



Guidelines for registration and publishing in DiVA for KKH Staff

Type of document	Guideline
Decided by	Vice-Chancellor
Valid from	2026-02-17 until further notice
Replaces document	<i>Riktlinjer för registrering och publicering i DiVA för konstnärlig forskning, konstnärligt utvecklingsarbete och examensarbeten på masternivå.</i> Decided 2022 with registration number: 1.1.3/2022:447. The guidelines include a manual on how to upload material.
Responsible administrative unit	Education and Research

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1. Overview

At the Royal Institute of Art (KKH), research results and other relevant work are registered in the DiVA portal, to which the institute is affiliated. DiVA is an abbreviation for “Det digitala vetenskapliga arkivet” (The Digital Scientific Archive), which is managed by Uppsala University and run by a consortium of approximately 50 Swedish colleges, universities, and research institutes. DiVA is a joint search engine and an open online archive for research publications and student exam results produced at the affiliated institutions.

DiVA entries are created when a result has been shared publicly in some form. In the DiVA portal, texts, images, films, audio recordings, and other material can be uploaded, either as a complete reproduction of a work (e.g., an artistic work) or as documentation of the same, together with informative metadata that enables readers to understand the nature and context of the registered work.

2. Purpose for registration and publishing in DiVA

The registration and publication of research results and other relevant work at KKH (in DiVA) fulfills three main functions:

- 1) Ensures that KKH complies with national and international recommendations and agreements on open science and open access to research publications (results), research methods, research data, as well as: open educational resources, public participation in the research process, and infrastructure that supports open science.¹
- 2) Creates an archive with permanent links to the research conducted at the institute and helps KKH to showcase and disseminate research.²
- 3) Provides a tool for employees to collect individual results and increase their searchability and visibility in, for example, annual reports, on websites, etc., as well as the opportunity to include links in documents. The entries can also be used in peer reviews and collegial evaluations.

3. ORCID-ID

All teaching staff (or other staff who wishes to submit material in DiVA) must obtain an individual ORCID-ID. Instructions on how to obtain one can be found in the *Manual for Registration and Publishing in DiVA for KKH Staff*.

4. Work that must or may be registered and published

Research results and related works (popular science presentations of research or works related to research that may become part of such research, e.g., artistic works that are part of a practice that has or can be

¹ "The development towards open science is taking place in an international context. UNESCO's 2021 recommendation on open science is a framework of principles and approaches to create globally equitable access to scientific results and research processes with the aim of accelerating the implementation of the global goals for sustainable development." (DeepL translation).

Read more about open science and open access at the National Library of Sweden's homepage:

<https://www.kb.se/for-bibliotekssektorn/eng/open-science/about-open-science.html>

Also the *National Guidelines for Open Science* (2024) may be downloaded.

² Most funding bodies (Swedish Research Council, the Knowledge Foundation, etc.) now require open access for projects they fund.

further formulated as research) that must or may be registered by employees of, and affiliates to, KKH include:

a) Institutionally identified as artistic research or related work – this means that the results of all artistic work created during the development and research time of employment shall be considered artistic research or work relevant to such research (i.e., paid research time for senior lecturers and professors, development time for junior lecturers, senior lecturers and professors, all researchers with externally funded project grants for research, doctoral students and post-doctoral researchers).

b) Self-defined as artistic research or scientific research or related work – all employees and affiliates of KKH are also encouraged to register any artistic or other results that they consider to be artistic research or scientific research related to such research, even if these have been produced outside of their employment.

The registration and publishing of (a) is mandatory in line with The Swedish Higher Education Act.³ Research funded by public funds must be made visible and openly available to the artistic and scientific research community and to society at large. The registration of (b) is not mandatory, but is encouraged by KKH.

While KKH identifies research results and related work institutionally (i.e., funded through KKH's direct government grants or other funding streams) and encourages self-definition, KKH does not define as an institution what constitutes artistic research results or not. All works, including artistic works that can be identified institutionally or self-defined as artistic research or related works, shall be considered artistic research or related to such for registration purposes. Research results in artistic research can take many different forms, including: individual works, exhibitions, public presentations, performances, published texts, and so on. The same types of results can be works related to artistic research, which is also the case for popular science presentations.

