

MS Capstone Report Format Guidelines

A. Required Sections - There are five required report sections:

1. Title Page

Title page template:

Your Name as it appears in your UW Student Record

A Capstone Report

Submitted in partial fulfillment of the requirements for the degree of

Master of Science in Dietetics Practice

University of Washington

(Graduation Year, e.g. 2018)

(Capstone Faculty Advisor)

Program Authorized to Offer Degree:

Nutritional Sciences Program

School of Public Health

2. Acknowledgments - acknowledge clinical partners and/or others you would like to recognize as contributors to your successful capstone project.

3. Table of Contents

4. Report Chapters

The report contains 9 chapters. Each chapter addresses specific topics, but you should customize the chapter titles as appropriate to your topic.

Chapter Content	Example of Capstone Chapter Title
Chapter I: Introduction	Introduction to use of blenderized tube feeding in an inpatient setting.
Chapter II: Physiological description	History of current care
Chapter III: Description of the methods of investigation	Interviews/ needs assessments of families currently using blenderized tube feeds
Chapter IV: Existing Resources	Supporting Questions Table/ Literature review summary
Chapter V: Supporting questions table	(if applicable)
Chapter VI: Evidence analysis summary	Recipe Development Recipe goals, creations, viscosity testing procedure, gravity bag testing
Chapter VII: Final product	Final Product/ Executive Summary
Chapter VIII: Dissemination plan	Project Summary and Roll out
Chapter IX: Summary	Next steps and future recommendations

5. References

B. Formatting and File Format

Font: Any legible font except script, italic, or ornamental fonts equivalent in scale to 10 pt Arial or 12 pt Times New Roman.

Margins: Use 1" margins right, left, top and bottom. Page numbers should be at least 3/4" from the edge of the page.

Line Spacing: 1.5 space all sections except for footnotes/endnotes, bibliographic entries and lists in appendices. These should be single-space.

Color: Digital manuscripts will appear in color when viewed electronically, but reproductions will not preserve color. Colors will appear in shades of gray and may compromise legibility of figures, headings, illustrations, photographs and graphics. Data and information that is color-coded or based on color shading may not be interpretable. For best results, prepare report in black and white. Color may be used for attachments, appendices, or other materials associated with the project.

File format: Submit final report in Adobe PDF with no compression, password protection or digital signature. Be sure that the PDF version of your manual is correct.

References: Students should use AMA Style unless another reference format can be justified as being more appropriate. (see: <http://guides.lib.uw.edu/c.php?g=99161&p=642357>)

Tables and Figures: The caption for a figure appears *below* the graphic; for a table, *above*.

- Typically, boldface or underscore the word "Figure" or "Table" and the associated number in the caption, then present the caption in plain text with only the initial letter of the caption and any proper names in the caption capitalized.
- Focus on completeness and concreteness as you caption figures and tables. Do not be afraid to use lengthy figure and table captions—better that than confusing or incomplete ones.
- If your figure or table is essentially the same as or based on another author's, but you recreated or adapted it, it is standard to include the words "Adapted from" or "After" followed by the author's name and a citation at the end of the caption.
- Always cite the figure or table if it—or its data—came from a source, using the same citation style that you have used throughout the paper. The most logical place for the citation to appear is at the end of the caption.
- Always refer to your tables and figures at least once in your text.