UKnowledge Submission Guide – DNP Project

UKnowledge (http://uknowledge.uky.edu/) is the University of Kentucky's institutional repository. It collects and provides free online access to the research deliverables and scholarly works produced by the UK community. UK DNP students are required to submit their DNP Projects to UKnowledge and **should take note of these requirements:**

1. The College of Nursing DNP Project Approval Form must be filled out, signed by both the advisor and the Assistant Dean for MSN and DNP Studies, and sent to Kathy Collins at kathy.collins@uky.edu. If the students have questions, they should seek clarification from their advisors.
2. In case the students wish to request an embargo (i.e., a delay in online access) on their DNP Project, their advisors must provide the Assistant Dean for MSN and DNP Studies with substantive reasons to secure an approval in advance of the submission of the Approval Form.
3. The students should ensure that their DNP Projects are free of errors. Once the College of Nursing has posted the DNP Projects on UKnowledge, corrections cannot be made unless the students submit an official request to the Assistant Dean for MSN and DNP Studies.
4. **Before submission, the students should convert their DNP Projects to PDF format**, ensure that the formatting is correct, and check that the file size is not over 100 megabytes. PDF files over the size limit may cause problems in the submission process. NOTE: Occasionally papers that have a combination of portrait and landscape pages will not upload correctly. If this occurs, please just rotate the landscape pages while in PDF format and upload the file again.
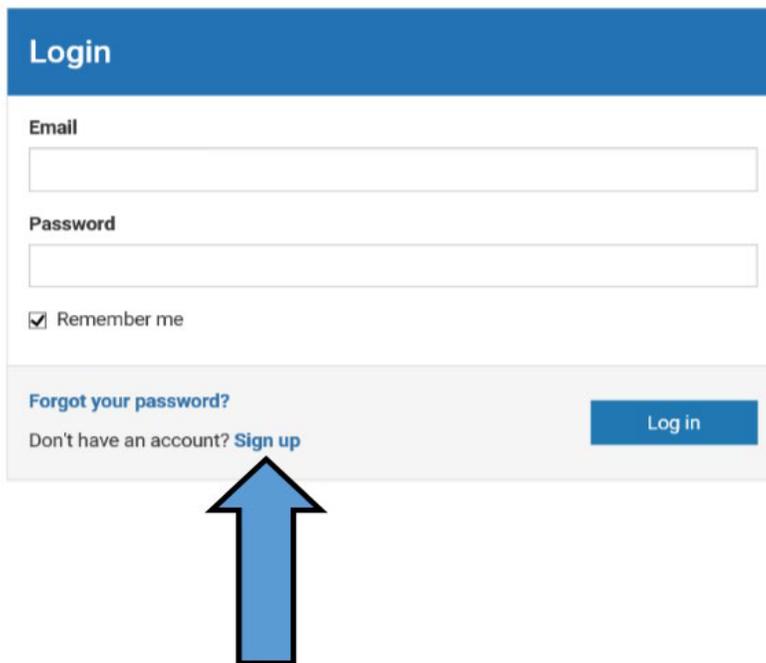
Students who meet these requirements should read this guide and proceed to submit their DNP Projects accordingly. Questions about online submission should be directed to Kathy Collins (859) 323-5624, unless specified otherwise.

Getting Started

You have to have a UKnowledge account (which is different than the UK Link Blue account) before you can submit your DNP Project to UKnowledge. If you do not have a UKnowledge account, visit this page: http://go.uky.edu/My-UKnowledge In case the URL does not work, go to this page: https://uknowledge.uky.edu/cgi/myaccount.cgi?context=

Click the **Sign up** link on the page.

Complete the registration form on the next screen. For the e-mail address, please provide one that you will still use after graduation. Type your name as it appears on your DNP Project.

Click the **Create Account** button to submit the registration form. Then check the e-mail address you used to create the UKnowledge account. You should receive a confirmation message like the one shown below. If you do not see the message in the inbox, check the junk mailbox.

