

Instructions for students

– publish a student paper, essay or degree project from Stockholm University in DiVA.

Please note that your department may provide their own instructions. In that case these shall be used.

The departments of Stockholm University are responsible for the student publications in DiVA. If you have any questions or need some help with the registration or deposition of your publication in DiVA, please turn directly to the DiVA-administrator at your department.

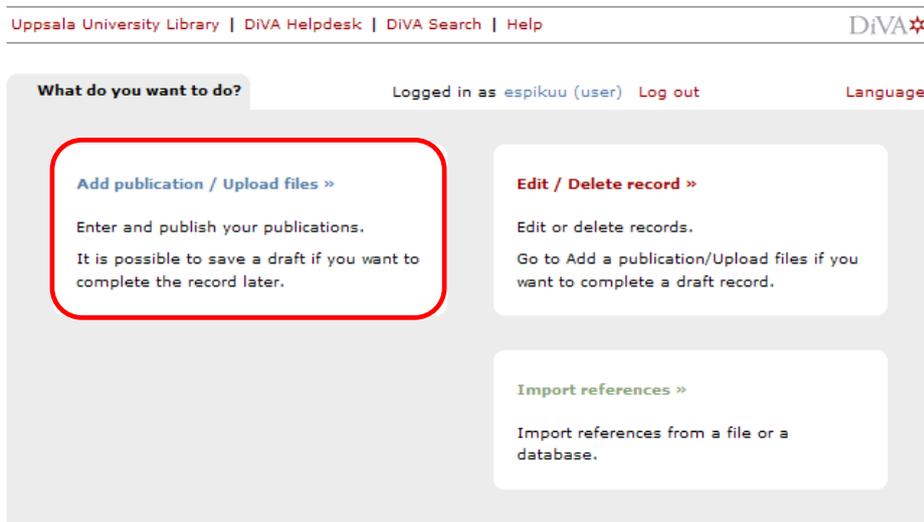
Remember

- 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*.
- It is vital that you register the correct department.

How to publish

Log into DiVA <http://su.diva-portal.org/login> with your University account and password.

When you have logged in, select *Add publication/Upload files*.



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What do you want to do? Logged in as **espikuu** (user) [Log out](#) [Language](#)

- 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.

Registering in DiVA consists of four steps:

Step 1. Select publication type: *Student thesis (degree project)* is preselected.

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Add publication Logged in as [espikuu \(user\)](#) [Log out](#) [Language](#)

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

← Back Cancel Continue →

My drafts

Select publication type ?

Student thesis

You can also go to your drafts.
Select *My drafts*.

← Back Cancel Continue →

Incomplete registrations are stored under *My drafts*.

Help texts explaining each field are shown if you hold your cursor over the question mark. All help texts are also available by clicking on *Help* in the top menu.

Step 2. Fill in your details: fill in the details about your paper.

Fields with red asterisks (*) are required fields.

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Add publication Logged in as [espikuu \(admin\)](#) [Log out](#) [Language](#)

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

← Back Cancel / Save draft Continue →

Selected publication type: Article in journal [Change type >>](#)

Author ?

Last name: * Year of birth:

First name: * Username:

Department, unit or programme:

Research group:

E-mail:

Click *Choose organization* and search or browse for your department.

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.

Title ?

Main title:
Foreign investment in Vietnam

Subtitle:
an analysis

Language:
English

Alternative title ?

Main title:
Utlandsinvestering i Vietnam

Subtitle:
en analys

Language:
Swedish

If there is an alternative title, write it in here, for example the title in another language.

Level ?
Independent thesis Advanced level (degree of Master (One Year))

University credits ?
10 credits / 15 HE credits

Other information ?
Year: 2009 Number of pages: 42

Series ?
Title of series/ISSN:
-

Other series ?
Title of series:
ISSN:
No. in series:

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 number of the last page number printed in your paper.

If the paper is part of a series, select the title of the series from the list and give the number that your paper has in the series. If the series is not on the list, fill in the field below under *Other series*.

You don't need to fill in these fields.

Identifiers ?

URI: urn:nbn:se:uu:diva-113907

DiVA-ID:

ISRN:

Local ID:

Archive number:

DOI:

URL:

URL label:

[Another URL »](#)

Optional fields.

National subject category ?

Educational program ?

Subject / course ?

Uppsök subject category ?
* [Other category >>](#)

Keywords ?

Language: [Keywords in another language >>](#)

Part of project ?

[Another project >>](#)

Abstract ?

Language: [Another abstract >>](#)

In order that your paper can be found in Libris Uppsök and essays.se you must select a general subject category here.

You can add keywords in several languages.

Give keywords to help others find your paper.

