I’VE FINISHED MY MAJOR PAPER, NOW WHAT?

Use the check list below to make sure you are ready for format review:

− Have you completed ALL the edits requested by your 1st, 2nd, and 3rd readers and have they each signed off on their part of the review process?
− Review your paper one final time and make sure of the following BEFORE you print a copy to submit for format review:
  o ACCEPT ALL CHANGES and make sure that track changes are not still appearing
  o Make sure that you have not deleted the blank page at the beginning of the template.
  o Check your margins and make sure that the left margin = 1 ½” ALL THE WAY THROUGH the document and the top margin = 1”
  o Make sure you have updated the bracketed text on the TITLE and SIGNATURE PAGES and removed the yellow highlights (this is the paper title, your name and date). Include source of support on title page (if any received) for completion of the project
  o Your ABSTRACT does not exceed one page and includes a statement of the problem, description of your project, and a summary of the findings and implications for advanced nursing practice
  o ACKNOWLEDGEMENTS are optional. If including, limit to one page (about 250 words); if not including, delete the page
  o Carefully review any images, tables, charts or graphs to ensure they display properly, do not cut off the page or surpass the margins. You may need to minimize font size, adjust column widths or change the page orientation to landscape. See the instructions on the libguide: http://library.ric.edu/msnresources/majorpaper to insert section breaks and change page orientation for a section, if needed. Also ensure that tables or graphs are not broken up between pages and include corresponding headings, table or chart numbers next to them (not on the page before or after).
  o Make sure that page 1 begins with the first page of the body of the paper and is continuous throughout the body, references and any appendices. The pages before “page 1” (title page, signature page, acknowledgements, table of contents, etc.) should NOT be numbered.
  o Make sure section headings exactly match those listed on the Table of Contents.
  o Make sure each section starts on a new page (insert page breaks if necessary)
  o Finally, check to make sure that page numbers listed in the Table of Contents match the actual page number of the section --DO THIS LAST since other edits above may shift pagination.
  o Print one copy on regular paper and contact Ellen Morais to schedule an appointment for format review. Since this is just a draft copy you may print in black and white; double sided is acceptable (note: final copies can also be turned in black/white but CANNOT be double sided).

After check/review of format, Ellen will let you know if you are ready to print final copies or make additional changes to formatting. When complete, send an electronic copy to Dr. Misto at kmisto@ric.edu.

Congratulations on completion of your major paper!