Submitting Your Thesis, Doctoral Project or Dissertation to The Athenaeum: A Step-by-Step Guide
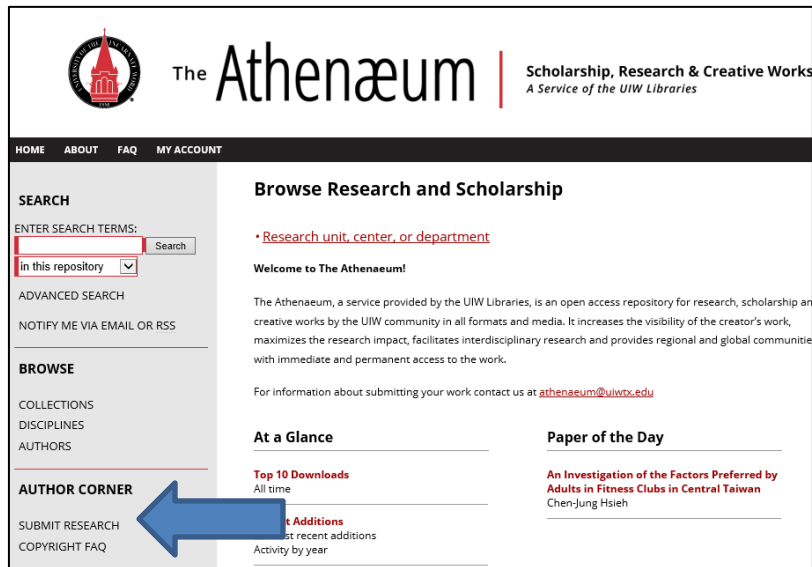
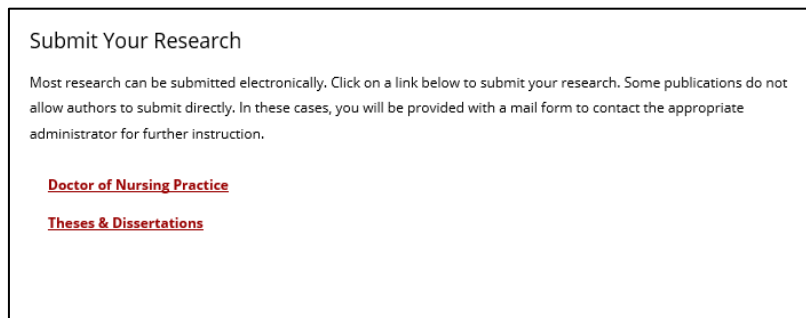1. Go to **The Athenaeum** homepage at http://athenaeum.uiw.edu/

   (Link can also be found on the Mabee Library webpage under Quick Links.)

2. On the homepage locate **Author Corner** and click on the link for **Submit Research**.

3. At the **Submit Your Research** page, select either Doctor of Nursing Practice or Theses & Dissertations.

   You will be directed to a Login page

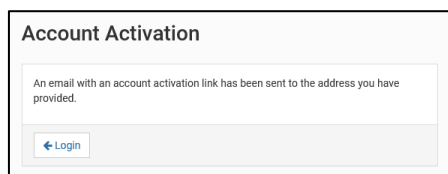
4. If you have never before used The Athenaeum -

   Sign up to create an account. After you have entered all information and selected the Create Account button, follow the prompts to complete the sign up process.

   Important: To continue to receive notifications about your work's download statistics, enter a permanent email address. Your UIW email address expires after you graduate.

5. If you have already created an account in The Athenaeum, type in your email and password. Then select **Login.**

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Don't have an account? **Sign up**

6. You will see a **Submission Agreement** page containing Submission Instructions, Submission Process and Submission Agreement. Read the agreement carefully before checking the box to confirm that you understand and agree to the terms.

Select **Continue.**

You will then see the document submission form.

HOME   ABOUT   FAQ   MY ACCOUNT

Select the About and FAQ tabs (at top of page) for more information about depositing your work in The Athenaeum. You may also select the Copyright FAQ link in the menu on the left side of the page.

THESES & DISSERTATIONS

Submission Agreement

Submission Instructions for Theses and Dissertations

Before you submit your document for publication into The Athenaeum, be sure you have easy access to the following items from your thesis or dissertation. You may copy and paste the information or type directly into the boxes provided.

- Title
- Abstract
- Keywords
- PDF file of document

Submission Process

1. Read and accept the submission agreement below.
2. Complete all elements of the submission form.
3. Upload a PDF copy of your thesis or dissertation.
4. Supplementary files may be uploaded, if necessary. (These files can also be added later, so don't worry if you do not add them now.)
5. Click "Submit." You will receive an email confirming your submission.
6. Your submission will be reviewed and you will be notified about its status, including information about required format revisions, if any.

Submission Agreement

I grant the University of the Incarnate Word and my academic department the non-exclusive rights to copy, display, perform, distribute and publish my work to the repository known as The Athenaeum and to make it available in any format in perpetuity as part of an institution, department, or The Athenaeum communication or distribution effort. I understand that once my work is submitted, a bibliographic citation to my work will remain visible in perpetuity, even if my work is updated or removed. I understand that my work's copyright owner(s) will continue to own copyright outside these non-exclusive granted rights.

I warrant that

1. I am the copyright owner of my work, or
2. I am one of the copyright owners and have permission from the other owners to submit my work, or
3. My institution or department is the copyright owner and I have permission to submit my work, or
4. Another party is the copyright owner and I have permission to submit my work.

Based on this, I further warrant to my knowledge:

1. My work does not infringe any copyright, patent, or trade secrets of any third party,
2. My work does not contain any libelous matter, nor invade the privacy of any person or third party, and
3. That no right in my work has been sold, mortgaged, or otherwise disposed of, and is free from all exclusive claims.

