WRITING GUIDELINES FOR UNM COLLEGE OF NURSING STUDENTS
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The following rules apply to all written documents prepared for UNM College of Nursing:

- All papers must be typed on 8 ½ x 11-inch white paper with 1-inch margins.
- Double space everything in the entire paper, including title page, references, quotes, etc.
- Use correct spelling and grammar. Always use spell-check, but do not assume that spell-check will catch everything. Points will be taken off for spelling and grammatical errors.
- Always proofread your paper several times before handing it in.
- If you mention the ideas, data, or words of another source in your paper, you must cite the source. If your paper is not written by you or involves plagiarism in any way, appropriate action will be taken.
- Follow your instructor’s directions carefully. If you are not sure about something, ask.
- All sentences should have a subject and a predicate.
- Paragraphs must consist of more than one sentence.
- All formal papers must include a title page with a header, page number, your name, the university affiliation, and the course and section number. (Formal
papers include comprehensive exams, research papers, analysis papers, literature reviews, essay examinations, research critiques, case studies, opinion papers.) See page 10 for an example of a title page.

- APA style must be followed.
- Do not use contractions (e.g., don’t, can’t, won’t).
- Do not use colloquial (conversational) language (e.g., sort of, a lot of, kind of).
- Do not use the first person (I, we), unless you are referring to your own research or the assignment requires that you give your opinion.
- Do not use value judgments (e.g., good, bad).
TIPS ON WRITING WELL

• The most important part of writing your paper is not to sit down and start writing, but to sit down and start reading material about your topic. You have to know something about your topic before you can know the best places to look.

• Most papers will require several rewrites.

• It is often helpful to read your paper aloud, either to yourself or to someone else.

• Most papers should begin with an Introduction (about 1-2 paragraphs). The Introduction lets the reader know what your paper is about. Do not begin with the heading “Introduction,” however. It is assumed that the first few paragraphs are the Introduction.

• Do not shift back and forth between present and past tense within paragraphs.

• Criteria, data, phenomena, stimuli, and media are all plural words and should take the plural form of the verb (e.g., “The criteria are...” and “The criterion is....”).

• Do not attribute human characteristics to inanimate objects. For example, studies do not investigate and hospitals do not give medications—people do.
HOW TO EVALUATE PROFESSIONAL SOURCES

1. What are the author's credentials, educational background, past writings, and experience? Is he or she an authority in the field?
2. Has your instructor mentioned this author? Have you seen the author's name cited in other sources or bibliographies?
3. Is the author associated with a reputable institution or organization?
4. When was the source published? Older sources are good for background information, but unless the source is a classic, you should primarily use sources that have been recently published.
5. Scholarly journals are preferred over textbooks, newspapers, and general interest publications. Examples of scholarly journals are: *Journal of Nursing Scholarship* and *Western Journal of Nursing Research*. Examples of general interest publications are: *Time Magazine*, and *National Geographic*. Newspapers may be a good source to help you understand what issues are in the public eye, and they may lead you to professional sources, but they are not a professional source.
6. What type of audience is the author addressing? Is the publication aimed at a specialized or a general audience? Is this source too elementary, too technical, too advanced, or just right for your needs?
7. Is the information covered fact, opinion, or propaganda? Facts can usually be verified; opinions, though they may be based on factual information, evolve from the interpretation of facts.
8. Does the information appear to be valid and well researched, or is it questionable and unsupported by evidence? Note errors or omissions.
9. Are the ideas and arguments advanced more or less in line with other works you have read on the same topic? The more radically an author departs from the views of others in the same field, the more carefully and critically you should scrutinize his or her ideas.
10. Are there clues that the author is biased? For example, is he or she selling or promoting a product?
11. Is the language free of emotion-arousing words and bias? Bias is not necessarily “bad,” but the connections should be clear.

APA: THE PARTS YOU NEED TO WORRY ABOUT

Formatting
- All papers should be typed or word-processed on 8 ½” x 11” white paper.
- The typeface should be 12-point black Times Roman, Times New Roman, or Courier.
- Double space the entire paper, including title page, references, and quotations.
- All type should align on the left-hand margin and should be “ragged” (not justified) on the right-hand margin.
- There should be 1-inch margins on all sides.
- All pages should be numbered in the upper right-hand corner of each page.
- All papers should have a header next to the page number. In strict APA style, the header should include the first few words of the title. However, for the CON, it should include your last name along with the first two words of the title. It is best to use the Header function in Microsoft Word to produce the header and page numbers.

