

# Manual to DiVA – for PhD 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 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 category**:

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

### 1.6 **Other information**:

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

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

### 1.7 **Series**:

Enter any series in which the dissertation is included.

### 1.8 **Publisher**

Enter Location, Publisher, if any,

### 1.9 **Identifiers**:

Just enter ISBN.

### 1.10 **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.

### **1.11 Research subject**

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

### **1.12 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.

### **1.13 Included in projects:**

Enter projects if any.

### **1.14 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.

### **1.15 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.

### **1.16 Opponent:**

In the same way, provide information about the opponent.

### **1.17 Public defence:**

Fill in details such as date of the dissertation and the venue and address.

Enter the language used in the dissertation.

Enter the degree of examination ie Artistic doctorate

### **1.18 Note:**

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

### **1.19 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):**

No file selected.

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.