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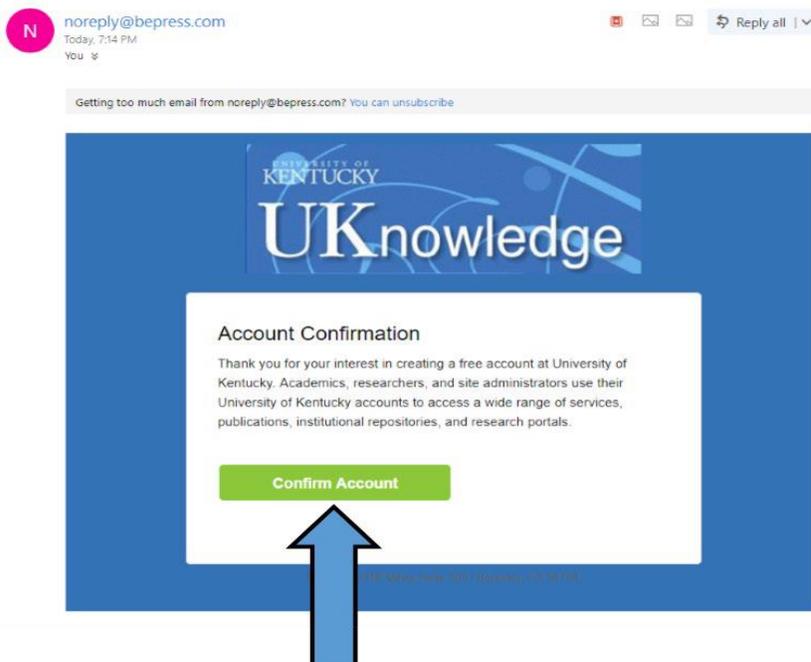
Click the **Confirm Account** button in the message. Your account is now activated.

The UKnowledge system works best with the FireFox and Chrome browsers.

Submission Login and Agreement

If you have not logged in yet, you will see a UKnowledge login page. UKnowledge recognizes users by their e-mail addresses, so you have to use the e-mail address you provided to create the account when you log in.

Once you are logged in, you will be presented an agreement. Please read the agreement carefully and print it for your record. Questions about it should be directed to Kathy Collins.

Check off the box and click the **Continue** button at the bottom.

☐ Please check this if you agree to the above terms.

Continue

Submission Data

Title – Copy and paste or retype the title of your DNP Project in the text box. It should be entered EXACTLY as it appears on your DNP Project.

REQUIRED ▶ Author

Use a permanent email address and enter "University of Kentucky" for Institution. Suffix refers to words such as Jr. and Sr., not Mr., Ms., Mrs., or Dr.

| Search For An Author Using: Last Name, First Name, Email, or Institution |

1					👤✗ 👤✎
Email	First	Middle	Last	Suffix	Institution
Search...					Search...

Author – Enter your e-mail address and name if the system does not automatically provide them. The e-mail address should be one that you will still use after graduation. The name should be identical to the one you used for UK student registration.

The "Suffix" field is for Jr., not Mr., Ms., or Dr. Enter "University of Kentucky" (without quotes) in the blank below "Institution."

UKnowledge tracks download rates and periodically sends you download counts of your DNP Project at the e-mail address entered here.

Year of Publication – Enter the year your DNP Project was approved by the advising committee.

Embargo Period (Duration of the delay in online availability of your DNP Project) – **Your advisor must file a request and provide the Assistant Dean for MSN and DNP Studies with substantive reasons for approval before you can impose an embargo during the submission process.** If you have any questions, contact Kathy Collins at (859) 323-5624.

If an embargo is not applicable in your case, leave the option at **No Embargo Required**. If the Assistant Dean for MSN and DNP Studies has approved an embargo, click the drop-down menu and select the approved duration.

