FORMATTING A DNP PROJECT IN THE COLLEGE OF NURSING
(Maximum number of words for your title is twelve [12].)

(A FORMAT TEMPLATE—SQUIRE AND APA 7th ED. GUIDELINES)

by

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

(***Note***. *Regarding 'Copyright line' [see Copyright line below]* your 'official' name should not extend beyond the ends of the line; you may decrease the font to match the space, if needed.*)

Copyright © Florence Ann Nightingale 20XX
(The line above is currently at 8-point font – Times New Roman – and fits below the 2" line as required)

A DNP Project Submitted to the Faculty of the

COLLEGE OF NURSING

In Partial Fulfillment of the Requirements

For the Degree of

DOCTOR OF NURSING PRACTICE

In the Graduate College

THE UNIVERSITY OF ARIZONA

2^0^X^X

THE UNIVERSITY OF ARIZONA
GRADUATE COLLEGE

As members of the DNP Project Committee, we certify that we have read the DNP project prepared by *[Enter Student Name—remove brackets and italics after entering information]*, titled *[Enter DNP Project Title—remove brackets and italics after entering information]* and recommend that it be accepted as fulfilling the DNP project requirement for the Degree of Doctor of Nursing Practice.

_____Date: _____
[Committee Chair Name—remove brackets and italics after entering information]

_____Date: _____
[Committee Member Name—remove brackets and italics after entering information]

_____Date: _____
[Committee Member Name—remove brackets and italics after entering information]

Final approval and acceptance of this DNP project is contingent upon the candidate's submission of the final copies of the DNP project to the Graduate College.

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

_____Date: _____
[Committee Chair Name—remove brackets and italics after entering information]
DNP Project Committee Chair
[Academic Department—remove brackets and italics after entering information]

ACKNOWLEDGMENTS

(Optional)
(Heading: Centered, in CAPS, no bolding*)*
(Margins: Top 1.5"; Bottom 1"; Left 1"; Right 1")
(Section may be single or double spaced)
(One page maximum)

LAND ACKNOWLEDGEMENT (*Optional*)

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.

DEDICATION

(Optional)

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

(Margins: Top 1.5"; Bottom 1"; Left 1"; Right 1")

(Section must be double spaced)

(One page maximum)

Table of Contents Guidelines (Model Below)

(Required)
(Heading: Centered, in CAPS, **Bolding***)*
(Margins: Top 1.5"; Bottom 1"; Left 1"; Right 1")

- The Table of Contents heading and anything that comes BEFORE the Table of Contents should not be listed in the actual Table of Contents. In most cases the first item in the Table of Contents will be the Abstract unless you have a List of Tables and/or a 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 continuing 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 subheading 1 tab (0.5 inch) 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 of your paper and should be typographically the same (e.g., same type font and style, capitalization, boldface; template shown below).
- Use all CAPITAL LETTERS for major section headings.
  - Major sections are INTRODUCTION, METHODS, RESULTS, and DISCUSSION (template shown below).
- Use APA 7th ed. formatting for subheadings (see p. 48, Table 2.3 in APA 7th *Manual* for how to format headings) within each major section (e.g., **Background Knowledge**, **Significance**, etc.; template shown below).
- 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).
- The Table of Contents should flow as much as possible, keeping sections and headings together. The sample as shown below is separated by page breaks.
- Headings and subheadings (listed below Major Headings) in the Table of Contents reflect those used in the NURS 922 rubric and are based on the Revised Standards for Quality Improvement Reporting Excellence (SQUIRE 2.0; 2015).
  - *Note*. Not every heading and subheading below is necessary in every project, *except* for Major Headings (i.e., **BOLD** and CAPITAL LETTERS).

TABLE OF CONTENTS

LIST OF FIGURES (Required if document includes graphs, pictures, models, drawings, etc.) .....
LIST OF TABLES (Required if document includes tables for listing numbers, raw data, etc.).....
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Background Knowledge/Significance (Level 1 Subheading) .....
Local Problem .....
Intended Improvement.....
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Project Objectives .....
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Comprehensive Appraisal of Evidence .....
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Weaknesses of Evidence .....
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Data Analysis.....
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TABLE OF CONTENTS – *Continued*

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Plan for Sustainability .....
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Funding (Optional) .....
APPENDIX A SITE APPROVAL/AUTHORIZATION LETTER .....
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APPENDIX D EVALUATION INSTRUMENTS (STUDENT CREATED DATA COLLECTION TOOLS – SURVEYS, QUESTIONNAIRES, INTERVIEW QUESTIONS, ETC.) .....
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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 your paper, 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 above 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 Your Paper* .....

Figure 2 *Title of Figure 2 as It Appears Within Your Paper* .....

(***See sample Figure at end of document; you may include as many figures as you need.***)

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 your paper, 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 Your Paper*.....

Table 2 *Title of Table 2 as It Appears Within Your Paper*.....

(***See sample Table at end of document; you may include as many tables as you need.***)

ABSTRACT

(Required)

(Double-spaced paragraphs)

(The heading ABSTRACT 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 **350** words) must be pasted or typed in during the *submission* process. *Anything beyond this word limit will be truncated*.

1. The abstract should summarize your work. It allows readers to quickly review the main points and purpose of your paper.

