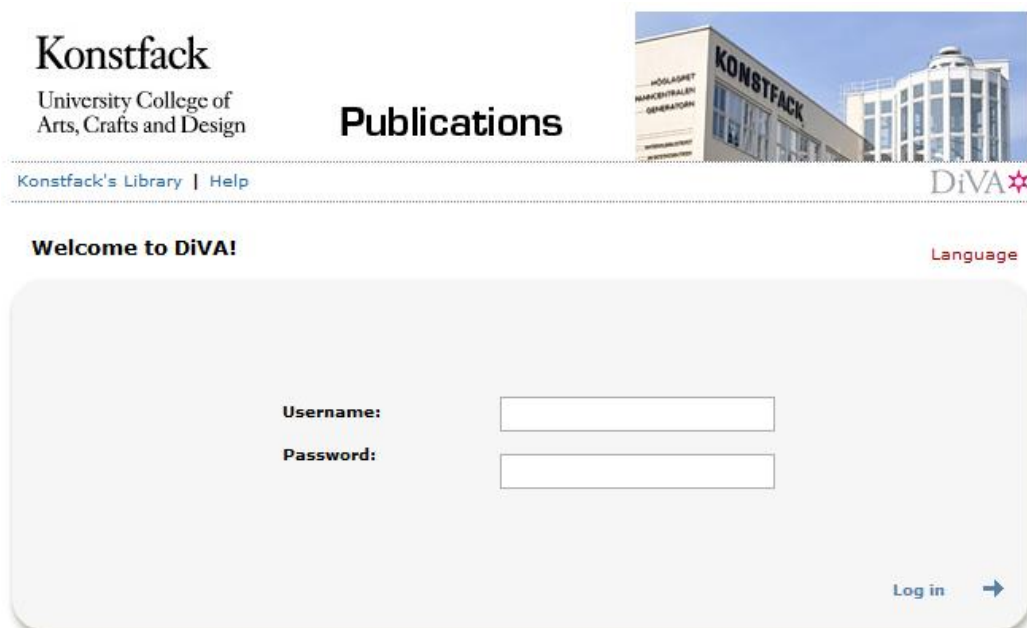# How to register/publish in DiVA

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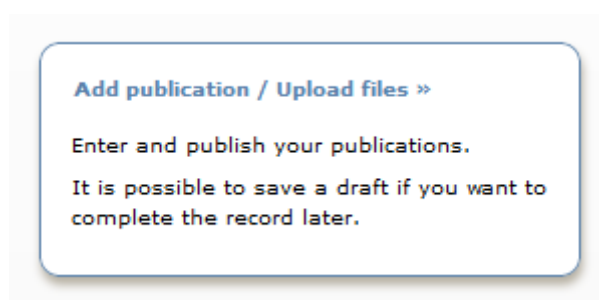
Choose **Add publication / Upload files.**
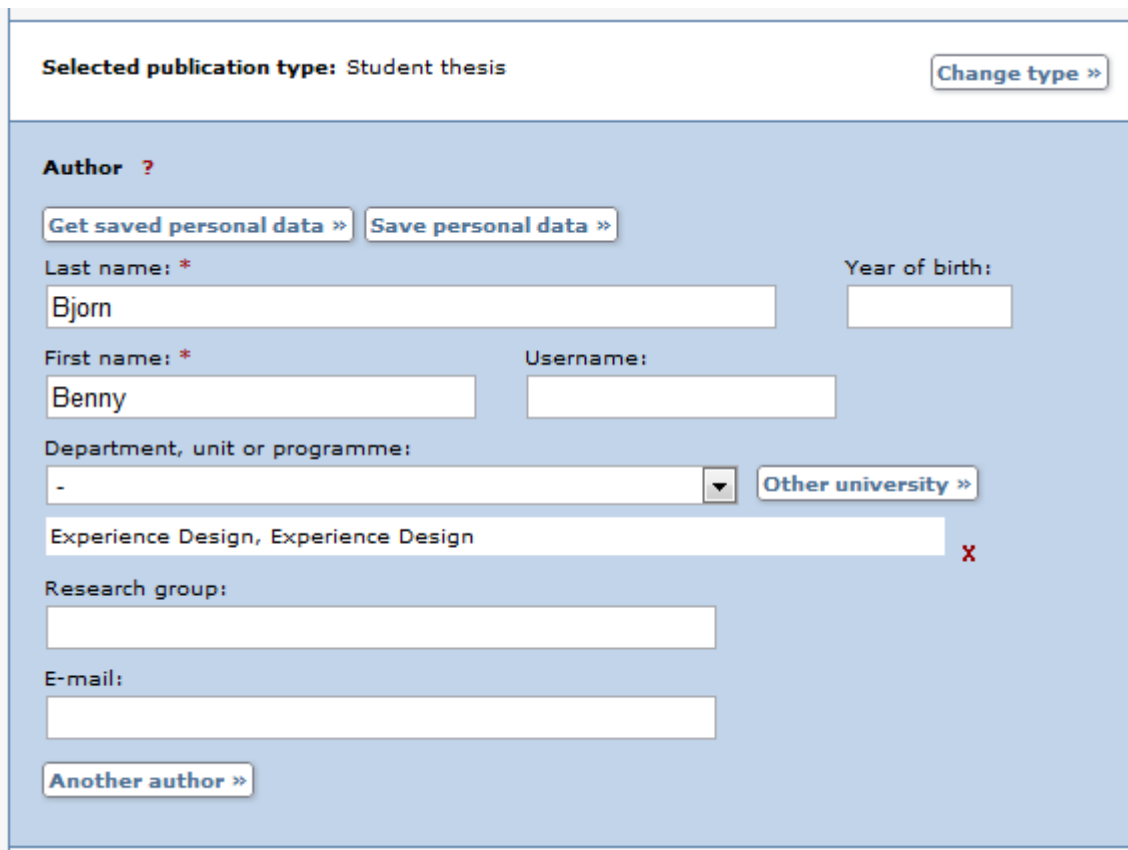
The publication type **Student thesis** is the default choice, all you have to do here is to press **Continue**.

