

Pittsburg State University

## Pittsburg State University Digital Commons

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Digital Commons Tutorials

Library Services

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7-2025

### Submitting Your DNP Scholarly Project into Digital Commons@PSU

Leonard H. Axe Library

Follow this and additional works at: [https://digitalcommons.pittstate.edu/ir\\_info](https://digitalcommons.pittstate.edu/ir_info)

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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.

The screenshot displays the Pittsburg State University Digital Commons website. The header features the university's name and logo. A red circle highlights the 'MY ACCOUNT' link in the top navigation bar, with a red arrow pointing down to the login and account creation forms. The left sidebar contains a 'Browse' section with links to 'All Collections', 'Special Collections & Archives', 'Electronic Theses', 'Research Problems', 'Policies', 'Disciplines', and 'Authors', as well as a 'Search' section with a search bar and a dropdown menu set to 'in this repository'. The main content area shows a 'Welcome to Digital Commons' message with a 'Follow' button and a description of the repository's purpose. The login and account creation forms are overlaid on the main content area.

**Pittsburg State University Digital Commons**

Pittsburg State University Library Services

HOME ABOUT FAQ **MY ACCOUNT**

**Browse**

- All Collections
- Special Collections & Archives
- Electronic Theses
- Research Problems
- Policies
- Disciplines
- Authors

**Search**

Enter search terms:

in this repository

**Welcome to Digital Commons** [Follow](#)

This repository is a service of the Office of Graduate and Continuing Studies and Library Services at Pittsburg State University. The repository provides access to a collection of academic, scholarly, scientific and creative content produced by faculty, students, and staff of the university to facilitate research, extend the impact of research, and provide the global

**LOGIN**

**Email address:**

**Password:**

☐ I'm not a robot

☐ Remember me

[Forget your password?](#)

[Login](#)

