

Full Title of the Proposal

Author's Name: (no professional initials such as Dr., Prof.)

Institutional Affiliation: (for example ABCD-School of Nursing)

Capstone Chair: Type the name of your academic advisor here

Capstone Committee Member: Type the name of your committee member here

Date of Submission: Month, Day, Year

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Abstract

The purpose of this template is to guide you as you develop your capstone project proposal in APA Style, 6th edition. The template may not work as effectively for a systematic review proposal, though. It provides different sections, headings, and subheadings normally usually included in a capstone proposal. The other areas covered by this document are line and paragraph spacing, page numbering, page breaks, and editorial/formatting/referencing styles. Look at this document's formatting. You'll notice that this template allows one-inch margins on all sides, that is, the right, left, top, and bottom margins. You should use 12-point Times New Roman style. We've double-spaced it, aligned it flush left, and indented paragraphs 0.5 inches from the left margin. To indent, simply press the "tab" key just once. Note that we've not indented the abstract; you shouldn't either. You should position your page numbers one inch away from the right margin, at the right top corner. With MS Word, inserting page numbers in APA style should be pretty easy. In APA style, you should always allow two spaces between sentences. If you wish to use this template, simply insert each section of your work where it should go. This section of the template is an example of what your capstone proposal's abstract should look like. An abstract should be roughly 250 words long. It is a paragraph that succinctly summarizes your capstone proposal. You should write the abstract last. Why? You can't summarize content you don't have! The abstract presents an overview of the background, literature review, purpose, method, findings/results, discussion, and conclusion sections of the proposed project. Your abstract should not contain personal comments, that is, it is supposed to be non-evaluative. Also, it doesn't need citations. Your abstract should list the keywords that indicate what your proposal discusses. Keywords refer to the words that helped you perform database searches for your proposal.

If you need to learn more about APA Style 6th edition, visit these two websites

<http://www.apastyle.org> and <http://owl.english.purdue.edu/owl/resource/560/01/>.

Here are the **Keywords** for this template: APA style, sixth edition, publication manual

Introduction and Background

The introductory section includes a couple of paragraphs that present an overview of your topic as well as relevant background information. Tell readers why your study's problem matters. Argue that the project you propose to carry out serves an important purpose. Support your argument with findings from existing literature. Provide relevant statistics, citing them in APA Style, 6th edition. O'Leary (2010) states that the purpose of the introductory section is to show readers that the issue you want to study "is significant and worth exploring" (p. 64).

Be sure to document in the body of your paper every source you mention in the introductory section. How you write your citations depends on the specific formatting style you're using. Whether it is APA 6th edition, MLA 8th edition or Chicago 17th edition, ensure you follow the applicable referencing rules. (See Appendix A for basic information on citations). But we're using APA here, and we'll show you how APA style works. Remember: each in-text citation must correspond to a full reference appearing on a separate reference list known as "References." The reference page included at the end of this document provides examples of how you should create citations for different types of references. Notice that we have created a hanging indent for almost every entry on the references page. To do that, we've set the first line of the citation flush left. We've indented all subsequent lines in each reference. Look at this full citation (it's one of the references we present at end of this writing):

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Look at the reference above. You'll see that we've indented the second line. We wouldn't have indented this citation had it consisted of only one line of text. Please remember that — it's important.

Problem Statement

The introduction section naturally flows into your capstone proposal's problem statement section. The reader should feel that you've smoothly and logically transitioned them from the intro to this part of the proposal. At this point, you should present your inquiry question. Your inquiry question provides the direction your work should follow all the way through its conclusion. Most importantly, you should explain your approach to the problem at hand. Also, you need to describe how your approach addresses that problem.

Aims and Objectives

Just as the name suggests, this section explains the aims and objectives of your proposed capstone project. O'Leary (2010) asserts that proposals have one chief aim that encapsulates what your project hopes to achieve. O'Leary also says that you should include a set of smaller objectives (specific goals) whose job is to support your study's central aim. Aims and objectives are actions you intend to perform. That's why you should use "to" statements when writing down your aims and objectives. Examples of "to" statements include 'to' develop, 'to' investigate, "to" identify, "to" describe" 'to' measure, "to" discuss, 'to' explain, or 'to' compare.

Literature Review

Your literature review section should provide an in-depth, up-to-date state of knowledge regarding the specific topic you're studying. Review of literature entails more than merely summarizing studies that other researchers have performed on your topic. Go a step further and synthesize the principal concepts that define the material you've read. You should identify any current trends, patterns, or knowledge gaps that exist in the literature. Don't stop there; see if you any relationships exist among the studies reviewed. Generally, you shouldn't review research that's older than five years. But you can in certain circumstances. Sometimes, an older source is

the only reference available for a key fact you wish to offer your readers. If and when you use older, landmark studies, be sure to identify such sources as such.

