

## Publishing your thesis in nursing in DiVA

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

**The thesis 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 thesis to an article, it is possible to set a later date for the thesis to be free available. (See p. 4.)

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

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

### 1. Preparing your thesis for publication

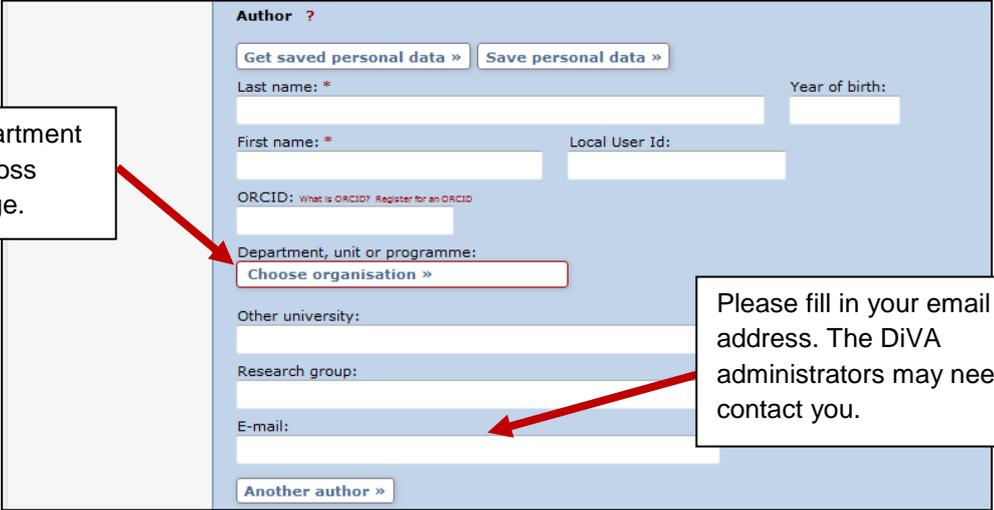
Your thesis needs to be ready for publication before beginning the registration in DiVA. The thesis must be uploaded as a pdf-document, not as a Microsoft Word-file or similar file formats. Before publishing your paper delete your personal number (*personnummer*) if it appears in the thesis.

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

### 2. Registering you thesis

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 in DiVA. The form includes the following fields and buttons:

- Buttons: 'Get saved personal data »' and 'Save personal data »'
- Fields: 'Last name: \*', 'Year of birth:', 'First name: \*', 'Local User Id:', 'ORCID: What is ORCID? Register for an ORCID', 'Department, unit or programme:', 'Other university:', 'Research group:', 'E-mail:'
- Buttons: 'Choose organisation »' (highlighted with a red box), 'Another author »'

Two callout boxes with red arrows point to specific fields:

- A box on the left says: 'Choose the department Swedish Red Cross University Collage.' with an arrow pointing to the 'Department, unit or programme:' field.
- A box on the right says: 'Please fill in your email address. The DiVA administrators may need to contact you.' with an arrow pointing to the 'E-mail:' field.

Thesis 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 

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 thesis 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 thesis. You are given the opportunity to review the agreement conditions, in full, before you register your thesis. In short, you are agreeing to the following conditions:

You are stating that as the author of the thesis 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 thesis 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 thesis. If you do not have permission to use any of the images contained within your thesis they must be removed before you upload it.

The screenshot shows a multi-step process for uploading a thesis. The first step is a form titled "When should the file be made freely available? \*". It has 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 "Type: \*" section has a dropdown menu with "fulltext" selected and "pdf (application/pdf)" as an option. A red arrow points to the "pdf" option with the annotation "The thesis must be a pdf document!". Below this is a "Give the file a name (optional):" field. The second step is a file selection area with a "Bläddra..." button and the text "Ingen fil är vald.". A red arrow points to the "Bläddra..." button with the annotation "Browse for the file you want to upload". The third step is the "Uploaded files ?" section. It shows a file named "fulltext" with a status "The file should be made available now..". Below this is a checked checkbox "I accept the publishing conditions >". A red arrow points to this checkbox with the annotation "Click the box to say that you accept the publishing conditions". To the right of the "fulltext" file name is a red "X" icon. A red arrow points to this icon with the annotation "If you have uploaded the incorrect file, click 'X' to remove it.". Below the checkbox is a "Message to the DiVA administrator" text area.

If you need to correct anything in your thesis, 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 thesis 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 thesis may eventually appear on external search engines such as Google and Yahoo and as a result be possible to search there.
  - Finally, the thesis will be indexed in [Urkund](#) which protects it against potential plagiarism.