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7-2025

Submitting Your DNP Scholarly Project into Digital Commons@PSU

Leonard H. Axe Library

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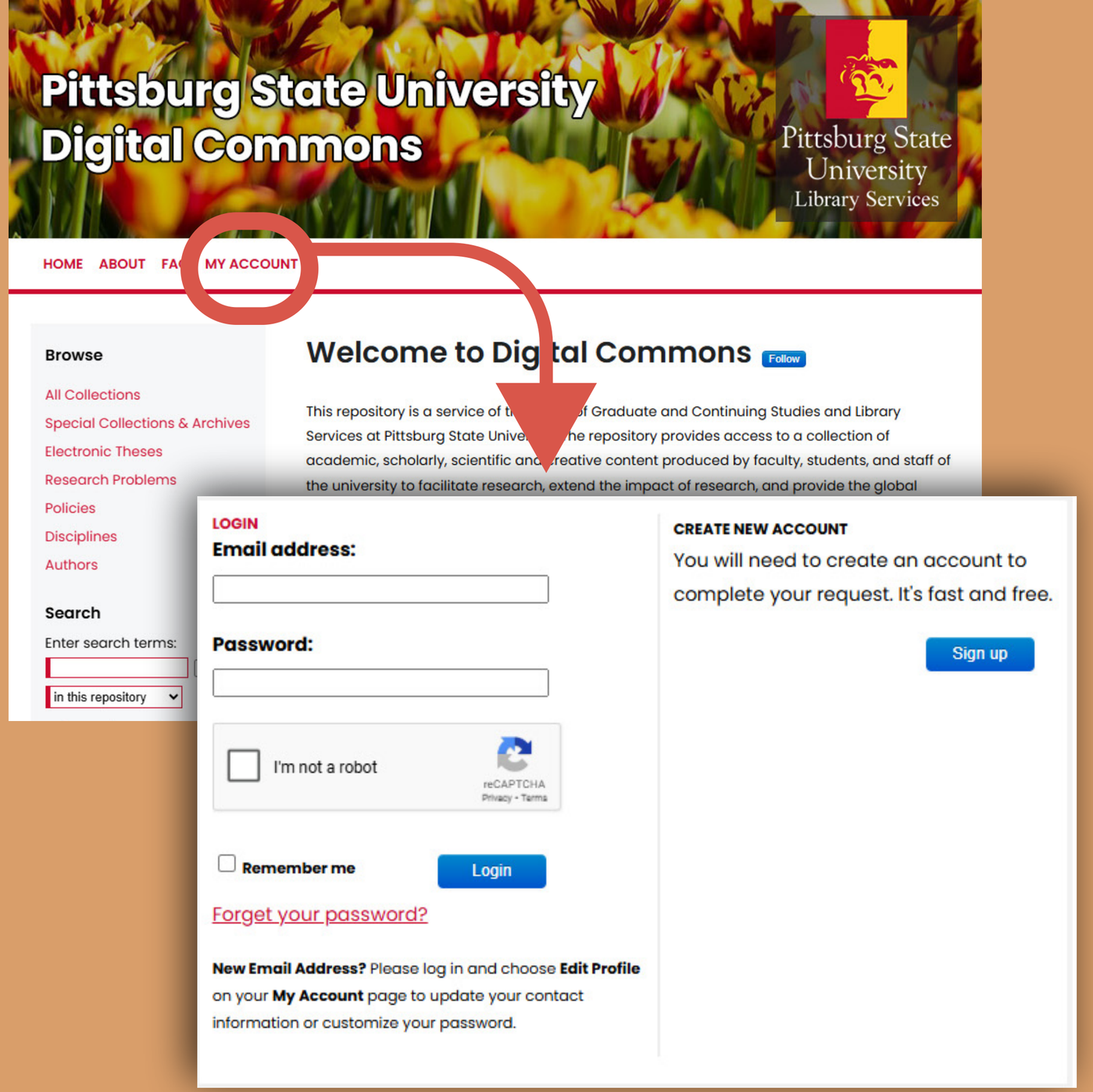
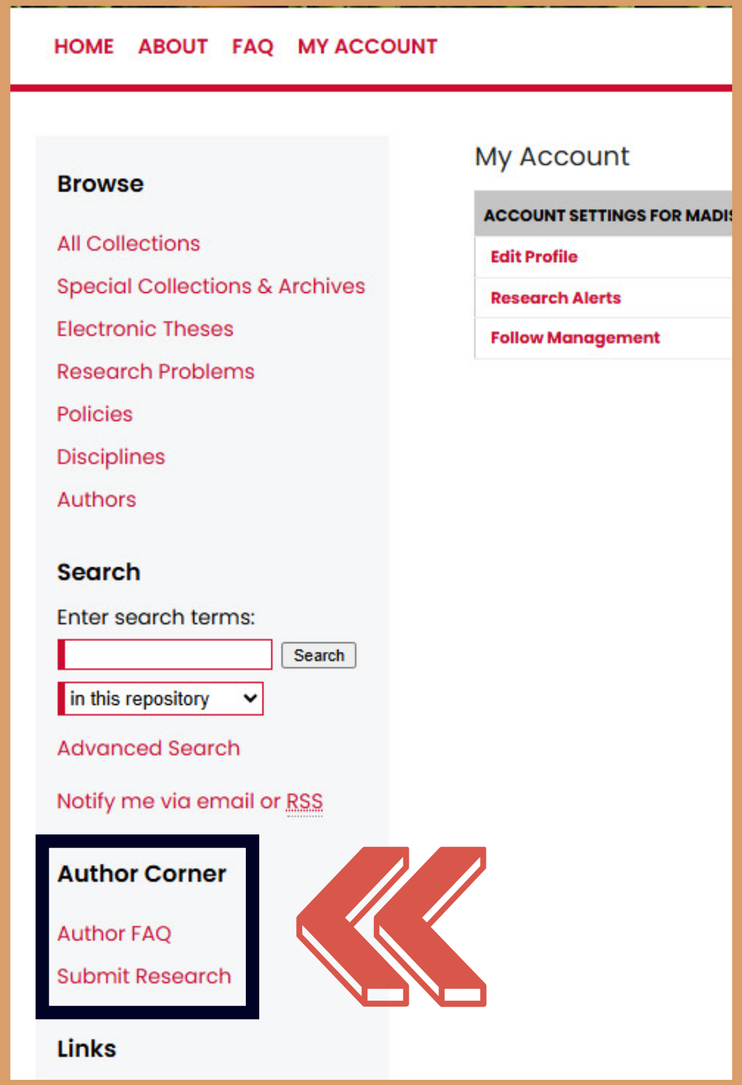
Submitting Your DNP Project to Digital Commons

