



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 new 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.

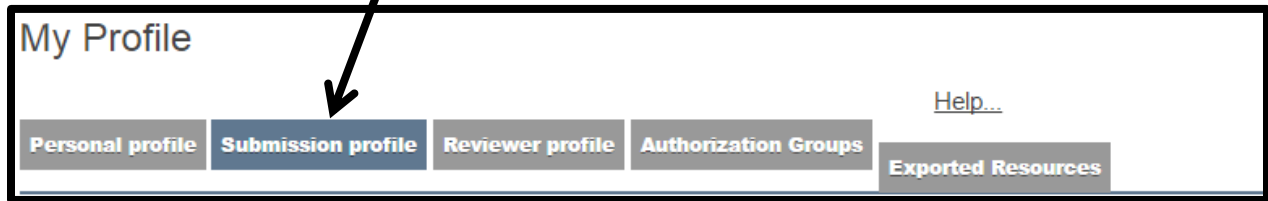
Step 2 – Accessing Original Submission. If you are asked to revise the submission and resubmit, there are two ways to access the original submission:

(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.

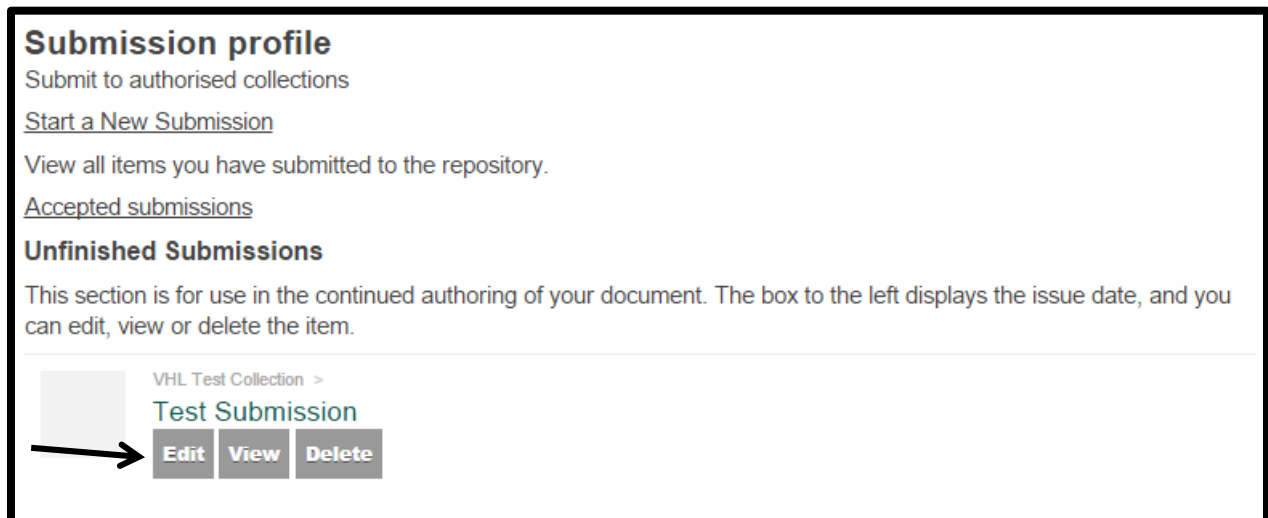
(2) Alternative to option (1), above: Simply go to the Henderson Repository home page at www.nursingrepository.org, click on the log in link in the upper right-hand corner, and upon logging in, select the **“My Profile”** tab from the choices at the top of the page.



