FORMATTING A DISSERTATION IN THE COLLEGE OF NURSING

(A FORMAT TEMPLATE – Manuscript Option)

by

Florence Ann Nightingale

(*Your full name as shown in College of Nursing records*)

(**Note**: *Regarding ‘Copyright line’ (see below)* *your ‘official’ name [see Copyright line below]\* should not extend beyond the ends of the line - can decrease font to match space, if needed*)

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*\*(e.g., the line above is currently at 8 pt font – Times New Roman – it fits below the 2” line as required)*

A Dissertation Submitted to the Faculty of the

COLLEGE OF NURSING

In Partial Fulfillment of the Requirements

For the Degree of

DOCTOR OF PHILOSOPHY

In the Graduate College

THE UNIVERSITY OF ARIZONA

2^0^X^X

THE UNIVERSITY OF ARIZONA

GRADUATE COLLEGE

As members of the Dissertation Committee, we certify that we have read the dissertation prepared by *[Enter Student Name –remove brackets and italics after entering information]*, titled *[Enter Dissertation Title]* and recommend that it be accepted as fulfilling the dissertation requirement for the Degree of Doctor of Philosophy.

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 *[Committee Chair Name]*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 *[Committee Member Name]*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 *[Committee Member Name]*

Final approval and acceptance of this dissertation is contingent upon the candidate’s submission of the final copies of the dissertation to the Graduate College.

I hereby certify that I have read this dissertation prepared under my direction and recommend that it be accepted as fulfilling the dissertation requirement.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 *[Committee Chair Name]*

 Dissertation Committee Chair

 *[Academic Department]*

ACKNOWLEDGMENTS

*(Optional)*

*(Heading: Centered,* in CAPS, no bolding*)*

*(Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

*(May be single spaced)*

*(One page maximum)*

DEDICATION

*(Optional)*

*(Heading: Centered,* in CAPS, no bolding*)*

*(Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

 *(Must be double spaced)*

*(One page maximum)*

**TABLE OF CONTENTS**

(*Required*)

*(Heading: Centered,* in CAPS, **Bolding***)*

*(Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

* The Table of Contents should not have itself listed on the Table of Contents. Also, anything that comes BEFORE the Table of Contents in your document should not be listed. In most cases the first thing on the Table of Contents will be the Abstract, unless you have a List of Tables/List of Figures, in that case, those are the first items on your Table of Contents.
* Include the heading **TABLE OF CONTENTS** at the top of the first page of this section (as shown above, **Boldface**), and TABLE OF CONTENTS - *Continued* (no bolding) on each continuation page (as shown on next page).
* You must include dot leaders ‘..........................’ from headings to page numbers. (template shown below)

Note: Page numbering following dot leaders MUST be aligned with the right hand margin.

* Indent each level of subheadings 5 spaces from the level above (template shown below).
* MUST BE FOLLOWED: Headings in the Table of Contents must exactly match the headings used in the body, and should be typographically the same (e.g., type font and style, capitalization; boldface; template shown below) (also see page 28).
* Use all capital letters for major headings (i.e., Chapters). (Subheadings (as shown below (in red) within parentheses) in each chapter (in the main body of the document) must be upper and lower case.) See examples (Level instructions (template shown below) are for the text headings within the main document) as requirements (spacing and font) change depending on “Level” ranking (also see page 28).
* Each Appendix must have its own letter designation and title. Appendixes are major divisions. In the Table of Contents the Appendix title appears in caps on the left margin at the same level of importance as chapter headings (template shown below).
* Chapter numbering. You may number your chapters with either Arabic or Roman numerals, need to be consistent throughout document!
* The Table of Contents should flow as much as possible keeping chapters and headings together. The sample as shown below is separated by page breaks only because of the length of these initial instructions.

LIST OF FIGURES (Required if document includes graphs, pictures, drawings, etc.)

LIST OF TABLES (Required if document includes tables, models, etc.)

ABSTRACT

TABLE OF CONTENTS – *Continued*

**CHAPTER I(1) INTRODUCTION**

**Level 1**

**Level 2**

**Level 3.**

***Level 4.***

*Level 5.*

**CHAPTER II(2) PRESENT STUDY**

**Level 1**

**Level 2**

**Level 3.**

***Level 4.***

*Level 5.*

REFERENCES

APPENDICES (***Must include each of three manuscripts as a separate appendix***)

APPENDIX A: Complete/Submitted Manuscript #1 – Title and Journal name

APPENDIX B: Complete/Submitted Manuscript #2 – Title and Journal name

APPENDIX C: Complete/Submitted Manuscript #3 – Title and Journal name

LIST OF FIGURES

*(The heading must be centered at the top margin of the page* (in CAPS, *no bolding)*

*(Margins same as body of paper - Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

Include the heading LIST OF FIGURES at the top of the first page of this section (centered as shown above), and LIST OF FIGURES - *Continued* (centered at the top of each page) for subsequent pages.

Within the document, material is numbered in sequence (whole numbers), Figure 1, Figure 2, etc. (template shown below) and single spacing can be used for figure titles and captions.

NOTE: Figure titles (and captions) are placed below the figure. Figures are placed *within* the document where they are first mentioned (see end of this document for figure format sample)

*Figure 1*. (Title of Figure 1 as it appears within text, same font style)

*FIGURE 2*. (Title of Figure 2 as it appears within text, same font style)

(***See Figure ‘Sample’ at end of document***)

LIST OF TABLES

*(The heading must be centered at the top margin of the page* (in CAPS, *no bolding)*

*(Margins same as body of paper - Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

Include the heading LIST OF TABLES at the top of the first page of this section (centered, as shown above), and LIST OF TABLES - *Continued* (centered at the top of each page) for subsequent pages.

