

STYLE GUIDELINES FOR SCHOLARLY PROJECT PAPER

The Physical Therapy Department has adopted the style used by the journal *Physical Therapy*. The style manual for *Physical Therapy* is the [American Medical Association's MANUAL OF STYLE](#). This manual is published by Williams & Wilkins and is available for purchase from the American Physical Therapy Association.

The basic parts of the Scholarly Project paper consists of the following, in order:

1. Title page
2. Blank page
3. Approval page
4. Permission page
5. Table of contents
6. List of figures
7. List of tables
8. Acknowledgements
9. Abstract
10. Chapters
 - I. Introduction and/or Literature review
 - II. Method
 - III. Results
 - IV. Discussion
 - V. Conclusions
11. Appendices
12. References

(Title Page - Begin two inches from the top and center the text on the page)

TITLE OF SCHOLARLY PROJECT

by

Student's Name(s)
Bachelor of Science in Physical Therapy
University of North Dakota, 2003

A Scholarly Project

Submitted to the Graduate Faculty of the

Department of Physical Therapy

School of Medicine

University of North Dakota

in partial fulfillment of the requirements

for the degree of

Doctor of Physical Therapy

Grand Forks, North Dakota

May
2005

(no page number)

(Blank page)

(Approval Page - Begin two inches from the top and center the text on the page)

This Scholarly Project, submitted by (insert names of all students) in partial fulfillment of the requirements for the Degree of Doctor of Physical Therapy from the University of North Dakota, has been read by the Advisor and Chairperson of Physical Therapy under whom the work has been done and is hereby approved.

(Graduate School Advisor)

(Chairperson, Physical Therapy)

(Permission Page - Begin two inches from the top and center the text on the page.)

PERMISSION

Title **List title of paper here**

Department Physical Therapy

Degree Doctor of Physical Therapy

In presenting this Scholarly Project in partial fulfillment of the requirements for a graduate degree from the University of North Dakota, I (we) agree that the Department of Physical Therapy shall make it freely available for inspection. I (we) further agree that permission for extensive copying for scholarly purposes may be granted by the professor who supervised my work or, in his/her absence, by the Chairperson of the department. It is understood that any copying or publication or other use of this independent study or part thereof for financial gain shall not be allowed without my written permission. It is also understood that due recognition shall be given to me and the University of North Dakota in any scholarly use which may be made of any material in my Scholarly Project.

Signature(s) _____

Date _____

(Begin two inches from the top of page)

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(Begin two inches from top of page)

LIST OF TABLES

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(Begin two inches from top of page)

ACKNOWLEDGEMENTS

The acknowledgement section is optional.

(Begin two inches from top of page)

ABSTRACT

In general, the abstract should include purpose, summary of key points presented, and conclusions or recommendations. Refer to a recent article in *Physical Therapy* for an example.

(Top margin = 1 inch)

CHAPTER 1

INTRODUCTION

(Left margin = 1.5 inches)

(Right margin = 1 inch)

(Bottom margin = 1 inch)

(All pages are numbered at bottom beginning with page 1)

PAGINATION: All pages should have a 1 inch margin on all sides except the left margin which should be 1 1/2 inches. Each page is numbered at the **bottom** of the page.

REFERENCES

1. O'Sullivan SB, Schmitz TJ. Physical Rehabilitation: Assessment and treatment. 2nd ed. Philadelphia, PA: FA Davis Co; 1988:219-235.
2. Granger CV, Gresham MJ. Functional Assessment in Rehabilitation Medicine. Baltimore, Md: Williams and Wilkins; 1984.

SEE THE AMA STYLE MANUAL FOR EXAMPLES OF REFERENCES!

TABLES – (See AMA Style Manual for specific examples)

General Information regarding tables:

Title - Each table should have a number and a brief title.

Column Headings - Each column should have a title set in boldface. If appropriate, the unit of measure should be included with the column heading. More complex column information may be included in a footnote.

Page numbering - Each table is placed on a separate page. Each page is numbered consecutively in accordance with the body of the paper.

Placement - Tables are placed within the body of the text. Each table should be placed as close as possible to its first citation in the text.

Table alignment - Each table should be centered on the page.

Vertical alignment - Align columns on common elements such as decimal points, hyphens (used in ranges), and parentheses when possible. Lengthy text information may be best set up using left alignment.

Lines - In general horizontal lines are used between the title and column headings, between column headings and table data, and at the bottom of the table.

Footnotes - Physical Therapy uses small case, superscripted letters, in the table which refer to small case, superscripted letters at the bottom of the table.

Refer to the AMA style manual and recent copies of Physical Therapy for further examples of table construction.

FIGURES – (See the AMA Style Manual for specific examples)

General information regarding figures:

Legend - Each figure should have a number and a brief legend. The legend should identify and describe the illustration without including the obvious. The figure legend should be placed at the bottom of the figure.

Page numbering - Each figure is placed on a separate page. Each page is numbered consecutively in accordance with the body of the paper.

Placement - Figures are placed within the body of the text. Each figure should be placed as close as possible to its first citation in the text.

Figure alignment - Each figure should be centered on the page.

Border or outline - If possible, the figure should be outlined with a single line.

Refer to the AMA style manual and recent copies of Physical Therapy for further **examples** of figure design.

FINAL COPY REQUIREMENTS*

The final copy of the Scholarly Project will be inspected by the student's advisor. The Scholarly Project is expected to be the product of neat and careful work by all concerned. The physical appearance must be immaculate and convey an impression of pride and quality on the part of the student and his or her advisor.

Number of Copies

Each student or collaborative group will submit **two, hardbound, final copies** of the Scholarly Project to his/her advisor. One copy will be placed in the Library of the Health Sciences, the other copy will remain with the advisor. The copies will become the possession of the Physical Therapy Department. The student is responsible for the cost of binding and the distribution of the bound copies to his/her advisor.

Printing

The final copy must be perfectly typed or printed. Dot matrix print is **not** acceptable for the final copy.

Paper

The paper used for the final copy must be of at least **25% cotton fiber, 20 lb weight, 8 ½ X 11**, and **white** in color. The paper must be uniform throughout, except for photographs or color figures which may be full sized, printed on photographic or laser paper.

Typeface

Arial or Times New Roman are preferable using 12 point font. Any additions to the text of foreign alphabets, scientific formulae, or other signs impossible to make on the keyboard, must be made in permanent black ink.

Pagination

Every page except the blank page following the title page must be counted.

The preliminaries: use lowercase Roman numerals, begin with ii. The title page is counted but not numbered. The blank page is neither counted nor numbered.

Placement of numbers: place all numbers in a consistent location on the page. For the preliminaries, number at the bottom of the page; one inch up from the bottom of the paper. For the text, appendix, references, figure legend and tables, number at bottom center on all pages. Number placement is one inch from the bottom edge of the paper.

Spacing

The abstract, text and acknowledgements should be double spaced. The appendices may be single spaced. The references should be spaced according to the AMA Style Manual.

Margins

The margins must be 1 1/2" on the left and 1" on the other three sides, except for those pages that are specifically spaced 2" down from the top. Page numbers should be at the margin.

Photographs

Photographs may be included if they are 8 1/2" X 11" in size. If they are smaller, they must be dry mounted or cold mounted using "Positional Mount Adhesive". Digital photos are to be printed on special paper designed for photographs.

Binding

The Harley French Medical Library provides a binding service for students. The copies can be left with Alyson and she will take them to the Library for binding.