

DNP Scholarly Project Guidelines Handbook

School of Nursing

Northern Michigan University

PREFACE

The following guidelines describe the DNP scholarly project format required by graduate students in the School of Nursing at Northern Michigan University. All completed DNP student scholarly projects, must meet these requirements. When conflicts arise between formatting recommended by this manual, and that recommended by a specific style guide (APA 6th edition), follow the recommendations provided in this manual.

This guide is available on the NMU School of Nursing webpage. If a student does not understand how to format the DNP scholarly project document, that student should contact their faculty chairperson for further assistance.

All completed DNP Scholarly Projects will be submitted electronically to the NMU Commons at <http://commons.nmu.edu/>. There is no fee for this service. The NMU Commons is a webpage where faculty and student research and scholarly works are posted for the public to view.

Disposition of the Final Product

Following a satisfactory oral presentation defense and submission of the final manuscript, a *Verification of Completion of Graduate Projects* form is completed by Melissa Romero, graduate program coordinator and forwarded to the Dean of the Office of Graduate Education and Research. The verification form is available via Melissa Romero.

INTRODUCTION

These guidelines specify the DNP scholarly project requirements established by the School of Nursing at Northern Michigan University. This guide addresses format and presentation concerns. The School of Nursing assumes that the scholarly project document meets departmental standards and that the final draft has been approved by the faculty chairperson and committee. This handbook also assumes students have good command of the English language and that appropriate standards of usage and APA (6th edition) formatting are followed in the document text. All questions regarding the scholarly project format not adequately answered in these guidelines should be directed to the faculty chairperson. Questions about APA formatting can be directed to Mike Strahan, the School of Nursing library liaison.

The School of Nursing requires an oral presentation of the scholarly project. The scholarly project document must be completed before the oral presentation takes place. Students are also required to meet with Mike Strahan via an APA workshop to have the document reviewed for APA formatting errors prior to submission to The Commons.

The completed scholarly project manuscript must conform to the instructions in this handbook as well as to any special requirements of student's faculty chair. Any deviations from these guidelines must be approved by the faculty chair. It is the faculty chair's responsibility to determine whether these deviations are acceptable to the school of nursing before approving the final draft of the project. The School of Nursing and/or Graduate Committee may request reformatting of the manuscript if the deviations are unacceptable. The Graduate Program Coordinator will conduct a final review and approval of the document prior to submission to The Commons.

The student is responsible for making certain that the final manuscript has been approved and signed by all responsible parties (faculty chair, scholarly project committee and department head of nursing). Students with late manuscript submissions will not graduate in a timely manner.

ACCEPTABLE MANUSCRIPT STYLE GUIDEBOOK

The School of Nursing requires that the main text (chapters 1- 4) portion of the DNP Scholarly Project paper be written using the *Publication manual of the American Psychological Association*, 6th edition.

FORMAT REQUIREMENTS

Fonts

- Manuscript should be written in 12-point, Times New Roman font.
- Common symbols, such as those in scientific notation, may be used.

Text Formatting

- Text should be left-justified.
- All pages should be double-spaced.
- The left margin should be 1.5 inches wide; all other margins should be 1.0 inch in width.
- Place page numbers at the top right corner of the page.

Spacing

- Double-space the abstract and the general text of the manuscript.
- Follow the guidelines of APA (6th edition) style. Skip two spaces after the period at the end of each sentence within the body of the paper.
- Any sub-heading at the bottom of a page should have at least two full lines of text below it. Otherwise, the sub-heading should begin on the next page.

Divisions and Subdivisions

If the text is divided into chapters or subdivided sections, the methods for headings recommended in the APA style manual should be used, with consistency maintained throughout the document.

Footnotes

The APA style manual provides guidelines for footnoting. The footnoting style must be used consistently throughout the project. All footnotes must conform to margin and font requirements.