5. Responsibility

The project manager/author is responsible for registering and publishing material in DiVA. If problems arise, support can be provided by KKH's Librarian or Research Officer, who will also finalise the public publishing of the entry after it has been checked.

6. Peer-reviewed or non-peer-reviewed

The terms "Refereed", "Reviewed," "Peer-reviewed," or "Expert-reviewed" refer to whether a collegial subject-specific quality review of the work has been conducted. However, whether a work is peer-reviewed or non-peer-reviewed is a technical category that does not reflect the value of the work. In formal terms, the term peer-review is used. There are three types of peer-review:

Open peer-review: Both the reviewer and the reviewed know each other's identities.

Single-blind peer-review: The reviewer knows the identity of the person being reviewed, but not vice versa.

Double-blind peer review: Neither the reviewer nor the reviewed know each other's identities.

The majority of professional artistic works are considered to be reviewed, as open peer-review often takes place within the contexts in which the works are published. Material that has undergone professional review prior to publication has undergone open peer review.

The National Library of Sweden writes in *National Guidelines for Describing Research Output*: "Expert review of artistic output can be done in different ways and varies between different art forms. For example, a work may have been presented in a context where, prior to publication, it has been assessed by independent reviewers who are competent in the field, such as a jury, or the work may have received state/municipal funding via an assessment group, or the work may have been presented at an international

³ The Swedish Higher Education Act, Chapter 1 § 2: "The task of higher education institutions shall include collaborating with the surrounding community for mutual exchange and working to ensure that the knowledge and expertise available at the institution benefits society." (DeepL translation) https://www.riksdagen.se/sv/dokument-och-lagar/dokument/svensk-forfattningssamling/hogskolelag-19921434_sfs-1992-1434

conference that applies peer review."⁴

For guidance on determining whether a work has been reviewed or not, see the accompanying *Manual for Registration and Publishing in DiVA for KKH Staff*.

7. Registration and publishing with Open Access

Open Access publishing means that scientific or artistic works are made freely available online at no cost. The goal is for all publicly funded research to be freely available to everyone, regardless of financial means. KKH strives to publish as much as possible in DiVA with open access, taking into account legislation (e.g., regarding freedom of the press, personal data, copyright).

If it is not possible to publish with free access for copyright reasons, complete documentation and metadata about the work must be registered in DiVA with a reference to places where the work is available in physical form, e.g. in art collections, at institutions, and in public places.

8. Legal deposit copies and legal deposit

For books published by publishing houses, deposit copies are often sent directly to the National Library of Sweden (both in paper form and as e-deposits). For books published independently (e.g., artist's books), the author must arrange for the deposit delivery themselves so that the work is made publicly available, provided that the work falls under the laws and regulations on deposit delivery.⁵ These also include more than just books, such as magazines, advertising leaflets, films, music, games, etc.

In addition to the National Library of Sweden, there are six other Swedish so-called legal deposit libraries – the university libraries in Umeå, Uppsala, Stockholm, Linköping, Gothenburg, and Lund. In addition to the National Library of Sweden, suppliers must also send these materials to the legal deposit libraries:

- Printed material
- Combined material (for example, a publication issued together with a DVD)
- Electronic documents containing text and non-moving images⁶

⁴ *Nationella riktlinjer för beskrivning av forskningsoutput (National Guidelines for Describing Research Output)*: <https://www.kb.se/download/18.5b5507eb18cedffd1a441caa/1697103356323/Nationella%20riktlinjer%20f%C3%B6r%20beskrivning%20av%20forskningsoutput,%20version%201.4.pdf-A.pdf> (in KKH Guidelines, a DeepL translation of quote in Swedish).

⁵ The National Library of Sweden provides guidance information: <https://www.kb.se/pliktleverans-och-isbn.html>

⁶ <https://www.kb.se/pliktleverans-och-isbn/pliktleverans/vad-ar-pliktleverans.html>