The title is inserted here in using uppercase and lowercase letters and should be informative and concise, and restricted to 175 characters including spaces

– if the title is long, it must be formatted in an

inverted pyramid like this

by

[Your name on file at Donnelly College]

A [Paper/Assignment/Review, etc…] Submitted to Richard Wallace Ph.D. of

Donnelly College

[Month and Year]

in Partial Fulfillment of the Requirements for the Degree of

Bachelor of Arts in

[select appropriate academic program]

**[NOTE: This template is provided to get you started. Use it as a “plug and play” document, personalizing the information in brackets and leaving the instructions (READ THEM!) and “extra” pages until the end. This file is not guaranteed to be perfect for everyone as some will require customization. You are required to fix anything that does not meet the requirements set forth in the Formatting and Submission Guide even if you used the template. Therefore, you MUST also consult the Formatting and Submission Guide as well as your Professor/Program Director. Remove this note before submitting.]**

**Abstract**

REQUIRED – Start abstract text here. Notes about formatting are included throughout this template, but you are responsible for ensuring that all requirements included in the Formatting and Submission Guide are met. Please note that this template is already set up with the correct margins, paginations, and justifications. Be careful not to delete page breaks or section breaks at the bottom pages – to see them, click on the ¶ icon at the top of your Word document (stands for “show all nonprinting characters”). The abstract is a concise summary of the research. It should describe the purpose, importance, results, and conclusions of the research. The abstract is to be written in a scholarly manner. The text for the abstract, and throughout the entire document, needs to be in Times New Roman font, 12-point type face (size), and black, unless otherwise specified. This text needs to be double-spaced. \*Pagination began on the Copyright page with Roman numeral ii; pagination on this page continues sequentially using Roman numerals. Page numbers must appear centered on the bottom of the page. Margins for the entire document must be left justification only and one inch on the left, top, right, and bottom. There is no word limit, but the abstract must not exceed one page in length, including keywords (it is preferred to be between 150-300 words). The last sentence of the abstract must start with the word “Keywords:” followed by the academic program [select appropriate academic program and include *as written here*: Business Leadership, Information Systems], capstone project adviser’s full name, and up to five additional keywords that are not included anywhere else in the abstract. Example of last sentence: Keywords: Baccalaureate Programs, Dr. Richard Wallace, sociological, anthropological, social, qualitative, human rights.

**Acknowledgments**

OPTIONAL – Insert your acknowledgements text here or delete this page, including the page break at the bottom of the page. The acknowledgments are personal for the student and may contain appropriate information, written in a professional manner, that the student may wish to share with the reader. Please note that this information will be on the World Wide Web for any person in the world to view. There is no word limit, but the acknowledgments must not exceed one page in length. Any quotes listed in this section need to be cited; however, use of copyrighted material in this section is discouraged.

**Table of Contents**

[REQUIRED – Insert your Table of Contents (TOC) here. The text for the table of contents must be single-spaced (double-spaced from the page header) in Times New Roman font, 12-point size, black. The table of contents does not include any pages prior to or including the Table of Contents page. Consider copying and pasting the sample level heading you need so the correct formatting is maintained (indention and tab leader/ellipses). The TOC provides a great outline to your paper as you are writing! Example:]

List of Illustrative Materials vi

Level One Heading – Section One 1

Level Two Heading 2

Level three heading 2

Level four heading 2

Level five heading 2

Level One Heading – Section Two 2

Level Two Heading 2

Level three heading 2

Level Two Heading 2

Level three heading 2

Level One Heading – Section Three 2

Level One Heading – Section Four 2

Level One Heading – Section Five 2

References 3

Appendices 4

Appendix A – Title 4

# List of Illustrative Materials

[OPTIONAL – Insert your List of Illustrative Materials here, if applicable. Illustrative materials include tables, graphs, charts, figures, photographs, and other illustrations. The term "Table" is used to designate tabulated data; this includes computer printout sheets. The term "Figure" is used to designate photographs, half-tone prints, charts, maps, graphs, plates, drawings, diagrams, and other mainly nonverbal material. The text for the list of illustrative materials must be single-spaced (double-spaced from the page header) in Times New Roman font, 12-point size, black. Tables and Figures should be listed in chronological order as they appear in the paper. If you do not have illustrative materials in your thesis or capstone project, remove this page by backspacing. DO NOT delete the section break at the bottom of this page, or the page number format will be changed! Example:]