Within the document, material is numbered in sequence (whole numbers), Table 1, Table 2, etc. (template shown below) and single spacing can be used for table titles and headings.

NOTE: Table titles (and headings) are placed above the table. Tables are placed *within* the document where they are first mentioned (see end of this document for table format sample).

Table 1. *(Title of Table 1 as it appears within text, same font style)*

TABLE 2. *(Title of Table 2 as it appears within text, same font style)*

(***See Table ‘Sample’ at end of document***)

ABSTRACT

(*Required*)

*(Double-spaced paragraphs)*

*(The heading must be centered at the top margin of the page* (in CAPS, *no bolding)*

*(Margins same as body of paper - Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

(NOTE: For your *submission profile* to the Graduate College (to be included in the abstract archive), an extra copy of the abstract (minimum of **150** words, maximum of **500** words) must be pasted or typed in during the *submission* process. *Anything beyond this word limit will be truncated.*

Keep in mind that an abstract should summarize your work. It allows readers to quickly review the main points and purpose of your paper. Abbreviations and acronyms used in the paper should be defined in the abstract. The abstract for a dissertation may be longer than one page and word count for the main document is also limited to the 500 maximum word limit (as noted above). The text format and style remains the same for both versions (i.e., abstract archive and final document).

**CHAPTER 1: INTRODUCTION**

*(The heading must be centered at the top margin of the page* (in CAPS, *Boldface)*

*(Margins - Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

(*Required*)

*Double-spaced paragraphs only (see exceptions\* below) within body of paper.*

*Note: Styles setting should be set to ‘Normal’ (Paragraph default setting for Normal setting should be changed to: ‘0’ spacing ‘Before’ or ‘After’ and ‘Line spacing’ should be set to ‘Double’). Also, no extra spacing between paragraphs is allowed.*

*\*(Exceptions: For long quotations, footnotes, table and illustration captions, these are single-spaced – as shown here)*

Note: *Begin each major section on a new page. Margin requirements apply to every page of the dissertation unless otherwise specified.*

**CHAPTER 2: PRESENT STUDY**

*(The heading must be centered at the top margin of the page* (in CAPS, *Boldface)*

*(Margins - Top 1.5”; Bottom 1”; Left 1”; Right 1”)*

(*Required*)

*Double-spaced paragraphs only (see exceptions\* below) within body of paper.*

*Note: Styles setting should be set to ‘Normal’ (Paragraph default setting for Normal setting should be changed to: ‘0’ spacing ‘Before’ or ‘After’ and ‘Line spacing’ should be set to ‘Double’). Also, no extra spacing between paragraphs is allowed.*

*\*(Exceptions: For long quotations, footnotes, table and illustration captions, these are single-spaced – as shown here)*

Note: *Begin each major section on a new page. Margin requirements apply to every page of the dissertation unless otherwise specified.*

REFERENCES – ONLY FOR TWO CHAPTERS DESCRIBED ABOVE

(*Required if citations are used*)

*Margins same as body of paper - Top 1.5”; Bottom 1”; Left 1”; Right 1”*

*The heading must be centered at the top margin of the page* (in CAPS, no bolding)

Your text and the reference list (i.e., citations) must agree. References cited in text must appear in the reference list conversely, each entry in the reference list must be cited in text (except ‘personal communications’).

Spacing: Citations single-spaced; double-spaced between citations, hanging indent (5 spaces) from left hand margin. List alphabetically by author’s last name, and use *italics* for titles of journals, volumes, or books. If reference listings go beyond one page, continue same format as noted above. Do not split references between page breaks, keep together. (These two paragraphs are ‘samples’ of what your reference listings should look like.)

(*See examples below*)