Create Your Account

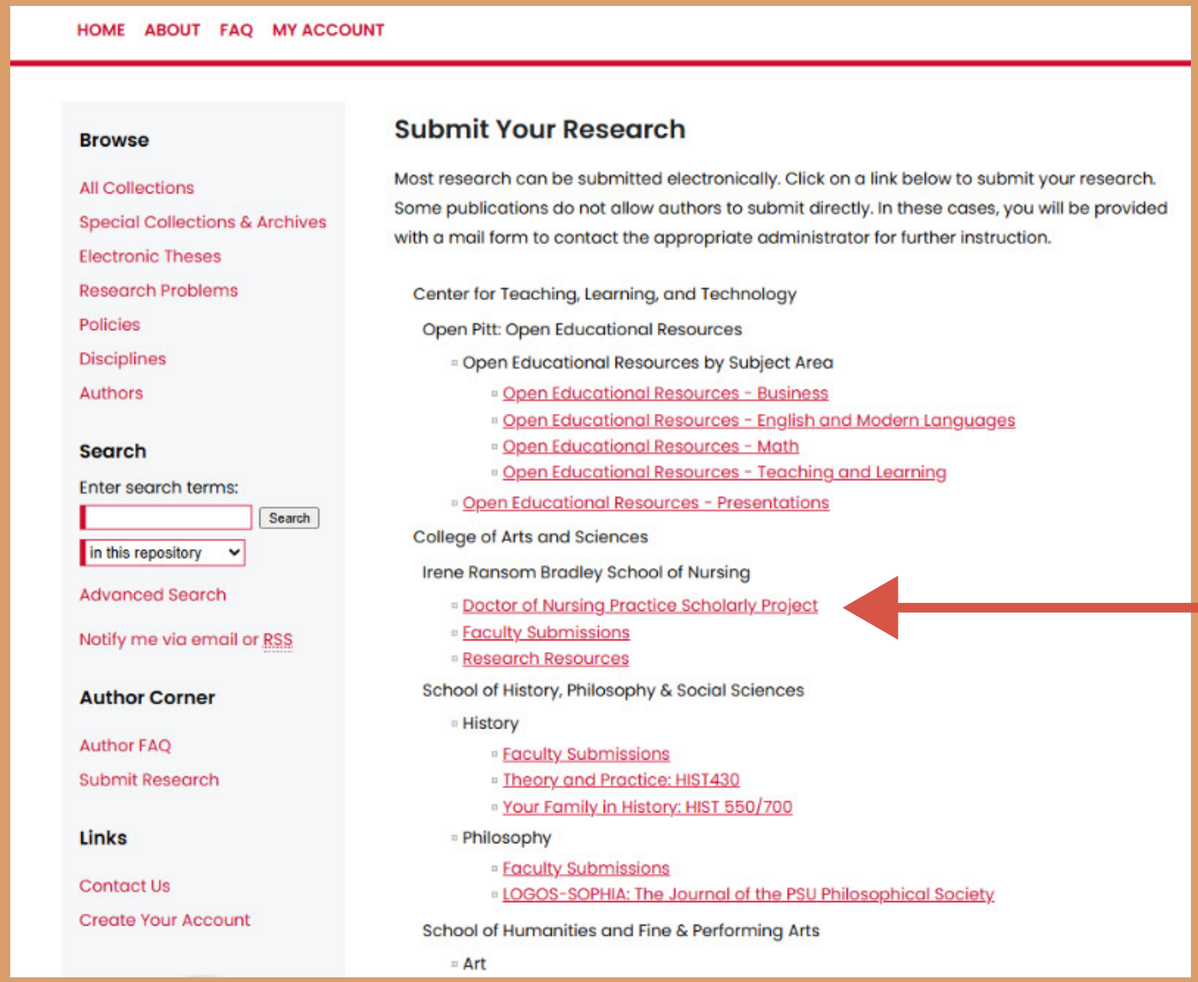
1. Click on My Account in the top left navigation bar
2. If you have an account, log in. If not, click Sign up and provide the following:
   a. Email
   b. First & Last Name
   c. Password
3. Once you've created your account you'll see your Author Dashboard.





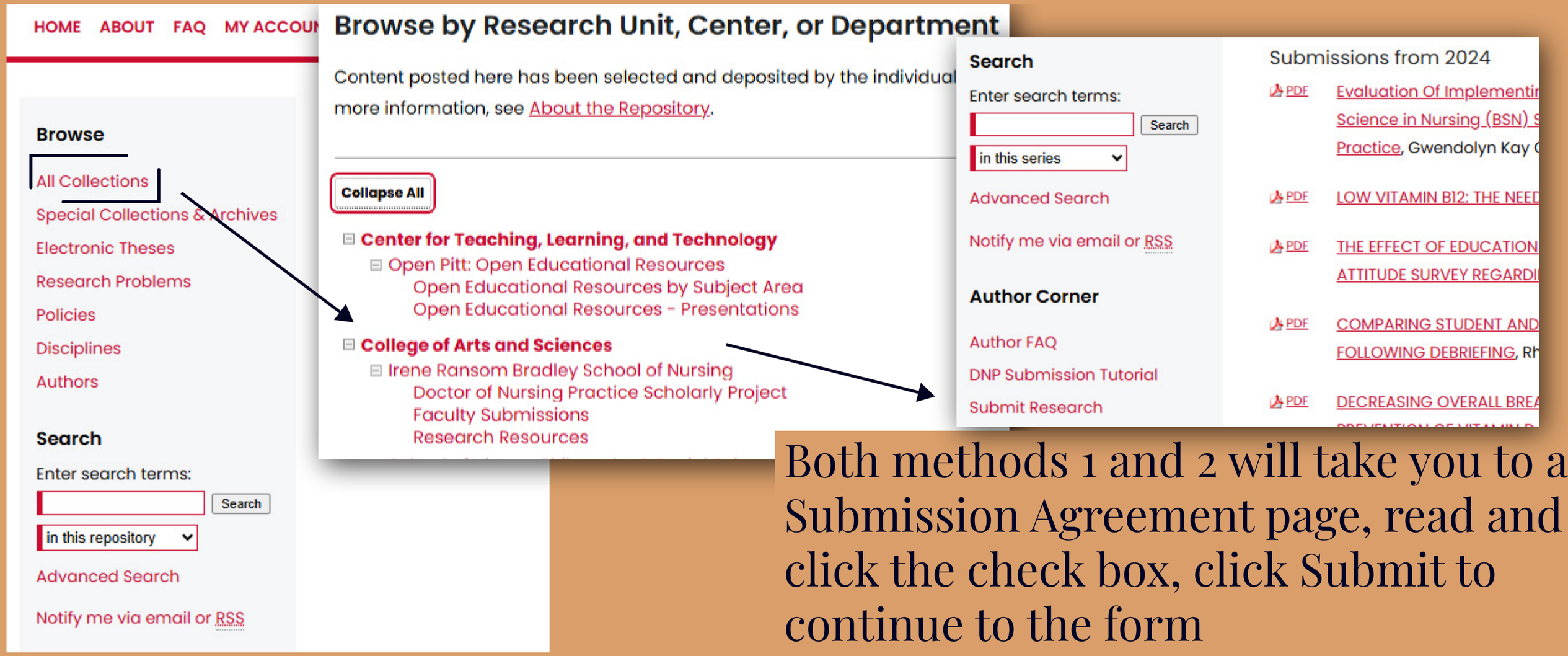
There's a few ways to get to the submission page.
1) Use this link:

https://digitalcommons.pittstate.edu/dnp/



2) You can click Submit Research on the left hand side under Author Corner. This will take you to a page that lists all pages on Digital Commons. Find "Irene Ransom Bradley School of Nursing," click Doctor of Nursing Practice Scholarly Project

3) Once you login (or from any page) you can click All Collections in the left sidebar. Under College of Arts and Sciences, find the School of Nursing and then the DNP page. Once on that page, scroll to author corner and click Submit Research



Both methods 1 and 2 will take you to a Submission Agreement page, read and click the check box, click Submit to continue to the form

Filling Out the Form

Title
Format your title in Title Case

Author
Email Address
First & Last Name
Institution (Pittsburg State University)

Date of Award
Month and Year of graduation

Degree Name
Specific degree title as it appears on project title page

Department
Select from drop down list

Committee Members
List the Names & Emails of your 3 committee members
Committee Chair = First Advisor

Keywords
Input up to 6 keywords separated by **commas**.
These keywords should be terms not already used in the title or abstract.

Subject Categories
Select the disciplines which best describe your document. Although it is not necessary, more than one discipline can be added.

Filling Out the Form

Abstract
If your project has an abstract, use that one. If not, provide a well written and descriptive abstract to your project so readers can determine if they want to read.

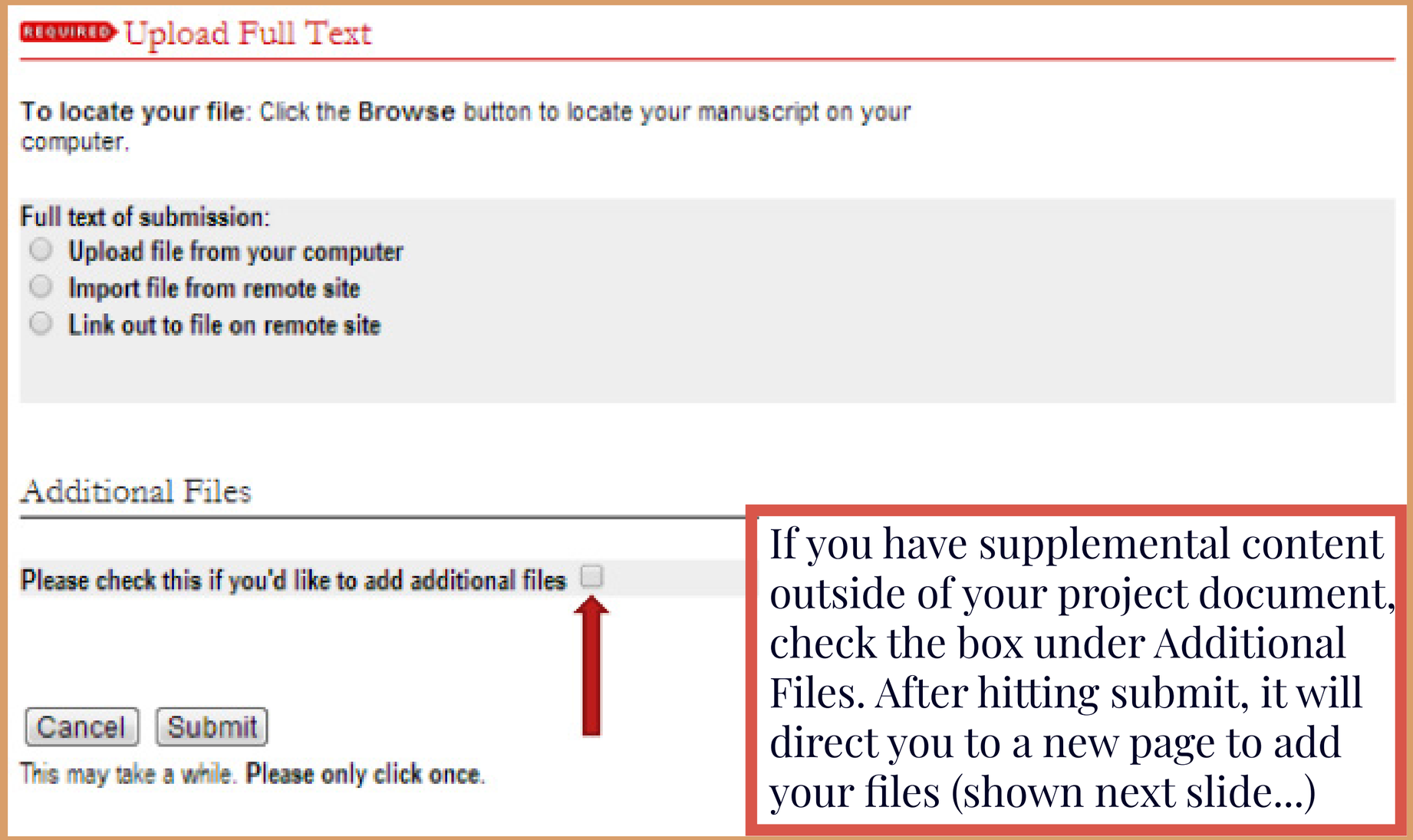
Upload File
Under "Upload Full Text" select "Upload file from your computer," drag and drop your file next to "Choose File" or click that button and add the thesis that way.

Comments
Additional comments or information about the document can be added in this field. Please be aware that anything included in this field will be subject to Graduate College and Digital Commons approval, and if accepted, will display on the public record of your document.

