Cora S. Balmat School of Nursing
Doctorate of Nursing Practice (DNP)
Project Guidelines
Spring 2022

FOREWORD

Alcorn State University Office of Graduate Studies requires that all students comply with the specifications given in this document in the publication of a DNP project.

Graduate students, under faculty guidance, are expected to produce scholarly work regardless of the type of scholarly research project.

The DNP project should document the student's evidence-based quality improvement project and maintain a degree of intensity.

The purpose of this manual is to assist the doctoral student and the DNP Project Advisory Committee in each department with the instructions contained herein. This is the official approved manual by the Graduate Division.

Formatting questions not addressed in these guidelines should be directed to the Graduate School staff in the Walter Washington Administration Building, Suite 519 or by phone at 601.877.6122 or via email: graduatestudies@alcorn.edu or in person.

<div align="right">

The Graduate Studies
DNP Project Advisory Committee

Associate Provost for
Research, Innovation and Graduate Education

(Revised Summer 2022)

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Alcorn State University

DNP Project Guidelines

INTRODUCTION TO DNP PROJECT

The following guidelines handbook will help guide the DNP student through the DNP project process and practice-based experiences at Alcorn State University. It contains the DNP Project overview, definitions, and procedures that are required for successful completion of the final project. This handbook also contains documents and templates the student will submit throughout development and completion of the DNP project and other practicum experiences.

VISION
The vision of the School of Nursing is to achieve national prominence as a leader of excellence in nursing education, nursing practice, and nursing research.

MISSION
Through teaching, scholarship, and service, the mission of the School of Nursing is to provide undergraduate and graduate nursing programs that are committed to excellence in the education and preparation of clinically competent, caring, nursing professionals.

VALUES
Holism, integrity, professionalism, diversity, accountability, competence, leadership, service, and collaboration.

DNP END OF PROGRAM STUDENT LEARNING OUTCOMES:
1. Synthesize theoretical, philosophical, ethical, and empirical knowledge to develop therapeutic interventions in complex health systems.
2. Develop leadership skills within complex health systems to improve safe, cost-effective, and quality health care for diverse populations.
3. Utilize clinical scholarship and analytical methods to design, implement, evaluate, and disseminate evidence-based practice.
4. Utilize information systems and patient care technology for the improvement and transformation of health care in diverse populations.
5. Provide leadership in the analysis, development, and implementation of health care policy on local, regional, national, and global levels.
6. Employ professional/interprofessional communication and collaboration to improve healthcare and health care outcomes for diverse populations.
7. Evaluate advanced practice care in complex situations and systems to improve healthcare services to patients, families, and populations.

DNP PRACTICUM INFORMATION

PRACTICUM EXPERIENCE IN THE DNP PROGRAM
Throughout the DNP Program at Alcorn State University, students are required to enroll in four different courses, which will provide an opportunity to gain practice experiences. The required hours per course are outlined below:

Course Title	Semester	Practice Hours Required
NU 710: DNP Project	A - Semester 2 (Spring)	60
	B - Semester 3 (Summer)	180
	C - Semester 4 (Fall)	120
	D - Semester 5 (Spring)	180

Note: Practice hours will NOT accrue beyond the hours required in each course. Example: 60 hours are required in DNP Project I. Student performs 100 practice hours. Only 60 hours count toward degree completion.

In all practice-based courses, students will engage with a Practice Expert and key members from the inter- and intra-professional team in various integrative-practice activities with the goal of achieving program outcomes and practice-based learning to prepare them for nursing practice as a doctorally prepared nurse leader. Students are required to pursue leadership practice experiences that will address the AACN DNP Essentials (Appendix I), the ASU DNP End of Program Student Learning Outcomes, and lead to mastery of the advanced practice nursing specialty of Scholar-Practitioner and Nurse Leader. During the DNP Project courses, students will carry out a practice-application oriented DNP Project.

Students are required to engage in a diversity of practice experiences that relate to all of the DNP Essentials, program outcomes, and enable the application of didactic teaching and scholarly evidence to practice experiences.

In practice experiences, students are encouraged to engage in the following activities:

- Employ inter- and intra-professional collaboration with members of the healthcare team.
- Interact with other doctoral student specialties including PhD, DNP, and other applicable specialties (engineering, public health, business professionals, and healthcare administration).
- Engage with experts in nursing and other disciplines to facilitate meaningful student engagement and education.
- Participate in a broad array of learning activities that bring about application, synthesis, and expansion of knowledge at the doctoral level.
- Share in meaningful learning experiences within various practice environments that utilize nurse leaders.
- Spend practicum hours in the practice environment related to the final DNP Project. This can be accomplished in a number of ways including collaborating with a Project Practice Expert or stakeholder(s) regarding the project, attending and participating in administrative meetings pertaining to the DNP Project in the practice setting, etc.

Students should consider the following regarding practicum experiences:

- All hours, including IRB human subjects training, and doctoral-level professional conference attendance, must be signed off as supervised on the practicum time log by the Project Chair. Activities such as professional conferences require **pre-approval** from the

Project Chair.

- Practicum experiences are allowed in the student's place of work provided the experiences are not a part of the individual's job duties and no financial reimbursement is occurring for performing such duties.
- Hours spent in DNP Project development, implementation, and evaluation can appropriately be considered practicum hours. Other <u>approved practice activities</u> related to the DNP Project are counted toward practicum hours.
- During DNP Project I, students complete IRB human subjects in research training. Hours spent completing the training may count for clinical hours (hour-for-hour <u>up to 8 hours</u>) in the DNP Project I course.
- Doctoral-level professional conference participation may be considered by the Project Chair for approval provided the topic presented therein pertains to the DNP Project topic of that student.
  - To receive practicum hour credit for a professional conference, the student should submit CEU's completed.
  - For everyone (1) CEU granted through conference attendance, one (1) practicum hour will be awarded.

Practicum Experiences may not include:

- Practice as a nurse educator including educating nursing students or other experiences in academic curriculum.
- Travel time for any activities.
- Reading for coursework.
- Editing assignments.
- Unapproved professional conferences.
- Webinars.
- Direct patient care activities. If there is a question whether the proposed activity falls into this category, seek guidance from the Project Chair.

DNP PROJECT/PRACTICE SITES
Students are responsible for establishing a practice site for the DNP Project by week 6 of DNP Project A. The same site will be used to complete practice hours in DNP Project B, C, and D. Practice sites may transpire in a wide array of settings including healthcare organizations such as community centers, acute care facilities, long term care facilities, prison systems, school systems, corporations (addressing employee health), non-governmental organizations, and public health organizations. DNP Project sites cannot include academic centers dealing with nursing students at any level.

AFFILIATION AGREEMENTS
The Alcorn State University Cora S. Balmat School of Nursing requires affiliation agreements for DNP Practicum Experiences. Please refer to the most current <u>ASU School of Nursing Graduate Nursing Programs Student Handbook</u> for the affiliation process.

PRACTICE HOURS TRANSFER POLICY
To be eligible for a doctoral degree in nursing, 1000 post-baccalaureate practice hours are required. This DNP program has 540 practice hours embedded in the curriculum; these hours are required as part of the DNP Coursework.