|  |  |
| --- | --- |
| **Book**: basic form; single author | Baxter, C. (1997). *Race equality in health care and education.* Philadelphia: Ballière Tindall.  |
| **Book**: editors in place of authors | Stock, G., & Campbell, J. (Eds.). (2000). *Engineering the human germline: An exploration of the science and ethics of altering the genes we pass to our children*. New York: Oxford University Press. |
| **Book manuscript**: submitted but not yet accepted; 3-6 authors | Walrath, C., Bruns, E., Anderson, K., Glass-Siegel, M., & Weist, M. D. (2000). *The nature of expanded school mental health services in Baltimore City.* Manuscript submitted for publication.  |
| **Book review**: basic form; 2 authors (√ Book title has first word capitalized, then the rest of the words are lowercase. Because of the colon, use an uppercase “I” following the colon.) | Grabill, C. M., & Kaslow, N. J. (1999). An ounce of prevention: Improving children’s mental health for the 21st century [Review of the book *Handbook of prevention and treatment with children and adolescents*]. *Journal of Clinical Child Psychology, 28,* 115-116.  |
| **Brochure [pamphlet]**: no date; no author | *Inside these doors: A guidebook of Elfreth’s Alley homes* [Brochure]. (n.d). Philadelphia: Elfreth’s Alley Association.  |
| **Chapter in edited work**: second or later edition (√ If there is also a volume, it would look like this: (3rd ed., Vol. 3, pp. 262-276). These items do not get put in separate parentheses.) | Roy, A. (1995). Psychiatric emergencies. In H. I. Kaplan & B. J. Sadock (Eds.), *Comprehensive textbook of psychiatry* (6th ed., pp. 1739-1752). Baltimore: Williams & Wilkins.  |
| **Dissertation**: abstracted in *Dissertation Abstracts International* (*DAI*); obtained from university | Fisher, C. J. (1999). The status of health education in California’s public school districts: A comparison to state and national recommendations and status reports (Doctoral dissertation, University of Southern California, 1999). *Dissertation Abstracts International, 60*, 1926.  |
| **Dissertation**: abstracted in *DAI*; obtained from UMI | Embar-Seddon, A. R. (2000). Perceptions of violence in the emergency department. *Dissertation Abstracts International, 61* (02), 776A. (UMI No. 9963641). |
| **\*Dissertation abstract**: retrieved from online database | Embar-Seddon, A. R. (2000). Perceptions of violence in the emergency department [Abstract]. *Dissertation Abstracts International, 61* (02), 776A. (UMI No. 9963641). Retrieved August 23, 2001, from http://wwwlib.umi.com/dissertations/fullcit9963641 (hyperlinks are removed) |
| **Government report**: from Government Printing Office (GPO); organization as author (group author) | National Institute of Mental Health. (1998). *Priorities for prevention research* (NIH Publication No. 98-4321). Washington, DC: U.S. Government Printing Office. [Note: Any document available from GPO should show GPO as publisher.]  |
| **\*Government report**: obtained online; organization as author (group author) | U.S. Public Health Service. (2000). *Report of the surgeon general's conference on children's mental health: A national action agenda*. Washington, DC: U.S. Department of Health and Human Services. Retrieved on August 25, 2001, from http://www.surgeongeneral.gov/cmh/chilreport.htm  |
| \**Electronic reference (Please note: URLs change often and those here may not be current when you read this handout; they are intended as examples only. For your own papers check “old” URLs and update them if necessary before using as references.)* |
| **Journal article**: basic form; single author | Roy, A. (1982). Suicide in chronic schizophrenia. *British Journal of Psychiatry, 141*, 171-177. |
| **Journal article**: journal paginated by issue, 3-6 authors | Baldwin, C. M., Bevan, C., & Beshalske, A. (2000). At-risk minority populations in a church-based clinic: Communicating basic needs. *Journal of Multicultural Nursing & Health, 6*(2), 26-28. |
| **Journal article**: 7 or more authors. (√ No period after “et” but a period after “al.”) | Yawn, B. P., Algatt-Bergstrom, P. J., Yawn, R. A., Wollan, P., Greco, M., Gleason, M., et al. (2000). An in-school CD-ROM asthma education program. *Journal of School Health, 70*, 153-159. |
| **Journal article**: in press | Molinari, V., Kier, F. J., & Kunik, M. E. (in press). Obtaining age-related mental health competency: What is needed? *Educational Gerontology*. |
| **\*Journal article**: an Internet-only journal, secondary reference | Greenberg, M. T., Domitrovich, C., & Bumbarger, B. (2000, March 30). Prevention of mental disorders in school-aged children: Current state of the field. *Prevention and Treatment, 4*, Article 1. Retrieved August 24, 2001, from http://journals.apa.org/prevention/volume4/pre0040001a.htm  |
| **\*Journal article**: electronic version of print journal that differs from print version (e.g., no page numbers in text, numbers in text; tables reduced) | Weist, M. D. (2001). Toward a public mental health promotion and intervention system for youth*. Journal of School Health, 71*(3), 101-104. Retrieved August 25, 2001, from ProQuest database |
| **\*Journal issue**: special issue of Internet journal based on print source | Braxton, J. M. (Ed.). (1994). Perspectives on research misconduct [Special issue, electronic version]. *Journal of Higher Education*, *65*(3)*.* [Note: Brackets are used to enclose information about the *form* of a document, 2 items in this case.] |
| **Magazine article**: Basic form | Greenberg, G. (2001, August 13). As good as dead: Is there really such a thing as brain death? *New Yorker*, 36-41. [Note: Use vol. no. if available.] |
| **Motion picture** | Grazer, B. (Producer), & Howard, R. (Director). (2001). *A beautiful mind* [Motion picture]. U.S.: Universal Pictures. |
| **\*Newspaper article**: no author; electronic version found on searchable, aggregated database | Mad-cow may tighten blood-donor curbs. (2001, April 19). *The Gazette* [Montreal], p. A13. Retrieved August 25, 2001, from Lexis-Nexis database. |
| **Paper presented at a meeting** | Crespo, C. J. (1998, March)*. Update on national data on asthma*. Paper presented at the meeting of the National Asthma Education and Prevention Program, Leesburg, VA. |
| **\*Poster session**: Form for non- online version would be the same except for retrieval statement. | Binh, N. X., McCue, C., & O’Brien, K. (1999, October). *English language and development work at Vinh University, Nghe An Province*. Poster session presented at the Fourth International Conference on Language and Development, Hanoi, Vietnam. Retrieved August 23, 2001, from http://www.languages.ait.ac.th/ hanoi/binh.htm  |
| **Republished work** | Slocum, J. (1985). Sailing alone around the world. In W. M. Teller (Ed.), *The voyages of Joshua Slocum* (pp. 225-383). Dobbs Ferry, NY: Sheridan House Inc. (Original work published 1900) |
| **\*Stand-alone online article** (not connected to a journal) | Albanese, J. (2001). *How can we reach teenage smokers?* Retrieved September 13, 2001, from http://msweb.nursingspectrum.com/ce/ce229.htm |
| \***Web site** (see examples below) | [According to APA, an entire Web site may be cited in the text (see p. 5, no. 15), but is not included on the reference list. See www.apastyle.org/faqs.html] |
| **\***Electronic reference  |  |

