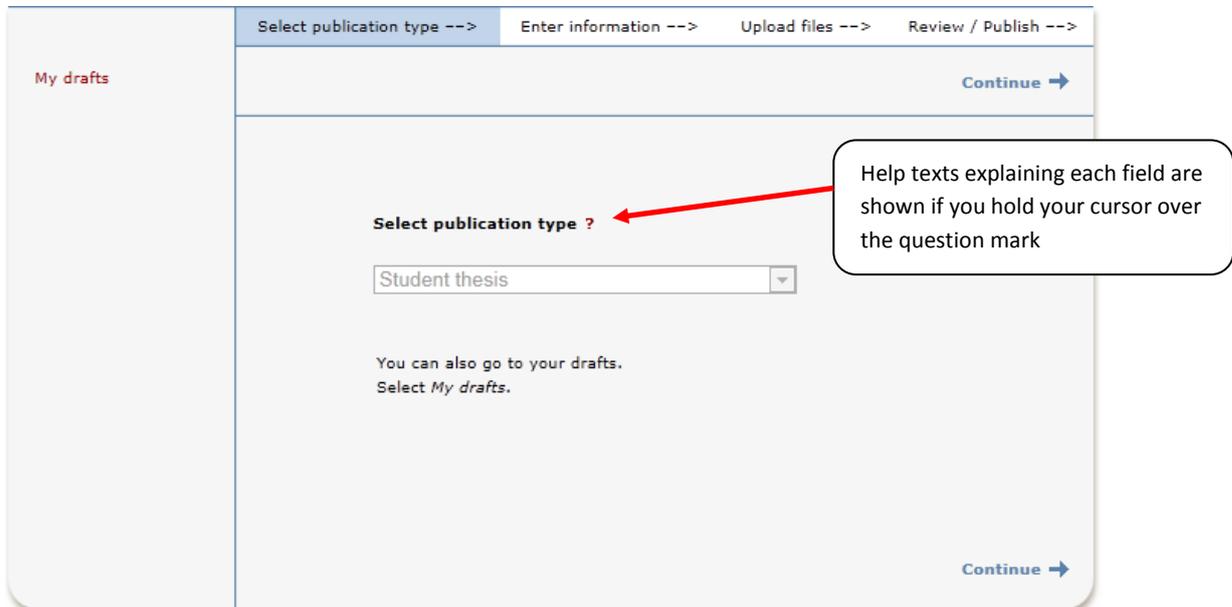


## Registering student theses

1. **Log in:** Log in to DiVA <http://hj.diva-portal.org/login> with your user account and password.
2. **Select publication type:** *Student thesis (degree project)* is preselected.



The screenshot shows the registration process in DiVA. The interface has a sidebar on the left labeled "My drafts". The main content area has a breadcrumb trail: "Select publication type --> Enter information --> Upload files --> Review / Publish -->". Below this, there is a "Continue →" button. The main form area is titled "Select publication type ?" with a red arrow pointing to a question mark. Below the title is a dropdown menu with "Student thesis" selected. Below the dropdown, there is a link: "You can also go to your drafts. Select *My drafts*." At the bottom right of the form area, there is another "Continue →" button. A callout box on the right contains the text: "Help texts explaining each field are shown if you hold your cursor over the question mark".

Remember: You can save an incomplete registration as a draft by clicking on *Cancel/Save draft* and selecting *Save a draft*. You can find it later under *My drafts*.

Fields marked with red are required fields. Other fields may be required by certain programmes or courses. Ask at your department if you are unsure.

**3. Fill in your details:** Fill in the details about the author/authors.

Fill in your e-mail address in order to get a confirmation when your paper has been published.

Select publication type --> Enter information --> Upload files --> Review / Publish -->

← Back Cancel / Save draft Continue →

Selected publication type: Student thesis [Change type >>](#)

**Author ?**

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

Last name: \*  Year of birth:

First name: \*  Username:

Department, unit or programme:  [Other university >>](#)

Research group:

E-mail:

[Another author >>](#)

You can delete a selected organisation by clicking on the cross

If there are other authors, click on *Another author* and fill in all details.