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



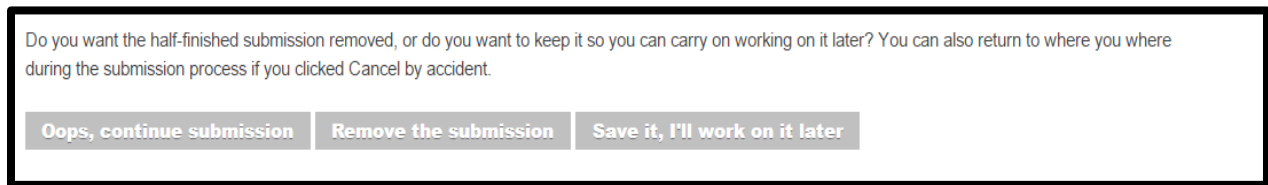
Step 3 – Locating the Submission to be Revised. It will appear in your “**Unfinished Submissions**” section of your Submission Profile. You may have only one submission listed. Click the “**Edit**” option next to the desired submission. This will open the submission, enabling you to make revisions. (Selecting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



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 originally 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.

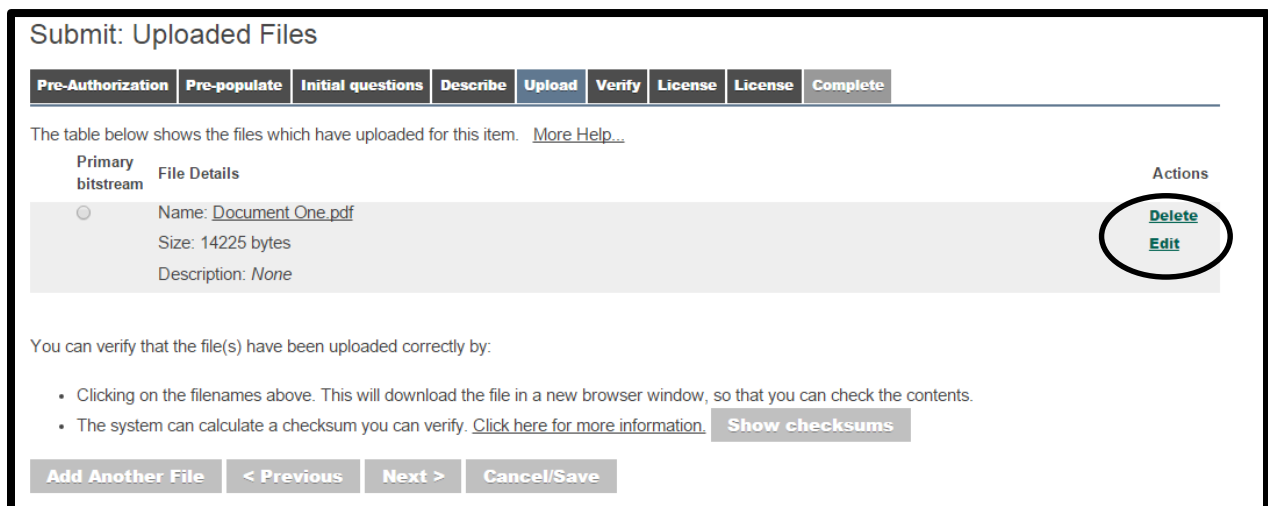


When you select the **“Cancel/Save”** option, the following screen appears with three choices: **“Oops, continue submission,” “Remove the submission,”** or **“Save it, I’ll work on it later.”**



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



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.

Submit: Upload a File

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

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

Please note that the Virginia Henderson Global Nursing e-Repository 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.](#)

Document File:
Choose File No file chosen

File Description:

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

To discuss item embargos, please contact the Repository Manager: repository@stti.org.

< Previous **Next >** Cancel/Save

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.

Submit: File Uploaded Successfully

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

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 Details | Actions |
|-----------------------|---|--|
| <input type="radio"/> | Name: Document One.docx Size: 12008 bytes Description: Document Convert to: Adobe PDF | 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

Henderson Repository – Resubmission Instructions

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.

Virginia Henderson International Nursing e-Repository >
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 |
|-----------------------|---|--|
| <input type="radio"/> | Name: Document One.docx Size: 12008 bytes Description: Document Convert to: <input type="text" value="Choose"/> Go | Delete Edit |
| <input type="radio"/> | Name: Document One.pdf Size: 14225 bytes Description: Document | 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

Annotations: 1 points to the Delete/Edit links in the table. 2 circles the Add Another File button. 3 points to the Show checksums button. 4 circles the Next > button.

