Submission Checklist for UKnowledge

BEFORE SUBMISSION (if these items are not followed, your paper will be returned for revision)	
	Complete Formatting Checklist with advisor
	Submit UK CON Electronic DNP Project Approval form, signed by student and chair/advisor to Lisa Jackson (lisa.jackson@uky.edu). TIP: download form to desktop and save. Complete, sign and save before sending on to your chair for their signature.
	Convert your final project into the PDF document format. If you have difficulty uploading and your paper has pages that are landscape in addition to the portrait pages, before uploading again, rotate those pages within the document to portrait using Adobe Acrobat.
	Go to UKnowledge site and create an account: http://uknowledge.uky.edu • Choose **My Account,** then **Create new account**
SUBMITTING	
	After logging in to your account - choose **Submit DNP Project**
	Review Submission Agreement and continue to next page
	Fill in the appropriate information each section requests per the Submission Guide: Title, Author, Year of Publication, Embargo Period
	In the section where your Committee information is entered, enter the names in with Dr. in front of each name as appropriate. **Do not put degree information after their names** (e.g., Dr. Charles Smith NOT Charles Smith, PhD, BSN)
	Continue completing the following sections per the Submission Guide; Key Words, Subject Categories, Abstract
	Attach your final paper and any supplemental files, in PDF format, then submit
AFTER SUBMITTING YOUR PROJECT	
	You will receive a confirmation email that your paper has been submitted and will hopefully be published soon. At this point, the administrator of the DNP Projects site has also received a notification and will review your submission for any errors. The administrator will choose one of the following options: • Accept project for submission • Accept project for submission with minor corrections • Reject project for submission
	If you receive the second option, **Accepted with minor revisions**, it is important these are completed and resubmitted as soon as possible, per the instructions in the email.
	If your project is **rejected**, there will be instructions in the email recommending your next step.
	If you receive the first option, **Accepted with no revisions**, there is nothing more for you to complete.
	NOTE: you must receive final confirmation that your DNP Project has been published to the UKnowledge page to have completed the process and to fulfill the degree requirement.

If you need help with this process, please submit a request to DNP-UKnowledge@uky.edu