2. Abbreviations and acronyms used in the paper should be defined in the abstract.

3. The abstract for a DNP project should be a **minimum of 150 words** and a **maximum of 350 words**.

4. When you submit your DNP project final draft to the Graduate College, you will be required to include an extra copy of the abstract for storage in the online abstract archive. The text format and style remain the same for both versions (i.e., versions for both abstract archive and final document.
   - *Note*. It might be necessary to paste or type the archive copy in during the submission process.

5. Use the following headings in your abstract (see example on the next page):
   - **Purpose**
   - **Background**
   - **Methods**
   - **Results**
   - **Conclusions**

6. See **sample abstract** on next page.
   - The sample is one model; talk with your DNP project committee chair if you would like to format the headings slightly differently (e.g., with colons instead of periods, indented, not bold, etc.).
     - *Note*. Permission to adapt the sample abstract for use in this document was obtained from Dr. Elaine Attiogbe, UArizona College of Nursing 2019 DNP graduate.

ABSTRACT

Purpose. The purpose of this quality improvement project was to implement and evaluate the effect of an evidenced-based group medical visit (GMV) model on diabetes self-management education/support.

Background. Type 2 diabetes mellitus is a costly disease that correlates significantly to mortality and morbidity. According to the American Diabetes Association (ADA; 2018), 1.5 million people nationally are diagnosed each year, over 30 million Americans (about 1 in 10) have diabetes, and 90% to 95% of these have type 2 diabetes. Economic costs and repercussions related to diabetes in the US are prohibitive: $237 billion in direct medical costs and $90 billion in reduced on-the-job productivity (ADA, 2018). Locally, approximately 241,120 people in New Mexico have type 2 diabetes, an estimated 59,000 of these people have diabetes but do not know it, and 603,000 people in New Mexico have been diagnosed with prediabetes (ADA, 2019).

Methods. Participants involved were adult patients (18 years and older) at a local outpatient clinic, with hemoglobin A1C (HbA1C) greater than 8%, who are taking oral medication or insulin. The investigator posted flyers in waiting and exam rooms and sent invitational and disclosure letters via mail to patients who agreed to participate. Pre- and post-test surveys via Qualtrics were administered to GMV patient participants in order to measure perceived knowledge, attitude and behavior changes, and the effectiveness of the GMV educational interventions after implementation. Stata software, Microsoft Excel, and Google sheets were utilized to perform all data analysis.

Results. The project was implemented at FFHC over a six-week timeframe, with each visit lasting approximately 90 minutes. Upon completion of the project, participants improved by

showing statistically significant changes in behavior change and self-care recommendation variables and voiced great satisfaction with the GMV project.

Conclusions. It has been established through this project that the GMV is one of the most pertinent approaches to supporting long-lasting self-management strategies and health behavior changes in T2DM for patients within this clinic. Future studies will be done at the same site to show sustainability and efficacy and will involve measures such as HBA1C.

BODY OF PAPER

(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*)

1. The body of your paper uses a half-inch (1 tab) first-line indent for each paragraph and is double spaced.

2. All paragraphs within the body of your paper should be double spaced*.

3. The Styles setting should be set to "Normal."

4. The Paragraph setting for "Normal" should be changed as follows:
   - "0" spacing for "Before" and "After"
   - "Double" for "Line spacing"
   - Check the box next to "Don't add space between paragraphs of the same style."

**Exceptions*: Long quotations and table and figure captions are single-spaced.

Note. Each major section should be titled (depending on project) as per TOC and APA level headings—but page breaks are not needed (i.e., document flows from major section to major section without page breaks). Margin requirements (as shown above) apply to every page of the DNP Project ***unless*** otherwise specified.

Below are **headings/subheadings** that are formatted for the body of your paper. You may customize them as needed but **work with your DNP project chair** to do this. For the Results section, you and your project will determine the headings/subheadings to use.

If you have any questions about how to format your DNP project, please email the College of Nursing Writing Coach (Dr. Leslie Dupont, Ldupont@arizona.edu) or the DNP Program Coordinator, Senior (Ms. Melinda Burns, gmfletch@arizona.edu).

INTRODUCTION

Start or paste opening paragraph here (first line indented one tab [.5”]). Each heading in this section is already formatted, and space has been included for you to either type directly into your saved version of this template or paste your paragraphs in if you’re working from another document initially. Indent the first line of *every* paragraph in the document one tab (.5”).

Background Knowledge/Significance

Local Problem

Intended Improvement

Project Purpose

Project Question

Project Objectives

Theoretical Framework

Literature Synthesis

Evidence Search

Comprehensive Appraisal of Evidence

Strengths of Evidence

Weaknesses of Evidence

Gaps and Limitations

METHODS

Project Design

Model for Implementation

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Participants and Recruitment

Consent and Ethical Considerations

Data Collection

Data Analysis

RESULTS

Outcomes

DISCUSSION

Summary

Interpretation

Implications (Practice, Education, Research and Policy)

Limitations

DNP Essentials Addressed

Conclusions

Plan for Sustainability

Plan for Dissemination

Funding (Optional)

Appendix Guidelines (See Sample on Next Page)
(Appendixes are optional, depending on focus of DNP Project)
Each new Appendix page (following Title page but contained within same Appendix section) is placed at the top of the page
(template sample shown on following page).
Margins of Appendix item (not Appendix 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 samples shown following 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 samples shown previously and below*).
- Appendixes are placed at the end of the main text of your paper but before the REFERENCES section.
- The Appendix title page is separate from the actual appendix material (e.g., Appendix A title page followed by a page containing the site authorization/approval letter).
- Additional **required/suggested** Appendix sections are noted in Table of Contents (p. 7) and in Order of Sections (p. 53; see sections below)
- The order of appendixes below is the **preferred order** if you are using all of those appendixes.