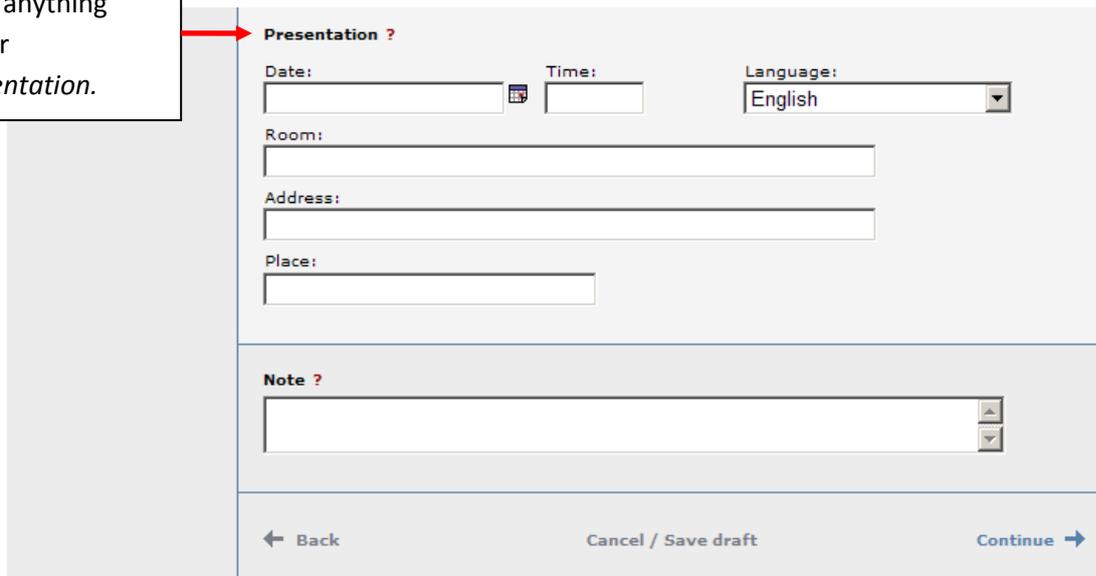
You can add abstracts (summaries) in several languages.

Add name and department of your supervisor and examiner.

Supervisor ?
Last name: Title:
First name: Username:
Department, unit or programme: [Other university >>](#)
Företagsekonomiska institutionen, Department of Business Studies X
E-mail:
[Another supervisor >>](#)

Examiner ?
Last name: Title:
First name:
Department, unit or programme: [Other university >>](#)
Företagsekonomiska institutionen, Department of Business Studies X
E-mail:
[Another examiner >>](#)

You don't need to fill in anything under *Presentation*.



Presentation ?

Date: Time: Language:

Room:

Address:

Place:

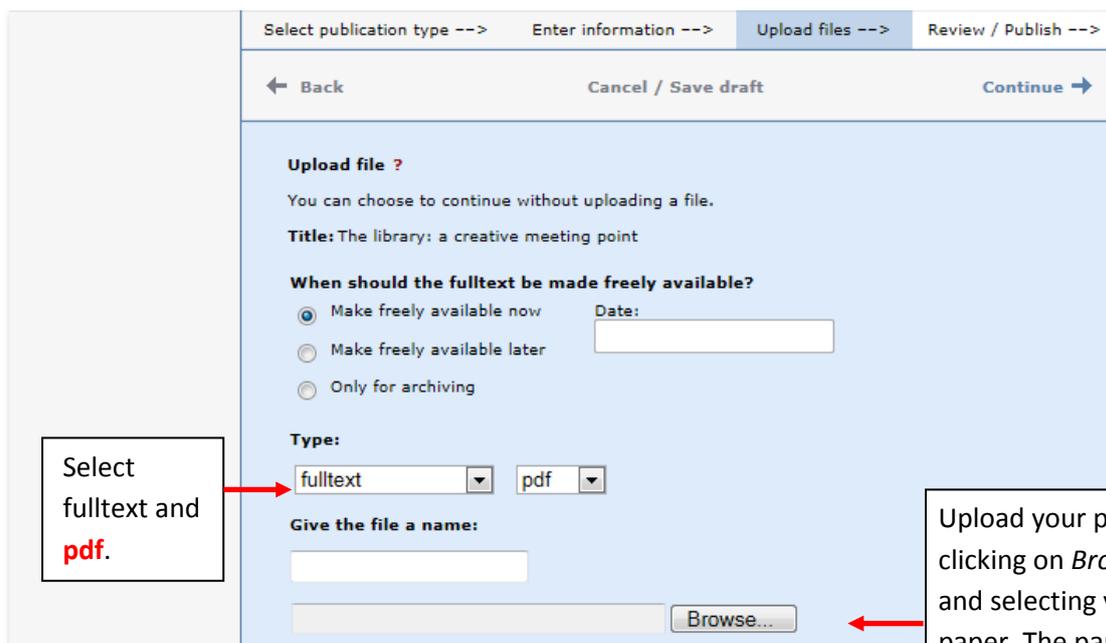
Note ?

← Back Cancel / Save draft Continue →

3. Upload your file: Upload your paper in pdf-format (A4).

In order that your paper can be found in Libris Uppsök and essays.se you must upload your paper full text!

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 ?

You can choose to continue without uploading a file.

Title: The library: a creative meeting point

When should the fulltext be made freely available?

