# MEDICA@MUSC Submission Guide

Submitting Your OTD Capstone to the MUSC Institutional Repository in Digital Commons

# Contents

Updated November 2025.

# About MEDICA@MUSC

# MEDICA@MUSC Overview

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.

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# Before You Begin

# Keep in Mind

### Submission Process

Some steps may seem redundant, but MUSC must obtain author consent and data about each work should technical issues arise during the submission process.

### Access Embargoes

Indefinite access embargoes **cannot be arranged**. If you wish to set an embargo for your work, an access date must be set.

### Personal Email

Use your **personal email** (not MUSC email) during this process to track statistics and downloads of your work.

### Visibility Restrictions

If you choose to **restrict the visibility** of your work to MUSC account holders only, it is a permanent restriction that cannot be controlled by an expiration date.

### Waring Library Rights

Submission requests are approved by the Waring Historical Library. The Library retains the discretion to deny or remove content submitted to MEDICA@MUSC.

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# PPOTD/ELOTD Capstone Submission Checklist

Be sure to have the checklist items ready before starting your upload.

Whether required or optional, all items make it easier to describe and discover your work.

**Digital accessibility of all files is required per Title II of the American Disabilities Act, or MUSC will be subject to penalty**. Refer to accessibility checker instructions for **Microsoft Word** and **Adobe Acrobat**.

## Required

❑ Complete title of the work

❑ Valid email address

❑ Name of faculty mentor

❑ MEDICA@MUSC IR Submission Request and Consent PDF (download)

❑ ADA-compliant files (including supplemental files)

❑ Abstract, paper, and/or presentation file in **DOCX and PPT files only**. If submitting other formats, email **medica@musc.edu**

## Recommended

❑ 3-10 keywords (recommended)

❑ 3 disciplines from Digital Commons Disciplines list (What are disciplines and why are they recommended?)

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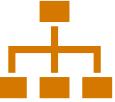# Digital Accessibility and Title II of the American Disabilities Act

"Title II of the ADA requires state and local governments to make sure that their services, programs, and activities are accessible to people with disabilities. Title II applies to all services, programs, or activities of state and local governments, from adoption services to zoning regulation. This includes the services, programs, and activities that state and local governments offer online and through mobile apps."

Title II to applies to colleges and universities and all content added to websites, databases, etc. Non-compliant institutions are subject to penalties starting in April 2026.

Using accessibility checker tools are essential in identifying and fixing accessibility issues that might make your thesis or dissertation difficult for people with disabilities to read or navigate, especially those using screen readers.

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# General Digital Accessibility Tips

Use built-in **heading styles** to create a sections in papers and abstracts for document organization and navigation.

Add **alt text** to all visuals.

Avoid using color alone to convey meaning and be sure to use proper color contrast for images and tables.

Avoid merged cells across rows and columns within tables. If needed, screenshot the table and display it as an image.

Use **descriptive hyperlinks** (e.g., "Read our report" instead of "Click here").

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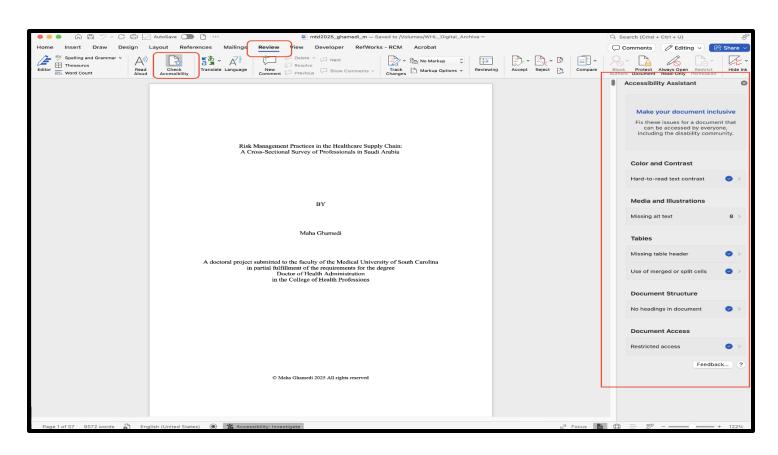Medical University
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# Checking the Accessibility of Your Capstone in Microsoft Word/PowerPoint on PC or Mac

Open your dissertation/thesis in Microsoft Word.

