



# Manual for Registration and Publishing in DiVA for KKH Staff

This manual is part of the *Guidelines for Registration and Publishing in DiVA for KKH Staff*.

DiVA stands for the Digital Scientific Archive (Digitala Vetenskapliga Arkivet). The manual is intended for all employees or affiliates of KKH who will register published works in the DiVA portal.

The manual has two sections: Frequently asked questions and a practical overview of how to register an entry in DiVA. The manual will help you step by step.

Before you start, you should read the *Guidelines for Registration and Publishing in DiVA for KKH Staff*, where many concepts are explained.

Also prepare your material:

- Write your text in a Word file that you can copy text from.
- Save mixed image and text files in PDF format.
- Images are saved as JPEG or TIFF files as well as accepted formats for other media.

## 1. Frequently asked questions

### 1.1 What do I need to get started registering in DiVA for the first time?

A work that has been published in some way and its documentation (if not the work itself) and an ORCID ID. This is the individual researcher ID that DiVA uses. It can be downloaded for free from: <http://orcid.org>. The ID that is created follows you regardless of whether you change employers.

### 1.2 What can be registered in DiVA?

Almost anything with a little creativity (see *Guidelines for Registration and Publishing in DiVA for KKH Staff* and section: 4. Works that should or can be registered). It can be a published artistic work, or several (an exhibition), public talks, a book, a performance, a conference contribution, a choreography. You can post entire works with open access such as books, films, etc., or documentation of the work (e.g. exhibition times and catalogue texts about an exhibition). The most important thing is that the work has been published in some way.

### 1.3 I have made a publication, do I need an ISBN number to register it?

Yes. Publications that are made within the framework of KKH:s operations and are widely distributed must have a unique ISBN (International Standard Book Number).

The KKH Librarian applies for ISBN numbers from the National Library of Sweden (KB), and then distributes available ISBN numbers upon request.

#### 1.4 What is metadata?

Entries in DiVA describe the work and may contain a link to actual works with Open Access. When registering works in DiVA, information about the entry (metadata) is needed that makes the entry understandable to external readers. Some metadata is also searchable information in DiVA. The form contains various headings and text boxes where information can be entered. This describes, for example, the origin of the work, background, time and place of the public presentation, any collaboration with other institutions or organizations, and other relevant information.

#### 1.5 Can everything be recorded, or what is subject to confidentiality requirements?

KKH strives to have as much of its artistic results as possible published in DiVA with open access, taking into account legislation, such as the Freedom of the Press Ordinance<sup>1</sup>, the Principle of Publicity<sup>2</sup>, personal data and GDPR<sup>3</sup>, copyright<sup>4</sup>.

#### 1.6 Is it possible to get examples from the artistic field of well-executed publications in DiVA?

Yes! For artists and architects, it is most often the documentation of works that is uploaded to DiVA. Artistic works can preferably be documented in PDF attachments with possible web links.

Examples of entries from current or former employees at KKH or other authors according to their selected "Publication type" (top of the tree) or "Type of resource":

##### Article in journal or similar:

- Valentina Desideri and others:  
<https://kkh.diva-portal.org/smash/record.jsf?pid=diva2%3A1940263&dswid=-816>
- Sara Kristoffersson:  
<https://konstfack.diva-portal.org/smash/record.jsf?pid=diva2%3A1919562&dswid=-2693>

##### Book

- Karin Hansson and others:  
<https://kkh.diva-portal.org/smash/record.jsf?pid=diva2%3A1650766&dswid=-3363>
- Björn Larsson, Carl Johan Erikson:  
<https://www.diva-portal.org/smash/record.jsf?dswid=5168&pid=diva2%3A1748103>  
(added "Research on artistic ground")

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<sup>1</sup> Read more: [https://www.riksdagen.se/sv/dokument-och-lagar/dokument/svensk-forfattningssamling/tryckfrihetsforordning-1949105\\_sfs-1949-105](https://www.riksdagen.se/sv/dokument-och-lagar/dokument/svensk-forfattningssamling/tryckfrihetsforordning-1949105_sfs-1949-105)

<sup>2</sup> Research conducted at the Royal Institute of Art is part of the authority's operations and is therefore subject to the principle of public access. All research documents therefore generally become public documents. However, exactly when this happens differs depending on the type of research document in question. Read more: <https://www.regeringen.se/sa-styrs-sverige/grundlagar-och-demokratiskt-deltagande/offentlighetsprincipen>