Each student may have up to 460 practice hours endorsed from previous graduate work. The transfer of practice hours is evaluated through the completion of the top section of the Practicum Hours' Completion Form (Appendix II) by the conferring institution. **Responsibility for completion and submission of this form to ASU lies with the DNP student.** Once the form is received and appraised by the ASU DNP Program Coordinator, a copy will be provided to the student. The student should save the form for inclusion in the DNP ePortfolio to verify completion of the 1000 post-baccalaureate practice hours.

PRACTICUM TIME LOGS
All practicum experiences must be recorded on a time log. These experiences include practice immersion hours and other activities designed to assist the student in meeting the ASU DNP End of Program Student Learning Outcomes and DNP Essentials. The DNP student submits the signed and dated Clinical Practicum Time Log (Appendix III) at the end of each semester of NU 710. The Project Chair then verifies the log with a signature and date, and returns it to the student for their records. At graduation, the student must have recorded all required practice immersion hours and essential practicum work. These logs also become part of the student's ePortfolio.

GENERAL DNP PROJECT INFORMATION

DNP PROJECT OVERVIEW
The DNP project is a reflection of the scholarly work completed throughout the DNP program. The project should demonstrate the student's competency in the American Association of Colleges of Nursing (AACN) Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006). The DNP project represents the same milestone as the dissertation does for the PhD. This work demonstrates that the DNP student has met and mastered the criteria necessary to be a DNP practitioner.

A major assessment of learning in this program is completion of the DNP Project. All ASU DNP students must complete an evidence-based quality improvement project that demonstrates a practice leadership **(non-research)** focus. The DNP final project is an application-oriented, scholarly document exemplifying the concept of the scholar-practitioner. The student develops this project sequentially throughout four semesters of the DNP program, designed to guide, instruct, and keep the DNP student progressing forward.

DNP PROJECT CRITERIA
DNP projects are advanced practice focused and meant to improve a population, health care system, or community. Typically, projects arise from the student's clinical or professional nursing practice and involve collaboration with appropriate organizations including, but not limited to hospitals or healthcare systems, outpatient clinics, outpatient surgery centers, and community and public health venues. The project should be an evidence-based quality

improvement project accomplished through a change process. The DNP project should also include evidence of evaluation through the generation and analysis of data.

Please note that projects in an academic setting such as a school of nursing are not appropriate for this process.

The AACN (2015) states that all DNP Projects should meet the following criteria:

- Focus on a system or population
- Center on changes that directly or indirectly impact healthcare outcomes
- Contain a sustainability plan
- Provide an evaluation of the processes and/or outcomes
- Serve as a foundation for future practice scholarship

PROJECT RESOURCES

In completion of a successful DNP project, students may be required to seek out various internal and external resources in their professional community. In some cases, delays in the project timeline may occur when a specific resource is unavailable or difficult to obtain. Project due dates may be adapted as needed to allow for student progression where appropriate.

DNP PROJECT ADVISORY COMMITTEE

A DNP Project Advisory Committee (DNP PAC) is selected prior to commencing any project activities. Project development should proceed in an orderly fashion. This Committee is responsible for final evaluation of the student's proposal and project defenses. The student who anticipates graduating in a timely manner needs to adhere to the following schedule of activities:

APPOINTMENT OF ADVISORY COMMITTEE CHAIR

Committee chairs are appointed based on faculty desire to chair as well as areas of interest. The committee chair must be a part-time or full-time member of the graduate faculty in the School of Nursing. Adjunct faculty do not serve as chairs of projects. A project timeline should be developed with the guidance of the committee chair.

The project chair has primary responsibility over grading the students' project submissions and guiding the student in DNP Project decisions. Students are encouraged to reach out to their chair with questions regarding the DNP Project at any time.

The Project Chair agrees to:

- Maintain open communication with the student and Project PE at all times.
- Offer to schedule virtual meetings with the student and Project PE at least once per session and as needed at other times.
- Review the progress reports made by the student, as well as identify and communicate issues.
- Support the student and Project PE through availability and responsiveness to identified issues.

SELECTION OF DNP PROJECT ADVISORY COMMITTEE MEMBERS

The DNP Advisory Committee members are appointed under the guidance of the committee chair (a minimum of one member in addition to the chair).

Committee members should hold a doctoral degree. Committee members should be chosen from any qualified Alcorn State University faculty, or a qualified community member*.

*If a student selects a member outside of the University, a letter of explanation regarding why an Advisory Committee member outside of the University was chosen needs to be sent to the Associate Provost for Research, Innovation and Graduate Education, along with the proposed member's curriculum vita. A letter of approval for the proposed committee member should be obtained from the Associate Provost for Research, Innovation and Graduate Education.

The DNP PAC chairperson is responsible for student guidance regarding scheduling of activities for project development. Although the student is ultimately responsible for his or her own work, all committee members are accountable for the quality of the Project.

APPOINTMENT OF DNP ADVISORY COMMITTEE FORM

An "Appointment of DNP Advisory Committee" form with committee member signatures should be completed and turned in to the committee chair. (See Appendix IV).

The DNP PAC selection will be submitted to the Department chair, and then forwarded to Graduate Studies.

DNP PROJECT CLINICAL TEAM

The student will work with a Project Clinical Team throughout their DNP Project to facilitate implementation of the project within the clinical site. In addition to the Project Chair (who also serves as the Advisory Committee Chair), the Team will consist of a Practice Expert (PE) and/or Project Mentor (PM) (depending on project type and facility requirements at the project site). The student is responsible for obtaining the PE and PM, if needed. Below are qualifications, roles and responsibilities of each DNP Project Team member. Forms required for completion in securing team members, are provided in Appendix V.

PRACTICE EXPERT

All students must have a Practice Expert (PE). The PE will work with the student throughout their academic career in the DNP program at ASU to help them gain practical experiences in a nursing leadership practice environment. The PE must meet the criteria listed in these guidelines.

When selecting a PE, the student must consider the following guidelines:

1. The individual selected must possess an adequate content understanding related to the topic area, as the PE helps oversee implementation of the DNP project. The topic area must have a leadership focus and must expand beyond the student's normal work requirements. The PE serves in a supportive role and may assist in the manner the student and PE agree upon to:
   - gain access to practicum experience.
   - troubleshoot issues that arise during the planning, implementation, and evaluation of the project.

- provide encouragement and support during the project phase of the educational program.
- share expertise regarding the project topic.
- provide guidance throughout the entire project.

2. The PE is **NOT** responsible for grading or editing work and is **NOT** a member of the DNP Project Advisory Committee.
3. The PE must possess adequate technology skills to read and respond to emails, and to communicate with the student and/or project chair in a timely fashion.
4. The PE must provide a copy of their curriculum vitae (CV) or resume for review by the DNP Project Chair. The CV must reflect adequate leadership experience. The PE should also provide evidence of unencumbered licensures or certifications held. These documents should be provided to the student, who will submit them for review and approval by the DNP Project Chair.
5. The PE may not be a first or second degree relative of the student.

PROJECT MENTOR

Depending on the project type and/or facility requirements, students may also need a Project Mentor (PM). When required, the PM must be a healthcare provider educated at the doctoral level with an unencumbered license to practice in the state in which the project is being conducted. If necessary, the PM will work with the student in a more supervisory supportive role than the PE. Documentation required and guidelines for the relationship are the same as the PE.

