Writing a Professional Paper

2020

Organizing your paper

- Read your assignment carefully and highlight vital information.

GRAHAM HOSPITAL
SCHOOL OF NURSING

NUR 111 - INTRODUCTION TO NURSING CARE OF THE ADULT CLIENT
GUIDELINES FOR RESEARCH NURSING PAPER

To assist you in writing a formal paper, the following guidelines are offered:

1. You will be assigned a topic by the instructor.
2. In your paper, you must:
   A. Give a brief *introduction* of what your paper will be about, including a topic sentence.
   B. Discuss the *normal physiology* of the body system involved.
   C. Discuss the *pathophysiology* of the problem you are writing about.
   D. Explain *findings* (signs/symptoms) determined through nursing assessment, include risk factors.
   E. Identify *2 nursing diagnoses* relevant to this problem; including appropriate related-to classes; then *discuss and plan care for the priority nursing diagnosis*.
   F. Plan nursing care, including *outcome criteria/goals*, **discuss** *nursing interventions* to assist an individual with this problem to eliminate or cope with their abnormal health pattern; these must be relevant to the priority nursing diagnosis; each intervention must have an appropriate scientific rationale which is cited.
   G. Discuss and incorporate *medical interventions* with the nursing interventions.
   H. Provide an appropriate *conclusion* that summarizes the content discussed.
3. APA is the format required for the style of the paper. Use your APA booklet by Perrin for guidance. The library is also a good resource if you have problems.
4. Include a title page, content pages, and reference page(s). Please note: references include only material you have read and documented in your paper.
5. Document your information using 2 nursing journals, 2 nursing-oriented textbooks, and 2 online sources (more is fine). One of these sources (online or journal article) must be a research article. All references should have been published within the past 5 years. If you want to use a "classic" source, contact your instructor for approval. If you use any book that isn't from the GHSON library, copy the front & back of the title page; or if you use a journal article that isn't from GHSON library, copy the article. These copies must be submitted with your reference paper.
6. Review your paper for grammar, spelling, and punctuation. Paper must be typed (size 12 font and in Times New Roman print).
7. The text of your paper should be ten to twelve typed double-spaced pages. This does not include title or reference pages.
8. The paper is due **Monday, March 16, 2020** at 0830, along with the Research Prewriting Assignment.
9. The paper is worth 50 points.
10. Follow the guidelines for written work found in your Student Handbook.
11. Do not hesitate to contact your instructor for assistance.

Attached you will find the criteria that will be used to evaluate your paper.

Revised 12/98, 11/99, 12/00, 12/01, 12/02, 1/04, 1/05, 1/06, 1/07, 1/08, 1/09; 1/10, 1/11; 1/12; 1/13; 2/14; 1/15, 1/16, 1/19, 1/20

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NUR 111 – INTRODUCTION TO NURSING CARE OF THE ADULT CLIENT
GRADING FORM FOR FORMAL NURSING PAPER

I. Body of the Paper - 40 points

A. Components
   1. Introduction (2)
   2. Normal physiology & pathophysiology of alteration, including signs and symptoms (18)
   3. Nursing Process: (18)
      Assessment
      Diagnoses (2 nursing diagnoses; choose priority diagnosis to discuss)
      Planning: Outcome criteria/goals and interventions with rationales
   4. Conclusion (2)

II. Mechanics of the Paper - 10 points

A. APA format (4)
   Follow the *Pocket guide to APA style* by Robert Perrin and the laminated APA Format Guide (given by the library) for guidance and examples.
      Title page; all pages with running head & page numbers on all pages.
      Body of paper
      Citations in paper
      Reference page
B. Appropriate sources (2)
      Professional sources:
      2-3 nursing journal sources
      2-3 nursing/medical textbooks
      2 online sources (Wikipedia is **not** an acceptable nor a professional source).
      Include at least one (1) research-based article, whether online or print copy.
C. Organization and Paper Structure (4)
      Accurate use of terminology/grammar/spelling/neatness
      Follows guidelines
      Entire paper is to be in narrative format-do not use care plan form.
      Completed Research Prewriting Assignment turned in with paper.

