Master of Science in Nursing Program Sophia Submission Form

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Department of Nursing
MASTER OF SCIENCE IN NURSING PROGRAM

GUIDELINES FOR PREPARING MASTER OF SCIENCE IN NURSING SCHOLARLY PROJECT FOR SUBMISSION TO SOPHIA, THE DIGITAL REPOSITORY

Following are instructions on submitting your Project for inclusion in Sophia

Summary of steps for submitting your electronic research for inclusion in Sophia:

1. Secure final approval of your Scholarly Project from your advisor.
2. Provide the Department of Nursing Office Manager an electronic final approved version of your Scholarly Project along with this permission form.
3. There are circumstances in which the work can be withheld from public view for up to one year. This is called an embargo. Situations warranting an embargo include copyright agreements with a potential publisher. You may hold back public release of this Scholarly Project for one year. There are no permanent embargoes.
4. The Department of Nursing Office Manager will forward the approved Scholarly Project to Emily Asch in the St. Catherine Libraries for inclusion in Sophia.

Questions: Heather Tompkins (hltompkins@stkate.edu, 651-690-6653)

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