CONTENT EXPERT

Additionally, depending on the project topic, the student may need a Content Expert (CE). The CE, when needed, provides extensive knowledge of the specialty, which the project focuses on.

STUDENT ROLE AND RESPONSIBILITIES

The student agrees to:

- Utilize the time of the Project Clinical Team effectively and efficiently through effective communication and respect.
- Meet in person or virtually, with the Project Clinical Team as needed throughout the student's academic career at ASU.
- Make consistent progress towards completion of the DNP project.
- Keep the PE, Project Mentor and Project Chair updated on their progress through submission of appropriate logs and communication with all parties on an as-needed basis.
- Complete all project course assignments in a timely manner.
- Reach out to the Project PE and/or Chair with questions and for support as needed.

ADDITIONAL INFORMATION: PROGRESSION

Project approval is determined by a passing grade of 80% or higher. Student progress through the DNP Project will be tracked by Project Chair utilizing the DNP Project Checklist in each project course.

DNP PROJECT ETHICS AND HUMAN SUBJECTS PROTECTION

All DNP Projects are subject to the highest standards for human subject protection, confidentiality, and ethical practice. Each student should work with their Project Clinical Team, and any regulatory officials at their project/practice site to ensure these standards are met.

INSTITUTIONAL REVIEW BOARD PROCESS

During DNP Project B, an Institutional Review Board (IRB) application will be completed and submitted to the Alcorn State University IRB for review. Research that involves human subjects must be conducted in compliance with Alcorn's Institutional Research Board policy to protect the rights of human subjects. If the researcher decides to include human subjects in the study, the student must collaborate with his/her DNP Project Chair before any research activities are conducted. The application and supporting documentation should be submitted to the Office of Sponsored Programs. Students should be aware that IRB approval processes may result in significant delays in implementation timelines. Students should stay in close communication with the Project Clinical Team members throughout this process to arrange for necessary timeline extensions.

Specific steps taken to address issues of confidentiality and ethics should be clearly outlined in an appropriately labeled section of the DNP Project Paper. All necessary approvals must be in place before project implementation occurs.

Students are also subject to any regulatory requirements of the practice/project site including the possibility of additional IRB application(s) within the host organization. It is the responsibility of the student to be aware of such regulations and be compliant with these standards.

The student should send any documents to the DNP Project Chair and submit them as appendices to the DNP Project submission where appropriate. All IRB approvals, agency agreements, and final approval from the DNP Project Advisory Committee must be in place prior to starting project implementation.

THE DNP PROJECT PROCESS

The DNP Project is developed over a series of four courses throughout the DNP Program. The table below outlines the scheduled project development. Students are responsible for developing and evaluating the DNP Project Contract and Self-Evaluation Tool (Appendix VI) outlining their goals and activities toward completion of the DNP Project/goals each semester.

Activity	Course
Identify Area of Interest for Project	DNP Project A
Select Team Members	
Select Clinical Site	
Complete Needs Assessment for Project	
Complete Literature Synthesis Table	
Complete Literature Review	
Develop PICOT Statement/Measurable Objectives	
Complete IRB Training	

Complete Introduction	DNP Project B
Complete Logic Model	
Complete Methodology Section	
Submit Final Proposal to Advisory Committee	
Presentation/Defense of Proposal	
Submit IRB Application to Chair	
Implement Project (After Successful Defense and IRB Approval Received)	DNP Project C
Complete Data Collection & Analysis	
Begin Writing Results Section	
Complete Results Section	DNP Project D
Complete Discussion Section	
Submission of Final Practicum Log	
Submission of Final DNP Project Paper	
Submit Manuscript for Publication in Professional Journal	
Presentation/Defense of the Final DNP Project	
Present Project at Professional Conference (Poster Presentation)	
Submission of the Final ePortfolio	

As noted from the table, the student will submit two manuscripts including a Proposal and a Final Paper. Guidelines for the format are included in Appendix VII and VIII. Upon review and approval of the Proposal and the Final Paper, students will defend (Present) their Projects to the Advisory Committee. Steps for each defense are located in Appendix IX and X.

Students are also responsible for submission of an abstract to a professional organization for participation in and completion of at least one professional poster presentation during the program of study. The approved format for the required poster is presented in Appendix XI.

During the last semester of the program, students are required to prepare a manuscript of their project in proper format for submission to a scholarly journal. The DNP Project Chair will work with students individually to ensure manuscripts meet journal requirements for submission.

If course requirements for any NU 710 course are not met by the end of the semester, the DNP student will not progress in the program. The student may re-enroll when the course is scheduled to be offered again.

CONCLUSION

These guidelines are intended to answer general questions concerning the DNP Project process, format, style, and submission. For more specific questions or answers, students should consult their project chair, Advisory Committee members, or administration of the School of Nursing Graduate Programs. Finally, it is the student's responsibility that the project meets all requirements and standards.

The Advisory Committee will read the project for content and final formatting approval. The project, following the committee's approval, should be submitted to the Department Chair and

Dean for review and approval. Once approved within the School of Nursing Graduate Nursing Programs, it should be submitted by the chair to the Graduate Office electronically in pdf format. If the student's paper requires further edits, the project will be returned to the committee chair and student for corrections. Once the manuscript is error free and approved by the graduate office, the final approved copy will be returned to the committee chair and student electronically to proceed with acquiring signatures for the final step of binding.

A checklist is provided at the end of this manual (Appendix XII) for the student's use to assist in evaluating the DNP Project before submission. It is up to the student to use this checklist and make corrections in a timely manner. The following are some common errors students should avoid in their manuscript.

- Incorrect margins
- Grammatical errors
- Headings and page numbers not consistent with Table of Contents
- Incorrect spacing
- Incorrect style and spacing within the references
- Sources noted in manuscript but not listed in references and vice versa
- Numbering of pages correctly following the title page

The student is required to submit the original signature pages to Graduate Studies in person or by mail. Once the Graduate Studies Administrator approves the DNP Project, the signature pages will be signed and the student will be notified for pick-up.

SUBMISSION OF FINAL DNP PAPER TO GRADUATE STUDIES

Only the committee chair is allowed to submit an advisee's paper to Graduate Studies for review and approval. If revisions are requested, they will be returned to the committee chair and student to make the appropriate changes to resubmit. No direct student submissions are accepted by Graduate Studies. A maximum of three reviews will be conducted on submitted papers. If, after the third submission and review, the paper is not in compliance with all corrections requested, it will be rejected and the student will have to apply for graduation for the next cycle and resubmit his/her paper to begin the review and approval process again.

FINAL APPROVAL

Approval of the manuscript is given only after the final document has been reviewed by Graduate Studies for content, grammar, formatting, and other requirements of a quality paper. Once approval is received, students should proceed with having a minimum of ~~three~~ four copies (a copy each for Graduate Studies, the library, the School of Nursing, and the student) of the manuscript hard bound per the specifications below. All bound copies must be received by the University according to the Thesis/Capstone/Project Timeline.