ORDER OF ELEMENTS AND PAGE NUMBERING

For the purpose of these guidelines, the manuscript is composed of four distinct parts:

Preliminary Pages

Main Text Pages (Chapters 1 – 4)

Reference Pages

Appendices

Each of these major parts has several sections, which are to be arranged in the order listed in the following table. The “Preliminary Pages,” where numbered, use small Roman numerals (centered at the bottom of each page) and the “Text Pages,” “Reference Pages” and “Appendices” use Arabic numerals (at the top right corner of each page).

Table 1, below, lists the order in which the elements of the document should be arranged, indicates which pages should be numbered and the type of numbering to be used, designates required or optional elements, and indicates which elements are listed in the Table of Contents.

Table 1. Sequence and Pagination.

Sequence	Pages to be Counted	Required (R), May be Necessary (MN), Optional (O)*	List in Table of Contents
Title Page	No	R	No
Signature Approval	No	R	No
Preliminary Pages: Begin with Roman numerals starting at (i)			
Abstract	Yes	R	No
Copyright Page	Yes	R	No
Dedication Page	Yes	O	No
Acknowledgments	Yes	O	No
Preface	Yes	O	No
Table of Contents	Yes	R	No
List of Tables	Yes	MN	Yes
List of Figures	Yes	MN	Yes
List of Symbols & Abbreviation	Yes	MN	Yes
Main Text: Arabic number starting at 1			
Introduction	Yes	R	Yes
Body (chapters 1-4)	Yes	R	Yes
Summary and Conclusions	Yes	R	Yes
Reference Pages: Continue Arabic			
References	Yes	MN	Yes
Appendices	Yes	MN	Yes

*R=Required of all theses; MN=May be Necessary, i.e., some elements, such as the List of Symbols & Abbreviations, may be necessary for some paper but not for others; consult the faculty chair; O=Optional, i.e., the student, working with the faculty chair, can choose whether to include these elements.

PRELIMINARY PAGES

Title Page

1. Place the title on the 4th line
2. Type the centered title in CAPITAL LETTERS.
3. Skip 2 lines and center type “By”.
4. Skip 2 lines and center type the student’s name as it will appear on the diploma.
5. Skip 10 lines and center type “SCHOLARLY PROJECT”.
6. Skip 2 lines and type, centered and single-spaced:

Submitted to
Northern Michigan University
In partial fulfillment of the requirements
For the degree of

7. Skip 2 lines and type centered in “DOCTORATE IN NURSING PRACTICE”.
8. Skip 2 lines and type, centered, “School of Nursing”.
9. Skip 2 lines and type, centered, the month and year in which the manuscript is completed.
10. This page should not have a page number

Signature Approval Form:

A template of the Signature Approval Form may be obtained via email from Melissa Romero, Graduate Program Director. The form included within the manuscript should include the project title, the student’s name and the names for the faculty chairperson, reader(s), and department head. This page should NOT have a page number. The form should be signed electronically by all parties.

Abstract: Number this page with the Roman numeral “i” centered at the bottom of the page

1. Type “ABSTRACT” centered at the top of the page.
2. Double-space and type, centered, the title of the scholarly project in CAPITAL LETTERS.
3. Double-space and type, centered, the word “By.”
4. Double-space and type, centered, author’s full name as it will appear on diploma.
5. Double-space and type, left-justified and double-spaced, the text of the abstract.
6. Include in the abstract a statement of the problem, a description of the methods, and the major findings of the project.
7. The abstract must not exceed one page or include any figures.

Copyright Page

Number this page, centered at the bottom with the Roman numeral “ii”. The copyright statement is placed anywhere on its own page using the author’s legal name and the date of acceptance of the manuscript. Please see copyright format example in this guidebook.

Dedication Page: (optional—use Roman numerals if included). The dedication page should be brief with text centered on the page.

Acknowledgments Page: (optional— use Roman numerals if included):

1. Type “ACKNOWLEDGMENTS” centered at the top of the page.
2. Begin the text, left-justified, and double-spaced.

Preface (optional— use Roman numerals if included).

1. Type “PREFACE” centered on the first line of the page.
2. Begin the text, left-justified and double-spaced.

Table of Contents: (number this page with a Roman numeral). Use leading periods between the end of the page or subsection title, and the page number.