\*Electronic Sources:

Electronic sources resemble other reference formats except they will always contain “Retrieved month 00, 0000, from http://www . . .” To be accurate with your Web site addresses, you can copy the URL from the Web site address window and then paste it into your document. Line breaks for URLs go *after the slash* and *before the period* to avoid the appearance of terminal punctuation. This format is supported by APA. NOTE: Take out hyperlinks from URL addresses.

\*Electronic Sources (No author, report from website):

*What you should know about spinal cord surgery.* (2000). Retrieved March 19, 2002, from http://www.cdc.gov/safeusa/home/sci.htm

\*Electronic Sources (News release from website):

Reitmeyer, J. (2002, July 17). Nearest road test sites now miles off. *Burlington County Times.* Retrieved July 17, 2002, from http://www.msnbc.com/local/PHLBURBS/phl41592399.asp

**General Rules (formatting references within main text and references list):**

* For two-author citations; spell out both authors on all occurrences.
* Single-author citations precede multiple-author citations of the same year (Zev, 1990 then Zev et al., 1990). Also, with several listings by same author(s), earliest year listed first, most current year (if same listing) listed last. For example (Smith, 1990; Smith, 1991; Smith, 1992, etc.). This rule applies to references ‘within document’ and reference list (at end of dissertation).
* For multiple-author citations (up to five authors) name all authors the first time, then use et al., so the first time it is Smith, Jones, Pearson and Sherwin (1990), but the second time it is Smith et al., with a period after “al.”
* The first time an “et al.” reference is used in a paragraph, give the year, and thereafter (if the citation is repeated in the paragraph) omit the year.
* For six or more authors, use ‘et al.’ the first time and give the full citation in references.
* Include a page reference after the year, outside quotes. For example: The author stated, “The effect disappeared within minutes” (Lopez, 1993, p. 311), but she did not say which effect; Lopez found that “the effect disappeared within minutes” (p. 311). The sentence quoted is capitalized only if it follows a comma, and is a complete sentence not merged into the flow of the text.
* If two or more multiple-author references which shorten to the same “et al.” form, making it ambiguous, give as many author names as necessary to make them distinct, before ‘et al.’ For example: (Smith, Jones, et al., 1991) to distinguish it from (Smith, Burke, et al., 1991).
* Join names in a multiple-author citation with ‘and’ (in text) or an ampersand (&) in reference lists and parenthetical comments> For example: As Smith and Sarason (1990) point out, the same argument was made by an earlier study (Smith & Sarason, 1990).
* If a group is readily identified by its initials, spell it out only the first time. For example, “As reported in a government study (National Institute of Mental Health [NIMH], 1991), blah blah . . .” and thereafter, “The previously cited study (NIMH, 1991) found that . . .”
* If the author is unknown or unspecific, use the first few words of the reference list entry (usually the title), for example: (“Study Finds,” 1992).
* If citing multiple works by the same author at the same time, arrange dates in order. In general, use letters after years to distinguish multiple publications by the same author in the same year. For example: Several studies (Johnson, 1988, 1990a, 1990b, 1995 in press-a, 1995 in press-b) showed the same thing.
* For old works cite the translation or the original and modern copyright dates if both are known, for example: (Aristotle, trans. 1931) or (James, 1890/1983).
* Always give page numbers for quotations, for example: (Cheek & Buss, 1981, p. 332) or (Shimamaura, 1989, chap. 3, p. 5).
* For email and other ‘unrecoverable data’ use personal communication, for example: (V.G. Nguyen, personal communication, September 28, 1993). *These do not appear in the reference list*.
* For quoting electronic documents without page numbers, cite paragraph numbers if given, indicated by the paragraph symbol or the abbreviation para. In the citation (e.g., Smith, 2000, ¶ 17). If there are no paragraph numbers, cite the nearest preceding section heading and count paragraphs from there (e.g., Smith, 2000, Method section, para. 4).

**Abbreviations**

* Avoid abbreviations (acronyms) except for long, familiar terms (MMPI)
* *Explain* what an abbreviation/acronym means the first time it occurs in your document/text: e.g., American Psychological Association (APA).
* The following abbreviations should NOT be used outside parenthetical comments:
	+ cf. [use **compare**]
	+ e.g. [use **for example**]
	+ etc. [use **and so forth**]
	+ i.e. [use **that is**]
	+ viz. [use **namely**]
	+ vs. [use **versus**]
* Use periods when making an abbreviation within a reference (Vol. 3, p. 6, 2nd ed.)
* Do not use periods within degree titles and organization titles (PhD, APA).
* To form plurals of abbreviations, add ‘s’ alone, without apostrophe (PhDs, IQs, vols., Eds.).
* When referring to several pages in a reference or citation, use the abbreviation pp. (with a period after it and a space after the period).
* Do not use the abbreviation “pp,” for magazine or journal citations; just give the numbers themselves. Do use “pp.” for citations of encyclopedia entries, multi-page newspaper articles, chapters or articles in edited books.
* Use two-letter postal codes for U.S. state names (GA).

