

Winona State University

Graduate Programs in Nursing

**RESEARCH
GUIDELINES**



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One requirement for the Master of Science Degree in Nursing is completion of a thesis or professional study. The purpose of this document is to provide students with information on the research requirement in this program. Specifically discussed are:

- Comparison of thesis and professional study options.
- Descriptions of essential processes to meet the research requirement including student, research advisor, and research committee responsibilities.
- Paperwork and forms that need to be completed at various stages of the process.

THESIS OR PROFESSIONAL STUDY?

Students have the option of doing either a thesis or a professional study. Throughout this document, the term “research project” refers to both thesis and professional study. Both options are concerned with the research foundation on which clinical practice is based. Two important documents describe the purposes of research preparation at the Master’s level in nursing.

American Association of Colleges of Nursing:

Master's programs prepare nurses to critique research and to implement changes in practice based on research data. Their leadership skills enable them to form teams of professionals, and to initiate and evaluate new practice policies and programs within their agencies and professional groups. They identify practice and systems problems that need to be studied and collaborate with other scientists to generate new studies based on their expertise (1999, Creating a Research Culture section, para 5).

American Nurses Association:

Master's prepared nurses are able to assume the role of clinical expert collaborating with experienced investigators in proposal development, data collection, data analysis and interpretation ... Master's prepared clinicians or administrators help to create a climate in the practice setting that supports scholarly inquiry, scientific integrity and scientific investigation of clinical nursing problems, and provide leadership for integrating findings in clinical practice (1997, Master's Degree in Nursing section, para 1).

Students should choose the research project option in conjunction with the research advisor, and after taking N510. This course provides a foundation for clarifying the focus and scope of proposed research projects and introduces students to faculty research interests and potential research advisors. Both options require students to frame a question in the context of clinical significance and to analyze levels of evidence in the literature related to the problem area of interest. Both options require that students demonstrate an ability to analyze, interpret and present data to answer a question with clinical significance. In the thesis option this requirement is met through the research project while in the professional study this requirement need not be directly related to the research project. Both options require a capstone writing experience (see WSU Graduate Catalog). In the thesis option, students accomplish this through a bound thesis document, while in the professional study option the written product is negotiated with the committee. Table 1 addresses some frequently asked questions related to the two options.

Table 1: A Comparison of Thesis and Professional Study Research Options

	Thesis	Professional Study
Emphasis	Conduct of research related to a clinical question.	Analysis and synthesis of information related to a clinical question, using a variety of knowledge bases.
Goal	Contribution to an open knowledge base that may be referenced by others.	Development of a clinical practice recommendation.
Literature review	Required.	Required.
Data analysis	Required, related to thesis.	Required, negotiated with research committee.
End product	Bound thesis, chapter 5 may be a manuscript.	**Capstone writing experience, negotiated with committee.
Research Advisor	***Nursing faculty with Graduate Faculty Status “Full” or “2 with approval of Graduate Council”.	***Nursing faculty with Graduate Faculty Status “Full” or “2 with approval of Graduate Council”.
Research Committee	Research advisor and 2 additional faculty with Graduate Faculty Status “Full”, “1”, or “2 with approval of Graduate Council.” Ex officio members serve at the discretion of the student and/or research advisor.	Research advisor and 1 additional faculty with Graduate Faculty Status “Full”, “1”, or “2 with approval of Graduate Council.” Ex officio members serve at the discretion of the student and/or research advisor.
Proposal	Required.	Required.
WSU Human Subjects	Essential.	Varies ... confer with committee.
Oral Examination	Required upon completion of project.	Required upon completion of project.
Supporting Courses	N510 (Theory and Research) – 4 credits Stat601 (Statistical Methods) – 3 credits N698 (Thesis I) – 2 credits N699 (Thesis II) – 2 credits *N690 (Continuing Thesis) – 1 credit	N510 (Theory and Research) – 4 credits Stat601 (Statistical Methods) – 3 credits N688 (Professional Study I) – 2 credits N689 (Professional Study II) – 1 credits *N650 (Information Management and Decision Making Technology) – 2 credits
Final Disposition	** Three bound copies submitted to the Master’s Program Administrative Assistant.	** Final product submitted to the Department of Nursing for archiving.

*= Optional

**= WSU Graduate Education Requirement, Reference Graduate Catalog

*** = WSU Graduate Council Minute item, Reference Graduate Council Minutes: Full status – faculty with a tenured or probationary appointment at WSU and have an earned doctorate; 1 status – faculty that hold a tenured or probationary appointment at WSU and have met all requirements for their doctorate with the exception of dissertation completion; 2 status – faculty that hold a fixed-term or adjunct position at WSU and have an earned doctorate.

(<http://www.winona.edu/faculty/539.htm>)

PROCESSES TO COMPLETE THESIS OR PROFESSIONAL STUDY

Identify the Problem, Select a Research Advisor, Draft a Proposal

N510 provides students with a foundation for problem identification, literature review, question development, and methods for conducting proposed projects. Additionally, faculty research interests are presented and research advisors are introduced to students. *Students are assigned a research advisor based on their interest in participating in a faculty initiative.* Research committees are decided upon by the faculty.