Go to the "Review" tab along the top toolbar and Click "Check Accessibility" in the "Accessibility" section.

The Accessibility panel will appear on the right side of the window.

Review the results of the check by clicking the arrows of each section to expose the errors.



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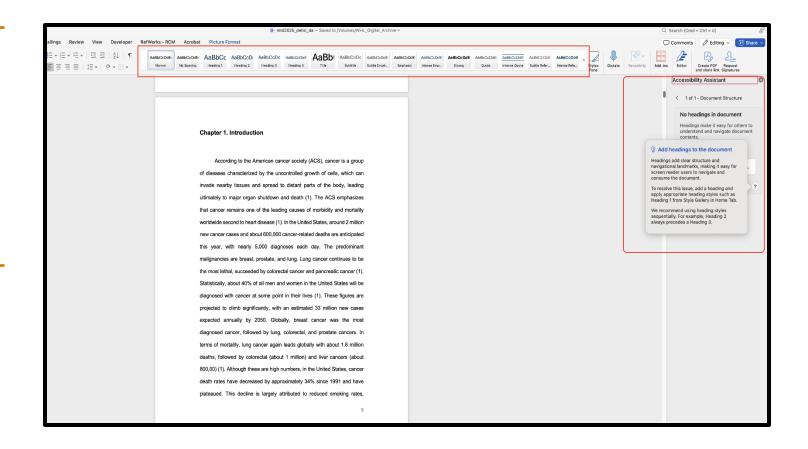
# Hover over Tooltips for More Instructions

Click each item to jump to the flagged issue in your document and follow the prompts to resolve.

Hover over and click the tooltip "?" in the Accessibility Assistant window to see an explanation of the issue and guidance for resolving.

# Common Issue in Papers/Abstracts: Section Headings

Creating section headings creates a hierarchy within your document that makes it easily navigable.

Use the headings styling on the Home tab to designate your headings for your sections.

Chapter 1 has been styled as "Heading 1" in this example.

Designating headings will change the formatting of the text of the heading. You'll have to reformat the headings to the font style/size you want after creating the headings.

# Common Issue: Alternative Text for Images and Tables

For alt text, provide the alternative text for the image, replacing the AI-generated description.

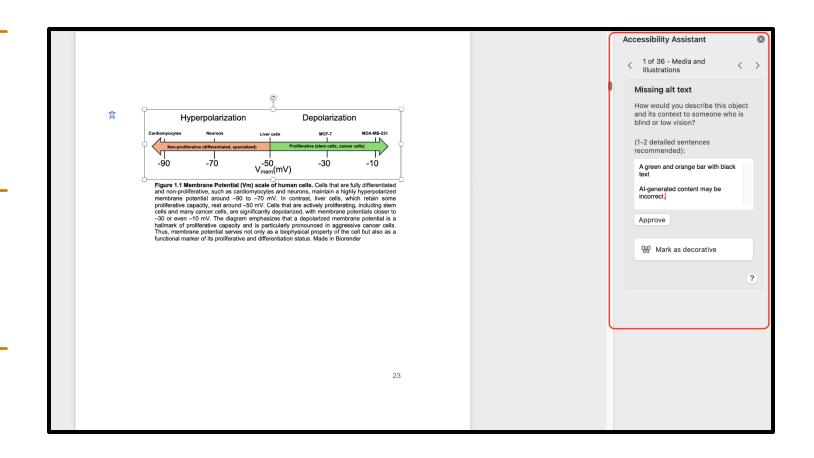In this example, the image in the body of the document to the left is selected.

The Accessibility Assistant to the right shows the corresponding AI-generated alternative text in the large text box that the author needs to correct or replace with a natural description.

