SÖDERTÖRN UNIVERSITY | STOCKHOLM
sh.se

Publishing your academic essay in DiVA

The subject department you belong to may already have a policy regarding the publication of essays. Speak to the department secretary before registering your essay in DiVA. B-level essays should not be registered.

The essay must have received a passing-grade and all corrections which you have been asked to make must have been completed.

If you have any questions regarding the publishing of an essay, which this manual does not answer, contact publications@sh.se.

It can take up to two days for an essay to be registered and searchable in DiVA.

1. Preparing your essay for publication

Your essay needs to be ready for publication before beginning the registration in DiVA. The essay must be uploaded as a pdf-document, not as a Microsoft Word-file or similar file formats. Before publishing your paper delete your personal number (*personnummer*) if it appears in the essay.

The essay you are intending to publish must be the final, approved version.

2. Registering you essay

Log in at sh.diva-portal.org/login using your Södertörn University username and password. You write username@suni.se. Example: sh12vf4268@suni.se.

Student thesis will have automatically been selected as the publication type. Click continue. All fields marked with * must be filled in. In addition to the compulsory fields fill in the fields marked in the following diagram.

Choose the department you belong or Teacher/Police education.

Author ?

Get saved personal data »   Save personal data »

Last name: *   Year of birth:

First name: *   Local User Id:

ORCID: What is ORCID? Register for an ORCID

Department, unit or programme:
Choose organisation »

Other university:

Research group:

E-mail:

Another author »

Please fill in your email address. The DiVA administrators may need to contact you.

Choose organisation

Search ?

Search for department, unit or programme. The superior department will be set automatically.

[   ] **Search**

Browse ?

Navigate in the list by clicking on plus and minus. Choose department, unit or programme by clicking on the name. The superior department will be set automatically.

Show departments that are closed down

If you are uncertain which department you belong to click "+" to show a department's subjects.

- ☐ Södertörn University
  - ☐ Centre for Baltic and East European Studies (CBEES)
  - Police Education
  - ☐ School of Culture and Education
  - ☐ School of Historical and Contemporary Studies
    - Archaeology
    - Archive Studies
    - Ethnology
    - History of Ideas
    - History
    - Institute of Contemporary History
    - MARIS (Maritime Archaeological Research Institute)
    - Study of Religions
  - ☐ School of Natural Sciences, Technology and Environmental Studies
  - ☐ School of Social Sciences
  - Södertörn University Library
  - Teacher Education

Cancel

Select *University credits* (HE).

Choose the subject of your essay.

Degree ?

Level: *
[- ⌄]

University credits: *
[- ⌄]

Subject / course:
[- ⌄]

Another degree »

Choose national subject category.

National subject category * ?

Choose national subject category »

Keywords ?

Language:
-

Keywords in another language »

Part of project ?

Another project »

Abstract ?

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Path: ₚ   Words: 0

Language:
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Another abstract »