**Abbreviating within a reference**

Approved abbreviations for use in a reference list:

|  |  |
| --- | --- |
| * chap. for chapter
 | * pp. for page numbers (plural)
 |
| * ed. for edition
 | * Vol. for a specific Volume
 |
| * rev. ed. for revised edition
 | * vols. for a work with xx volumes
 |
| * 2nd ed. for second edition
 | * No. for Number
 |
| * Ed. for Edited by
 | * Pt. for Part
 |
| * (Eds.) for multiple editors
 | * Suppl. For Supplement
 |
| * Trans. for Translated by
 | * Tech. Rep. for Technical Reports
 |
| * p. for page number, with a space after the period.
 |  |

Use the abbreviation “pp.” for page numbers in encyclopedia entries, multi-page newspaper articles, chapters or articles in edited books, but *not* in journal or magazine article citations, where numbers alone should be used (see examples of reference formats).

APPENDIX A: MANUSCRIPT 1

(TITLE IN CAPS – No Bolding or *Italics*)

*(Appendixes are Required in Manuscript option.)*

(This is a SAMPLE PAGE only)

*Each new Appendix Title page must be centered at the middle of the page. This page is placed before each new (i.e., separate) appendix*

Appendix (Instructions/guidelines)

(*Appendixes are Required in Manuscript option.*)

*Each new Appendix page (following Title page but contained within same Appendix section) is placed at the top of the page*

*(**Template sample shown previous page).*

*Margins of Appendix (not title page) same as body of paper –*

*Top 1.5”; Bottom 1”; Left 1”; Right 1”*

Each new Appendix must have its own letter designation and title (*template title page sample shown previous page).*

Spacing: Depends on the nature of Appendix material.

Remember: Each new Appendix must begin on a new page (as per instructions above and *template title page sample shown previously*) and Appendixes are placed within document at the end of the main text document and after the REFERENCES section (*in the Manuscript option*).

APPENDIX B: MANUSCRIPT 2

(TITLE IN CAPS – No Bolding or *Italics*)

*(Appendixes are Required in Manuscript option.)*

(This is a SAMPLE PAGE only)

*Each new Appendix Title page must be centered at the middle of the page. This page is placed before each new (i.e., separate) appendix*

Appendix (Instructions/guidelines)

(*Appendixes are Required in Manuscript option.*)

*Each new Appendix page (following Title page but contained within same Appendix section) is placed at the top of the page*

*(Template sample shown previous page).*

*Margins of Appendix (not title page) same as body of paper –*

*Top 1.5”; Bottom 1”; Left 1”; Right 1”*

Each new Appendix must have its own letter designation and title (*template title page sample shown previous page).*

Spacing: Depends on the nature of Appendix material.

Remember: Each new Appendix must begin on a new page (as per instructions above and *template title page sample shown previously*) and Appendixes are placed within document at the end of the main text document and after the REFERENCES section (*in the Manuscript option*).

APPENDIX C: MANUSCRIPT 3

(TITLE IN CAPS – No Bolding or *Italics*)

*(Appendixes are Required in Manuscript option.)*

(This is a SAMPLE PAGE only)

*Each new Appendix Title page must be centered at the middle of the page. This page is placed before each new (i.e., separate) appendix*

Appendix (Instructions/guidelines)

(*Appendixes are Required in Manuscript option.*)

*Each new Appendix page (following Title page but contained within same Appendix section) is placed at the top of the page*

*(Template sample shown previous page).*

*Margins of Appendix (not title page) same as body of paper –*

*Top 1.5”; Bottom 1”; Left 1”; Right 1”*

Each new Appendix must have its own letter designation and title (*template title page sample shown previous page).*

Spacing: Depends on the nature of Appendix material.

Remember: Each new Appendix must begin on a new page (as per instructions above and *template title page sample shown previously*) and Appendixes are placed within document at the end of the main text document and after the REFERENCES section (*in the Manuscript option*).

**General Rules (for main body of dissertation):**

**Bolding**

* Bolding is allowed per APA 6th Edition guidelines (see Table of Contents instructions).

**Capitalization**

* Capitalize the first word after a comma or colon if, and only if, it begins a complete sentence. For example, “This is a complete sentence, so it is capitalized.” As a counter example, “no capitalization here.” Also please note, within text of document, capitalize ‘sections’ see note. (Note: Capitalize references to titles of sections within the same article (e.g., ‘as explained in the Method section’).

**Commas**

* Use commas before “and” in lists, for example, height, width, and depth.
* Use commas between groups of three digits, for example, 1,453.
* Use commas to set off a reference in a parenthetical comment (Patrick, 1993).
* Use commas for seriation within a paragraph or sentence. For example, “three choices are (a) true, (b) false, and (c) don’t know.” Use semicolons for seriation if there are commas within the items. For example, (a) here, in the middle of the item, there are commas; (b) here there are not; (c) so we use semicolons throughout.
* Use commas in exact dates, for example, April 18, 1992 (but not in April 1992).

