



TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI

COLLEGE OF
GRADUATE STUDIES

DNP Template Guide

Fall 2023

1 Set 1" inch margins all around

2 → "[Click here and type the TITLE OF YOUR DOCUMENT in all caps.]"

Text on page is centered; all CAPS when appropriate

8 All text should be Times New Roman, 12pt font, double spaced.

A Doctor of Nursing Practice Project Report
by

3 "[Click here and type YOUR NAME in all Caps.]"

4 BS, University Name, Year
MS, University Name, Year

5 Submitted in Partial Fulfillment of the Requirements for the Degree of

6 Doctor of Nursing Practice

Texas A&M University-Corpus Christi
Corpus Christi, Texas

7 "[Click here and type the month and year of your graduation]"
Text is Title Case (e.g. August 2023)

Text on page is centered → © Your Full Legal Name 9
All Rights Reserved

10 "[Click here and type the month and year of your graduation]"
Text is Title Case (e.g. August 2023)

11

"[Click here and type THE TITLE OF YOUR DOCUMENT in all caps.]"

A Doctor of Nursing Practice Project Report

by

[Click here and type YOUR NAME and CREDENTIALS in all caps.]"

12

This Doctor of Nursing Practice Project Report meets the standards for scope and quality of Texas A&M University-Corpus Christi and is hereby approved.

13

Ensure all titles are the same, e.g. PhD or Ph.D

Committee Chair Name, Degree
Chair

Co-Chair/Committee Member Name, Degree
Co-Chair or Committee Member

Graduate Faculty Rep Name, Degree
Graduate Faculty Representative

14

Remove unneeded title.

[Click here and type the month and year of your graduation]"

15

Text is Title Case (e.g. August 2023)

Note: Be sure to read the text of the template for additional information regarding developing your abstract.

16 Set 1" inch margins all around

ABSTRACT

17 Centered text & all CAPS;
text starts 2 double spaced below title

Text is not indented

18

The abstract should reflect the entire document and summarize the research and findings in your project. Note that the abstract text is not indented. It is generally one paragraph; however, if additional paragraphs are needed, indentation of subsequent paragraphs should be consistent with style(s) utilized by your discipline and determined in consultation with your chair. Ideally, the abstract will be relatively brief and information dense.

The text starts two double spaces below the title ABSTRACT and is double-spaced.

There must be no additional space before or after titles and headings. Use the same margin settings and fonts as used in the narrative text. Your abstract should not include formal citations, images, or complex equations. It is up to you, based on guidelines of your discipline and related style guides and *in consultation with your chair*, to design the contents of the abstract.

Notes: For the entire submission – wherever there are differences in format and layout between the specifications of the University template/guidelines and the style guide utilized by the discipline, the University template/guidelines overrule the discipline's style guide.

Tip for Double spacing in Word: *With the exception of some of your front matter, the entire document should be set to double space. To prevent automatic insertion of additional space before or after headings, go to the paragraph tab on the ribbon and ensure that spacing is set to 0 (not blank or automatic) for both "before" and "after." Otherwise, the spacing of your document will be off in specific areas throughout your document. This is a common issue that triggers return for corrections upon submission.*

19 Abstract starts on roman numeral page iv

Note: Be sure to read the text of the template for additional information regarding developing your dedication.

The image shows a document template with a ruler at the top. The ruler is marked from 1 to 7 inches. The document content is as follows:

DEDICATION

20 Check for 1" inch margins all around

21 Centered text & all CAPS;
text starts 2 double spaced below title

22 Text Indented → The dedication page is optional and follows the abstract page. The title DEDICATION is capitalized and centered at the top of the page, followed by two double spaces. **There must be no additional space before or after titles and headings.** Use the same margins and font style and size as used in the narrative text.

23 check roman numeral for correct formatting

The annotations include red circles with numbers 20, 21, 22, and 23. Red arrows point from these circles to the margins, the title, and the first line of text. A red double-headed arrow is also present near the top right margin.

Note: Be sure to read the template's text for additional information regarding developing your acknowledgements.

The image shows a document template for an acknowledgements page. At the top, a ruler indicates line numbers 1 through 7. The title "ACKNOWLEDGEMENTS" is centered at the top of the page. Below the title, the text begins with two double spaces. The text reads: "The acknowledgements page is optional and follows the dedication page. The title ACKNOWLEDGEMENTS is capitalized and centered at the top of the page. The text begins with two double spaces below the title. **There must be no additional space before or after titles and headings.** Use the same margins and font style and size as used in the text of the dissertation." There is a small pink square below the text. Handwritten annotations in red include: (24) "Check for 1" inch margins all around" with arrows pointing to the margins; (25) "Centered text & all CAPS; text starts 2 double spaced below title" with arrows pointing to the title and the start of the text; (26) "Text Indented" with an arrow pointing to the start of the text; and (27) "check roman numeral for correct formatting" near the page number "vi".

