

General formatting requirements

Comment [1]:
Layout: 1 inch margins
Font: Times New Roman 12,
Calibri 11
Arial 11
Lucina Sans Unicode10
Georgia 11

Paragraph:
• Double spaced
• First line indented
• NO extra spaces between paragraph
Page number: top right corner

Title of the Paper

Comment [2]: Title of the paper goes in the middle of the page, centered.
Course title and number below

Course Title (e.g. Fundamentals of Nursing)

Course Number (e.g. N 394)

Student's Name

A course assignment presented to Nursing Department in partial fulfillment of the requirements
for the Associate of Science Degree at De Anza College

Comment [3]: Mandatory disclosure statement

Month DD, YYYY

Comment [4]: Date of completion using Month DD, YYYY format (e.g. May 11, 2016)

Title of the Paper

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec ut accumsan enim.

Phasellus vestibulum mi sed felis congue, ornare aliquam lorem gravida United States (US).

Nunc nec malesuada tortor, eget tristique lacus. Suspendisse cursus enim pulvinar, tempor tortor et, posuere mi.

Heading (1st level)

Aenean dictum velit in ipsum venenatis, et convallis elit condimentum. Nunc viverra urna orci (Bentley, 2006). Fusce ut mauris placerat, cursus lectus in, euismod lacus. Nulla non blandit elit. Proin vitae malesuada nisl.

Bandura (1997) states donec a diam sed orci commodo dignissim quis et magna.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.

Nulla aliquam aliquet ipsum, vel ornare turpis tincidunt eu. Pellentesque fermentum rutrum eros, nec ultrices magna condimentum quis. Nam vitae nisi porttitor purus vulputate pharetra. Proin

fringilla placerat nunc id luctus (Leininger et al, 2002). Morbi at aliquet velit. Ut nisl nunc,

fringilla id sem vitae, fermentum pharetra ante. In nec eleifend mi. Suspendisse potenti. Integer

at lorem id urna suscipit porttitor. Maecenas felis erat, tincidunt sed ante sodales, ultrices

fermentum elit. Maecenas porttitor posuere eros, quis euismod nisl tempus accumsan.

Suspendisse potenti.

Level 2 Heading

Suspendisse Leninger et al, (2002) quis volutpat lectus, eu volutpat justo.

Suspendisse pretium diam ligula, id fringilla velit porttitor pretium. Donec venenatis rhoncus

erat, sit amet suscipit sem porta sed. Donec ac lorem sed odio venenatis facilisis. Etiam

elementum, massa sit amet semper rutrum, felis purus iaculis urna, eu scelerisque augue quam

Comment [5]: Centered, normal typeface.

Comment [6]: Begin paper with an introductory paragraph(s) describing what the paper is about and what will be discussed. Introduction follows the title of the paper; DO NOT put 'Introduction' heading.

Comment [7]: Use long form of the names in the first instance followed by the acronym in the brackets. Use the acronym thereafter.

e.g.
1st instance:
... felis congue American Nursing Academy (ANA) lorem....
Subsequently:
... felis congue ANA lorem....

Comment [8]: 1st level heading:
••Bold
••Centered

Comment [9]: Referencing work(s) by a single author in the body of paper:

- ... diam sed orci (Author, YYYY)...
- ... Author (YYYY) diam sed orci

Comment [10]: See previous comment

Comment [11]: Referencing work(s) by 2 authors:

- ... diam sed orci (Author et al, YYYY)
- ... diam Author and Author (YYYY) sed orci
- "Ampersand '&'" can be used only inside parenthesis unless it is a part of a proper name

Comment [12]: Level 2 headings:
••Boldface
••Flushed left

Comment [13]: See previous comment

nec metus. Nullam enim lectus, suscipit at laoreet ut, volutpat quis massa. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam sit amet laoreet velit. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed nec volutpat dolor, quis adipiscing diam. Aenean egestas arcu ut luctus vestibulum. Nulla fermentum ligula ac mi ultricies varius quis nec massa. Integer mattis velit lacus, vel tempus ante pretium id.

Aenean Jones et al (2004) tempus ante at erat congue pharetra. Cras ipsum lorem, pulvinar id fringilla nec, consequat vitae sem. Fusce sodales felis vel convallis varius. Nam vitae nisi id sapien molestie euismod sed sed urna. Donec quis lectus a nisi auctor commodo. Curabitur malesuada gravida dolor vitae ullamcorper. Praesent convallis viverra lacus et placerat. Nunc porta pretium nunc egestas tincidunt. Quisque ullamcorper eget neque eu rutrum. Donec metus nunc, volutpat eu laoreet rutrum, ultrices ac dui. Ut et turpis quis lorem suscipit mattis. Morbi adipiscing enim elit, scelerisque aliquet tellus auctor ac.

Pellentesque Jones et al. (2004) egestas sagittis neque. Aliquam bibendum ligula vel ipsum porta consequat. Nunc ligula ipsum, imperdiet vitae libero et, commodo gravida est. Ut sollicitudin molestie nunc, adipiscing ultrices magna mattis ac. Quisque sed tincidunt metus. Phasellus rhoncus quam a turpis condimentum elementum (Grieco et al., 2010). Phasellus sit amet risus laoreet, consectetur ipsum a, varius lectus. Ut venenatis massa rhoncus urna ornare, eget condimentum dui laoreet. Sed at turpis vitae mauris iaculis interdum.