**Hyphenation**

* Do not hyphenate common prefixes (posttest, prewar, multiphase, nonsignificant) unless needed for clarity (pre-existing).
* Do not hyphenate foreign, letter, numeral terms (a priori hypothesis, Type A behavior)
* Hyphenate adjectival phrases (role-playing technique, high-anxiety group, two-way analysis).
* Hyphenate if the base is an abbreviation or compounded (pre-UCS), non-college bound).
* Hyphenate if the base word is capitalized or a number (pre-Freudian, post-1960).
* Hyphenate if the words could be misunderstood without a hyphen (re-pair, un-ionized, co-worker).
* If in doubt, consult a recently published dictionary. Standards change. For example, “data base” is now “database,” and “life-style” is now “lifestyle.”

**Italics (Underlining – use only if *italics* are not available in your software program)**

* Do not italicize (underline) common foreign abbreviations (vice versa, et al., a priori).
* Do not italicize (underline) for mere emphasis.
* Italicize (underline) the titles of books and articles, species names, introduction of new terms and labels (the first time only), words and phrases used as linguistic examples, letters used as statistical symbols, and volume numbers in reference lists.

**Numbers**

* Spell out common fractions and common expressions (one-half, Fourth of July).
* Spell out large numbers beginning sentences (Thirty days hath September . . .).
* Spell out numbers that are inexact or below 10 and not grouped with numbers over 10 (one-tailed *t* test, eight items, nine pages, three-way interaction, five trials).
* Use numerals for numbers 10 and above, or lower numbers grouped with numbers 10 and above (for example, from 6 to 12 hours of sleep).
* Use combinations of written and Arabic numerals for back-to-back modifiers (five 4-point scales).
* Use combinations of numeral and written numbers for large sums (over 3 million people).
* Use numerals for exact statistical references, scores, sample sizes, and sums (multiplied by 3, or 5% of the sample. Here is another example: “We used 30 subjects, all two year olds, and they spent an average of 1 hr 20 min per day crying.”
* Use metric abbreviations with figures (4 km) but not when written out (many meters distant).
* Use the percent symbol (%) only with figures (5%) not with written numbers (five percent).

**Quotation Marks**

* Use quotation marks for an odd or ironic usage the first time but not thereafter, for example, “This is the “good-outcome” variable, but as it turns out, the good-outcome variable predicts trouble later on . . .”
* Use quotation marks for article and chapter titles cited in the text but not in the reference list. (In Smith’s (1992) article, “APA Style and Personal Computers,” computers were described as “here to stay” (p. 311).)

**Extended Quotations**

* Add emphasis in a quotation with italics, *immediately followed by the words* [italics added] in brackets.
* Brackets are not necessary when changing the first letter of a quotation to upper case.
* For quotations over 40 words in length, indent and single space the whole block (only double space in papers for review or publication). Indent five more spaces (one-half inch) if there are paragraphs within the long quotation after the first. Always provide author, year, and page citation.
* Expand or clarify words or meanings in a quotation by placing the added material in quotes. For example, “They [the Irish Republican Army] initiated a cease-fire.”
* Reproduce a quote exactly. If there are errors, introduce the word *sic* italicized and bracketed—for example [*sic*]—immediately after the error to indicate it was part of the original source.
* Use three dots with a space before, between, and after each (ellipsis points) when omitting material, four if the omitted material includes the end of a sentence (with no space before the first). Do not use dots at the beginning or end of a quotation unless it is important to indicate the quotation begins or ends in midsentence.

**Figure Notes**

* Number figures consecutively as they appear in your text. Use only whole numbers (not 5a, 5b, etc.)
* ***Place figures close to where they are first mentioned in your text*** (but do not split a figure across pages).
* Label each figure beginning with the figure number followed by a description of the contents.
* Add notes to explain the figure contents. These may be general notes or footnotes placed directly below the figure. The latter are labeled “a, b, c, etc.”

**Text Details**

* Double space the text, but *single space* within block quotes and references.
* ‘Footnotes’ (bottom margin) are **NOT** used in dissertations (per College of Nursing).
* ‘Running Headers’ (top margin) are **NOT** used in dissertations (per College of Nursing).
* Hyphenation should not occur at the end of lines, only between words when necessary.
* Indent paragraphs, block quotes, and hanging indents one-half inch.
* Justification should be set to “off” or “left margin only” (the right margin should be uneven)
* Keyword emphasis requires the use of italics, but only the first time a term is used. If the intent is to indicate odd or ironic usage, use quotation marks.

**Table Notes**

* Number tables consecutively as they appear in your text. Use only whole numbers (not 5a, 5b, etc.)
* ***Place tables close to where they are first mentioned in your text*** (you can split a table across pages but must note ‘TABLE 1 – *Continued*’, at the top of the continuation page and headers must be carried into new page – if applicable).
* Label each table beginning with the table number followed by a description of the contents.
* Horizontal rules (lines) must be typed into tables; do not draw them in by hand.
* Each row and column must have a heading. Abbreviations and symbols (e.g., “%” or “nos.”) may be used.
* Do not change the number of decimal places within a column.
* Do not change the units of measurement within a column.
* Use a zero before the decimal point when numbers are less than one. Write “0.23” not “.23” *unless* the number is a statistic that cannot be larger than one, for example a correlation *r* = .55, or a probability *p* < .01*.*
* Add notes to explain the table contents. These may be general notes or footnotes placed directly below the table. The latter are labeled “a, b, c, etc.”
* Use asterisks to indicate statistical significance explained in the probability level note at the bottom of the table. “Assign a given alpha level the same number of asterisks from table to table within your paper, such as \**p* < .04 and *p* ¸.01; the largest probability receives the fewest asterisks [the smaller probability get more asterisks]”
* You may both single space and double space within a table to achieve clarity.

