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Section 1: About MEDICA@MUSC
About MEDICA@MUSC

MEDICA@MUSC, the Medical University of South Carolina (MUSC)'s Institutional Repository, was developed to collect, maintain and provide access to the scholarly works produced by MUSC. MEDICA@MUSC enables MUSC to return the fruits of its research to the local community, improves its visibility and standing in the academic enterprise, and enhances the quality of its scholarship.

MEDICA@MUSC, formerly known as MEDICA, is now powered by Digital Commons.

Digital Commons allows authors to track metrics of their contributions to the open access repository, including downloads of their work.

MUSC faculty, staff, and students can contribute a variety of scholarly and creative works including poster presentations, dissertations and theses, articles, book chapters, and more.
Section 2: Before You Begin
What Can You Submit to MEDICA@MUSC?

- MUSC Theses and Dissertations
- MUSC Faculty Books or Book Chapters
- MUSC Faculty Journal Articles
- MUSC Faculty and Student Presentations

All works must be authored by at least one MUSC faculty, staff, or student during their time at MUSC.

If you or your department has creative or scholarly work (i.e., departmental newsletters, MUSC-based event program recording, etc.) that should be on this list and included in MEDICA@MUSC, email the MEDICA@MUSC administrator at medica@musc.edu to request a new collection.
Submission Checklist for All Submissions

For all submissions, before you begin, make sure to review the Submission Checklist and to have the items ready.

For All Submissions

- Name(s) and email(s) of the author(s) of the work
- Complete title of the work
- Creation or publication date (if published)
- 3-10 keywords (recommended)
- Abstract (recommended)
- MEDICA@MUSC IR Submission Request and Consent PDF

Required information in red.
Additional Checklist Items By Collection

**For Theses and Dissertations**
- Authored by MUSC student
- Make sure that the date, names of the committee members, year of defense, college, and degree are printed on the thesis/dissertation
- Word, PDF, or RTF file

**For Faculty Journal Articles**
- Authored by MUSC faculty
- Journal title and volume and issue numbers
- Page numbers where your article appears in the journal
- DOI
- Word, PDF, or RTF file

**For Book/Book Chapters**
- Authored by MUSC faculty
- Title of the book and book chapter (if submitting chapter)
- ISBN
- Word, PDF, or RTF file
- Image file for book cover (optional)

**For Poster Presentations**
- Authored by MUSC faculty, staff, or student
- Image file of the poster
Additional Checklist Items By Collection, continued

For Conference Papers
- Authored by MUSC faculty, staff, and/or student(s)
- Word, PDF, or RTF file
- Conference description (optional)

For Conference Presentations
- Authored by MUSC faculty, staff, and/or student(s)
- Word, PDF, or RTF file
- Conference description (optional)
Theses and Dissertations Policy

For thesis and dissertation submissions, check with your college to make sure that you are adhering to formatting guidelines. Also, make sure that the copy of the dissertation or thesis that you submit contains the signatures and/or printed names of your committee members.

As of March 1, 2018, MUSC Libraries will be suspending most bindery services. Instead, students and departments that wish to have a print version of their material may work directly with our chosen vendor, Houchen Bindery. By going to their website, you can upload documents, choose the preferred binding, and have the copies sent directly to your chosen location. The service is faster, easier, and more satisfactory to the user.

As such, MUSC Libraries will no longer collect print copies of theses and dissertations. And while we are suspending most bindery services, if a student or department requires more specialized binding, we are still able to help. Please contact Resource Management Services of MUSC Libraries for more information.
How to Submit Your Work: Steps 1-2

Submitting your work to MEDICA@MUSC is a four-step process:

Step 1:
The submitter of the work completes the MEDICA@MUSC Submission Request form. This establishes a request to submit your work to MEDICA@MUSC before uploading it to Digital Commons. This is essential to collecting author consent and gathering descriptive information about your work in the event of technical issues.

Step 2:
All authors/coauthors listed in the request receive an emailed invitation to complete the MEDICA@MUSC Author Submission Agreement, which allows them to confirm or decline the request and give consent to MUSC to retain and distribute the work in its library holdings. The form must be completed within 30 days of the submission of the request.
How to Submit Your Work: Steps 3-4

Step 3

Once all authors have completed the Author Submission Agreement, the submitter will receive a link to download the MEDICA@MUSC IR Submission Request and Consent PDF, which must be uploaded to Digital Commons with the submission, if all authors have confirmed the request.

