CALIFORNIA STATE UNIVERSITY, FRESNO

THE DIVISION OF GRADUATE STUDIES

DISSERTATION/THESIS OFFICE

The following template was developed for students using Microsoft Word to format their **doctoral projects** for the **California State University, Doctor of Nursing Practice**. Any use beyond the **California State University, Fresno Doctor of Nursing Practice** is prohibited, without permission of the Division of Research and Graduate Studies.

Questions? Please contact:

Debbie Neufeld

278-2448

To the student: This template has been designed to include an automatic Table of Contents, List of Tables, and List of Figures. Also, while it is understood that you and your committee have the primary oversight on the content of your project, you will also find text in blue at the beginning of each chapter. This text is meant to give general guidance relative to the State of California’s Title 5 Education Code and its criteria for a culminating experience.

As you are using APA style documentation, please make sure you follow all guidelines according to APA. For additional information and resources, see either the APA Style Manual 7th edition or access the [online APA resources](https://apastyle.apa.org/style-grammar-guidelines). These guidelines apply to citations and the reference list as well as rendering of numbers (words vs. numerals), formatting of figures and tables, use of abbreviations, plus much more.

ABSTRACT

Project TITLE: SINGLE SPACE BETWEEN LINES
typing in inverted pyramid form

Start typing the abstract text *(project text)* here. The abstract should fit on one page. A blank guard sheet should follow. Neither of these pages receives a page number, and neither is considered part of the project proper.

Abstract Author Name

Month Year

Project TITLE THAT EXTENDS OVER ONE LINE GOES IN INVERTED PYRAMID FORM

by

Author's Full Name

A project

submitted in partial

fulfillment of the requirements for the degree of

Doctor of Nursing Practice

California State University, Fresno
Doctor of Nursing Practice

Month Year

APPROVED

For the California State University, Fresno
Doctor of Nursing Practice:

We, the undersigned, certify that the project of the following student meets the required standards of scholarship, format, and style of the university and the student's graduate degree program for the awarding of the master's degree.

 Student’s name, typed same as on title page

Project Author

Type Project Chair name here (Chair) Nursing

Type Committee Member name here Nursing

Type Committee Member name here Nursing or Prof Affiliation

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Signature of project author:

ACKNOWLEDGMENTS

Start typing text here *(project text)*.

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Note: The Table of Contents, List of Tables, and List of Figures are automatic. There is no need to type anything into them. When you have finished adding all text to the template, simply single-click in the Table of Contents to select it, then right-click to open the menu options. Select the option “Update Field” and fill in the circle “Update Entire Table,” then click “OK.” If you have applied the appropriate style (e.g., 1st-Level Centered Hdg) to your headings in the text, headings and page numbers will update in the TOC without you having to do anything. Delete this text box when you are finished.

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CHAPTER 1: INTRODUCTION

Typically, Chapter 1 is where you introduce the problem and its background. Per the Title 5 Education Code, this is where you might “clearly identify the problem, state the major assumptions, [and] explain the significance of the undertaking.” Consult with your committee when crafting the introductory chapter of your project. It is likely that you will want to simply title Chapter 1, INTRODUCTION.

First-Level Heading: Include Only First-Level Headings in Your Table of Contents

First level headings should be rendered in title case with all major words capitalized. Return to *project text* style for the next textual block of material. Be sure to review the Headings section in the APA manual (pp.47-49) for additional information related to heading structure.

Second Level Headings too Long for One Line Are Placed on Two or More Lines

Second level heading should be rendered in title case with all major words capitalized. The template returns to *project text* style, takes the spacing back to the normal 24-point line spacing mode.

Third Level Heading: Flush Left, Bold Italic, Title Case Heading

Use the *3rd-Level Side Hdg* style for this level of heading. The text will begin as a new paragraph. The template returns to *project text* style, takes the spacing back to the normal 24-point line spacing mode.

**A Fourth Level Paragraph Heading.** For a fourth level heading, be sure to style as *project text*; however, you will need to manually apply bold and make sure the heading is rendered in title case with all major words capitalized. End the heading with a period and then text begins on the same line and continues as a regular paragraph (not bolded).

