

## Guidelines for Typing and Abstracting Doctor of Nursing Practice Scholarly Project

The following regulations are designed to serve as a guide for the typing and binding of scholarly projects and for preparing abstracts.

### Typing

In the preparation of the scholarly project, the *Publication Manual of the American Psychological Association* (the latest edition) (APA) is to be followed, except where the following directions take precedence:

### Paper

The required copies of the scholarly project must be on 8 ½" x 11" paper, 20 pound weight, at least 25% rag or cotton content bond paper. There are no restrictions on quality of paper for personal copies.

It should be remembered that rag content absorbs moisture. Moisture in paper decreases the legibility of Xerox copy; therefore, do not open the package of paper until immediately before use.

### Copies

One of the two copies for the Cleveland Health Sciences Library may be either the original printed document or a clear and legible Xerox copy but it must have the original required signatures. The other copies may be Xerox copies, provided that they are clear and legible.

### Font

A serif font face such as Times Roman or Courier should be used in a 10 to 12 font size.

### Spacing

The text should be double-spaced. Single spacing may be used where appropriate for itemized data, footnotes, reference list, etc.

### Margins

The margin on the left side of all pages must be at least 1 ½". Top, bottom, and right-hand margins must be at least 1 ¼". Photographs, tables, and figures must all come within the above margins. Photographs can be mounted using rubber cement. Chapter headings should be 2" from the top of the page.

### Footnotes

Footnotes, if used, should be consistent with the APA manual.

### Hanging References

The reference list should be typed using a hanging-indent format with the first line of each citation flush with the left margin and the second and following lines indented 3 spaces from the left margin.

### Title Page

The title page of the scholarly project should follow the format in Appendix A.

### Abstract Covers

The cover of the abstracts that are separate from the bound copies of the scholarly project should follow the format in Appendix D.

### Copyright Page

The copyright page of the scholarly project should follow the format in Appendix B.

### Authorization Page

The authorization page of the scholarly project should follow the format in Appendix C.

### Organization of Content

The organization of the scholarly project content should follow the scheme below. All pages should be numbered consecutively with Arabic numbers beginning with Chapter I. Pages prior to Chapter I should be numbered with lower case Roman numerals. The sequence of content is:

1. Title Page (see Appendix A)
2. Abstract Title Page (see Appendix D)
3. Abstract
4. Copyright Page (see Appendix B)
5. Authorization Page (see Appendix C)
6. Dedication (if applicable)
7. Preface or Acknowledgments (if applicable)
8. Table of Contents
9. List of Figures (if applicable)
10. List of Tables (if applicable)
11. Body of Scholarly Project
12. References
13. Appendices

### Preparation of the Abstract

A succinct report of the investigation is to be prepared. The abstract shall be no longer than two (2) typed pages in length and shall include the statement of the problem, aims, methods, pertinent findings, and conclusions.

The regulations for scholarly project preparation relative to the kind of paper and the size of margins pertain to the abstract. The *APA Publication Manual* shall be used for the abstract. A copy of the abstract is bound with each copy of the thesis.

In addition, a title page of the abstract shall be prepared (see Appendix D), and copies of the title page of the abstract with the abstract shall be sent by the student to the following:

1. Two signed copies to the Director of the DNP Program, School of Nursing, one of which will be kept in the Director's files and the other copy will be given to the Reference Librarian at the Cleveland Health Sciences Library.
2. Other individuals who are interested in or who have contributed to the study (e.g., faculty, subjects, agency administrative personnel, etc.).
3. Sigma Theta Tau International Virginia Henderson Library, 550 West North Street, Indianapolis, IN 46202 (Phone: 317/634-8171 - FAX 317/634-8188), with completed and attached *Survey of Nurse Researchers*. Sigma Theta Tau International prefers that the *Survey* be submitted through their "Home Page" on the internet (<http://www.stti.iupui.edu>).

#### Binding of Scholarly Project and Number of Copies

Directions for binding of personal and departmental copies of scholarly projects and the current costs for binding may be obtained from the department assistant for the DNP Program.