# Alternative Text for Images and Tables in PowerPoint

Much like updating alt text in Microsoft Word, For alt text, provide the alternative text for the image, replacing the AI-generated description.

The Accessibility Assistant to the right shows the corresponding AI-generated alternative text in the large text box that the auth-or needs to correct or replace with a natural description.

In this example, the image on the right side of the slide is selected and the author is prompted to check and correct the AI-generated alternative text in the Accessibility Assistant panel to the far-right.

# Common Issue in PowerPoint: Color Contrast

Not contrasting colors used in graphics enough also poses an accessibility issue.

In this example, the graphic on the slide contains has low contrast between the colors of text and backgrounds, making the text harder to read. The author is prompted in the accessibility report to adjust the colors.

# Common Issue in PowerPoint: Duplicate Slide Title

Duplicate slide titles also cause accessibility issues with the organization of presentations.

In this example, the slide contains a title previously used in the presentation.

In the right panel, the Accessibility Assistant to the right shows the corresponding AI-generated alternative text in the large text box that the author needs to correct or replace with a natural description.
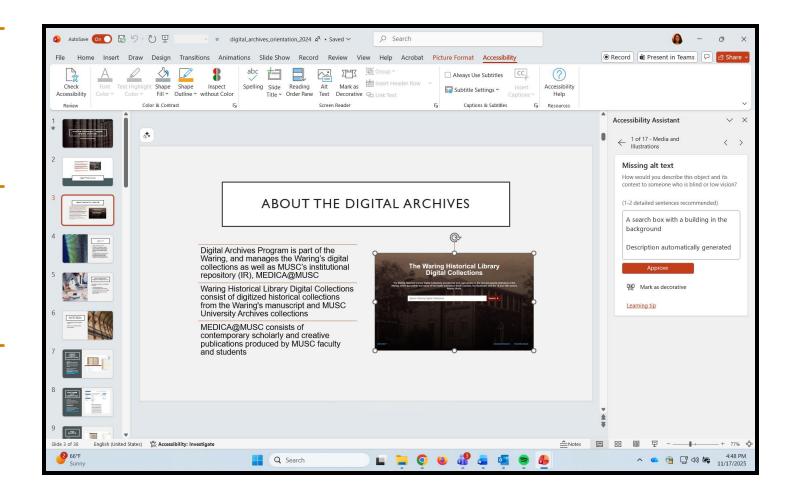
# How to Submit Your OTD Capstone: Overview

The process for submitting a dissertation/thesis involves two steps.

Firstly, you must download and complete the author consent form, known as the MEDICA@MUSC IR Submission Request and Consent PDF.

Secondly, you must upload the completed MEDICA@MUSC IR Submission Request and Consent PDF and your dissertation files to the MEDICA@MUSC Digital Commons. This involves creating a Digital Commons account.

The rest of this guide will provide steps for the entire process.

## Step 1:

Author/depositor downloads and completes the MEDICA@MUSC IR Submission Request and Consent PDF for the work.

## Step 2:

Author/depositor creates a Digital Commons account and uploads the work and MEDICA@MUSC IR Submission Request and Consent PDF to the appropriate collection.

MEDICA@MUSC IR Submission Request and Consent PDF

# Depositing OTD Capstones – Step 1 of 2

Download the MEDICA@MUSC IR Submission Request and Consent form and complete.

Enter your contact information into Section 1.

# Step 1: MEDICA@MUSC IR Submission Request and Consent – Section 2

Enter the information to describe your capstone in Section 2.

Include your name as it appears on the published work and your email address **(personal email recommended)** again in this section.

Advisors, mentors, or committee members are not considered coauthors for the purpose of this form and should not be listed.

**Section 2: General Document Information**

| | |
|---|---|
| **Title of Work** | Title: Subtitle of the Work |

| | |
|---|---|
| **Publication Date** | 8/8/24 |
| **Document Type** | MUSC Thesis/Dissertation |
| **Author's Name** | Jane Doe |
| **Coauthor(s)** List names separated by commas as they appear in the published work | |
| **Author Email(s)** List author/coauthor email address(es) separated by commas | jane.doe@gmail.com |

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# Step 1: MEDICA@MUSC IR Submission Request and Consent – Section 2 cont.

