Go to the library website: http://www.bibliotek.kc.lu.se/english

Choose this tab

This is the link to LUP Registration

Login with your Student ID.
To register a new paper:

- Select course and click **Add New Student Paper** (the web browser must allow pop up windows).
- Select the term the paper is finished.

If you don’t see any courses contact the library at bibliotek@kc.lu.se or your course administrator. When you have chosen your course you should see the page below.

- **Show all**
  - Click **Show all** and you will see all fields in the same window.

- **Entry field is already filled in.**
  - Entry field is already filled in.

- **Enter your name.**
  - Enter your name. Click **Select Author** and choose your name from the list. A LU symbol will appear next to your name.

- **Enter the title of your paper.**
  - Enter the title of your paper.

- **Enter abstract or short summary.**
  - Enter abstract or short summary.

- **If your popular abstract contains pictures, paste the text in this field, and add the popular abstract as a file in the section for related material in this form. LTH students may in this case choose to paste only the 35 first words of the abstract in this field.**

- **Don’t forget to specify the language.**
  - Don’t forget to specify the language.

- **Choose Chemistry or Technology and engineering.**
  - Choose **Chemistry** or **Technology and engineering**

- **Add at least three keywords that describe the content of your work.**
  - The keywords should be separated by a comma (,) or a semi colon (;).

  **Note:** add the name of your course, example: biokemi; biochemistry kemiteknik; chemical engineering
Specify the language in which your paper is written; choose from the drop-down menu.

Specify the academic level of your paper. More information about **Student Paper Type**, see last page in this manual.

Specify the year your work is made public.

Specify the supervisor for your paper. Click **Confirm Supervisor** and choose from the list to verify supervisor. A LU symbol will appear next to the name.
Archive or publish your essay using the **Upload New** button. The window **Upload Supplementary file** will appear, see below.

If the popular abstract contains pictures, upload the abstract here.

You can choose between three different access levels. Students should consult with their supervisors which option is appropriate.

**Open access** means your paper will be available and accessible for anyone; information about your work will be indexed by search engines and visible in external databases, for example Uppsök and uppsatser.se.

**LU/LTH** requires potential readers to possess a STIL- or LUCAT account (LUCAT is the account used by employees at Lund University).

**Only Author/Reviewer/Administrator**, you and personnel responsible for the LUP database may access your paper.

You have the option of making your paper available after a specific date.

You must accept the copyright disclaimer to continue registration.
Get an overview of information entered and check what you have entered.

Information entered in this field will be visible in the user interface.

If there is anything you want to tell teachers or other students on your course, use this field. Information entered in this field will not be visible in the user interface.

Submit your registration to your teacher or administrator for approval. When you have submitted your paper it should have the status **In progress**. When your registration is approved you will receive a notification by e-mail.

Close down form with included changes if you wish to return to the form later on to continue the registration.
Information about which **Student paper type** you should choose. You find the **Student paper type** field at page 2 in this manual.

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<th>Student Paper Type*</th>
<th>Specify the academic level of your paper.</th>
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<td><strong>Current student paper types and their equivalents in the old system:</strong></td>
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<td><strong>English</strong></td>
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<td>Icke-examinerande uppsatser</td>
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<td>Studentarbete första termin (A-uppsats enligt tidigare studieordning)</td>
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<td><strong>Grund</strong></td>
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<td>Examensarbete för Yrkeexamen (Grundnivå)</td>
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<td>Professional qualifications (Four Years - )</td>
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