A review of literature is like a puzzle you put together using individual pieces from different sources of literature. You aim to reveal a “fresh” description of the state of knowledge regarding your particular topic. The literature review for your proposal should provide context for the proposal as well as the capstone project (assuming it gets approved).

When you start crafting your narrative, clearly define your topic. Present relevant statistical data, strengthened by historical and up-to-date background information. Use subheadings (known as Level 2 headings) to organize your key results. Your Level 2 headings should use both upper and lower case letters. Also, you should type level 2 headings flush with your paper’s left side. See the **Project and Methods Design** section for Level 2 heading examples. Level 3 headings help you to subdivide your topics even further. Indent all Level 3 headings. Use lowercase letters and set them in bold type. End each Level 3 heading with a period. Visit Purdue Owl’s Writing Center and the APA Manual websites for more information on the five different levels of headings in APA Style 6th edition. You can find that information [here](#).

The literature review section shows readers why they should care about your topic. Writing this section is an attempt to demonstrate that your proposed capstone project is the solution that fully addresses the problem you set out to solve. In this section, you should explain how you intend to address your paper’s main problem. Your argument needs all the support it can get from your literature review.

The next thing you should do is write down the findings you squeezed out of your literature review. The findings you include are those that are central to your topic. One mistake

students frequently make is to merely describe a series of studies, believing they're doing a review of review. You can use direct quotes. However, you should use them sparingly. Direct quotes can help you explain or stress critical points.

You must be objective as you present your facts. Begin each paragraph with a strong thesis statement that describes only one point. Every paragraph is supposed to flow logically from the previous one. Using effective transition words or phrases helps each paragraph to transition smoothly to the next one. Transitions are words such as since, consequently, it follows that, evidently, comparatively, and however.

End your review of literature with a well-written summary of your findings. Also, present a rationale for carrying out your capstone project, based on those findings.

Theoretical Model

The theoretical model section names and defines the conceptual or theoretical model that is foundational to your capstone proposal and future project. Include a diagram of your theoretical model at the end of your paper. Typically, the model comes after the reference page(s). Be sure to refer to the model as you develop the theoretical model section.

Project and Study Design

In the project and study design section, you should explain the type of study you're doing. Is it a qualitative or quantitative study? Also, explain the method you intend to use to get the outcomes you anticipate.

When writing a proposal, you're supposed to use the future tense. Get your readers to agree that your approach is practical and that you can reasonably expect valid answers to your research question. Write a paragraph under each of the following subheadings, describing every idea, method, or process clearly for readers.

Setting and Resources

Describe the place you'll perform the project and any resources you'll require for the project. If you decide to subdivide any Level-2 heading further, create a Level-3 heading as shown below.

Group I Location.**Group II Location.****Study Population**

Describe the participants in the study — everyone involved — and the specific role or roles they will play. Also, describe the sampling method used, the sample size, and how you selected the sample, that is, your recruitment strategies (where applicable). Provide information about the eligibility and exclusion criteria followed. As you describe each group, put emphasis on their characteristics (variables) that may directly influence the interpretation of your findings.

Sources of Data

Describe the sources and collection of data. Describe the data collection methods you'll use. Will you carry out surveys? Will you interview the participants? Or, will you just analyze a document (s)? In addition, explain how you'll manage the information obtained. Also, describe the instruments you intend to use.

Data Analysis

Confirm with your advisor regarding whether you should create data collection tables. You should refer to the table(s) in your main text, but you should place the table (s) after the reference page(s). Which tools will you use to analyze your data? How reliable are those tools? The objective here is to convince readers that they can reasonably expect valid results in your capstone paper.

Quality

Discuss the mechanisms you intend to use to assure the quality of your research. You might, for example, use mechanisms such as safe data storage or control of bias.

Ethics and Human Research Subjects Protection

In some cases, you have human subjects participating in your study. You may want them to answer survey questions or observe them under controlled conditions. Most studies involve little and usually no risk at all to research subjects. However, research sometimes exposes human subjects to different kinds of risk.

In this section, describe whether you have obtained informed consent from participants, whether your research fulfills all the relevant federal regulations. Tell readers whether you received approval from an Institutional Review Board to use human participants. An [IRB](#) evaluates research risk to human subjects with a view to minimizing it.

Timeframes or Timeline

When do you plan to finish your project? Provide details of the proposed timeline.

Budget

You may sometimes spend money as you research a problem. Where that is the case, provide details of the costs involved. Also, tell readers who will pay for those expenses.

Strengths and Limitations of the Study

Ask the capstone committee chair whether you should comment on the strengths and limitations of your research.

