

Guidelines for organizing and formatting the DNP Scholarly Written Project

All DNP students must submit a written project as part of their graduation requirements. If the student chooses to submit the project as a **manuscript**, the final version must be submitted electronically and in PDF format to the DNP Program Assistant. If the student does not submit a manuscript for publication, referred to in these instructions as the **non-manuscript option**, the final written project must be submitted electronically and in PDF format first to the DNP Program Assistant for a format check and then, once the formatting is approved, to OhioLink's ETD (electronic thesis and dissertation) site. An *ETD checklist* can be found on the DNP website under Guidelines and Forms.

Importantly, all students must submit to the DNP Program Assistant the signed *Final Approval of the Scholarly Written Project* form. This form also can be found on the website under Guidelines and Forms. Students must bring the form to their final defense for signature by committee members. It replaces the signed title pages and authorization page students were required to obtain in the past.

Manuscript option: For students who choose the manuscript option, the project should follow the guidelines of the journal to which the manuscript will be submitted.

Non-manuscript option: For students who choose the non-manuscript option, the following guidelines must be used in formatting the Scholarly Written Project and in preparing the abstract.

General

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

Organization of Non-manuscript Scholarly Written Project (Appendices found at the end of this document)

Title Page (Appendix A)
 Committee Approval Page (Appendix B)
 Abstract
 Copyright page (Appendix C)
 Dedication page (if applicable)
 Preface or Acknowledgements
 Table of Contents
 List of Figures
 List of Tables
 Body of Scholarly Project
 References
 Appendices

**Remember to use Roman numerals for the Title Page through the List of Tables. Arabic numerals are used for the body of the project, references, and appendices.

Preparation of the Abstract

A succinct report of the investigation is to be prepared. The abstract shall be no longer than 400 words in length and shall include the statement of the problem, aims, methods, pertinent findings, and conclusions.

All formatting guidelines pertaining the written project also pertain to the abstract.

Typeface and Font

A serif font face such as Times New Roman or Courier should be used. Font size should be 12. The font size may be reduced for captions on figures and tables.

Margins

The margins on the left side of all pages must be 1.5 inches. Top, bottom, and right margins should be 1.25. All photographs, tables, charts, graphs, etc. must fit within these specified margins.

Spacing

Text should be double-spaced. Long quotations, captions, footnotes, endnotes, itemized data, and references may be single spaced.

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.

****left and right margins must not be less than 1 ½"**

TITLE OF SCHOLARLY WRITTEN PROJECT GOES HERE IN ALL CAPS (2" from top margin)

By (3" from top margin)

YOUR NAME IN ALL CAPS (3 ½" from top margin)

**Submitted in partial fulfillment of the requirements for the degree of Doctor of Nursing Practice (5 ½"
from top margin)**

Committee Chair: (Chair's name) (7" from top margin)

Frances Payne Bolton School of Nursing (7 ½" from top margin)

CASE WESTERN RESERVE UNIVERSITY

Graduation Month, Year (8 ½" from top margin)

CASE WESTERN RESERVE UNIVERSITY (2" from top margin)

FRANCES PAYNE BOLTON SCHOOL OF NURSING

We hereby approve the scholarly written project of (3" from top margin)

(Your name)

Committee Chair (4" from top margin)

(Name)

Committee Member (5" from top margin)

(Name)

Committee Member (6" from top margin)

(Name)

Date of Defense (7" from top margin)

(Date)

*We also certify that written approval has been obtained (8 ½" from top margin)
for any proprietary material contained therein.

Copyright© (insert year) by Name of Student, credentials (3 ½" from top margin)