

## Publishing your academic essay in DiVA

Before you register your essay consider if the content by any reason is not suitable for the internet.

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

If you planning to re-write the essay to an article, it is possible to set a later date for the essay to be free available. (See p. 4.)

If you have any questions regarding the publishing of an essay, which this manual does not answer, contact [publications@sh.se](mailto:publications@sh.se). Write *DiVA* essay *RKH* as subject.

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

### 1. Preparing your essay for publication

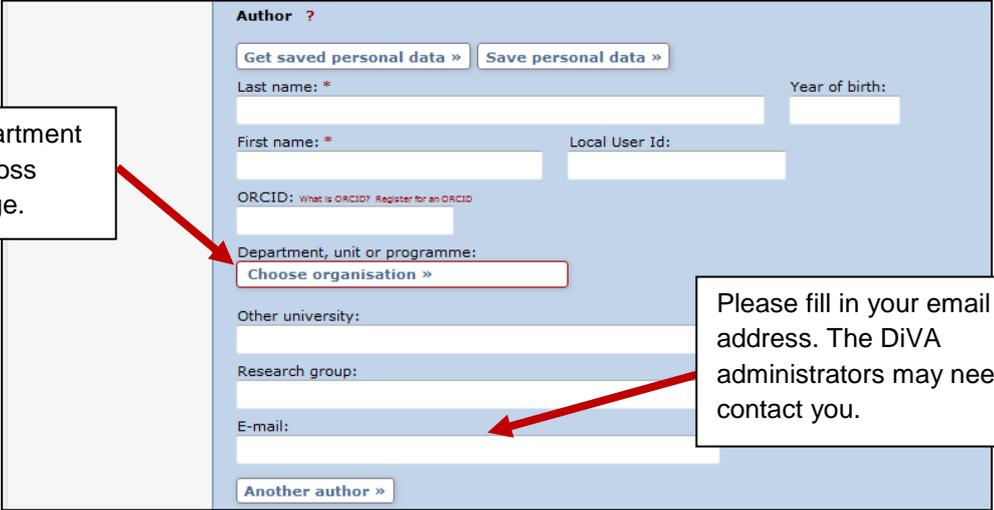
Your essay needs to be ready for publication before beginning the registration in DiVA. The essay must be uploaded as a pdf-document, not as a Microsoft Word-file or similar file formats. Before publishing your paper delete your personal number (*personnummer*) if it appears in the essay.

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

### 2. Registering you essay

Log in at [rkh.diva-portal.org/login](http://rkh.diva-portal.org/login) using your Swedish Red Cross University Collage username and password.

*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.



The screenshot shows the 'Author' registration form. It includes fields for 'Last name: \*', 'Year of birth:', 'First name: \*', 'Local User Id:', 'ORCID: What is ORCID? Register for an ORCID', 'Department, unit or programme:' (with a 'Choose organisation >' button), 'Other university:', 'Research group:', and 'E-mail:'. There are also buttons for 'Get saved personal data >>', 'Save personal data >>', and 'Another author >>'. Two callout boxes with red arrows point to the 'Department, unit or programme:' field and the 'E-mail:' field.

Choose the department Swedish Red Cross University Collage.

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

Essay title, subtitle and language.

**Title ?**

Main title: \*

Subtitle:

Language: \*

Select Level, University credits (HE) and Educational program

**Degree ?**

Level: \*

University credits: \*

Educational program:

Choose Nursing or Public Health as national subject

**National subject category \* ?**

Choose national subject category »

Choose national subject category

**Search ?**

Search for national subject category. The superior subject category will be set automatically.

**Browse ?**

Choose national subject category by clicking on the name. The superior subject category will be set automatically. Navigate in the list by clicking on ▢ and ▣

- [-] National subject categories
  - [+] Agricultural and Veterinary sciences
  - [+] Engineering and Technology
  - [+] Humanities and the Arts
  - [-] Medical and Health Sciences
    - [+] Basic Medicine
    - [+] Clinical Medicine
    - [-] Health Sciences
      - Environmental Health and Occupational Health
      - Health Care Service and Management, Health Policy and Services and Health Economy
      - Medical Ethics
      - Nursing
      - Nutrition and Dietetics
      - Occupational Therapy
      - Other Health Sciences
      - Physiotherapy
      - Public Health, Global Health, Social Medicine and Epidemiology
      - Sport and Fitness Sciences
      - Substance Abuse
    - [+] Medical Biotechnology
    - [+] Other Medical Sciences
  - [+] Natural Sciences
  - [+] Social Sciences

Both the *Keywords* and *Abstract* can be included in more than one language

**Keywords ?**

Language:  
-

[Keywords in another language >>](#)

**Part of project ?**

[Another project >>](#)

**Abstract ?**

**B I x<sub>o</sub> x<sup>o</sup>** Paragraph HTML

Path:  Words: 0

Language:  
-

[Another abstract >>](#)

Write the name of supervisor and examiner

**Supervisor ?**

[Connect authority record >>](#)

[Get saved personal data >>](#) [Save personal data >>](#)

Last name:  Academic title:

First name:  Local User Id:

ORCID:

Department, unit or programme:

E-mail:

Other organisation:

[Another supervisor >>](#)

**Examiner ?**

[Connect authority record >>](#)

[Get saved personal data >>](#) [Save personal data >>](#)

Last name:  Academic title:

First name:  Local User Id:

### 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.**

The image shows a multi-step web form for uploading an essay. The first section, titled "When should the file be made freely available? \*", contains three radio button options: "Make freely available now (open access)" (selected), "Make freely available later", and "Only for archiving". Below these is a "Date:" field. The second section, titled "Type: \*", has a dropdown menu with "fulltext" selected and "pdf (application/pdf)" as an alternative option. A red arrow points from a callout box "The essay must be a pdf document!" to the "pdf" option. Below this is a "Give the file a name (optional):" field. The third section shows a "Browse for the file you want to upload" callout box pointing to a "Bläddra..." button and "Ingen fil är vald." text. The fourth section, titled "Uploaded files ?", shows a list with "fulltext" and "The file should be made available now..". A checkbox "I accept the publishing conditions >" is checked. A red arrow points from a callout box "Click the box to say that you accept the publishing conditions" to this checkbox. Another red arrow points from a callout box "If you have uploaded the incorrect file, click 'x' to remove it." to a red 'x' icon next to the "fulltext" entry. Below this is a "Message to the DiVA administrator" text area.

If you need to correct anything in your essay, after it has been registered, contact [publications@sh.se](mailto:publications@sh.se).

#### 4. Submit

The last step is to review the registration. Then click *Submit*.

#### 5. 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 Swedish Red Cross University.Collage](#)
- 
- 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.