Degree Name – Leave the default value (Doctor of Nursing Practice) as is.

Document Type – Leave the default value (DNP Project) as is.

REQUIRED Committee Chair

[ ]

Clinical Mentor

[ ]

Committee Member

[ ]

Committee Member

[ ]

Committee Chair, Clinical Mentor, and Committee Members – Enter the title and name of your Chair or Advisor, e.g., <mark>Dr. Charles Smith</mark>. DO NOT enter: Charles Smith DNP, APRN or Dr. Charles Smith, DNP, APRN. Enter only as Dr. Charles Smith, on this metadata page for each member of your committee.

Enter the name of your **Clinical Mentor** in the next field, then your remaining **Committee Member(s)**. Leave the last **Committee Member** box blank if this does not apply.

Keywords – Provide up to five keywords or phrases to describe your DNP Project. Separate each keyword by a comma.

REQUIRED Subject Categories

Please select at least one subject category that best fits your PIP. Subject categories will improve the indexing and retrieval of your thesis/dissertation. Click here to view the complete list of disciplines.

Available:
- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Selected:

[Select »]
[« Remove]

Subject Categories – Select appropriate subject categories from the menu on the left. If you are looking for specific categories, click the link noted "here" to view the complete list of disciplines and then expand the sections on the menu to locate the suitable categories.
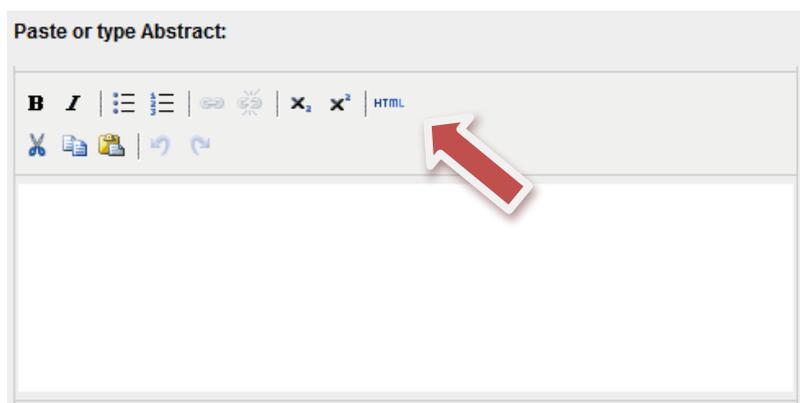
Accurate and specific subject categories will improve the online indexing and retrieval of your DNP Project.

REQUIRED Abstract

Learn how your abstract can improve the discovery of your thesis/dissertation in online searches.

Paste or type Abstract:

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Abstract – Copy and paste the abstract of your DNP Project in the abstract box. Do not add the word "Abstract" at the beginning; do not list keywords at the end.

The toolbar above the abstract box provides shortcuts to creating paragraphs, bullet lists, italics, bold, superscript, and subscript.

If there are special characters and/or specific formatting in your abstract, the best way to submit it is to click the **HTML** button and paste the text in the pop-up editor box. From there, you can use HTML tags to format the text as needed.

When the required text is in the abstract box, click the **Update** button on the pop-up box to insert the formatted text to the abstract box.

REQUIRED Upload Full Text

To locate your file: Click the **Browse** button to locate your manuscript on your computer.
Please ensure you are uploading a PDF.

Full text of submission:
○ **Upload file from your computer**
○ **Import file from remote site**

Upload Full Text – Click the radio button next to **Upload file from your computer**, select the PDF file of your DNP Project, and upload it. **Do not choose the other options to submit your DNP Project.**

Additional Files – If you do not have an additional file(s) such as data, graph(s) image(s), spreadsheet(s), audiovisual material(s) to accompany the DNP Project, skip this field and click the **Submit** button at the end to complete the submission process.

If you have one or more additional files for the DNP Project, check off the box and click the **Submit** button at the end to submit the additional file(s) on the next screen.

