



Virginia Henderson Global Nursing e-Repository

A resource of the Honor Society of Nursing, Sigma Theta Tau International

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

Eleven-Step Instruction Guide for Submissions

Reminder: You must register with the Henderson Repository and receive authorization to a specific collection or collections prior to submitting items. For registration instructions, please see the separate guide posted under the repository’s [“Policies and Guidelines”](#) link in the “Quick Guides” menu.

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.

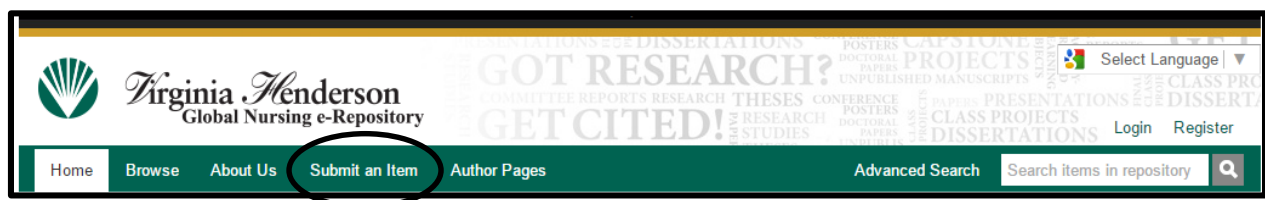
Step 1 – Preparation. Gather the general information that you would like to include in your item’s record, such as title, keywords, sponsors, abstract text, author contact information, and other pertinent details that you may want to include prior to logging in to the repository and beginning the submission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

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



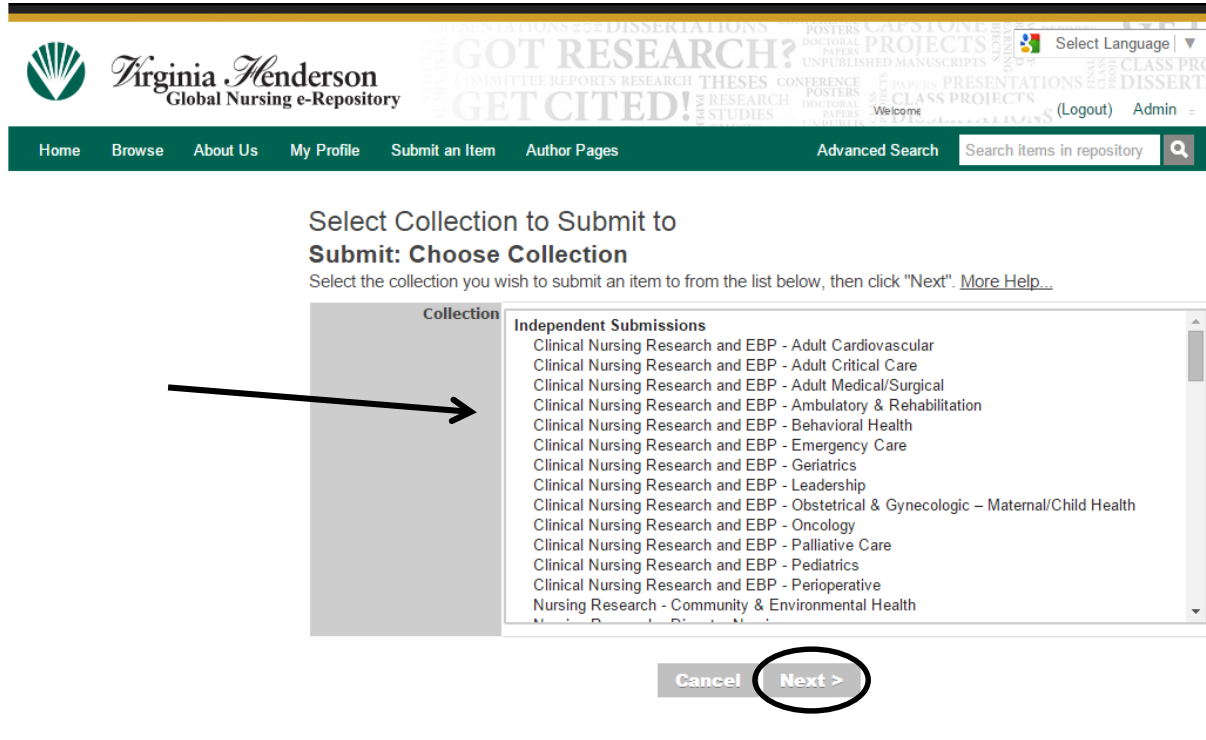
After logging in successfully, your name will appear in the upper right-hand corner.

Step 3 – Begin the Submission. Click on the “Submit an Item” tab located on the menu bar at the top of the homepage.



Step 4 – Collection Selection. 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.

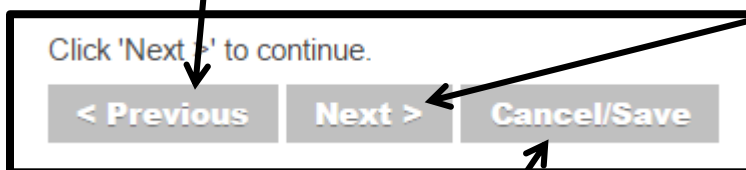
After selecting the appropriate collection, click **“Next.”**



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.



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.



