HOW TO COMPLETE THE $AQUILA$ FORM AND UPLOAD
THE APPROVED THESIS, DISSERTATION, OR NURSING CAPSTONE PROJECT TO $AQUILA$

Your thesis, dissertation, or nursing capstone project should be submitted to the Reviewer only after you have successfully defended. Before you submit your document to the reviewer, complete any/all revisions required by your committee and be sure those revisions are approved by your committee. Your document must also be placed into the appropriate USM Template using the Instructions provided under Step 2 of the website where you found these instructions (LaTeX users are the only exception – they should use the LaTeX template).

Initial Submission on Aquila:

Note: (if this is not your initial submission, see the instructions for uploading revised drafts that appear later in this document)

- **DISSERTATIONS**: D.M.A., Ed.D., Ph.D. candidates use this link: [http://aquila.usm.edu/dissertations](http://aquila.usm.edu/dissertations)
- **THESSES**: M.A., M.S., M.M. candidates use this link: [http://aquila.usm.edu/masters_theses](http://aquila.usm.edu/masters_theses)
- **NURSING CAPSTONE PROJECTS**: DNP candidates use this link: [http://aquila.usm.edu/dnp_capstone](http://aquila.usm.edu/dnp_capstone)

1. Save these instructions on your desktop (you will need them again).
2. Under the Author Corner section on the left side of the page, click the Submit Research link.
3. If this is the first time you have visited this website, you will need to create an account using your USM email address and password.
4. Log in with your USM email address and password.
5. Using the instructions that follow, complete all the fields on the electronic form.
6. Once the form is completed, upload the full document (in the USM Template) in Microsoft Word (.doc or .docx). Mac users should always have their document saved in compatibility mode. (Only LaTeX users may submit in .pdf). Make sure you follow the instructions that begin below.
7. Click submit.
8. Once you receive confirmation (via email) that the document has been submitted successfully, click on “My Account” and log out. The Reviewer will receive a notification that your file has been uploaded, and she will place it in her queue.
9. Send an email to the Reviewer stating that you have completed the upload. [Graduatereader@usm.edu](mailto:Graduatereader@usm.edu)

**Filling out the Form (initial submission only):**

When you sign-on to Aquila for the first time, you will be required to fill out a form before you can send your thesis, dissertation, or nursing capstone project to the Reviewer (note – you will do this one time, if you come to this form on subsequent submissions you are in the wrong place)

Please complete every field as instructed on the pages that follow (the instructions are not as long as they look, the screenshots just make it look that way).

The instructions you need begin on the next page.
Aquila Submission Form Instructions

Title:
Insert your complete title (type it or copy & paste it) – this entry must match the title on your Reviewer approved title page. If your title includes characters and symbols not found on a standard keyboard, contact the Reviewer.

**Required Title**

Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis.

**Dissertation/Thesis Title**

Author:
*Click in the search box and type in your **USM email address** (usm.edu, not eagles), then enter your name as it appears on your approved title page. Leave suffix blank, unless your name is followed by a Jr., Sr., III, etc.

*Type in “University of Southern Mississippi” in the institution field. A drop down menu will appear, select University of Southern Mississippi to be sure the entry is correct.

**Required Author**

Date of Award (when your degree will be awarded):
Under season, select the semester (spring, summer, or fall) when you will be completing your degree, the month (May, August, December), and year of your final semester. Leave the field for day blank.

**Required Date of Award**

Never use “winter” under season.
**Student's Permanent Email:**

*Do not enter your USM email address here.*

Enter your long-term email address, one not likely to change in the foreseeable future (preferably personal, work email addresses are likely to change as time goes by). It is important that we have some way of contacting you in the future (if necessary). Only the Reviewer and the website administrator can see this email.

**Degree Name:**

Choose the degree you will be receiving from the drop-down menu:

**Department:**

Select your department from the drop-down menu.

Make sure you select the most current name for your department. There are department names listed that are no longer current, the new name will also be listed, select that. If the name of your department has changed or will change before you graduate and that choice is not there, select the closest possible match and let the Reviewer know. The Reviewer will check with your department, and, if appropriate, the new name will be added.