(Refer to the *Publication Manual of the American Psychological Association* (APA) 6th Edition for more examples of references.)

**NOTE:** After approval of final document by Department Admin (Melinda or Hyewon), you will need to submit electronic copy (i.e., via e-mail) of the final revised dissertation to the Office of Student Support & Community Engagement (OSSCE), Room 112 (CON-OSA-ADVANCED@email.arizona.edu). The document **MUST** be submitted as one complete file in a pdf format http://www.nursing.arizona.edu/ThesisDocPrep.htm and you must also complete the on-line ‘Thesis and Dissertation Agreement’ to permit inclusion of the document in the College of Nursing’s on-line library. This is done on-line at the College of Nursing website http://www.nursing.arizona.edu/ForStudents/ThesisAgree.asp

**And if you are binding document, adhere to left margin requirement (1.5”) throughout document.**

***General Format Requirements for Dissertations in the College of Nursing:***

(**NOTE**: The final document still needs to be “APA format”

approved by Department Admin. (Melinda Burns or Hyewon Shin)

**before** submission to Grad College (Elise Bowler)

Margins:

Text, illustrations (figures) or tables must not appear outside the specified margins. Specific margin requirements are listed in ‘Order of Sections’ under each category. Page numbers are the only item which may appear outside the margin requirements.

Page Numbers:

* The title page is page 1 of the dissertation (but page number is not shown on this page only).
* All pages which follow are numbered in a single sequence with Arabic numerals.
* Page numbers must be placed at least 1” below the top of the page, and 1” for the right margin.
* You must omit the printed page number on the title page; all other pages must have printed page numbers.
* **Do not use page headers**. Do not use the phrase ‘Page xx’ just the numeral.

Chapter Titles:

* A new chapter must always begin on a new page.
* The chapter title should be in all capitals and centered, and should match the font size, type that you used in the Table of Contents when you listed it.

Scanned Documents:

Scanned documents must meet all requirements for margins, page numbers, and readability. For ease of insertion into document, Adobe files (.pdf) should be converted to a JPEG document.

Type Fonts:

* Standard serif typefaces reproduce and archive well.
* Do not use modern Sans Serif types, which read well in the original but do not reduce well. Ornamental styles such as Script and Old English may not be used due to their limited readability.
* Limit the use of *italic* styles to standard uses in bibliographic citations and foreign words.

Font Sizes:

12 point or 14 point for proportional fonts; 10 point or 12 point for non-proportional fonts. Once you choose a font size, you should use that font size throughout your document. Changing font sizes is not aesthetically appealing, (the exception to the font size rule is data imported from other sources. It is acceptable to keep data imported from other sources in the native font size).

**Order of Sections:**

1. **Title Page** – *Required*
* Margins: Top 2.5”; Bottom 1.5”; Left 1.5”; Right 1”

 Sample/Templates Title Page(s): (use template on Page 1 of this document)

* The title page is centered between the left and right margins.
* Title in CAPITAL LETTERS (no bolding).
* Use your full name as it is on your official university documents.
* The rule (solid line) is 2” long and is placed approximately 5” below the top of the page and centered. Copyright © your full name 20XX is placed directly below the rule/line – *this text is placed here whether or not you are copyrighting your Dissertation* (in addition your name must fit below the line and not spill over – see title page as example).
* Follow the capitalization and spacing of the lines in the sample.
* There are spaces between each numeral in the year: ‘2 0 X X’, it is centered between the margins and placed 1½” from the bottom of the page.
* Do not include a page number on this page (title page).

(*See sample/template of title page at front of this document*)

1. **Final Examining Committee Approval Form** – *Required for dissertations.* An approval page template is on Page 2 of this document.
* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
1. 1) The approval page template must be page 2 of your Dissertation. This page will be completed with information as shown in GradPath, so please make sure that information is correct and complete *before* your Final defense date.

2) **NOTE**: Page 2 (as shown in template) will be created electronically and sent out via Adobe Sign to your committee members for signatures **only** on the date of your Final defense. *You will not be responsible for obtaining original signatures*. Once signatures and approval are obtained, page 2 will be inserted as part of your final paper before submission to Graduate College. You will receive a final signed/approved copy electronically (to your UA email) for your records.

3. **Acknowledgements** – *Optional*

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: May be single-spaced.
* The heading must be centered at the top margin of the page (IN CAPS, no bolding)

*Note*: One page maximum

4. **Dedication** – *Optional*

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Must be double-spaced.
* The heading must be centered at the top margin of the page (IN CAPS, no bolding)

*Note*: One page maximum

5. **Table of Contents** – *Required*

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: May be single-spaced.
* The heading **TABLE OF CONTENTS** must be centered (IN CAPS, Boldface) at the top margin of the first page. TABLE OF CONTENTS – *Continued* (no bolding) should be on each subsequent page of the Table of Contents (*centered at the top of each page of TOC*).

6. **List of Figures / List of Tables** – *Required if document contains illustrations, figures or tables*.