Turn in this form with your paper. Your paper should NOT be stapled and must be in a 2-pocket folder; do NOT put your name on the folder.

Topic_____

Student_____

Instructor_____ Total Points_____

Organizing your paper

- How many pages are a minimum and maximum?
- What types of and how many resources are required?
  - Total number
    - Journal Articles
      - Evidence Based or Research
    - Websites
    - Movies
    - Books – Your textbooks are excellent resources.
- How many points are assigned to what sections?
  - Look at the total points available.
  - Use this information to break the specific areas into appropriate lengths based on points for those areas.

Finding & organizing sources

- Start gathering your resources right away.

  - The sooner this is started the more likely the information that is needed can be found and, if necessary, interlibrary loaned for free.

  - Read your textbooks and mark appropriate pages in textbooks with sticky notes.

Finding & organizing sources

- Organize your resources (notes, drafts, references, articles):
    - -Print and organize in paper folders or in a 3 ring binder, separated by subjects
    - -Organize your resources by creating electronic folders labeled by subjects.
    - -Another option is to write and organize your paper in Powerpoint format so that you can easily shift, add and delete slides, paragraphs or sections.
- The copy machine has a scanning function that is free. Print resources can be scanned as a PDF and are automatically saved to the common drive. The document can then be emailed.
- Ask for help.

Writing scholarly papers

Chapter 1
- Subject and Topic
- Thesis Statements, Hypotheses, or Stated Objectives
- Research Goals
- Research Methods
- **Evaluating Sources**
- **Note-Taking**
- **Plagiarism**
- Planning
- Writing Strategies

How to break down a large writing assignment into manageable parts

- Depending on length, a paper can often be broken into smaller complete sections and then put together, with an introduction and conclusion.

- Is any type of outline provided by the instructor?
  - If so, be sure to follow their outline.
  - Use the outline as a checklist.
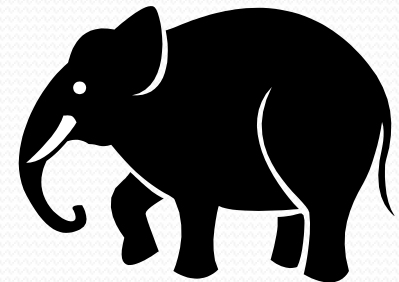
Start the writing process by creating the electronic document

- Title page, Body and Reference Page
  - Set up the paper using the correct font style and size and one inch margins.
  - Set Word to save every 3-5 minutes: File > Options > Save.
  - Create an electronic folder for the assignment.
  - As information is added, save the paper with the date included in the file name so the different versions can be identified and you always start work on the most recent.
  - Save the document in multiple formats – hard drive, flash drive, CD, on your personal home drive on the Graham network, to the cloud, **email to yourself**. All formats have failed in one way or another.
  - As large portions are completed, print it. It is much easier to retype than rethink or recreate.

Writing tips based on past papers

- Don't personalize your paper using I, you, my, etc.
- It is unacceptable to use a personal experience in a research based professional paper. Every paragraph needs to be based on a nursing resource.
- Your grade will be marked down if it is written as a personal narrative.
- Many times students select health related topics because of a personal interest or experience, but comments of a personal nature are not acceptable in a research paper.

Writing tips based on past papers

- Do not use contractions, such as don't, can't, etc.
- Don't use informal language, slang or casual abbreviations, such as kind of, a lot, go figure, anyways, the long and the short of it, up to par, etc.
- You may use medical abbreviations (such as *BPH, HTN, NSAID*) as long as you write out the term the first time you use it and include the abbreviation in parenthesis: Benign prostatic hyperplasia (BPH). Then, you may use just the abbreviation after that.
- The only time that parentheses should be used is when citing a resource or an abbreviation. DO NOT use them to clarify information within the text. Rewrite the sentence to include the information or to clarify using additional sentences.
- Know how to correctly use colons (:) and semicolons (;) or don't use them. Better to avoid using them at all than to use them incorrectly.