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To improve the discoverability of the work, it is recommended that you include 3-10 keywords. The abstract is required although it is noted as recommended on the form.

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.



**Suggested Keywords and/or National Library of Medicine (NLM) Medical Subject Headings (MeSH)** (Recommended)

South Carolina, COVID-19, telehealth, access to health care, rural populations, African Americans, women

**Abstract** (Recommended)

Lorem ipsum dolor sit amet, consectetur eplos eklosi adipisifwcing elit, sed doio eiusmod tempor incididunt ut labore et dolore roipi magna aliqua. Ut enim adeop minim veeniam, quis nostruklad exercitation ullamico laboris nisi ut aliquip eux ea commodo consequatopo duis aute irure dolor in reprehenderit in tufpoy ilojsuir voluptate velit esse cillum dolore eu fugiat nulla eope parieratur. Excepteur sint occaecat cupidatat. Lorem ipsum dolor sit amet, consectetur eplos eklosi adipisifwcing elit, sed doio eiu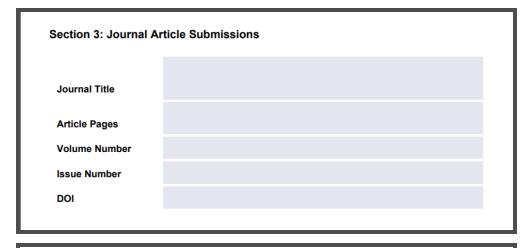smod tempor incididunt ut labore et dolore roipi magna aliqua. Ut enim adeop minim veeniam, quis nostruklad exercitation ullamico laboris nisi ut aliquip eux ea commodo consequatopo duis aute irure dolor in reprehenderit in tufpoy ilojsuir voluptate velit esse cillum dolore eu fugiat nulla eope parieratur. Excepteur sint occaecat cupidatat. Lorem ipsum dolor sit amet, consectetur eplos eklosi adipisifwcing elit, sed doio eiusmod tempor incididunt ut labore et dolore roipi magna aliqua. Ut enim adeop minim veeniam, quis nostruklad exercitation ullamico laboris nisi ut aliquip eux ea commodo consequatopo duis aute irure dolor in reprehenderit in tufpoy ilojsuir voluptate velit esse cillum dolore eu fugiat nulla eope parieratur. Excepteur sint occaecat cupidatat.

MEDICA@MUSC IR Submission Request and Consent

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**Degree Granted** For MUSC theses and dissertations only

Doctor of Health Administration (DHA)

**Comments**

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Omit Sections 3 and 4.

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 account holders only. Visibility restrictions are **permanent** and cannot be lifted by a certain date.

## Section 5: Embargo and Visibility Restrictions (Optional)

### Embargo

You may choose to delay access to the work included in this submission in MEDICA@MUSC by way of an embargo. If you wish to place an embargo on your work, **please indicate in the date field below, the end date that this restriction should be lifted**. If an embargo end date is chosen, **only the bibliographic record of your work will be visible until the embargo lapses**. Please, note that your work will be accessible in MEDICA@MUSC **without restriction** (unless a visibility restriction is chosen) after the date you stipulate has passed.

**Embargo End Date (MM/DD/YYYY)**    08/08/2026

### 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.

**Restrict visibility to MUSC Net ID users only?**    Yes ⦿  No ○

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In Author Submission Agreement section of the form, review the agreement.

If you agree to the Author Submission Agreement, enter your full name in the Electronic Signature field and then the date.

Save the form and include it with your upload to Digital Commons

If the submission is based upon work that has been sponsored or supported by an agency or organization other than the Medical University of South Carolina, I attest that I have fulfilled any right of review or other obligations required by such contract or agreement.

I understand that I retain all other rights in the Work, including without limitation, the right to copy and distribute the Work. The license granted to the Medical University of South Carolina by this agreement will in no way interfere with the rights of the author of the work.