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: May be single-spaced.
* The heading LIST OF FIGURES / LIST OF TABLES must be centered (IN CAPS, no bolding) at the top margin of the first page. LIST OF FIGURES – *Continued* / LIST OF TABLES – *Continued* should be on each subsequent page (*if needed*)
* ***Place figures/tables close to where they are first mentioned in the body of your text.***

*Note*: Formatted like Table of Contents **(See samples at end of this document.)**

7. **Abstract** – *Required*

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Double-spaced.
* NOTE: Limited to 150 minimum to 500 words maximum – anything beyond the maximum word limit will be truncated.
* The heading must be centered at the top margin of the page (IN CAPS, no bolding)

*Note*: When you are submitting your dissertation on-line, the system will ask you for your abstract. You can either paste it or retype it during the admission process. The text remains the same for both versions.

8. **Body of Paper** – *Required*

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Double-spaced, except for long quotations, footnotes, table and illustration captions (these may be single-spaced).
* The heading (each new chapter) must be centered at the top margin of the page (IN CAPS, Boldface).

*Note*: Begin each major section on a new page. Margin requirements apply to every page of the dissertation unless otherwise specified in this manual.

9. **References** – *Required if citations are used*.

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Citations single-spaced; double space between citations, hanging indent style (5 spaces from left margin).
* The heading must be centered at the top margin of the page (IN CAPS, no bolding)
* Do not split references between page breaks, keep together.

*Note*: Title this section REFERENCES. (*Do not* use the word, Bibliography.)

10. **Appendixes** – *Manuscript option* – *This section is Required*.)

* Margins: Top 1.5”; Bottom 1”; Left 1”; Right 1”
* Spacing: Depends on nature of Appendix material.
* The heading (for each new appendix) must be centered at the center of the page, (see sample templates) (IN CAPS, no bolding)
* Placed in document at the end of main body of document and after the References section (*in the Manuscript option*).

*Note*: Each Appendix MUST begin on a new page with cover sheet in front of each Appendix showing title and number of each Appendix, using capital letters and centered on front of cover page (see sample templates). Each Appendix must have its own LETTER designation and title.

**Understanding Heading Levels in APA Style (6th Ed.)**

The body of your paper uses a half-inch first line indent and is double-spaced. APA style provides for up to five heading levels, shown in the paragraphs that follow.

|  |
| --- |
| **APA Style Headings: 6th Edition** |
| **Level** | **Format** |
| 1 | **Centered, Boldface, Uppercase and Lowercase Heading**Then your paragraph begins below, indented like a regular paragraph (5 spaces from left margin). |
| 2 | **Flush Left, Boldface, Uppercase and Lowercase Heading**Then your paragraph begins below, indented like a regular paragraph (5 spaces from left margin). |
| 3 | **Indented, boldface, lowercase paragraph heading ending with a period.** Your paragraph begins right here, in line with the headinga (5 spaces from left margin). |
| 4 | ***Indented, boldface, italicized, lowercase paragraph heading ending with a period.*** Your paragraph begins right here, in line with the headinga (5 spaces from left margin). |
| 5 | *Indented, italicized, lowercase paragraph heading ending with a period.* Your paragraph begins right here, in line with the headinga (5 spaces from left margin). |
| aFor headings at Levels 3-5, the first letter of the first word in the heading is uppercase, and the remaining words are lowercase (except for proper nouns and the first word to follow a colon).  |

*Additional notes regarding APA Level Headings*:

Note that you can include consecutive paragraphs with their own headings, where appropriate. When using headings, do not skip levels. If you need a heading 3, 4, or 5 with no text following it before the next heading, just add a period at the end of the heading and then start a new paragraph for the subheading and its text.

**Figures Sample (Set Up in APA Style for your reference) Note: Figures are placed *within* the main body of the document where they are first noted – (if needed) this is a ‘sample’ only for reference. – (Manuscript Option – Figures within manuscript are placed as part of an Appendix)**

FIGURE 1. Add Figure title here (below the figure).

*Note:* Place all figures for your paper within the main body of the document where (or near) they are first mentioned (i.e., Figure 1, Figure 2, etc.). Include a numbered caption for each figure (if needed). Use the Figure style for easy spacing between figure and caption available on the Home tab, in the Styles gallery, to get the spacing between figure and note(s). Can also insert figures as JPEG or PDF documents (within the document).

(For more information about all elements of APA formatting, please consult the APA Style Manual, 6th Edition.) Please remember we do not utilize all aspects of APA regarding figures so please refer to the example (as shown above) for your final figure version in your individual document.

**Tables Sample (Set Up in APA Style for your reference)** **Note: Tables are placed *within* the main body of the document where they are first noted – (if needed) this is a ‘sample’ only for reference. – (Manuscript Option – Tables within manuscript are placed as part of an Appendix)**

TABLE 1. *Add* Table title here (above the table).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column Head | Column Head | Column Head | Column Head | Column Head |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |

Note: Place all tables for your paper within the main body of the document where (or near) they are first mentioned (i.e., Table 1, Table 2, etc.). Start a new page for each table; include a table number and table title for each, as shown on this page. All explanatory text appears in a table note that follows the table, such as this one. Use the Table style, available on the Home tab, in the Styles gallery, to get the spacing between table and note(s). Tables in APA format can use single or 1.5 line spacing (1.5 spacing typically used for publication typeset purposes only). Include a heading for every row and column, even if the content seems obvious. To insert a table, on the Insert tab, click Table.

(For more information about all elements of APA formatting, please consult the APA Style Manual, 6th Edition.) Please remember we do not utilize all aspects of APA regarding tables so please refer to the example (as shown above) for your final table version in your individual document.