Specifications for binding:

- Binding—Black hardbound with gold lettering. Spine must have the title (first line) followed by the student's last name (second line) in ALL CAPS centered in gold lettering. (Please refer to the Thesis Manual for further information)

- Paper—All required copies
- Approval Page—The approval/signature page cannot be copied; it must have original signatures in black ink. Four (4 original signature pages must be submitted to the Office of Graduate Studies for the Provost's signature.

APPENDIX I: AACN DNP ESSENTIALS

Click on the image to access the full PDF document.
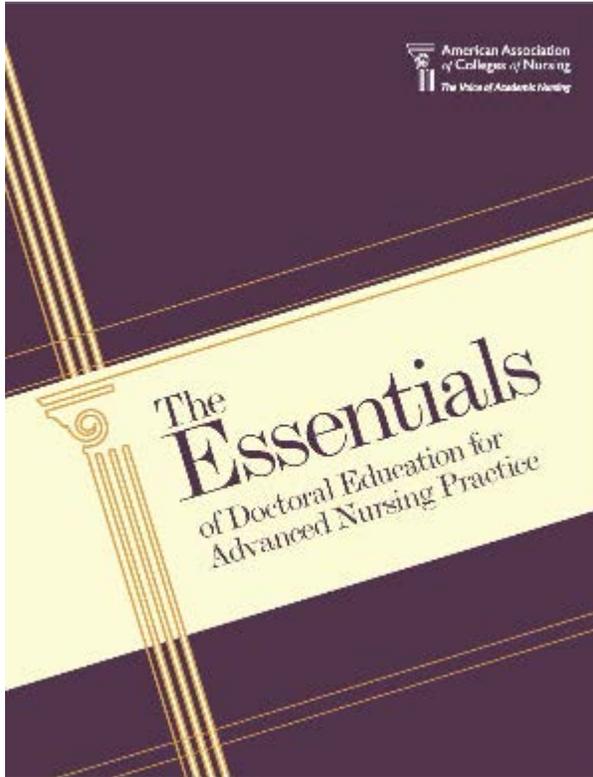
APPENDIX II: PRACTICUM HOURS' COMPLETION FORM

Student Name:

Date of Entry (ASU DNP Program):   **Expected Graduation Date:**

Practicum Hours Completed in a Family Nurse Practitioner Program

The Graduate Program Director or FNP Program Coordinator for institution from which student obtained FNP will complete this section of the form.

University Name:

Degree Specialty: Graduation Date:

Signature: _____
          Graduate Program Director or FNP Program Coordinator

Total Practicum Hours Completed in the Family Nurse Practitioner Program: _____

Total Direct Patient Contact Hours: _____

Clinical Course Name	**Number of Direct Patient Care Hours**
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fax (601-304-4398) or email lblessitt@alcorn.edu the signed form.

Please return the original copy to:
Lacey Blessitt
Alcorn State University
Cora S. Balmat School of Nursing
15 Campus Drive
Natchez, MS 39120

To be Completed by the DNP Program Coordinator.

Total Practicum Hours Completed (or to be completed) in FNP Program: _____

+   Total Practicum Hours Required by ASU DNP Program: 540

=   Total Post-BSN Practicum Hours Complete   _____

I understand I must complete a minimum of 1,000 practicum hours to meet accreditation requirements for the DNP degree. I also understand I must complete a minimum of 540 DNP practicum hours while enrolled in the ASU DNP Program. If the Total Post-BSN Practicum Hours are less than 1, 000, I understand I will be required to complete additional practicum hours while enrolled in the ASU DNP degree program. All DNP practicum hours will be recorded on the DNP Practicum Time Logs each semester and included in the DNP ePortfolio.

DNP Student: _____   Date _____

DNP Project Chair: _____   Date: _____

*A copy of the completed form should be placed in the student file.

APPENDIX III: DNP PRACTICUM TIME LOG

STUDENT NAME: _____   SEMESTER: _____FALL _____SPRING _____SUMMER

YEAR: _____

Categories for DNP Practicum Hours:

   a.   **Coursework**—<u>designated</u> assignments in NU 710 courses selected for practicum credit
   b.   **Meetings**—with team members, facility personnel, stakeholders, etc. for planning/implementation/evaluation of DNP Project
   c.   **Presentations/Conferences**—relevant to DNP Project (must be approved by chair prior to attendance)
   d.   **Practice Hours**—relevant to DNP Project
   e.   **Implementation of DNP Project**
   f.   **Dissemination of DNP Project Findings**—oral and written

DATE	CATEGORY	DNP EOPSLO MET (1-7)	DETAILED DESCRIPTION OF ACTIVITY (THAT JUSTIFIES NUMBER OF HOURS LOGGED)	TOTAL HOURS

NU 710: DNP Project   Course Level: _____

Student Signature: _____

Chair Signature: _____

APPENDIX IV: DNP PROJECT ADVISORYCOMMITTEE FORM

REQUEST FOR APPROVAL OF A DNP PROJECT ADVISORY COMMITTEE (DNP PAC)

STUDENT NAME: _____ DATE: _____

Admitted to the DNP program at Alcorn State University Cora S. Balmat School of Nursing in the

_____ semester of _____.
   (Fall/Spring)   (Year)

Field of Study: <u>Advanced Nursing Practice</u>   Concentration: <u>Advanced Practice</u> Degree: <u>DNP</u>

NOTE: On admission to the Doctor of Nursing Practice (DNP) program, the student will be assigned a Chair for the DNP Project Advisory Committee. The Chair and student shall work together to identify the remaining members of the Committee.

The Chair must hold current approved Human Subjects Research Training Certification. The student must also hold current approved Human Subjects Research Training Certification.

Signatures below constitute acceptance of the DNP PAC assignment.

Advisory Committee Names   **Signature**   **Date**
   (please Type or Print)

_____   _____   _____

Chair

_____   _____   _____

Committee Member

_____   _____   _____

Committee Member

Approved by: **Date**

_____   _____

Department Chair

APPENDIX V: DNP PROJECT TEAM FORMS

Practice Expert Data and Agreement Form

PE Name: _____ Date: _____

Facility/Clinic Name: _____

Street Address: _____

City, State & Zip Code: _____

Office Telephone: _____ Fax: _____ Cell Phone: _____

Email Address (please print): _____

License/Certification Numbers: _____ State:

_____ Expiration Dates: _____

Clinical Setting Type: _____

Required for Nurse Practitioners

Original Certification Date: _____ Current Certification Date: _____
                  (mm/dd/yyyy)   (mm/dd/yyyy)

Please provide a copy of each item to have on file in the ASU Cora S. Balmat School of Nursing:

    a.   Current Curriculum Vitae (CV) or Resume listing Educational, Work, and Certification/CEU History
    b.   Current Licensure/Certification
    c.   Any state, regional, national recognition related to practice

_____ I agree to serve on the DNP Project Team as a Practice Expert for

_____ (student name) during the timeframe indicated below.

Project Timeframe:

From: _____ Until: _____

Printed Name: _____

Title: _____

Organization/Facility Name: _____

Project Mentor Data and Agreement Form

(If Applicable)

