

## Overview Guidelines for the Occupational Health Nursing Program Master's Paper, PHNU 992

Each student is required to complete a Master's Paper, which demonstrates synthesis of knowledge, and advances or contributes to the field of occupational health. The paper should also represent the independent effort of the student. Students **must be registered** for PUBH 992, 3 credits, **during the semester the paper will be completed.**

Students are expected to comply with the UNC Honor Code in particular as it relates to plagiarism, and falsification, fabrication, or misrepresentation of data. The Health Science Library has an excellent tutorial on plagiarism and citing sources:  
<http://guides.lib.unc.edu/plagiarism-citing>

The student is required to have two master's paper readers. The student's academic advisor is usually the primary reader; however, the student may negotiate a different primary reader with approval of the advisor. The second reader should be identified early, **by the student**, and may be another faculty member with relevant expertise or adjunct faculty. It is the student's responsibility to obtain both the primary and second readers.

The Master's Paper concept and substance **must be discussed** with and approved by the student's primary reader and in some cases the second reader depending on the content area of the paper. A detailed outline must be submitted to the student's primary master's paper reader for approval of the proposed concept/content. This must be done prior to submitting the first draft of the paper. The outline may take several drafts and should follow the paper format, (i.e. 5 chapters). All outline pages must be numbered. The student must allow for sufficient lead time for completion and approval of the outline prior to starting the paper.

### Paper:

- ❖ The first draft of the paper must be received by the student's primary reader **AT LEAST** 6 months before anticipated graduation.
- ❖ The student should expect to complete at least three drafts for review and comment by the primary master's paper reader before the paper is submitted to the second reader. It generally takes faculty 2-3 weeks to review and comment on each draft of the paper.
- ❖ Please remember you will have at least two master's paper readers and will need to allocate your time accordingly in order to meet deadline dates.
- ❖ Identify 3 key words for your paper. Include these words *in italics* at the end of the abstract. Left margin: *Key words: word 1, word 2, word 3.*

The final, signed Master's Paper must be submitted to the Public Health Leadership Program Registrar approximately three to four weeks before the end of the semester in which the student expects to complete the paper. The Graduate School establishes the deadline for the Master's Paper each semester. General deadlines are: mid-April (May graduation), early to mid-July (August graduation), and mid-November (December graduation). **Check specific deadline dates with Public Health Leadership Program Registrar** at 919-966-5305.

### General Construct of the Master's Paper

1. The paper must be logical in its organization and clearly written, using parallel construction where appropriate, and formatted.
2. Font size - 12 point
3. All margins should be 1 inch; set this margin in page set-up when the paper is initiated.
4. Paper should be left justified.

5. Indent the first line of each paragraph.
6. Each chapter must begin on a new page. Subheadings must be used to distinguish major emphasis.
  - 6.1. Chapter and chapter number should be centered, all caps, and bold (i.e., **CHAPTER I**).
  - 6.2. Chapter title should be centered, all caps, bold, and double spaced (under chapter and chapter number) (i.e., **LITERATURE REVIEW**).
  - 6.3. Subheading should be left justified, upper and lower case, and bold.
  - 6.4. Sub-sub heading should be indented, upper and lower case, and bold.
7. Tables and figures must be on separate pages and inserted immediately following the page on which they are discussed in text.
  - 7.1. Tables may be used to present a set of numbers or sets of information that are important but would be too confusing to describe in narrative. Tables must be numbered and titled. The table number and title must be placed at the top of the page, centered, all caps, and bold, with double spacing between the table number and title (see below)

**TABLE 2.1**

### **AGE GROUPS AT RISK FOR WORKPLACE HOMICIDES**

Numbering sequence of tables is based on the chapter location and the order in which the tables are first mentioned in text; i.e. the first table in Chapter 2 would be numbered TABLE 2.1., the second table in Chapter 2 would be numbered TABLE 2.2, etc. and this would follow the same numbering format for each chapter. The title on the List of Tables should be all caps and bold.

- 7.2. Figures are any other types of illustration that are not tables. Examples are charts, graphs, photographs, or drawings. Figures must be numbered and titled, see number and title info above under List of Tables. The numbering sequence for figures is the same as for tables. The title on the List of Figures page should be all caps and bold. The figure itself should be inserted in the paper after the page on which it is discussed in text.
8. All drafts must have page numbers and the draft date sent to the reader.
9. Page Numbering - The first few pages of the paper, excluding the title page (up to the introduction) should be numbered with Roman numerals. The introduction chapter should begin with page 1 in Arabic numbers. Title page is not numbered.
10. In general, the latest edition of the American Psychological Association (APA) Publication Manual will be your source for writing your paper. However, the final structure and format of the paper will be determined by faculty.
11. Typically a final paper is 60 - 85 pages in length.
12. Submit two or three copies of final, signed paper to your advisor:
  - 12.1. An electronic copy of the paper goes to the PHLP registrar  
**We will supply the binders for the remaining copies when you come for PHNU 782. When you type the spine label, it should include Date (Year only), Title of Paper, and Your Name (LN, FN). (See example on Page 9 of this document and attached template):**
  - 12.2. One copy to Bonnie for NIOSH
  - 12.3. One copy to primary reader, if different from Bonnie
  - 12.4. One copy to second reader, if different from Bonnie