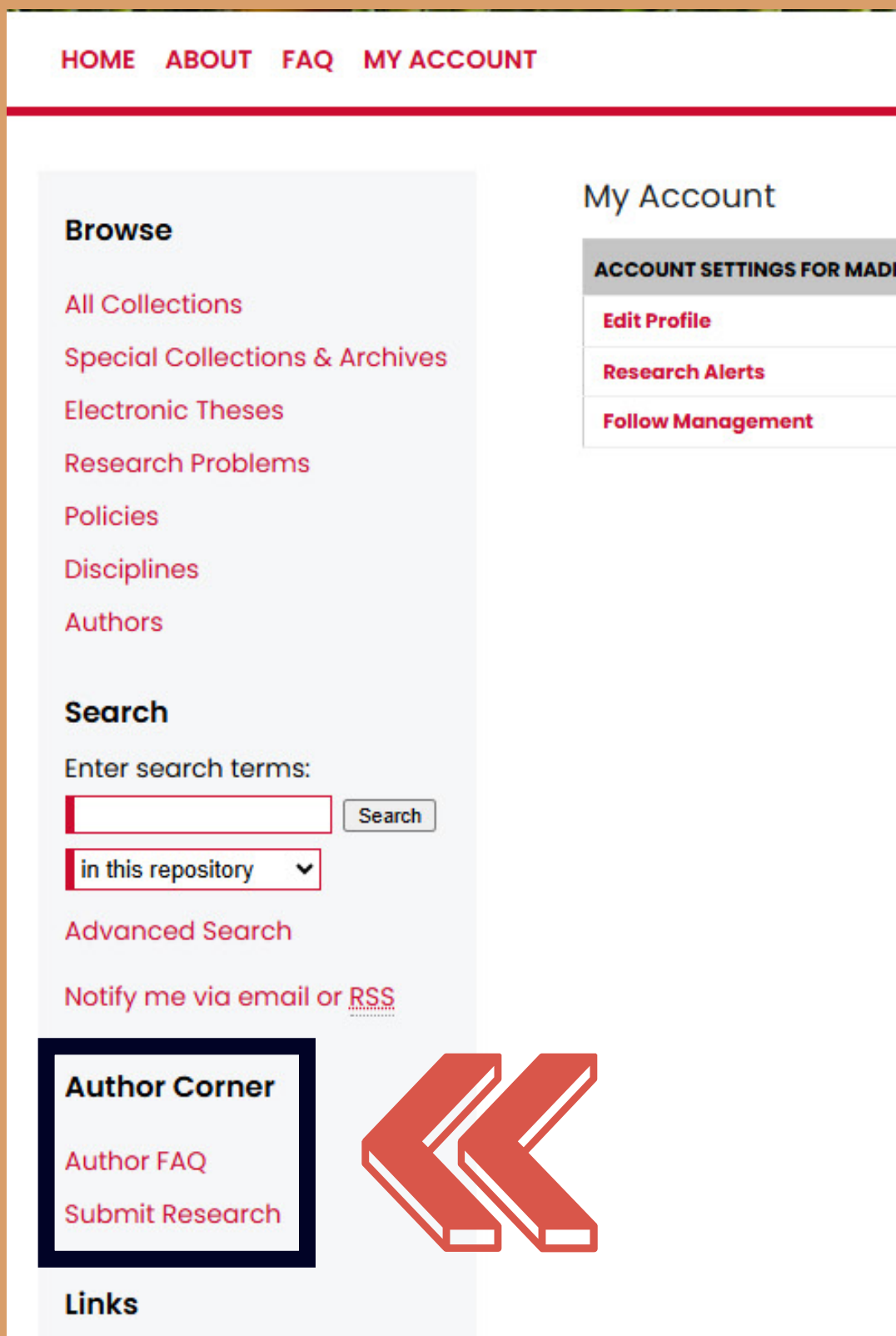
**CREATE NEW ACCOUNT**

You will need to create an account to complete your request. It's fast and free.

[Sign up](#)

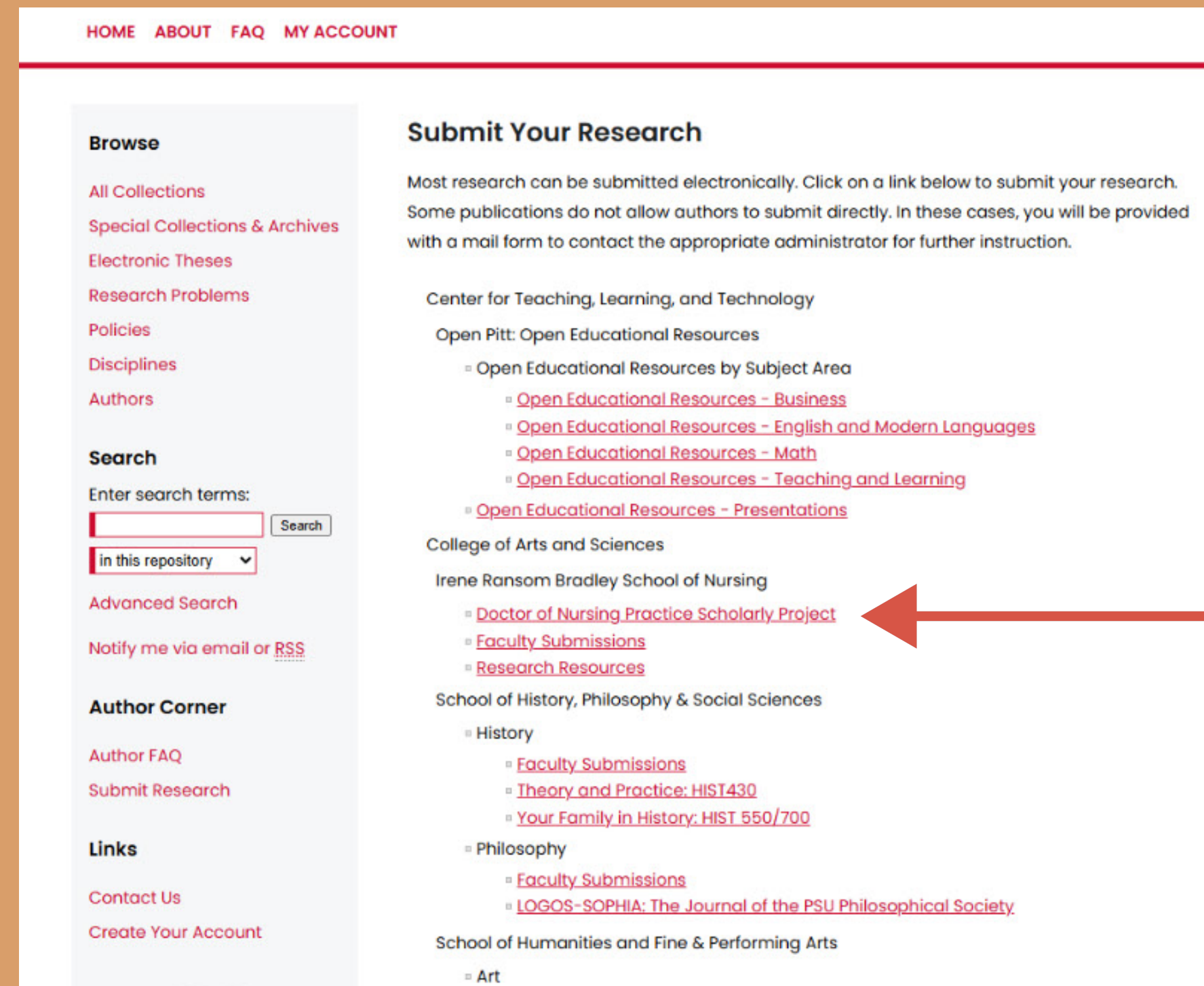
**New Email Address?** Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.