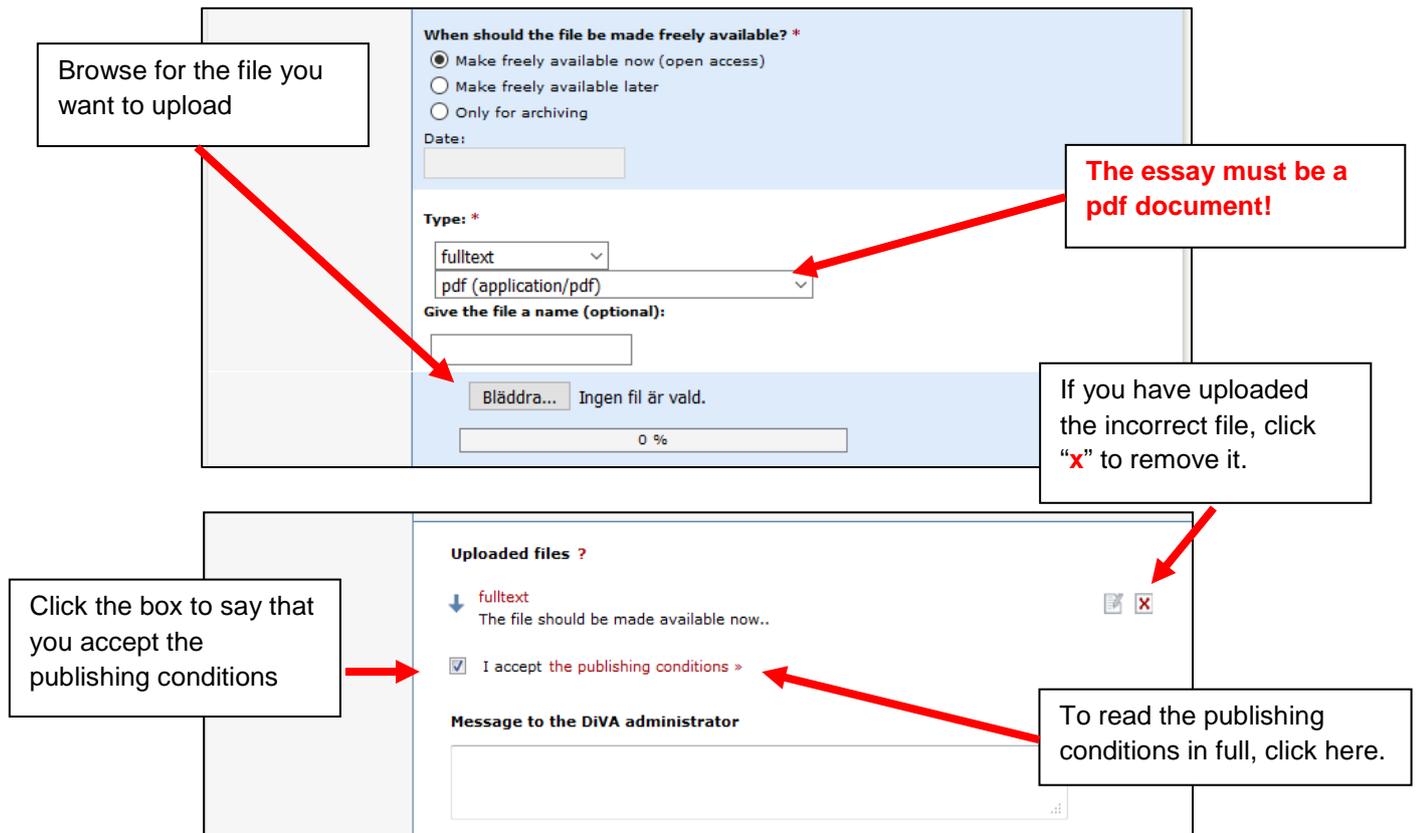Both the *Keywords* and *Abstract* can be included in more than one language
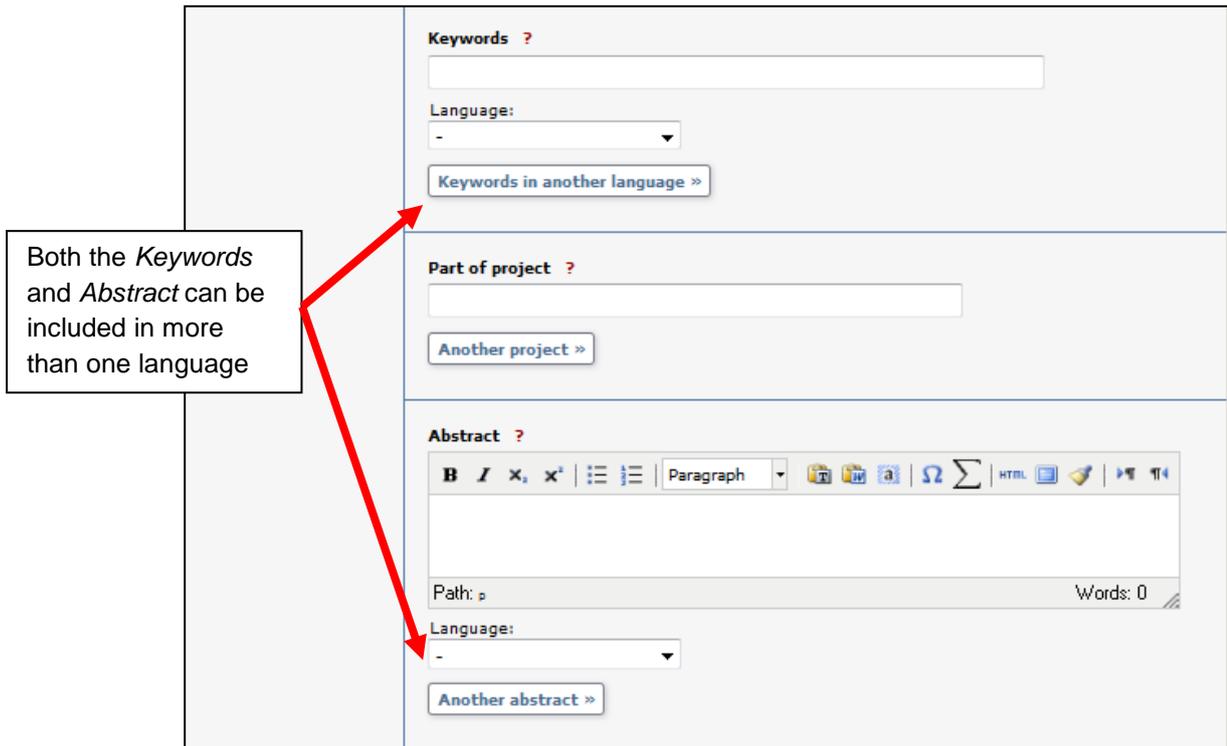
3. Read and accept the publishing agreement