Title Page
- Include the following information, in this order, on separate lines:
  - Title of paper
  - Your name (do not include the word “by”)
  - Your institution (for College of Nursing student papers, this will be University of New Mexico)
  - Your course and section number
  - Check with your instructor for any additional information required on the title page
- Center all information on the page, both top to bottom and left to right.
Body of Paper
• Use the tab key for all paragraph indents (which is set at ½-inch in Microsoft Word).
• If two headings are used, use levels 1 and 3, if three headings are used, use levels 1, 3, and 4.

Writing Style
• Use standard English and grammar.
• Try to eliminate any language that might offend any particular group. Be sensitive to labels and any words that might hurt someone’s feelings.

In-Text References
• APA uses the author-date method of citation in the text, which means that the author’s last name and year of publication should be cited every time you refer to the words, ideas, or data of a source.
• Do not include the author’s first initials, degrees, certifications, or titles.
• For direct quotations, be sure to include the page number.
• Direct quotations fewer than 40 words should appear as part of the running text and should be enclosed in quotation marks. Long quotes over 40 words should be typed as a separate block quotation indented ½ inch without quotation marks.
• Make sure that all references cited in the text are listed in the References and that everything in the References is cited in the text.

Reference List
• The reference list should begin on a new page after the body of the paper.
• Type the word References at the top of the page and center it.
• Do not number the references.
• List references alphabetically by the first author’s last name.
• All references should use the “hanging indent” format, that is, the first line of each reference should be flush left, and all subsequent lines of the same reference should be indented ½ inch.
• When citing journal articles, always include the volume number along with the issue number. Although APA only requires that the issue number be included when the journal being cited uses discontinuous pagination (i.e., the journal begins each issue with page 1), the CON requires that issue numbers be included to make it easier to find journals online.

Example of How to Cite a Journal Article

• Use the hanging indent format (in Microsoft Word, go to Format, Paragraph, Special, Hanging, By: .05).
• The author’s last name should be listed first, followed by the first initials. Use periods after initials and commas between names.

• Only cite the first six authors; for the seventh and subsequent authors, use et al.

• In the journal title, only capitalize the first letter of the first word, the first letter of the first word after a colon, and any proper names.

• The journal name should be in italics; capitalize the first letter of each major word of the journal name.

• The volume number should be in italics. The issue number and page numbers should not be in italics.

Example of How to Cite an Internet Article Based on a Print Source

• If an online article is an exact duplicate of the print version (usually a PDF file, with columns and page numbers of the original print article visible) and you have only viewed the electronic and not the print version, the reference should be exactly the same as a reference for a print article, except add the words [Electronic version] in brackets after the title.

Example of an Internet Article Based on a Print Source, Changed From Original

• If the article appears to have been changed from the original print version (the page is one long stream of text and/or page numbers are not visible), add the word “Retrieved” with the month, day, and year you looked up the article, followed by “from” and insert the Web address.

• Do not place a period at the end of a Web address because it may make it difficult for someone to locate the page.

• If you need to break a URL across lines, do so in a logical place, such as after a slash or before a period.

Example of How to Cite a Chapter in a Book

• In chapter and book titles, only capitalize the first letter of the first word, the first letter of the first word after a colon, and proper names.

• For the book editors, place the editors’ first initials before their last names.

• Use the abbreviation (Eds.) in parentheses after the book editors’ names.

• The page numbers for the chapter should be placed in parentheses after the book title.
Example of How to Cite a Chapter in an Online Book


Example of How to Cite a Web Page With No Author


- If a Web page has no author, the title of the Web page should be placed where the author’s name usually goes.
- The titles of Web pages should be italicized.
- Because Web pages are usually more current than journal articles or book chapters, the month and day in addition to the year should be cited. (Scroll down to the bottom of the Web page to find the date. If no date is shown, use n.d. instead of the date.)
Clinical Guidelines on the Prevention of Pressure Ulcers

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N290.001
Plagiarism is taking the ideas or writings of another and making them worse.

PLAGIARISM
GIVING CREDIT WHERE CREDIT IS DUE

• Plagiarism is using someone else’s words, ideas, or data without giving him or her credit.

• Plagiarism can have severe consequences. The policy is in student handbook.

• Learn strategies to help avoid unmeant plagiarism. When doing your research, keep detailed notes to distinguish between your own ideas and words and the ideas and words of others. Use a thesaurus for help with paraphrasing.

• What must you document? Anyone else’s words or ideas, statistics, tables, diagrams, direct quotes, and paraphrasing. You do not need to document: your own ideas and observations, common sense, information that is well known in your field, information that can be easily found in at least five other sources, information that can be found easily in common reference sources. If you are in doubt about whether or not something is common knowledge, ask your instructor.

