

Virginia Henderson International Nursing Library Online Research Repository (“VHL repository” or “the repository”)

Eleven-Step Instruction Guide for Full-Text Submissions

You must register with the VHL repository and receive authorization to a specific collection or collections prior to submitting items to the repository. For registration instructions, please see the separate guide posted under the repository’s “Helpful Guides and Info.” tab.

The following steps will lead you through the submission process. Helpful screenshots from an actual submission are provided as additional support. The actual screens may vary slightly depending on collection.

Step 1 – Gather the general information that you would like to include in your item’s record, such as title, keywords, sponsors, abstract text, author contact information, and other pertinent details that you may want to include prior to logging in to the repository and beginning the submission process.

Step 2 – Go to the VHL repository home page at www.nursinglibrary.org. Click on “**Login**” and sign in to the system.



Step 3 – Click on the “**Submit to the Repository**” tab located on the menu bar at the top of the homepage.



Step 4 – Choose the appropriate collection. Based on your personal access level and authorization, you may only see one collection. The example below shows access to many collections.

After selecting the appropriate collection, click **“Next.”**

Submit: Choose Collection

Select the collection you wish to submit an item to from the list below, then click "Next". [More Help...](#)

Collection

- DNP Program Projects (containing Translational Research Studies)**
 - ASU - Alcorn State University School of Nursing, Doctor of Nursing Practice Projects
 - DSU - Delta State University, Robert E. Smith School of Nursing, Doctor of Nursing Practice
 - MUW - Mississippi University for Women College of Nursing & Speech Language Pathology,
 - UMMC - University of Mississippi Medical Center School of Nursing, Doctorate of Nursing Pr
 - USM - University of Southern Mississippi School of Nursing, Doctor of Nursing Practice Proje
 - UTHSC at Houston - The University of Texas Health Science Center, Doctorate of Nursing P
- Electronic Theses and Dissertations**
 - Diverse Submissions (Abstracts)
 - UMMC - University of Mississippi Medical Center School of Nursing, Dissertations
- Independent Submissions**
 - Diverse Submissions (Research Study Abstracts)
- Other**
 - Presentations (Abstracts)
 - Research Study

Cancel Next >

Note: As you work through the submission process, a bar at the top of each page will highlight the current step. The steps may change depending on the collection you are submitting to, but the progress bar will always be visible.

Pre-Authorization Pre-populate Initial questions Describe Verify License License Complete

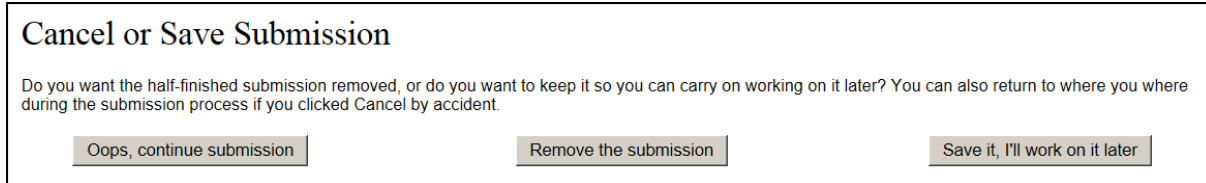
Each step will also have buttons at the bottom of the page that allow you to move forward as well as to go back, if needed.

< Previous Cancel/Save Next >

You also have the option to cancel or save and exit. This is helpful if you are partially through the submission and find that you are unable to complete it during a single session, or if you want to remove a submission and start over. Save and exit to finish a submission at a later time.

Step 4 – continued.

When you select the “**Cancel/Save**” option, the following screen appears with three choices: “**Oops, continue submission,**” “**Remove the submission,**” or “**Save it, I’ll work on it later.**”