***A Fifth Level Paragraph Heading***. For a fifth level heading, be sure to style as *project text*; however, you will need to manually apply bold and italics and make sure the heading is rendered in title case with all major words capitalized. End the heading with a period and then text begins on the same line and continues as a regular paragraph (not bolded nor italicized).

CHAPTER 2: LITERATURE REVIEW

Typically, Chapter 2 is the literature review portion of your project. Per the Title 5 Education Code, this is where you might critically analyze the body of literature relevant to your central research question or questions. You might identify gaps in the literature and indicate how your study fills one or more of those gaps. This is where you might exhibit Title 5’s standard for “originality” and “critical and independent thinking.” This is also the place where you might best evidence Title 5’s requirement for “accurate and thorough documentation.” Ensure here that your sources are both *current* and *credible*. Consult with your committee when crafting the literature review chapter of your project. It is likely that you will want to simply title Chapter 2, LITERATURE REVIEW.

First-Level Heading: Include Only First-Level Headings in Your Table of Contents

First level headings should be rendered in title case with all major words capitalized. Return to *project text* style for the next textual block of material.

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***A Fifth Level Paragraph Heading***. For a fifth level heading, be sure to style as *project text*; however, you will need to manually apply bold and italics and make sure the heading is rendered in title case with all major words capitalized. End the heading with a period and then text begins on the same line and continues as a regular paragraph (not bolded nor italicized).

CHAPTER 3: CHAPTER 3 TITLE

Typically, Chapter 3 is the methodology portion of your project. Per the Title 5 Education Code, this is where you might identify the “methods of gathering information.” Perhaps you elicited responses through an original survey or you tested samples over the course of several trials in a laboratory. This is the chapter where you might craft the “blueprint” of the steps used in your study, providing later researchers the ability to replicate your work. Consult with your committee when crafting the methodology chapter of your project. It is likely that you will want to simply title Chapter 3, METHODOLOGY or METHODS AND MATERIALS.

First-Level Heading: Include Only First-Level Headings in Your Table of Contents

First level headings should be rendered in title case with all major words capitalized. Return to *project text* style for the next textual block of material.

Second Level Headings too Long for One Line Are Placed on Two or More Lines

Second level heading should be rendered in title case with all major words capitalized. The text will begin as a new paragraph styled as *project text*.

Third Level Heading: Flush Left, Bold Italic, Title Case Heading

Use the *3rd-Level Side Hdg* style for this level of heading. The text will begin as a new paragraph styled as *project text*.

**A Fourth Level Paragraph Heading.** For a fourth level heading, be sure to style as *project text*; however, you will need to manually apply bold and make sure the heading is rendered in title case with all major words capitalized. End the heading with a period and then text begins on the same line and continues as a regular paragraph (not bolded).

***A Fifth Level Paragraph Heading***. For a fifth level heading, be sure to style as *project text*; however, you will need to manually apply bold and italics and make sure the heading is rendered in title case with all major words capitalized. End the heading with a period and then text begins on the same line and continues as a regular paragraph (not bolded nor italicized).

First-Level Heading

Start typing text here (*project text*). Use the Style box to obtain formatting for project text, headings, subheadings, block quote spacing, reference list spacing and indenting, etc.

First-Level Heading

Continue typing text here using *project text* style.

Second Level Headings too Long for One Line Are Placed on Two or More Lines

Second level heading should be rendered in title case with all major words capitalized and styled using the 2nd-Level Centered Hdg. The template returns to *project text* style, takes the spacing back to the normal 24-point line spacing mode.

Third Level Heading: Flush Left, Bold Italic, Title Case Heading

Use the *3rd-Level Side Hdg* style for this level of heading. The text will begin as a new paragraph using *project text.*

**A Fourth Level Paragraph Heading.** For a fourth level heading, be sure to style as *project text*; however, you will need to manually apply bold and make sure the heading is rendered in title case with all major words capitalized. End the heading with a period and then text begins on the same line and continues as a regular paragraph (not bolded).

***A Fifth Level Paragraph Heading***. For a fifth level heading, be sure to style as *project text*; however, you will need to manually apply bold and italics and make sure the heading is rendered in title case with all major words capitalized. End the heading with a period and then text begins on the same line and continues as a regular paragraph (not bolded nor italicized).