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.**”

Cancel or Save Submission

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

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 were 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 Henderson Repository home page.

Home Browse About Us My Profile Submit an Item Author Pages Advanced Search Search items in repository

Step 5 – Pre-Authorization. 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 Henderson 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.

Virginia Henderson International Nursing e-Repository >

PRE-AUTHORIZATION:

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

Show Full text of pre-authorization step

By clicking this checkbox, I acknowledge that I consider myself a well-informed author/researcher who is aware of my rights and I am depositing an item in this repository of my own free will to further the nursing research community at large.

If box is not checked, submission cannot continue.

Next >

Step 6 – Lead-in Screens. 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.

Virginia Henderson International Nursing e-Repository >

Submit: Describe your Item

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

- 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.
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](#).

Click 'Next >' to continue

< Previous **Next >** Cancel/Save

Virginia Henderson International Nursing e-Repository >

Submit: Describe this Item

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

< Previous **Next >** Cancel/Save

Step 7 – Item Description. 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 Henderson Repository. Answer questions appropriately for your specific item type. The screen below is an example of the information you will be asked to provide.

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Submit: Describe your Item

Pre-Authorization	Pre-populate	Initial questions	Describe	Upload	Verify	License	License	Complete
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Please enter the requested information about your submission below. ([More Help...](#))

Fields marked with '*' are required.

Language

Select the language of the main content of the item.

*** Category**

Please indicate the extent of the item to be deposited.

*** Title**

Enter the main title of the item.

*** Author**

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

[Add More](#)

[Find and Add](#)

Step 8 – Uploading Files. After the item description phase is completed, you will need to upload the actual file(s). Click on the **“Choose File”** button to search your computer for the file. When the appropriate file has been selected, it will appear where the words **“No file chosen”** are printed. Add an appropriate description in the **“File Description”** field, then select **“Next”** to proceed to the following screen.

Virginia Henderson International Nursing e-Repository >
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.](#)

To skip this step please click 'Skip'

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 >** Skip > Cancel/Save

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.

You may convert your file to Adobe PDF format prior to accessing the repository.

Virginia Henderson International Nursing e-Repository >
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: <i>None</i> Convert to: Adobe PDF <input type="button" value="Go"/>	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.](#)

Add Another File < Previous Next > Cancel/Save

Step 8 – continued. After conversion, **(1)** remove the original file format by selecting the “Delete” 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 may add another file at this point, if necessary.

(3) 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.

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

The screenshot displays the 'Submit: Uploaded Files' page in the Henderson Repository system. At the top, a progress bar shows steps: Pre-authorization, Pre-populate, Initial questions, Describe, Upload, Verify, License, License, and Complete. Below this, a table lists two uploaded files: 'Document One.docx' (12008 bytes) and 'Document One.pdf' (14225 bytes). Each file row includes a radio button for selection, file details, and 'Delete' and 'Edit' action links. A '1' with an arrow points to the 'Delete' link for the .docx file. Below the table, instructions for verifying uploads are provided, including a 'Show checksums' button. A '3' with an arrow points to this button. At the bottom, navigation buttons include 'Add Another File', '< Previous', 'Next >', and 'Cancel/Save'. A '2' with a circle around 'Add Another File' and a '4' with a circle around 'Next >' are present.

Primary bitstream	File Details	Actions
<input type="radio"/>	Name: Document One.docx Size: 12008 bytes Description: None Convert to: <input type="text" value="Choose"/> Go	Delete Edit
<input type="radio"/>	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 9 – Review. 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

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)	Edit
Category	Full-text	
Title	Test Submission	
Author	Munsch, Kathleen	
Author Membership	Non-member	
Additional Author Info...	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	<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 File	Document One.docx - Adobe PDF (Known)	Upload a different file
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< Previous
Next >
Cancel/Save

Step 10 – Creative Commons License. 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 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 have chosen 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 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.

Use a Creative Commons License

Pre-authorization	Pre-populate	Initial questions	Describe	Upload	Verify	License	License	Complete
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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.

provided by [Creative Commons](#)

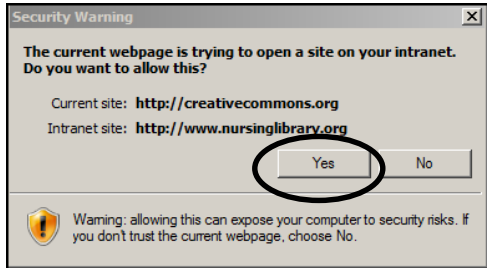
You have selected the [Attribution 4.0 International License](#).
This license is permanently located at
<http://creativecommons.org/licenses/by/4.0/>.

You may now [proceed](#) ← **To accept the chosen license and proceed, click here.**

To decline the chosen license, click here.

← [Skip Creative Commons](#) >

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 – Distribution License. As the last step, you need to carefully read through the Henderson 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 Henderson 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.

Grant Licensure

Pre-Authorization	Pre-populate	Initial questions	Describe	Upload	Verify	License	License	Complete
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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 content of the submission. **IF THE SUBMISSION IS BASED ON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN THE HENDERSON REPOSITORY, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.** The Henderson Repository will clearly identify your name as the author/co-author and/or owner/co-owner of the submission and will make no alteration other than allowed by this license to your submission.

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.

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.

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.

Virginia Henderson International Nursing e-Repository >

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](#)

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