<sup>3</sup> Personal data is any information that can be directly or indirectly linked to a living person, and the GDPR (General Data Protection Regulation) is an EU regulation that regulates how this data may be processed. Read more: [https://www.riksdagen.se/sv/dokument-och-lagar/dokument/svensk-forfattningssamling/lag-2018218-med-kompletterande-bestammelser\\_sfs-2018-218](https://www.riksdagen.se/sv/dokument-och-lagar/dokument/svensk-forfattningssamling/lag-2018218-med-kompletterande-bestammelser_sfs-2018-218)

<sup>4</sup> [https://www.riksdagen.se/sv/dokument-och-lagar/dokument/svensk-forfattningssamling/lag-1960729-om-upphovsratt-till-litterara-och\\_sfs-1960-729](https://www.riksdagen.se/sv/dokument-och-lagar/dokument/svensk-forfattningssamling/lag-1960729-om-upphovsratt-till-litterara-och_sfs-1960-729)

#### Artistic output + Mixed material

- MERIC ALGÜN (exhibition):  
<https://konstfack.diva-portal.org/smash/record.jsf?pid=diva2%3A1820101&dswid=-1169>
- Goldin+Senneby (exhibition):  
<https://kkh.diva-portal.org/smash/record.jsf?pid=diva2%3A1948289&dswid=-6160>

#### Doctoral thesis, monograph

- Kajsa Dahlberg:  
<https://kkh.diva-portal.org/smash/record.jsf?pid=diva2%3A1945675&dswid=-1489>
- Behzad Khosravi Noori:  
<https://konstfack.diva-portal.org/smash/record.jsf?pid=diva2%3A1562179&dswid=2224>

#### Artistic output + Moving image, video

- Daniel Berg:  
<https://kmh.diva-portal.org/smash/record.jsf?pid=diva2%3A1911912&dswid=-3398>
- Annika Larsson:  
<https://kkh.diva-portal.org/smash/record.jsf?pid=diva2%3A1822867&dswid=8576>

#### Chapter in book

- Katja Aglert:  
<https://konstfack.diva-portal.org/smash/record.jsf?pid=diva2%3A1806339&dswid=-8841>
- matt lambert:  
<https://konstfack.diva-portal.org/smash/record.jsf?pid=diva2%3A1959391&dswid=-1917>

#### Conference paper

- Axel Andersson:  
<https://kkh.diva-portal.org/smash/record.jsf?pid=diva2%3A1892592&dswid=-2173>

#### Artistic output + Sound recording

- Stefan Österjö:  
<https://itu.diva-portal.org/smash/record.jsf?pid=diva2%3A1615696&dswid=-9030>

#### Artistic output + Musical script

- Robin McGinley, Atienza Badel  
<https://su.diva-portal.org/smash/record.jsf?pid=diva2%3A2005705&dswid=-1540>

#### Conference proceedings (editor)

- Lone-Pia Bach (Ombyggnadskultur 2023/2024):  
<https://kkh.diva-portal.org/smash/record.jsf?pid=diva2%3A1905839&dswid=-6928>

#### Artistic output + Three-dimensional work

- Goldin+Senneby:  
<https://kkh.diva-portal.org/smash/record.jsf?pid=diva2%3A1948300&dswid=-5160>
- Johanna Gustafsson Fürst:  
<https://kkh.diva-portal.org/smash/record.jsf?pid=diva2%3A1997395&dswid=8367>

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## Registering and publishing works in DiVA

Below is a practical instruction on how to register and publish in DiVA.<sup>5</sup>

### **Step 1.**

Open the link:

<http://kkh.diva-portal.org/dream>

### **Step 2.**

Log in with your usual KKH login, same as for email and intranet.

You can select Language (Swedish, English, Norwegian) in the upper right corner.

### **Step 3.**

Click on: "Add publication / Upload files".

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<sup>5</sup> For more detailed instructions (if necessary): *National Guidelines for Describing Research Output*, published by the National Library of Sweden.  
<https://www.kb.se/download/18.5b5507eb18cedffd1a441caa/1697103356323/Nationella%20riktlinjer%20f%C3%B6r%20beskrivning%20av%20forskningsoutput,%20version%201.4.pdf-A.pdf>



## NEW WINDOW

Select the category for "Author", e.g. Artist or Architect. Fill in your name, year of birth, your ORCID-ID number. Select "Royal Institute of Art" as the Institution. Fill in your email address (optional).