Step 4

The submitter uploads the work to MEDICA@MUSC in Digital Commons.
Keep in Mind

The information you enter throughout the process may seem redundant, but the purpose is to ensure that MUSC obtains permission from authors and that descriptive data for your work is acquired should technical issues arise during the submission process.

If there are multiple authors, designate one person as the contributor to complete the MEDICA@MUSC Submission Request form and to upload the work to Digital Commons.

If you are departing from MUSC in the near future (graduating, retiring, etc.), list your personal email in the Author’s Email field in Section 2 of the MEDICA@MUSC Submission Request form and use it to create your Digital Commons account.

Digital Commons does not accommodate indefinite access embargoes. If you wish to set an embargo for your work, you must select a date for when the work will be available.

You may wish to restrict the visibility of your work to MUSC network ID/password holders only. This is a permanent selection in Digital Commons and cannot be undone. The system does not allow you to set an expiration date to allow full access to anyone outside the MUSC network.

Submission requests are approved by the Waring Historical Library Digital Archives of MUSC. The Waring Historical Library retains the discretion to deny or remove submitted content from MEDICA@MUSC.
Section 3: MEDICA@MUSC Submission Request Form
Step 1: Section 1 – Contact Information

Visit the MEDICA@MUSC Submission Request page to submit a request to include your work in MEDICA@MUSC.

Access to the page requires an MUSC Net ID and password.

Enter your contact information into Section 1.

<table>
<thead>
<tr>
<th>SECTION 1: CONTACT INFORMATION</th>
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<tr>
<td>REQUIRED</td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Email Address</td>
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<td>Telephone</td>
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</table>

MUSC College/Department
Choose MUSC Affiliation

Classification
Choose Classification
Step 2: Section 2 – General Document Information

Enter the information for the work you wish to include in this submission in Section 2. One scholarly work per submission request form.

If you are the author, include your name as it appears on the published work and your email address again in this section.

Separate coauthors’ names (if applicable) and emails by commas.

SECTION 2: GENERAL DOCUMENT INFORMATION

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<tr>
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<tr>
<td>List names separated by commas as they appear in the published work</td>
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<td>Coauthor(s)</td>
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<tbody>
<tr>
<td>Author Emails</td>
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<td>List authors' author email addresses separated by commas</td>
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<th>Author Emails</th>
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<td>Author Emails</td>
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Step 2: Section 2 – General Document Information cont.

To improve the discoverability of the work, it is recommended that you include 3-10 keywords and an abstract.

For MUSC theses and dissertations, list the degree granted.

In the Comments field, you may leave a note for the MEDICA@MUSC administrator or any other descriptive information for the work.
Step 3: Section 3 – General Document Information

If you are submitting a journal article, include the information for the journal that your article appears in in Section 3.

**SECTION 3: FOR JOURNAL ARTICLE SUBMISSIONS**

<table>
<thead>
<tr>
<th>Journal Title</th>
<th>Article Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume Number</td>
<td>Issue Number</td>
</tr>
<tr>
<td>DOI</td>
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</tr>
</tbody>
</table>
Step 4: Section 4 – General Document Information

If you are submitting a book or book chapter, include the information for this work in Section 4.

If you are submitting a book chapter, enter the book title in this section. The title of the chapter should be entered in the title field in Section 2.

SECTION 4: FOR BOOK/BOOK CHAPTER SUBMISSIONS

Enter book title if different from document title entered in Section 2 (i.e. book chapter submissions)

- Book Title
- Publisher
- ISBN
In Section 5, indicate if you’d like to place restrictions (embargo and/or visibility restrictions) on access to the work. Read the directions carefully.

If choosing an embargo, select the date that your work should be made available. **Indefinite embargoes are not possible.**

Check the box if you would like to restrict visibility to MUSC NET ID holders. Visibility restrictions are **permanent** and cannot be lifted by a certain date.

After you have made your selections, you may submit your request.

**SECTION 5: EMBARGO AND VISIBILITY RESTRICTIONS (OPTIONAL)**

**Embargo**
You may choose to delay access to the work included in this submission by way of an embargo. If an access embargo is placed on the work, only the bibliographic record of your work will be visible in MEDICA@MUSC and it will not be possible to view or download the actual work (i.e., the PDF of the dissertation that you upload at the time of the submission) until the embargo lapses.

If you wish to place an embargo on the access to the work, please indicate in the date field below, the date that this restriction should be lifted and that the work will be available to the public. Please, note that the work will be accessible in MEDICA@MUSC **without restriction** (unless a visibility restriction is also chosen) upon the date you select.