APPENDIX A

SITE APPROVAL/AUTHORIZATION LETTER

XYZ CLINIC
3333 Main Street
Anytown, USA 00000

Date

University of Arizona Institutional Review Board
c/o Office of Human Subjects
1618 E Helen St
Tucson, AZ 85721

Please note that Ms. Jane Martin, UA Doctor of Nursing Practice student, has permission of the XYZ Clinic to conduct a quality improvement project at our facility for her project, "Project Title."

Ms. Martin will conduct a survey of healthcare providers at XYZ Clinic. She will recruit providers through email. The email will provide a description of the project, what they will be asked to do, the time involved, and a link to the online survey. Ms. Martin's activities will be completed by *(date)*.

Ms. Martin has agreed to provide my office with a copy of the University of Arizona Determination before she recruits participants. She will also present aggregate results to the providers at their monthly staff meeting.

If there are any questions, please contact my office.

Signed,

XYZ Clinic President

APPENDIX B

CONSENT DOCUMENT (DISCLOSURE FORM, CONSENT FORM, ETC.)

APPENDIX C

RECRUITMENT MATERIAL (RECRUITMENT FLYER, RECRUITMET EMAIL, ETC.)

APPENDIX D

EVALUATION INSTRUMENTS (STUDENT CREATED DATA COLLECTION TOOLS – SURVEYS, QUESTIONNAIRES, INTERVIEW QUESTIONS, ETC.)

APPENDIX E

PARTICIPANT MATERIAL (INSTRUCTIONAL VIDEO, WRITTEN GUIDELINES, ANYTHING THE PARTICIPANT WILL SEE OR HEAR)

APPENDIX F

CHART AUDIT FORMS

APPENDIX G

PROJECT TIMELINE

Completion Date	Planning	Pre-implementation	Implementation	Evaluation

Literature Review Source Grid Instructions

This grid offers you a simple way to begin to connect and categorize the sources you have found so far.

1. Write your project question in the space provided at the top of your grid.

2. Using the **UA CON DNP Standard Literature Grid**, compare and contrast the sources on your list. Do any of them fall into the same "camp" or category? Within a particular category or camp, what distinguishes different authors or studies from one another? Do some of them contradict or put into question others? extend another's hypothesis? or limit it?

3. In the first column of the Grid, identify the categories of sources relevant to your project question.

4. In the third column, list the type of study.

5. In the fourth column, list the main argument(s)/theories/hypotheses of each source. This is not an easy step, but it might be the most important one; working carefully to identify the authors' arguments in this step can make synthesizing material much easier later on.

5. In the fifth column, list counterevidence against the main argument(s)/theories/ hypotheses that exist. You may have found articles that refute the arguments proposed by the authors of the sources. Identifying sources and authors that disagree with the main argument will assist you as you synthesize the evidence.

6. Also in the fifth column, list your thoughts about the arguments, the evidence and the counterevidence. How does the evidence/counterevidence support your project question? List any comments or questions that you have about each source.

7. Once you have completed the grid, try to answer the following questions:

    a. What conclusions can you list based on the available literature?

    b. What gaps are there in the current literature (what other studies are needed)?

    c. In the literature, what findings do not line up with your project?

    d. After this literature search, what do you need to know that you do not know?

    f. Are there items that are underdeveloped? If there are few sources in an area, ask why. Is this a newer area of inquiry? Do you need to look more broadly for sources? Do you need to expand your topic for literature?

APPENDIX H

LITERATURE REVIEW GRID

Project Question:

Pub. Year; Author's Last Name	Title of Publication	Type of Study	Main Outcomes of Findings	Support for and or Link to Project

APPENDIX I

OTHER DOCUMENTS AS APPLICABLE TO THE PROJECT (SUCH AS BUDGET)

REFERENCES

(*Required*)
Margins same as body of paper - Top 1.5"; Bottom 1"; Left 1"; Right 1"
Center the heading at the top margin of the page (in CAPS, no bolding)

1. References cited in text must appear in the reference list and vice versa (except personal communications [see sec. 8.9, pp. 260–261]).
   a. See formatted reference list below Table 1.

2. Spacing:
   a. Single space reference-list citations.
   b. Double space between reference citations.
   c. Use a 0.5-inch (1 tab) hanging indent from the left margin.
   d. List citations alphabetically by first author's last name.
   e. Use *italics* for titles of journals, volumes, or books.
   f. Do not split references between page breaks; keep together.

3. **Links:**
   a. APA suggests **using active hyperlinks** when they are available to make it easier for readers to access sources (see sample reference list after the following table). Do not split hyperlinks manually; leave them as your word-processing software has formatted them on the reference list (even if it looks weird).

Sample Reference Page Citations, APA 7th Edition
(Refer to the *Publication Manual of the American Psychological Association* (APA), 7th Edition, **Chapters 9 and 10**, for more examples of references.)

