Virginia Henderson Global Nursing e-Repository ("Henderson repository" or "the repository")

Revision and Re-Submission Instructions

If your submission has been rejected by a reviewer for any reason, you will receive a system automated email with the subject line: **"Henderson Repository: Submission Rejected."**

This email notice will contain: (1) item identifiers, (2) the rejection reason(s), and (3) a link to your account page within the Henderson Repository.

(You may always keep track of any items that you have created and/or submitted by accessing your "My Profile" page via the Henderson Repository home page. You must be logged in to view this option.)

The email will be sent by no-reply@nursingrepository.org. Please edit your email spam filter to allow for emails originating from this address.

To revise your submission and resubmit please use the following steps.

Step 1 – Preparing to Submit. Make all necessary revisions to your document(s) and save it/them. To upload your revised document(s) within the same collection, you do not need to start a new submission.

If your submission has been rejected because a reviewer feels that it is better suited for another collection within the Henderson Repository, you will need to begin a <u>new</u> submission within that second collection and request additional submission authorization, if necessary. The original submission will still be available, and initial information entered there may be copied/pasted.
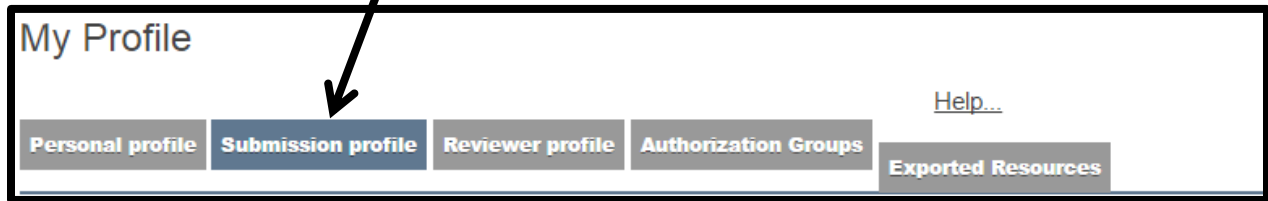
Step 2 – Accessing Original Submission. If you are asked to revise the submission and resubmit, there are two ways to access the original submission:

(1) Follow the link provided in the email. You will be asked to log in to your repository account if you aren't already logged in, and taken to your **"My Profile"** tab automatically.
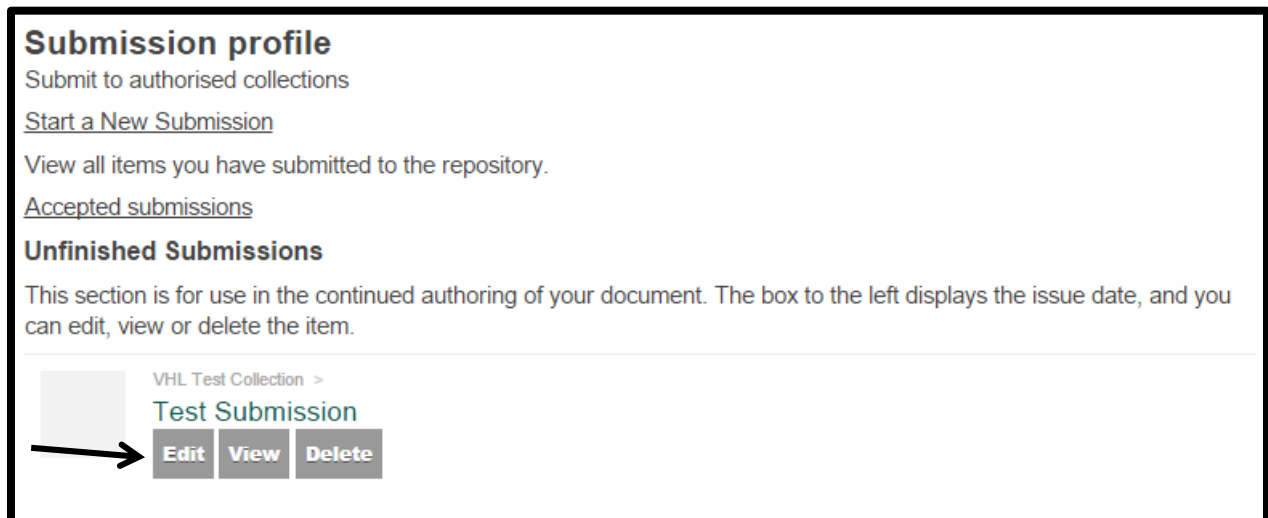
(2) Alternative to option (1), above: Simply go to the Henderson Repository home page at www.nursingrepository.org, click on the log in link in the upper right-hand corner, and upon logging in, select the **"My Profile"** tab from the choices at the top of the page.

Step 2 – continued. Click on the **"Submission profile"** option in the Index section, or simply scroll down to the section.

My Profile

Help...