PM Name: _____   Date: _____

Facility/Clinic Name: _____

Street Address: _____

City, State & Zip Code: _____

Office Telephone: _____   Fax: _____ Cell Phone: _____

Email Address (please print): _____

Any License/Certification Numbers: _____

State: _____   Expiration Dates: _____

Clinical Setting Type: _____

Required for Nurse Practitioners

Original Certification Date: _____   Current Certification Date: _____
                                       (mm/dd/yyyy)   (mm/dd/yyyy)

Please provide a copy of each item to have on file in the ASU Cora S. Balmat School of Nursing:

    d.   Current Curriculum Vitae (CV) or Resume listing Educational, Work, and Certification/CEU History
    e.   Current Licensure/Certification
    f.   Any state, regional, national recognition related to practice

_____ I agree to serve on the DNP Project Team as Project Mentor for

_____ (student name) during the timeframe indicated below.

Project Timeframe:

From: _____   Until: _____

Signature: _____   Date: _____

Printed Name: _____ Title: _____

Organization/Facility Name: _____

APPENDIX VI: DNP PROJECT CONTRACT AND SELF-EVALUATION TOOL

The DNP Student, with input and feedback from the DNP Project Chair, should complete this form each semester to document a formal contract/agreement of clinical objectives and outcome measures for evaluating progression of the DNP Project. The contract should include all tasks, meetings, etc. the student plans to complete during the semester.

Please remember to include scheduled meetings between student and Chair and/or Team throughout the semester.

Please add additional rows if needed; delete blank rows before submitting the assignment.

STUDENT NAME: **SEMESTER:**   **DATE:**

STUDENT-DEVELOPED DNP CLINICAL/PRACTICUM OBJECTIVES		
OBJECTIVE #	*RELATED CSLO*	*DESCRIPTION*

TASK CONTRACT

Objective # (from above)	Task Description (to meet objective; list in chronological order based on proposed completion dates)	Proposed Completion Date	Actual Completion Date	FINAL EVALUATION (Give any comments. Explain why task/objective is incomplete at end of semester)

Student Signature: **Initial Contract Date:**   **Final Evaluation Date:**

Chair Signature: **Initial Contract Date:**   **Final Evaluation Date:**

APPENDIX VII: FORMATTING GUIDELINES FOR DNP PROJECT PROPOSAL

Component	
Typing	Use 12 pt. Font; Refer to ASU Thesis Manual for further information regarding formatting of first three chapters
Text Style	APA Format (most recent edition)
Elements of the Manuscript	The DNP Project Proposal ~~should consist~~ should include all elements outlined in these guidelines. A minimum of 25 sources published within the past 5 years should be included in the reference list.

PRELIMINARY PAGES	
Title Page	Required, not numbered
Signature Page	Required, not numbered; pages following this are numbered using lowercase Roman Numerals placed at the bottom in the center
Abstract	Required
Table of Contents	Required
List of Tables	If Needed
List of Figures	If Needed

DNP PROJECT PROPOSAL	
Text (sections in the following order)	Required
Chapter I:	Introduction; starts with page 1 on the top right corner of the page
Chapter II:	Review of Literature
Chapter III:	Methodology
Supplementary Pages (in the following order)	If Needed
References	Required
Appendix or Appendices	If Needed; pagination follows last References page

CHAPTER I: INTRODUCTION	
The introduction will set the stage for the project by providing a brief overview of the project. It should include a statement of the problem near the beginning. The intent is to reveal to the reader the purpose of the project. The following elements should be included, although choice of wording for the headings does not have to be exact.	
Background and or Significance	Why is the issue important? What are the problems identified, and the implications? Why should the reader be interested? Build a case for the need of the project. Appropriate statistical data should be included.
Purpose and Aims	Statement of the purpose and overall aims of the project.
Clinical Question	Briefly describe the proposed population, intervention, comparison, outcome, and time (PICOT).

Measurable Objectives	Precise objectives related to desired purpose and aims of the study. Make them as measurable as possible. Make sure to include a timeframe. They should reflect an impact on improvement in patient outcomes.
Organizational Assessment	Describe the organizational evidence collected concerning the problem. Give any relevant statistics. Make sure to describe and discuss the following as well: • Stakeholders • Barriers • Facilitators
Theoretical/Conceptual Framework	Place the problem in a theoretical context. Discuss the theory/concept that systematically explains the relationship among the phenomenon related to the problem. Conclude with a section that applies the theory to the proposed project.
Quality Improvement Model	Projects will also utilize an EBP or QI Model to guide implementation, depending on the type of project. This section should include a general overview of the model concepts. The chosen model will be applied to the DNP Project in the Methodology section.
Definition of Terms	Provide the conceptual and operational definition of each concept/term indicated in the statement of purpose. Ensure that the conceptual definition is referenced. Any significant elements of the project should be defined as well. The operational definition should include how the term is defined/will be measured with respect to your ~~particular~~ project. The conceptual definition should be the definition of a respected authority on the subject matter (e.g., a medical dictionary, workgroup, or trusted organization; an encyclopedia, dictionary, etc.).

CHAPTER II: REVIEW OF LITERATURE	
The body of the DNP Proposal should contain the literature review. The investigator will need to include all relevant research materials that have been read and are relevant to the project. The following elements should be included, although they do not have to be and are not necessarily appropriate as headings for the paper.	
Introduction	Provide an introductory paragraph that addresses briefly the purpose of the project. The main topics to be addressed in the section should be identified. The paragraph should provide a general summary and synthesis of the relevant literature.
Search Strategy	Systematically explain how the literature search was conducted. Describe the databases used to conduct a comprehensive review of the literature. Include search terms used, the number of results, any modifiers used, and any methods used to narrow down the number of results.
Major Research	Critically appraise and synthesize key articles pertinent to the topic. The majority of the literature reviewed should have been published within the last 5 years and come from peer-reviewed journals. Classic or seminal articles can be older. The investigator must use a minimum of 25 current references. If there is agreement among many researchers regarding the topic, summarize areas of agreement and report in a concise manner. If details about a specific article are in order, provide information regarding subjects, variables, setting, design, approach, definition, instrumentation, statistical findings, clinical significance, and conclusions. Describe any limitations or deficits in the studies. Do not simply paraphrase article

	results. This should reflect analysis and synthesis of articles to uncover patterns and themes in the research. These patterns may provide your subheadings for the section. There should be adequate discussion to reflect this analytical process.
Summary and Research gaps	Summarize each major topic so that the reader will understand how the articles have influenced or improved the project. Note any areas where there is insufficient or conflicting information.