References

- As articles, books, websites, etc. are recognized as sources you want to use, write the reference in APA format.
  - Hand write the reference in APA format at the top of the article.
  - Attach an index card to the article and write the reference in APA format on it.
  - **Better yet,** add the reference in APA format directly to your electronic reference page that is already set up.

Tips for avoiding plagiarism

- Recognize and identify types of notes as you write them.
- When taking notes, read an entire section, as many times as you need to understand it, then close the book or cover the text and rephrase it in your own words as you write it down from memory, either electronically, in a notebook or on notecards or photocopies.
- **Do not** write your paper from another author's highlighted text.
- **Do not** just exchange or substitute individual words or invert a sentence. That does not make it your own.
- When writing exact words, put them in quotation marks in your notes and immediately note the source.
- Check your written words against the original text.

Tips for avoiding plagiarism

- Plagiarism checkers
  - TURNITIN
  - EASYBIB
  - BIBME
  - PLAGIARISMDETECTOR
  - GRAMMARLY
  - CITATIONMACHINE
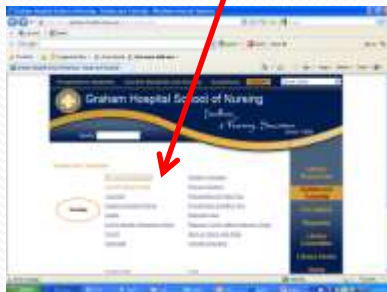
Additional APA help

Common drive: APA folder

Publication Manual, 6th Ed. of the American Psychological Association

APA Format 6th Edition Trifold

GHSON website >
Library resources >
Guides and tutorials >
APA 6th ed.

Library Book Section: PE 1408

Library Computer
Lab Bulletin Board

APA: A quick refresher

- Times New Roman 12 point font

- 1 inch margins

- Double space the entire document.

- Title page with header and centered title/author information.

- Body of paper with header and title of paper centered on the first line of text.

- Reference page with header and the word Reference(s) centered on the first line of text.

Title page

- Include in header:

Running head: TITLE OF PAPER IN ALL CAPS justified to the left with the page number justified right.

- Centered horizontally and vertically
  - Title with upper and lower case letters (headline capalization)
  - Name of author
  - Affiliation – Graham Hospital School of Nursing

Title page

- **Headline-Style Capitalization**

- Capitalize the first and last word. Capitalize the first word following a colon. Capitalize all other words except articles (a, an, the), to, and conjunctions or prepositions of three or fewer letters.

- For example, do not capitalize: a, an, the, and, but, or, yet, for, nor, so, as, at, but, by, for, in, of, off, on, per, via, unless they're the first or last word.

Body of paper

- Header with title and page number.
- Title of paper on the first line of the text in upper and lower case, centered.
- The first line of every paragraph needs to be indented. Use the tab function.
- Be sure that your spacing between paragraphs isn't more than double spaced.