Table 1 – Title 2

Figure 2 – Title 2

Table 3 – Title 2

# Section One of Main Body Text

REQUIRED. The main section headings (e.g., “SECTION ONE OF MAIN BODY TEXT” above) should be Level One Headings based on the style guide you are using. Type must be Times New Roman font, 12-point size (footnotes or endnotes may be a minimum of 9-point font), black. Text must be double-spaced; footnotes or endnotes must also be double spaced. \*Pagination begins on the first Main Body Text page with Arabic numeral 1. Page numbers must appear centered on the bottom of the page. Citations and headings must conform to the style guide approved for use by the discipline in which the student is enrolled. \*There must be a running head, where an abbreviated title is printed at the top of each page. \*There must be no floating headers (also called widows and orphans), where a new section heading appears at the bottom of a page but the paragraph text starts at the top of the next page. Tables, graphs, charts, figures, photographs, and other illustrations (categorized as illustrative materials) must be clearly legible with good contrast, fit within the margins, and conform to the approved style guide. Graphs etc. may be in color if allowed by the discipline-specific style guide, but keep in mind that they should print with sufficient contrast in grayscale. Graph and chart headings, labels, and text may be in alternative fonts and sizes.

Please note that this template is already set up with the correct margins, paginations, and justifications. If you have any questions regarding this template or the formatting and submission of your capstone project, please contact Richard Wallace Ph.D. in the Department of Baccalaureate Programs at (913) 621-8714 or rwallace@donnelly.edu. Tutoring Services is also willing to review your final version before final submission to ensure formatting requirements have been met; please send the file in a Word doc format and include your program and professor’s name when emailing your capstone project for review.

Examples below are of heading levels based the APA style guide, 7th edition; you must use the headings outlined in the style guide required by your program of study.

**Level One Heading**

According to the APA style guide, 7th edition, a level one heading is centered, boldface, and has uppercase and lowercase letters. Different level headings are used to clarify organization of the paper. Not all levels of headings are needed. Please note the headings follow a top-down progression. A Level One Heading should be the main sections of the paper (e.g., Introduction, Literature Review, Methodology, Findings, and Discussion, Conclusion).

**Level Two Heading**

Level two headings are flush left, boldface, and have both uppercase and lowercase letters. They relate to the subject matter in the level one paragraph(s).

**Level three heading.** Level three headings are indented, boldface, lowercase, in-line with the paragraph, and ending with a period. They are related to subject matter in the level two paragraph(s).

***Level four heading.*** Level four headings are indented, boldface, italicized, lowercase, in-line with the paragraph, and ending with a period. They are related to subject matter in the level three paragraph(s).

*Level five heading.* Level five headings are indented, italicized, lowercase, in-line with the paragraph, and ending with a period. They are related to subject matter in the level four paragraph(s).

# References

[REQUIRED – Insert your References here; only include references for works cited within the document. Format depends on your academic program’s approved style guide.]

# Appendix or Appendices

[OPTIONAL – Insert your appendices here. Either the word Appendix or Appendices is used in the header, depending on how many appendices are included. Pagination began on the Main Body Text page with Arabic numeral 1; pagination on this page continues sequentially using Arabic numerals.]

## Appendix A – Title

[An appendix is used to provide additional information that would be either distracting for the reader or inappropriate if it were in the main body of the text. Common types of appendixes include but are not limited to a large table, a word list, the informed consent form, a mathematical proof, a computer program that is new or unique to the research referred to in the paper, verbatim instructions to participants, original scales or questionnaires, and raw data. An appendix should be used only if it helps the reader understand and or evaluate the paper. Each appendix is listed with an alpha subheading (e.g., Appendix A, Appendix B, Appendix C).]