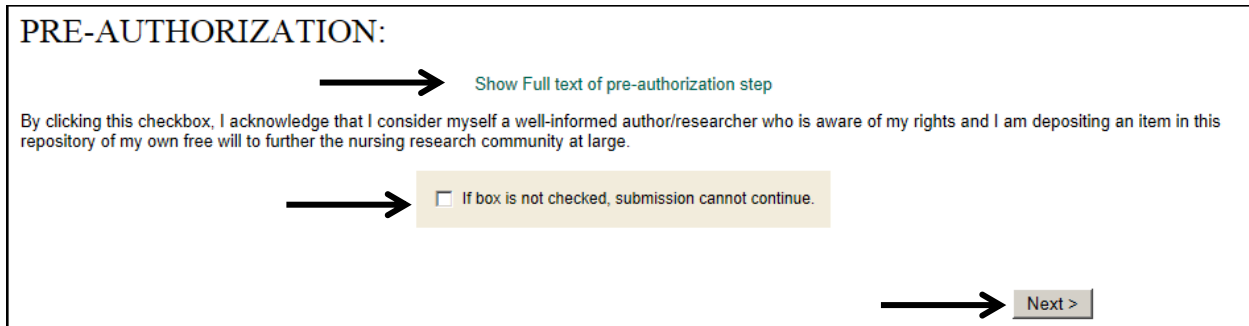


Incomplete submissions are accessed by clicking on the “**My Profile**” tab on the menu bar at the top of the VHL repository home page.



Step 5 – You will be taken to a page that provides important information regarding submitting items to “open access” repositories. You will be asked to indicate that you have read the information and choose to proceed. This is a required step to ensure that you are a well-informed submitter to the VHL repository.

To read the full text of the statement, click on the link. If you agree with the information, check the box and click on “**Next**” to continue the submission process.



Step 6 – Depending on the collection, you may be (1) taken to a pre-populate screen and/or (2) asked a set of initial questions. These questions are designed to simplify the submission process by pre-populating fields and/or limiting the information fields you will be asked to fill in during the item description phase. Fill in all necessary information, if applicable, and click on “Next” to proceed to the next screen.

Pre-Authorization Pre-populate Initial questions Describe Verify License License Complete

Submit: Describe your Item

There are two methods of submitting items to this repository: you can either enter the item's descriptive information (metadata) manually or pre-populate some of the fields using a PubMed ID or a DOI. You will then be able to add a file or files, or submit the metadata only (you will be able to add a file later). You will be able to review and edit your submission before it is archived. You will also be required to accept a standard license agreement.

NOTE: Some publishers have certain conditions about you self-archiving work they have already published. You can look up their policies on SHERPA's Romeo database.

- If you have a PubMed ID, or a publisher's DOI you can enter it below. The information available from these sources will be used to pre-populate the submission form. You will still be able to update any of these fields or add additional metadata.

PubMed ID

Publisher's DOI

- To manually enter the item metadata click the 'Next>' button below to go straight to the submission form.

Click 'Next >' to continue.

< Previous Cancel/Save **Next >**

Pre-Authorization Pre-populate Initial questions Describe Verify License License Complete

Submit: Describe this Item

Please check the boxes next to the statements that apply to this submission. [More Help...](#)

The item has more than one title, e.g. a translated title

The item has been published or publicly distributed before

< Previous **Next >** Cancel/Save

Step 7 – During the item description phase, you will be asked to fill in basic information. These information fields may change based on the collection objectives. Some information is required; other information is optional. Please feel free to enter all data you have available and that you wish to share with your fellow nurses and other researchers who will utilize the VHL repository. Answer questions appropriately for your specific item type. The screen below is an example of the information you will be asked to provide.

Submit: Describe your Item

Please enter the requested information about your submission below. ([More Help...](#))

Fields marked with "*" are required.

Select the language of the main content of the item.

Language

Please indicate the extent of the item to be deposited.

* Category

Enter the main title of the item.

* Title

Enter the name of the author(s). Primary author first.

* Author <input type="text"/>	<input type="text"/>	<input type="button" value="Add More"/>
<i>Last name</i> e.g. Smith	<i>First name(s) + "Jr"</i> e.g. Donald Jr	

If the primary author is an STTI member please select the appropriate chapter from the list.

* Author Membership

(Intentionally left blank, please proceed to Step 8)

Step 8 – Uploading Files. After the item description phase is completed, you will need to upload the actual file(s). Click on the **“Browse”** button (as depicted below) to search your computer for the file. When the appropriate file has been selected, it will appear in the **“Document File”** field. Add an appropriate description in the **“File Description”** field, then select **“Next”** to proceed to the following screen.