Submit
When you click Submit, it may take a minute to process - do **not** close the page. Once it is done processing, it will direct you to a new page where you can see all your information. You can Revise your submission if needed (make sure you save those changes) or close the page!

File Uploads

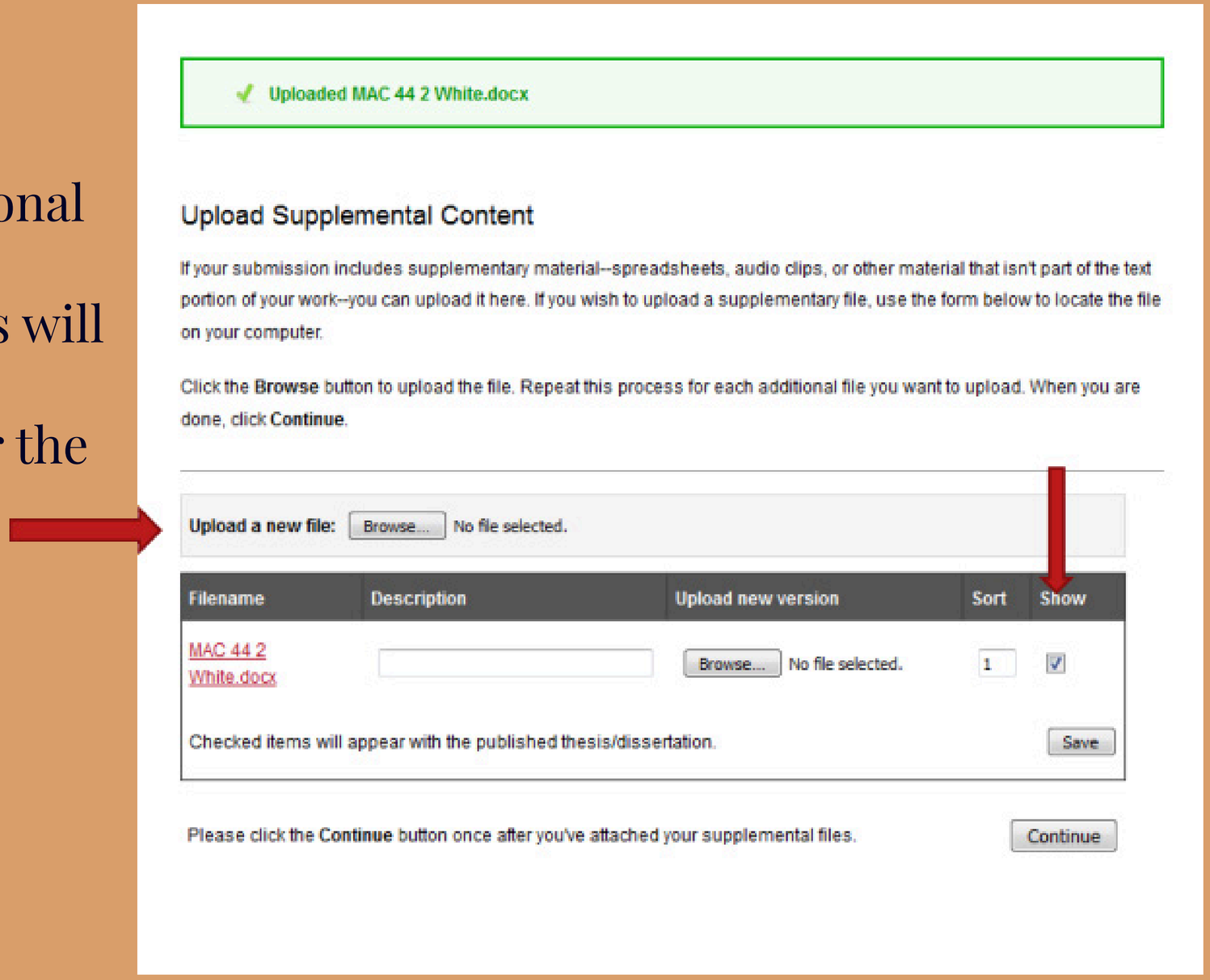
Upload the full text of your project here. If you upload a Word doc, the system will automatically convert it to a PDF for download purposes.



If you have supplemental content outside of your project document, check the box under Additional Files. After hitting submit, it will direct you to a new page to add your files (shown next slide...)

Additional Files Page

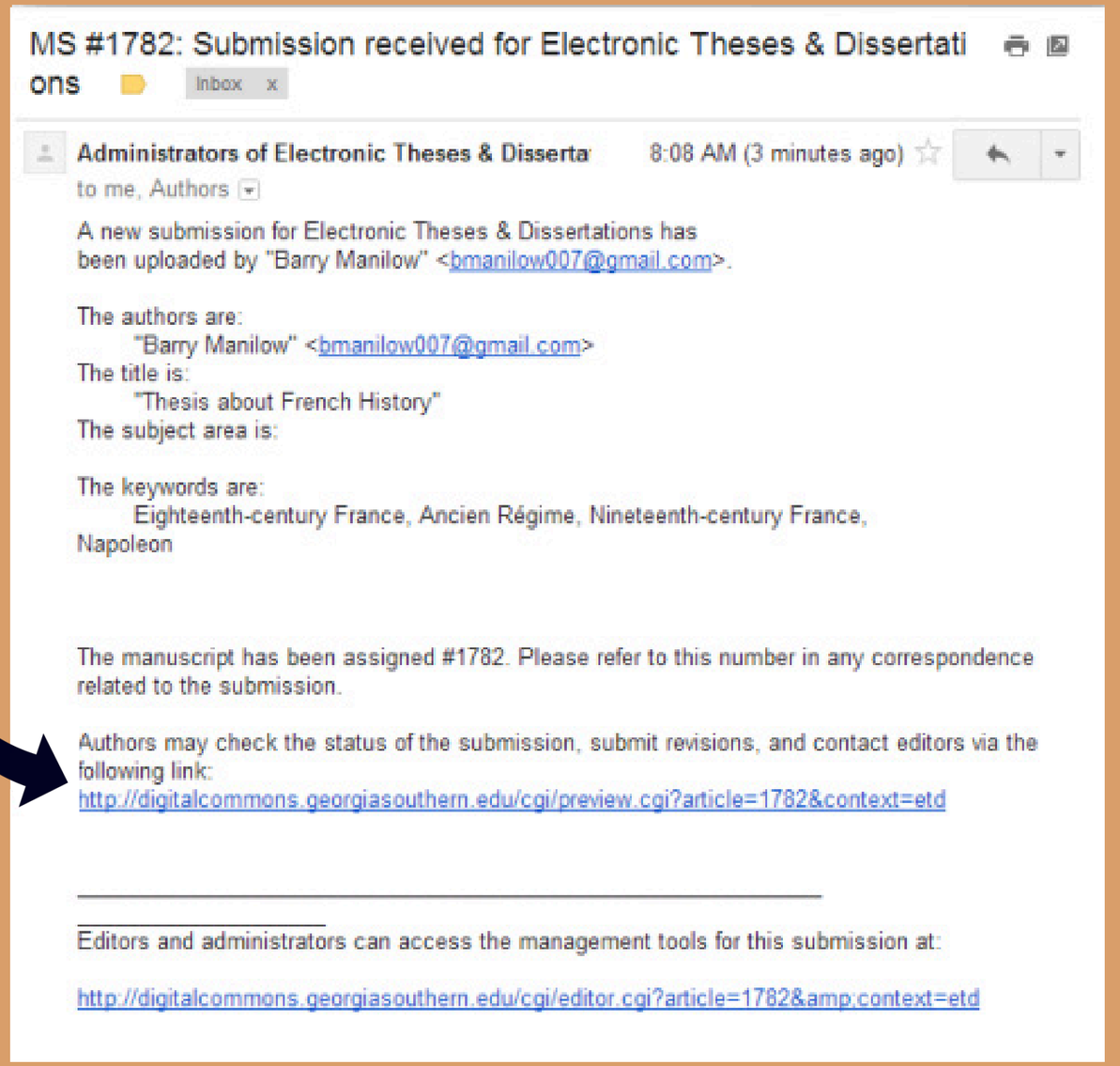
1. Choose "Browse" to find additional files to upload
2. Deselect the "Show" box so files will not be available to the public
3. Type in a title or descriptor for the file
4. Click "Save"
5. Click "Continue