If the student wishes additional copies of the scholarly project bound, the copy(ies) and binding fee(s) must be submitted along with the two copies for the Cleveland Health Sciences Library to be bound at the same time. Two to three months should be allowed for receipt of the personal copy(ies). If these additional copies are to be mailed, an address where the student can be reached should be given to the department assistant for the DNP Program.

**Appendix A (Sample Title Page: Thesis)**

**2** “ Thesis Title

**3 ½**” A Scholarly Project or Manuscript Presented to  
the Faculty of the Frances Payne Bolton School of Nursing  
Case Western Reserve University

**5 ½** “ In partial fulfillment of the requirements  
For the degree of Doctor of Nursing Practice

**6 ½** “ By

**7**” Name in full and all previous degrees

**7 ½**” Approved: \_\_\_\_\_, Member  
\_\_\_\_\_, Member  
\_\_\_\_\_, Chairperson  
Date \_\_\_\_\_

**Appendix B (Sample Abstract Title page)**

**2” Title**

**3 1/2 “ Abstract of Scholarly Project or Manuscript**

**4”Presented to  
the Faculty of the Frances Payne Bolton School of Nursing  
Case Western Reserve University**

**5 ½ “ In partial fulfillment of the requirements  
For the degree of Doctor of Nursing Practice**

**6 ½ “ By**

**7” Name in full and all previous degrees**

**7 ½” Approved: \_\_\_\_\_, Member**

\_\_\_\_\_, Member

\_\_\_\_\_, Chairperson

Date \_\_\_\_\_

**Appendix C (Sample Copyright Page - Thesis)**

Copyright © (insert year) by Name of Student, Credentials

**Appendix D (Sample Authorization Page)**

**(2 ½") RULES COVERING USE OF THESES FROM THE FRANCES PAYNE  
BOLTON SCHOOL OF NURSING, CASE WESTERN RESERVE UNIVERSITY**

(4") Unpublished theses or research reports submitted to the Frances Payne Bolton School of Nursing, Case Western Reserve University, and deposited in the Library, are open for inspection, but are to be used with due regard to the rights of the authors. The author and the School of Nursing grant the privilege of loan or purchase of microfilm or photocopy to accredited borrowers provided proper credit is given in subsequent written or published work.

(6") \_\_\_\_\_, Author

(6") \_\_\_\_\_ Mary E. Kerr, Dean, School of Nursing

(7") Author's Name  
Address  
City, State, Zip Code  
Date of Defense

## **REFERENCES ON STYLE, ORGANIZATION, AND WRITING**

Students are expected to use the following style manual as a guide for preparing papers and research reports. It is expected that grammar, spelling, sentence and paragraph structure, punctuation, and format of the paper will be correct when the final report is submitted. If the instructor receives a paper that does not meet these expectations, the paper may be returned to the student for corrections and revision prior to evaluation of the paper.

### Style Manual

American Psychological Association. (1994). *Publication manual of the American Psychological Association (4th ed.)*. Washington, DC: Author.

### Writing

Bernstein, T. M. (1975). *The careful writer* (Rev. ed.). New York: Athenum. Campbell, W. G., & Ballou, S. G. (1978).

### Form and Style:

*Theses, reports, terms papers (5th ed.)*. Boston: Houghton Mifflin. Ford, N. A. (1959).

*Basic skills for better writing*. New York: Putnam. Lambuth, D. (1964).

*The golden book on writing*. New York: Viking. O'Connor, A. (1977).

*Writing for nursing publications*. Charles B. Stack, Inc. Perrin, P. G. (1968).

*Writers' guide and index to English (4th ed.)*. Chicago: Scott, Foresman. Strunk, W., Jr., & White, E. B. (1979).

*The elements of style (3rd ed.)*. New York: MacMillan. Yates, B. T. (1982).

*Doing the dissertation: The nuts and bolts of psychological research*. Springfield, IL: Thomas.