### **Example of Organization of Master's Paper**

Please note this example guide is presented **only** as an example. Papers may vary in construct design depending on the topic and design. However, this is the general format used. Typically papers have five chapters.

**Title Page** - (See example of title page on page 5 of this document.)

- ❖ Title
- ❖ Student's name
- ❖ Paragraph which states:  
A Master's Paper submitted to the faculty of the University of North Carolina at Chapel Hill in partial fulfillment of the requirements for the degree of Master of Public Health in the Public Health Leadership Program.
- ❖ Year (centered)
- ❖ Approved by: (This should be right justified)

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Advisor

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Reader

**Abstract** - This is a complete and clear overview of your paper. It includes the purpose, study methods explanation, and summarization of findings and conclusions. It should be one page in length. Include 3 key words that best describe the content of the paper. On the left margin, list the words in italics:

*Key words: word 1, word 2, word 3*

**Acknowledgements**, if desired.

**Table of Contents** - Be sure everything is aligned. Use all caps and bold.

- ❖ The phrase "List of Tables" and the page number only is listed at the very beginning of the Table of Contents and then the actual List of Tables is given on a separate page that follows the Table of Contents
- ❖ The phrase "List of Figures" and the page number only is listed after the List of Tables in the Table of Contents and then the actual List of Tables is given on a separate page that follows the actual List of Tables  
(See examples of Table of Contents, List of Tables, and List of Figures on pages 6 – 11 of this document)

### **Paper itself**

**Chapter I** - Introduction - This is a general overview of the paper. It includes a description of the problem, brief documentation from the literature that both supports the identified problem and important gaps in the literature, and describes the general purpose of the paper. Should be no longer than five pages.

**Chapter II** - Literature Review - This organizes and summarizes data and information from the literature that lays the groundwork for identifying gaps or weaknesses in the research for the student's topic of interest. This provides the foundation for why this topic is important to be studied.

**Chapter III** - Title of this chapter is usually your topic or program being described in your paper. It is based on your topic and describes the main thrust of the student's paper.

**Chapter IV** - This chapter may include results of the project, legal-ethical implications, role of the occupational health nurse, and other important aspects of the topic. In some instances chapters III and IV may be combined. This should be discussed with your readers.

**Chapter V** - May be titled by either one or two of these: Recommendations/ Summary/ Discussion and Conclusions. This is the final section of the paper that generally pulls together and summarizes the information that has been presented, discusses and analyzes the impact and long term implications of the findings, and synthesizes their importance. Study limitations, and future implications for theory, research, policy, and practice are presented.

**References** - Must be recent/current, generally within the last 7 years. However relevant, important, and classic studies should also be included. Use Hanging Indent (under Special) to set up the references which will automatically indent the 2<sup>nd</sup> or more lines (the first line of the entry should be at the left margin, subsequent lines should be indented). Each entry is to be single spaced with double spacing between entries. Refer to APA manual or website for electronic reference format. The URL you use in the reference list must be able to take the reader to the document.

**References and Citations** - All references must be cited in text and all citations must be listed in the reference list. The student is responsible for verifying this. Check APA manual or website for citation formatting.

**Appendices** - These are supporting evidence for statements made in the text. For example, the document that gives permission to the student to use a chart, picture, etc. in the paper. Appendices must be identified with a letter and a title and are placed at the end of the paper, following the references, (i.e., APPENDIX A, APPENDIX B).

**You are encouraged to view other students' papers for examples.**

**Students are also encouraged to submit their master's papers for publication and should collaborate with the faculty advisor and reader of their paper, all who would be co-authors.**

[SAMPLE TITLE PAGE]

Title of Your Paper

by

First Name, Initial if you want, Last Name

A Master's Paper submitted to the faculty of the  
University of North Carolina at Chapel Hill  
in partial fulfillment of the requirements for the degree of  
Master of Public Health  
in the Public Health Leadership Program.

Month Year

Approved by:

---

Advisor (list name, Advisor)

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Reader (list name, Reader)

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**Example of Binder Spine**

**2005**

**Surviving the Occupational Health Nursing Program's  
Master's Paper Process**

**Nurse, Nancy**