**Embargo Period (delayed release):**

There are allowable reasons to embargo or delay the release of your thesis, dissertation, or capstone project. Read the University Policy on embargo (at the end of this document) and discuss this with your advisor. If you choose to delay release of your work, then select 6 months, 1 year, or 2 years. Although there is no option for an “indefinite” embargo in *Aquila*, it is possible. Select two years and then ask the Reviewer to extend the embargo period for you. **Please do not embargo your document unless it is absolutely necessary.** Place the
same embargo period on the ProQuest form at the end of the review process (the Reviewer will provide the form to you at the end of the review process). The Reviewer will adjust your embargo period so that it begins at the end of your final semester. The Reviewer will make the embargo period match in Aquila if a different choice is made on the ProQuest form.

If there is no embargo on your document, it will be released on both the Aquila and ProQuest databases on the date it is finalized by the Reviewer.*

*Students who complete the review process and their documents are finalized by the Reviewer prior to their final semester should expect the following: (1) if no embargo is specified, the document will be set to be released on ProQuest & Aquila at the beginning of the students' final semester; (2) if an embargo is specified, the embargo period will begin at the end of the students' final semester. For more information, contact the Reviewer.

**Future Permission:**

Select one of the options from the drop-down menu.

- Yes, please allow others to use my original material as an aid in their own research
- No, please deny any requests on my behalf
- Please contact me with future requests and I will make a determination on a case-by-case basis.

**Committee Chair:**

Fill in your committee chair’s name. Format for entry: if the chair completed a doctoral degree, list his/her name in this format: Dr. Jane Doe; if not list the chair as Jane Doe.

Select the committee chairs department in the next field.
Committee members:

There are fields that follow for your remaining committee members and their departments; add their names and departments as noted above.

If you have a committee member from another institution, enter the name, but not the department.

Keywords:

* Type in keywords or search terms that best describe your thesis, dissertation, or nursing capstone project.

* The keywords should not be the same as the Subject Categories (see below). The keywords will enhance the indexing and retrieval/discovery of your work. These will help identify and classify your work, for example, geographical locations, scientific names, specific terms, etc.

Keywords are a way to narrow the search, whereas the Subject Categories (selected in the next field) provide a broader categorization of your work.

Subject Categories:

Using the available terms shown, select as many subject categories as possible.
This will assist researchers when they are searching for work in your field of study and related fields of study. Explore the list under more than one category – you may find additional choices that will be appropriate for your subject matter.

Abstract:

Copy and paste your Abstract (without the headings) in the space provided. Remember that if we ask for any corrections to your Abstract, you will need to make sure the same corrections are made here as well. Your Abstract should not contain any special letters/characters not found on a standard keyboard (special characters/letters may appear in your chapters). Also remember that, due to ProQuest restrictions, there is a word limit on the Abstract: Theses – 250 words or less; Dissertations and Nursing Capstone Projects – 350 words or less.

ORCID:

Enter your ORCID number here. We recommend that you sign up for this free service. For additional information about ORCID, go to orcid.org. You can also find further information in the pdf file found under Step 4 (item a) of the Graduate Documents website. If you sign up for ORCID after you have submitted your draft to Aquila, email the Reviewer and she will add your ORCID id to the form. You should also enter it on
the *ProQuest* form at the end of the review process. Enter the number assigned to you beginning with orcid.org/ then your assigned number (it won’t be all zeros).

**ORCID ID**

For more information, please visit orcid.org.

orcid.org/0000-0000-0000-0000

Copyright:

Enter the year that the document will be completed/published and your name as follows:

**Copyright**

2021, James Tiberius Kirk

Attach and upload your document:

*Upload your **WORD** document (.doc or .docx) where indicated (Only LaTeX users may upload a pdf).

Mac users, please save in compatibility mode first.

*Click on **Upload file from your computer**, then

*Click on **Browse** and then select the file from your computer to upload.

*You will probably have no additional files to upload. **Do not** upload your thesis, dissertation, or capstone project under “additional files” (There are very few circumstances in which you will need to use “additional files” – call the Reviewer if you think you need this before clicking on “additional files”).

*Read the open access statement and then check the box acknowledging that you have read the statement.