Confirmation

Once submitted, you will receive email confirmation that your project has been received. In that email, there is a link that allows you to check the status of your submission or contact administrators.

You will receive another email alerting you when Graduate Studies has finished the format check.



MS #1782: Submission received for Electronic Theses & Dissertations Inbox x

Administrators of Electronic Theses & Disserta 8:08 AM (3 minutes ago)

to me, Authors

A new submission for Electronic Theses & Dissertations has been uploaded by "Barry Manilow" <bmanilow007@gmail.com>.

The authors are:
"Barry Manilow" <bmanilow007@gmail.com>
The title is:
"Thesis about French History"
The subject area is:

The keywords are:
Eighteenth-century France, Ancien Régime, Nineteenth-century France, Napoleon

The manuscript has been assigned #1782. Please refer to this number in any correspondence related to the submission.

Authors may check the status of the submission, submit revisions, and contact editors via the following link:
http://digitalcommons.georgiasouthern.edu/cgi/preview.cgi?article=1782&context=etd

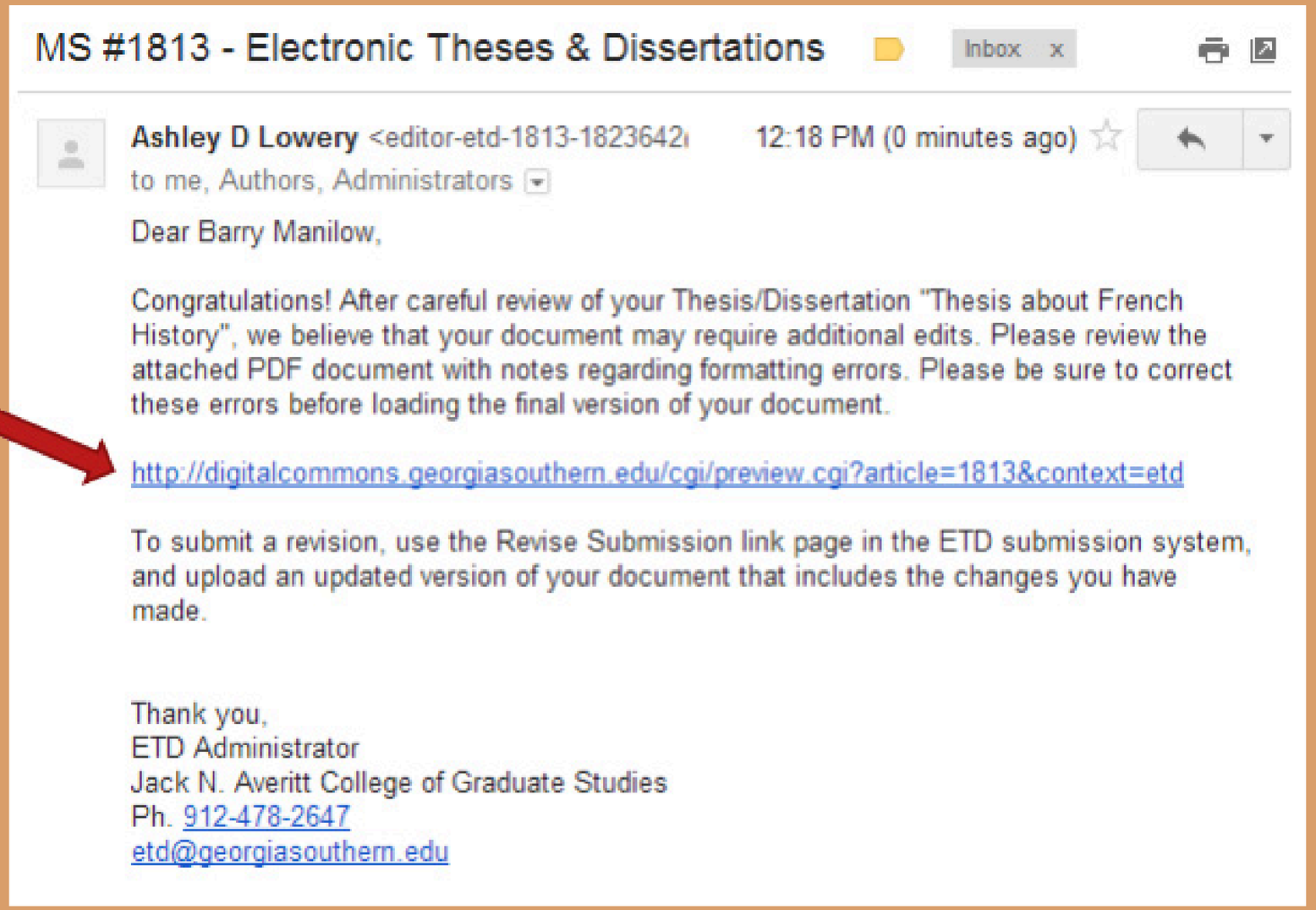
Editors and administrators can access the management tools for this submission at:

http://digitalcommons.georgiasouthern.edu/cgi/editor.cgi?article=1782&context=etd

**Following screenshots say "Electronic Theses and Dissertations" but the format of the emails and pages are the exact same for DNP

You will receive an email when Graduate Studies has reviewed your project for formatting errors.