CHAPTER III: METHODOLOGY	
Identify the objectives of the project. Describe in detail what will be done. The reader should be able to replicate the project based on what is included in this section. Again, these areas the student must address. While some of them may be headings, some may not.	
Design	Describe the specific type of DNP project design that will be used in the project (This entails the details of how your project will reflect the chosen QI or EBP model)
Setting	Describe the proposed setting for implementation of the project.
Sample	Describe the sample and projected sample size. This section should include the parameters of the project population, sampling technique to be used, recruitment procedures, relevant participant information and demographics, etc.
Protection of Human Subjects	Describe any ethical considerations, consent, IRB applications/approval. Additionally, explain how data analysis preserved the privacy of participants. Was data coded? Were the surveys anonymous? Where was data kept? Was it secure?
Instrumentation	Explain the type of instrument used such as survey, that will be used for data collection to answer the clinical question and meet the measurable objectives. Identify the name of the instrument, type of instrument, concepts measured by the instrument, how scores are calculated and their meaning, validity, and reliability. Any permissions to use any data collection instruments obtained should be included, if appropriate. Describe the number and types of questions of all instruments used. Describe how long it will take to complete the instrument (if appropriate). Students should NOT attempt to create an instrument. Make sure to describe the process and method for collection of demographic data as well.
Procedure	List the systematic procedure for the implementation and evaluation of the project. Include a description of materials and methods (types of qualitative or quantitative data to be collected, data collection procedures/protocol). Other areas that need to be discussed in this section include: - Budget of expected expenses-estimate - Any organizations the student plans on working with to cover costs or donate items need to be described (if any) - Cost-benefit analysis - Sustainability plan

Data Analysis	Identify ways that will be used to evaluate the effectiveness of the project. Also describe any coding procedures that will be employed and how rigor of the project will be ensured. (Will there be any cleaning of data? How will missing data be handled?)
Limitations	Discuss potential methodological limitations or procedural weaknesses.
Summary	End with a short conclusion, which summarizes the methodology of the project. Briefly recap the purpose of the project.

Supplementary Pages	
References	A minimum of 25 cited resources published within the last 5 years is required for the DNP Project Proposal. All citations included in the text of the paper must follow citation structure according to the prescribed APA Manual format. Include all references cited within the text. The References page should be formatted following the prescribed APA Manual format.

APPENDIX VIII: FORMATTING GUIDELINES FOR FINAL DNP PROJECT

Component	
Typing	Use 12 pt Font; Refer to ASU Thesis Manual for further information regarding formatting of first three chapters
Text Style	APA Format (most recent edition)
Elements of the Manuscript	The DNP Project Proposal should consist should include all elements outlined in these guidelines. A minimum of 25 sources published within the past 5 years should be included in the reference list.

PRELIMINARY PAGES	
Title Page	Required, not numbered
Approval Page	Required, not numbered
Copyright Page	Optional; not numbered
Dedication Page	Optional; Start numbering-center, bottom of page, small Roman numeral, count the first 2 or 3 pages that do not have page number appearing.
Acknowledgements	Optional
Abstract	Required
Table of Contents	Required
List of Tables	If Needed
List of Figures	If Needed

DNP PROJECT	
Text (sections in the following order)	Required
Chapter I	Introduction; starts with page 1 on the right top corner of the page
Chapter II	Review of Literature
Chapter III	Methodology
Chapter IV	Results
Chapter V	Discussion
Supplementary Pages (in the following order)	If Needed
References	Required
Appendix or Appendices	If Needed; pagination follows last References page

Guidelines for the first three chapters are unchanged. The verb tense; however, will change. In the proposal, students were planning the project. Now the proposal is complete. Students should update the verb tense from future to past. Other changes may be necessary on an individual basis. This should be discussed with the project chair.

CHAPTER IV: RESULTS AND DISCUSSION	
The following elements should be included, although they do not have to be and are not necessarily appropriate as headings for the paper.	
Introduction	**Briefly** reiterate the purpose of the study and how it was conducted, e.g., a survey was given…
Preliminary Analyses	*If applicable.* Describe preliminary testing done in pilot study, etc. Report any changes to instruments, statistical tests used, etc.
Response rate	Describe how the response rate was calculated. Relay information on incomplete surveys, dropouts, etc. Discuss any adjustments made to recruitment methods.
Sample Size and Demographics	Describe the final sample size and any subgroups. Describe aggregate demographics for each characteristic surveyed.
Findings	Give a general statement of results for each statistical test conducted and any specific details that deserve highlighting. Include tests of statistical significance used and the values in parenthesis after each result. Ensure the reader has information needed to interpret the results in a meaningful manner.
Tables and Figures	Use tables when appropriate, but don't overuse them or discuss the whole table in text. Discuss the high points in text, providing the table for further details. All tables should conform to the APA style manual. Tables are different than figures-name and refer to them appropriately.
Evaluation and Outcomes	Provide a detailed report of how the evaluation process proceeded and the outcomes. Were there changes? Describe facilitators, barriers? How were any processes adjusted? Include data analysis changes, assumptions, and whether those were met. Following analysis of the results, evaluate and interpret the implications of the data with respect to the questions and objectives posed in the study. The purpose is to provide at-a-glance information about the nature and scope of the paper. Discuss the sample. Were there any interesting/surprising characteristics? Discuss the sample in relation to the findings. Discuss what the results mean. Point out surprising findings, and possible explanations. Discuss them in relation to previous findings in the Literature.
Summary	There is no hard rule as to whether a summary at the end of this chapter should be provided since chapter 5 is often a summary; discuss this with the DNP Project Chair.

CHAPTER ~~I~~V: CONCLUSIONS, IMPLICATIONS AND RECOMMENDATIONS	
This chapter will vary considerably in headings and organization; suggestions of possibilities are below.	
Summary	Summarize the paper so far.
Limitations	State the weaknesses of the project, and discuss what they mean for the results. Describe any methods used to minimize the effects of the limitations identified. Examples of limitations include bias, generalizability, and reliability and validity.

Implications and Recommendations	Discuss what the findings mean in the real world; in relation to practice, education, policy, and research. What are the recommendations for applying the findings to each?
Conclusions	Begin with a clear restatement of the major finding(s) of the project. Provide a take-home message. Limit this to a few paragraphs and be concise and clear.

SUPPLEMENTARY PAGES	
References	A minimum of 25 current cited resources is required for the DNP Project. All citations included in the text of the paper must follow the prescribed APA Manual format. All references cited in the paper must be listed on the References page. References page must follow the prescribed APA Manual format.
Appendices	If Needed; pagination follows last References page. If project involves human subjects, IRB approval must be included.

APPENDIX IX: STEPS FOR PROJECT PROPOSAL DEFENSE

1. **Review of the completed DNP Project Proposal manuscript by the DNP Project Team**
   a. The DNP Project Chair will inform the student when the proposal is ready for review by the Advisory Committee members. This should be approximately one week before the defense.
   b. The DNP Project Chair will submit the student's proposal to the DNP Advisory Committee.
   c. Projects not received by the DNP Project Advisory Committee in the agreed upon time prior to scheduled date may not be approved in time for the proposal defense, and may delay the defense date.

2. **Schedule a Date, Time, and Location**
   a. Each student will receive a date, time and location for the Proposal Defense from their DNP Project Chair.
      i. Remote capabilities are appropriate, but should be mutually agreeable to the student and team members.
   b. All DNP Project Advisory Committee Members are invited to the Proposal Defense.

3. **Suggested Content of the Proposal Defense Presentation** (Or as recommended by the DNP Project Chair)
   a. Title, Student name, Name of DNP Project Chair and DNP Project Advisory Committee members
   b. Problem Statement: Justification or significance for addressing the identified problem
   c. Purpose(s) of the Project (or PICOT question)
   d. Measurable Objectives
   e. Organizational Assessment findings
   f. Theoretical Framework
   g. Brief review of significant evidence/literature
   h. Methods (including project timeline)
   i. Plan for data analysis
   j. Potential barriers
   k. Sustainability Plan

4. **Revisions After the Proposal Defense**
   The DNP Project Chair should decide on a plan for completion of any recommended revisions with the DNP Project Advisory Committee members. The Chair should communicate the proposal status as well as any required revisions with the student.