Type of Source (Info in APA *Manual*, 7th ed.)	**Example(s)** (More examples in APA *Manual*, 7th ed.)
Article, Cochrane Database of Systematic Reviews (Ex. 13, p. 319)	Wrzosek, A., Jakowicka-Wordliczek, J., Zajaczkowska, R., Serednicki, W. T., Jankowski, M., Bala, M. M., Swierz, M. J., Polak M., & Wordliczek, J. (2019). Perioperative restrictive versus goal-directed fluid therapy for adults undergoing major non-cardiac surgery. *Cochrane Database of Systematic Reviews*. https://doi.org/10.1002/14651858.CD012767.pub2
Article, Journal (Exs. 1–12, pp. 317–319)	Sommers, C. L., & Bonnel, W. B. (2020). Nurse educators' perspectives on implementing culturally sensitive and inclusive nursing education. *Journal of Nursing Education*, *59*(3), 126–132. https://doi.org/10.3928/01484834-20200220-02

Article, Journal: in press (Ex. 8, p. 318)	Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer-seller differences in valuation from experience: A cognitive modeling approach. *Psychonomic Bulletin & Review*. [*Note*. in-text citation would use "in press" for the date: (Pachur & Scheibehenne, in press).]
Article, Website	See "Webpage" below.
Book: author, no doi (Ex. 21, p. 321)	Giddens, J. F. (2020). *Concepts for nursing practice* (3rd ed.). Mosby.
Book: author, with doi (Ex. 2, p. 321)	Hays-Grudo, J., & Morris, A. S. (2020). *Adverse and protective childhood experiences: A developmental perspective*. American Psychological Association. https://doi.org/10.1037/0000177-000
Book: edited (Exs. 23–26, p. 322)	Anshel, M. H., Petrie, T. A., & Steinfeldt, J. A. (Eds.). (2019). APA handbooks in psychology series. *APA handbook of sport and exercise psychology*, *Vol. 1. Sport psychology*. American Psychological Association. https://doi.org/10.1037/0000123-000
Book manuscript: submitted but not yet accepted (Ex. 72, pp. 336–337)	Lippincott, T., & Poindexter, E. K. (2019). *Emotion recognition as a function of facial cues: Implications for practice* [Manuscript submitted for publication]. Department of Psychology, University of Washington.
Book review (Sec. 10.7, pp. 334–335)	Beach, H. (2020). Book review [Review of the book *Tele-AAC augmentative and alternative communication through telepractice*, by N. Hall, J. Juengling-Sudkamp, M. L. Gutmann, & E. R. Cohn]. *British Journal of Learning Disabilities*, *48*(1), 78–79. https://doi.org/10.1111/bld.12298
Brochure, pamphlet, flyer (APA Style Guide Blog: https://apastyle.apa.org/style-grammar-guidelines/references/examples/brochure-references)	Cedars-Sinai. (2015). *Human papillomavirus (HPV) and oropharyngeal cancer* [Brochure]. https://www.cedars-sinai.org/content/dam/cedars-sinai/cancer/sub-clinical-areas/head-neck/documents/hpv-throat-cancer-brochure.pdf

Chapter in edited book (Sec. 10.3, pp. 326–329)	Worsey, L. (2019). Peritoneal dialysis. In N. Thomas (Ed.) *Renal nursing: Care and management of people with kidney disease* (5th ed., pp. 127–146). John Wiley & Sons. https://doi.org/10.1002/9781119413172.ch9 [*Note*. for **chapter in an authored book**, just create a reference list entry for the entire book and refer to the specific chapter in the in-text citation (Sec. 8.13, p. 264).]
Conference paper / Paper presentation (Ex. 61, p. 332)	Maddox, S., Hurling, J., Stewart, E., & Edwards, A. (2016, March 30–April 2). *If mama ain't happy, nobody's happy: The effect of parental depression on mood dysregulation in children* [Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States.
Conference session (Ex. 60, p. 332)	Fistek, A., Jester, E., & Sonnenberg, K. (2017, July 12–15). *Everybody's got a little music in them: Using music therapy to connect, engage, and motivate* [Conference session]. Autism Society National Conference, Milwaukee, WI, United States. https://asa.con-fex.com/asa/2017/webprogramarchives/Session9517.html
Dissertation, DNP project, **thesis (from a database)** (Ex. 65, p. 334)	Attiogbe, E. (2019). *Increasing Patient Compliance in People with Diabetes Through Nurse Practitioner-Led Group Medical Visits* (Publication No. 27668536) [Doctor of nursing practice project, University of Arizona]. ProQuest Dissertations and Theses Global.
Dissertation, DNP project, thesis (published online but not in a database) (Ex. 66, p. 334)	Hutcheson, V. H. (2012). Dealing with dual differences: Social coping strategies of gifted and lesbian, gay, bisexual, transgender, and queer adolescents [Master's thesis, The College of William & Mary]. William & Mary Digital Archive. https://digitalarchive.wm.edu/bitstream/handle/10288/16594/HutchesonVirginia2012.pdf
Dissertation, DNP project, thesis (unpublished) (Ex. 64, p. 334)	Harris, L. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