**Visibility Restriction**
You may opt to restrict the viewership of the work you contribute to the MUSC network (requiring an MUSC network ID and password) only. Visibility restrictions may also apply after an embargo period has ended.

For contributors who have chosen to embargo their work, please note that an embargo and visibility restrictions do not apply concurrently to your work. Visibility restrictions take effect only after the embargo period has ended.

Check if requesting to restrict to MUSC NET ID users only

[Submit Request]
Section 4: MEDICA@MUSC
Submission Request Confirmation
Once you have submitted the MEDICA@MUSC Submission Request form, you will receive confirmation with this message.

If you would like to start a new submission request, click the Start New Request button.

Submission Request Successfully Submitted!

Thank you for your MEDICA@MUSC submission request! It has been successfully submitted. An email will be sent to samuel@musc.edu to confirm your request. The authors/coauthors listed in your request will receive an invitation to CONFIRM or DECLINE this submission request. All authors/coauthors listed in the request must complete the MEDICA@MUSC Author Submission Agreement form linked in their emailed invitation within 30 days of this submission request to authorize consent of the deposition of the scholarly work into the library holdings of the Medical University of South Carolina and its distribution in MEDICA@MUSC in Digital Commons. Pending submission requests are cancelled after 30 days.

If and when all authors/coauthors listed in your request CONFIRM their authorization of this submission request, access to the signed MEDICA@MUSC IR Submission Request and Consent PDF will be sent to you and you will be able to proceed with the next steps as outlined in the Submitting Your Work to MEDICA@MUSC guide to upload the scholarly work to MEDICA@MUSC in Digital Commons.

If you have questions regarding this form, your submission, or MEDICA@MUSC, email medica@musc.edu.
Confirmation Emails: Submitter

Now that the submission request has been submitted, the submitter will receive an email confirming the receipt of the request.

The email also details next steps for authors/coauthors listed in the request.

If the submitter is also listed in the request as an author, they will receive a separate email invitation to confirm or decline the request with the Author Submission Agreement form.

---

Dear Tabitha Samuel,

Thank you for your submission request to MEDICA@MUSC. Your Submission ID is #17.

The authors/coauthors listed in your request will receive an invitation to CONFIRM or DECLINE this submission request. All authors/coauthors listed in the request must complete the MEDICA@MUSC Author Submission Agreement form linked in their emailed invitation within 30 days of this submission request to authorize consent of the deposition of the scholarly work into the library holdings of the Medical University of South Carolina and its distribution in MEDICA@MUSC in Digital Commons. Pending submission requests are cancelled after 30 days.

If and when all authors/coauthors listed in your request CONFIRM their authorization of this submission request, access to the signed MEDICA@MUSC IR Submission Request and Consent PDF will be sent to you and you will be able to proceed with the instructions to upload your work to MEDICA@MUSC in Digital Commons as outlined in Section 7: Uploading Your Submission to Digital Commons in the Submitting Your Work to MEDICA@MUSC guide. Access the guide by clicking or copying the following link into your browser: [https://waring.library.musc.edu/digital-collections/medica-guide/medica_musc_submission_guide.pdf](https://waring.library.musc.edu/digital-collections/medica-guide/medica_musc_submission_guide.pdf).

If you have any questions, contact The Waring Historical Library Digital Archives at medica@musc.edu.

Sincerely,

The Waring Historical Library Digital Archives
Section 5: MEDICA@MUSC
Author Submission Agreement
Step 1: Invitation to Author Submission Agreement

Greetings,

The following submission request has been submitted to MEDICA@MUSC.

Submitter First Name: Tabitha
Submitter Last Name: Samuel
E-Mail: samuel@musc.edu
Telephone: 8437926749
MUSC Affiliation: Choose MUSC Affiliation
Classification: Choose Classification
Title: Test Submission Title 3
Publication Date: 2022-07-01
Document Type: Thesis/Dissertation
Authors Name: Tabitha Samuel
Authors E-mails: samuel@musc.edu
Restrict to MUSC.NET ID users only?: No

For this submission to be successfully accepted, you must complete the MEDICA@MUSC Author Submission Agreement within 30 days of receiving this email.

To confirm or decline this submission, click or open this link https://waring.library.musc.edu/digital-collections/submission-agreement.php?key=VcoP2zAMBGwd5h0fNbrPKH4 in a browser.