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 Waring Historical Library Digital Archivist 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 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.

| Jane Doe | 08/08/2024 |
| --- | --- |
| Electronic Signature | Date |

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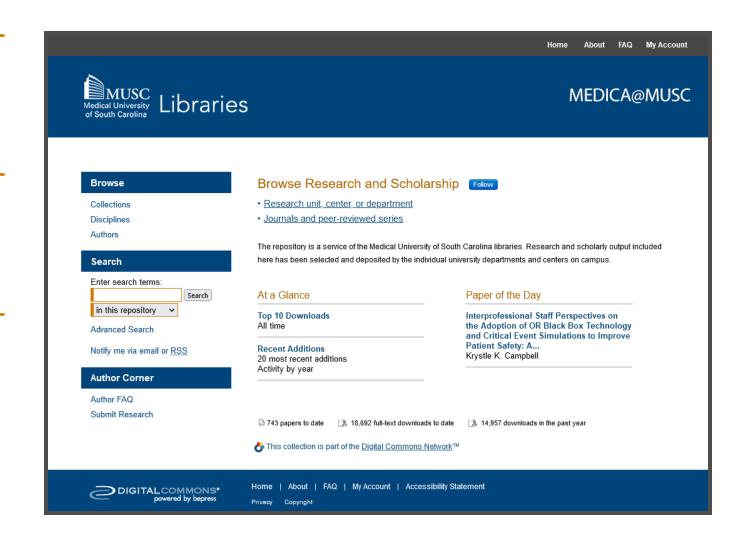
Uploading Your Submission to Digital Commons

# **Depositing OTD Capstones – Step 2 of 2**

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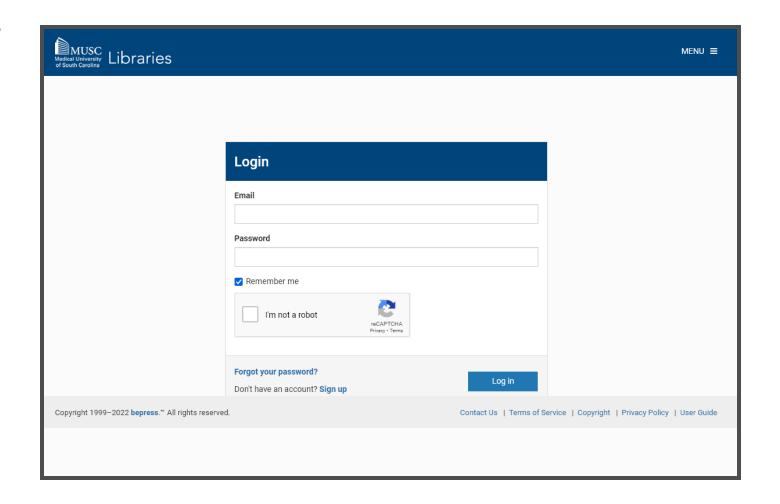
To create a Digital Commons account, click My Account in the top right corner of the page. This will take you to the Login page.

# Step 2: Creating an Account - 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.

# Step 2: Creating an Account - 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.**

# Step 2: Creating an Account - Account Activation Notice

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

# Step 2: Creating an Account - 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.

# Step 2: Creating an Account - Access Your Digital Commons Account

After activating your account, you may access your account in Digital Commons.

# Step 2: Submitting Your Work - 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.

# Step 2: Submitting Your Work - Choose Collection from Submit Your Research List

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

# ELOTD/PPOTD Capstones: Submission Agreement, part 1

After creating a Digital Commons account, navigate to the appropriate submission form linked below.

**MEDICA@MUSC ELOTD Capstone Upload Form**

**MEDICA@MUSC PPOTD Capstone Upload Form**

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.

