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**.

![Login](image)

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.

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.
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.

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.

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.

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

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.

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.

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

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.