5. **Submission of the DNP Project Proposal to IRB**
   After the proposal is approved by the DNP Project Advisory Committee, the project Chair will submit the IRB Application completed by the student to the ASU Institutional Review Board (IRB). In addition, any approvals that may be required from the clinical agency in which the Project will be implemented must be obtained by the student and submitted to the DNP Project Chair.

The DNP Project will not be implemented until all necessary approvals have been received (including a signed clinical contract between the SON and agency) and are in place. The DNP Project Chair will monitor these approvals with the student.

Important Reminders:

1. Turning in the completed paper:
   a. Following the defense, student makes the requested changes specified by the committee.
2. PPT Presentation.
   a. Students should use the ASU Cora S. Balmat School of Nursing approved PowerPoint template.
   b. All students should submit their PowerPoint to the DNP Project Chair prior to the Oral Presentation to be uploaded and ready to go. Please arrive well in advance to ensure a timely start to the defense.

APPENDIX X: STEPS FOR DEFENSE OF THE FINAL DNP PROJECT

1. **Formal Review of the completed DNP Project manuscript by the DNP Project Advisory Committee**
    a. The DNP Project Chair will inform the student when the Project manuscript is ready for review by the Advisory Committee members.
    b. It is recommended that students submit their final written manuscript for approval to their DNP Project Advisory Committee at least three weeks prior to the scheduled presentation date and time.
    c. Projects not received by the DNP Project Advisory Committee in the agreed upon time prior to scheduled date may not be approved in time for the Final Defense and may delay graduation.
2. **Schedule a Date, Time and Location**
    a. Each student will receive a date, time and location for the Proposal Defense from their DNP Project Chair.
        i. Remote capabilities are appropriate, but should be mutually agreeable to the student and team members.
    a. All SON DNP Project Advisory Committee members are expected to be present for the Final Defense.
3. **Presentation and Instructional Technology Support**: It is the student's responsibility to ensure that the room or computer to be used for their presentation (if done remotely) is equipped with all necessary technology. Typically, what is needed on campus is already available.
    a. If a room has been reserved, the student MUST notify IT at least two weeks prior to the date of the presentation if the student will need assistance with technology.
    b. Requests for technology support should be made to helpdesk@alcorn.edu. Please ask for the room to be set up at least 20 minutes prior to the defense start time.
4. **Suggested Content of the DNP Project Final Defense Presentation** (Or as recommended by the DNP Project Chair)
    a. Title, Student name, Name of DNP Project Chair and DNP Project Team members
    b. Problem Statement
    c. Purpose(s) of the Project (or PICOT question[s])
    d. Measurable Objectives
    e. Justification or significance for addressing the identified problem
    f. Brief review of significant evidence/literature
    g. Organizational Assessment
    h. Theoretical Framework
    i. Methods
    j. Intervention
    k. Data analysis and Outcomes
    l. Strengths and Limitations
    m. Implications for Practice
    n. Sustainability Plan
    o. Recommendations for the Future
    p. Justify how project helped student apply the DNP Essentials

5. Revisions After the Final Defense

Completion of any recommended revisions by the DNP Project Advisory Committee must be submitted to all members in a timely manner. DNP Project Advisory Committee members should indicate how long a student has to complete revisions. However, students should keep in mind that in order to graduate in the current semester, a hard-bound copy must be submitted to the Graduate School by the established deadline. The deadline is not flexible.

6. Submission of the Final Manuscript

After successful completion of the student's Final Defense, the student has until the deadline established by the Graduate School to submit the final approved DNP Project Manuscript.

a. See the ASU Academic Calendar for the deadline.
b. Submissions must conform to the Graduate School requirements (See the Graduate Student Handbook).
c. Students who submit their final document after the end of a semester will be awarded a degree in the following term.

Project Title
Student Name

Chair Name and Credentials, Committee Members' Names and Credentials

Background

Results

Methods and Instruments

Aims

Implications

APPENDIX XII: DNP PROJECT FORMATTING CHECKLIST

Use the suggested checklist below to evaluate the formatting of your document before final submission to the DNP Project Chair. If your document follows this prescribed checklist, you should experience a successful submission. Remember to submit your DNP Project electronically in pdf format.

STUDENT'S NAME:

DNP PROJECT TOPIC:

NUMBER OF TIMES REVIEWED: □ 1   □ 2   □ 3

Title, Submission Information
    □ Parts of the DNP Project organized in the correct order
    □ Titles on title page, signature page, and abstract are identical
    □ Title includes no more than 12 words
    □ Four (4) original copies of approval/signature pages submitted for review with the document
    □ Paper white 25% cotton bond, 20 lbs.
    □ Signatures of DNP Project Advisory Committee signed with black ink
    □ DNP Project presented to Advisory Committee members for review

Title Page
    □ No page number displayed on this page
    □ No abbreviations used in title
    □ Title typed in upper and lower case letters
    □ Title centered vertically and horizontally on page

Table of Contents
    □ Table of Contents is centered on the page and formatted in bold
    □ Page numbers are preceded by ellipses (…) and are right justified
    □ Each entry must appear exactly as it written in the text
    □ Each Appendix has a title in the Table of Contents

Page Numbering
    □ Roman numerals on preliminary pages
    □ Arabic numerals used in main body, begin on page 1 on first page of Chapter 1

Margins
    □ Right margin, top and bottom margins 1" except on cover page (2"
       top margin)
    □ Left margin 1.5"

Fonts
    □ Style: Times New Roman
    □ Size: 12 - point type
    □ Same font and point type used throughout the text
    □ All primary text should be in black

Line Spacing
 □ Double spacing in body text
 □ One (1) space after each period inserted that separates each part of the sentence

Abstract
 □ Brief and concise summary of the research study
 □ Length of 250 words or less

Body of the Work
 □ Paragraphs indented at the beginning of the sentence
 □ 12 - point font used for all text (Tables and Indices may contain 10 pt.)
 □ Manuscript double-spaced
 □ Each Chapter, List, and Appendix begins on a new page
 □ First line of each paragraph is indented
 □ No blank pages
 □ No excess white space on pages

Citations (in-text)
 □ Every citation in text follows APA 7th ed style
 □ Citations in body of manuscript match the references

References
 □ Starts on new page
 □ Header written in upper and lower case letters
 □ Only the references cited in the body of the project are included on References page
 □ All references listed in alphabetical order from A to Z, with a hanging indent format
 □ Double space references, double-space between
 □ All web pages appear in black type- not blue

Tables and Figures
 □ Tables and figures labeled and numbered correctly
 □ All charts, graphs, and other illustrations are legible
 □ Tables and figures appear on separate pages
 □ Captions are single spaced and placed directly below the figures and above the tables

Appendices
 □ Page numbers of appendices are sequenced and positioned as those used in the body