The email will contain a link that will take you to Digital Commons to review and submit revisions.



MS #1813 - Electronic Theses & Dissertations

Inbox x

Ashley D Lowery <editor-etd-1813-1823642 12:18 PM (0 minutes ago)

to me, Authors, Administrators

Dear Barry Manilow,

Congratulations! After careful review of your Thesis/Dissertation "Thesis about French History", we believe that your document may require additional edits. Please review the attached PDF document with notes regarding formatting errors. Please be sure to correct these errors before loading the final version of your document.

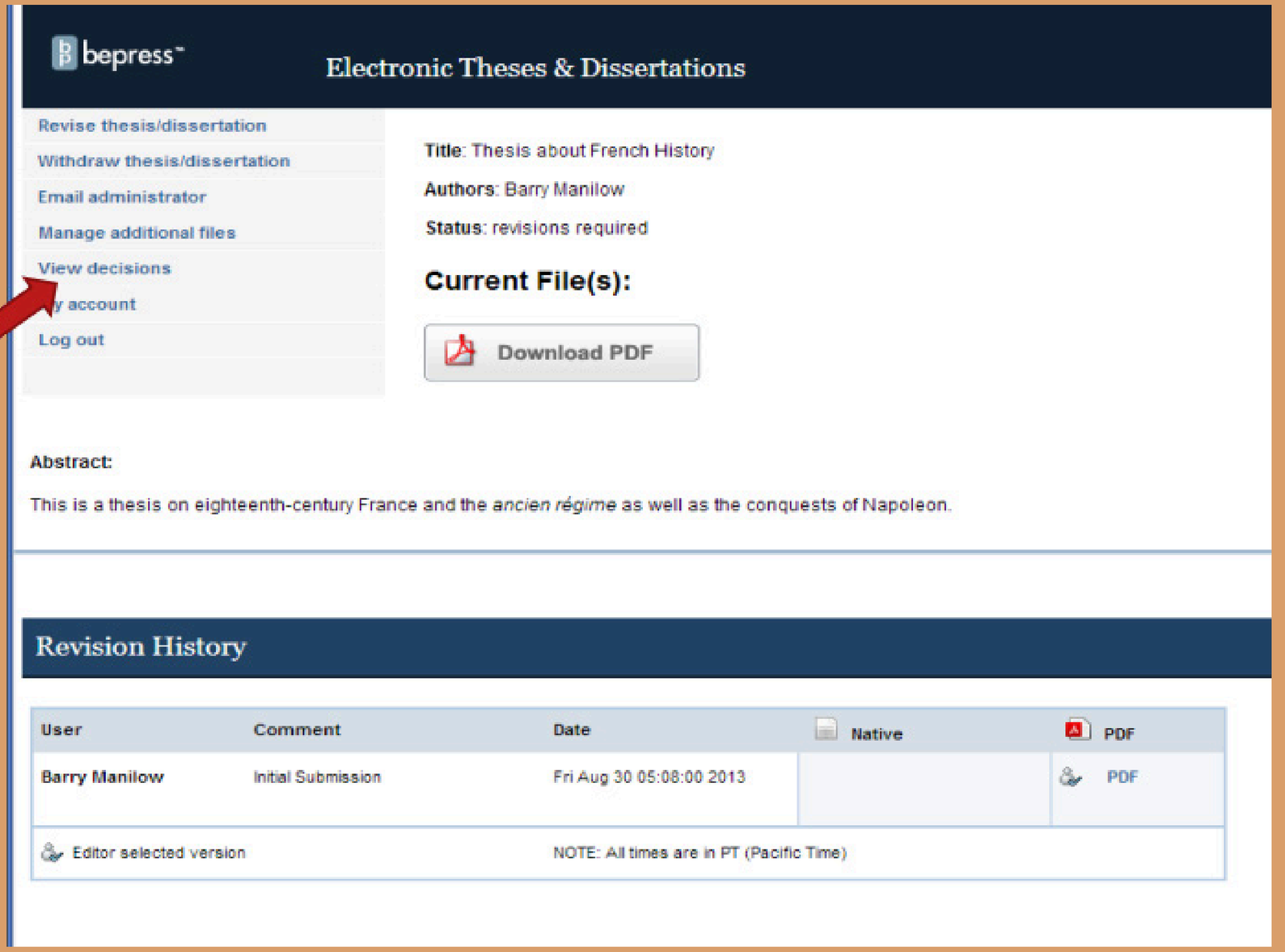
http://digitalcommons.georgiasouthern.edu/cgi/preview.cgi?article=1813&context=etd

To submit a revision, use the Revise Submission link page in the ETD submission system, and upload an updated version of your document that includes the changes you have made.

