

**CAPSTONE TITLE, ALL CAPS, CENTERED,
DOUBLE-SPACED; TOP LINE ABOUT 2 INCHES FROM TOP OF PAGE SO ALL
REQUIRED TEXT FITS ON TITLE PAGE**

Note: Title should be succinct and closely reflect the content of the study

by

Student Name

MENTOR NAME IN ALL CAPS, Degree, Faculty Mentor and Chair

FACULTY NAME, ALL CAPS, Degree, Committee Member

FACULTY NAME, ALL CAPS, Degree, Committee Member

Insert correct Dean's name and credentials

School of _____

A Capstone Work Presented in Partial Fulfillment

Of the Requirements for the Degree

Insert correct degree designation

Capella University

Month & year of dean's approval

© Learner name, year

Abstract

The purpose of the abstract is to provide a concise and accurate synopsis of key elements of your capstone project. Set the abstract as a single block-style paragraph with no initial indent. Address the following topics (400 words maximum). **Research topic summary (1-5 sentences)**, a concise summary of your capstone research topic. Explain the rationale for your study and the need for the study the capstone addresses. Indicate your research questions, matching the wording used in your capstone sections. **Research methodology (1-2 sentences)**. Summarize the research methodology used in the study. **Population and sample (1-2 sentences)**. Describe the population and sample, including high-level demographic information regarding your participant pool. If secondary data were used, describe the data set. **Data analysis (1-2 sentences)** provides a concise summary of your data analysis. **Findings (1-3 sentences)** provide a concise summary of your research findings and conclusion(s). Describe the practical implications of your project and the deliverable you created.

Tips for Developing a Quality Abstract. (a) The abstract is representative of your work. Researchers will review your abstract to determine whether your manuscript is worthy of reading and relevant to their literature review. Those in your field will review your abstract to learn more about the nature and quality of your doctoral work. Thus, the abstract stands as a record of your doctoral-level work. (b) Additional guidelines for development of an abstract are in section 3.3 of the *APA Publication Manual*, 7th edition, or on Campus at Academic Writer, <https://academicwriter-apa-org.library.capella.edu/learn/browse/QG-59?group=All&view=list&term=abstract&sort=asc> (c) References are generally not used in the abstract, as the focus is the study, the research, and the findings.

Formatting for the Abstract. Format the abstract as one double-spaced block-style paragraph (i.e., do not indent the first line). Set the text flush left, ragged right. Do not justify the right margin. Do not use headings, bullets, or bold. The Abstract page is not numbered, and “Abstract” does not appear in the Table of Contents.

ONCE YOU’VE WRITTEN THE ABSTRACT PAGE, DELETE ALL INSTRUCTIONS.

Dedication

This dedication page is optional. It is your personal acknowledgment indicating your appreciation and respect for significant individuals in your life. The dedication is personal; thus, any individuals named are frequently unrelated to the topic of the capstone.

Typically, learners dedicate the work to the one or two individuals who instilled the value of education and the drive to succeed in educational pursuits. Learners often dedicate capstones to relatives, immediate family, or significant individuals who have supported them or played a role in their lives.

Avoid identifying participants or anyone connected with the research site. You may use individuals' titles with no name (e.g., "Thanks to the research director and site proctor for their help"). Or you may name individuals without connecting them to the site (e.g., "Thanks to Abdul Ibrahim and Mary Carson for their help"). Typically, avoid naming the site.

Note: if the Abstract runs onto a second page, change the page number of the Dedication to 4.

ONCE YOU'VE WRITTEN THIS PAGE, DELETE ALL INSTRUCTIONS.

Acknowledgments

This acknowledgments page is optional. The acknowledgments differ from the dedication in that they recognize individuals who have supported your scholarly efforts related to the advanced doctoral manuscript or who have held a role in your academic career as it relates to the research of the advanced doctoral manuscript. This might mean a mentor and committee members, advisor, online or colloquia faculty, and other support people from Capella or other organizations. If you received financial support from fellowships, grants, or other organizational support, note it in this section. The acknowledgments are also appropriate for thanking statisticians, transcriptions, those who have provided permission to use an instrument, and the like.

Avoid identifying participants or anyone connected with the research site. You may use individuals' titles with no name (e.g., "Thanks to the research director and site proctor for their help"). Or you may name individuals without connecting them to the site (e.g., "Thanks to Abdul Ibrahim and Mary Carson for their help") Typically, avoid naming the site. Learners often thank those who have provided permission to use an instrument.

ONCE YOU'VE WRITTEN THIS PAGE, DELETE ALL INSTRUCTIONS.