**4. Choose organisation:** Click *Choose organisation* and search or browse for your department or section. Select only the lowest level in the hierarchy (if you choose a unit, the name of your department will be registered automatically).

It is vital that you give the correct department or unit. Ask at your department/unit if you are unsure which to select.

**5. Cooperation:** If you have cooperated with a company or an external organisation, enter it here.

**Cooperation ?**

External cooperation

Partner: \*

**6. Title:** Give the title and the language of the title.

**Alternative title:** If there is an alternative title in another language, write it here.

**Title ?**

Main title: \*

The presence of imaginary friends in patients with mental illness

I x<sub>2</sub> x<sup>2</sup> Ω | T W a | HTML | ↗ | ▶◀ ◀▶

Subtitle:

I x<sub>2</sub> x<sup>2</sup> Ω | T W a | HTML | ↗ | ▶◀ ◀▶

Language: \*

English ▼

---

**Alternative title ?**

Main title:

I x<sub>2</sub> x<sup>2</sup> Ω | T W a | HTML | ↗ | ▶◀ ◀▶

Subtitle:

I x<sub>2</sub> x<sup>2</sup> Ω | T W a | HTML | ↗ | ▶◀ ◀▶

Language:

- ▼

**7. Degree:** Fill in the level of your paper and select the number of credits for the paper. The list shows both the old system *credits* and the present system with *HE credits* (Higher Education).

Give the name of your programme and subject/course if these are on the list. Otherwise ignore these fields.

**Other information:** Fill in the year and number of pages.

**Degree ?**

Level: \*

Independent thesis Advanced level (degree of Master (Two Year) ▼

University credits: \*

20 credits / 30 HE credits ▼

Educational program:

- ▼

Subject / course:

HHJ, Nursing Science ▼

Another degree >>

---

**Content category ?**

Artistic work

---

**Other information ?**

Year: \*

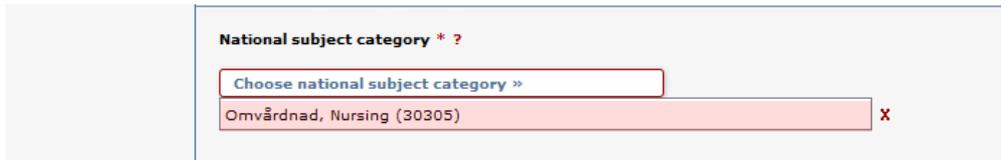
2011

Number of pages:

63

Give the number of the last page number printed in your paper.