Personal profile | **Submission profile** | **Reviewer profile** | **Authorization Groups**
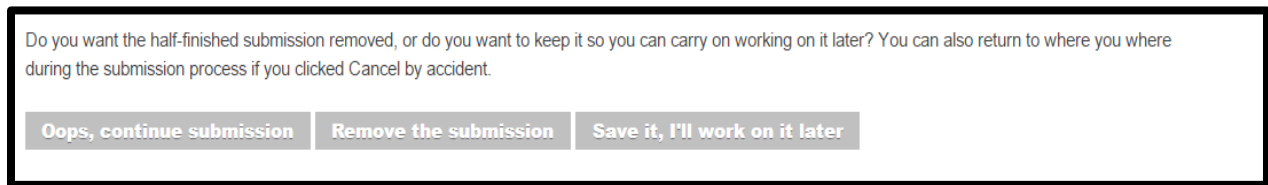
Exported Resources

Step 3 – Locating the Submission to be Revised. It will appear in your **"Unfinished Submissions"** section of your Submission Profile. You may have only one submission listed. Click the **"Edit"** option next to the desired submission. This will open the submission, enabling you to make revisions. (Selecting "**View**" will allow you to view your submission without changing anything. "**Delete**" will completely remove the item from your workspace.)

Submission profile

Submit to authorised collections

Start a New Submission

View all items you have submitted to the repository.

Accepted submissions

Unfinished Submissions

This section is for use in the continued authoring of your document. The box to the left displays the issue date, and you can edit, view or delete the item.

VHL Test Collection >
Test Submission

Edit | **View** | **Delete**

Step 4 – **Revisiting the Submission Steps.** You will revisit the submission steps that were used during the initial submission process. Please review all of the information orginally selected or entered during the description phase, and make changes as necessary. Navigation buttons are always located at the bottom of the input screens. To proceed through the steps, click on **"Next"** at the bottom of the screen. Go back to a previous screen by clicking **"Previous."** To cancel changes or save and work on the submission later, click on the **"Cancel/Save"** option. This option is helpful if you have partially completed the submission and find that you are unable to finish 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.

Click 'Next >' to continue.

| < Previous | Next > | Cancel/Save |

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."**

Do you want the half-finished submission removed, or do you want to keep it so you can carry on working on it later? You can also return to where you where during the submission process if you clicked Cancel by accident.

| Oops, continue submission | Remove the submission | 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 repository home page.

Step 5 – Removing the Original File. When you reach the upload files screen, remove the original file by selecting the **"Delete"** option, as shown in the example below.

Submit: Uploaded Files

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

The table below shows the files which have uploaded for this item.   More Help...

Primary bitstream	File Details	Actions
○	Name: Document One.pdf Size: 14225 bytes Description: *None*	Delete Edit

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. Click here for more information. Show checksums

| Add Another File | < Previous | Next > | Cancel/Save |

Step 6 – **Uploading a Different File.** You will then see the original File Upload screen. Click on the **"Choose File"** button (as depicted below) to search your computer for the revised file. When the appropriate file has been selected, the name will appear next to the button. Add an appropriate description in the **"File Description"** field, then select **"Next"** to proceed to the next screen.

The following page will appear. 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). If you have not already saved your file in 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.

After conversion, **(1)** remove the original revised file by selecting the **"Delete"** option located to the right of that file. If you do not remove the original revised 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.

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

(3) There is the option to utilize the **"Show 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.

(4) Click on **"Next"** when you are satisfied that the upload and conversion process is correct.

Step 7 – **Reviewing the Submission.** 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."**

Virginia Henderson International Nursing e-Repository >

Submit: Verify Submission

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

Almost there!

Please check your submission below. You may edit your submission by selecting the 'Edit' button.   More Help...

If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files you've uploaded - a new window will be opened to display them.

Item has more than one title:	No	Edit
Previously published item:	No	

Language	English (United States)
Category	Full-text
Title	Test Submission
Author	Munsch, Kathleen
Author Membership	Non-member
Additional Author Information	Kathleen Munsch, MLS, Bon Vivant, World Traveler, e-mail: kathleen@stti.org
Type	Article
Level of Evidence	Other
Research Approach	N/A
Conference year	None
Conference Name	None
Conference Host	None
Conference Location	None
Keywords	test test
Abstract	This is my abstract. It will be followed by a file, because we no longer accept abstract only items.
Sponsors	None
Description	None

(Edit button located to the right of this section)

Uploaded Files	Document One.pdf - Adobe PDF (Known)	Add or Remove a File

< Previous   Next >   Cancel/Save

Step 8 – Selecting a Creative Commons License. You may need to reselect the Creative Commons (CC) License or skip it as you did in the original submission. For convenience this step is described in full:

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 Henderson 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 choose to share your work with them.

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

Step 8 – 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.

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 9 – Granting the Distribution License. As the last step to submitting your revised item, you will again be required to read and agree to the Henderson Repository Non-Exclusive Distribution License. For convenience, this step is described in full:

Carefully read the Henderson Repository Non-Exclusive 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 Henderson Repository to do with your work. This is a separate license from the CC License, and it **is required**. We suggest printing the license for your records.

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. 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.

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