Conclusion

Your conclusion should be about one paragraph long and should be a restatement of your paper's central idea, typically your thesis statement. A conclusion should also include your Call-

to-Action. Ask yourself: why did I write this capstone project proposal? You wanted to get it approved so you could execute the proposed capstone project, right? Now, that's your CTA. Remind your audience of the significance and implications of your proposed research. You need to use a clear, concise, and compelling language, leaving your reader with an impression that stays with them for some time.

After you've finished your capstone project proposal, create the Table of Contents. You should be able to create it automatically provided you've formatted your headings properly. Since each Microsoft Word version is different, you should familiarize yourself with the various features of the version you have so you can use it effectively. You should be able to create heading levels (h1, h2, h3) that automatically format into a TOC such as the one in this document. Creating your TOC while using our template is easy. Simply update the current table of contents, and you'll have your own TOC. But how do I accomplish that? First, select the entire text by pressing Ctrl + A. Then, press the F9 key. Then, click on "Update the entire table," and the table will get updated automatically. It's that simple.

References

As mentioned earlier, you must cite the sources you've read and relied on while writing your proposal. The referencing style for this document is APA, 6th edition, which lists all the references you reviewed on a separate page called "References." As promised, we've provided a list showing different types of references (books, websites, articles). If you need to learn more information on how to write references, review the *Publication Manual of the American Psychological Association* (6th ed.). You can find the information you seek [here](#). You can also get the information you need on [this website](#) run by Purdue Owl's Writing Center.

You should include your appendices after the references page(s). What are appendices for? Appendices help you present detailed information that supports the main text. Some of the documents presented by appendices include questionnaires, tables, and figures. Tables contain numerical values and sometimes textual information organized in columns and rows. Illustrations that are not tables are usually figures. Figures present data such as graphs, maps, charts, drawings, or photographs.

If your paper features only one appendix, create a separate page and label it "*Appendix*." The phrase "Appendix" should be in italics. If you need to use more than one appendix, simply create more pages. Each appendix should appear on its own page. However, the title on each appendix shouldn't be "Appendix." Instead, the title should be "Appendix" followed by letters A, B, C, D and so on. If, for example, you had three appendices, you should label them this way: *Appendix A*, *Appendix B*, *Appendix C*. They, too, should be in italics. As you write the various sections of your paper, you often need to refer to these appendices. Do not talk of appendices as Appendix A, B, or C. Instead, refer to each appendix by its full title. **For example:** See the *Appendix* for APA Style, 6th edition, citation styles.

References

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Appendix

Basic APA, 6th ed., Citation Styles

Citation Type	Appearance: At the beginning of a sentence, first mention in the text	Appearance: At the beginning of a sentence; subsequent mention in the text	Appearance: End of a sentence; first mention in the text	Appearance: At the end of a sentence; subsequent mention in the text
One work prepared by one author	Jones (2007)	Jones (2007)	(Jones, 2007)	(Jones, 2007)
One work prepared by two authors	Jones and Allen (1999)	Jones and Allen (1999)	(Jones & Allen, 1999)	(Jones & Allen, 1999)
One work prepared by three authors	Jones, Stutz, and Zay (1999)	Jones et al. (1999)	(Jones, Ramirez, & Zay, 1999)	(Jones et al., 1999)
One work prepared by four authors	Jones, Stutz, Zay, and Walsh (2006)	Jones et al. (2006)	(Jones, Stutz, Zay, & Walsh, 2006)	(Jones et al., 2006)
One work prepared by	Jones, Allen, Stutz, Ramirez,	Jones et al. (2008)	(Jones, Allen, Stutz, Ramirez, &	(Jones et al., 2008)

five authors	and Zay, (2008)		Zay, 2008)	
One work by six authors	Stutz et al. (2005)	Stutz et al. (2005)	(Stutz et al., 2005)	(Stutz et al., 005)

END of TEMPLATE

Note: the names appearing in the table above are the author's last name. For example: If an author's name is Thomas Stanley, we write (beginning of a sentence, first mention): Stanley (2000) states that people who cannot delay gratification are less likely to get rich than those who can. Or, People who cannot delay gratification have a lower likelihood of getting rich than people who consistently delay gratification (Stanley, 2000).

We're confident you're now capable of writing a capstone project proposal that gets accepted. Using this template ensures you leave out nothing that's critical to the success of your paper. We hope you found our brief guide helpful. You can always contact our academic writing consultants regarding any aspect of writing you might be having difficulties with. Our people are available 24/7. Feel free to consult them anytime, whether day or night. Our experienced professional writers attend to our customers' needs; they (our coaches) guiding them (students) patiently until they get it. We can write for you, upon request, top-quality sample papers in whichever referencing style you might prefer, whether that is MLA, Chicago, Turabian, Harvard, IEE, CSE, or any other formatting style. Our prices are affordable, and we're almost certain you'll accept our sample the first time around.