A draft of the proposal for both thesis and professional studies is completed in N510 under direction of the course faculty, with input from the research advisor. The purpose of a written proposal is to communicate research plans to others – for students this is the WSU research committee. There is no universally applicable or correct organizational format for proposals. Excellent discussions of proposal content and detailed outlines for both quantitative and qualitative studies are presented in the Burns and Grove research textbook and the APA manual. Chapter 5 of the thesis may be a manuscript based on the completed research project.

Thesis Proposal Preparation

To facilitate the completion of the thesis, the student should prepare the proposal using APA format and the guidelines below. The following are the usual sections to be included in a research proposal. See Appendix C for formatting guidelines of the thesis.

TITLE PAGE – The title should include all relevant variables, types of study and sample. Please follow the Title Page Formatting Guide.

ABSTRACT - The abstract provides a summary of your research. It is typically between 120 – 250 words, but should not be more than 350 words. Items to include in the abstract are:

- Problem – in one sentence if possible
- Purpose – state the same way as you do throughout your thesis
- Design
- Setting
- Subjects
- Measures
- Results
- Conclusions/Implications

Your abstract for your proposal should include all the above elements except the results and conclusions. Results and conclusions will be included when you have completed your research.

CHAPTER I – INTRODUCTION

Introduction to the Problem: The introduction tells the reader what is in the chapter. You will have an introduction to each chapter and the purpose is the same for each chapter - to tell what is in the chapter and how it is organized. Essential, but not necessarily creative.

Problem Statement: The problem statement needs to include the general area of concern, a brief background about the concern, and the significance of the concern. A justification of the need is also included. The justification may indicate that there is a gap in the knowledge, conflicting findings or omission of a group. You may see one of these phrases at the end of the problem statement:

- Little is known about....
- Findings of previous studies are conflicting....
- Few studies of this have been done....

Tips for writing the problem statement follow:

- Keep it short, simple, and to the point.
- Use broad generalizations to set the stage for the specific problem - then give the specifics.
- Present the argument or need for the study in your own words - Use citations and quotes only to assist in making your point.
- Support the study with specific application-orientated examples.
- Clarify the population of interest for the study.
- Conclude with a concise synopsis of the primary problem of the study.

Purpose of the Study: Burns and Grove (2005) define the research purpose as “a concise statement of the specific goal or aim of the study.” You may see the following words used interchangeably:

- Purpose
- Goal
- Aim
- Objective

In a thesis the term purpose is generally used, but use of any of the terms would be acceptable. You will find that when you write proposals for entities other than WSU many times the directions will tell you which term to use.

Included in the purpose statement are:

- Type of study
- Variables (relationship exist)
- Population
- Setting

Remember the problem statement should support the purpose.

Research Objectives, Research Questions, and/or Hypothesis: Please refer to Burns and Grove for the definitions of the above terms. This section may stand on its own or may be a subsection of the purpose section of the proposal. Note that “and/or” was used as the title of this section. You may be stating objectives, questions, hypothesis, or a combination for your proposal. Objectives can usually be easily reworded into an interrogative statement to become research question. So the use of “objective” or “question” is a matter of preference. Descriptive and exploratory studies generally have objectives or questions stated. Yet the statement of a hypothesis is dependent on the state of the knowledge as a hypothesis translates the purpose into a clear explanation or prediction of the expected results. You will see hypothesis used with comparative or correlational studies.

Remember the purpose of the study needs to guide this section.

When stating the objective, question, and/or hypothesis:

- Variables of the study need to be addressed
- List them in a logical order
- Do not include method
- Avoid the use of the term “significant”
- Use present tense

Definition of Terms: This section is a listing of the variables of the study along with conceptual and operational definitions. One approach is to list the variable followed by the conceptual definition and the operational definition.

Summary: Each chapter concludes with a summary. You need to give the important aspects of the chapter contents yet not all of the details. An example prototype of a summary for chapter one follows:

There are conflicting reports regarding.....Thus the purpose of this study is to.....Conceptual and operational definitions for the variables.....are provided.

CHAPTER II – REVIEW OF THE LITERATURE

Introduction: This chapter, as does every chapter, has an introduction section. This section provides the reader with the organization of the chapter.

Specific Section: The headings used in this section will be titled using the concepts and variables of the study - NOT SPECIFIC SECTION. You may start with a review of the theoretical literature on one or more concepts. Then the heading would be something like “Review of Theoretical Literature on ...”. This theoretical review can be captured in other sections that address the specific concept(s). It depends on the literature and nature of the study’s purpose.

As you review the purpose of the study remember that each concept, variable and/or topic needs to be addressed in the literature review chapter.

For example purposes of a study were to:

Describe the incidence of hypertension among nursing home residents and to explore the association of hypertension and stress among nursing home residents.

The headings you would have in Chapter 2 would probably be:

- Hypertension among the Elderly (and if enough literature is available you may be able to narrow the heading to hypertension among nursing home residents).
- Stress among the Elderly (again could be nursing home residents if appropriate).
- Stress and Hypertension among Nursing Home Residents (or elderly if appropriate),

Remember:

- A table of the literature reviewed can be included in this chapter or as an Appendix.
- Provide a synthesis of the studies not a paragraph on each study.
- Cite references according to APA guidelines.
- Summarize the literature of each section.