Body of the Paper
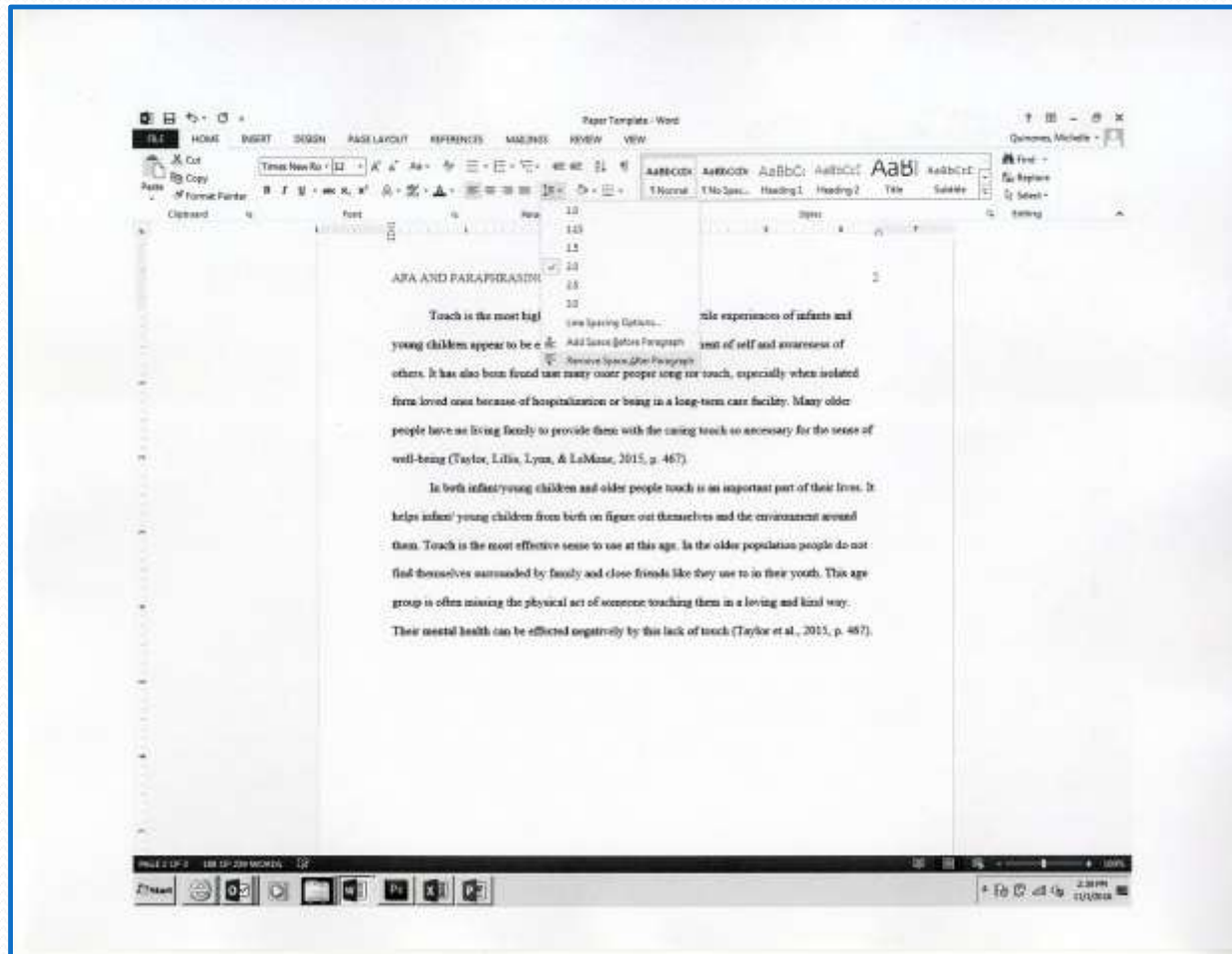
Citing within the paper

Research papers do not include information that the writer just knows. All information must be found from a reputable source or sources. Consequently,

- most paragraphs, excluding the introduction and conclusion, will have at least one in-text citation to reference where the information or idea came from.

- if the information or ideas in one paragraph come from a single source, the in-text citation should be placed at the end of the paragraph (Perrin, 2015, p. 67).

- If there is a direct quote, it requires a citation directly after the quote and at the end of the paragraph as well.

Citing within the paper

- If different information or ideas are used from several sources in the same paragraph, cite each source right after that source's thought is expressed.

- If the same information or idea presented in a paragraph was found in several sources, the citation at the end of the paragraph may include multiple references. Organize them alphabetically by the authors' last names, and separated by semi-colons.

  (Perrin, 2015, p. 67; American Psychological Association, 2010, p. 174).