Click 'Browse' to search for the file you wish to upload from your computer. [More Help...](#)

Please note that VHL is able to preserve the content of certain types of files better than other types. [Information about file types and levels of support for each are available.](#)

To skip this step please click 'Skip'

Document File: C:\Users\kimberly\Desktop\Jibberish.docx **Browse...**

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

File Description: Main File

To discuss item embargos, please contact the Library Administrator at: librarymanager@nursinglibrary.org.

< Previous Cancel/Save Skip > **Next >**

The following page will appear. You may add an additional file or files if needed by selecting the **“Add Another File”** option. Files must be converted to Adobe PDF format when feasible (e.g., it is not feasible to convert a video file to Adobe PDF format). Please select that option from the drop-down menu and select **“Go.”** Depending on the size of the file and the speed of your computer, this may take several minutes. Large files may need to be divided and saved as multiple files and uploaded.

Your file was successfully uploaded. To verify, click on the file name below.

The table below shows the files which have uploaded for this item. [More Help...](#)

Primary bitstream	File	Size	Description	File Format	Convert to	
	Jibberish.docx	13806 bytes	Main File Change	Microsoft Word (known) Change	Choose Go	Remove

[Add Another File](#)

< Previous Cancel/Save Next >

Step 8 – continued.

After conversion, **(1)** remove the original file format by selecting the “**Remove**” option located to the right of that file. If you do not remove the original file, both file formats will become a part of your submission; this is unnecessary. Repeat the original file removal step as necessary for any additional files that you uploaded in the prior step. The removal option may also be used if a file was uploaded in error.

(2) You also have the option to make certain that you chose the correct conversion format, Adobe PDF. If the converted file format is incorrect, select the “**Change**” option.

(3) You may add another file at this point, if necessary.

(4) There is the option to utilize the “**Checksums**” feature, which allows you to verify that the uploaded file is the same file as on your computer and that no changes were made during the upload procedure. This may be accessed by selecting the “**More Help**” option.

(5) Click on “**Next**” when you are satisfied that the upload and conversion process is correct.

The table below shows the files which have uploaded for this item. [More Help...](#) **4**

Primary bitstream	File	Size	Description	File Format	Convert to	
<input type="radio"/>	Jibberish.docx	13806 bytes	Main File Change	Microsoft Word (known) Change	Choose Go	Remove 1
<input type="radio"/>	Jibberish.pdf	13112 bytes	Main File Change	Adobe PDF (known) Change 2	N/A	Remove

[Add Another File](#) **3**

< Previous Cancel/Save [Next >](#) **5**

(Intentionally left blank, please proceed to Step 9)

Step 9 – Upon completion of the item description phase, you will be given a chance to review the information that you entered. If you would like to make corrections and/or additions, please click on the “**Edit**” buttons located to the right of each section. You will be taken back through each of the submission steps in order to make the changes. When you are satisfied with your information as entered, select “**Next.**”

Submit: Verify Submission

Please check your submission below. You may edit your submission by selecting the 'Edit' button. [More Help...](#)

Item has more than one title:	No	<input type="button" value="Edit"/>
Previously published item:	No	
Item consists of more than one file:	No	

Language	None	<input type="button" value="Edit"/>
Category	Abstract	
Title	Sample Abstract Only Submission Process	
Author	Smith, Eva	
Author Membership	Alpha Beta	
Additional Author information	Eva Smith, PhD, RN, FAAN, email: esmith@abc.edu	
Type	Research Study	
Conference year	None	
Conference Name	None	
Conference Host	None	
Conference Location	None	
Keywords	test example	
Abstract	test, please ignore	
Sponsors	None	
Description	None	

(Intentionally left blank, please proceed to Step 10)

Step 10 – You will be given the opportunity to assign a Creative Commons (CC) License to your work. A CC License allows you to set parameters for what you will or will not allow others to do with your work. Remember, you are **not** assigning copyright over to the VHL repository, and selecting a CC License is **not** required.


To select a license, answer the questions according to your preferences, and click on the **“Select a License”** button. See example screenshot below. If you do not wish to select a license, select the **“Skip Creative Commons”** option.

If a license option is selected, an appropriate CC icon will appear with your item once it has been approved and made publicly available in the repository. This will let the public know how you have chosen to share your work with them.

For more information about what a CC License is, please visit <http://creativecommons.org/about/licenses>.

