**CAPSTONE PRESENTATION SUBMISSION GUIDELINES**

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**Requirements prior to submission**

* The Capstone eScholarship@UMMS Permission Form [link] must be filled out and signed by the student(s) and the Capstone advisor indicating that the manuscript is complete and has been certified by the advisor with the agreed-upon embargo and open access selections.
* The full text of University of Massachusetts Medical School capstone presentations will be made publicly available in the university’s repository, eScholarship@UMMS. If students wish to request an embargo on their capstone presentation (i.e. a delay in online access to the full text), they must indicate it on the Capstone eScholarship@UMMS Permission Form. Guidelines and a full explanation of embargoes and open access options are included on the Capstone Policies page [link].
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* Students must follow the School of Medicine guidelines for preparation of capstone presentations [LINK?] to ensure that formatting is correct, no required pages are missing, and their capstone presentations are properly converted to PDF format if possible. No compression or password protection should be used and all fonts should be embedded in the document.

**Before you begin the online submission process**

Before you begin the online submission process, please be sure you have the following items ready:

* Full text of your capstone presentation, in PDF format if possible
* Abstract
* Keywords
* Name and department of Advisor
* Scanned version of the completed and signed Capstone eScholarship@UMMS Permission Form
* Supplemental files (images, spreadsheets, movies, etc.) that are an integral part of the capstone presentation, but not part of the full text, if applicable

If your capstone presentation is in a non-textual format (website, audio, video, images, etc.), please consult Lisa Palmer at the Lamar Soutter Library before beginning the online submission process.

For capstone presentations with multiple authors, submit only one presentation and add all author names to this submission.

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2. If you already have an eScholarship@UMMS account, please log in. If you have never made a submission to eScholarship@UMMS before, you will need to click on Sign Up to create a free account. (It will be separate from your UMass network login.) Please enter “University of Massachusetts Medical School” as your institutional affiliation.
3. After you click the Sign Up button, the eScholarship@UMMS system will send you a confirmation email. Click on the link in the message to confirm your account. (If you do not see the confirmation message in your email inbox, check the junk mail folder.)

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After logging into the system, you will be presented a submission agreement as the first step of the submission process. This is the same agreement as specified on the Capstone eScholarship@UMMS Permission Form. Please read the agreement carefully, print it for your records, check off the box, and click the Continue button.

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Enter all information (names and email addresses of all student authors, dates, title, keywords, advisor, advisor’s department, abstract, embargo option, public access option, etc.) into the eScholarship@UMMS submission form for your capstone presentation. Follow the instructions for each field.

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