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

The screenshot displays the repository's homepage with a navigation sidebar on the left and a main content area. The sidebar includes a 'Browse' section with 'All Collections' highlighted, and a 'Search' section. The main content area features a 'Browse by Research Unit, Center, or Department' section with a 'Collapse All' button. Below this, the 'College of Arts and Sciences' is expanded, showing the 'Irene Ransom Bradley School of Nursing' and its 'Doctor of Nursing Practice Scholarly Project' page. The 'Author Corner' section on the right contains the 'Submit Research' link. Arrows indicate the path from 'All Collections' to the 'Submit Research' button.

HOME ABOUT FAQ MY ACCOUNT

### Browse by Research Unit, Center, or Department

Content posted here has been selected and deposited by the individual  
more information, see [About the Repository](#).

**Browse**

- All Collections
- Special Collections & Archives
- Electronic Theses
- Research Problems
- Policies
- Disciplines
- Authors

**Search**

Enter search terms:

in this repository

Advanced Search

Notify me via email or [RSS](#)

**Author Corner**

- Author FAQ
- DNP Submission Tutorial
- Submit Research

**Submissions from 2024**

- [PDF](#) [Evaluation Of Implementing Science in Nursing \(BSN\) Science in Nursing Practice](#), Gwendolyn Kay C
- [PDF](#) [LOW VITAMIN B12: THE NEED](#)
- [PDF](#) [THE EFFECT OF EDUCATION ATTITUDE SURVEY REGARDING](#)
- [PDF](#) [COMPARING STUDENT AND FOLLOWING DEBRIEFING](#), Rh
- [PDF](#) [DECREASING OVERALL BREAST PREVENTION OF VITAMIN D](#)

**Collapse All**

- Center for Teaching, Learning, and Technology**
  - Open Pitt: Open Educational Resources
  - Open Educational Resources by Subject Area
  - Open Educational Resources - Presentations
- College of Arts and Sciences**
  - Irene Ransom Bradley School of Nursing
    - Doctor of Nursing Practice Scholarly Project
    - Faculty Submissions
    - Research Resources

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

## Department

Select from drop down list

## Author

Email Address

First & Last Name

Institution (Pittsburg State University)

## Committee Members

List the Names & Emails of your 3 committee members

Committee Chair = First Advisor

## Date of Award

Month and Year of graduation

## Keywords

Input up to 6 keywords separated by **commas**.

These keywords should be terms not already used in the title or abstract.

## Degree Name

Specific degree title as it appears on project title page

## 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.

## 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.

## 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.

## 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.

**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 ☐

This may take a while. Please only click once.

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"



✓ Uploaded MAC 44 2 White.docx

## Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file:  No file selected.