Conceptual Model or Theory: If a conceptual model or theory is used to guide the study it needs to be presented. How the study is guided by the theory or model needs to be included.

Conceptual Map: Not all studies will have a conceptual model or theory. A conceptual map based on the review of the literature is what guides the study. The map needs to be presented along with an explanation of the map. The literature may address a lot of variables that are beyond the purposes of the study so you may find it helpful to bold the variables that are specific to the study.

Summary: The summary will provide information about the literature as well the conceptual model, theory, or conceptual map that guides the study.

CHAPTER III – RESEARCH METHODOLOGY

Introduction: Review purpose of the study and tell reader the organization of the chapter.

Design: Description of the research design (strengths and weaknesses, why selected).

Primary study: If the study you are conducting is using an established database or is a secondary analysis study you will want to describe the primary study or database.

Sample: Identification of the population and sample (sample size, determination of sample size, sampling criteria, sampling method).

Setting: Selection of the setting, setting characteristics (can be combined with the sample section).

Ethical Considerations: Human subject consent.

Instruments or Measurement: Description of instruments or measurements of each study variable (reliability, validity).

Data Collection Procedure: Data collection process and schedule, management of data.

Data Analysis: Description of plan for analysis of demographic data. Address each research question/hypothesis – how will each be answered.

Limitations: Method limitations if they have not been addressed in each section.

Summary: One paragraph that summarizes the study methods.

Complete the Proposal, Form a Committee and Obtain Committee Approval for the Research Project

N698/688 extends N510 content, and is designed to support students as they refine the proposal. Completion of the proposal always requires a series of drafts and revisions. The following quote reflects the iterative process involved in completing proposals:

First you read and think, then you write, and as you write you think more. You also see the flaws in what you have already thought and written, so you go back to thinking. Then you write again, and because writing is discovery, you often find that you have ideas and questions and even information that you didn't know you had. That leads you to new reading and further analyses and thus to new and different writing. So the process goes. (Tornquist, 1987, p. 5)

When the proposal is ready for formal review, the student - with input from the research advisor and their research committee will provide peer review and advice on the proposal and on all phases of the conduct of the project. Persons who are content experts but who do not have WSU Graduate Faculty Status may be invited to join the committee, but are considered ex-officio members. A meeting is scheduled at which everyone sits down together to discuss the proposal. The overall purpose of the proposal meeting is to strengthen the proposal through peer review. The usual responsibilities for students, research advisors, and committee members include the following:

Student Responsibilities

- Identify a date and time for a committee meeting at which the proposal will be discussed among student(s) and committee members.
- Notify the MS in Nursing Program Administrative Assistant of the date and time of the proposal meeting so that room scheduling and form generation is accomplished in a timely fashion. Information that needs to be provided is: date, time, committee chair and members, and title of proposal.
- Send a copy of the proposal to all committee members. Two weeks prior to the meeting is customary unless special arrangements have been made.
- Present a brief (< 15 minute) formal overview of the proposed study at the committee meeting, and then answer questions and provide clarification for committee members. Discuss with committee chair the format for the formal presentation.

Research Advisor Responsibilities

- Work with the student throughout proposal development, project completion, and final oral examination.
- Bring all forms that need to be signed to committee meetings. The MS in Nursing Program Administrative Assistant usually prepares these at the time the student schedules the committee meeting (See appendix A).
- Deliver signed forms to the MS in Nursing Program Administrative Assistant, who then forwards copies to the Graduate Office, the student(s), and the student's file(s).
- Review and approve Human Subjects Forms, return to student for submission to WSU human subjects committee and clinical agencies, as needed. (See “Human Subjects Approval” below.)

Committee Member Responsibilities

- Critically review the proposal.
- Decide to approve the proposal as is, approve the proposal with the understanding that students will work with the research advisor to address written comments and concerns of committee members, or not approve the proposal. If the proposal is not approved the student and research advisor will need to make significant changes and convene another committee meeting.
- Following approval, all committee members must sign the form “Research proposal – Committee Approval” (See Appendix A).
- Respond to questions raised by the chair regarding any changes in the approved method presented in the proposal as the study proceeds.

Shared Responsibilities

Students, advisors, and committee members all share responsibility for thoughtful consideration of the several factors that influence the scholarly nature of the research project. The following summary of issues presented by Locke, Spirduso, and Silverman (1993) is helpful to review.

The Topic

- Importance of the topic.
What is the relevance of the topic to existing problems in practice? Have you established a clear relationship between existing information and your proposed thesis or professional study? How will your project contribute to a line of inquiry or clinical practice?
- Scope of your proposed project.
Is the proposed project reasonable in terms of time and resources?
- Advisement.
Is someone with competence in the topic interested and available to advise the project?

