

**Faculty of Nursing**

**Capstone Proposal and Final Report Formatting Guidelines**

Developed for use in NURS 589, 590, 591, 900\*

January 2024

\* adapted from “MN Course-based Capping Exercise Guidelines (for students admitted prior to Fall 2021)”

**Capstone Proposal Guidelines**

**Proposal Formatting:**

* Standard paper size is 8.5 inches x 11 inches (21.59 cm x 27.94 cm).
* Margins 1 in. (2.54 cm) on all sides.
* 12-point font; tables, figures, and appendices may be in 10-point font.
* Use one single font, with its italic and bold variants, through the entire document.
* The document should follow the most recent APA formatting guidelines, with the exception that the entire document should be single-spaced.
	+ A helpful resource for APA formatting can be found here: <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/>

**Length:** Maximum length **three pages** single-spaced (excluding title page, references, and appendices). May be longer if agreed upon by the supervisor.

**Title Page format:**

Title

Capstone Proposal

Faculty of Nursing

University of Alberta

by

Student’s full name

Supervisor: Supervisor’s name

Consultant: Consultant’s name

Date

**Capstone Proposal Guidelines (Continued)**

**Proposal Headings (required):**

* Background
* Purpose
* Methods
* Expected Outcomes
* Significance to Nursing
* References: Typically, 10-15
* Appendix:
	+ Timeline (including proposed deadlines for review of drafts and completion of proposal, including meetings with supervisor).
	+ Other appendices may be added as needed.

**Capstone Final Report Guidelines**

**Final Report Formatting:**

* Standard paper size is 8.5 inches x 11 inches (21.59 cm x 27.94 cm).
* Margins 1 in. (2.54 cm) on all sides.
* 12-point font; tables, figures, and appendices may be in 10-point font.
* Use one single font, with its italic and bold variants, through the entire document.
* The document should follow the most recent APA formatting guidelines
	+ A helpful resource for APA formatting can be found here: <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/>
* Single or double-spaced (use one consistently), as agreed by student and supervisor
* References and citation style should be the most recent version of the APA. An alternate reference and citation style (e.g. AMA, Vancouver) may be used if agreed upon by the supervisor. All other aspects of formatting should follow APA.

**Length:**  Varies, but the main body of the report (excluding title page, references, and appendices) is generally 10-15 double-spaced pages.

**Title Page:**

Title of capstone project

by

Student’s name

Supervisor: Supervisor’s name

Consultant: Consultant name

A capstone project submitted to the

Faculty of Nursing in partial fulfillment

of the requirements for the degree of

Master of Nursing

University of Alberta

© Student’s full name

 Term of capstone completion, e.g. Fall 202X

Edmonton, Alberta

**Capstone Final Report Guidelines (continued)**

**Capstone Final Report required headings (in this exact order):**

1. Title page
2. Table of Contents
3. Acceptance of Capstone project (signed) (see Appendix I)
4. Optional consent to share (signed) (see Appendix II)
5. Dedication (optional)
6. Abstract (150-200 words, block paragraph)
7. Main body of capstone report
* Background
* Purpose
* Methods
* Results
* Discussion
* Strengths & Limitations
* Conclusions
1. References
2. Appendices

When the final capstone report has final approval of the supervisor and the consultant, the student must submit it **electronically** to the Associate Dean, Graduate Studies, copying their supervisor on the email.

If the student is at the end of their program, the [*Report of Completion of Course-Based Master’s Degree form*](https://www.ualberta.ca/graduate-studies/media-library/forms-cabinet/records/degree-certificate-completion/202106_reportofcompletionofcoursebasedmasterdegree.pdf) should be signed and submitted by the supervisor.

**Appendix I**

**Acceptance of Final Capstone Report**

The undersigned certify that they have read, and recommend to the Faculty of Nursing for acceptance, a project entitled [Insert title of project] submitted by [Insert student’s name] in partial fulfilment of the requirements for the degree of Master of Nursing.

Supervisor name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix II**

**Optional consent to share**

It can be valuable for students to see examples of previous capstone proposals and final reports to help guide them in the development of their own proposal and final report. Please indicate below if you would be willing to have your proposal and/or final report shared with future students through posting them on Faculty of Nursing graduate student resource websites and/or course sites.

[ ]  I give consent for my capstone *proposal* to be shared with future students

[ ]  I give consent for my capstone *final report* to be shared with future students

**Name of Author**:

**Title of Capstone project**:

**Degree**:

Student name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_