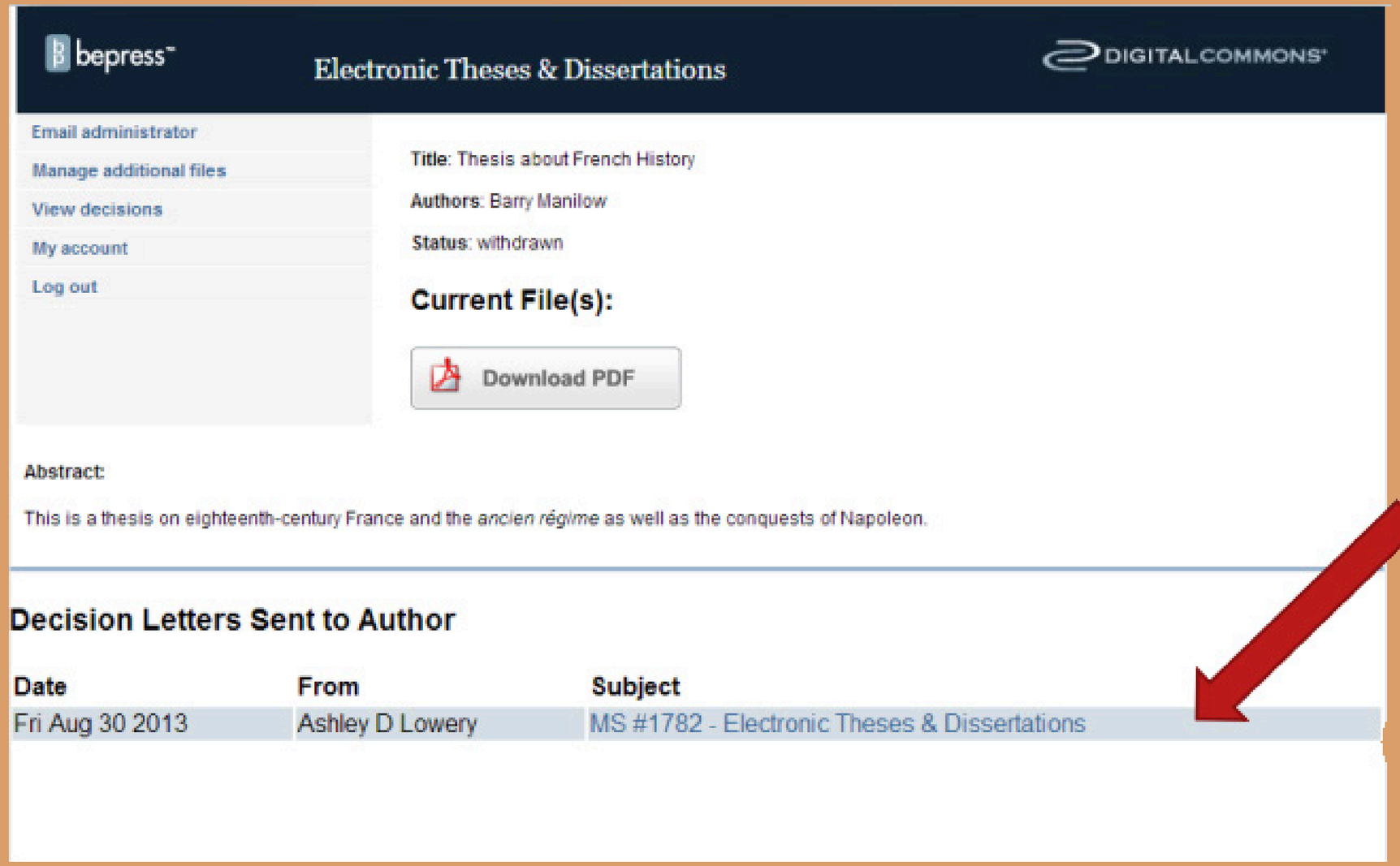
Thank you,
ETD Administrator
Jack N. Averitt College of Graduate Studies
Ph. 912-478-2647
etd@georgiasouthern.edu

The link in the email will send you to the page below, you can review the requested revisions and revise your project.

Click "View decisions" to see your formatting errors.



This page lists all the decision letters you received about your formatting errors. If you received multiple letters, you can view them all here.

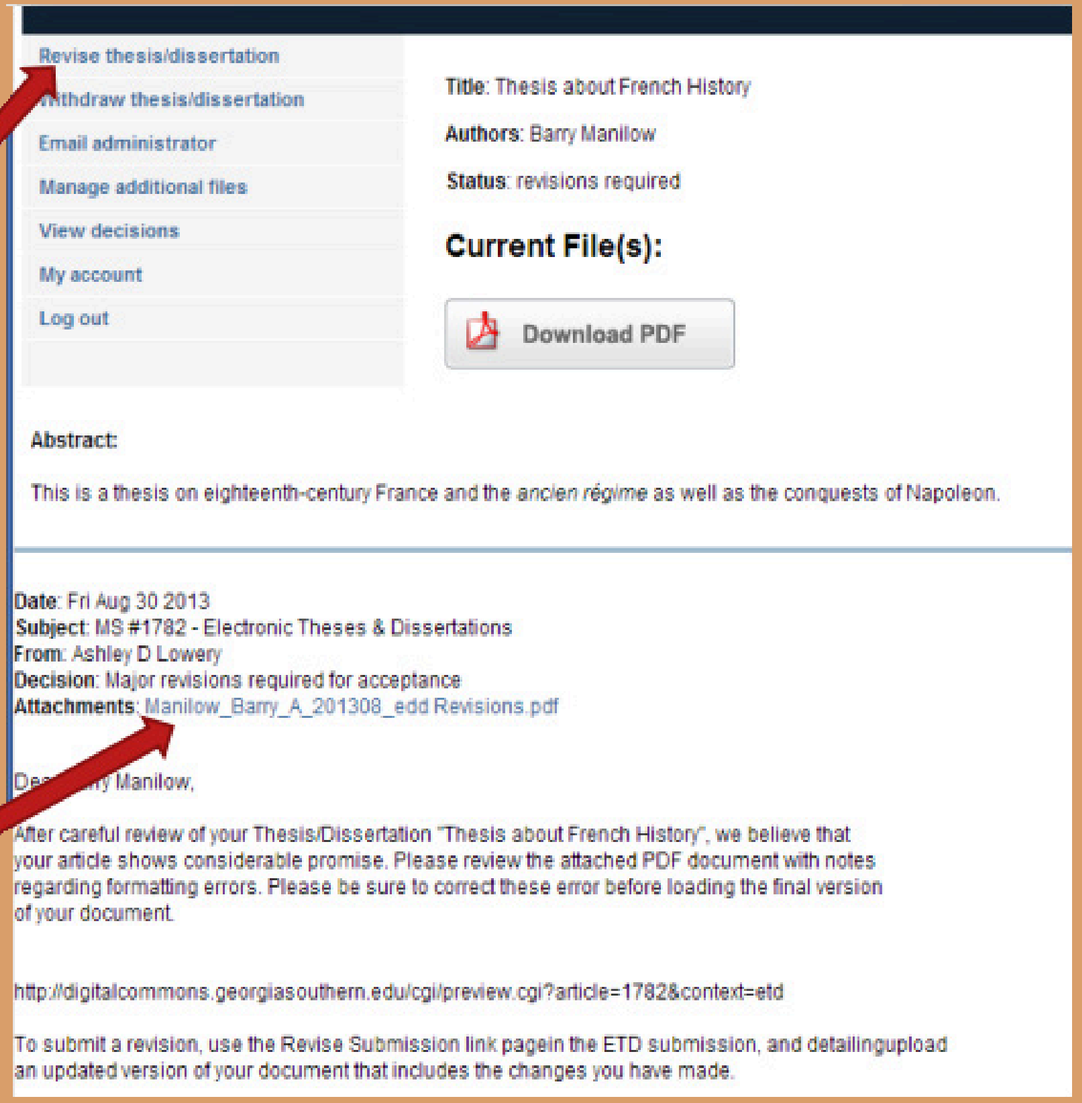


Click here to view your formatting errors.