If you have any questions, contact The Waring Historical Library Digital Archives at medica@musc.edu.

Sincerely,
The Waring Historical Library Digital Archives
Step 2: Review Instructions and Request Details

The Author Submission Agreement for MEDICA@MUSC email will contain a link to the MEDICA@MUSC Author Submission Agreement page.

The MEDICA@MUSC Author Submission Agreement page gives instructions for the form and a list of details the submitter entered on the request form.

Carefully review the instructions and the submission request details before proceeding to the next section of your agreement.

![MEDICA@MUSC Author Submission Agreement](image-url)
Step 3: Author Consent – Confirmation

Authors have the option to confirm or decline the submission request and Rights Statement.

Be sure to read the Rights Statement carefully.

Authors are not signing over copyright to the Waring or MUSC, but simply agreeing to give MUSC the right to retain, reproduce, and distribute their work.

AUTHOR CONSENT

Rights Statement

I hereby grant to the Medical University of South Carolina in perpetuity, a non-exclusive right and license without charge to retain, reproduce and distribute the deposited work (the "Work") in whole or in part, in and from its electronic format. This agreement does not represent a transfer of copyright to the Medical University of South Carolina.

I represent and warrant to the Medical University of South Carolina that the Work is my original work. I also represent that the Work does not, to the best of my knowledge, infringe or violate any rights of others.

I further represent and warrant that I have obtained all necessary rights to permit the Medical University of South Carolina to reproduce and distribute the Work.

Select to CONFIRM your consent to the Rights Statement above and your approval of this submission.

Select to DECLINE your consent to the Rights Statement above and your approval of this submission. By declining, your work will not be deposited into MEDICA@MUSC or become part of the library holdings at the Medical University of South Carolina.

By typing your name below, you are confirming that the details entered in the submission request and this form are correct.

Electronic Signature (Enter Full Name)
Tabitha Samuel

SUBMIT AGREEMENT

If you have questions regarding this form, your submission, or MEDICA, email medica@musc.edu.
Step 3: Author Consent – Declination

AUTHOR CONSENT

Rights Statement

I hereby grant to the Medical University of South Carolina in perpetuity a non-exclusive right and license without charge to retain, reproduce and distribute the deposited work (the Work) in whole or in part, in and from its electronic format. This agreement does not represent a transfer of copyright to the Medical University of South Carolina.

I represent and warrant to the Medical University of South Carolina that the Work is my original work. I also represent that the Work does not, to the best of my knowledge, infringe or violate any rights of others.

I further represent and warrant that I have obtained all necessary rights to permit the Medical University of South Carolina to reproduce and distribute the Work.

☐ Select to CONFIRM your consent to the Rights Statement above and your approval of this submission.

☐ Select to DECLINE your consent to the Rights Statement above and your approval of this submission. By declining, your work will not be deposited into MEDICA@MUSC or become part of the library holdings at the Medical University of South Carolina.

By typing your name below, you are confirming that the details entered in the submission request and this form are correct.

Electronic Signature (Enter Full Name)
Tabitha Samuel

SUBMIT AGREEMENT

If you have questions regarding this form, your submission, or MEDICA, email medica@musc.edu.
Once the author has electronically signed and submitted the Author Submission Agreement, they will receive this message.

If an author has declined the Author Submission Agreement, the submitter will receive a message concerning the denial of the request.

Should all authors confirm the Author Submission Agreement, the submitter will be notified.

Home / MEDICA@MUSC Institutional Repository Collections / MEDICA@MUSC Author Submission Agreement Confirmation

Author Consent Successfully Submitted!

Thank you for successfully submitting the MEDICA@MUSC Author Submission Agreement! An email will be sent to samuel@musc.edu to confirm your submission of the agreement. All authors listed in the submission request must complete the MEDICA@MUSC Author Submission Agreement form to confirm or decline their authorization of the retention and distribution of this work by the Medical University of South Carolina and to generate and receive access to the signed MEDICA@MUSC IR Submission Request and Consent PDF.

If and when all authors/coauthors listed in the submission request CONFIRM their authorization of this request, access to the signed MEDICA@MUSC IR Submission Request and Consent PDF will be provided with instructions and a link to upload the scholarly work to MEDICA@MUSC in Digital Commons.

If you or any other author listed in the submission request has declined the MEDICA@MUSC Author Submission Agreement, the submission request for this work will be denied and the submitter will be notified.

