Submitting Your DNP Scholarly Project into Digital Commons@Pitt State
Create a Digital Commons Account

- Select “My Account”
  - This will take you to a login page
  - Select “Sign-up” if you do not already have an account
Creating an Account

- Use an email you will want to receive future emails about your work
- First & Last Name
- Institution: Pittsburg State University
- Create a Password
New Account Confirmation

• You will receive an email confirming your account
• Go to your email and click on the link it will take you back to the log in page
• Log into your account
Finding the DNP Scholarly Project Submission Page

• Go to the Pittsburg State University Doctor of Nursing Practice page: http://digitalcommons.pittstate.edu/dnp/

• Or find it under the College of Arts & Sciences ➔ Irene Ransom Bradley School of Nursing
Upload Your DNP Scholarly Project for Review

• Select the Submit Research link on the left side of the page
• Review and accept the Submission Certifications. (Be sure to print a copy for your records.)
• Once you have reviewed the Submission Certifications, click the Continue button and complete the required information online, submission form.
Once you have logged into your account go back to the DNP Scholarly Project landing page and click “Submit Research”

http://digitalcommons.pittstate.edu/submit_research.html
After you login/create an account, you will be sent to the Submission Instructions and Submission Agreement page.

If you agree with the terms, check the box and click “Continue.” You must check this box to submit your thesis.
Once you have agreed to the Submission Agreement/Terms you will be sent to a form. Carefully read the directions and fill out the form.

• **Title**: The Title of your thesis needs to be in Headline Capitalization. In other words capitalize “nouns, pronouns, and verbs, and all other words of four or more letters” (quote from *The New York Times Manual of Style and Usage*).

• **Author**: Enter your email address, first and last name & institution (It should be the name and information you entered from creating your account).
Submission Form Continued...

- **Date of Award**: The Semester you graduate.
- **Degree Name**: Enter your specific degree title as it appears on the title page of your thesis.
- **Department**: Select the appropriate department from the drop down list.
Submission Form Continued...

- Enter the names and email address of your three committee members
- Enter your Committee Chair as the First Advisor
Submission Form Continued…

• **Keywords:** The words you enter will help visitors find accurate results when they search Digital Commons. Input up to 6 keywords separated by commas. These keywords should be terms not already used in the title or abstract.

• **Subject Categories:** Select the disciplines which best describe your document. Although it is not necessary, more than one discipline can be added.
Submission Form Continued...

- **Abstract**: Often abstracts will be the only way readers can determine if they want to view your work. As a result it is important to provide a well written and descriptive abstract to your project.

- **Comments**: Additional comments or information about the document can be added in this field. Please be aware that anything included in this field will be subject to Graduate College and Digital Commons approval, and if accepted, will display on the public record of your document.
• **Upload File**: Select the “Upload file from your computer” option and navigate to your thesis.

• **Additional Files**: Select this option if you have additional files you would like to make publically available. Examples of additional files are copyright release form, audio/video files from a recital, art exhibit, etc.

• **Submit**: Once you have submitted your thesis and required information, you will be able to see the information you entered. At this point you may log out of Digital Commons through the “My Account” link.
After you hit “Submit” on the form, you will be sent to a page listing the information you entered.

1. Double check the information you entered is correct.
2. If you have corrections click “Revise Submission”
3. This will take you back into the previous screen and you can make any necessary changes to the metadata.
4. Be sure to click “Save” after any changes are made.
You will receive a confirmation email when you have submitted a thesis.

You can click here to view the status of your submission, to submit revisions or contact administrators. You will receive another email alerting you when the Office of Graduate and Continuing Studies has finished the format check.
You will receive an email when the Office of Graduate and Continuing Studies has reviewed your thesis for formatting errors.

Click here to review and submit revisions.
The link in the email will send you here where you can review the requested revisions and revise your thesis.

Click “View decisions” to see your formatting errors.
This page lists all the decision letters you received about your formatting errors. If you received multiple letters, you can view them all here.

Click here to view your formatting errors.
Review the formatting revision requested by the Office of Graduate and Continuing Studies. When you have made the changes, upload your updated thesis.

Once you are done correcting your formatting errors, click “Revise thesis/dissertation” to upload the corrected document.

Click here to view your formatting errors.
View Decisions

To view decisions by either your committee or the Office of Graduate and Continuing Studies, click on the “View decisions” link.

Then click on one of the “Decision Letters” to view comments.
Decision Letters

Attachments will appear below the decision. Your letter may also provide feedback if an attachment is not available.

You will also receive this letter as an email that you may click into the system to access the attachments.
Submitting Revisions

Once you have made your revisions, click on the “Revise Thesis” link to upload your submission.

Scroll down the page to upload the new file to the system.
• After all your committee members have reviewed and verified the document/information you submitted, your DNP Scholarly Project will be posted into Digital Commons. You will receive an email stating that it has been posted and how you can print a copy of your DNP Scholarly Project.
Electronic DNP Scholarly Project Workflow – For Students

Log into GUS: Input Committee Members
Submit: Proposal

Create account in Digital Commons

Input metadata & Upload thesis for Format Check

Email from Digital Commons stating that thesis has been accepted for Format Check

Thesis sent to committee members to verify

Email from Digital Commons stating that thesis has been verified by committee members and posted in the library repository

Accepted

Additional Edits Required

Email from Graduate Office stating that thesis needs additional edits for Format Check

Complete edits needed for Format Check

Submit revision to Digital Commons

Additional Edits Required
Supplemental Files Upload

Upload the full text of your DNP Scholarly Project here. If you upload a Word document, the system will automatically create a PDF copy of your document.

If you check that you have additional files, you will be sent to an additional page where you can upload those files.
If you have additional files to upload, you will be sent to another screen to add those files.

1. Choose “Browse” to find additional files to upload.
2. Deselect the “Show” box so files will not be available to the public.
3. Type in a title or descriptor for the file.
4. Click “Save”
5. Click “Continue”
If you have any questions, please contact:

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