• An example of common knowledge (which does not need to be documented): George Washington was the first president of the United States. An example of a statement that needs to be documented: George Washington married Martha Dandridge Curtis on January 6, 1759.
• What might be considered plagiarism? (1) Not citing the source for a paraphrase or quote. (2) Documenting the source but paraphrasing the words too closely. (3) “Borrowing” or copying a paper.

• Don’t: buy, borrow, or copy a paper; don’t get someone to write your paper; don’t forget to cite your sources for ideas not your own; don’t copy from another source without citing.

• *Each time* you paraphrase or quote another author, credit the source. If in doubt, cite it.

• A good tutorial on plagiarism is published by the Vaughan Memorial Library, Acadia University: http://library.acadiau.ca/tutorials/plagiarism/
THE MOST COMMON STUDENT ERRORS

Avoid the following common mistakes:

- **Run-on sentences**: Each sentence should express only one idea or a set of connected ideas.

- **Incomplete sentences**: Each sentence should include a subject and a verb.

- **One-sentence paragraphs**: Paragraphs must contain more than one sentence.

- **Pronoun disagreement**: Pronouns must agree with their antecedent (the words they replace). **Incorrect**: Each patient took their medication. **Correct**: Each patient took his or her medication.

- **Switching between verb tenses**: **Incorrect**: Responses to the questions were analyzed, with the exception that only the first three questions are used. **Correct**: Responses to the questions were analyzed, with the exception that only the first three questions were used.

- **Verb–subject disagreement**: The quote at the top of this page should read: “Verbs have to agree with their subjects,” or “A verb has to agree with its subject.”

- **When possible, use active voice**: **Passive**: The study was conducted in a university laboratory. **Active**: We conducted the study in a university laboratory.
Here are some tips for communicating in online classes:

• Check the discussion frequently and respond appropriately and on subject.
• Capitalize words only to highlight a point or for titles. Capitalizing is otherwise viewed as SHOUTING!
• Be professional and careful with your online interactions. Use good grammar and English.
• Cite all quotes, references, and sources.
• When posting a long message, it is generally considered courteous to warn readers at the beginning that it is a lengthy post.
• It is considered extremely rude to forward other people’s messages without their permission.
• It is okay to use humor, but use it carefully. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or antagonism. Feel free to use emoticons, such as :-) to let others know you are being humorous.

Present to inform, not to impress; if you inform, you will impress. —Frederick P. Brooks

GIVING GOOD POWERPOINT PRESENTATIONS

• Begin by letting the audience know what you’re going to tell them, then tell them, then tell them what you told them.
• Don’t talk without rehearsing (even Seinfeld rehearses, and he has nothing to say).
• Don’t say too much (you don’t want to put audience to sleep).
• Don’t wiggle the laser pointer (inducing nausea is not good).
• When someone asks a question, repeat it so that everyone else can hear it.
• Don’t show slides with a font smaller than 14 points.
• Don’t show more than one slide per minute.
• Don’t use abbreviations without defining them (this is not the government).
• Use a good set of contrasting colors: e.g., yellow on black, yellow on blue, white on black.
• Limit the slide to one main idea.
• Standardize the slides throughout: font sizes, font face, colors, etc.
• Limit the slide to as few words as possible: a maximum of 15 to 25 words, 6 to 7 lines of copy, and leave space between each line equal to two lines of copy.
• Use the whole slide, but leave some blank space.

LIST OF RESOURCES

Your Instructor
- Your instructor is your best source of information. If you are unsure of something, he or she should be the first person you consult.

Center for Academic Program Support (CAPS)
- CAPS is a free service offering peer learning assistance for students enrolled in most undergraduate courses at the University of New Mexico. It is located on the Third Floor of Zimmerman Library on the UNM Main Campus in Albuquerque. When you request assistance, please tell them that you would like help with **writing**. If you tell them you are a nursing student, they will assume you would like help with **nursing**, and they will turn you away.