Submit: Use a Creative Commons License

To license your Item under Creative Commons, follow the instructions below. You will be given an opportunity to review your selection. Follow the 'proceed' link to add the license. If you wish to omit a Creative Commons license, press the 'Skip Creative Commons' button.



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Allow commercial uses of your work? ([more info](#))

Yes
 No

Allow modifications of your work? ([more info](#))

Yes
 Yes, as long as others share alike ([more info](#))
 No

Select a License

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Creative Commons does not provide legal advice or services. We provide form legal documents; the rest is up to you.


< Previous Cancel/Save **Skip Creative Commons >**

Step 10 – continued.

If a license option is selected, the following page will appear. To keep the license, click on the “proceed” option. To discard the option, click on the **"Skip Creative Commons"** link at the bottom of the page.

Submit: Use a Creative Commons licence

To license your item under Creative Commons, follow the instructions below. You will be given an opportunity to review your selection. Follow the 'proceed' link to add the licence. If you wish to omit a Creative Commons licence, press the 'Skip Creative Commons' button.



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You have selected the [Attribution 3.0 Unported License](#).
This license is permanently located at
<http://creativecommons.org/licenses/by/3.0/>.

You may now [proceed](#)

To accept the chosen license and proceed, click here.

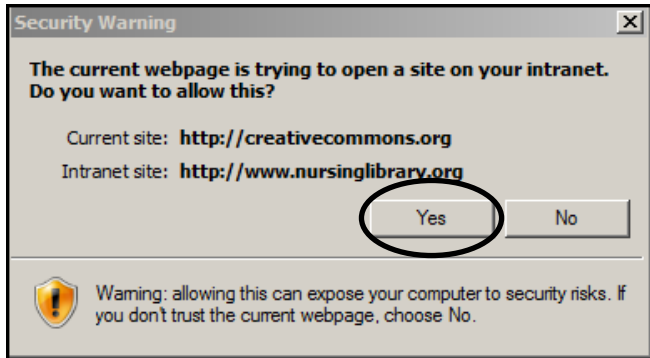
To decline the chosen license, click here.

< Previous Cancel/Save **Skip Creative Commons >**

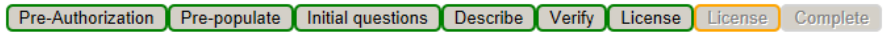
(Intentionally left blank, please proceed to next section)

Step 10 – continued.

Depending on your computer security and firewall settings, you may get the following warning after you select the proceed option. Select “**Yes.**” It may take several moments for the page to refresh. Please wait patiently for the next screen to appear.



Step 11 – As the last step, you need to carefully read through the VHL repository Distribution License to understand the license to which you are agreeing (sample below for informational purposes only) and what you are allowing the Honor Society of Nursing, Sigma Theta Tau International and the VHL repository to do with your work. This is a separate license from the CC License, and it **is required**. We suggest printing this license for your records.

A horizontal navigation bar with buttons for "Pre-Authorization", "Pre-populate", "Initial questions", "Describe", "Verify", "License", "License" (highlighted in orange), and "Complete".


There is one last step: In order for VHL to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license. [More Help...](#)

Not granting the licence will not delete your submission. Your item will remain in your "My Profile" page. You can then either remove the submission from the system, or agree to the licence later once any queries you might have are resolved.

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For more information about licensing please go to this page [SHERPA/RoMEO](#)

By clicking 'I Grant the License' button you are also completing the submission process for this item.

A large black curved arrow pointing from the text above to the two buttons below.

If you agree to the terms, please click “**I Grant the License,**” and this will automatically complete your submission and the following notice will appear.

Step 11 – continued.

If you do not grant the license, your item will not be submitted to the repository but will remain in your "**My Profile**" page. You can then either remove the submission from the system or agree to the license later, once any queries you might have are resolved.

Submit: Submission Complete!

Your submission will now go through the collection's review workflow. If there is no workflow, your submission will enter VHL. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My Profile page.

[Go to My Profile](#)

[Communities and Collections](#)

After submission, your item will go through the chosen collection's review process. You will receive a notification if your item is rejected, requires revisions, or is accepted. To track the progress of your submission, select the "**My Profile**" tab on the menu bar at the top of the VHL repository home page and scroll down to the "**Status of submissions in workflow**" section.