Table of Contents

Acknowledgments.....	4
List of Tables	7
List of Figures	8
SECTION 1. PROJECT DESCRIPTION.....	9
Overview of the Project	9
Problem Statement and Purpose	9
Theoretical Framework.....	9
Project Context.....	9
Historical Background and Current Trends	9
Synthesis of the Scholarly Literature	9
Synthesis of the Practitioner Literature.....	9
Alignment of the Project With the Literature and Discipline	9
SECTION 2. PROCESS	10
Project Questions	10
Project Design/Method	10
Stakeholders, Participants, and Target Audience	10
Role of the Researcher	10
Project Study Protocol	10
Sample.....	10
Data Collection	10
Ethical Considerations	10

Data Analysis	10
SECTION 3. FINDINGS AND APPLICATION	12
Relevant Outcomes and Findings	12
Application and Benefits.....	12
Implications.....	12
Recommendations for Policy	12
Recommendations for Practice	12
Recommendations for Future Work.....	12
Conclusion	12
REFERENCES	13
APPENDIX A. TITLE OF APPENDIX A	14
APPENDIX B. TITLE OF APPENDIX B	15

ONCE YOU'VE WRITTEN THE TOC, DELETE ALL INSTRUCTIONS.

List of Tables

Table 1. Set Table and Figure Titles in Title Casexx

Table 2. Titlexx

ONCE YOUR LIST IS COMPLETED, REMOVE INSTRUCTIONS

AND UPDATE THE PAGE NUMBERS.

DELETE THIS PAGE IF NOT NEEDED.

List of Figures

Figure 1. Set Table and Figure Titles in Title Casexx

Figure 2. Titlexx

ONCE YOUR LIST IS COMPLETED, REMOVE INSTRUCCCTIONS

AND UPDATE THE PAGE NUMBERS.

DELETE THIS PAGE IF NOT NEEDED.

SECTION 1. PROJECT DESCRIPTION

Overview of the Project

Each paragraph is double-spaced, with a half-inch indented first line. Headings match APA Level 1 (centered) and Level 2 (flush left) styled here as Heading 1 and Heading 2. Consult with your mentor about headings that might be necessary to enhance the organizational structure of your capstone.

