

Doctor of Nursing Practice Instructions for Formatting & Submitting

Formatting

Formatting the DNP Paper

Doctor of Nursing Practice project papers have two basic sections: a set of preliminary pages that reflect UIW formatting requirements, followed by the body of the paper itself that is formatted according to the style recommendations of the *Publication Manual of the American Psychological Association* (6th ed.). Your DNP project supervisor may require some exceptions to the APA recommendations for the body of the paper.

Preliminary Page Formatting

The preliminary pages serve to identify your student paper as a scholarly document produced at the University of Incarnate Word under the supervision of advisors in your academic program, and one which is carefully prepared for deposit into the university's repository of scholarly work, *The Athenaeum*.

Templates are simple to use and are provided at the style guide section of the Theses, Doctoral Projects and Dissertations website. Select [this link](#) to open the Style Guides page and download the DNP page templates. These templates, once opened in Microsoft Word, are fully editable; however, the required elements for each of the pages are shown as they should be positioned and should not be moved.

Note that for DNP projects, the page numbering and running head begins on the title page and is continuous through all pages.

Document Page Formatting

All pages from the abstract onward should be formatted according to the APA style guidelines; tables and figures however are not placed as per the APA guidelines, which state they should be included at the end of the paper, after the reference list. For DNP project papers, all tables and figures should be placed in line with the text.

Formatting Reminders

- The DNP project must be written in English.
- Margins: 1 inch at top, bottom, left, and right side of every page.
- Running head: appears on all pages and is no more than 50 characters; page 1 also includes the words "Running head:" set before the running head.
- All pages numbered sequentially in upper right corner beginning with title page; page numbers use same font as used in body.
- Title of document—strive for brevity. APA suggests no more than 12 words.
- APA says to place tables and figures at the end of the paper, after the reference list; UIW guidelines ask that you place them in line with the text.
- Each in-text citation must have a corresponding reference entry.
- Each reference must have a corresponding citation in text.

- Avoid acronyms and abbreviations if possible; use only per the guidelines presented in sections 4.22 through 4.30 of the APA manual, with special emphasis on 4.22.

See the *Publication Manual of the American Psychological Association* (6th ed.) for details of formatting guidelines. Helpful resources are also available at the APA Style Blog (<http://blog.apastyle.org/>) and at the main website of the American Psychological Association, (<http://www.apa.org/>). Look under the “Publications and Databases” tab for extensive resources for authors, and, especially, view the “Authors and Reviewers Resource Center” page. Click on the link [Quick Answers—Formatting](#) for answers to common APA formatting questions.

Submitting

Submitting the DNP Project Paper

The policies governing doctoral projects are presented in the [Graduate Bulletin](#) in Chapter V, “Doctoral Degree Requirements.” Be aware of policies regarding

- deadlines and
- the document submission and review process.

DNP students submit their final project papers into [The Athenaeum](#). The Athenaeum is the university repository of scholarly work, supported and maintained by the Mabee Library.

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](#).

Only electronic copies are accepted for format review. Do not make print copies. Here is how to submit your document for review:

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 will send periodic reports to you about who is reading your work and their location, and you will want to continue to receive those reports after graduation.
6. To complete the submission, upload the full text of the project and select the “Submit” button.

When to Submit (see page 3)

When to Submit the DNP Project Paper

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

March 15, for graduation in May

June 1, for graduation in August

October 15, 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](#) 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.

The following pages offer some basic tips of APA formatting of the narrative page of your project. Page templates for preliminary pages are available here: <http://uiw.edu/orgs/policies/thesis-dissertation/style-guide.html>.

Abstract

Note that the page heading is centered and placed at the top margin, and not bolded. Begin the abstract text on the left margin and create one block of text, double spacing all lines, with no paragraph indents. Strive for brevity, which means, in practice, a word count of between 150 and 250 words. Most journals will ask for abstracts with this word count, but it is a good idea in any case to practice expressing yourself using fewer rather than more words. Strive not to use abbreviations, acronyms, and citations in the abstract; your project supervisor can best advise you in these matters. A best practice is to write your abstract after you have finished your project. Read the APA manual, section 2.04, for guidance on writing the abstract. After the final line of abstract text, include your keywords as illustrated in this example. When it comes time for you to upload your doctoral project into *The Athenaeum*, you can easily copy and paste the abstract text and keywords into the appropriate sections of the order form.

Keywords: doctoral project, keywords, comma, separated, lowercase

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Level 1 Heading

The first page of your project narrative may begin with a level 1 heading, or it may not. Project writers will often begin their actual paper with a section of untitled introductory text, and this is perfectly fine. Do not, however, label this introductory section “Introduction,” because, as APA says (section 2.05), the initial section of a paper is assumed to be introductory.