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.**”

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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 | Edit |
| Conference year | None | |
| Conference Name | None | |
| Conference Host | None | |
| Conference Location | None | |
| Keywords | test test | |
| Abstract | <p>This is my abstract. It will be followed by a file, because we no longer accept abstract only items.</p> | |
| Sponsors | None | |
| Description | None | |

| | | |
|----------------|--|-----------------------------|
| 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>.

Use a Creative Commons License

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

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.

 **creative commons**
CHOOSE A LICENSE
provided by [Creative Commons](#)

Creative Commons licenses help you share your work while keeping your copyright. Other people can copy and distribute your work provided they [give you credit](#) -- and only on the conditions you specify here. This page helps you choose those conditions.

If you want to share a work you created with no conditions, choose [CC0](#). If you're sharing a work that isn't covered by copyright or on which the copyright has expired, choose the [Public Domain Mark](#).

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

Note: To license a work, you must be its copyright holder or have express authorization from its copyright holder to do so.

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 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.

The screenshot shows a web interface titled "Use a Creative Commons License". At the top, there is a navigation bar with buttons: Pre-Authorization, Pre-populate, Initial questions, Describe, Upload, Verify, License (highlighted), License, and Complete. Below the navigation bar, the heading "Submit: Use a Creative Commons License" is displayed. The main content area contains the following text: "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." Below this text, there is a box containing: "provided by [Creative Commons](#)", "You have selected the [Attribution 4.0 International License](#).", "This license is permanently located at <http://creativecommons.org/licenses/by/4.0/>.", and "You may now [proceed](#)". An arrow points from the text "To accept the chosen license and proceed, click here." to the "proceed" link. Below this, another arrow points from the text "To cancel and discard the chosen license, click here." to the "Skip Creative Commons" button in the bottom navigation bar. The "proceed" link and the "Skip Creative Commons" button are circled in red.

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.

The screenshot shows a "Security Warning" dialog box with the following text: "The current webpage is trying to open a site on your intranet. Do you want to allow this?". Below this, it lists "Current site: <http://creativecommons.org>" and "Intranet site: <http://www.nursinglibrary.org>". There are two buttons: "Yes" and "No". The "Yes" button is circled in red. At the bottom, there is a warning icon and the text: "Warning: allowing this can expose your computer to security risks. If you don't trust the current webpage, choose No."

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.

Grant Licensure

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

There is one last step: In order for Virginia Henderson Global Nursing e-Repository 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.

NON-EXCLUSIVE DISTRIBUTION LICENSE By signing and submitting this license, you (the author or copyright owner) grant to the Virginia Henderson Global Nursing e-Repository (the Henderson Repository) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission including the abstract, descriptive metadata, and attached file[s] worldwide, in print and electronic format, and in any medium, including, but not limited to, audio or video. You agree that the Henderson Repository may, without changing the content, translate the submission to any medium or format for the purpose of preservation. You also agree that the Henderson Repository may keep more than one copy of this submission for purposes of security, back-up, and preservation. You further agree that the Henderson Repository staff may complete name authority work, add authorized subject headings based on author-submitted keywords, and add repository-related metadata to your entry. You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright. If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant the Henderson Repository the rights required by this license and that such third-party owned material is clearly identified and acknowledged within the text or SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN THE HEN OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT. I owner/co-owner of the submission and will make no alteration other than allowed by this license

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

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

To decline the chosen license, click here.

I Grant the License

I Do Not Grant the License

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.

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Submit: Submission Complete!

Your submission will now go through the collection's review workflow. If there is no workflow, your submission will enter the Virginia Henderson Global Nursing e-Repository. 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.

Submit another item to the same collection

Henderson Repository – Resubmission Instructions

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.