Professional Paper Worksheet Template

For Use July 2018

**Student Name:** **Date:**

**Directions:**

1. Carefully read the Professional Paper Worksheet Guidelines and Rubric found in Week 4 Assignments area, which provides specific details on how to complete this assignment.
2. Rename this template by clicking Save As. Change the file name so it reads *Your Last Name Professional Paper Worksheet.docx*. For example, if your last name is Smith, type Smith Professional Paper Worksheet.
3. Save the document as a .docx file . See instructions in Week 4 Professional Paper Worksheet Assignment page.
4. Type your name and date at the top of this template.
5. Type your answers directly on the template. Follow all instructions on this Template and the Guidelines document (including the Rubric). Save frequently to prevent loss of your work.
6. Submit this completed assignment in the Week 4 Assignments area by the end of Week 4, Sunday at 11:59 p.m. MT.
7. Post questions about this assignment to the Q & A Forum so your classmates can read the advice, too. You may also e-mail private questions to your instructor.

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| **Item Instructions** | **Type your answers below** |
| **Page numbers in Hood textbook on the assigned paper topic:**  Clearly state page numbers in Hood textbook that correspond to the assigned paper topic. |  |
| **General Reference Form**  Type the *general reference form* for a journal article from Publication Manual of the APA from page 198. |  |
| **Reference for Journal Article:**  Create a reference for the assigned article using correct APA format including: author(s), year, article title, journal name, volume number, issue number, page numbers, italics, parentheses, punctuation, double line spacing, and hanging indent. Include DOI if available.  **[See page 198 in *APA Manual* and page 5 from Chamberlain Guidelines for Writing Professional Papers]**  **NOTE: Do not use reference or citation examples found in the library database.** |  |
| **Quotation with Citation:**  Type a quotation (10–25 words) from the assigned article using correct APA citation including quotation marks, authors’ names, year, page numbers, and parentheses. Do not use words or ideas the authors cited from another source.  **[See pages 170-171 and 177 in *APA Manual* and page 5 from Chamberlain Guidelines for Writing Professional Papers]** |  |
| **Paraphrased Area and Citation:**  Type appropriately paraphrased version of the words quoted in the section above using correct APA citation including authors’ names, year, and parentheses. Do not use words or ideas that the authors cited from another source.  **[See pages 171 and 177 in *APA Manual* and page 5 from Chamberlain Guidelines for Writing Professional Papers]** |  |
| **Professional Paper Outline:**  Develop outline on the assigned topic for professional paper including introduction, 2 subtopics consistent with each of the two main topics provided, and conclusion (summary and concluding statements). Excellent specifics used. | Introduction   * Paper topic is Communication * [type definition of topic in relation to professional nursing here]   Essential Principles of Communication in Professional Nursing (first main topic)   * [type required first subtopic here] * [type required second subtopic here]   Advantages of Using a Formulated Checklist for Handoff Communication(second main topic)   * [type required first subtopic here] * [type required second subtopic here]   Conclusion   * [type summary statement here] * [type concluding statement here] |