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**Browse**

Collections
Disciplines
Authors

**Search**

Enter search terms:

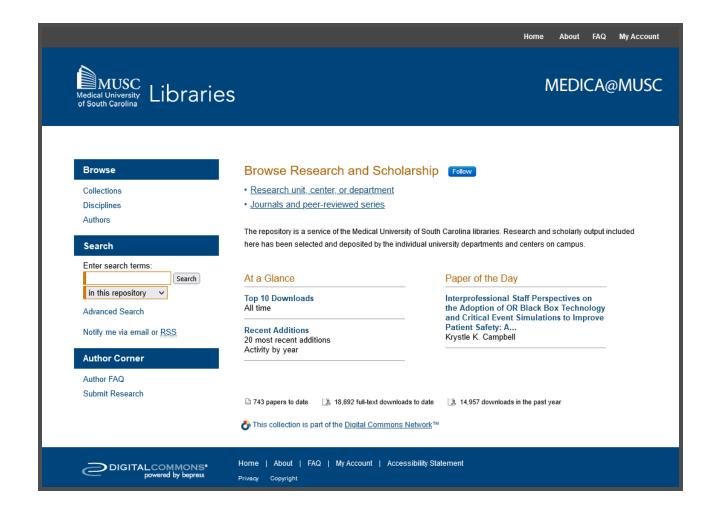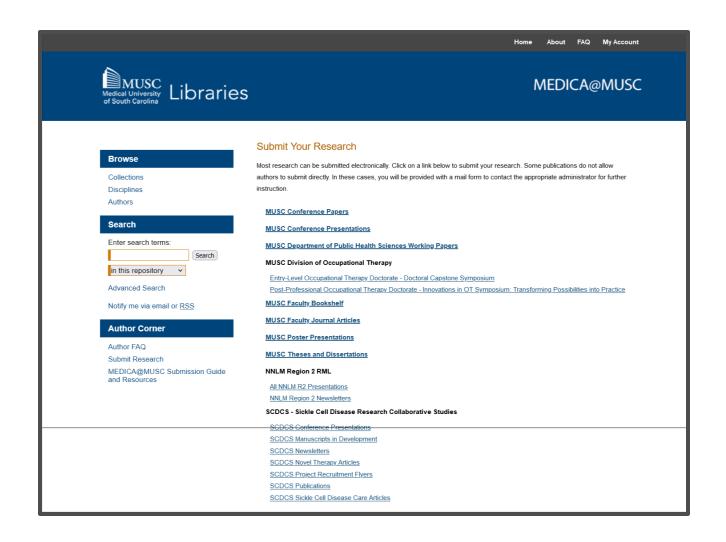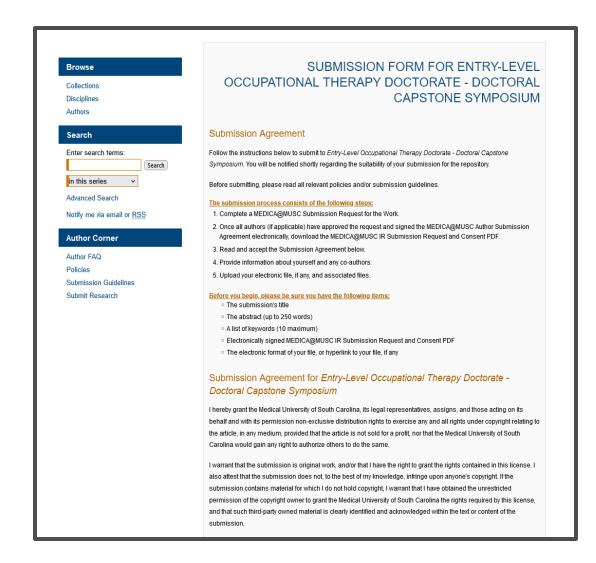[          ] [Search]

[in this series ▾]

Advanced Search

Notify me via email or RSS

**Author Corner**

Author FAQ
Policies
Submission Guidelines
Submit Research

### SUBMISSION FORM FOR ENTRY-LEVEL OCCUPATIONAL THERAPY DOCTORATE - DOCTORAL CAPSTONE SYMPOSIUM

**Submission Agreement**

Follow the instructions below to submit to *Entry-Level Occupational Therapy Doctorate - Doctoral Capstone Symposium*. You will be notified shortly regarding the suitability of your submission for the repository.

Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Complete a MEDICA@MUSC Submission Request for the Work.
2. Once all authors (if applicable) have approved the request and signed the MEDICA@MUSC Author Submission Agreement electronically, download the MEDICA@MUSC IR Submission Request and Consent PDF.
3. Read and accept the Submission Agreement below.
4. Provide information about yourself and any co-authors.
5. Upload your electronic file, if any, and associated files.

Before you begin, please be sure you have the following items:

- The submission's title
- The abstract (up to 250 words)
- A list of keywords (10 maximum)
- Electronically signed MEDICA@MUSC IR Submission Request and Consent PDF
- The electronic format of your file, or hyperlink to your file, if any

**Submission Agreement for *Entry-Level Occupational Therapy Doctorate - Doctoral Capstone Symposium***

I hereby grant the Medical University of South Carolina, its legal representatives, assigns, and those acting on its behalf and with its permission non-exclusive distribution rights to exercise any and all rights under copyright relating to the article, in any medium, provided that the article is not sold for a profit, nor that the Medical University of South Carolina would gain any right to authorize others to do the same.

I warrant that the submission is original work, and/or that I have the right to grant the rights contained in this license. I also attest that the submission does not, to the best of my knowledge, infringe upon anyone's copyright. If the submission contains material for which I do not hold copyright, I warrant that I have obtained the unrestricted permission of the copyright owner to grant the Medical University of South Carolina the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

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# ELOTD/PPOTD Capstones: 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

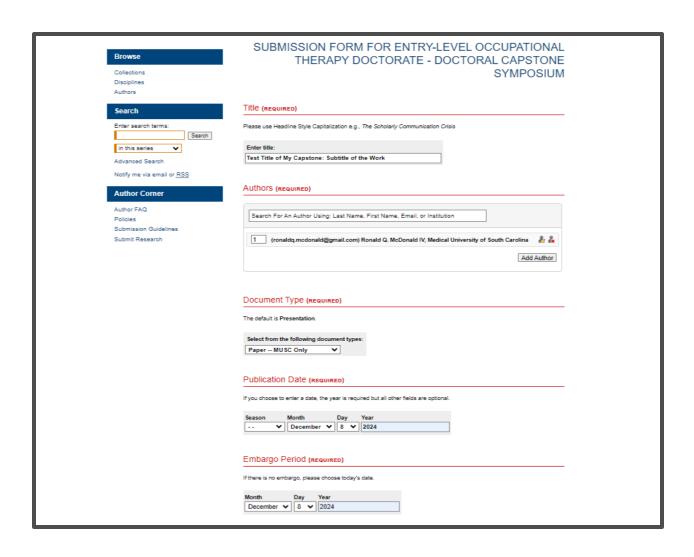# ELOTD/PPOTD Capstones: Submission Form, part 1

Complete the submission form. ELOTD and PPOTD forms and process are identical. ELOTD featured in example.

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.

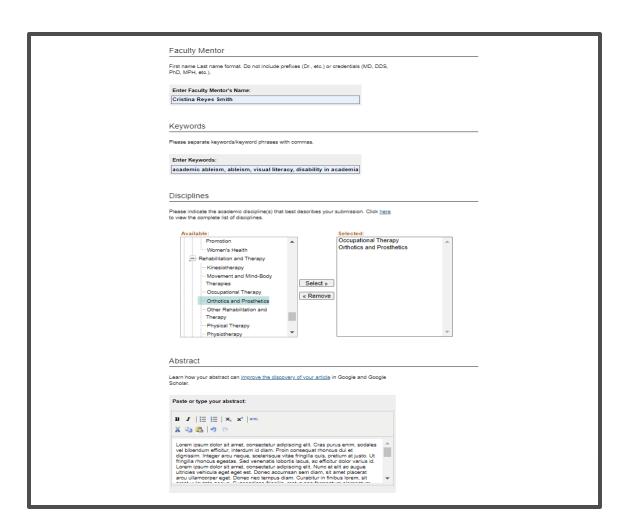To restrict visibility to MUSC users only, select MUSC Only for your document type in the Document Type field.