APPENDIX XIII: APA 7TH EDITION STYLE QUICK REFERENCE

APA 7TH Edition DNP Project Quick Reference Guide

Topic	APA 7th	
Student Paper Layout		
Student paper-title page layout	**Components of title page:** • <mark>**All pages - no running head**</mark> • All pages - double spaced, 1" borders • All pages - page number, flush right • Paper title (centered, mid page, double spaced, all below) • Paper author • Author affiliation (or school) • Course name & number • Instructor's name • Due date	**The University allows a 1.5-inch left margin for binding and a 2" top margin for the Cover Page. All other margins are expected to follow the 1" requirement.** **University Requirements for DNP Project:** • Thesis/Non-Thesis title Centered, upper and lower letters • Title page - double spaced • Paper Type (Thesis, Non-Thesis) • Degree Program • Paper author and previous degrees earned (B.S., M.S.) • Academic School (i.e. School of Business) • City and state • Date of Graduation **Format:** **Refer to Appendix B p. 27 in this guide**
Margins and page numbers	• Left aligned paragraphs and leave the right edge ragged (not "right justified") • Indent first line of each paragraph 1/2 inch from left margin • Page numbers formatted in upper right margin on each page	
Signature page	• No page number appears on this approval page • Signature lines for committee members and approvers	**Refer to Appendix C p. 28 in this guide**
Mechanics of Style		
Fonts allowed	• 12 pt. Times New Roman • 10 pt. optional for Tables and Figures • Calibri 11 pt. • Arial 11 pt. • Lucida Sans Unicode 10 pt. • Georgia 11 pt.	The University prefers 12 pt. Times New Roman
Text Format	• Double-space and align text to the left • Use active voice • Don't overuse technical jargon • No periods after a web address or DOI in the References list. • Spell out long organization names	

Topic	APA 7th	
	and add the abbreviation in parenthesis, then just the abbreviation • Spell out numbers one through nine and use a number for 10 or more	
Punctuation at the end of a sentence	One space after a period and all other punctuation used.	
Singular pronoun	Use the word "they" as a singular pronoun to replace reference to he or she;	
Non-Human relative pronouns	In referencing animals and inanimate objects use pronouns such as "that" and "which".	
Quotations	• Include short quotations (40 words or less) in-text with quotation marks • For quotes more than 40 words, indent the entire quote a half inch from the left margin and double-space it with no quotation marks • When quoting two or more paragraphs from an original source, indent the first line of each paragraph a half inch from the left margin • Use ellipsis (...) when omitting sections from a quote and use four periods (....) if omitting the end section of a quote	(Shayden, 2016, p. 202) (Miller et al., 2016, p. 136)
Quotation marks around linguistic examples	"F" instead of F; "agree" instead of agree	
Headings		
Level 1	Centered, Boldface, Title	Text begins as a new paragraph
Level 2	Flush Left, Bold, Title	Text begins as a new paragraph
Level 3	Flush Left, Bold, Title	Text begins as a new paragraph
Level 4	Indented, Bold, Title, End with a Period	Text begins on the same line and continues as a regular paragraph
Level 5	Indented, Bold Italic, Title, End with a Period	Text begins on the same line and continues as a regular paragraph
Tables and Figures		
Format	Title, number, and notes are consistent for both formats. Major words are capitalized. Tables and Figures labeled in consecutive order i.e. **Figure 1 Bold & double spaced** *Just the Two of Us (Italicized)*	Tables and Figures can be presented in the text of the manuscript or after the reference list on separate pages. Wherever possible keep the whole table or figure on one page.
References		
In-Text Citations	Citation in Parenthesis Format	Citation Non-Parenthesis Format
How many authors:	Barbour, (2020)	Barbour (2021) stated...
Two authors	(Bennet & Miller, 2019)	Bennet and Miller (2019) concluded that...

Topic	APA 7th	
Three + authors	(Jones et al., 2020)	Jones et al. (2020) shared two different...
20+ authors	List the first six, …	
A group or organization as an author	(East Carolina University, 2020)	East Carolina University (2020) found...
APA References Formatting	• **References** should be centered and bolded at the top of a new page • All entries should be double-spaced and have a hanging indent (where the first line is on the left margin and the following lines are indented a half inch from the left). • Entries should be alphabetized by last name of the first author, followed by the first and middle initials of the author's name. • Capitalize only the first word, the first after a colon or ~~em~~ a dash, and proper nouns • Make sure all reference data is accurate and complete. • Don't capitalize the second word of a hyphenated compound • No quotation marks around titles of article	Nugent, P., & Vitale, B. (2018). *Test success: Test taking techniques for beginning nursing students* (8th ed.). F. A. Davis Company. Stewart, P., Greene, D., & Coke, S. (2018). Effects of a peer evaluation technique on nursing students' anxiety levels. *Nurse Educator, 43*(4), 219-222. https://doi.org/10.1097/NNE.0000000000000474 Refer to the APA 7th Edition for formatting for journals, books, newspapers, etc.
Appendices		
Appendix	Use this wording if there is only one appendix, Appendix A	
Appendices	• If you have two or more appendices, label them "Appendix A", "Appendix B" and so forth as they appear in the body of your paper • Every appendix must have a title and numbered to include the letter of the appendix. • Put each appendix on a separate page and align left	

ADDITIONAL FORMATTING AND STYLE STANDARDS

Formatting the manuscript according to APA specifications enhances clarity and readability. These additional instructions will assist the writer in preparing a well-prepared document.

Page Layout
Ensure every page in your document is US Letter size 8.5" x 11" with margins of at least 1" on all sides except the left margin which is 1.5". Other than the title page, and signature page, all pages of the thesis should be numbered correctly including the appendices at the back.

Text

All text should have flush left justification so text has a ragged, unjustified right edge. The first line of all paragraphs should be indented by 0.5". The only exception is the first paragraph of the abstract.

Pages should be balanced to avoid windows and orphans. This means no single line of text should appear alone at the top or bottom of a page. The thesis and non-thesis should be double spaced throughout, even in block quotes and references.

No words should be hyphenated and there should be one space after end-of-sentence punctuation. Italics should never be used for emphasis.

Lists or seriation should be separate sentences identified by an Arabic numeral followed by a period. The first word is capitalized, and the sentence ends with a period. If bullets are used, then these should be small squares or circles. Commas should separate each item in a series, even before the conjunction *and*, i.e., the serial, or Oxford, comma is required.

Preliminary Pages

Typically, the title and signature pages are counted but not numbered. The remaining preliminary pages are then all paginated with lower case roman numerals. It is very common for each University to have their own format for the title page and signature pages. Therefore, your document should be formatted according to Alcorn's example included in the Appendices.

If you include an abstract, then the first paragraph is the only one that is not first line indented.

APPENDIX XIV: DNP TABLE OF CONTENTS EXAMPLE

TABLE OF CONTENTS

Note: If you need to change page numbers in the table of contents, just highlight the number and type in the new number. If you need to delete a line just highlight the line and delete. If you need to add a line just hit enter after the number or copy and paste a similar line.

ASSURANCES

In submitting this DNP project, I verify I have utilized this checklist in concert with my DNP Project Advisory Committee to submit a credible manuscript for review and approval by the Graduate Studies Administrator.

I further attest to the fact that my document does not contain any plagiarized content and have followed all the guidance in the DNP Project Guidelines manual.

Student: _____

Date: _____