Government report (Sec. 10.4, pp. 329–331)	National Cancer Institute. (2018). *Facing forward: Life after cancer treatment* (NIH Publication No. 18-2424). U.S. Department of Health and Human Services, National Institutes of Health. https://www.cancer.gov/publications/patient-education/life-after-treatment.pdf
Infographic (Ex. 99, pp. 346–347)	American Psychiatric Nurses Association. (n.d.). *APNA psychiatric-mental health nurse essential competencies for assessment and management of individuals at risk for suicide* [Infographic]. https://www.apna.org/i4a/pages/index.cfm?pageID=5828
Personal Communication: emails, personal interviews, text messages, and similar sources that readers cannot access (Sec. 8.9, pp. 260–261)	Cite personal communications only in the body of the paper. Example: (R. Chen, personal communication, January 7, 2020)
Poster presentation (ex. 62, p. 333)	Pearson, J. (2018, September 27–30). *Fat talk and its effects on state-based body image in women* [Poster presentation]. Australian Psychological Society Congress, Sydney, NSW, Australia. http://bit.ly/2XGSThP
PowerPoint slides (Ex. 102, p. 347)	Barnes, J. (2020). *Protocol for establishing a COVID-19 mitigation program* [PowerPoint slides]. D2L. https://d2l.arizona.edu/login
Social media: Twitter, Instagram, Facebook, Online forums (Sec. 10.15, pp. 348–350)	Tweet: Badlands National Park [@BadlandsNPS]. (2018, February 26). *Biologists have identified more than 400 different plant species growing in @BadlandsNPS* #DYK #biodiversity [Tweet]. Twitter. https://twitter.com/BadlandsNPS/status/968196500412133379 Facebook post: National Institute of Mental Health. (2018, November 28). *Suicide affects all ages, genders, races, and ethnicities. Check out these 5 action steps for helping someone in emotional pain* [Infographic]. Facebook. http://bit.ly/321Qstq

	Instagram photo or video: AACN Exceptional Nurses [@exceptionalnurses]. (2020, April 9). *It's a scary time to work in healthcare... We've all been pushed to the edge and pushed to do things* [Photograph]. Instagram. https://www.instagram.com/p/B-xWXRxnR5E/
Symposium contribution (Ex. 63, p. 333)	De Boer, D., & LaFavor, T. (2018, April 26–29). The art and significance of successfully identifying resilient individuals: A person-focused approach. In A. M. Schmidt & A. Kryvanos (Chairs), *Perspectives on resilience: Conceptualization, measurement, and enhancement* [Symposium]. Western Psychological Association 98th Annual Convention, Portland, OR, United States.
Webpage* (Sec. 10.16, pp. 350–352)	Basic Structure: Author or Group Author. Date. *Title of page*. Website Name [unless the same as group-author name]. URL Bologna, C. (2018, June 27). *What happens to your mind and body when you feel homesick?* HuffPost. https://www.huffpost.com/entry/what-happens-mind-body-homesick_n_5b201ebde4b09d7a3d77eee1 Centers for Disease Control and Prevention. (n.d.). *Adolescent health: What works in schools*. https://www.cdc.gov/healthyyouth/whatworks/index.htm?s_cid=hy-shp-001 Hagen, P. T. (2016, December 24). *8 ways to improve sleep quality as you age*. Mayo Clinic. https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/8-ways-to-improve-sleep-quality-as-you-age/art-20270179
Website (if referring to the whole site) (Sec. 10.16, p. 350)	Include name of website in body of your paper, with URL of homepage in parentheses. Don't include in reference list.

See sample reference list below.

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Guidelines for In-Text and Reference-List Citations

Authors

- **One or two authors:** Use last names of all authors in each in-text citation and on the reference list (Zev, 2018) and (Zev & Duban, 2017).
- **Same author, more than one listing:**
  - Single-author citations precede multiple-author citations of the same year (Zev, 2020 then Zev et al., 2020).
  - With several listings by same author(s), earliest year listed first (Zev, 1997; Zev, 2005; Zev, 2017).
  - These listing-order guidelines apply to both in-text and reference-list citations.
- **Three or more authors:**
  - List the first author's last name followed by "et al.," with a period after "al." (Zev et al., 2018).
  - 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 without interruption by a different source citation), omit the year.
- If two or more multiple-author references which **shorten to the same "et al." form**, list as many author names as necessary to make them distinct before inserting "et al."
  - Example: (Zev, Duban et al., 2015) to distinguish from (Zev, Duban, Gutierrez et al., 2015).
- **Abbreviating a group author:**
  - If a group is readily identified by its initials, spell it out only the first time, followed by the abbreviation in parentheses (or square brackets if citation already in parentheses).
    - Example 1: As reported by the National Institute of Mental Health (NIMH; 2017), . . .
      - **Note** that the semicolon used after "NIMH" above is there to avoid back-to-back parentheses (see Sec. 6.8, pp. 159–160).
    - Example 2: "As reported in a government study (National Institute of Mental Health [NIMH], 2017), blah blah . . ." and thereafter, "The previously cited study (NIMH, 2017) found that . . ."
      - **Note** that the square brackets for "NIMH" above are used because the citation is already within parentheses.
- **Unknown or unspecific author:** Use the first few words of the reference list entry (usually the title)
  - Example: ("Maternal Age," 2016).
- 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.
  - Example: Several studies (Zev, 2015, 2016a, 2016b, 2020 in press-a, 2020 in press-b) showed the same finding.

- 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, personal interviews, and other unrecoverable data, use the phrase "personal communication" in the body of your paper and don't include them in the reference list (V. G. Nguyen, personal communication, September 28, 2019). *Again, personal communications do not appear in the reference list*.

Using "and" vs. ampersand (&)

- Use "and" to connect two or more author names in the text of a sentence
  - Example: As Zev and Duban (2017), point out, the same argument was made by an earlier study (Moroni & Czerny, 2015).