Review the formatting revisions requested by Graduate Studies. When you have made the changes, upload your updated project.

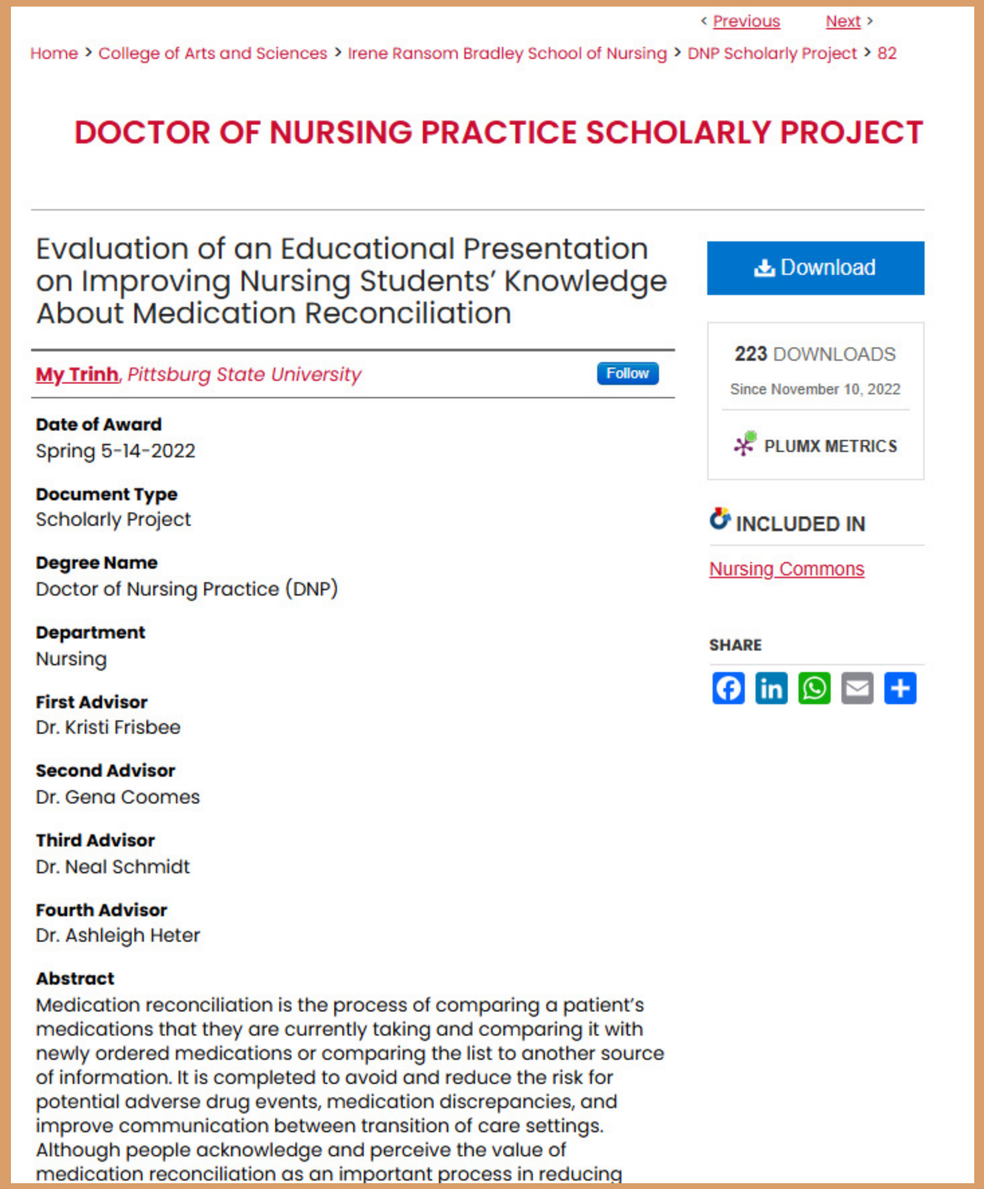
Once you are done correcting your formatting errors, click "Revise submission" to upload the corrected document.
Note: you should only edit information in the submission form if asked to, otherwise scroll to the bottom and upload a new document and hit "Submit"

Click the link by "Attatchments" to view your formatting errors



Final Approval

After all your committee members have reviewed and verified the document/information you submitted, your project will be posted into Digital Commons. You will receive an email stating that it has been posted and how you can print a copy of your project.



‹ Previous Next ›

Home › College of Arts and Sciences › Irene Ransom Bradley School of Nursing › DNP Scholarly Project › 82

DOCTOR OF NURSING PRACTICE SCHOLARLY PROJECT

Evaluation of an Educational Presentation on Improving Nursing Students' Knowledge About Medication Reconciliation

My Trinh, *Pittsburg State University* Follow

Date of Award
Spring 5-14-2022

Document Type
Scholarly Project

Degree Name
Doctor of Nursing Practice (DNP)

Department
Nursing

First Advisor
Dr. Kristi Frisbee

Second Advisor
Dr. Gena Coomes

Third Advisor
Dr. Neal Schmidt

Fourth Advisor
Dr. Ashleigh Heter

Abstract
Medication reconciliation is the process of comparing a patient's medications that they are currently taking and comparing it with newly ordered medications or comparing the list to another source of information. It is completed to avoid and reduce the risk for potential adverse drug events, medication discrepancies, and improve communication between transition of care settings. Although people acknowledge and perceive the value of medication reconciliation as an important process in reducing

Download

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Since November 10, 2022

PLUMX METRICS

INCLUDED IN
Nursing Commons

SHARE

DNP Project Workflow - For Students

Log into Gus: Input Committee Members
Submit: Proposal

Create account in Digital Commons

Input metadata & Upload project for Format Check

Accepted

Email from Digital Commons stating project has been accepted for Format Check

Project sent to committee members to verify

Email from Digital Commons stating that project has been verified by committee members and posted in the library repository

Additional Edits Required

Email from Graduate Studies stating that Project needs additional edits for Format Check

Complete edits needed for Check

Submit Revision to Digital Commons

If you have any questions, please contact:

Lisa Allen
Assistant Registrar for Graduate Studies
lallen@pittstate.edu | (620) 235-4218

Madison Price
Digital Archivist & IR Manager
mlprice@pittstate.edu | (620) 235-4889

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http://cogs.georgiasouthern.edu/etdsubmission-links/