

## Submit Your Poster

You will need to create an account in Misericordia Digital Commons in order to upload your poster.

From <https://digitalcommons.misericordia.edu/>, click on My Account at the top of the page. At the bottom of the page is a link for you to create a new account.

- Click “My Account.”
- Login or create a free account by clicking “Sign up” under “Create new account.”
- Complete the form to create a user account. Use an email address to which you would like notifications sent.
- We suggest that you use an email address other than your Misericordia address, as this will allow you to receive notifications after your Misericordia email address expires.
- A confirmation will be emailed to the address you provide. Once you’ve confirmed your account, you will only need your email address and password to log in.

Go to [https://digitalcommons.misericordia.edu/research\\_posters2023/](https://digitalcommons.misericordia.edu/research_posters2023/) and then to the Submit Research button on the left side.

### **You must agree to the following statement before depositing your poster into Misericordia Digital Commons. Please read it carefully.**

In order to deposit material into the Misericordia University Digital Commons, you must agree to the following statement. Please read it carefully. If you have questions, please contact Maureen Cech, University Archivist and Special Collections Librarian, at [mcech@misericordia.edu](mailto:mcech@misericordia.edu).

I grant Misericordia University the non-exclusive right to copy, display, distribute, and preserve my work and to make this work available in perpetuity in any format for educational or research purposes.

- I certify that this is my original work.
- I have performed due diligence in obtaining permissions from the copyright owners (for images, graphs, tables, etc.) that are included in this work and/or I am using material in this research project, to the best of my knowledge, in accordance with fair use ([Section 107](#) of the U.S. Copyright Act).
- All of my sources are clearly identified and acknowledged in a bibliography (can be uploaded as an Additional File).

- If applicable: I have complied with all Misericordia University Institutional Review Board (IRB) policies and procedures.
- I understand that content will not be withdrawn from Misericordia University Digital Commons unless significant or unusual circumstances, including legal concerns, such as copyright, libelous content, or privacy issues, arise.

**Note: The faculty advisor(s) you identified in your Submission Form will be notified that you have submitted your poster for their review. Once they approve it, the record and all files will be made public in the Misericordia University Digital Commons.**

**If it has not been approved, you will be notified via email by your faculty advisor, NOT through Digital Commons. Discuss any necessary revisions with your faculty advisor(s) and resubmit as you are advised.**

### **Tips on Preparing Your Files**

1. Make your poster as you normally would in PowerPoint, as if you were having it printed large-scale.
2. In Windows: Go to File > Export; Click Create PDF/XPS Document, then click Create PDF/XPS.
3. In Mac: Go to File > Save As and Save your file as a PDF or File > Export
4. Please name your file using this information in the following format (with no capital letters, spaces, or other special characters):
5. Complete last name and first initial of every author + v + version number + upload date (YYYYMMDD)
6. Your Version Number will be Version 1 unless you have had to resubmit your file at the request of your Faculty Advisor.
  - studenta\_v001\_20220417.pdf
  - studenta\_v001\_20220420.pdf
  - studenta\_studentb\_v001\_20220417.pdf
7. You MUST save your poster as a PDF; the system won't accept .ppt or .pptx files.
8. If you are including Additional Files, like a bibliography or audio recording of your presentation, you will submit your file(s) in the Additional Files Section.
9. Save your Additional File(s) as a PDF, Word document, or mp3.
10. For additional files, use the same format as for your poster, but add a description of the type of file, e.g., bibliography or recording.

11. Your Version Number will be Version 1 unless you have had to resubmit your file at the request of your Faculty Advisor.

- studenta\_bibliography\_v001\_20220417.pdf
- studenta\_bibliography\_v001\_20220420.doc
- studenta\_studentb\_recording\_v001\_2020041.pdf

12. Ensure posters are accessible. PowerPoint resources:

- Use the Built-in Accessibility Checker tool in PowerPoint
- Making Your PowerPoint Presentations Accessible
- Making Your Electronic Poster Accessible

### **Faculty Review of Student Posters**

Posters will **not** be made live in the Misericordia Digital Commons immediately; they will undergo a review process by you. When your students submit their poster presentations, they will identify their advisor(s).