Problem Statement and Purpose

Theoretical Framework

Project Context

Historical Background and Current Trends

Synthesis of the Scholarly Literature

Synthesis of the Practitioner Literature

Alignment of the Project With the Literature and Discipline

SECTION 2. PROCESS

Project Questions

Project Design/Method

Stakeholders, Participants, and Target Audience

Role of the Researcher

Project Study Protocol

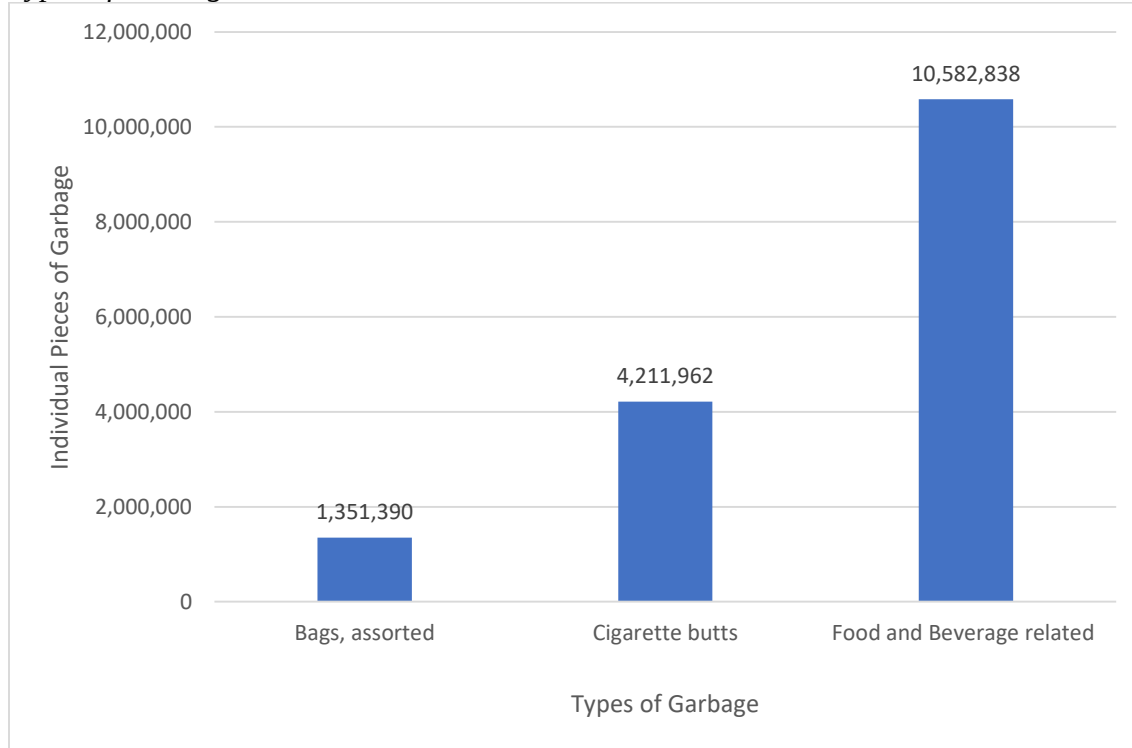
Sample

Data Collection

Ethical Considerations

Data Analysis

Figure 1
Types of Garbage



Note: Insert information about the source or presentation of the data if you did not create the figure. Add copyright/permission notes for copied information, even government materials, require 10-point acknowledgment below the image. Be sure to include a permission acknowledgment, e.g., “Reprinted [or adapted] with permission.” See the templates at <https://academicwriter-apa-org.library.capella.edu/learn/browse/QG-28>.

Table 1
Demographic Information

Participant	Age	Sex	Position	Years in position
P1	25-30	Male	Chairman	10-15
P2	41-45	Female	CEO	6-10

Note. Potential participants under age 16 were omitted from the sample. Only essential notes need to be included. See [Table setup \(apa.org\)](https://academicwriter-apa-org.library.capella.edu/learn/browse/QG-44?group=All&view=list&term=tables&sort=asc) and <https://academicwriter-apa-org.library.capella.edu/learn/browse/QG-44?group=All&view=list&term=tables&sort=asc>. The [Doctoral Publications Guidebook](#) also addresses tables and figures.

SECTION 3. FINDINGS AND APPLICATION

Relevant Outcomes and Findings

Application and Benefits

Implications

Recommendations for Policy

Recommendations for Practice

Recommendations for Future Work

Conclusion

REFERENCES

Goodman, D., Ogrinc, G., Davies, L., Baker, G. R., Barnsteiner, J., Foster, T. C., Gali, K., Hilden, J., Horwitz, L., Kaplan, H. C., Leis, J., Matulis, J. C., Michie, S., Miltner, R., Neily, J., Nelson, W. A., Niedner, M., Oliver, B., Rutman, L., Thomson, R., & Thor, J. (2016). Explanation and elaboration of the SQUIRE (Standards for Quality Improvement Reporting Excellence) guidelines, v. 2.0: Examples of SQUIRE elements in the healthcare improvement literature. *BMJ Quality & Safety Online First*, 25(12), 1-24. <http://dx.doi.org/10.1136/bmjqs-2015-004480>

National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research. (1979). *Belmont report* (45 CFR 46). <https://www.hhs.gov/ohrp/regulations-and-policy/belmont-report/read-the-belmont-report/index.html>

Sadiq, M., Singh, J., Raza, M., & Mohamad, S. (2020). The impact of environmental, social and governance index on firm value: Evidence from Malaysia. *International Journal of Energy Economics and Policy*, 10(5), 555-562. <https://doi.org/10.32479/ijeep.10217>

Silver, C., & Lewins, A. (2014). *Using software in qualitative research: A step-by-step guide* (2nd ed.). Sage.

A few typical types of reference entries are shown above: (a) an article with up to 20 authors; (b) a report from a government source; (c) an article from a journal; (d) a book entry. You can follow this formatting for similar entries in your own work. For more information on how to format a reference list, see <https://academicwriter-apa-org.library.capella.edu/learn/browse/QG-57?group=All&view=list&term=reference%20list&sort=asc>. Also see <https://apastyle.apa.org/style-grammar-guidelines/references/elements-list-entry>

Be sure to delete these sample entries from your completed reference list.

APPENDIX A. TITLE OF APPENDIX A

Format titles as shown here. Do not include recruitment flyers, permissions correspondence, invitations to subject matter experts, or informed consent forms. They should be removed before submission to committee and doctoral publications review. Place tables and figures in the sections at the point where they are discussed.

ONCE YOU'VE WRITTEN THE APPENDICES, DELETE ALL INSTRUCTIONS.

DELETE THIS PAGE IF NOT USED.

APPENDIX B. TITLE OF APPENDIX B

Format titles as shown here. Do not include recruitment flyers, permissions correspondence, invitations to subject matter experts, or informed consent forms. They should be removed before submission to committee and doctoral publications review. Place tables and figures in the sections at the point where they are discussed.

ONCE YOU'VE WRITTEN THE APPENDICES, DELETE ALL INSTRUCTIONS.

DELETE THIS PAGE IF NOT USED.