The Scholarship

- Contribution to the field.
Does the proposal contribute something that is different from, or enhances previous work?
- Perspective.
Can you relate the topic to previous work and relevant existing knowledge?
- Logic.
From title through procedures, is the central problem made explicit? Is the reasoning supporting choices on methods and procedures made clear?
- Objectivity.
Does the language used to write the proposal suggest a critical appraisal of evidence presented in the literature review and other relevant knowledge bases? Are the strengths and limitations of the proposal made clear?
- Preparation.
Is the major relevant literature assimilated to the point of application to the proposed project?

The Presentation

- Mechanics.
Is the proposal in APA format? Is the proposal proofread and well edited?
- Documentation.
Is there adequate reference to materials for which credit is due? Are sources referenced that are likely to be needed by interested and critical readers?
- Organization.
Is there an easily understandable order of topics throughout the proposal? Are topics separated with appropriate headings and subheadings?
- Clarity.
Is there enough detail provided so that someone else could carry out this project?

INSTITUTIONAL REVIEW BOARD APPROVAL

If a research project requires review by the WSU Institutional Review Board (IRB) and relevant clinical agency committees, this should be obtained *after receiving research committee approval and prior to beginning data collection*. The purpose of such reviews is to examine studies for compliance related to federal regulations concerned with the protection of human subjects. Note that when human subjects are involved in a research proposal, the student and advisor do not make the determination about the level of review required. This is the responsibility of the WSU IRB and the clinical agency's institutional review board. Because WSU and clinical agencies have independent responsibilities related to the protection of human subjects, students need to obtain review from both organizations.

Notification of the WSU IRB decision is sent to the research advisor and/or student. WSU Human Subjects guidelines and procedures for review are available on the web and should be consulted by both student and advisors.

< <http://www.winona.edu/grants/forms.htm> >

Each clinical agency is likely to have additional and somewhat different expectations regarding student requests to conduct a research project within the agency. As with the WSU review process, the purpose is to protect human subjects. The student, in consultation with the research advisor, must contact the clinical agency, request directions on how to submit a request for approval, and obtain written permission from the agency to conduct the study in the specified facility. Students will retain these permission notices.

CONDUCT OF THE PROJECT

N690 are optional credits often needed to support work required to complete the thesis/professional study when not registered for N698, N699, or N689. These credits are used for registration while actively working with thesis or professional study advisor and are most often used during the period of data collection and data analysis. The nature of work during this course is negotiated between the student and the research advisor. The student should keep their research advisor informed of progress in completing the study throughout this time. This course may be repeated in the process of thesis/professional study completion. Credit does not count for graduation.

FORMAT OF FINAL THESIS PROPOSAL

The thesis should be written using the past tense. See Appendix C for formatting guidelines of the thesis.

TITLE PAGE

APPROVAL OF THESIS FORM – signed by Committee (see Appendix B)

COPYRIGHT PAGE – optional

ACKNOWLEDGEMENT PAGE – optional except if funding has been obtained. All funding should be acknowledged.

ABSTRACT

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

CHAPTER I – see proposal outline

CHAPTER II – see proposal outline

CHAPTER III – see proposal outline

CHAPTER IV – RESULTS OF ANALYSIS

Introduction – Provide a short introduction to the chapter.

Description of Sample – Describe the sample including those characteristics that are important for the study.

Data Analysis - State each research question. Describe how the data were analyzed, followed by the results for each question. Tables and figures can be used to display the findings. A discussion of the results is NOT usually included in this chapter, rather is presented in Chapter 5.

Summary

CHAPTER V – DISCUSSION AND CONCLUSIONS

The faculty advocates that Chapter V be organized as a manuscript. It is recommended that prior to writing this chapter potential journals for submission are reviewed. The chapter's organization should follow that of a manuscript for the journal found to be most appropriate. (*If you are not going to publish your thesis results, please see below on what should be included in Chapter V.*)

The sections of this chapter will probably include:

Introduction – Includes purpose and research questions/hypothesis

Background Literature – Summary of chapter 2

Method – Summary of chapter 3; subheadings may include subjects, instruments, procedure

Results – Summary of chapter 4 with the possible inclusion of several tables

Discussion and Conclusions: Research questions should be stated. Findings need to be summarized, discussed, and related back to the literature. Discuss what happened, what was expected or unexpected, and why. Form some conclusions. This is the place to speculate on what your findings mean. After all the research questions are discussed, the findings should be compared to the conceptual map/model for congruency. If the findings do not support the concept map/model, then a new concept map/model should be included.

Scope and Limitations

Implications for Practice

Implications for Research

Summary

If you are planning on not publishing your thesis, you may follow the guidelines above or the guidelines provided below.

Introduction: Includes purpose and what is contained within the chapter.

Description of the Sample: Describe your sample and relate your sample to what you found in the literature.

Discussion and Conclusions: Research questions should be stated. Findings need to be summarized, discussed, and related back to the literature. Discuss what happened, what was expected or unexpected, and why. Form some conclusions. This is the place to speculate on what your findings mean.

Concept Map: After all the research questions are discussed, the findings should be compared to the conceptual map/model for congruency. If the findings do not support the concept map/model, then a new concept map/model should be included.

