

Doctor of Nursing Practice

Instructions for Formatting & Submitting the Doctor of Nursing Practice Final Project 1

Formatting the DNP Project

With the exception of stated preliminary pages, Doctor of Nursing Practice project papers should be formatted according to the guidelines of the American Psychological Association, presented in the *Publication Manual of the American Psychological Association* (7th ed.).

DNP project documents have two basic sections,

1. a set of preliminary pages that should be formatted per UIW publication requirements, and
2. the body of the paper itself, formatted per APA style recommendations.

Preliminary Page Formatting

It is best to use the provided page templates to create these preliminary pages. Preliminary pages include:

- Title page
- Acknowledgments
- Dedication (optional)
- Table of Contents
- List of Tables (if used)
- List of Figures (if used)
- Other list page (if used)

Once opened in Microsoft Word these preliminary page templates are fully editable; however, do not change the position of any page elements.

Document Page Formatting

All pages from the abstract onward should be formatted according to the APA 7th edition guidelines.

Document Requirements

Language: The DNP project must be written in English.

Margins: 1-inch margins on all four sides of the page, all pages.

Page numbering: All pages numbered sequentially in upper right corner beginning with title page; page numbers use same font as used in body.

Typeface or font: Use any common, easy-to-read font. Use the same font throughout, for all pages. The APA stylebook has suggestions. A different font may be used inside tables and figures, if such use enhances readability.

Font size: No larger than 12 point, and 11 point is acceptable if a large typeface is used. Text elements inside tables and figures may be as small as 10 point, if necessary, and if readability is not impaired.

Title of document: Strive for brevity. APA suggests no more than 12 words.

Tables and figures: Place in-line with the text, not at end of document. Tables and figures should be placed soon after (not before) where they are mentioned in text, although they may be located several pages after their mention in text if this enhances presentation on the page.

Running head. Place on all pages, including title page. Observe the 50-character (including spaces) limit and format per APA criteria.

Citations: All citations must have a corresponding reference entry.

References: All references must have a corresponding citation in text.

Abbreviations: Use sparingly. See the criteria presented in APA 7th edition, pp. 172-177.

See the *Publication Manual of the American Psychological Association* (7th ed.) for details of formatting guidelines. Many details of the 7th edition guidelines are presented on the APA Style website https://apastyle.apa.org/?_ga=2.77448149.1100174728.1590703280-2114839894.1586269588. Review the APA blog <https://apastyle.apa.org/blog/> for tutorials and quick guides, including these topics (each link is clickable and should send you to the appropriate topic page):

Style and Grammar Guidelines

- [Abbreviations](#)
- [Bias-Free Language](#)
- [Capitalization](#)
- [Grammar](#)
- [In-Text Citations](#)
- [Italics and Quotation Marks](#)
- [Lists](#)
- [Numbers](#)
- [Paper Format](#)
- [Punctuation](#)
- [References](#)
- [Research and Publication](#)
- [Spelling and Hyphenation](#)
- [Tables and Figures](#)

Submitting the DNP Project

DNP students submit their final projects into [The Athenaeum](#). The Athenaeum is the university repository of scholarly work, supported and maintained by the Mabee Library. After the project is received it will be reviewed and if format corrections are needed it will be returned to the student. Students should then access their Athenaeum account to upload the corrected project.

How to Submit the DNP Project Paper

Use this address, <http://athenaeum.uiw.edu/>, to begin the process of sending your document to The Athenaeum.

1. Click on The Athenaeum link and sign in. First-time users: Follow the instructions for creating a password protected account.
2. Locate Author Corner on The Athenaeum home page and click on Submit Research.
3. Choose your document type (Doctor of Nursing Practice).
4. Read and consent to the submission agreement.

5. Complete all sections of the submission form. Note: Under Author entry, enter a *permanent email address*. The Athenaeum system is designed to send you periodic readership reports; if you supply your UIW email, you will no longer receive those after you graduate and your UIW email account is deactivated.
6. To complete the submission, upload the full text of the project and select the “Submit” button.
7. The submission will then be complete and an email notification will be sent to the Office of Research and Graduate Studies that a new doctoral project has been submitted and is awaiting format review.

When to Submit the DNP Project Paper

Deadlines for submitting completed projects to the Office of Research and Graduate Studies for format review:

February 1, for graduation in May

June 1, for graduation in August

September 1, for graduation in December

If a submission due date falls on a weekend, the submission is due the following Monday. Allow at least three weeks for format review to be completed.

Student work submitted after the deadlines *may not be reviewed in time to meet the graduation deadlines* set by the UIW Registrar. View the Academic Calendar available on the [Registrar’s Office home page](#) for deadlines and other important information.

Human Subjects Research and IRB

Reminder: All research protocols must be closed before a student can graduate. For information on the IRB closure process, visit the Office of Research Development’s [Human Subjects Research Institutional Review Board](#) page.