Citing within the paper

- If the Reference page is completed as sources are used, then citing within the paper is easy.
  - 1 author: (Fisher, 2003, pp. 95-98).
  - 2 authors: (Haugen, & Galura, 2011, p. 156).
  - 3-5 authors: (Ackley, Ladwig, & Makic, 2017, p. 45). Subsequent times: (Ackley et al., 2017, p. 45).
  - 6 or more authors: (Cavadar et al., 2007, p. 6).

- Use the table on page 177 of the APA Publication Manual or on the back of the APA guide for examples.

Reference page
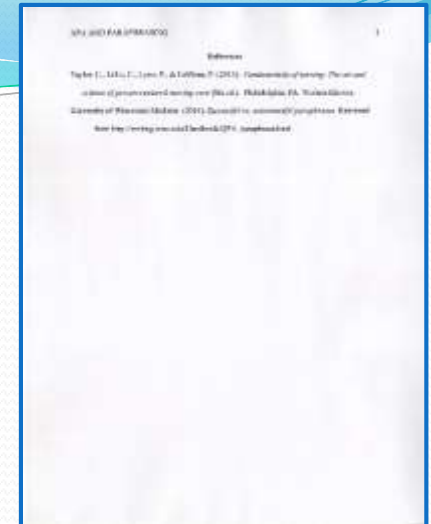
- List the references in alphabetical order by the last name of the first author listed.
- In a reference, always list the authors in the order shown on the title page of the book or at the beginning of a journal article.
  - Never change the order to make them alphabetical – they are listed in a specific order based on information contributed and levels of responsibility.
  - Groups, corporations or associations may be used as an author, if there is no personal author.
  - Double check that all references on the reference page have been used in the paper and all references used in the paper are included on the reference page.

Reference page

- Generally, all references follow a basic format. Additional examples start on page 77 of the APA text.

- Journal Article
  - Author. (Year). Article title. *Journal Title*, *vol*(issue #), page numbers.
- Movie
  - Director and Producer. (Year). *Movie title* [Format]. Country: Corporation.
- Book
  - Author. (Year). *Book title* (edition #, 5th ed.). City, State abbreviation: Publisher.
- Website
  - Author. (Year). *Title of information*. Retrieved from: website

Follow instructions

- **Take the time to look at assignment instructions thoroughly.**

- Read through the paper. Were all of the instructions completed?

- Does the assignment require it to be emailed, submitted via a drop box, or printed, stapled and put in a folder ?

- Does every paragraph, other than the introduction and conclusion have an in-text citation?

Editing

- Cut, don't add. Tighten your words and thoughts for concise writing.

- Avoid showy words and phrases, wordiness, jargon, slang and clichés. Use practical, formal language.

- Avoid redundancy. Make your statement and move on.

- Eliminate unnecessary adjectives and adverbs.

Editing

- Watch for run-on sentences.

- Use active verbs, rather than passive verbs, whenever possible.

- Keep commas and periods inside quotation marks.

- Do a grammar check, but don't depend on it.

Proofreading

- Read the completed paper out loud slowly. Proofread when you are most alert.

- Have someone else read and check your paper.

- Start at the end of the paper and read each paragraph individually.

- Spell check, but don't depend on it.

Proofreading

- Double check punctuation, font variations, spelling of proper names, capitalization. Do not use exclamation marks or symbols.

- Avoid, explain or define all acronyms and abbreviations.

- There is an Editing and Proofreading guide in the Guides and Instruction section of the Library Resources web page.

Finally,

- Once you're finished with your paper, print it out. Find a table, counter, bed, even the floor, any large flat surface and lay your paper out in order.

Then just slowly eyeball it.

Looking at the formatting one page following the other will help you see discrepancies-if your margins, spacing, pagination, etc. are off.

References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: Author.

Perrin, R. (2018). *Pocket guide to APA style* (6th ed.). Boston, MA: Cengage Learning.