SUGGESTED TOPICS
Birth, family planning
Child rearing/parenting
Religion
Sexuality
Gender identity
Meals, diet
Family roles
Death and dying
Aging
Caregiving
Response to pain and suffering
Perception of illness and treatment
View of disease/illness
Seeking treatment/ view of medicine and health care professionals
Traditional medical practices
Social etiquette, practices (eye contact, touch, personal space, punctuality, greeting)
Mental health
Education Work, money
Coping with stress
Substance abuse
Nature and the environment
Other topics may be approved at the discretion of the clinical instructor.

Cultural Competence Grading Resources

(Used to determine points in rubric)

PROPER RESOURCES GUIDELINES

1. All sources used meet guidelines of assignment
2. Any additional sources are reputable and/or appropriate to content.
3. All sources listed in references are cited at least once in paper.
4. All in-text citations match references list

APA 7 FORMAT (Page 47)

APA 7 STYLE (Page 51)

CONCLUSION GUIDELINES

Conclusion should not be a complete restatement of the contents of the paper.

Nursing implication(s) should be clearly explained and specific.

Incorrect: Nurses should educate clients.

Correct: Nurses should educate clients on proper use of oxygen.

Implications are based on research presented in body of paper.

Conclusion should explain how each of the three source types lead to the chosen implication.

Paper title should be **bold** and Title Case (capitalize all major words)

Title begins 3-4 double-spaced lines below top margin

There is no length/word count restriction

Header includes page numbers only

Title of Paper

One blank, double-spaced line between title and student name

Full Name of Student

Department of Nursing, Tarrant County College

Course Number and Title

Name of Instructor

Due Date

Use Page Break command to begin a new page, not the Enter key

Page Break

Margins are 1 inch on all four sides

Acceptable fonts include:

11-point Calibri

11-point Arial

10-point Lucida Sans Unicode

12-point Times New Roman

11-point Georgia

The first line of each paragraph is indented ½ inch. (Use the Indent First Line format.

Title of Paper-Bold, Centered, Title Case

Introductory paragraph introduces the importance of the work and states the aim(s) of the work. Any issues/problems that will be solved by the presentation of the research will be introduced here. Any statistic(s) relevant to the issue/problem will be presented here. Actual studies that will be used to solve the issue/problem will NOT be mentioned here. The introduction does NOT have a heading called Introduction, as it is assumed that the first paragraph is the introduction

Level 1 Heading 1-Bold, Centered, Title Case

Headings are **not required** but are to be used only when appropriate to separate sections that reflect the organizational structure of the content. Student papers rarely require more than one level of heading.

Level 2 Heading- Flush Left, Bold, Title Case

Level two headings are used to indicate a subsection of level one. Level two headings are rarely used in a paper less than 5 pages in length.

There are two types of in text citations, parenthetical (appearing within parentheses) and narrative (used in the text of the sentence). In text citations of references include only the author and date (Smith, 2020). Page numbers are also included when "direct quotes are used" (Smith, 2020 p. 235). Parenthetical citations go *inside* the sentence to which they are referring, meaning the period comes *after* the closing parenthesis. According to Smith (2020), narrative citations should not be repeated at the end of the same sentence. Any additional information about a source (format, title, etc.) is provided in the References page and should not take up space within the body of the paper. When it is clear the author is still talking about the same source as cited in the first sentence, it is not necessary to repeat the citation for every sentence. When repeating *narrative* citations within the same paragraph, Smith noted that date does not need to be repeated.

Although frowned upon in nursing papers, if long quotes (more than 40 words) are used, they must be formatted by indenting the entire quote one extra half inch from left margin, eliminating

quotation marks and adding the page number after the period. According to the American Psychological Association (2020):

> Say only what needs to be said in your writing. The author who is more concise—that is, more frugal with words—writes a more readable paper... Some writers may fear that writing concisely will make their papers too short, However, adding extraneous material or "fluff" to make your paper loner will dilute its focus and meaning and will not improve your chances of…getting a favorable grade…Where possible…eliminate wordiness, redundancy, evasiveness, [and] overuse of passive voice…(p. 113)

Shorter sentences and words are preferred to make it easier for readers to follow. Do not include too much detail, as it is not necessary to understand the point being made. Avoid using complicated words just to make the paper sound "more impressive." It is usually obvious to the reader if the wrong word is used that the writer does not really understand the meaning of the word. It is better to use a simple word rather than take the chance of losing the trust of the reader.

Avoid combining multiple ideas and points in one sentence. Avoid anthropomorphism or attributing human abilities to non-human things. A study cannot *conclude*; an article, book or website cannot *say*. It is best to use active voice when the who did the action is important. Passive voice is best when the action being done is more important that who did it.

The use of singular 'they' is now appropriate when referring to a person whose gender is unknown or who prefers 'they' as a personal pronoun. People, however, should always be referred to as *who* and not *that*. Incorrect: The person *that* wrote the paper. Correct: The person *who* wrote the paper.

Numbers below 10 are generally written out as words. The exceptions include: numbers that precede a unit of measurement (5-mg dose), number that represent a statistic (4%) or numbers that represent time, date, ages, scores or points (5 days, 8 months, 1 hr., etc.).

Page Break

References-Bold, Centered

Last name, A.B. (2020). Title of article in sentence case (capitalize only first word, proper names or acronyms). *Title of Journal, volume number in italics*(issue number), page numbers. DOI or web address

References should be in alphabetical order

There is no extra space between citations. References appear before any tables, figures or appendices (if present).

Do not manually break web address or doi; allow the program to create the breaks wherever it will

Do not add period or other punctuation to the end of a web address or doi

Using Hanging Indent command, not Enter/Tab