First-Level Heading

Continue typing text here.

CHAPTER 4: CHAPTER 4 TITLE

Typically, Chapter 4 is the results portion of your project. Per the Title 5 Education Code, this is where you might analyze your own data and then present your original findings. Often, this presentation is in the form of tables and/or figures. Included in this template are samples of each, along with how the text should appear before and after such renderings. Consult with your committee when crafting the results chapter of your project. It is likely that you will want to simply title Chapter 4, RESULTS or RESULTS AND DISCUSSION.

First-Level Heading

Continue typing text here.

Side Headings too Long for One Line Are Placed on Two or More Lines

The template returns to *project text* style, takes the spacing back to the normal 24-point line spacing mode.

Third Level Heading: Flush Left, Bold Italic, Title Case Heading

Use the *3rd-Level Side Hdg* style for this level of heading. The text will begin as a new paragraph. The template returns to *project text* style, takes the spacing back to the normal 24-point line spacing mode.

First-Level Heading

Continue typing text here. Use the Style box to obtain formatting for project text, headings, subheadings, block quote spacing, reference list spacing and indenting, etc.

First-Level Heading

When presenting tables and figures, you must always reference them in the text, oftentimes through a parenthetical like this (see Table 1). Alternatively, you can reference the table or figure in a sentence like this: “Table 1 shows the scales used and the standard deviations for each variable.” The table or figure must follow as closely as possible *after* the paragraph in which it is referenced. Use the “Table Title” style for the title. The APA style for table titles is illustrated below. Your APA style manual (7th ed., pp. 195-224) contains sample tables and more information.

**Table 1**

*Table Titles Above Tables and Keep Them Brief, Capitalizing All Major Words*

|  |  |  |  |
| --- | --- | --- | --- |
| Scale | Introversion | Extroversion | Peculiarity |
| SPG | .77 | .45 | .12 |
| AIG | .43 | .89 | .34 |
| TRF | .78 | -.34 | .45 |
| XYZ | -.03 | -23 | -.56 |
| PDQ | .09 | .89 | -.09 |

Continue typing after the table and run text to the bottom margin of the page. Use the style called “project text after table or figure,” which adds one line space above first line after table.

Remember to change the style back to “project text” when you start a new paragraph after the one following a table or figure. Again, continue text to the bottom margin of the page. You may have another reference in here to a table or figure. The example on the next page is a figure more than one-half page in size. Therefore, it resides on a page by itself (see Figure 1). Use the *Figure Title* style for the title. See APA 7th, pp. 225-250, for sample figures and additional information.

**Figure 1**

*Figure Titles Above Figures and Keep Them Brief, Capitalizing All Major Words*



CHAPTER 5: CHAPTER 5 TITLE

Typically, Chapter 5 offers a conclusion or recommendation, which is required per the Title 5 Education Code. Here, you might indicate what specifically has been derived from your research and offer future researchers’ recommendations for how the work might be expanded. Consult with your committee when crafting the conclusion chapter of your project. It is likely that you will want to simply title Chapter 5, CONCLUSION.

First-Level Heading

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Second Level Headings too Long for One Line Are Placed on Two or More Lines

Second level headings should be rendered in title case with all major words capitalized. The template returns to *project text* style, takes the spacing back to the normal 24-point line spacing mode.

Third Level Heading: Flush Left, Bold Italic, Title Case Heading

Use the *3rd-Level Side Hdg* style for this level of heading. The text will begin as a new paragraph. The template returns to *project text* style, takes the spacing back to the normal 24-point line spacing mode.

First-Level Heading

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REFERENCES

REFERENCES

(Begin typing your reference list here. Check the APA 6th edition *Publication Manual* for the correct format of how author names, dates, journal titles, etc. should appear. For this list, use a hanging indent, double spaces within each entry, and double spaces between entries. To convert to this style, highlight your entries and switch to the *References* style in the style box.)

(The second entry will appear on this line in the list after pressing the return key, repeating the hanging indent style . . .)

(Unlike the first page of your references, the second page of the reference list will show a page number in the upper right-hand corner. Use *Page Layout* or *Print Preview* to see this.)

APPENDICES

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