Select publication type **?**

Student thesis

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.

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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

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Subtitle:

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Language: *

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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 ?

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30 HE credits ▼

Educational program:

Experience Design (Master) ▼

Subject / course:

- ▼

Another degree »

Content category ?
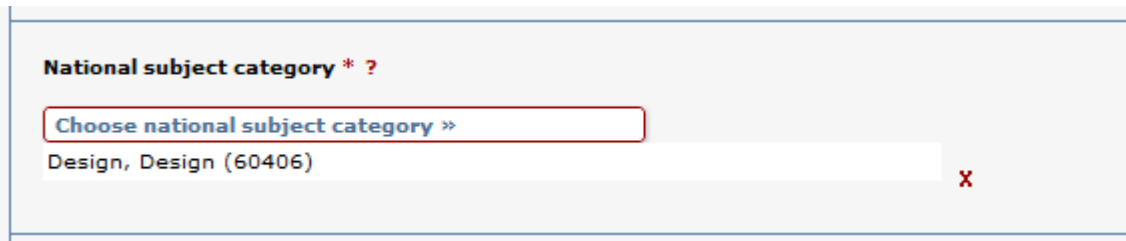
☑ Artistic work

Other information ?

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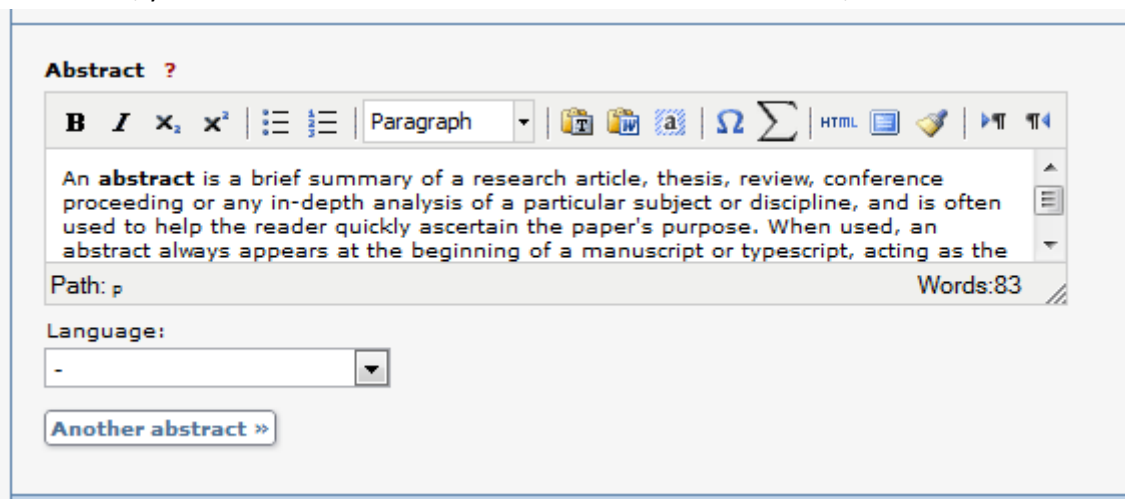
Enter your **abstract**. Make sure to mention that the thesis consists of a written part and a creative part. Shortly describe both parts. The abstract should be in the same language as your thesis, but if you want to, you can add an additional abstract in Swedish. In that case, choose **Another abstract.**

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.

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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**.

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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