Page numbers

- The lowercase **"p." is for one page**; the lowercase **"pp." is for more than one page**.
- Include a page number(s) after the year.
  - Example 1: The author stated, "The effect disappeared within minutes" (Zev, 2018, p. 311), but did not specify which effect.
  - Example 2: The author stated that "the effect disappeared within minutes" (Zev, 2018, p. 311) but did not specify which effect.
    - *Note*. In the two examples above, the first word of the quotation is only capitalized if 1) it follows a comma and 2) is a complete sentence not merged into the flow of the text.
- Quoting **documents without page numbers** (Sec. 8.28, pp. 273–274):
  - Use an abbreviated version of the nearest preceding heading or section name, followed by a paragraph number(s) after the abbreviation "para":
    - Example: (Zev, 2017, para. 17)
  - Use an abbreviated version of the nearest preceding section heading or section name and count paragraphs from there:
    - Example: (Zev, 2017, Methods, para. 4).
  - Use the nearest preceding section heading without counting paragraphs (especially if section is short):
    - Example: (Zev, 2017, Methods).

Abbreviations

- Avoid abbreviations (acronyms) except for long, familiar organization names (CDC) or terms (MMPI)
- Spell out the entire organization name or term the first time it occurs in your document, followed by the abbreviation in parentheses: American Psychological Association (APA).
- Do NOT use the following abbreviations **unless** it's within parentheses:
  - cf. [use **compare**]
  - e.g. [use **for example**]
  - etc. [use **and so forth**]

  - i.e. [use **that is** or **in other words**]
  - viz. [use **namely**]
  - vs. [use **versus**]
- **Periods and abbreviations:**
  - 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.
- **Plural abbreviations with "s":**
  - Add "s" without an 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: pp. 67–86).
  On the reference list, do *not* use the abbreviation "pp," for magazine or journal citations; just provide the numbers themselves. *Do* use "pp." for citations of encyclopedia entries, multi-page newspaper articles, and chapters or articles in edited books.
  Use two-letter postal codes for U.S. state names (e.g., AZ, CA, 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 "p." (for one page) "pp." (for more than one page) to indicate page numbers of 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 reference-list format examples).

Guidelines for the Main Body of Your DNP Project

(all section and page information taken from APA 7th ed.)

Boldface (Sec. 6.44, p. 187)

- **Boldface** is allowed per APA 7th Edition guidelines (see Table of Contents instructions).

Capitalization (Secs. 6.13–6.21, pp. 165–170)

- Use all capital letters for major section titles (e.g., **INTRODUCTION**, **METHODS**, etc.).
- Capitalize section headings within the major sections according to APA 7th ed. Level 1–5 headings (see Sec. 2.27, pp. 47–49; Sec. 6.17, pp. 167–168).
- Use title case (see Sec. 6.17, p. 167) if you refer to article or section titles within the body of your paper.

Commas (Sec. 6.13, pp. 155–156; Sec. 6.22, p. 171; Sec. 6.38, p. 181)

Hyphenation (Sec. 6.12, pp. 162–164)

Italics* (Secs. 6.22–6.23, pp. 170–172)

Numbers (Secs. 6.32–6.39; pp. 178–181)

- Use numerals for numbers 10 and above, even if grouped with numbers below 10, which are spelled out (for example, from six 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.
  - Ex. We used 30 subjects, all two-year-olds, and they spent an average of 1 hr 20 min per day crying.

Quotation Marks (Sec. 6.7, pp. 157–159)

- Use quotation marks for an odd or ironic usage the first time but not thereafter.
  - Ex. 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 *within the body of the paper* but not in the reference list.
  - Ex. In Smith's (1992) article, "APA Style and Personal Computers," computers were described as "here to stay" (p. 311).

Quotations (Sec. 8.25, pp. 270–271; Sec. 8.34, p. 277; Sec. 12.15, p. 386)

- Long or block quotations are 40 or more words in length.
- For quotations over 40 words in length, indent the whole quotation one tab (.5 inch), and single space it (only double space in papers for review or publication). If there is more than one paragraph in the long quotation, indent all paragraphs *after* the first one an additional tab (.5 inch).

- Always provide author, year, and page citation.

Figures and Tables (Secs. 7.1–7.36, pp. 195–250)

- Number figures and tables consecutively as they appear in your text. Use only whole numbers (not 5a, 5b, etc.)
- ***Place figures and tables close to where they are first mentioned in your text*** (but do not split a figure across pages).

Text Details

- Double space most of the text, but *single space* within long/block quotes and reference list citations.
- Footnotes (bottom margin) are **NOT** used in DNP Projects (per College of Nursing).
- Running Heads (top margin) are **NOT** used in DNP Projects (per College of Nursing).
- Indent paragraphs, block quotes, and hanging indents one tab (.5 inch).
- Justification should be set to "left margin only" (the right margin should be uneven).

How to Submit Your Final Draft

1. **First**, email your final draft to the DNP Program Coordinator, Senior (Ms. Melinda Burns, gmfletch@arizona.edu) for approval of the document (after your final defense and committee changes have been made).
   - ***Note***. If you want your paper to be *pre-reviewed* for format requirements **before** your final defense – please send to Melinda Burns (gmfletch@arizona.edu) at least one month **before** your scheduled final defense date.)
2. **Second**, ***after*** receiving your approved and final-formatted draft back from Melinda, submit your complete DNP project manuscript as a .pdf file using the steps found on the Graduate College Archiving the Dissertation page.

General Format Requirements for DNP Projects in the College of Nursing

Note. The final document still needs to be in "APA format" (except where specified and approved by Melinda Burns) **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 under each category in "Order of Sections."
- Page numbers are the only item that may appear outside the margin requirements.