With the exception of the preliminary pages, and other exceptions that may be made by your project supervisor, projects for the Doctor of Nursing Practice degree follow the format requirements for papers as described in the *Publication Manual of the American Psychological Association* (6th ed.). Preliminary pages are formatted to UIW presentation requirements suitable for student scholarly work deposited into *The Athenaeum*. Your supervisor may ask you to place tables and figures in line with the text, rather than placed after the references as described in the APA guidelines.

Do not use the chapter structure that you would find in the PhD dissertation. Doctoral projects are instead broken into sections announced by headings, beginning with a level 1 heading, as shown at the top of this page. Level one headings are always centered, bolded, and all major words are capitalized. Sections labeled with Level 1 headings may be further subdivided, with each subdivided section denoted by a level 2 heading. If your doctoral project requires further subdivision, use the level 3 heading to name those sections. Note that in all cases you need to provide at least two subdivisions when you subdivide.

Level 1 headings are always placed in the Table of Contents as major section headings.

Level 2 Heading

Level 2 headings begin on the left margin, are bolded, and all major words are capitalized. The text of the section begins a double line space after the heading and is indented. When subdividing a major section labeled with a level 1 heading, create at least two subsections

each labeled with a level 2 heading. DNP papers are of sufficient complexity as to require the use of level 1 and level 2 headings, and occasionally the argument structure requires the use of level 3 headings.

Level 2 headings are always placed in the Table of Contents as secondary headings, indented beneath the major section headings.

Level 3 headings. Level 3 headings begin a paragraph. Level 3 headings are bolded, just like the headings at levels 1 and 2, but only the first word and any proper nouns are capitalized. The heading always ends with a period. And, when subdividing a section labeled with a level 2 heading, at least two subsections must be created, each labeled with a level 3 heading. Headings level 1, 2, and 3 are usually sufficient to present the complexity of arguments in a DNP paper, but if a level 3 section is to be subdivided, at least two sections must be created, each labeled with its own level 4 heading.

Level 3 headings are not placed in the Table of Contents for DNP project papers.

Level 4 headings. Level 4 headings begin a paragraph and are just like level 3 headings, except that they are italicized. The heading always ends with a period. When subdividing a level 3 named section, at least two level 4 sections must be created. Generally, level 4 headings are not needed and not used in DNP project papers. If they are used they are never included as entries in the Table of Contents for DNP project papers.

Level 5 headings. Level 5 headings begin a paragraph and are just like level 4 headings, except that they are not bolded. The heading always ends with a period. If a level 4 labeled section is subdivided into sections, each of those sections is labeled with the level 5 heading, but level 5 sections are not further subdivided into sections with headings. If level 5 headings are used they are never included as entries in the Table of Contents for DNP project papers.

Tables and Figures

If tables and figures are added to the text, then discuss with your project supervisor where these should be located. APA guidelines for journal paper submission state that tables and figures should be placed beginning on the first page after the references. Tables are placed first, one per page, in order of table number. Then follows the section for figures, placed one per page in order of figure number.

Alternately, your project supervisor may ask you to locate tables and figures in-line with the text, with the tables and figures located after their first reference in text. A figure or table presented this way need not immediately follow its first reference in text and may be located as many as three pages after the reference. This in-line presentation of tables and figures in doctoral projects is a common exception to the APA guidelines. If you place tables and figures in-line with the text, you may place more than one table and/or figure per page. Continue the text

Regardless of placement, you need to refer in text to each table and figure. Refer to each table or figure by its number. On this point see APA section 5.10.

For an example of a correctly built table, see table 1. See especially APA section 5.08 for a concise summary of table layout, but read through all of chapter five for comprehensive detailed instructions on making tables and figures.

Table 1

Random Table Inserted Here to Illustrate Table Construction

Label	frequency	duration (min.)	number ($N = 128$)	%
Alpha	b + n	12	15	11.7
Beta	a + n	22.7	43	33.6
Gamma	c + n	15	21	16.4
Delta	d + n	28	38	29.7
Rho	e + n	7	11	8.6

Note. Table notes are included below the bottom rule of the table and may be of three varieties, general, specific, and probability.

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References

References begin on a separate page after the last page of text. Insert a page break after the final narrative and begin the references on the next page. The heading for the references page is centered, but not bolded, and is in title case. Refer to Chapter 6 of APA for complete description of formatting guidelines for each kind of reference entry, and refer to the examples provided in chapter 7.

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Appendix A: Name of Appendix

Appendices begin on a separate page after the last reference page. Insert a page break after the final reference page and begin the appendices on the next page. The heading is centered, but not bolded, and is in title case. See APA section 2.13 for detailed instructions on including appendices