Formatting Checklist for DNP Project Paper

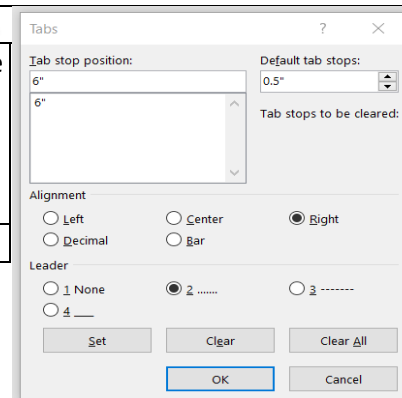|	
TITLE PAGE - See **Appendix F - DNP Project Title Page**, located in the DNP Project Guidelines document	
	Double-space text on title page
	Top of page: Title of DNP Project
	Middle of page: Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of Nursing Practice at the University of Kentucky
	Bottom of page: • Student Name (first name, middle initial/s, and last name). **NOTE: Do not include "DNP" after your name on your project title page. You may list other credentials.** • City, State • Year
	The title page should NOT be numbered and should NOT include a running header.
PAGE FORMATTING & FONT	
	Do Not Include a Running Header
	Margins: Use a 1-inch top, bottom, left and right margins.
	Line Spacing: Use 1.5 or double spacing in the body of the project manuscript. • Single-space footnotes, long quotations and similar text. • Use same spacing as the project manuscript for abstract, acknowledgements, references, etc.
	Justification: Use either left or full justification in the body of the text.
	Pagination: Starting with the Abstract page (page 1), use Arabic numbers (1, 2, 3, etc.) for the body of the report, references, tables, figures, appendices and vita.
	Page numbers should be centered, 0.5 inches from the bottom of the page
	Font: Use a standard 10-12 point font. Use the same size font for all text.
	If there aren't at least two lines of text following a heading or subheading on a page, move all to next page.
TABLES & FIGURES	
	Use the entire name of the table/figure in the List of Tables and/or List of Figures
	The title of the Table/Figure must be on the same page as the Table/Figure
	Don't put multiple Tables/Figures on the same page unless the entire Table/Figure fits on the page.
TABLE OF CONTENTS	
	Check page numbers in Table of Contents when changes are made to body of paper.
	Include complete titles of all headings and subheadings
	Use leader dots [……] in the Tabs settings to align page numbers
	Do not include tables, figures and appendices in the Table of Contents. Create separate lists for each. You can include List of Tables, List of Figures, List of Appendices line items in the Table of Contents. The Lists should follow References in the Table of Contents, but the actual Tables, Figures and Appendices should be after References in the body of the paper.
	Refer to the sample Table of Contents below.

Table of Contents

> List of Tables (if applicable) ....

> List of Figures (if applicable) ....

> List of Appendices (if applicable) ....

List of Tables

List of Figures

List of Appendices