## Capstone Scholarly Project Report Instructional Worksheet

CONGRATULATIONS! You are in the final stages of completing the Capstone Scholarly Project (CSP). The Capstone Scholarly Project (CSP) Report is the final report, and represents the culmination of all the hard work you have completed on your Capstone Scholarly Project.

Remember, although you may use your previously written Introduction and Methods (and Results for those who completed an AS Fall Report) sections from prior reports, it is likely the versions from past reports will require revisions and expansion.

## General Instructions

**Proofread** for spelling, grammar and punctuation.

* All CSP Reports ***must*** be reviewed by your Advisor ***before*** submitting to CSD.
* Use this *Instructional Worksheet* to email to your Advisor for review and feedback.
* **Establish a timeline of several weeks in advance of due date with your Advisor** to allow enough time for you to:
  + complete your draft
  + send it to the Advisor for review and feedback
  + complete your revisions
  + submit to CSD ***on time***

Submit the final version of your Project Report via the “[SUBMISSION” link](https://umassmed.edu/oume/CSD/csd-reports-and-forms-new/as-final-write-up-submission/) available on the [Capstone Course website](https://umassmed.edu/oume/CSD/).

The Project Report must be submitted via <https://umassmed.edu/oume/CSD/csd-reports-and-forms-new/as-final-write-up-submission/> to the CSD by the due date associated with your AS Capstone Month

* EE1, EE2, M1: DUE October 31
* M2 – M4: DUE December 31
* M5 – M7: DUE January 31

Group Project Reports are due based on the date of the group member with the latest due date. For example: two members schedule AS month with corresponding report due date October 31st, the third member schedules AS month with report due date December 31st – *the group CSP Report would be due December 31st*

## Required Project Information at Time of Submission

* Your name
  + If a group project all members must be listed
* Advisor name(s)
* Abstract: 250 word description of your project work

## Project Report Instructions

## Individual Project Reports must include the following

* **Total 5-7 pages** (not including References Section, figures, or appendices), font size 12, single-spaced, 1-inch margins
* Title
* Introduction
* Method Section
* Results Section
* Discussion (including hypothetical or actual possible further study)
* Reference Section
  + Endnote style (Chicago or MLA Style: numerical footnotes with corresponding reference list at the end of the report) OR
  + Parenthetical in-text style (APA or AMA Style: with an alphabetical reference section at the end of the report)
* APPENDICES (figures, research protocols, educational pamphlets, surveys)

## Group Project Reports must include the following

* **Total 10-12 pages** (not including References Section, figures, or appendices), font size 12, single-spaced, 1-inch margins
* Title
* Introduction
* Method Section
* Results Section
* Discussion (including possible further study)
* Attribution section (describe the specific contribution of each group member)
* Reference Section
  + Endnote style (Chicago or MLA Style: numerical footnotes with corresponding reference list at the end of the report) OR
  + Parenthetical in-text style (APA or AMA Style: with an alphabetical reference section at the end of the report)
* APPENDICES (figures, research protocols, educational pamphlets, surveys)

Students working in groups should write the final CSP Report collaboratively

* One version of the collaboratively written project report will be submitted by each member of the group
* Appropriate attribution for the work of each member must be included in an attribution section at the end of the report
* Due by the latest deadline of all team members based on date of the AS Capstone month. For example: two members schedule AS month with corresponding report due date October 31st, the third member schedules AS month with report due date December 31st – *the group CSP Report would be due December 31st*

## Writing the Capstone Project Report

**Author(s)** [your name(s)]

**Title** - A good title is accurate, complete, and specific. Imagine searching for your paper in PubMed.

**Introduction**

The Introduction tells the reader why you undertook this specific project – what was the hypothesis guiding the work or the un-met need you attempted to address? This section supplies sufficient background information, including discussion of work by others that precedes your project, that the reader can understand and evaluate your project without referring to previous publications on the topic.

**Methods**

The methods section tells the reader how you conducted your project. It is sometimes called the "Materials and Methods" section. The goal is to give enough description that another may understand or replicate your process.

**Results**

Use this section to present the data, outcomes or information that you gathered or created through your project work. The narrative that you write here will point readers to figures, images and/or tables that represent your relevant data. Analyses and interpretation of data may be included in this section.

**Discussion**

The Discussion section is where you answer to the question(s) you posed in the Introduction section. This is where you may interpret your results and consider the future direction of the project. Often, comparisons can be made to the published work of others. There is a lot of flexibility in this section. In addition to your main findings or conclusions, include limitations of your project, and possible next steps if you or someone else were to continue the work.

**Reference or Works Cited Section** (either Endnote or Parenthetical Style is appropriate)

Include all cited sources and resources to avoid unintentional plagiarism, and to document the intellectual lineage of discovery. Consistency of style is more important the using a particular style.

**APPENDIX**

Includes any component(s) integral to your project work but not necessarily appropriate to the defined report sections. Examples include: figures, research protocols, educational pamphlets, surveys, or any type of presentation materials used separate from the actual presentation.