

Submitter

- The submitter must be the author, the author's legally designated proxy, or the copyright holder of the work to be submitted.
- If the submitter is submitting as an individual and not on behalf of a corporation or group member, they must be a nurse. The nurse may be at any career stage (i.e., student to retired). The nurse may be a co-author and does not need to be the lead author. Co-authors may be from outside the nursing profession.
- If the copyright holder is a corporate entity such as an organization or other group, the submitter must be the legal designate of the organization/group.
- The copyright holder may designate a substitute (i.e., a proxy) to submit materials on their behalf. Here is a link to the repository's proxy form:
https://sigmanursing.formstack.com/forms/sigma_repository_proxy_form.
- If the submitter is a student, they must be currently enrolled in a properly accredited BSN (or equivalent outside the United States) program or above.
- Sigma membership is not required to submit.
- The submitter retains copyright to the work posted in the Sigma Repository. For more information on copyright, visit the [Copyright page](#).
- If a submitter willfully, intentionally, or carelessly violates the policies expressed on this page, the Sigma Repository reserves the right to ban the submitter and remove all materials submitted by that presenter.

Focus

This repository accepts previously unpublished materials of the following nature. These are intentionally broad and inclusive categories.

- Research. Includes primary (i.e., quantitative or qualitative), secondary (i.e., analysis) and translational.
- Education-based. Includes faculty-created learning objects, peer-to-peer, nurse-to-patient, nurse-to-community, and continuing education/professional development materials.
- Evidence-based practice and clinical materials. Includes patient-centered materials, quality improvements, process improvements, interventions, and outcomes materials.
- Reviews. Includes literature, scoping, and systematic reviews.

Content

- The Sigma Repository accepts many material types. Visit the [Content page](#) for details.

Format

- Whenever possible, the Sigma Repository requires a file to be converted to PDF format to ensure global accessibility.
- Audio and video files are acceptable.
- A text-based document (e.g., Word, PowerPoint) may be in any font type as long as it is legible.

- Font size must be in 12-point type or above.
- Submissions must be in English. Documents in the submitter's native language may be attached to the item record as supplemental files.
- There is no preferred citation style. Pick one and be consistent throughout the work.
- Materials must be error free and ready for public dissemination at the time of submission. This repository does not offer copyediting service; this includes proofreading.
- Prior to submission, materials must be scrubbed of all information of a sensitive, confidential, or proprietary (e.g., trade secrets) nature. This includes signatures.

Processing Time

- It may take up to 90 days after approval for an item to post in the repository.
- Submitters will receive a system-generated email upon posting.

Evaluation

- Materials submitted to this repository are not peer-reviewed prior to posting but may undergo an evaluation.
- The acquisition and evaluation method are listed in each item record. See our [Transparency page](#) for details.

Withdrawal and Retention of Items

- All submitters agree to the Sigma Repository's [Non-exclusive distribution license](#). The license allows the Sigma Repository to permanently post and store submissions on its servers and website.
- Under certain circumstances (e.g., copyright infringement, plagiarism, falsification of data...) an item may be removed.
- This repository reserves the right to reject or remove items that do not adhere to the standards, mission, and principles of Sigma.

Further Information

- It is the submitter's responsibility to become familiar with all policies listed on the [Information Hub](#) prior to submitting materials to the Sigma Repository.
- Acceptance and posting of material in the Sigma Repository does not constitute a partnership (with any individual authors or group participants), an endorsement, or recommendation by Sigma, its repository, subsidiaries, chapters, or any of its employees.