Online Dictionaries
- Medical dictionary: http://www.online-medical-dictionary.org/
- Acronym finder: http://www.acronymfinder.com/

Electronic Reference Shelf
- Contains links to everything from government, to encyclopedias, to health sources: http://elibrary.unm.edu/subjects/reference.html

Web Sites About Grammar
- University of Chicago Writing Program: http://writing-program.uchicago.edu/resources/grammar.htm

Web Sites About Writing
- Owl Online Writing Lab: http://owl.english.purdue.edu/oldindex.html
- Advice on Academic Writing: http://www.utoronto.ca/writing/advise.html
- Bowling Green State University Writer’s Lab: http://www.bgsu.edu/offices/acen/writerslab/handouts/index.htm
• George Mason University Writing Center:
  http://writingcenter.gmu.edu/resources/index.html

APA

• APA Web site: www.apastyle.org
• Vanguard University of Southern California Psychology Dept.:
  www.vanguard.edu/faculty/ddegelman/index.aspx?doc_id=796

Avoiding Plagiarism

• University of Wisconsin:
  http://www.wisc.edu/writing/Handbook/QPA_plagiarism.html
• The Bridgewater College Guide to Paraphrasing, Summarizing, and Quoting:
  http://www.bridgewater.edu/WritingCenter/manual/paraphrase.htm
• Dartmouth University: http://www.dartmouth.edu/~sources/contents.html
• Plagiarism: What It Is and How to Recognize and Avoid It, from Indiana University: http://www.indiana.edu/~wts/wts/plagiarism.html
• Northwestern University's Tips for Avoiding Plagiarism:
  http://www.writing.nwu.edu/avoiding_plagiarism.html
• The Purdue University Online Writing Lab:
  http://owl.english.purdue.edu/handouts/research/r_plagiar.html
EXCERPT FROM A BAD PAPER

The numbers in parentheses refer to errors in the paper. See the key on page 21.

Awl, The Promises  1

Opinion Paper: The Promises We Make

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N290.001

(1)

(2) It is quite common for children to promise their parents that they will "never put them into a nursing home". (3) For most families, the situation never arises. (4) But for the few elders who do have severe health problems or disabilities and who need twenty-four-hour care, this promise can throw a family into turmoil.

(6)

(7) I believe that the vast majority of children who make this promise are severely underinformed. They believe that nursing homes are universally hell holes. They believe that the only reason a family puts an elder in a nursing home is because they are selfish. And
they believe that it is extremely unlikely that their parent will ever need nursing home care. So when asked to "never" consider nursing home care, they rush to reassure their parents. After all, if it's not likely to come up, why not make this harmless promise?

Unfortunately, none of these assumptions about using nursing homes turns out to be reliably true. Nursing homes and other care facilities are not universally awful. The majority of families whose elders reside in nursing facilities care very much about them and are very involved in their lives and in supervising their care. Lastly, while only 5% of elders reside in nursing homes at any one time, as many as 20% will spend significant time in a facility during their lifetime (Phillips, 2005).

And what kind of care might be needed? Well, elders in nursing homes typically have several chronic disease diagnoses and are using several medications routinely (Lau, Kasper, Potter, and Lyles, 2005). They are severely impaired in their ability to take care of their own basic daily needs, like eating and using the bathroom. Many of them have cognitive or behavioral problems related to dementia. In short, most elders in nursing facilities need extremely skilled around the clock care.

References


--------------------------------------------------------------------

Answer Key

(1) The text of the paper should begin on a new page. Also, the text should align on the left-hand margin, but it should be “ragged” on the right-hand margin.

(2) Paragraphs should be indented ½ inch.

(3) The period belongs inside the quotation marks.

(4) There should only be one space, not two, at the end of a sentence.

(5) Numerals (in this case, 24) should be used with hours, days, months, measurements, etc., and for numbers 10 and above.

(6) There should not be an extra space between paragraphs.

(7) Because this is an opinion paper in which the writer is supposed to give his or her views, it is okay to use the first person. It is also okay to use the first person when referring to your own research. Otherwise, it should not be used in formal writing.

(8) Avoid contractions in formal papers.

(9) Spelling error (should be “their”).

(10) Phillips is not cited in the references.

(11) The ampersand (the “&” symbol) should be used when a reference with more than one author is cited in parentheses.

(12) The References should begin on a new page.
(13) The References should be alphabetized by the first author’s last name, and they should be in the hanging indent format.

(14) In the References, the ampersand (&) should be used with authors’ names instead of the word “and.”

(15) The volume number should be in italics.

(16) This reference was not cited in the text.

(17) Book titles should be in italics, and capital letters should only be used for the first letter of the first word of the book title, the first letter of the first word after a colon, and any proper names.
The Crash of Korean Air Flight 801