Scope and Limitations

Implications for Practice

Implications for Research

Summary

REFERENCES – follow APA format

APPENDICES

ORAL EXAMINATION OF THE THESIS OR PROFESSIONAL STUDY

N699/689 (Thesis II/Professional Study II) are the courses the student registers for the semester the student is ready to make a formal presentation of the completed project to the research committee and invited guests. (Completed research projects are often of interest to other students, faculty, and community members, and guests may be invited to attend at the pleasure of the research advisor and student.)

While students determine with their research advisor how the meeting will be structured, the overall purpose is to provide an opportunity for students, committee members, and guests to discuss the research in terms of its scientific merit, its contribution to nursing knowledge, and its implications for further research and activities. The usual responsibilities for students, research advisors, and committee member's parallel responsibilities associated with the proposal approval:

Student Responsibilities

- Identify a date and time when all committee members can attend.
- Notify the MS in Nursing Program Administrative Assistant at least 3 weeks in advance of the presentation in order to assure (a) room scheduling is completed, (b) posting of the date, time, and one paragraph abstract is completed, and (c) relevant paperwork is generated in a timely fashion (See Appendix B).
- Send a copy of the completed thesis or professional study, along with a written memo verifying the time, date, and place of the meeting, to committee members. Two weeks prior to the meeting is customary unless special arrangements have been made.
- Present a brief (< 15 minute) formal overview of the study at the committee meeting, and then answer questions and provide clarification for committee members. Discuss with committee chair the format for the formal presentation.

Research Advisor Responsibilities

- Work with the student throughout proposal development, project completion, and preparation for the final oral examination.
- Bring all forms that need to be signed to committee meetings. The MS in Nursing Program Administrative Assistant usually prepares these at the time the student schedules the committee meeting (See Appendix B).
- Deliver signed forms to the MS in Nursing Program Administrative Assistant, who then forwards copies to the Graduate Office, the student(s), and the student's file(s).

Committee Member Responsibilities

- Determine whether the completed project satisfactorily meets WSU Master's in Nursing Program expectations around research competencies. If the research project is found to be satisfactory, students receive a grade for N699/698. If the thesis or professional study is found to be unsatisfactory, written recommendations are given to the student and the presentation is rescheduled within a stipulated time span.

CRITERION FOR GRADE EARNED FOR THESIS OR PROFESSIONAL STUDY

Criteria

The grade earned for the thesis/professional study will reflect the final **outcome** as well as the **process** toward the outcome. Each of the areas below will be addressed by the consistency (e.g., always, usually, sometimes, infrequently, and rarely) and quality (e.g., superior, excellent, good, and poor) expected of a graduate student.

Structure

- Writing style
- Use of APA
- Concepts flow in an organized manner

Process

- Communication with committee chair
- Communication with committee members
- Communication with the MS Program Administrative Assistant

Outcome

- Demonstrates synthesis of the literature
- Integration of literature into the discussion of findings
- Demonstrates understanding of the research process

Level of Involvement in Group Thesis/Professional Study

- If the level of involvement in completing the thesis/professional study is not consistent with the other author(s), the grade will be reduced by one level.
- If the level of involvement in completing the thesis/professional study is substantially less than the other author(s), the grade will be reduced by two levels.

- If the level of involvement in completing the thesis/professional study is deemed unsatisfactory by the committee chair and the other authors, the student may be removed from the group.

Grade Determination

The students will be asked to leave the room for a short period of time at the completion of the defense. The Committee will decide if the thesis/professional study was defended satisfactorily and will discuss proposed grade for the course. The student will be informed of pass/no pass status of the thesis at the completion of the defense. A final grade will be submitted by the chair when the bindery form has been completed.

DISPOSITION OF THE RESEARCH PROJECT

Following a satisfactory oral presentation/examination, the student and the advisor work together to make any needed revisions. For the thesis option, the advisor must sign off on the form “Thesis Completion Certificate” before the student takes the final product to be bound. For the professional study option, the advisor must sign off on the same form, and the student takes the final product to the Program Administrative Assistant for final disposition (See Appendix B).

Disposition of Thesis

Students are required to submit three bound copies of their thesis to the Master’s Program Administrative Assistant who will forward copies required by the Office of Graduate Studies as follows:

- 1 copy – Thesis Advisor
- 2 copies – Kruger & Goddard Libraries
- Most students order a copy for the student’s own use.

Research projects may be bound at any reputable bindery. The Master’s Program Administrative Assistant maintains a list of binderies that students may reference. Traditionally, our students’ theses are bound in black with gold lettering on the spine.

Students are also encouraged to submit an abstract of their thesis to University Microfilms at the University of Michigan. University Microfilms will publish an abstract (150 words or less) of your thesis in a quarterly publication Masters Abstracts International and prepare a master negative microfilm of your thesis. Complete information about this service is available from 1-800-521-0600, extension 430 or 431.

Disposition of Professional Study

Written documentation related to the professional study option is negotiated with the research committee, and thus varies by project. Three copies of the negotiated end product are delivered to the Master’s Program Administrative Assistant for storage. Two for the libraries (Rochester and Winona), and one is given to the research advisor. A durable cover should be provided in order to maintain the condition of the copy.