Filename	Description	Upload new version	Sort	Show
<a href="#">MAC 44 2 White.docx</a>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	1	<input checked="" type="checkbox"/>

Checked items will appear with the published thesis/dissertation.



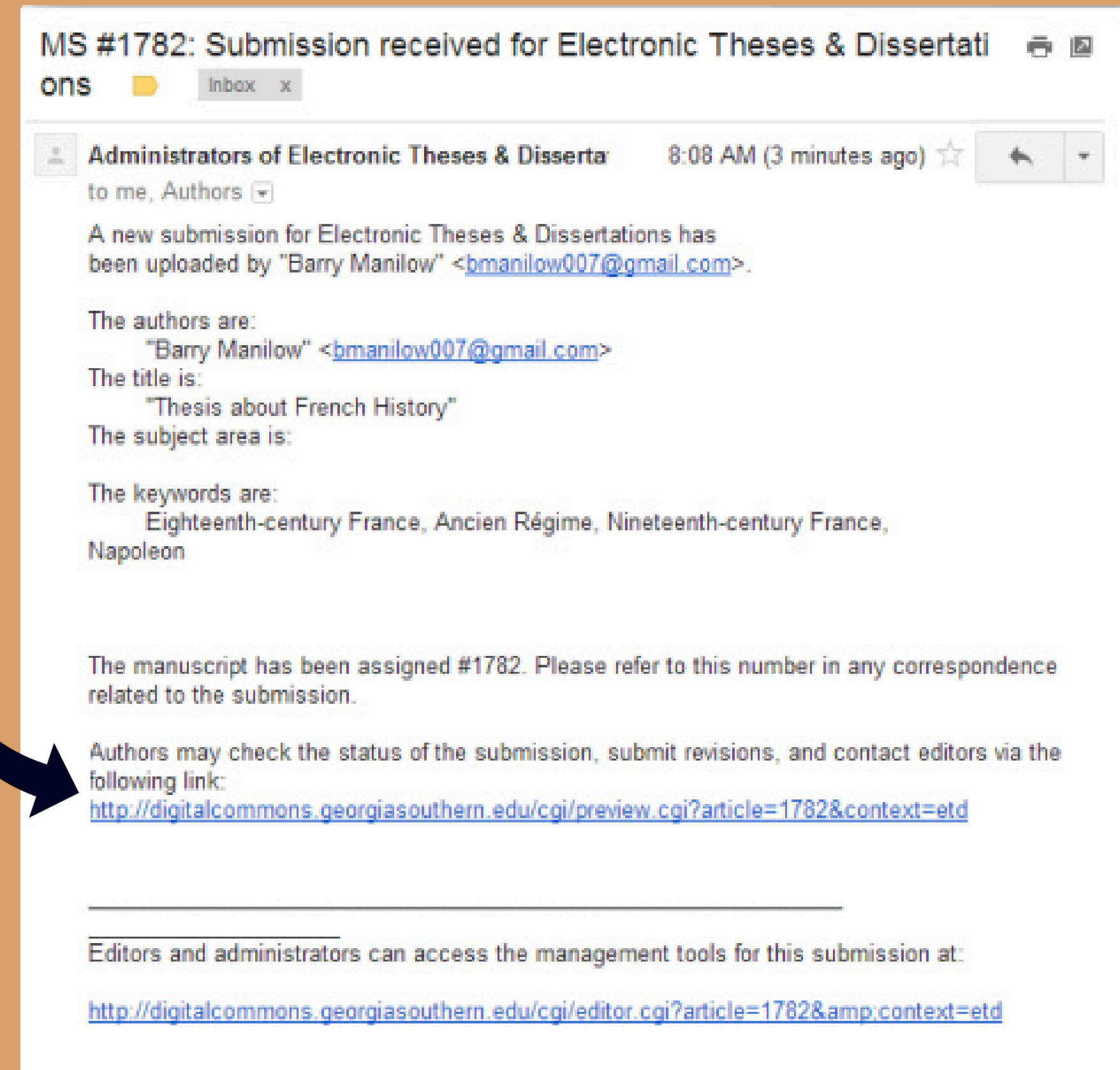
Please click the **Continue** button once after you've attached your supplemental files.