If you have questions regarding this form, your submission, or MEDICA@MUSC, email medica@musc.edu.
Author Submission Agreement Reminders

Authors and submitters will receive reminder emails if the Author Submission Agreement has not been completed 14 and 28 days after the submission request was submitted.

A final notice will be sent out on the 30th day informing of the cancellation of the request. Should this occur, the submitter is free to submit a new request.
Section 6: Submission Request Approval and Denial
If an author declines the Author Submission Agreement, the submitter will receive this message.

The submitter will be free to submit the work as a new request.

Greetings,

Submission request for Submission ID #17 has been denied. One or more authors listed in your request denied the MEDICA@MUSC Author Submission Agreement.

If you would like to attempt to deposit the work into MEDICA@MUSC again, you may complete a new MEDICA@MUSC Submission Request.

If you have any questions, please contact medica@musc.edu.

Sincerely,

The Waring Historical Library Digital Archives
Submission Request Approval Notice

Greetings,

The authors listed in your submission request for Submission ID #16, have successfully signed and submitted the MEDICA@MUSC Author Submission Agreement.

Please visit https://waring.library.musc.edu/digital-collections/metadata/getPDF.php?key=VcsP2zAM8GwdShwfqNbrPKHU to download the electronically signed MEDICA@MUSC IR Submission Request and Consent PDF, which must be uploaded with your submission to MEDICA@MUSC in Digital Commons.

To upload your submission to MEDICA@MUSC in Digital Commons, follow the instructions to upload your work as outlined in Section 7: Uploading Your Submission to Digital Commons in the Submitting Your Work to MEDICA@MUSC guide. Access the guide by clicking or copying the following link into your browser: https://waring.library.musc.edu/digital-collections/medica-guide/medica_musc_submission_guide.pdf.

If you have any questions, please contact The Waring Historical Library Digital Archives at medica@musc.edu.

Sincerely,

The Waring Historical Library Digital Archives
The MEDICA@MUSC IR Submission Request and Consent PDF is a printable version of all author-signed Submission Agreements.

The MEDICA@MUSC IR Submission Request and Consent PDF will be needed for uploading the submission to MEDICA@MUSC in Digital Commons in the next section.
Section 7: Uploading Your Submission to Digital Commons
Uploading Your Submission to Digital Commons: Guide

Quick Links

To fast-forward to instructions on creating a Digital Commons account or to submitting your work in Digital Commons, choose from the quick links below.
Creating an Account Step 1: Access MEDICA@MUSC Homepage

To upload anything to MEDICA@MUSC, you will need a Digital Commons account.

To start, in your browser go to the MEDICA@MUSC in Digital Commons homepage.

To create a Digital Commons account, click My Account in the top right corner of the page. This will take you to the Login page.
Creating an Account Step 2: Sign Up for a Digital Commons Account

On the Login page, click **Sign Up** at the bottom of the form. This will take you to the Create Account form.
Creating an Account Step 3: Complete the Create Account Form

On the Create Account page, enter credentials for your account.

If you are departing from MUSC soon (i.e., graduating) use your personal email address to receive metrics after your departure.
Creating an Account Step 4: Account Activation Notice

After submitting the Create Account form, you will receive a notice to activate your account via email.

Account Activation

An email with an account activation link has been sent to the address you have provided.

Login
Creating an Account Step 5: Confirm Your Account

From your email, click the Confirm Account link in the Confirm Your Account email from noreply@bepress.com to activate your account.
Creating an Account Step 6: Access Your Digital Commons Account

After activating your account, you may access your account in Digital Commons.
Submitting Your Work Step 1: Navigate to the Submit Your Research Page

You must be signed into your Digital Commons account to start your upload.

After logging in, click Submit Research in the Author Corner section in the left panel of the page.
Submitting Your Work Step 2: Choose Collection from Submit Your Research List

On the Submit Your Research Page, select the desired collection from Collections list.
Instructions By Collection

To view instructions based on collection, choose from the quick links below.

- MUSC Theses And Dissertations
- MUSC Faculty Journal Articles
- MUSC Faculty Bookshelf
- MUSC Poster Presentations
Instructions By Collection, continued

To view instructions based on collection, choose from the quick links below.

- MUSC Conference Papers
- MUSC Conference Presentations
Uploading Your MUSC Thesis or Dissertation

Remember to have this information ready for your MUSC thesis or dissertation submission.

It is optional, but it is helpful to adequately describing and identifying your work.