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E637.001
Abstract

In 1997, Korean Air Flight 801 crashed while approaching A. B. Won Guam International Airport. Although the flight crew was found to be at fault, the crash investigation revealed many problems with the emergency response after the accident. Emergency response equipment did not arrive until 52 minutes later. Reasons for the delay included poor communication among involved agencies, a fire truck that was not mechanically ready to respond, and the only access to the crash site was an unpaved access road. Of 36 findings listed in the crash report, 4 addressed the response effort. The probable cause, however, addresses only the actions of the crew and a Minimum Safe Altitude Warning System that had been disabled by the Federal Aviation Administration.
On August 6, 1997, Korean Air Flight 801, a Boeing 747-300 inbound from Seoul, Korea, crashed while executing an approach to Runway 6 Left at A.B. Won Guam International Airport. The accident occurred on Nimitz Hill, 3 miles short of the runway. This accident was controlled flight into terrain (CFIT). The post-crash investigation revealed that the captain had failed to adequately brief and execute the nonprecision approach (National Transportation Safety Board, 2000). The first officer and flight engineer did not properly monitor or crosscheck the captain’s execution of the approach. Additional factors in this accident were that the captain was extremely fatigued and Korean Air’s flight crew had inadequate training. Although not causal to the accident, there were many problems with the post-accident emergency response. The first emergency response equipment did not arrive at the scene until 52 minutes later. Of 36 findings listed in the post-crash report, 4 addressed the emergency response effort.

The Airplane

The accident airplane was one of three Boeing 747-300s in Korean Air’s fleet. Korean Air had purchased the aircraft new and took delivery on December 12, 1984, and had operated the aircraft continuously until the accident. Korean Air had performed all maintenance on the aircraft throughout its lifespan. At the time of the accident, the aircraft had accumulated 50,105 total hours of service and 8,552 cycles. Four Pratt & Whitney JT9D-7R4G2 engines powered the aircraft.

According to Korean Air maintenance records, the aircraft had no deferred maintenance discrepancies when it had been dispatched the day prior to the accident (“Guam: ARFF Response Defended,” 2005). Additionally, there had been no maintenance discrepancies identified during the previous 12 flights.
The Accident

The approach into Guam International Airport is extremely challenging because of the high terrain that must be cleared before the final descent to the runway. The accident crew was performing a nonprecision approach to Runway 6 Left. There was some confusion among the crew as to whether the glideslope was functional. The cockpit voice recorder (CVR) revealed that the approach controller had stated that it was unusable. There were numerous altitude warnings from the ground proximity warning system (GPWS), which created more confusion. The captain was fatigued (which he stated on the CVR) and did not provide an adequate approach briefing. He did not adequately prepare the first officer or flight engineer for a rather complex localizer-only approach into Guam. Although they exited a rainstorm just prior to the accident, the crew could not see the runway because of another rain shower located between Nimitz Hill and the runway. The approach to Runway 6 requires the crew to maintain sufficient altitude to clear Nimitz Hill. The aircraft descended too soon and the crew initiated a go-around, when at 4.6 distance measuring equipment (DME), the GPWS radio altitude alert stated “Five hundred [feet]” with the runway still not in sight. The aircraft continued to descend as the engine’s pressure ratios and the airspeed began to increase. The aircraft impacted Nimitz Hill at 660 feet MSL, about 3.3 miles from the threshold of runway 6L.

The Emergency Response

The accident occurred at 0142 (Guam local time) about 1 mile from the nearest fire department (Aviation Safety Network, 2000). However, the first emergency response equipment did not arrive on scene until 0234, some 52 minutes later. There were many
factors contributing to this delay, which were examined by the Safety Board. Many were found to be preventable.

*Air Traffic Control*

Throughout the final approach of Korean Air 801, the Combined Center/Radar Approach Control (CERAP) controller was found to have failed in several areas that could have prevented the accident from ever occurring. He had located in front of him an enroute display and a terminal radar display. Had he properly monitored both these screens, he would have first noticed the excessive premature loss of altitude and the approach path warning that was displayed on the enroute screen and then he might have observed the aircraft disappear from the terminal approach display. After he issued Flight 801 the frequency change handing them off to the tower, he failed to continue to monitor the flight until the tower confirmed they had the aircraft. As a result, he neither noticed that the aircraft was overdue nor that it had disappeared from the radar screen.

*The Initial Notification*

The Guam Fire Department was the first agency to be notified. An emergency call was received at 0150 from a local resident who reported a fire in the hills near the airport. At 0158, 16 minutes after the accident occurred, the Agana tower controller alerted the ramp control about the crash of Flight 801. Ramp control initiated the required notification process at 0202. They notified the Naval Regional Medical Center at 0208. The Guam Fire Department’s (GFD) logbooks indicated that they received notification at 0207. Engine Company No. 7 was dispatched immediately afterward. Engine Company No. 7 was located 3.5 miles from the crash site. The Federal Fire Department Station No. 5, the closest to the crash site, was only 1 mile away.
References


*Acknowledgment:* We are very grateful to Geoffrey Miller for kindly giving us permission to reprint portions of his paper.