**BEGIN TITLE THREE INCHES FROM TOP OF PAPER**

**(TITLE LINE TWO, IF NEEDED)**

**(TITLE LINE THREE, IF NEEDED)**

by

First Name, MI, Last Name

(Note: If two or three lines are not required for the title, add additional spacing

above the title to ensure the following text is properly located)

A Paper

Presented to the Gordon Albright School of Education

In Partial Fulfillment of the Requirements

For the Degree of Master of Education

EEA650 Leadership Project

Month, Year

Title of paper (Style: Title)

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Supervisor

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# Abstract (Style: Heading 1)

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Insert Table of Figures here (if applicable)

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[All the comments here are suggestions based on the preferences of one person teaching the research methods course. Your supervisor might have other ideas. Always go with your supervisor. The APA headings table is just to help you. Delete all this when you are ready to do so]

|  |  |
| --- | --- |
| **Level** | **Format—APA 7th edition—delete this table before completing your thesis** |
| **1** | **Centered, Bold, Title Case Heading**           Text begins as a new paragraph. |
| **2** | **Flush Left, Bold, Title Case Heading**          Text begins as a new paragraph. |
| **3** | ***Flush Left, Bold Italic, Title Case Heading***          Text begins as a new paragraph. |
| **4** | **Indented, Bold, Title Case Heading, Ending With a Period.** Text begins on the same line and continues as a regular paragraph. |
| **5** |          ***Indented, Bold Italic, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph. |

# Chapter 1: Introduction (heading level 1)

## Introduction (Heading level 2)

Give a brief—one or two paragraphs—introduction to your topic. Very general. Offer a powerful sentence or two that will entice your reader

## Background Information

Offer here background material to your topic. Include information from current events—what is occurring today in this area—and be sure to give scholarly and/or professional information and context; citations here are expected. (You can use the same citations in your literature review.) Be sure to follow APA writing guidelines like indenting the first line of your paragraph and indenting block quotations (more than 40 words in a quotation). CityU library website has APA guidelines.

You can tell a brief story or vignette that captures the issue/topic. Be sure not to identify anyone directly or include any information that could identify an individual or individuals. Such a story can be very powerful and can be anywhere from half a page to about 1.5 pages—not too long!

## Statement of the Issue/Problem

 This is where you state the issue or problem or concern that you are addressing. A contemporary concern in the field. A lack in the literature, whether in theory or research. You want to give a clear and thorough explanation and description of the issue/problem/concern. Again, you will likely have at least a few citations here, even if two or three.

### Sub-heading 1. (if applicable; Style: Heading 3).

## Purpose of the Paper/Study

What is your intent with this essay? What are you trying to accomplish? This naturally flows out of the preceding section.

## Research Question or Thesis Statement

This section will only be one paragraph in length. You should be able to write the question or statement in one sentence. *This is the most important sentence in your essay, so spend time getting this clear and clearly expressed.* One of the challenges students face is getting to a focused question or statement that isn’t too broad. Become as familiar as you can with the literature so you can zero in on a very specific question or statement.

## Significance of the Study

Why is your topic and your research (even it is just a capstone project) significant, valuable, important? What implications, recommendations, and benefits might flow from your research? Consider all the possible stakeholders.

## Outline of the Remainder of the Paper

This is the roadmap for the reader. Outline, in one paragraph, how you are going to proceed in the remaining chapters. Pretty logical, and the section headings of those chapter offer a clue here as to what to include.

# Chapter 2: Literature Review (Style: Heading 1)

## Introduction (Style: Heading 2)

## Definition of Terms [Conceptual Analysis] (Style: Heading 2)

This can be in paragraph form or a listing of terms with brief definitions. Feel free to use quotations. Always cite your sources if definitions are taken from the literature (as they likely will be).

### Sub-heading 1 (if applicable; Style: Heading 3)

Text begins here, on next line.