Make freely available now Date:

Make freely available later

Only for archiving

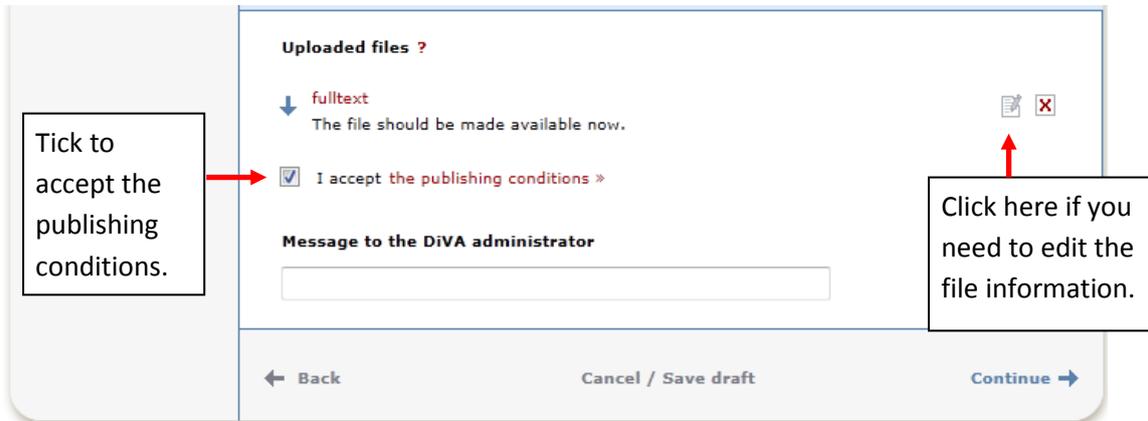
Type:

Give the file a name:

Select fulltext and pdf.

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

Read the conditions for electronic publishing and tick your acceptance.



Tick to accept the publishing conditions.

Uploaded files ?

↓ fulltext
The file should be made available now.

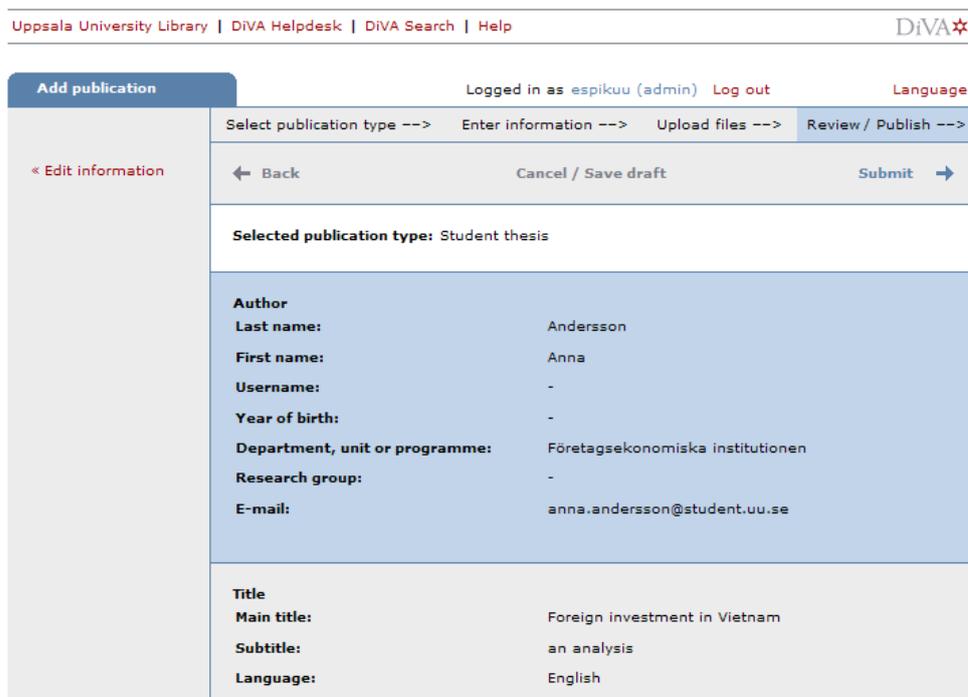
I accept the publishing conditions >

Message to the DiVA administrator

← Back Cancel / Save draft Continue →

Click here if you need to edit the file information.

Step 4. Review/Publish: Check if all details are filled in correctly. If you want to change something, used the link *Edit information* or click on *Back* to return to the form and make the necessary changes. When you are satisfied, click on *Submit*.



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DiVA

Add publication Logged in as espikuu (admin) Log out Language

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

← Edit information

← Back Cancel / Save draft Submit →

Selected publication type: Student thesis

Author

Last name: Andersson

First name: Anna

Username: -

Year of birth: -

Department, unit or programme: Företagsekonomiska institutionen

Research group: -

E-mail: anna.andersson@student.uu.se

Title

Main title: Foreign investment in Vietnam

Subtitle: an analysis

Language: English

When you have submitted your paper it has to be approved by a DiVA-administrator at your department before it can be published. For that reason, you will not be able to see your paper immediately after you have registered it. First after the administrator has *published(validated)* the paper, you will be able to find it in [DiVA](#), [Uppsök](#), [Essays.se](#) and finding tools such as [Google](#).