*Finally -- **Click Submit**
The Reviewer will receive an emailed notification that you have submitted your thesis, dissertation, or nursing capstone project. She will then place it into her queue for the Review process. Also, email the Reviewer and state that you have just submitted your document to *Aquila* (as a double-check).

Your thesis, dissertation, or capstone project will **not be visible** on the *Aquila* database until the Reviewer approves it in its final version. Only you and the Reviewer will have access to it until the Reviewer approves your document and submits it to *Aquila* for publication.

Shortly after the final document is published on *Aquila*, it will also be submitted to *ProQuest* for publication by the Reviewer (if you choose to embargo your work, it will be adhered to by both *Aquila* and *ProQuest*).

There will be an additional form to fill out for *ProQuest* that will be provided to you by the Reviewer when she has cleared you for the final steps.

**Do not submit a document that has not been defended and approved by your committee. Do not submit a document that has not been correctly placed in the appropriate USM Template according to the instructions and guidelines.** LaTeX users (math, some in computer science and physics) must use the LaTeX template as instructed by the Math department. Check your document for grammar, spelling, punctuation, etc. (Grammarly.com provides a good tool). Check to be sure every citation is correctly formatted and that it has a match in your reference section. Run the document through *Turnitin* to check for originality. For more information see the guidelines (under Step 2), the manual dealing with research compliance (etc.) (under Step 4), and the .pdf document provided to you by the Reviewer at the time the title page was approved, entitled “Info for Degree Candidates”.

**AFTER THE FIRST REVIEW:**

After the Reviewer completes the first review, she will email you.

Attached to the email will be the Reviewer’s checklist that includes general instructions (which you should read) and your next due date (never more than one week).

Make sure the revised document is sent back to the Reviewer (via *Aquila*) by or before the assigned due date.

Do not change the file name the Reviewer assigns to your document.

Do not remove the Reviewers comments. She will remove them during the second review once she sees that the revision has been made. She will leave the comment(s) if the corrections weren’t made or were made incorrectly. New comments will be added if new or additional errors are found and another step to the review process will be added.

Do not add comments of your own or use the feature in Word that will mark the comment as “done” – leave the comments as is.

**How to Pull the Reviewer’s Marked File from Aquila:**

1. Click on “My Account” and log in using your USM email address and the password you set up at the time of the initial submission.
2. Click on the document title.
3. Just above the heading “Submission Metadata” you will see two choices for files to download.
   - Download the *Word file* (.doc or .docx) [*Aquila calls it the “native file”*]. *(Only LaTeX users may use the .pdf)*
4. Save the file to your desktop.
5. Complete all the revisions within that file– do not change the file name or remove the comments.

Then …

**How to Send Your Revised File Back to the Reviewer:**

1. Click on “My Account” and then Log in as before.
2. Click on your document file.
3. In the list of choices on the left side of the screen, select “Revise Thesis/Dissertation/Capstone”
4. Scroll all the way down to find the spot to upload your revised draft/file. As you scroll down do not change any of the information in that form.

****Please do not enter anything in the “reason for update” or “comments” section at any point during this process (initial or later submissions).****

There are three videos that will also help with the submission and re-submission process. Use the videos in conjunction with these instructions. The videos can be found on the same website where these instructions were found (under Step 5). If you would like for the Reviewer to email them to you, just ask.

University Policy on Embargo (Delayed Release) of Theses, Dissertations, and Nursing Capstone Projects

An embargo on the release of your thesis, dissertation, or nursing capstone project is allowable in Aquila and ProQuest. Embargoing the document is discouraged, but may be requested for the following reasons:

- A patent application based on the research is imminent or submitted.
- The research is proprietary.
- A book or other work will be or has been submitted for publication and security is necessary.

A decision to embargo should be agreed upon by both the student and the committee chair/dissertation director. The university prefers that the embargo duration not exceed two years. An indefinite embargo may be placed on some types of work. An embargo period must be identical in Aquila and ProQuest. Once finalized in Aquila and ProQuest, the student should not request additional changes to the document embargo period except under extraordinary circumstances. A request for an embargo change, including signatures of the student and committee chair, must be submitted to the Reviewer and approved by the Dean of the Graduate School. The student should be aware that they will be responsible for any fees assessed by ProQuest for changes made.

The USM Guidelines, Turnitin assignments, and the Deadlines.