REFERENCES

- American Association of Colleges of Nursing. (March 15, 1999). Position Statement on Nursing Research [On-line] <http://www.aacn.nche.edu/Publications>
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- American Nurses Association. (April, 1997). Education for Participation in Nursing Research [On-line] <http://www.nursingworld.org/readroom/position/research>
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- American Psychological Association. (2001). Publication manual (5th Ed.). Washington, DC: Author.
- Burns, N., & Grove, S. (2005). The practice of nursing research, conduct, critique, and utilization (5th Ed.). Philadelphia: W.B. Saunders.
- Locke, L.F., Spirduso, W.W., & Silverman, S. J. (1993). Proposals that work (3rd Ed.), Newbury Park, CA: Sage Publications.
- Tornquist, E.M. (1986). From Proposal to Publication Menlo Park, CA: Addison-Wesley Publishing Company.

APPENDIX A

Forms Related to Proposal

(These forms are completed by the MS Program Administrative Assistant)

1. Proposal Meeting Memo

- Students provide meeting date, time, title of the thesis proposal, name of committee chair, and committee members to the MS Program Administrative Assistant 3 weeks prior to the meeting. If need PowerPoint capabilities and/or ITV, MS Program Administrative Assistant should be notified at this time.
- MS Program Administrative Assistant will secure a room and will send this notification to the student(s) and committee members via e-mail.

2. Research Proposal/Committee Approval Form

- MS Program Administrative Assistant will provide this form to the thesis chair.
- Committee members will sign this form when thesis proposal is approved.
- Thesis chair will give signed forms to the MS Program Administrative Assistant.



PROPOSAL MEETING

To:

From:

Date:

RE: Research Proposal

Thesis

Professional Study

A Research Proposal/Committee Meeting for _____'s research project entitled:

has been scheduled for:

Date:

Time:

Room:

Note: Please check with the student to determine if s/he has an IP grade for Thesis I (N698) or Professional Study I (N688). If so, make arrangements to turn in a change of grade sheet.



RESEARCH PROPOSAL/COMMITTEE APPROVAL FORM

TO: Director, Graduate Programs in Nursing

FROM:

RE: FACULTY ENDORSEMENT and REVIEW COMMITTEE

DATE:

The following have agreed to serve on our research committee:

Chairperson Signature: _____

Member Signature: _____

Member Signature: _____

Please indicate where these persons may be reached, if participants **are not** School of Nursing faculty.

RESEARCH PROJECT TITLE:

INDICATE OPTION: Thesis Professional Study

Final Approval by Committee on: _____

Committee Chairperson _____ (Signature) _____/____/____ (Date)

- 1 - Graduate Office
- 1 - Student
- 1 - Student File

APPENDIX B

Forms Related to Completed Project

(These forms are completed by the MS Program Administrative Assistant)

1. Examination Notice – Memo

- Students provide meeting date, time, title of the thesis proposal, an electronic copy of their abstract, name of committee chair, and committee members to the MS Program Administrative Assistant 3 weeks prior to the meeting. MS Program Administrative Assistant should be notified at this time of the need for PowerPoint capabilities and if ITV is necessary.
- MS Program Administrative Assistant will secure a room and will send this notification to the student(s) and committee members via e-mail.

2. Notice of Research Project Presentation

- MS Program Administrative Assistant will complete this form and send to the student(s) and committee members via e-mail.

3. Completed Research Project Approval Form

- MS Program Administrative Assistant will provide this form to the thesis chair.
- Committee members will sign this form when thesis defense is completed satisfactorily.
- The student(s) will be given signed form(s) by their thesis chair after edits are completed and upon approval of final thesis. Students will receive signed forms for the 3 required copies and one for each student in the group.
- Thesis chair will give the remaining signed forms to the MS Program Administrative Assistant.

4. Research Project Completion Certificate

- MS Program Administrative Assistant will provide the necessary forms to the thesis chair.
- The thesis chair will give forms to the student(s) after all edits are completed and final approval is given for the thesis.
- Students will return the completed forms to the MS Program Administrative Assistant.



ORAL EXAMINATION NOTICE

TO:

FROM:

DATE:

RE: Research Project Oral Examination

A Research Project Oral Examination/Committee Meeting for _____'s research project entitled:

has been scheduled for:

Date:

Time:

Room:

NOTE: Please check with the student to determine if s/he has an IP grade for Thesis II (N699) or Professional Study II (N689). If so, make arrangements to turn in a change of grade sheet.

OFFICE OF GRADUATE STUDIES

Notice of Research Project Presentation

(Student Name)

TITLE:

PLACE:

DATE:

TIME:

RESEARCH COMMITTEE:

Thesis

Professional Study

ABSTRACT:

Committee – 3
Student – 1 (2)
Posting – 1



COMPLETED RESEARCH PROJECT APPROVAL FORM

TO: Graduate Programs in Nursing

FROM:

RE: FACULTY ENDORSEMENT and FINAL REVIEW COMMITTEE

DATE:

RESEARCH PROJECT TITLE:

INDICATE OPTION: Thesis Professional Study

RESEARCH COMMITTEE:

Chairperson Signature: _____

Member Signature: _____

Member Signature: _____

Date of Final approval by Committee: _____

- 1 - Graduate Office
- 5 - Attached to Thesis
- 1 - Student File



RESEARCH PROJECT COMPLETION CERTIFICATE

_____’s research project has been accepted as being in final approved form.

Research Advisor’s signature/Date_____

Thesis option:

_____ has/have deposited four or more copies of the thesis at _____

_____ for

binding. Bound copies will be paid for at the time of drop off or when they are picked up.