(24) Check for 1" inch margins all around

ACKNOWLEDGEMENTS

(25) Centered text & all CAPS;
text starts 2 double spaced below title

(26) Text Indented → The acknowledgements page is optional and follows the dedication page. The title

ACKNOWLEDGEMENTS is capitalized and centered at the top of the page. The text begins with two double spaces below the title. **There must be no additional space before or after titles and headings.** Use the same margins and font style and size as used in the text of the dissertation.

vi (27) check roman numeral for correct formatting

Check for 1" inch margins all around

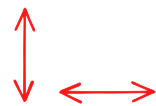


TABLE OF CONTENTS *Centered text & all CAPS;*

Page *Title Case, Flush Right*

Text is all CAPS

ABSTRACT.....	iv
DEDICATION.....	v
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TABLE OF CONTENTS.....	vii
LIST OF FIGURES.....	iv
LIST OF TABLES.....	iv

Roman Numerals: Flush Right

1. INTRODUCTION.....	1
Background (Section Method Subheading).....	1
Review of Literature.....	1
1/2" tab Problem Description in the Setting.....	1
Project Purpose and Aims.....	1
Guiding Frameworks.....	1
2. METHODS.....	2
Ethical Considerations (Section Method Subheading).....	2
Project Design.....	2
Intervention.....	2
Data Collection.....	2
Measurement Tools.....	2
Data Analysis.....	2
3. RESULTS.....	3
4. DISCUSSION.....	4

Subheadings are in title case

Arabic Numerals: Flush Right & Verify Page Numbers

Indentions should follow your program's style guide

Note: Subheadings may differ.

All CAPS, Flush Left with Margin



Dot Leaders should be uniform

**TOC Instructions Continue from previous page*

Limitations	4
Interpretation	4
Conclusion	4
REFERENCES	5
APPENDIX A: TITLE	6
APPENDIX B: TITLE	7

All CAPS, Flush Left with Margin, Title ONLY

Subheadings may vary from those shown in this Table of Contents. Ensure that you change subheadings in the Table of Contents to match the subheadings in your document.
Delete this box before submission.

The colons will have to be manually added after APPENDIX (e.g. APPENDIX A: TITLE). This should be one of the last items you do before you PDF your document, and no longer need to make changes.

Note: The List of Figures is built utilizing the "List of Figures" heading. When items are highlighted and the heading is selected, it is configured to the assigned style, and creates an entry in the list. You will need to update the list to populate as you write your document.

LIST OF FIGURES ← Centered text & all CAPS:

	Page
Figure 1 Figure Title	2

In the List of Figures, all text should be title case, with no bold or italics. You will have to remove the italics from your titles manually. Select all, and unclick the button.

B
I
U

LIST OF FIGURES

	Page
Figure 1. Figure Title.....	2

Check for 1" inch margins all around

Text is Title Case, Flush Left with Margin, Title of Figure ONLY

Title Case, Flush Right

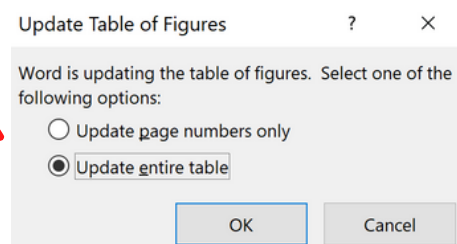
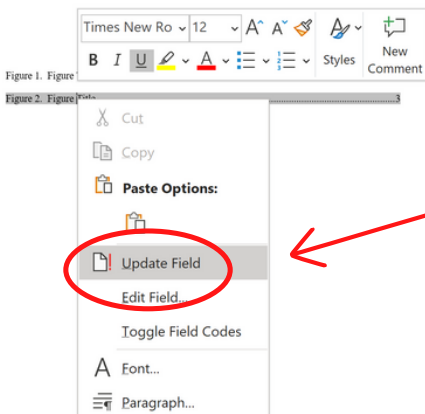
Flush Right and Verify Page Numbers

viii check roman numeral for correct formatting

NOTE: One of the last steps for your List of Figures will be to manually place the period after the figure number (e.g. Figure 1). You will want to do this right before you PDF your document, and when no other updates are needed to your List of Figures.

REMINDER: You will need to update the list to populate as you write your document.

- Hover over the table, right-click the mouse, select Update Field
- Select Update entire table



Note: The List of Tables is built utilizing the "List of Tables" style heading. When items are highlighted and the heading is selected, it is configured to the assigned style, and creates an entry in the list. You will need to update the list to populate as you write your document.

LIST OF TABLES ← Centered text & all CAPS:

Page

Table 1 Table Title.....	2
---------------------------------	---

In the List of Tables, all text should be title case, with no bold or italics. You will have to remove the italics from your titles manually. Select all, and unclick the **B I U** button.