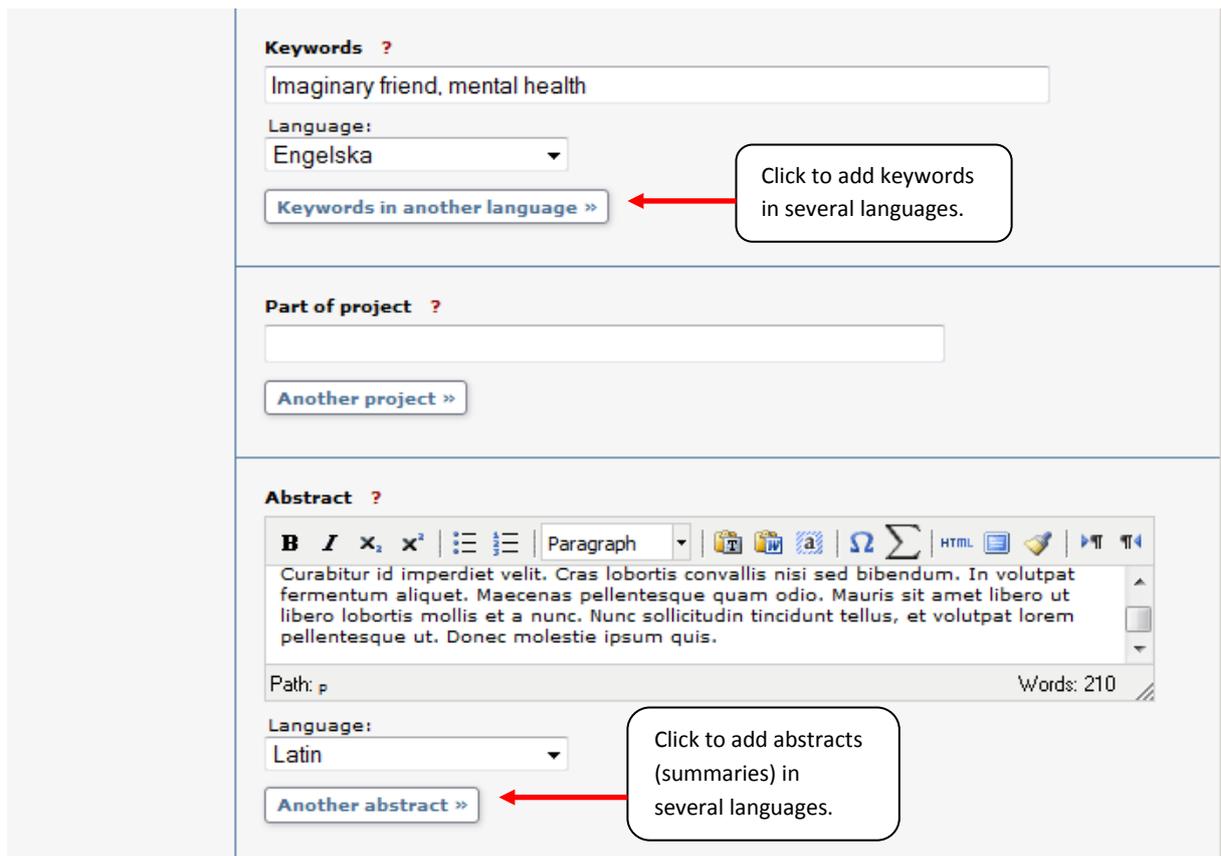
8. **National subject category:** Choose subject category by click on the button. You can both search and browse for subjects. Delete a chosen category by clicking **x**.



The screenshot shows a form titled "National subject category \* ?". It contains a button labeled "Choose national subject category »". Below this button, a selected category "Omvårdnad, Nursing (30305)" is displayed in a pink box with a small "x" icon to its right, indicating it can be removed.

9. **Keywords:** Give keywords to help others find your paper.

**Abstract:** Write or paste an abstract/summary. You can give both keywords and abstracts in several languages.



The screenshot displays two sections of the registration form:

- Keywords ?**: A text input field contains "Imaginary friend, mental health". Below it, a "Language:" dropdown menu is set to "Engelska". A button labeled "Keywords in another language »" is present. A red arrow points from a callout box "Click to add keywords in several languages." to this button.
- Part of project ?**: A text input field is empty. Below it is a button labeled "Another project »".
- Abstract ?**: A rich text editor contains the text "Curabitur id imperdiet velit. Cras lobortis convallis nisi sed bibendum. In volutpat fermentum aliquet. Maecenas pellentesque quam odio. Mauris sit amet libero ut libero lobortis mollis et a nunc. Nunc sollicitudin tincidunt tellus, et volutpat lorem pellentesque ut. Donec molestie ipsum quis." Below the editor, the "Path:" is "p" and "Words: 210". A "Language:" dropdown menu is set to "Latin". A button labeled "Another abstract »" is present. A red arrow points from a callout box "Click to add abstracts (summaries) in several languages." to this button.