Click the **Browse** box and you can select a file to be uploaded. After a file has been uploaded, remember to click the **Save** button. Repeat this step as needed. When all additional files have been uploaded and saved, click the **Continue** button to complete the submission process.

What Happens Next

Your DNP Project is now under review. The College of Nursing staff will check the format within two to three business days to ensure that it meets all standards and requirements.
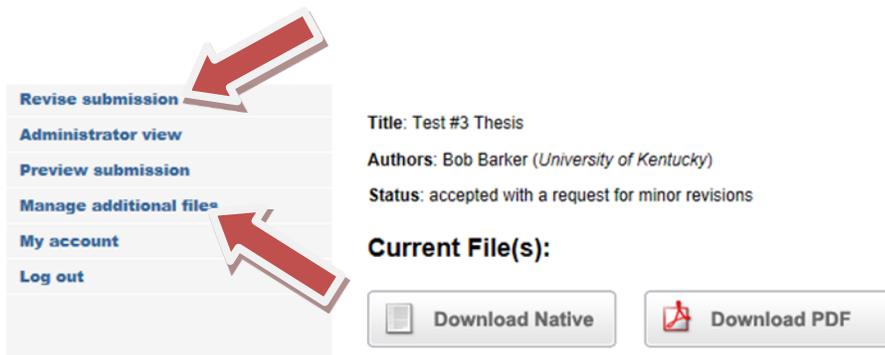
Once your DNP Project has been reviewed, you will receive a decision message by e-mail. The College of Nursing staff will either accept your submission or request that you make corrections to the DNP Project. If the latter, there will be a corrections sheet to guide you.

Revise and Resubmit

If you have to make corrections to the DNP Project, please read the College of Nursing's corrections sheet and revise your DNP Project as requested. If you have any questions, contact Kathy Collins at (859) 323-5624.

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After you have modified the document and converted it to a PDF file, refer to the College of Nursing's decision e-mail for instructions on how to submit the revised version to the UKnowledge record you have already created for your DNP Project. **Do not go through the original submission process all over again; or it will result in a separate, duplicate record and may delay the processing of your revised DNP Project.**

Click the link in the decision e-mail and log in the UKnowledge system to access a screen like this:

Click the **Revise submission** link on the left.

Scroll down the online form to the Upload Full Text section. Click the radio button next to **Upload file from your computer**, select the PDF file of your revised DNP Project, and upload it. Click the **Submit** button at the end to complete the submission process.

If you have to submit revised additional file(s), go back to the decision e-mail and click the link pointing to the screen shown above. Click the **Manage additional files** link and follow the instructions on page 8 to upload the revised additional file(s). Then click the **Continue** button to complete the submission process.

You will receive a confirmation message by e-mail when the submission process is completed.

The College of Nursing will post the accepted DNP Project on UKnowledge and notify you of its URL by e-mail. **If you ever wish to make revision to your DNP Project after it has been posted online, you MUST contact Kathy Collins at (859) 323-5624 and follow the proper procedures.** It is not acceptable to upload a revised DNP Project to UKnowledge without contacting the College of Nursing first.

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Hyperlinks and Contact Info Mentioned in This Guide

DNP Project Guidelines**: Listed under DNP Project Resources at https://nursing.uky.edu/current-students/policies-resources

DNP Project Approval Form: Listed under DNP Project Resources at https://nursing.uky.edu/current-students/policies-resources

Formatting Checklist for DNP Project: Listed under DNP Project Resources at https://nursing.uky.edu/current-students/policies-resources

UKnowledge Submission Guide: Listed under DNP Project Resources at https://nursing.uky.edu/current-students/policies-resources

Kathy Collins
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(859) 323-5624

UKnowledge
http://uknowledge.uky.edu/

UKnowledge e-mail address
UKnowledge@lsv.uky.edu

UKnowledge FAQ page
http://uknowledge.uky.edu/faq.html