# 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.

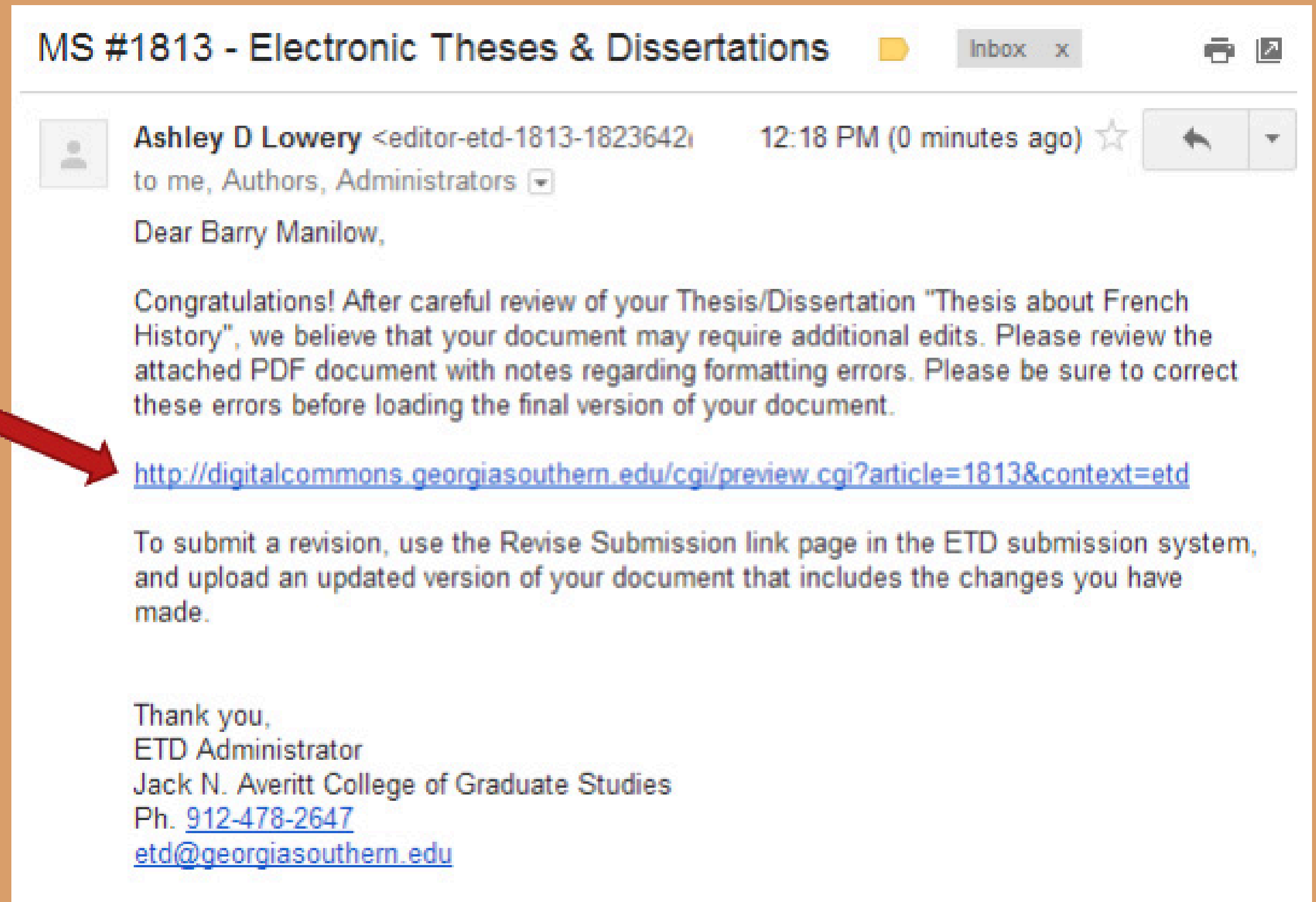


**\*\*Following screenshots say "Electronic Theses and Dissertations" but the format of the emails and pages are the exact same for DNP**



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

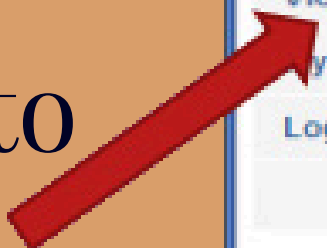
The email will contain a link that will take you to Digital Commons to review and submit revisions.






