

DNP Project Formatting Handbook

School of Nursing

Northern Michigan University

PREFACE

The following handbook provides formatting guidelines for the DNP project required by faculty in the School of Nursing at Northern Michigan University (NMU). All completed DNP student projects must meet the requirements outlined in this handbook. When conflicts arise between formatting recommended in this handbook and that recommended by a specific style guide (APA 6th edition), follow the recommendations provided in this handbook.

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

All completed DNP 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 website where faculty and student research and scholarly works are posted for the public to view. Instructions for submitting manuscripts to the NMU Commons are available in the **DNP Project Handbook:** <http://www.nmu.edu/nursing/handbooks>.

Disposition of the Final Product

Upon completion of the oral presentation and submission of the final manuscript, a *DNP Project Verification of Completion* form will be completed by Melissa Romero, graduate program coordinator, and forwarded to the Director of the Office of Graduate Education and Research. The verification form is available via Melissa Romero, mromero@nmu.edu.

INTRODUCTION

The guidelines in this handbook specify the DNP project manuscript formatting requirements established by faculty in the School of Nursing at Northern Michigan University. Faculty assume that the DNP project manuscript meets School of Nursing standards and that the final draft has been approved by the faculty chairperson and committee. Faculty in the School of Nursing also assume that students have good command of the English language and that appropriate standards of usage and APA (6th edition) style are followed in the document text. All questions regarding manuscript format that are not adequately answered in this handbook should be directed to the faculty chairperson. Questions about APA formatting can be directed to Mike Strahan, mstrahan@nmu.edu, the School of Nursing library liaison.

The School of Nursing requires an oral (PowerPoint) presentation of the DNP project. The project manuscript must be completed (with the exception of minor APA edits) and approved by the faculty chairperson and two committee members before the oral presentation takes place. It is strongly recommended that students meet with Mike Strahan, School of Nursing library liaison, to have the manuscript reviewed to ensure that it meets APA formatting standards prior to submission to The Commons. The final manuscript is submitted to the Commons after the oral presentation takes place.

The completed DNP project manuscript must conform to the instructions identified in this handbook. Any deviation 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 electronically by all responsible parties (faculty chair, committee members, and Associate Dean/Director of the School of Nursing). Students with late manuscript submissions may not graduate in a timely manner.

ACCEPTABLE MANUSCRIPT STYLE GUIDELINES

The main text (chapters 1- 4) of the DNP project manuscript should adhere to guidelines from the *Publication Manual of the American Psychological Association*, 6th edition.

FORMATTING REQUIREMENTS

Font

- 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 6th edition 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

The manuscript includes four distinct sections:

Preliminary Pages

Main Text Pages (Chapters 1 – 4)

Reference Pages

Appendices

Each of these sections contains several sub-sections, which are to be arranged in the order listed in Table 1, below. 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 sections of the document should be arranged, including which pages should be numbered, the type of numbering to be used, required or optional elements, and 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; MN=May be Necessary: some elements such as the List of Symbols & Abbreviations may be necessary for some papers, but not for others; consult the faculty chair for advice with these elements; O=Optional: the student, working with the faculty chair, can choose whether or not 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, “DNP 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 “DOCTOR OF 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:

The signature approval form should include the project title, the student’s name, and the names of the faculty chairperson, committee members, and the Associate Dean/Director. This page should NOT have a page number. This 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 DNP 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 handbook.

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 on 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 the List of Tables.

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

Body of the Manuscript

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

1. Type **Chapter One** in bold on the first line of the page.
2. On the next line, begin typing the double-spaced text.
3. This chapter should contain a brief statement of the clinical problem.
4. The body of the manuscript should include all of the divisions and subdivisions in a format identical to that specified in the Table of Contents.
5. 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 the 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 subsequent line, include the content material.
5. For subsequent appendices, on the next page type “Appendix B”, “Appendix C”, etc., centered at the top of each 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.
2. Give every figure or table a number and a descriptive title that is generally one sentence of text.
3. The number and title of a table are placed *above* the top line of the table.
4. The number and title of a figure are placed *below* the bottom of the figure.
5. Titles as they appear with the tables and figures must be identical to their listing in the preliminary pages.
6. Tables and figures are numbered in separate series and each table and figure has a unique consecutive number in its own series.
7. The page on which the table or figure appears is numbered consecutively with the main text.
8. Tables and figures may be inserted close to the text that they illustrate or they may be placed in appendices.

PLAGIARISM, USE OF COPYRIGHTED MATERIAL, FIGURES, AND SURVEYS

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 School of Nursing faculty to assure that the scholarly project work is original. All suggestions of plagiarism will be investigated, and, if guilty, students will be penalized. A discussion of plagiarism and proper use of citations can be found on the NMU Writing Center site: <http://www.nmu.edu/writingcenter/>. Any writer not familiar with plagiarism and the penalties that follow from its use should consult the **NMU Student Handbook**: <http://www.nmu.edu/studenthandbook>.

If a student quotes extensively from copyrighted material, includes a figure (e.g., from a theoretical framework, artwork, photos, etc.) in the manuscript, or uses a survey to collect data, the student is required to obtain permission from the author and/or the person who developed the survey. Copies of permissions for use of materials must be submitted as appendices at the end of the manuscript. Since obtaining permission is often a lengthy process, students should begin obtaining copyright releases and permissions as soon as they decide to use the material. Permission to use surveys **must** be obtained before the student can collect data. Students who fail to obtain permissions for use of surveys in a timely fashion, will be penalized. Permission must be obtained even if a survey was modified by the student researcher.

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

Not all DNP projects that include data from human subjects are required to obtain IRB approval. Students should consult with their faculty chairperson to determine whether IRB approval is warranted. If humans were used as subjects in the DNP project and IRB approval was obtained, a copy of the approval for that use from NMU's Human Subjects Institutional Review Board (IRB) Committee and copies of consent forms must be included as appendices within the manuscript. Permissions from applicable hospital/health center IRB's may also be required and those approvals must be included as appendices within the manuscript. Students **must** obtain IRB approval prior to data collection for the DNP project. Students who fail to obtain IRB approval in a timely fashion, will be penalized. More information about the use human subjects in research can be found at: <https://www.nmu.edu/grantsandcontracts/human-subjects-research>.

(SAMPLE TITLE PAGE)

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

By

Abraham Van Helsing, IV

DNP PROJECT

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

DOCTOR OF NURSING PRACTICE

School of Nursing

March 2022

SAMPLE SIGNATURE APPROVAL FORM
SIGNATURE APPROVAL FORM

VARIOUS METHODS AND PROCEDURES FOR IMPALING VAMPIRES

This DNP 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 31, 2022

(Sample Dedication Page)

DEDICATION

This DNP 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 DNP project chair, 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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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, NY: Some Person Press.

VanSclizzle, E. (2010). Ways to mislead a vampire: New methods of approach. *Journal of Applied Paranormal Investigation*, 4(12), 231-33. <https://doi.org/10.1000.56000>

(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.