LIST OF TABLES

Page

Table 1. Table Title.....	2
---------------------------	---

ix

Check for 1" inch margins all around

Text is Title Case, Flush Left with Margin, Title of Tables ONLY

Title Case, Flush Right

Flush Right and Verify Page Numbers

check roman numeral for correct formatting

NOTE: One of the last steps for your List of Tables will be to manually place the period after the Table number (e.g. Table I)

You will want to do this right before you PDF your document, and when no other updates are needed to your List of Tables.

Figure 1. Figure

Figure 2. Figure

REMINDER: You will need to update the list to populate as you write your document.

- Hover over the table, right-click the mouse, select Update Field
- Select Update entire table

Update Table of Figures ? X

Word is updating the table of figures. Select one of the following options:

Update page numbers only

Update entire table

OK Cancel

Note: Heading levels, figures and table headings in this sample are for illustrative purposes only. They may not match your discipline's preferred style. Consult with your chair and use a major style guide appropriate to you discipline within the body of the dissertation.

Heading Used in this Sample:

- Heading 1, Chapter Heading
- Heading 2, Subheading
- Heading 3, Subheading



Chapter Heading

Check for 1" inch margins all around

1. INTRODUCTION *Centered text & all CAPS; text starts 1 double spaced below title*

Text Indented → Content begins here. Margins should be consistent on all pages, with a minimum of 1" on all sides. Number all pages in sequence, beginning with this page, through to the last page, including references and appendices. This page must be numbered page 1. The page number must be centered at the bottom of the page. Remaining pages in the document must be numbered sequentially.

Heading 2, Subheading → **Background (Section Method Subheading)**

This section will include subheadings such as your background, significance, review of the literature, guiding frameworks, and purpose of the project. All major subheadings should be styled as shown in this section.

Review of Literature

Problem Description in the Setting

Project Purpose and Aims

Guiding Frameworks

These are level 2 subheadings in the current edition of APA style. *If there is any variation in major sections from those indicated in the Table of Contents, remember to change the Table of Contents.*

Heading 3, Subheading → **Next Level Subheading if Needed**

If an additional level of subheading is needed, it should be styled as shown above. This subheading level does not need to be included in the Table of Contents.

REMINDER: Headings link back to the TOC, check for appropriate indentations that match your style guide.

Chapter Heading → 3. RESULTS

This section may have level 2 subheadings (left justified, bold) per your specific aims or by topics (e.g., demographic characteristics, changes in practice, patient outcomes) or may have no subheadings. This section is where most figures and tables will appear.

Tables and figures should be titled in accordance with the current edition of the APA style guide and should appear in your List of Tables and/or List of Figures in the Table of Contents. The example below is the current APA style for tables and figures and their titles.

List of Tables Heading → Table 1

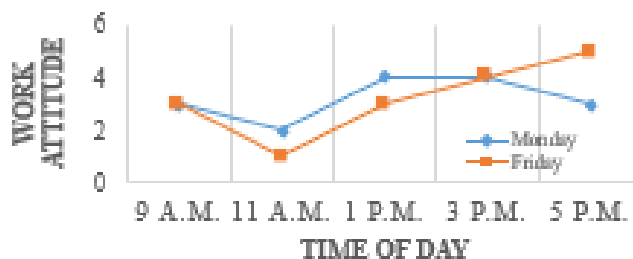
Number of Children With or Without Proof of Vaccinations

GRADE	GIRLS		BOYS	
	With	Without	With	Without
3	25	50	20	40
4	25	50	30	60
5	20	40	30	40
TOTAL	70	140	80	140

Note: A general note to a table contains information needed to understand the table.

List of Figures Heading → Figure 1

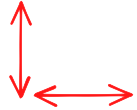
Changes in Work Attitude as a Function of Day and Time in Nurses



Note: A general note to a figure contains information needed to understand the figure.

Note: [Watch video to see how to configure figures and tables.](#)

1 2 3 4 5 6 7

Check for 1" inch margins all around 

REFERENCES *Centered text & all CAPS*

The list should be complete, accurate, and consistent. Current APA style should be used;
the entire list must be double-spaced.

1 2 3 4 5 6

Check for 1" inch margins all around

Centered text & all CAPS APPENDIX A: TITLE

Appendices may include your Letter of Support from the facility, your IRB letter, letters from survey authors granting permission to use their tools, or any other document pertinent to your project that you and your chair decide should be attached to your final project but should not be in the body of the report.

Checklist Items

(Double check your document before submitting for review)

- Set 1-inch margins all around
- Page numbers match the Table of Contents (TOC)
- Your TOC is formatted properly (Indentations, Dot Leaders, Text)
- Document is double-spaced throughout
- Figure and Table titles match the lists
- Centered Text on Title Page
- Signature Lines on the Committee Page are formatted correctly
- Font is Times New Roman, 12 pt throughout the document
- Pagination beginning on the preliminary pages
- Tables or Figures do not extend beyond the 1-inch margin
- No empty pages. Avoid large blank spaces where possible.
- Your document is saved with the latest updates