Also fill in any other author.

Do not fill in Local User ID, or Research Group (if they do not exist).

The screenshot shows the DiVA 'Add publication' interface. At the top right, the DiVA logo is visible. The user is logged in as Åsa Andersson (domainAdmin) and can log out. The current step is 'Enter information', with other steps being 'Select publication type', 'Upload files', and 'Review / Publish'. The selected publication type is 'Artistic output'. The 'Contributor' section includes a 'Connect authority record' button, 'Get saved personal data' and 'Save personal data' buttons, a 'Role' dropdown menu, and input fields for 'Last name', 'Year of birth', 'Year of death', 'First name', and 'Local User Id'. There is also an 'ORCID' field with a link to 'What is ORCID? Register for an ORCID'. Below these are fields for 'Department, unit or programme', 'Research group', 'E-mail', and 'Other organisation'. An 'Another contributor' button is at the bottom of the section.









Fill in the details of the work to be registered:

Indicate the "Title" and "Language" used in the title box, as well as any "Subtitle" or "Alternative title" (ignore the latter if not relevant).









Untitled works are entered as "[Untitled]", this is because the title field must contain information upon delivery.

The image shows a registration form with two main sections: "Title" and "Alternative title".

**Title Section:**

- Title ?** (with a red question mark)
- Main title: \*** (with an asterisk)
- Rich text editor toolbar: *I*,  $\times_2$ ,  $\times^2$ ,  $\Omega$ , , ,  $\langle \rangle$ , ,  **>¶** **¶<** **Aa**
- Text input field
- Subtitle:**
- Rich text editor toolbar: *I*,  $\times_2$ ,  $\times^2$ ,  $\Omega$ , , ,  $\langle \rangle$ , ,  **>¶** **¶<** **Aa**
- Text input field
- Language: \***
- Dropdown menu: **-**

**Alternative title ?** (with a red question mark)

- Main title:**
- Rich text editor toolbar: *I*,  $\times_2$ ,  $\times^2$ ,  $\Omega$ , , ,  $\langle \rangle$ , ,  **>¶** **¶<** **Aa**
- Text input field
- Subtitle:**
- Rich text editor toolbar: *I*,  $\times_2$ ,  $\times^2$ ,  $\Omega$ , , ,  $\langle \rangle$ , ,  **>¶** **¶<** **Aa**
- Text input field
- Language:**
- Dropdown menu: **-**

Select "Content Type" ("Refereed = *Peer-reviewed* or Unrefereed = *Non-peer-reviewed*") and tick the box.

Enter "Type of resource" for the work (entire record) (select from list).

Enter "Type", "Material", "Technique" in the next step. (Optional)

Provide more information about the work's components, materiality, in "Physical description". Specify the language for this description.

Enter "Year" and if relevant "Number of pages".

The image shows a web form for entering metadata. It is divided into four main sections:

- Content type \* ?**: Contains two radio buttons labeled "Refereed" and "Unrefereed".
- Type of resource ?**: A dropdown menu currently showing a hyphen (-).
- Physical description ?**: A rich text editor with a toolbar containing icons for bold (B), italic (I), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), bulleted list, numbered list, "Avsnitt" (sections), a clipboard icon, a grid icon, and a more options icon (three dots). Below the editor is a text input field containing the letter "P" and a character count "0 ORD". Below the text field is a "Language:" dropdown menu with a hyphen (-) selected. At the bottom of this section is a button labeled "Another physical description »".
- Other information ?**: Contains two text input fields. The first is labeled "Year: \*" and the second is labeled "Number of pages:".

Fill in the information under "Publisher" and "Location".

"Publisher" means, for example, a book publisher. If you type the name of the publisher, it may be in the drop-down list or type it manually under "Other publisher".

"Channel" means, for example, a gallery, museum, publisher or other platform where the work was presented.

The image shows a screenshot of a metadata form. It is divided into two main sections: "Publisher" and "Identifiers".

