Capstone Paper

MA in Education: (write out Program: DI, SPED, EDL, EDT, ECE, CIR)

Title of Paper

Student’s Name

Concordia University, St. Paul

Name and Number of Class, Cohort Number

Instructor’s Name

Date spelled out (for example June 24, 2013)

**NOTE Students:** It is encouraged that you insert a page break here rather than using the enter key to move down the page. This ensures that the TOC will always begin on the top of a new page.
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Note: An appendix may be used, depending on artifacts to be included in Chapter Three.

The appendices follow the reference list. They are lettered A, B, C, and so forth. If there is just one appendix, label it Appendix; there is no need to include a letter.

Each appendix has a title page. Center the heading Appendix A: Title of Appendix (beginning each main word with a capital letter), and organize the appendices in the order they were mentioned in the text. Begin the text of the appendix flush left.

NOTE: If you are using multiple subsection headings follow this formatting:

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Abstract
(Centered Regular)

Concordia University Expectation

A one half page summary of the contents of the Capstone Paper, to include the following:
- Topic
- Purpose
- Brief summary of Sources
- Conclusions

Utilize buzz words found in research. An example would be ‘dyslexia’. If your capstone research is focused on reading dyslexia you would want to make sure you use this in your abstract summary.

NOTE: Abstract should be no longer than 100-150 words.

General Research Abstract Foundation

An abstract is a short summary of your completed research. If done well, it makes the reader want to learn more about your research.

These are the basic components of an abstract in any discipline:

1) Motivation/problem statement: Why do we care about the problem? What practical, scientific, theoretical, or artistic gap is your research filling?

2) Methods/procedure/approach: What did you actually do to get your results (e.g., analyzed three novels, completed a series of five oil paintings, interviewed 17 students)?

3) Results/findings/product: As a result of completing the above procedure, what did you learn/invent/create?

4) Conclusion/implications: What are the larger implications of your findings, especially for the problem/gap identified in component 1?

It is important to note, however, that the weight accorded to the different components can vary by discipline.

NOTE Students: It is encouraged that you insert a page break here rather than using the enter key to move down the page. This ensures that the TOC will always begin on the top of a new page.
Chapter One: Introduction (centered and bold)

Chapters One: Introduction (minimum 3 pages) The Introduction sets up the paper for the reader and should include the following:

The topic and scope of the research investigation and how this relates to the Grand Tour Question;

An explanation of the importance of the topic to the writer, citing at least three reasons with a clear connection to the research question;

Provide enough interest to “hook” the reader; clarifies definitions and the scope of the problem to be investigated and is organized in a logical sequence that leads to the research question to be investigated;

☐ Third person only
☐ Introductions may also include definitions of terms that may be new to the reader or may need focus to enhance understanding of use for this specific study.

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Chapter Two: Literature Review (centered and bold)

Chapter Two: Literature Review (minimum 15 pages) The literature review is a written narrative synthesizing and summarizing information from the selected research studies to develop a response and answer to the research question proposed in the introduction. This should not be a list of separate studies, rather a summary that builds a new story leading to an answer to the proposed research question.

- Review will be synthesizing 15 resources from three different types of scholarly resources (books, journal articles, online resources, conference papers, summit papers, etc.)
- APA style and citation formatting’s will be required
- Review will be written in third person, past tense or past perfect tense.

Headings Summary

If the paper has four sections, some of which have subsections and some of which don’t, use headings depending on the level of subordination. Section headings receive Level 1 formatting. Subsections receive Level 2 formatting. Subsections of subsections receive Level 3 formatting. For example:

**Chapters** (Level 1)

**Summary** (Level 1)

Subsection Heading (Level 2)

Begin sentence here – double spaced – first line indent…

No blank line here. There should be no extra space between anything except the cover and first page (or acknowledgments, dedications, abstracts, and/or table of contents if used), page breaks between chapters, page breaks between the last page of the paper and the references, and page breaks between the last page of the references and the appendix or appendices.

**Subsections of subsections.** (Level 3) First lines indent. Begin sentence here…

Note: For further information on heading levels, see pages 62-63 of the APA manual.

Note: It is recommended to insert a page break here.
Chapter Three: Research Summary and Conclusions (minimum 2 to 3 pages) A succinct and precise summary and conclusion of the introduction and literature review.

This section should include a review of the proposed problem that was investigated, the importance of this topic, and a summary of the main points or themes of the literature review.

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Chapter Four: Discussion and Applications (centered & bold)

Chapter Four: Discussion/Application (minimum 4 to 5 pages) this is a summary of insights gained from the research that will lead to improved instruction practice.

This section will include a clear description with examples of how the research will inform instructional practice, as well as provide suggestions for possible future studies.

☐ Written in third person.

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References

References: An alphabetical listing of resources cited in the paper.

- Use correct APA formatting of references
- Use hanging indents
- Everything should be double-spaced with no extra space between entries
- In addition to using the samples below as formatting examples, look at the APA references and in-text citation chart for guidance; this is available on the Writing Center website under “Resources for Writers.”