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.



 **Electronic Theses & Dissertations**


[Revise thesis/dissertation](#)  
[Withdraw thesis/dissertation](#)  
[Email administrator](#)  
[Manage additional files](#)  
[View decisions](#)  
[My account](#)  
[Log out](#)

**Title:** Thesis about French History

**Authors:** Barry Manilow

**Status:** revisions required




**Current File(s):**


 [Download PDF](#)

**Abstract:**

This is a thesis on eighteenth-century France and the *ancien régime* as well as the conquests of Napoleon.

**Revision History**

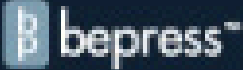

User	Comment	Date	 Native	 PDF
Barry Manilow	Initial Submission	Fri Aug 30 05:08:00 2013		 PDF

 Editor selected version

NOTE: All times are in PT (Pacific Time)



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

 **Electronic Theses & Dissertations** 


[Email administrator](#)  
[Manage additional files](#)  
[View decisions](#)  
[My account](#)  
[Log out](#)

**Title:** Thesis about French History

**Authors:** Barry Manilow

**Status:** withdrawn

**Current File(s):**

 [Download PDF](#)

**Abstract:**

This is a thesis on eighteenth-century France and the *ancien régime* as well as the conquests of Napoleon.

### Decision Letters Sent to Author

Date	From	Subject
Fri Aug 30 2013	Ashley D Lowery	MS #1782 - Electronic Theses & Dissertations

Click here to  
view your  
formatting  
errors.



