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REQUIRED WRITING FORMATTING GUIDELINES & WRITING MANUAL

Students are expected to follow the [University College Format and Style Requirements](#). For any formatting questions that are not specifically addressed in the format and style requirements document, refer to the 9th edition of the Turabian manual.

The Turabian Manual for Writers is the official writing manual at University College; all references and in-text citations in written assignments must follow the Turabian Author-Date Style guidelines outlined in Chapters 18 and 19 of the text.

Turabian, Kate L. 2018. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 9th ed. Chicago: The University of Chicago Press. ISBN-13: 978-0226430577.

WEEKLY TOPICS

Click on "Modules" in the left navigation to explore the content by week. See below for a short overview of the topics that will be covered each week.

Week of the Quarter	Topic Covered
Week 1: Capstone Proposal and Thesis Development	This week, we will begin the Capstone process by sharing and discussing each student's topic and thesis ideas. Your goal is to narrow your topic by the end of the week and produce a concise Capstone proposal to guide the project through the remainder of the quarter. The key focus is on higher-order critical thinking skills, so you will analyze and synthesize information by providing feedback to other students and creating your proposals.
Week 2: Capstone Outline	If your thesis statement is your destination, then your outline is how you will get there. Taking time to think through your outline

	<p>will pay dividends. It is your plan. Like all good plans, it is good to identify your resources.</p> <p>Understanding and using the University of Denver library is essential for your success in this class. The quicker you begin culling through the academic and professional literature the better you can manage your capstone process.</p>
Week 3: Research and Writing	<p>We will create build your Capstone Paper throughout the course. You have written a proposal that contains your thesis statement. You have created an outline. This week will write a first draft of the first two sections of your paper. The important thing to remember about first drafts is that you want to get begin to get your ideas on paper.</p>
Week 4: Literature Review	<p>The literature review provides the information you need to create a solution and to justify the solution in your Discussion section. You will support each point in building the case for your paper by relevant academic and professional literature, and it may include any other suitable background information. Think of the literature review as the building blocks from which you will create your solution. The literature review also forms the basis for your discussion. Any fact, analysis, or judgment you draw upon in the solution, discussion, or recommendation sections must first appear in the literature review.</p> <p>You will begin to develop your literature review by first completing an annotated reference list also known as the annotated bibliography.</p>

<p>Week 5: Writing</p>	<p>This week marks the halfway point. We are at the point in the course where your major focus is on completing your first draft. We will complete the first draft over the next three weeks. You already have a start with the background and approach. Over the course of the next three weeks, you will work on the remaining sections of your paper.</p>
<p>Week 6: Background, Approach, and Literature Review</p>	<p>You are building an important document. When complete, your Capstone will represent the culmination of your academic journey in the ICT program. We are taking the project in steps. The focus of this week is to complete your Background, Approach and Literature Review sections of your capstone.</p>
<p>Week 7: Capstone First Draft</p>	<p>This week is a significant milestone. You will complete your first draft of your capstone. You have already received valuable feedback on your work so far. Hopefully, you can incorporate that feedback into a draft that is "mostly" done.</p>
<p>Week 8: Revising and Editing</p>	<p>The primary objective for this week and next is to revise your first draft. The focus for this week is to pair up with another classmate, similarly to what we did last week. The feedback, however, will be a bit more structured.</p>
<p>Week 9: Final Capstone</p>	<p>This week you will submit your final capstone paper. It is a significant achievement. You took an idea and developed into an important research project.</p>
<p>Week 10: Capstone Presentation</p>	<p>This is your last week. The focus of this week is to create a short presentation, 10 minutes, describing your capstone project.</p>