You will receive an email message in your Misericordia University email from the Digital Commons system that you have submission(s) to review.

You will need an MU Digital Commons account in order to review your students' posters.

To create an account:

- From <https://digitalcommons.misericordia.edu/>, click on My Account at the top of the page. At the bottom of the page is a link for you to create a new account.
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### **How Reviews Are Submitted**

Once the reviewer has committed to the review, she/he will arrive at the report upload form where she/he uploads the full-text report, recommends an editorial decision (e.g., "Major revisions required"), uploads a cover letter only the administrator can see, and—this is an optional, configurable feature—uploads attachments intended for the author(s).

## Important!

- **If you want students to revise, communicate with them directly rather than through Digital Commons.** Any comments you make to the student are **NOT** sent to the student directly through the Digital Commons peer-review system.
- It's best to approve posters **BEFORE** students submit them through Digital Commons.

## For Students

### Directions for Submitting Your Poster to Misericordia University Digital Commons

Before you begin, have the following ready:

- Title
- Abstract
- 3-5 keywords that describe your poster
- Author(s)
  - You and the names of any partners you worked on the poster with
- Your faculty advisor(s)
- **Final** version (not a draft) of your poster as a PDF
- **Final** version (not a draft) of Additional Files, like a bibliography
- A Misericordia Digital Commons account.
  - Create a new one when you are ready to submit
  - If you already have an account, log in to submit your poster to the designated series: [https://digitalcommons.misericordia.edu/research\\_posters2023/](https://digitalcommons.misericordia.edu/research_posters2023/)

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- A confirmation will be emailed to the address you provide. Once you’ve confirmed your account, you will only need your email address and password to log in.
- **Return to the appropriate series in Misericordia University Digital Commons and click Submit Research.**

### Depositing Your Work

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- I grant Misericordia University the non-exclusive right to copy, display, distribute, and preserve my work and to make this work available in perpetuity in any format for educational or research purposes.
- I certify that this is my original work.
- I have performed due diligence in obtaining permissions from the copyright owners (for images, graphs, tables, etc.) that are included in this work and/or I am using material in this research project, to the best of my knowledge, in accordance with fair use ([Section 107](#) of the U.S. Copyright Act).
- All of my sources are clearly identified and acknowledged in a bibliography (can be uploaded as an Additional File).
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### Submission Page

1. Enter "Title." Please use headline format, i.e., capitalize all important words and proper nouns.
2. "Name"
  - a. Include all authors of your poster.
2. Identify your advisor(s)
  - a. DO NOT include titles such as Dr., Professor or Mr./Ms./Mrs., or post-nominal initials like Ph.D.
3. Type or paste your abstract.
4. Publication Date
  - a. Enter "2023"; no other information is needed.
5. Document Type
  - a. Defaults to "Poster"
6. Department Dropdown
  - a. Choose your Department.
7. Keywords (3-5 max)
  - a. What are the main topics your poster covers?
8. Disciplines (Choose **ONE** top-level discipline)
  - a. If your poster is about speech-language pathology, nursing, physical therapy, occupational therapy, medical imaging, or sonography, choose Medicine and Health Sciences.

- b. If your poster is about psychology, social work, communication, political science, choose Social and Behavioral Sciences.
  - c. If your poster is about literature/theatre/writing, history, philosophy, religious studies, or fine arts, choose Arts and Humanities.
  - d. If your poster is about business, sports management, accounting, etc., choose Business.
  - e. If your poster is about any level of education, choose Education.
  - f. If your poster is about biology, nutrition, kinesiology, choose Life Sciences.
  - g. If your poster is about chemistry, maths, computer science, or physics, choose Physical Sciences and Mathematics.
9. Upload your PDF. (Refer to the Guidelines for Preparing Files.)
  10. Check the box under “Additional Files” if you have supplemental content with your poster (such as a bibliography) to also upload to MU Digital Commons. You’ll be taken to another screen if you have additional files. (Refer to the Guidelines for Preparing Files.)
  11. Click Submit.

**The faculty advisor(s) you identified in your Submission Form will be notified that you have submitted your poster for their review. Once they approve it, the record and all files will be made public in the Misericordia University Digital Commons.**

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