I agree to hold the institution, department, The Athenaeum, and their agents harmless for any liability arising from any breach of the above warranties or any claim of intellectual property infringement arising from the exercise of these non-exclusive granted rights.

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

Continue

7. **Title**—Type or paste in the full title of your document. Capitalize all words of the title except those listed in the instructions. **Do not use all uppercase or all lowercase**.

8. **Author**—The author field has three required elements: Your Email, Name, and Institution. Your name and the email you used to create the account will already be populated into the appropriate boxes. If you did not include a middle name or initial, you may add either at this point. However, you must manually add your institution name, University of the Incarnate Word. To add the university name, click on the humanoid figure to the far right. This is the "show/hide details" button. Clicking this button expands this field, allowing you to add or revise information.

THESES & DISSERTATIONS

REQUIRED Title

Capitalize all words in title except these: a, an, and, as, at, but, by, for, in, nor, of, off, on, or, the, to, up.

Dissertation or Thesis Title:

REQUIRED Author

Enter your name (or search for your name if you have previously submitted material to the repository). Email is your permanent email. Institution is always University of the Incarnate Word. Suffix refers to words such as Jr. and Sr., not Mr., Mrs., Jr., or Dr.

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

1   (cheryla@uiwtx.edu) Cheryl A. Anderson, University of the Incarnate Word

9. **Date of Degree**—Provide one of UIW's three possible degree dates: May, August or December, plus the year. This month and year will the same as provided on the document title page.

REQUIRED Date of Degree

Month   Year
-- ˅

10. **Document Type**—If you are a DNP candidate, you will be using the Doctor of Nursing Practice submission form and you will need add nothing because the default name "Doctoral Project" is selected for you. Students using the Thesis and Dissertation submission form should select the appropriate category from the drop-down list, depending on their type of document.

REQUIRED Document Type

Document Type:
Thesis   ˅

11. **Degree Name**—From the drop-down menu, select the appropriate name of your degree. Contact athenaeum@uiwtx.edu if you do not see the name of your degree.

REQUIRED Degree Name

Degree Name:
<-- Please Select One -->   ˅

12. **Program**—From the drop-down menu, select the name of your program. Contact athenaeum@uiwtx.edu if you do not see the name of your program.

REQUIRED Program

Program:
<—Please Select Program—> ▾

13. **Advisors**—Although not marked, these fields are nevertheless required. DNP students should enter the name of their project supervisor(s), and clinical mentor(s). Thesis and dissertation writers enter the names of their chairs, co-chairs, and committee members. List only the name. Do not list degrees, titles or affiliations except as noted below for co-chairs.

14. **Advisor line #1**—Enter the name of your project supervisor or committee chair. If you have committee co-chairs list them in the first two advisor fields. Use this format: Name—Co-chair

15. **Advisor line #2**—Begin your list of committee members in this field; if you have committee co-chairs, complete the field as described for advisor line #1.

16. **Advisor remaining lines**—Complete each advisor field until advisors/ committee members/mentors have been listed. List only names and not degrees, titles or affiliations, but a co-chair can be identified, if necessary.

Advisor

Enter the given name and family name (example: Bryan R. Cole). Advisor includes Committee Chair, Co-Chair, Committee Member, etc.

Advisor:

17. **Publication** Embargo—You may, for sufficient reason, select to delay the publication of your work in The Athenaeum. Note that information about your work will still be available, including abstract, name, title and advisor(s), even though the full text will not be available. See the Graduate Bulletin for UIW's embargo policy.

REQUIRED Publication Embargo

You may request to delay the publication of your thesis or dissertation. This delay means that the full electronic document will not be available in The Athenaeum for viewing or download until the embargo period has expired. However, a description of your research will still be available, including name, title, advisor's name, and abstract.

Embargo Period:
No Embargo Required ▾

18. **Keywords**—Enter the keywords, separated by semicolons, that will help direct other scholars to your work.

REQUIRED Keywords

Enter keywords or phrases, separated by semicolons. These will help identify and classify your dissertation or thesis; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

Keywords:

18. **Subject Categories**—Locate and enter the subject area categories of your work. Some kinds of work have only one subject area, whereas interdisciplinary works may have several.

19. **Abstract**—Type or paste your abstract here. Include only the body of the abstract. Do not include your name, institution name, nor the heading "Abstract" nor your keywords.

20. **Comments by Author**—Use this area to communicate instructions about supplemental files you have included with your order or any other concerns you have about your order.

21. **Upload Full Text**—Upload a file from your computer by selecting the radio button "Upload a file from your computer" and pressing "Enter or Return." Then, select the Browse button to locate the correct file from within your folders. After you have made any required format corrections, you will use this same field to upload your revised DNP project. [Please do not use the "import" or "link out" buttons because the files linked to may not be retrievable by The Athenaeum.]

REQUIRED ▶ Upload Full Text

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:
○ **Upload file from your computer**
○ **Import file from remote site**
○ **Link out to file on remote site**

Additional Files

Please check this if you'd like to add additional files ☐

22. **Additional Files**—If you have other files you wish to include with your DNP project, select the box under this category name. You will be prompted to upload your additional files after you click on the Submit button. After uploading any additional files, click "Save." This section is where other files are added, including those related to the format review process, including SafeAssign Originality Reports (plagiarism checks) and format review memos.

23. **Submit**—Select the Submit button to complete your order. If you checked the Additional Files box, after you click Submit you will be prompted to browse to and upload the supplemental files. After you upload the files, click Save and your order is complete.

Cancel   Submit
This may take a while. **Please only click once.**