

DNP Manuscript

The Order of Elements for the paper is as follows:

Front Matter

- Title Page
- Copyright Page
- Abstract (*typically limited to 250 words. Also included on this page is the **Keywords** section: three to five words that describe the most important aspects of your paper and help readers find your work during a database search*)
- Table of Contents
- List of Tables
- List of Figures (if applicable)
- Acknowledgements

Text

Chapter 1: The title serves as the Level 1 heading. Subsequent level headings in this section should be relative to those which state the problem (content in this chapter identify the purpose of the project, clinical questions, and the theoretical framework employed)

Chapter 2: Review of the Literature

Chapter 3: Methodology (this section includes study setting, sample/participants, study instrument(s), data collection, ethical considerations, timeline)

Chapter 4: Results (this section is for objective analysis of the data)

Chapter 5: Discussion (this section interprets the results and assesses its significance, as well as identifies strengths, limitations, and in conclusion, possible implications)

Back Matter

- References
- Tables
- Figures
- Appendices

Submission for Approval

A final draft of the DNP manuscript must be submitted to the DNP Project Committee no later than two weeks *before* the scheduled Project Defense. The manuscript will be discussed and evaluated during the DNP Project Defense. Any revisions to the DNP manuscript are due to the DNP Project Committee no later than one week after the DNP Project Defense. The DNP manuscript must be successfully completed prior to graduation. Students are encouraged to submit their DNP manuscript for publication.

Important Steps in Preparing Your Manuscript for Deposit

You must submit your dissertation to ProQuest by **May 1** for May graduates, **August 1** for August graduates, and **December 1** for December graduates.

Please note that if you have images in your dissertation that are not in the public domain, you will need to upload permissions documentation along with your dissertation. Please gather these documents (in pdf format) prior to sitting down to submit.

Before you submit you will also need to embed your fonts in Word and convert your dissertation document to an archival format, PDF/A-1b. This process ensures your document will be accessible across operating systems and software through time. If you do not have access to Adobe Acrobat Pro, then the Librarian will need to complete these steps for you. If you have access to the software and would like to convert your document on your own, the instructions are as follows:

1. In Word:

Embedding Fonts

- In Microsoft Word, go to **File > Options**.
- In the Options box, select the **Save** option in the left-hand menu.
- At the bottom of the right-hand menu, under “**Preserve fidelity when sharing this document,**” there are two options. Check “**embed fonts in this document.**” Make sure the two options below this checkbox *are not checked*.
- Save the document.

Save As PDF

- Go to **File > Save As**.
- From the **Save As** type drop-down menu, select PDF.

2. In Adobe Acrobat Pro:

- Open the PDF you just created with embedded fonts.
- Under tools > **Print Production**, Select **Preflight**.

- If you don't have the Print Production tool menu on the right-hand side, select the **Customize** drop-down menu above it, click **Create New Tool Set**, and create a tool set which includes the Print Production tool menu.
- Expand the **PDF/A Compliance** menu.
- Select **Convert to PDF/A-1b**.
- Click **Analyze and Fix**.
- Save the document.

3. Submitting to ProQuest

- Once you have a PDF in archival format with embedded fonts, you will submit your dissertation through the ProQuest UMI Electronic Theses and Dissertations website. Go to <https://etdadmin.com/cgi-bin/home>, create an account, and complete the guided submission process.
- The ProQuest UMI ETD submission process includes the following **decision points**.
 - Setting an embargo (for students in talks with publishers)
 - Search engine optimization (recommended)
 - Setting metadata – what keywords or search terms will allow future researchers to find your work?
 - Traditional vs. Open Access publishing – Select Traditional Publishing. Students can publish Open Access for free via the Salve Regina University institutional repository, Digital Commons: http://digitalcommons.salve.edu/phd_dissertations/. ProQuest charges \$95 for its service, which it offers for students whose institutions do not have repositories. Publishing in Digital Commons is allowed under ProQuest's Traditional Publishing agreement.
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 - Uploading the dissertation and any supplemental files. The upload limit is 1000 MB; most dissertations are under 10 MB. ProQuest supports to inclusion of digital files, such as datasets or multimedia. These files will need to be described in your abstract.
 - Uploading copyright permissions documents. These must be submitted for any non-public domain materials used in the dissertation that were not created by the dissertation writer. This includes, among many other things, images found on the Internet.

Important reminders

- You must submit your completed signature page to the Graduate Program Director before submitting your dissertation. The signature page will **not** be scanned into the digital copy of your dissertation in order to minimize the presence of faculty signatures online.

- You do **not** need to print a hard copy of your dissertation – ProQuest will send the library a bound copy. This will appear on your final invoice but you will not be charged for it.
- ProQuest UMI ETD provides a series of guides on publication and copyright considerations for dissertation publishing. You are encouraged to review these guidelines before submitting your dissertation.
- If media (video, audio, computer programs, and/or significant number of images) needs to be included with the dissertation, please be sure to pay attention to the requirements for supplemental files.
- If the dissertation includes equations, please note that the Microsoft Word Equation Editor should *not* be used. Instead, use italic Times New Roman font and Symbol font along with superscripts and subscripts to create equations.
- Increasingly, dissertation writers are using images and media in their dissertations. The usual Fair Use guidelines for using other people’s creations (photographs, artwork, infographics, etc.) for educational use do not apply to dissertations because they are published. It is not enough to cite the source of media you did not create. **Students are responsible for obtaining copyright clearance for all non-public domain media used in their dissertations.**
- The library will not help revise your dissertation submission once the deadline has passed (May 1st, August 1st, or December 1st, depending). If you notice an error you wish to change in your dissertation after it has been delivered to ProQuest, you must contact ProQuest customer service to change the document. There will be a fee.

There are some additional resources from ProQuest here: See *ProQuest Documentation and Resources* on McKillop Library’s DNP Project page: <https://salve.libguides.com/dnpguide>

The final product will be a DNP manuscript of the project in a publishable form for ProQuest.

To publish your research as an article to disseminate to the profession, you must look at the author’s notes sections of professional journals to obtain information on guidelines for submitting a manuscript (i.e., length, font, etc.). **Students must identify and use the journal guidelines where they intend to submit their work.**