1. Type “TABLE OF CONTENTS” centered at the top of the page.
2. Skip a space and begin the listings.
3. Single-space each left-justified listing and double-space between entries.
4. The titles of the chapters or sections and subdivisions should be listed. Titles must be worded exactly as they appear in the body of the paper.
5. No material preceding the Table of Contents is listed in it.

List of Tables: (number this page with a Roman numeral if used). Use leading periods between the table title, and the page number.

1. Type “LIST OF TABLES” centered at the top of the page.
2. Skip a space and begin the entries.
3. Single-space each left-justified listing and double-space between entries.
4. The “List of Tables” lists the table title only, as it appears in the text.

List of Figures: (number this page with a Roman numeral if used). Use leading periods between the figure title, and the page number. Use the format described above for List of Tables.

List of Symbols or Abbreviations: (number this page with a Roman numeral if used). Use the format described above for List of Tables.

Body of the Manuscript

Number all subsequent pages with Arabic numbers at the top right corner of each page.

1. Type the full title of the paper centered (not in bold) at the top of the page.
2. On the next line type **Chapter One**
3. On the next line begin typing the double-spaced text.
4. This chapter should contain a brief statement of the investigated problem.
5. The body of the manuscript includes all of the divisions and subdivisions in a format identical to that specified in the Table of Contents.
6. Subsequent chapters should begin on separate pages; sub-sections should not be placed on separate pages.

Chapter Four: This section is the last major chapter of the text.

References

Reference Material (number pages with Arabic numerals consecutively).

1. Any manuscript that uses other works, either in direct quotation or by reference, must contain a list of these sources. The list of references is double-spaced.
2. For the reference page, type “References” centered. The reference page should use APA 6th edition style
3. On the next line begin the list of references in alphabetical order.

Appendices (number pages with Arabic numerals consecutively if used)

1. Students will use Appendices to provide supplemental material.
2. Appendices must meet paper, font, and margin requirements.
3. To format the first appendix type “Appendix A” centered at the top of the page, on the next line type the title of the appendix.
4. On the next line include the content material.
5. For subsequent appendices, on the next page type “Appendix B”, “Appendix C”, etc., centered at the top of the page. Each appendix starts on a new page with the appendix letter and title at the top of the page.

Tables and Figures (number pages consecutively if used)

1. The word “Table” refers to tables only. The word “Figure” designates all other material used in the body of the paper and in the appendices, including charts, graphs, maps, photographs, plates, drawings, recording discs, and diagrams.
 - a. Give every figure or table a number and a legend, a descriptive title that is generally one sentence of text.
 - b. The number and legend of a table are placed *above* the top line of the table.
 - c. The number and legend of a figure are placed *below* the bottom of the figure.
 - d. The legends as they appear with the tables and figures must be identical with their listing in the preliminary pages.
 - e. Tables and figures are numbered in separate series, and each table and figure has a unique consecutive number in its own series.
 - f. The page on which the table or figure appears is numbered consecutively with the main text.
 - g. Tables and figures may be inserted close to the text that they illustrate, or they may be placed in appendices.

PLAGIARISM AND USE OF COPYRIGHTED MATERIAL

Plagiarism is defined in the Merriam-Webster's dictionary as "...to steal and pass off (the ideas of words) of another as one's own...". It is the responsibility of the student to avoid plagiarism and the responsibility of the departmental faculty to assure that the thesis work is original. All suggestions of plagiarism will be investigated, and, if guilty, students will be penalized. A discussion of plagiarism and of proper use of citations can be found on the NMU Writing Center site: <http://www.nmu.edu/writingcenter/> Any writer not familiar with the problem of plagiarism and the penalties that follow from its use should consult the *NMU Student Handbook*.

If a student quotes extensively from copyrighted material, the student is required to obtain permission from the author or publishers. Copies of the permission for use of copyrighted materials must be submitted as an appendix in the manuscript. Since obtaining permission is often a lengthy process, students should begin obtaining copyright releases as soon as they decide to use the material. Students can often save themselves this effort by avoiding lengthy quotations that require copyright release.