Signed _____

Date _____

Professional Study option:

_____ has/have deposited two or more copies of the professional study at the office of the MS in Nursing Administrative Assistant.

Signed _____

Date _____

Return completed form to

***Graduate Nursing Office
WSU-Rochester Center
859 30th Avenue SE
Rochester, MN 55904***

Graduate Office - 1
Chair - 1
Student - 1
File - 1

APPENDIX C

Thesis Formatting Guidelines

1. Title Page Format
2. Copyright Page
3. Table of Contents
4. Examples of Headings or Divisions of Text
5. Example of Tables and Figures
6. Guideline for Final Thesis Formatting
7. Checklist for Thesis Students

TITLE PAGE FORMAT

TITLE

A thesis
Submitted to the Faculty
Of the Department of Nursing
College of Nursing and Health Sciences
Of Winona State University

by
(Student)
(Student)

Consider whether you want
to use your middle initial.

In Partial Fullfillment of the Requirements
for the Degree of
Master of Science

Date

Date of your thesis proposal
meeting or thesis defense.

Copyright

1997

Mary P. Jones

TABLE OF CONTENTS

	Page
LIST OF TABLES.....	vi
LIST OF FIGURES.....	vii
CHAPTER	
I. INTRODUCTION.....	1
Introduction to the Problem.....	2
Problem Statement.....	3
Purpose of the Study.....	4
Research Questions.....	4
Definitions of Terms.....	5
Assumptions.....	6
Limitations.....	7
II. REVIEW OF THE LITERATURE.....	9
Introduction.....	9
Review of the literature.....	9
Second-order Title.....	9
III. RESEARCH METHODS AND DESIGN.....	
Design.....	
Sample and Setting.....	
IV. STUDY FINDINGS.....	
Sub-title.....	
Sub-title.....	
V. DISCUSSION.....	
Sub-title.....	
Sub-title.....	

REFERENCES.....

APPENDIX A. TITLE IN CAPS.....

APPENDIX B. TITLE IN CAPS.....

APPENDIX C. TITLE IN CAPS.....

LIST OF TABLES

Table	Page
1. Demographics.....	
2.	
3.	
4.	

LIST OF FIGURES

Figure	Page
1. Conceptual Map.....	
2.	
3.	
4.	

EXAMPLE OF HEADINGS OR DIVISIONS OF TEXT

We do not follow APA exactly on the use of headers. Technically the type of header used depends on how many levels of headers you have. To simplify the process, we request that you use the headers described below in the order that they appear.

CHAPTER I
(2 inches below the top)

CENTERED UPPERCASE HEADING
(This is the DESCRIPTIVE TITLE of your chapter.)

Centered Uppercase and Lowercase Heading

Centered, Italicized, Uppercase and Lowercase Heading

Flush Left, Italicized, Uppercase and Lowercase Side Heading

Indented, italicized, lowercase paragraph heading ending with a period.

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed., p. 113). Washington, DC: Author.

Examples of Table Format

Table 1

<i>Demographics</i>					
	N	%	Mean	SD	Range
Age	295	-	42.71	10.41	20 - 73
Years at Organization	299	-	13.67	9.58	.5 - 41
Years of Experience	299	-	15.67	8.50	.5 - 41
Gender					
Female	292	97.7	-	-	-
Male	7	2.3	-	-	-

If the table is continued onto a second page, the title should read as:

Table 1 (continued)

<i>Demographics</i>					
	N	%	Mean	SD	Range
Specialty Area					
Med/Surg	175	59%	-	-	-
Critical Care	124	41%	-	-	-
Certification					
Yes	100	33%	-	-	-
No	199	67%	-	-	-