The essay must have received a passing-grade and all corrections which you have been asked to make must have been completed.

You must accept the conditions of the publishing agreement between yourself and the University in order to register your essay. You are given the opportunity to review the agreement conditions, in full, before you register your essay. In short, you are agreeing to the following conditions:

You are stating that as the author of the essay being registered, you have permission to publish all parts of the submission authored by other parties (for instance a co-author or any images contained) and that the essay does not conflict with the law otherwise.

Images can be used freely in the text *if* they themselves are the subject study of Images should be treated like quotations; connected to the paragraphs where they are discussed and with the image's source provided. Alternatively, if you are using images, for instance, as general illustrations, like maps, or as decoration on the outer-cover, you must, if the image is protected by copywrite, have permission from the holder of the copywrite to publish it as part of your essay. If you do not have permission to use any of the images contained within your essay they must be removed before you upload it.

Browse for the file you want to upload

When should the file be made freely available? *
◉ Make freely available now (open access)
○ Make freely available later
○ Only for archiving
Date:

The essay must be a pdf document!

Type: *
fulltext ⌄
pdf (application/pdf) ⌄
Give the file a name (optional):

Bläddra... Ingen fil är vald.
0 %

If you have uploaded the incorrect file, click "**x**" to remove it.

Uploaded files ?

⬇ fulltext
The file should be made available now..

☑ I accept the publishing conditions »

Message to the DiVA administrator

Click the box to say that you accept the publishing conditions

To read the publishing conditions in full, click here.

If you need to correct anything in your essay, after it has been registered, contact publications@sh.se.

4. Search for your essay

It can take up to two days for your essay to appear in a search, after which it is searchable in the following databases.

- Uppsök, the national search engine for essays in fulltext.
- Uppsatser.se, an alternative to *Uppsök*.
- DiVA-portal, a search engine for colleges and universities that use the DiVA publication system, or which is accessed via a search specifically for publications by Södertörn University.

- Your essay may eventually appear on external search engines such as Google and Yahoo and as a result be possible to search there.
- Finally, the essay will be indexed in *Urkund* which protects it against potential plagiarism.