## Theoretical Framework(s), optional (Style: Heading 2)

This is where you outline the theories that are relevant to your topic. You can have a section for each theory, using the sub-headings; so, for example, each theory would have a heading that is sub-hearing 1. You would likely have about a page on each theory. Furnish from delineation of various theoretical positions a conceptual framework affording bases for generation of hypotheses and statement of their rationale.

### Sub-heading 1 (if applicable; Style: Heading 3).

#### Sub-heading 2 (if applicable; Style: Heading 4). Text begins here, on this line.

##### Sub-heading 3 (if applicable; Style: Heading 5). Text begins here, on this line.

## Review of Research Literature

## Study A (Style: Heading 2)

You can review any research studies that are relevant to your topic. Use sub-headings if warranted. The point is to organize your literature review so that it is clear and meaningful.

Discuss the research findings. Present a mini-review—a paragraph or two—of each research study. Offer your analysis of strengths and/or limitations of the study, as appropriate. Can have one section per study, with sub-headings if appropriate. For a capstone project, you will probably refer to 15—30 studies of both theory and research in your literature review.

Acquaint the reader with existing studies relative to what has been found, who has done work, when and where latest research studies were completed, and what approaches involving research methodology, instrumentation, and statistical analyses were followed. Specific details on methodology is reserved for review in Chapter III. Establish possible need for study and likelihood for obtaining meaningful, relevant, and significant results.

### Sub-heading 1 (if applicable; Style: Heading 3).

#### Sub-heading 2 (if applicable; Style: Heading 4).

##### Sub-heading 3 (if applicable; Style: Heading 5).

## Study B (Style: Heading 2)

### Sub-heading 1 (if applicable; Style: Heading 3).

#### Sub-heading 2 (if applicable; Style: Heading 4).

##### Sub-heading 3 (if applicable; Style: Heading 5).

## Study C (Style: Heading 2)

### Sub-heading 1 (if applicable; Style: Heading 3).

#### Sub-heading 2 (if applicable; Style: Heading 4).

##### Sub-heading 3 (if applicable; Style: Heading 5).

## Summary (Style: Heading 2)

Briefly summarize everything you have presented. Remember that your literature review is meant to demonstrate your expertise on your topic; it should be comprehensive, include both foundational and current theory and research, and demonstrate clear connections to your research question or thesis statement. This section would be about one to 1.5 pages. At the end of your literature review and your final chapter, you want to be sure you have addressed your research question or thesis statement; you need to connect back to that to ‘close the circle.’

### Sub-heading 1 (if applicable; Style: Heading 3).

# Chapter 3: Summary, Recommendations and Conclusions

## Summary of Findings

Very, very brief. You have already done this at the end of previous chapter. This would lead into the next section.

## Implications [for all stakeholders: counsellors, clients, families, relevant organizations, policy makers, etc.]

In this and the next two sections, you have to answer the “So, what?” question. What are the implications of your findings for all stakeholders? You can include yourself, if that is appropriate. Be as thorough here as you can be. Discuss in depth.

### Sub-heading 1 (if applicable; Style: Heading 3).

#### Sub-heading 2 (if applicable; Style: Heading 4).

##### Sub-heading 3 (if applicable; Style: Heading 5).

## Recommendations

What recommendations can you offer? Again, consider all stakeholders. Be as specific as possible. Discuss in depth. Be as specific as possible.

### Sub-heading 1 (Style: Heading 3).

#### Sub-heading 3 (if applicable; Style: Heading 4).

##### Sub-heading 4 (if applicable; Style: Heading 5).

## Conclusions

A final section for your final thoughts and conclusions. Feel free to be personal and creative here, if appropriate.

### Sub-heading 1 (Style: Heading 3).

#### Sub-heading 3 (if applicable; Style: Heading 4).

##### Sub-heading 4 (if applicable; Style: Heading 5).

# References (Style: Heading 1)

# Appendix A (Style: Heading 1)