Example of Figure Format

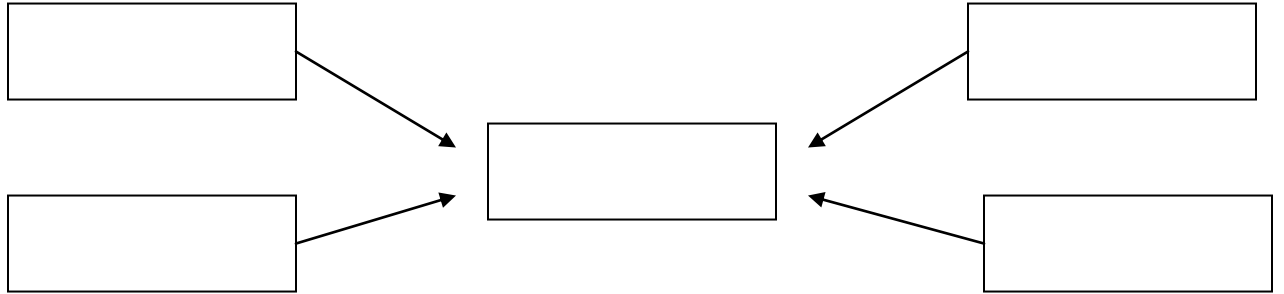


Figure 1. Conceptual Map

Guidelines for Final Thesis Formatting

- Abstract: 350 word limit
- Margins: Left margin 1.5 inches – to allow for binding. All other margins 1”.
- Tables: Can be single or double-spaced (decision b/w you and your advisor).
Be consistent in how you develop your tables.
- Pagination: NO Running Header
- Title Page (Is considered your first page, but is not numbered.)
- Thesis Approval Form (no page number)
- Copyright Page (optional) (no page number)
- Acknowledgement Page (optional) (no page number)
- Abstract (Is considered ii & iii depending on length, but is not numbered.)
- Table of Contents (Pagination is “iii or iv” depending on length of your abstract. Numbers are centered on the bottom of the page.)
- List of Tables (Goes on its own page.)
- List of Figures (Goes on its own page.)
- Chapters (Chapter I begins with “1” and continues throughout the remainder of the document. Numbers are placed in the upper right corner.)
- References
- Appendices
- Formatting: See Research Guidelines for:
-Title page and Copyright page formatting
-Examples of Headings or Divisions of Text
-Table of Contents formatting
- Abstract (all capitalized) – first page margin is 2” from the top of the page, second page is 1”.
- Table of Contents (all capitalized) - first page margin is 2” from the top of the page, second page is 1”.
- List of Tables – margin is 2” from the top of the page

List of Figures – margin is 2” from the top of the page

Chapter I, II, III, IV, V, & References- (all capitalized) - first page of each of these sections have margins 2” from the top of the page, second page is 1”.

You will need to do section breaks in order to accomplish these different margin requirements.

All pages should be consistently filled.

References can be double spaced or single spacing can be used for individual references with double spacing between references.

Items that are landscape:

- Top margin needs to be 1.5” because this will be the edge by the binding. All other margins can be 1”.
- It is suggested that you leave landscape items as separate documents so that you can place the page numbers in the appropriate location. If you paginate the landscape document, the page numbers will not be placed in the correct location.
- Leave the appropriate number of blank pages within your document for your landscape items. These pages will have page numbers on them only.
- Print your document. Take the blank paginated pages and print your landscape documents onto them. Then your page numbers will be in the correct location.

Appendices Suggest that you do not formally paginate your appendices until you have had your defense. You can pencil them in initially.

Some of your appendices will need to be shrunk in order to leave a 1.5 inch border on the left.

Remember when citing your appendices, they are labeled in the order that they appear in the text (see APA Manual [2001], p. 205).

APPENDIX D

Checklist for Thesis Students

General Items:

1. Whenever a draft of a chapter(s) is submitted for review – submit prior draft of that chapter(s) as well.
2. It may take up to two weeks for your thesis chair to review your chapters. You need to plan your timeline accordingly.

Prior to Proposal Meeting

	Yes	No	NA
Contract written with other team members & principal investigators if appropriate.			
Chapters 1-3 revised.			
Thesis committee membership discussed with thesis chair.			
Proposal meeting dates discussed with thesis chair.			
Proposal meeting date set with committee members.			
MS Program Administrative Assistant notified of proposal date, time, title of proposal and committee members. MS Program Administrative Assistant will notify you and your committee on the room number.			
Proposal to committee members 2 weeks prior to proposal meeting. Give them a hard copy. Do not send by e-mail unless discussed with thesis chair.			
Proposal meeting – short presentation necessary. Discuss with thesis chair if you need to use powerpoint.			

Proposal Meeting

	Yes	No	NA
Proposal revised (comments from all committee members should be moved to one document). Changed to past tense.			
Final copy of Chapters 1-3 revisions along with proposal document submitted to chair for approval.			
WSU IRB approval obtained.			
IRB approval obtained from other organizations as necessary.			
Data analysis completed.			
Table of Contents template obtained from thesis chair. Final formatting issues discussed.			

Chapter 4 approved by chair.			
Chapter 5 approved by chair.			
Thesis defense meeting dates discussed with thesis chair.			
Thesis defense meeting date set with committee members.			
MS Program Administrative Assistant notified of thesis defense date, time, title of proposal, electronic copy of abstract, and committee members. She needs to know that you will need powerpoint capabilities. MS Program Administrative Assistant will notify you and your committee on the room number.			
Thesis given to committee members 2 weeks prior to thesis defense meeting. Give them a hard copy. Do not send by e-mail unless discussed with thesis chair.			
Thesis defense – short powerpoint presentation necessary.			

Thesis Defense

	Yes	No	NA
Thesis revised (comments from all committee members should be moved to one document).			
Final copy of thesis revisions submitted to chair for approval along with defense copy with noted suggested changes from committee members.			
Obtain information from the MS Program Administrative Assistant on companies that do thesis binding.			
Binder forms obtained from thesis chair.			
Thesis copies taken to the binder. You need to take as many printed copies as you desire to have bound.			
Signed binder forms returned to the MS Program Administrative Assistant.			
2 copies of bound thesis given to the MS Program Administrative Assistant. One copy given to thesis chair.			

Congratulations – You are finished with your Thesis.

Celebrate!