DS 785: Data Science Capstone
Capstone Paper Format and Style Guidelines

Preparation of Final Capstone Paper

Style Manual
The style manual to be followed for citations and documentation of sources is the _Publication Manual of the American Psychological Association (APA Manual). American Psychological Association._ Students should familiarize themselves with the manual prior to beginning to write their final capstone paper. The APA Manual is to be used consistently throughout the entire document.

Font Size and Style
The final capstone paper must be submitted in standard 12 point Times Roman font. Nonstandard fonts, such as script, are not acceptable for the final capstone paper.

Margins and Page Number Placement
Margins and page number placement should be as follows.
Left margin: 1.5 inches
Right and bottom margins: 1 inch
Top margin: Page numbers should be placed one inch from the top and right, with text beginning a double space below the page number. However, the margin for the beginning of each chapter or major section should be 1.5 inches from the top of the page.

Pagination
Each page in the paper must be assigned a number. Preliminary pages, those preceding the first page of text, are assigned lower case Roman numerals. The Title Page is counted as page i; however, the number does not appear on the page. The Abstract or Acknowledgments page, if included, is counted as page ii and the number appears in the upper right corner on that and each succeeding preliminary page. If a separate Dedication page is included, it follows the Title page and is numbered ii.

Arabic numerals are used to number all pages of the body of the paper including text, references and appendices. All numbers should be placed in the upper right corner, at least 1/2 inch from both edges of the page.

Tables and Figures
Tables and figures should fit within the margins if they are part of the main text. They can be a slightly smaller font, but generally not less than six-point in size.

Leave three line spaces between the table or figure and the text above and below. Both may be positioned anywhere on a page. However, if the figure is near the top or bottom, either no text or at least two lines must appear.

Abstract Page
A single-spaced abstract of approximately 250 words is required. The abstract page is to be inserted in the paper immediately preceding the table of contents. It does not require a page number and it is not counted when numbering the pages of the final document. The abstract should include the following: title, name of author, degree program involved, name and location of the University, year; and theories, concepts and issues of interest explored, methods employed, findings and conclusions.

References
Because your paper will most likely review and incorporate information and concepts other than those from your own data, the sources must be credited or documented. Documentation means providing specific references to the origin of authoritative information you used to support your findings and conclusions, so that each source can be identified and used by a reader. The APA manual can serve as a guide for formatting references.

Information from the Internet is becoming increasingly important and it is often difficult to know how to cite such sources. One of the obvious problems is that URLs frequently disappear or change with no automatic redirect to a new address. However, formal documentation of such sources is a necessary part of your work. The APA manual can serve as a guide for formatting reference information obtained from the Internet.

Entries in the Reference section are single-spaced and begin three spaces below the title on the first page of the References section. Entries are separated by two spaces. Entries are listed alphabetically, in most instances, by the author's last name. Works by the same author are listed chronologically from the most recent to the oldest.

Arrangement of Contents
While the specific contents of each paper will vary, the sequence for the arrangement of major sections presented below should be followed.
1. FRONT FLYLEAF (blank page required)
2. MAIN TITLE PAGE
3. DEDICATION PAGE (optional)
4. ACKNOWLEDGMENTS PAGE (optional)
5. ABSTRACT
6. TABLE OF CONTENTS
7. LIST OF TABLES (if tables are used)
8. LIST OF FIGURES (if figures are used)
9. TEXT (main body of paper with headings and subheadings)
10. REFERENCES
11. APPENDICES (contains material that supplements the text)
12. BACK FLYLEAF (blank page required)

Headings and Subheadings
No specific system of using headings is required, it is imperative, however, that consistency is maintained throughout the document. The preferred method is that of numbered chapters, but other logical systems may be used. An example of a hierarchy of headings follows:

MAJOR SECTION OR CHAPTER TITLE

(ALL CAPITALS, CENTERED, TEXT FOLLOWS AFTER THREE LINES)

Second Level Heading

Capitals and lower case letters, left margin, text follows after two lines.

Third Level Heading

Capitals and lower case letters, left margin, underlined, text follows after two lines.

Fourth Level Heading:

Capital and lower case letters, left margin, underlined, colon, text follows after two lines.

Fifth Level Heading: Capital and lower case letters, left margin, text follows two spaces to the right of the colon.

Major and Second Level Headings must appear in the Table of Contents exactly as they appear in the text. Third order and lower level subheadings may be included at your discretion. All subheadings of included levels must appear in the Table of Contents.

Examples
The following pages contain formatting examples of:
Title Page
Abstract
Table of Contents

(Title)

By

(Student's Name)

A Capstone Project Paper Submitted in Partial Fulfillment of the

Requirements for the Degree of

Master of Science

In

Data Science

University of Wisconsin - _____

_____, Wisconsin

(Month and Year of Degree Award)

ABSTRACT

THE SUCCESSFUL AND UNSUCCESSFUL COMPONENTS OF A
SUSTAINABLE COMMUNITY: A CASE STUDY OF THE
TOWN OF DUNN AND TOWN OF GRAND CHUTE, WISCONSIN

(Your Name Here)

The concept of sustainable community development is a new idea among communities worldwide which are striving to reach a state of sustainability. Sustainable development was mentioned in the late 1970's and early 1980's and then forgotten until it was reiterated in the early 1990's. It will more than likely continue to be a community theme well into the future. There have been numerous attempts to define sustainable community development from the first United Nations Conference on Human Environment in 1972 to the United Nations World Commission on Environment and Development in l987, during the 1992 Earth Summit, and more recently the work of the President's Council on Sustainable Development.

Creating a sustainable community can be a difficult task not only because it is a new idea but because every community is different in terms of its environmental, social, and economic components. Finding the correct balance among these components is critical for a community to progress in a direction of sustainability. However, despite these challenges, several communities worldwide have moved in a more sustainable direction. Waitakere City, New Zealand, and Seattle, Washington, are two good examples of the sustainable community movement.

Using the three components of sustainable community development, both the towns of Dunn and Grand Chute have been critiqued. This involves weighing the town's status as to where they stand in achieving a sustainable balance among environmental, social, and economic aspects of sustainable community development. Both municipalities were also critiqued using sustainability indicators for each component of sustainable development and then ranked using a "sustainability meter" to indicate the rank each community earned for a particular indicator and component. The conclusion is that the Town of Dunn is more sustainable environmentally but not economically when compared to the Town of Grand Chute. Overall, the towns of Dunn and Grand Chute are very close in sustainability rank for the social and economic components.

Many factors play a role in Dunn's sustainability success. These include their early adoption of a land use plan, a very successful PDR program, and strong land use regulations. On the other hand, Grand Chute only recently adopted a land use plan well after major developments were established in the town and it still continues to struggle with the hardships of allowing major development to occur without strict land use measures.

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