**10. Supervisor and examiner:** Fill out the details about supervisor and examiner.

<b>Supervisor ?</b>	
<input type="button" value="Get saved personal data »"/>	<input type="button" value="Save personal data »"/>
Last name: Nyström	Academic title: 
First name: Maria	Username: 
Department, unit or programme: -	<input type="button" value="Other university »"/>
E-mail: 	
<input type="button" value="Another supervisor »"/>	
<b>Examiner ?</b>	
<input type="button" value="Get saved personal data »"/>	<input type="button" value="Save personal data »"/>
Last name: Klasson	Academic title: 
First name: Bertil	
Department, unit or programme: -	<input type="button" value="Other university »"/>
E-mail: 	
<input type="button" value="Another examiner »"/>	

It's not necessary to complete the *Presentation* field.

<b>Presentation ?</b>	
Date: 	Language: -
Room: 	
Address: 	
City: 	
<b>Note ?</b>	
<input type="text"/>	

**11. Upload your file:** Upload your paper in **PDF-format** (A4).

Let the alternative “Make freely available now” stay selected if your paper doesn’t need any special arrangements. “Make freely available” includes archiving the file in DiVA.

Select publication type --> Enter information --> **Upload files -->** Review / Publish -->

← Back Cancel / Save draft Continue →

**Upload file ?**

**Title:** The presence of imaginary friend in patients with mental illness

**Type: \***

fulltext pdf

**Give the file a name:**

**Secrecy** Registration number:

**When should the file be made freely available? \***

Make freely available now (open access) Date:

Make freely available later

Only for archiving

**Print-on-demand**

Select fulltext and

Upload your paper by clicking on *Browse* and selecting your paper. The paper must be in **PDF-format** (A4).

**12. Read the conditions for electronic publishing and tick your acceptance.**

**Uploaded files ?**

↓ fulltext  
The file should be made available now.

I accept the publishing conditions »

**Message to the DiVA administrator**

← Back Cancel / Save draft Continue →

Tick to accept the publishing conditions.

Click here if you need to edit the file information.

**13. Review/Publish:** Check if all details are filled in correctly. If you want to change something, use the link *Edit information* or click on *Back* to return to the form and make the necessary changes.

<a href="#">← Edit information</a>	<a href="#">Select publication type --&gt;</a>	<a href="#">Enter information --&gt;</a>	<a href="#">Upload files --&gt;</a>	<a href="#">Review / Publish --&gt;</a>
	<a href="#">← Back</a>	<a href="#">Cancel / Save draft</a>		<a href="#">Submit →</a>
<b>Author:</b>		Le Flour, Madame (Jönköping University, School of Health Science, HHJ, Dep. of Nursing Science) *flma1010@student.hj.se		
<b>Title:</b>		The presence of imaginary friend in patients with mental illness		
<b>Publication type:</b>		Student thesis		
<b>Language:</b>		English		
<b>Level:</b>		Independent thesis Advanced level (degree of Master (Two Years))		

**14. Check the file:** Make sure it is possible to open the uploaded PDF- file.

	<b>Files</b> fulltext	fulltext	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">             Click on "fulltext" to open your uploaded file           </div>
	<a href="#">← Back</a>	<a href="#">Cancel / Save draft</a>	
		<a href="#">Submit →</a>	

**15. Submit:** When you are satisfied click on *Submit*.

### After submitting your paper

When you have submitted your paper it has to be approved by an administrator at your department/equiv. before it can be published. For this reason, you will not be able to see your paper immediately after you have registered it.

When the administrator has published your paper, you will be able to find it in [DiVA](#), [Essays.se](#), [Uppsök](#) and finding tools such as [Google](#). If you have given your e-mail address you will get a confirmation when your paper has been published.

If you want to change something at a later date, contact the DiVA administrator at your department.

**Do not forget to sign the Agreement on electronic publishing and hand it in at your school (more information [here](#)). The thesis will be published on the Internet after having been verified by members of staff at your school.**