Page Numbers:
- The title page is page 1 of the DNP Project (but the page number is not shown on this page only).
- All pages that follow are numbered in sequence with Arabic numerals.
- Page numbers must be placed at least 1" below the top of the page, and flush with the right margin.
- **Do not use page headers**. Do not use the phrase "Page xx," just the numeral (2, 3, 4. . .).

Chapter Titles:
- New chapters/sections are separated by TITLE headings (see text in TOC), but **page breaks are not required**.
- Subsections within the chapters/major sections are separated by APA level headings (see text in TOC).
- The chapter/major-section title should be in all capitals and centered (e.g., INTRODUCTION, METHODS, etc.) and should match the font size and type that you used in the Table of Contents.

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 JPEG images.

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 or in the separate blank SQUIRE APA 7th template)
   - 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* (a solid line) is 2" long, 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 DNP Project* (in addition your name must fit below the line and not spill over – see title page as example, so make the font as small as it needs to be for everything to fit under that 2" rule).
   - Follow the capitalization and spacing of each line in the sample.
   - There are spaces between each numeral in the year: "2 0 X X." This date is centered between the left and right 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 top of this document and in the separate blank SQUIRE APA 7th template.*)

2. **Final Examining Committee Approval Form** – *Required for DNP Projects.* An approval page template sample is on **Page 2** of this document.
   - Margins: Top 1.5"; Bottom 1"; Left 1"; Right 1"
     1) The approval page template *must* be **page 2** of your DNP Project. 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- or double-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: 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: Double-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: Double-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 words minimum to 350 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 DNP Project 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 Major heading (each new section) must be centered on a new line (IN CAPS, boldface) but there is no need for page breaks for each new section (document flows between each section). *Must match with headings/sub-headings in TOC*.
     Note: Margin requirements apply to every page of the DNP Project unless otherwise specified in this template.
   - Major Headings to Include:
     - **INTRODUCTION**
       - **Background Knowledge/Significance**
       - **Local Problem**
       - **Intended Improvement**

        - **Project Purpose**
        - **Project Question**
        - **Project Objectives**
    - **Theoretical Framework**
    - **Literature Synthesis**
        - **Evidence Search**
        - **Comprehensive Appraisal of Evidence**
        - **Strengths of Evidence**
        - **Weaknesses of Evidence**
        - **Gaps and Limitations**
- **METHODS**
    - **Project Design**
    - **Model for Implementation**
    - **Setting and Stakeholders**
    - **Planning the Intervention**
    - **Participants and Recruitment**
    - **Consent and Ethical Considerations**
    - **Data Collection**
    - **Data Analysis**
- **RESULTS**
    - **Outcomes**
- **DISCUSSION**
    - **Summary**
    - **Interpretation**
    - **Implications (Practice, Education, Research and Policy)**
    - **Limitations**
    - **DNP Essentials Addressed**
    - **Conclusions**
        - **Plan for Sustainability**
        - **Plan for Dissemination**
    - **Funding** (Optional)

9. **Appendixes** – *Optional/depending on focus of DNP Project*
    - Cover sheet Margins: Top 1.5"; Bottom 1"; Left 1"; Right 1" – Centered on page and double-spaced – (Page Setup – Layout – Page/Center alignment)
    - Appendix material 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 IN CAPS, no bolding, and centered both vertically and horizontally on the page, (see sample templates).
    - Appendixes are placed just after the main body of document and before the References section.

Note: Each Appendix MUST begin on a new page with a separate cover sheet showing title and letter (see sample templates).

Major Headings to Include:

- APPENDIX A: SITE APPROVAL/AUTHORIZATION LETTER
- APPENDIX B: CONSENT DOCUMENT (DISCLOSURE FORM, CONSENT FORM, ETC.)
- APPENDIX C: RECRUITMENT MATERIAL (RECRUITMENT FLYER, RECRUITMENT EMAIL, ETC.)
- APPENDIX D: EVALUATION INSTRUMENTS (STUDENT CREATED DATA COLLECTION TOOLS – SURVEYS, QUESTIONNAIRES, INTERVIEW QUESTIONS, ETC.)
- APPENDIX E: PARTICIPANT MATERIAL (INSTRUCTIONAL VIDEO, WRITTEN GUIDELINES, ANYTHING THE PARTICIPANT WILL SEE OR HEAR)
- APPENDIX F: CHART AUDIT FORMS
- APPENDIX G: PROJECT TIMELINE
- APPENDIX H: LITERATURE REVIEW GRID
- APPENDIX I: OTHER DOCUMENTS AS APPLICABLE TO THE PROJECT (SUCH AS BUDGET)

10. **References** *(Required)*

- Margins: Top 1.5"; Bottom 1"; Left 1"; Right 1"
- Spacing: Single-spaced citations; double-spaced between citations, hanging indent style (1 tab [0.5 inch] from left margin).
- The heading must be centered at the top of the page (IN CAPS, not bold).
- Do not split references between page breaks; keep together (to keep together, go to "Format," then "Paragraph," then "Line and Page Breaks," and click box next to "Keep with next.")
- Title this section REFERENCES, all uppercase.

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1. **First**, email your draft to Melinda Burns (gmfletch@arizona.edu) for approval of the final document.
2. **Second**, ***after*** receiving your approved and final-formatted draft back from Melinda, submit your complete DNP project manuscript as a .pdf file using the steps found on the Graduate College Archiving the Dissertation page.

Heading Levels in APA Style (7th Ed.)