Level 3 heading. Pellentesque gestas sagittis neque. Aliquam bibendum ligula vel ipsum porta consequat. Nunc ligula American Nursing Academy (ANA) ipsum, imperdiet vitae libero et, commodo gravida est. Ut sollicitudin molestie nunc, adipiscing ultrices magna mattis ac. Quisque sed tincidunt metus (ANA, 1996). Phasellus rhoncus quam a turpis condimentum elementum. Phasellus sit amet risus laoreet, consectetur ipsum a, varius lectus. Ut venenatis

Comment [14]: Referencing work(s) by 2 or more authors:

- Author et al., YYYY

e.g.

First instance:

...Jones, Cason and Bond (2004) tempus should
Actually documented as:

...Jones et al. (2004) tempus...

...felis vel convallis (Jones et al., 2004)

Comment [15]: See previous comment

Comment [16]: Referencing work by multiple authors:
Always use abbreviated form Author et al. (YYYY) or (Author et al., YYYY)

Comment [17]: Level 3 heading

- Indented
- Boldface
- Only first word capitalized
- Period at the end

Comment [18]: Acronym defined

Comment [19]: When an agency is an author, use acronym in reference IF the meaning of the acronym has already been defined. Otherwise, use full name and define acronym for subsequent use:

e.g.

Acronym previously defined:
tincidunt metus (ANA, 1996)...

Acronym not previously defined:
... tincidunt metus (American Nursing Academy [ANA], 1996)....

massa rhoncus urna ornare, eget condimentum dui laoreet. Sed at turpis vitae mauris iaculis interdum.

Level 3 heading. Pellentesque gestas sagittis neque. Aliquam bibendum ligula vel ipsum porta consequat. Nunc ligula American Nursing Academy (ANA) ipsum, imperdiet vitae libero et, commodo gravida est. Ut sollicitudin molestie nunc, adipiscing ultrices magna mattis ac. Quisque sed tincidunt metus (ANA, 1996). Phasellus rhoncus quam a turpis condimentum elementum (See Appendix A). Phasellus sit amet risus laoreet, consectetur ipsum a, varius lectus. Ut venenatis massa rhoncus urna ornare, eget condimentum dui laoreet. Sed at turpis vitae mauris iaculis interdum.

Comment [20]: Use appendices to provide additional information that would not normally be included in the text such as table, figures, bibliographies, etc.

Conclusion

Fusce sodales felis vel convallis varius. Nam vitae nisi id sapien molestie euismod sed sed urna. Donec quis lectus a nisi auctor commodo. Curabitur malesuada gravida dolor vitae ullamcorper. Praesent convallis viverra lacus et placerat. Nunc porta pretium nunc egestas tincidunt. Quisque ullamcorper eget neque eu rutrum. Donec metus nunc, volutpat eu laoreet rutrum, ultrices ac dui. Ut et turpis quis lorem suscipit mattis. Morbi adipiscing enim elit, scelerisque aliquet tellus auctor ac.

Comment [21]: ALWAYS finish the paper with a discrete conclusion paragraph(s) summarizing the discussion presented in the body of the paper, and provide a short comment about your learning, future scholarly endeavors, etc. Use 1st level heading to separate the conclusion from the rest of the paper. In

References

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Grieco, E. M., Acosta, Y. D., de la Cruz, G. P., Gambino, C., Gryn, T., Larsen, L., Trevelyan, E. N. & Walters, N. (2012). *The foreign-born population in the United States: 2010*. U.S. Census Bureau.

Institute of Medicine (2002). *Unequal treatment: What healthcare providers need to know about racial and ethnic disparities in healthcare*. <http://iom>

<http://www.iom.edu/~media/Files/Report%20Files/2003/Unequal-Treatment-Confronting-Racial-and-Ethnic-Disparities-in-Health-Care/DisparitiesAdmin8pg.pdf>

Jones, M. E., Cason, C. L. & Bond, M. L. (2004). Cultural attitudes, knowledge and skills of health workforce. *Journal of Transcultural Nursing*, 15(4), 283-290.

Comment [22]:

List references on the page following the conclusion 'References' bold, centered on top of the page. Entries in the reference list MUST correspond to references used in the body of the paper. Use 'hanging indent' for references.

Comment [23]:

Articles in periodicals:

Author(s) (YYYY). Title of the article (note that you capitalize only the first word and the word following ";" or ":"). Journal Name (Capitalized and italicized). Volume number if available (italicized), Issue number (in brackets, normal typeface), page numbers.

Comment [24]:

Book(s):

Author(s) (YYYY). Title (italicized, capitalize only the first word and the word following ";" or ":"). Publisher's name.

Comment [25]:

Web based sources: (in italics)

Author (YYYY). Title. (exact URL)

Appendix A

Comment [27]: Use appendix / appendices to provide additional information or information that cannot be included in the body of the paper such as figures, graphs, tables, bibliographic entries, etc. Include note (see Appendix X) in the body of paper.

Tiger and Bison Similarities and Differences