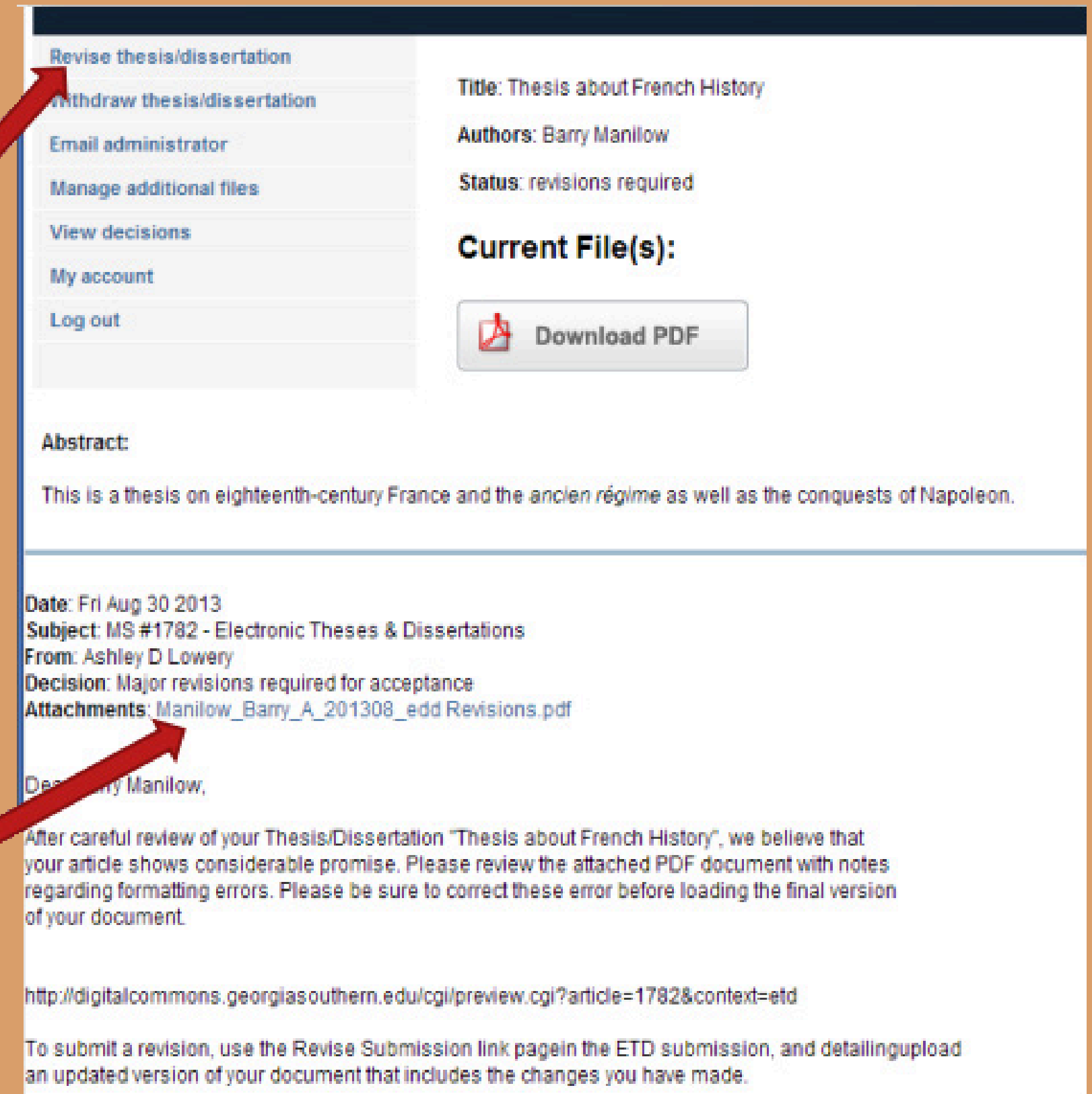


# Review the formatting revisions requested by Graduate Studies. When you have made the changes, upload your updated project.

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 "Attachments" to view your formatting errors




The screenshot shows a web interface for a thesis submission system. On the left is a sidebar with navigation links: [Revise thesis/dissertation](#), [Withdraw thesis/dissertation](#), [Email administrator](#), [Manage additional files](#), [View decisions](#), [My account](#), and [Log out](#). A red arrow points from the text 'click "Revise submission"' to the 'Revise thesis/dissertation' link. The main content area displays submission details: Title: Thesis about French History, Authors: Barry Manilow, Status: revisions required, and a 'Download PDF' button. Below this is an 'Abstract' section with the text: 'This is a thesis on eighteenth-century France and the ancien régime as well as the conquests of Napoleon.' Further down is a metadata section with fields: Date: Fri Aug 30 2013, Subject: MS #1782 - Electronic Theses & Dissertations, From: Ashley D Lowery, Decision: Major revisions required for acceptance, and Attachments: [Manilow\\_Barry\\_A\\_201308\\_edd Revisions.pdf](#). A second red arrow points from the text 'Click the link by "Attachments" to view your formatting errors' to this attachment link. Below the attachments is a 'Decision' section from Barry Manilow, stating that the thesis shows promise but requires formatting corrections. At the bottom, there is a URL for previewing the document and instructions on how to submit a revision.

[Revise thesis/dissertation](#)  
[Withdraw thesis/dissertation](#)  
[Email administrator](#)  
[Manage additional files](#)  
[View decisions](#)  
[My account](#)  
[Log out](#)

Title: Thesis about French History  
Authors: Barry Manilow  
Status: revisions required

**Current File(s):**

 [Download PDF](#)

**Abstract:**

This is a thesis on eighteenth-century France and the ancien régime as well as the conquests of Napoleon.

---

Date: Fri Aug 30 2013  
Subject: MS #1782 - Electronic Theses & Dissertations  
From: Ashley D Lowery  
Decision: Major revisions required for acceptance  
Attachments: [Manilow\\_Barry\\_A\\_201308\\_edd Revisions.pdf](#)

**Decision:** Barry Manilow,  
After careful review of your Thesis/Dissertation "Thesis about French History", we believe that your article shows considerable promise. Please review the attached PDF document with notes regarding formatting errors. Please be sure to correct these error before loading the final version of your document.