**Publisher Section:**

- Place: ?** (text input field)
- Publisher : ?** (text input field)
- Other publisher:** (text input field)
- Publication channel: ?** (text input field)

**Identifiers ? Section:**

- URI:** urn:nbn:se:kkh:diva-1191
- ISBN:** (text input field) with a **Print** dropdown menu.
- Another ISBN >>** (button)
- Local ID:** (text input field)
- Archive number:** (text input field)
- DOI:** (text input field) with a  **Free full-text** checkbox.
- ISI:** (text input field)
- URL:** (text input field)
- URL label:** (text input field) with a  **Free full-text** checkbox.
- Another URL >>** (button)
- Libris ID:** (text input field)
- Another Libris ID >>** (button)

"Identifiers". If you have information to add, do so, for example a web address (URL) where a work of art or article is available under Open Access.

There are a number of boxes here, including DOI<sup>6</sup> and ISI (if relevant to add information).<sup>7</sup>

<sup>6</sup> A DOI, or Digital Object Identifier, is a unique and permanent string of characters that identifies a digital resource, such as a scientific article or a data set. It is used to create a permanent link to the resource, even if its web address changes over time. This makes it easier to find, cite, and link to material, and can be likened to an ISBN number for digital publications.

<sup>7</sup> Individual Short Subscriber Identity – a radio terminal's primary identity number, which can be compared to a telephone number in RAKEL/TETR.

Select "National Subject Category".

The Standard for Swedish Classification of Research Subjects 2025 (SSIF2025) is a statistical standard for classifying research subjects and should be used. Click on the "+" sign to go further down the tree of categories and select a research subject.

Examples that are common at KKH:

60415 Architecture

60306 Aesthetics

60417 Film

60419 Photography

60411 Visual Arts

60407 Art History

60413 Literary Composition

60504 Interdisciplinary Studies in Humanities and Arts

For other optional research subjects, see footnote.<sup>8</sup>

Fill in information about the work "Part of other project".

Enter "Research Subject". Choose between Fine Art or Architecture.

The screenshot shows a web form with several sections:

- National subject category**: Includes a text input field for "Suggestion for national subject category" and a button "Choose national subject category »".
- Research subject**: A dropdown menu currently showing a hyphen (-).
- Part of other project**: A text input field and a button "Another other project »".
- Keywords**: A text input field, a "Language:" dropdown menu (showing "-"), and a button "Keywords in another language »".
- Description**: A rich text editor with a toolbar containing icons for bold (B), italic (I), subscript (x<sub>2</sub>), bulleted list, numbered list, section (Avsnitt), image, table, link (Ω), and a menu icon (⋮). Below the editor is a text input field containing "p" and "0 ORD" on the right. It also has a "Language:" dropdown menu (showing "-") and a button "Another description »".

<sup>8</sup> <https://www.scb.se/contentassets/10054f2ef27c437884e8cde0d38b9cc4/standard-for-svensk-indelning-av-forskningsamnen-2025.pdf> (Bilingual list of subject categories.)

Enter "Keywords". Remember that the keywords should help someone else find your work among all the others. The keywords make the research more searchable and thus more visible. You can choose the words yourself. Fill in the language for the keywords (choose the same language for all the keywords).

"Description". Here you can describe:

- The question or problem that underlies the creation of the work.
- The context – the work's relationship – dialogue with, distance from/to – other relevant works.
- The place and time of the work's publication.

Specify the language for the Description.

The image shows a screenshot of a web form with three main sections. The top section is titled "Abstract ?" and contains a rich text editor with a toolbar including bold (B), italic (I), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), bulleted list, numbered list, a section dropdown menu (Avsnitt), a link icon, a table icon, and a more options icon (three dots). Below the editor is a text input field containing the letter "P" and a character count "0 ORD". Underneath is a "Language:" dropdown menu with a minus sign in the selected option. A red-bordered button labeled "Another abstract >>" is positioned below the language dropdown. The middle section is titled "Note ?" and features a similar rich text editor with a toolbar including bold (B), italic (I), subscript (x<sub>2</sub>), superscript (x<sup>2</sup>), a symbol (Ω), and a link icon. It also has a text input field with "P" and a character count. The bottom section is titled "Research funders and strategic development areas ?" and contains a red-bordered button labeled "Choose research funders and strategic development areas >".

Fill in "Abstract". The abstract (i.e. a short description) should summarize the most important points of the work. It is searchable, so choose terms that define your work. Specify the language for the Abstract.

"Note". Enter other relevant information about the work/exhibition, etc. that may be important for the reader to know. Here you can, for example, add web links, etc.