USE OF REPRINTS

Reprints may be used in the body of a manuscript if the student is the primary author, that is, the student must have had primary responsibility for the project as well as the preparation and the editing of the manuscript used for the reprint. Such reprints, if used, must constitute only a subsidiary part of the paper. Using reprints as part of the paper must be approved by the student's faculty chair and committee. Some discussion of the reprint(s) must occur within the body of the manuscript. If the reprinted material is copyrighted, the student has the responsibility to secure permission to use this material.

HUMAN SUBJECT USE

If humans were used as subjects in the project that is described in the paper, a copy of the approval for that use from the Human Subject Research Review Committee must be included as an appendix within the manuscript.

(SAMPLE TITLE PAGE)

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

By

Abraham Van Helsing, IV

SCHOLARLY PROJECT

Submitted to
Northern Michigan University
In partial fulfillment of the requirements
For the degree of

DOCTORATE IN NURSING PRACTICE

School of Nursing

May 2018

SAMPLE SIGNATURE APPROVAL FORM
SIGNATURE APPROVAL FORM

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

This DNP Scholarly Project by Abraham Van Helsing, IV is recommended for approval by the student's Faculty Chair, Committee and Department Head in the School of Nursing

Committee Chair: Date

First Reader: Date

Second Reader (optional): Date

Department Head: Date

(SAMPLE ABSTRACT)
ABSTRACT

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

By

Abraham Van Helsing, IV

Throughout the history of mankind various methods have been used to rid the world of vampires, otherwise known as *nosferatu*, the undead, Code V situations, and other designations. These methods have ranged from the primitive impalement with wooden stakes and decapitation, through sprinkling with holy water, exposure to sunlight, and, most recently, penetration with graphite “dum-dum” bullets fired from special automatic weapons. This study surveys the currently available methods of destroying vampires and evaluates the positive and negative aspects of each method of elimination. The methods used to evaluate each of the methods of vampire destruction are

(SAMPLE COPYRIGHT PAGE)

Copyright by
ABRAHAM VAN HELSING, IV
March 30, 2018

(Sample Dedication Page)

DEDICATION

This scholarly project is dedicated to my wife, Isabella Smith, and to my parents, Drs. Abraham and Victoria Van Helsing, III.

(SAMPLE ACKNOWLEDGMENTS PAGE)
ACKNOWLEDGMENTS

The author wishes to thank his thesis director, Dr. Marcie Saberhagen, for her extensive advice and support; Dr. Lance Humboldt, who first suggested and discussed the topic; the staff at Olson Library, especially Dr. Percival White in Interlibrary Loans; and his wife Isabella for her financial support. Without the help of these people, this project could not have been completed.

PREFACE

The costs covered in this project has been underwritten by grants from various organizations, including....

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Full Title of Scholarly Project

Chapter One

This line begins the chapter one of the text of the manuscript. This section should include all of the divisions and subdivisions of the text in a way that exactly matches the divisions listed in the Table of Contents. The text is double-spaced throughout and uses 6th edition APA format.

Paragraph divisions may be indicated by indenting the first line. Major divisions, such as subsequent chapters, should begin on a new page.

(SAMPLE CHAPTER FOUR)

Chapter Four

This section, the last major chapter of the text, is double-spaced throughout. Paragraphs may be separated by indenting, to format the body of the manuscript.

(SAMPLE REFERENCE LIST)

References

Angstrom, R. (1968). *Vampires of used car lots*. New York: Some Person Press.

VanSclizzle, E. (2010). Ways to mislead a vampire: New methods of approach. *Journal of Applied Paranormal Investigation*, 4(12), p. 231-33.

(Sample Page for Appendix)
Appendix A

Methods of Trapping Vampires

This page represents the form for each appendix used in the manuscript. Each appendix starts on a fresh page with the layout as indicated here. Place the appendix letter at the top of the page centered; and on the next line type the appendix title.