If you entered it on the MEDICA@MUSC Submission Request form and would like to have it included, still enter it here.

For All Submissions

- Name(s) and email(s) of the author(s) of the work (REQUIRED)
- Complete title of the work (REQUIRED)
- Creation or publication date (if published) (REQUIRED)
- 3-10 keywords (recommended)
- Abstract (recommended)
- MEDICA@MUSC IR Submission Request and Consent PDF (REQUIRED)

For Theses and Dissertations

- Authored by MUSC student
- Make sure that the date, names of the committee members, year of defense, college, and degree are printed on the thesis/dissertation
- Word, PDF, or RTF file. If submitting other formats, email medica@musc.edu
MUSC Theses and Dissertations: Submission Agreement, part 1

Read the submission agreement carefully.

MUSC does not assume the copyright of your work. You are granting MUSC permission to distribute, retain, and preserve your work.
MUSC Theses and Dissertations: Submission Agreement, part 2

If you agree to the submission agreement, check the box and click Continue.

Furthermore, I may revoke the license granted to the Medical University of South Carolina for the following reasons affecting the validity of the article content: unintentional mistakes, inclusion of sensitive data, article being redacted by the publisher, plagiarism or falsification of data. The license will be revoked upon written/electronic notification to the Waring Historical Library Digital Archivist stating the reason for the revocation. Upon receipt of the notice of the license revocation, the Waring Historical Library Digital Archivist will remove the article from the institutional repository. The revocation will be without sanction to me.

I also understand that pursuit to the objective of establishing the institutional repository as an effective resource to advance knowledge and to heighten the scholarly reputation of the Medical University of South Carolina, the Medical University of South Carolina Libraries reserve the right to make curatorial judgments regarding acceptance of submissions for the institutional repository. For example, but not by way of limitation, acceptance may be limited to articles that have been sufficiently developed as scholarly pieces appropriate for publication in a recognized journal and area of scholarship. Further, the Medical University of South Carolina Libraries reserve the right to remove articles for reasons including, but not limited to, institutional findings of plagiarism or falsification of data, or other forms of research misconduct. The Digital Archivist of the Waring Historical Library will make reasonable efforts to notify the author of such removal.

I hereby release and discharge the Medical University of South Carolina from any claims for liability which I may have resulting from the Medical University of South Carolina’s reproduction, display, distribution of the Work.

I hereby warrant that I have read this agreement in its entirety by checking the box below and I fully understand the contents therein. I further warrant that I am of legal age and competent to contract in my own name as far as the above is concerned.

NOTE: It is suggested that you print this page for your records.

Please check this if you agree to the above terms.

Continue
Complete the submission form.

To edit your author information, click the edit icon (person with pencil) in far-right corner of row 1. To add an author, click the green button.

If you do not want an access embargo on your work, select the current date for the Embargo Period field.

To restrict visibility to MUSC users only, select MUSC Only for your document type in the Document Type field.
Choose degree name, department(s), college(s) from dropdown menus. If they are not present, leave blank and contact medica@musc.edu to have them added to the lists.

Add advisors to advisor fields: First Name MI. Last Name, Suffix.
Enter 3-10 keywords to enhance the searchability of your work. Separate by commas.

You may select subjects to categorize your work.

Paste the text of your abstract in the Abstract field.
MUSC Theses and Dissertations: Submission Form, part 4

- Keep default Rights statement or edit for your purposes.
- Check the checkbox under the Submission Agreement field to upload your MEDICA@MUSC IR Submission Request and Consent PDF.
- Click Submit to go to the next screen to upload your MEDICA@MUSC IR Submission Request and Consent PDF.
Choose and upload your MEDICA@MUSC IR Submission Request and Consent PDF.

Add a description and UNCHECK the box in the SHOW field so that it is not visible on the site.

If you do not UNCHECK the Show box, anyone who can access your work will be able to download the form containing your personal information.

Click Save and Continue.
After your work has been submitted, the MEDICA@MUSC administrator will review your work.

The approval of your work will be at the discretion of the MEDICA@MUSC administrator.

Once your work is approved, it can be accessed in the MUSC Theses and Dissertations collection.

On the work’s page, you will be able to view PLUMX Metrics for your work. If the work is not downloadable, the embargo end date will be displayed.
Uploading Your MUSC Faculty Journal Article

### For All Submissions
- Name(s) and email(s) of the author(s) of the work **(REQUIRED)**
- Complete title of the work **(REQUIRED)**
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