Select "Research funders" if the work was created in connection with an externally funded project. Enter the project number (registration number) in the box that opens.

## Step 5.

Here you upload text files, image files, movie files, etc.

← Back Cancel / Save draft Continue →

**You can choose to continue without uploading a file.**

**Upload file ?**

**Title:**

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

Make freely available now (open access)

Make freely available later

Only for archiving

Date:

**If the file should be hidden in the future, add when:**

Date:

**Type: \***

fulltext

pdf (application/pdf)

**Give the file a name (optional):**

**Print file** (hides the file in public search if selected)

**Digitized**

Välj fil Ingen fil har valts

0 %

If the file is larger than 1 GB:  
Upload file from URL (max 16 GB). Confirm the URL by clicking the button. The file is uploaded when you save/submit your record.

**Confirm the URL**

You can choose when the material should be available.<sup>9</sup> As priority, choose to make the file "Freely available" (Open Access).

Specify which "Type" of file you are uploading (e.g. PDF or JPEG) and check whether "Print file" or "Digitized".<sup>10</sup>

<sup>9</sup> There are various reasons why the publication of mail may need to be delayed, or discontinued at a certain point in time, or simply archived and not openly visible.

<sup>10</sup> A print file is a digitally created file (for example, in TIFF or PDF format) that is then intended to be printed mechanically. If you mark a file as a print file in DiVA, the file is not visible publicly, even if it is published. Digitized means a file that has an analog/printed original that has then been scanned/photographed. (DiVA support 2025-11-17) More information about file formats etc. can be found here: <https://www.info.diva->

Enter a "Title" for the file so it is easy to identify what it contains. Your image file will in the next step get the title you enter.

Name the file before uploading.

Upload the file.

Fill in "Approve publishing conditions".<sup>11</sup> (This may not exist on the English site.)

You can repeat the maneuver to upload more files.

For files over 1 GB, see instructions on the website.

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portal.org/w/diva/for-medlemmar/informationmaterial-om-diva/redigera-och-administrera/inmatningsformularet/filinformation (see also DiVA Guidelines (lathundar) in Swe and Eng).

<sup>11</sup> Information about publishing conditions in DiVA: <https://www.info.diva-portal.org/w/diva/en/about-diva/open-access/publishing-conditions>


NEW WINDOW

Step 6.

The screenshot shows a web interface for adding a publication. At the top, it says "Add publication" and "Logged in as Åsa Andersson (domainAdmin) Log out". There are navigation tabs: "Select publication type -->", "Enter information -->", "Upload files -->", and "Review / Publish -->". The "Review / Publish" tab is active. On the left, there is a sidebar with a link "« Edit information". The main content area shows a summary of the entry's contents:

- Publication type:** Artistic output,
- URI:** urn:nbn:se:kkh:diva-1192
- Permanent link:** http://urn.kb.se/resolve?urn=urn:nbn:se:kkh:diva-1192

Below this summary, there are three sections, each with a checkbox:

- Online order ?**
- Reviewed ?**
- Available from ?**  
Date:   


At the bottom, there are navigation buttons: "« Back", "Cancel / Save draft", and "Submit →".

You will see a summary of the entry's contents.

Here you will see, among other things, the URI (Uniform Resource Identifier), followed by the Permanent link below for your particular work.

Click "Submit".

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### Check

After you "Submit" and before the entry is published on the DiVA website, the KKH Librarian checks the bibliographic information. It is also the Librarian or the Research Officer who ultimately publishes the work. Therefore, you will not see the entry in DiVA immediately. If you have provided an email address, you will receive a confirmation when the entry has been published.

### Want to see what you have posted?

Click on: "My publications" when you have logged in to DiVA.

### Do you want to make changes?

Whether you can see a record in "My publications", to change it or not, depends on roles and rights, as well as whether there is a file attached to an entry or not. As a staff member, you can change/delete your own entries that do not have an attached file, otherwise you cannot. If the entry contains an attached file, you need to ask KKH's Librarian or Research Officer to help you change the entry.<sup>12</sup>

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<sup>12</sup> Only those with administrative rights in DiVA have the ability to delete full texts etc. Read more about rights etc: <https://www.info.diva-portal.org/w/diva/for-medlemmar/informationsmaterial-om-diva/redigera-och-administrera/systemets-anvandare>