(APA style provides for up to five heading levels, shown in the table below.)

APA Style Headings: 7th Edition, Sec. 2.27, pp. 47–49

Level	Format
1	**Centered, Boldface, Title Case* Heading** Then your paragraph begins below, indented like a regular paragraph (1 tab [0.5 inch] from left margin).
2	**Flush Left, Bold, Title Case Heading** Then your paragraph begins below, indented like a regular paragraph (1 tab [0.5 inch] from left margin).
3	***Flush Left, Bold Italic, Title Case Heading*** Your paragraph begins right here, in line with the heading[a] (1 tab, 0.5 inch, from left margin).
4	**Indented (1 Tab [0.5 Inch] From Left Margin), Bold, Title Case Heading, Ending With a Period.** Your paragraph begins on the same line as the heading.
5	***Indented (1 Tab [0.5 Inch] From Left Margin), Bold Italic, Title Case Heading, Ending With a Period.*** Your paragraph begins on the same line as the heading.

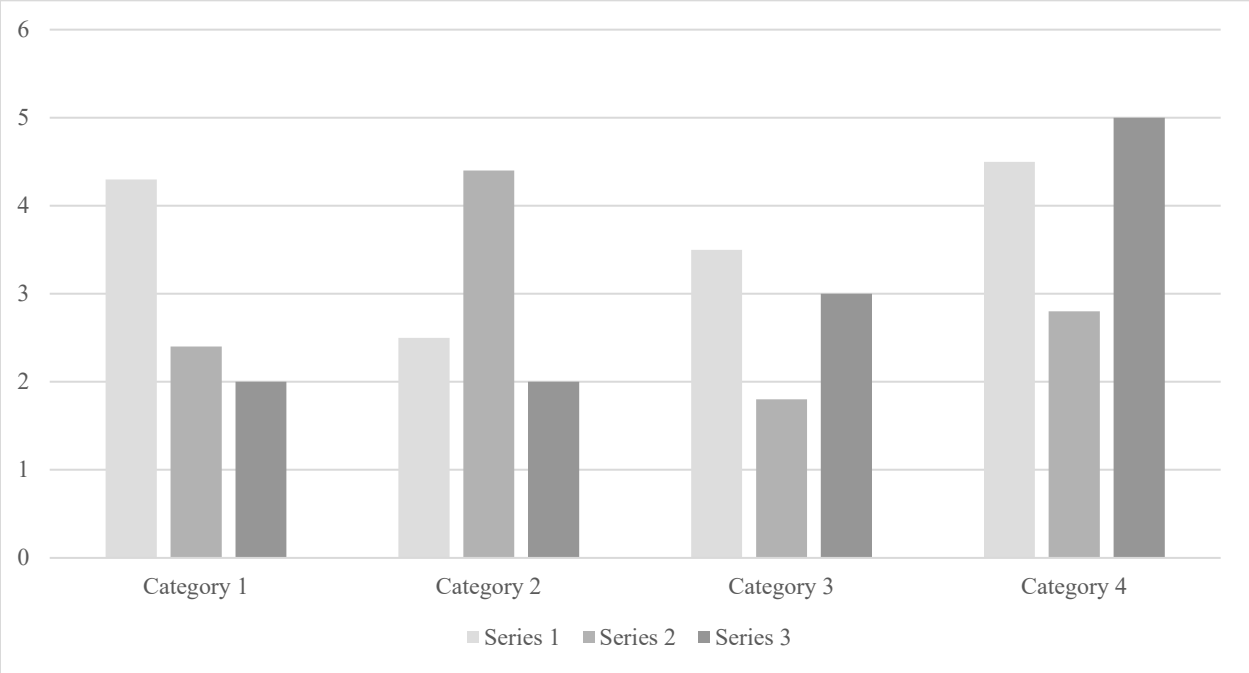
*"Title Case" refers to blending uppercase and lowercase as in the heading examples above.

Additional notes regarding APA Level Headings:
You may include consecutive paragraphs with their own headings, where appropriate. When using headings, don't skip levels. If you need a heading and subheading with no text between them, just start the subheading on the next line.

Sample Figure

Figure 1

Add Figure Title in Italics Above the Figure and Without a Period (Full Stop)



Note: Place all figures within the body of the document **where (or near where) they are first mentioned**. You have the option to use JPEG images as figures. Include a numbered caption for each figure, as in the example above. **We do not use all aspects of APA regarding figures, so please refer to the example above** to format figures in your document. **The primary difference is that we single space figure notes as opposed to the APA preference of double spacing them**. For more information about APA figure formatting, please consult the *Publication Manual of the American Psychological Association*, 7th Edition, Secs. 7.1–7.7, pp. 195–199; 7.22–7.36, pp. 225–250.

Sample Table

Table 1

Add Table Title Above the Table, in Italics, Without a Period (Full Stop)

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 where) they are first mentioned**. Start a new page for each table, include a table number and table title for each, and number them sequentially (i.e., Table 1, Table 2, etc.). All explanatory text appears in a note like this one, placed below the table.

- Include a heading for every row and column, even if the content seems obvious. To insert a table, on the Insert tab, click Table.

- **We do not use all aspects of APA regarding figures, so please refer to the example above** to format figures in your document. **The primary difference is that we single space figure notes as opposed to the APA preference of double spacing them**. For more information about APA formatting, please consult the *Publication Manual of the American Psychological Association*, 7th Edition, Secs. 7.1–7.21, pp. 195–224.