<http://digitalcommons.georgiasouthern.edu/cgi/preview.cgi?article=1782&context=etd>

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



# 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 >](#)

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DOCTOR OF NURSING PRACTICE SCHOLARLY PROJECT

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

Download

223 DOWNLOADS  
Since November 10, 2022

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**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

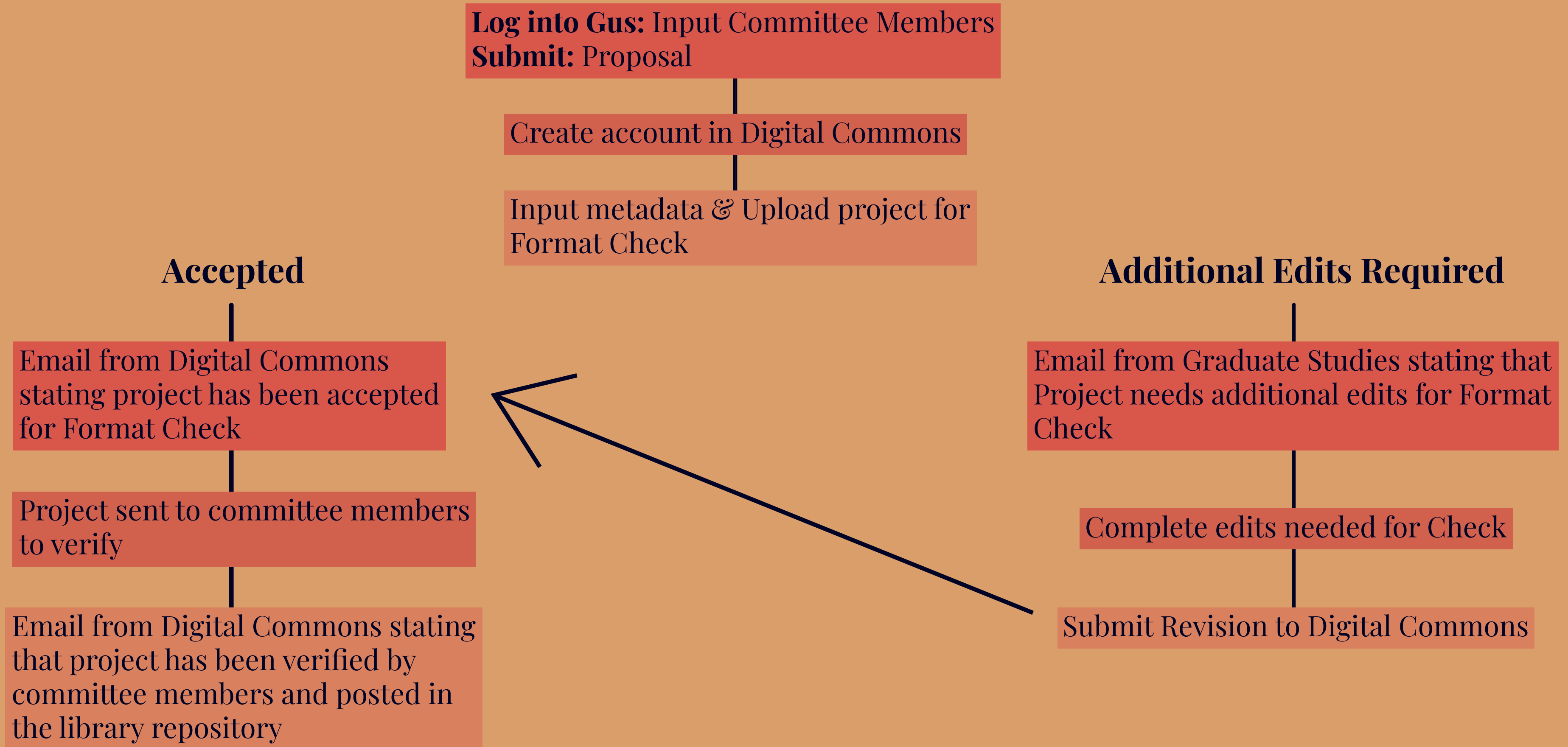
**Third Advisor**  
Dr. Neal Schmidt

**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



# DNP Project Workflow – For Students





# If you have any questions, please contact:

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**Madison Price**

Digital Archivist & IR Manager

mlprice@pittstate.edu | (620) 235-4889