# ELOTD/PPOTD Capstones: Submission Form, part 2

List name of faculty mentor, exclude prefixes and credentials.

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. **If you are uploading your abstract file, exclude it here.**
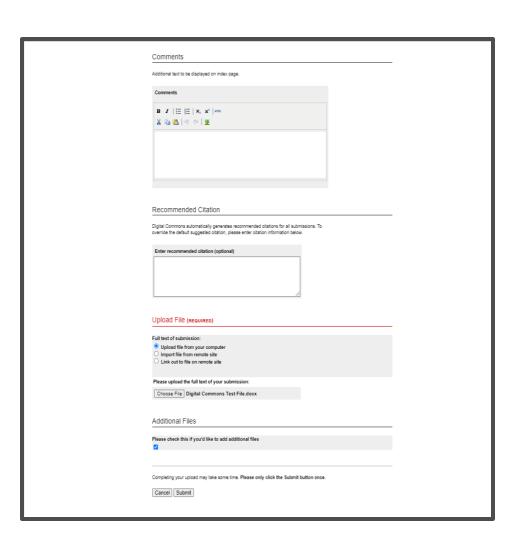
# ELOTD/PPOTD Capstones: Submission Form, part 3

Upload your presentation, paper, or abstract file.

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.



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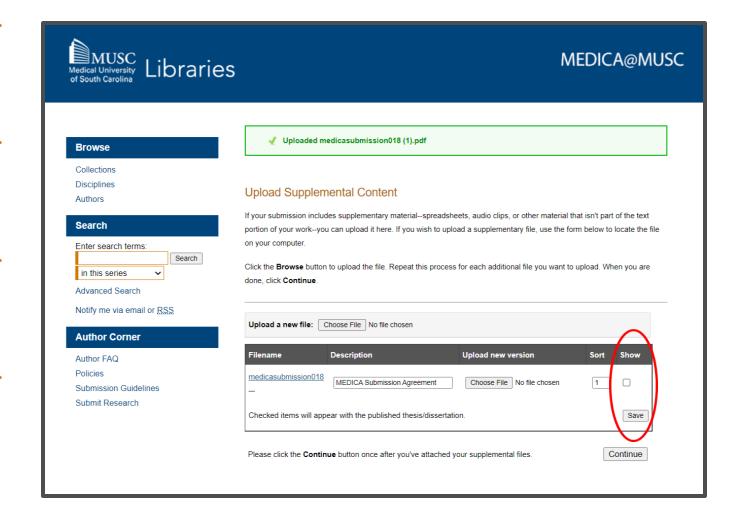# ELOTD/PPOTD Capstones: Submission Form, part 5

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.
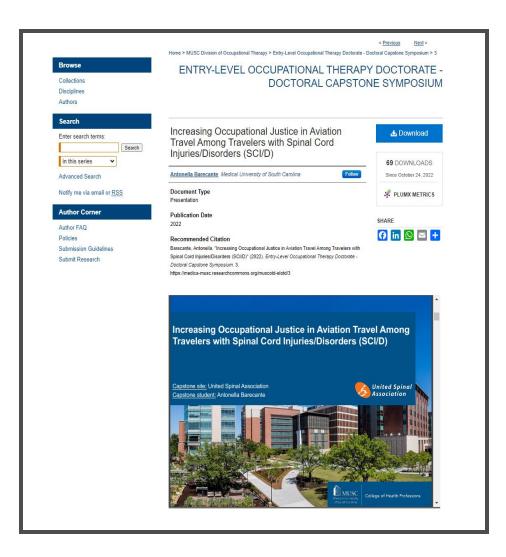
# ELOTD/PPOTD Capstones: Next Steps

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 **ELOTD Capstones 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.

# Submission Completed

- You have successfully uploaded your work.

- Your work will not be publicly visible in Digital Commons until the submission has been approved by an MEDICA@MUSC administrator.

- If you have any additional questions, please email the Waring Historical Library Digital Archives at **medica@musc.edu**.