



## **Guidelines for the completion of the Capstone Project to Candidates of the Doctoral Program in Integrative Medicine**

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## Section 1: Orientation to the Capstone Project

The Capstone Project at Yo San University is a research based project that aims to combine academic knowledge with critical thinking and analysis in order to present a novel idea which will ultimately contribute to the field of Traditional Chinese Medicine. As such, a clear question or objective must be presented and a scientific methodology will be implemented to test the given hypothesis. Doctoral candidates who are using methods such as grounded theory will not have an initial hypothesis.

Regardless of the type of research the candidate chooses the manner in which the data is presented should reflect a thesis in which a question is being answered. Although the Thesis is a formal requirement in completion of the Doctoral Degree at Yo San University, the Capstone Project should *not be* looked upon as just a “requirement”. It should be approached with the intent to further the knowledge and scope of Traditional Chinese Medicine. The faculty at Yo San University will hold the candidates to the utmost stringent criteria with the Capstone Project, with the hopes that once the Thesis is completed, it should be close to a publishable work.

Yo San University Doctoral candidates must demonstrate an integration of the knowledge and skills required in the core curriculum by completing an acceptable clinically or scholarly oriented research project, which is evaluated by doctoral faculty, in the final phases of the program in which candidates incorporate the use of current literature and research in Traditional Chinese Medicine and/or Western Medicine.

The project must demonstrate the necessary knowledge and skills for designing and critiquing approaches to systematic inquiry and the use of qualitative and/or quantitative methods. The projects must be of such a nature that they meet academic form and style standards suitable for peer-reviewed professional publications.

The styles of research projects may include the following:

- Theoretical analyses
- Surveys, analyses of archival data
- Outcomes research
- Systematic, qualitative investigations
- Public policy issues
- Case studies
- Evaluative research
- Interpretive translation research
- Educational research—professional and patient

## Section 2: Research Design

### Qualitative:

These types of research methods involve describing in details specific situation using research tools like interviews, surveys, and Observations.

### Quantitative:

These types of research methods require quantifiable data involving numerical and statistical explanations.

### Correlation/Regression Analysis:

This research method involves determining the strength of the relationship between two or more variables (e.g. are violent video games correlated with aggression in children).

### Quasi-Experimental:

This research involves the comparison of two groups, one which is influenced by an external source and another which is not influenced by an external force.

### Experimental:

Use of random assignment to place participants in two groups: an experimental group which receives intervention, and another control group without any intervention. It is using a positive control for you to base it or compare it in your result.

### Meta-Analysis:

This research method is useful for finding out the average impact of several different studies on a hypothesis.

The Yo San University DAOM Program includes the requirement of the completion of a Capstone Project. The DAOM Academic Committee has established criteria for the project. The established criteria are simple. Each Capstone project must represent original scholarship and must have the potential to make a contribution to the field. In their coursework DAOM candidates are reviewing the scientific literature that pertains to both Oriental Medicine and Western Medicine. In a series of three research methods courses DAOM candidates engage the theory, procedures, ethics and logistics of conducting research. The research courses culminate in the development of a viable Capstone project proposal as well as the generation of an initial Institutional Review Board (IRB) application and the ground work needed to complete their capstone project with the assistance of their advisor.

The DAOM faculty and administration purport that learning the foundation and processes for conducting ethical research with human subjects is a prerequisite for all DAOM candidates regardless of the method or format of the capstone project of each individual candidate. As a result each DAOM Candidate is required to complete human subject training and submit an application to the Yo San University Institutional Review Board (IRB). <https://phrp.nihtraining.com/users/login.php>

Besides the mentorship and training engaged in the research methods courses, each candidate is provided abundant mentorship and support in the process of developing and actualizing the Capstone project. Each candidate works with a Capstone Project Advisor who has responsibility for providing guidance, advice, review and detailed commentary regarding the various stages of the Capstone Project development. In addition to the primary advisor, each DAOM candidate has access to designated team of consultants regarding several specific areas germane to the development of the project. Those areas include:

- Research Methodology
- Statistical Analysis
- Traditional Chinese Medicine Theory and Practice
- Western Medicine Theory and Practice

Each Capstone Project is presented by the author at a public presentation session with DAOM Candidates, faculty and, administrators present. Capstone projects are reviewed and graded by members of the Doctoral

Dissertation Committee. Each project is graded by a committee consisting of the Candidate's Capstone Project Advisor, a TCM instructor and a Western Medicine instructor. Grading of the Capstone project includes the following factors:

- Project as submitted in written format: 75% of the grade
- Oral Presentation/Defense of the Capstone Project: 25% of the grade

*Be prepared to submit your entire capstone project document electronically on the published due date as a word document. All graphs, charts, and tables created in excel should be merged into this document.*

After the successful presentation and the award of a grade of "Pass" for the Capstone Project, each candidate is urged to pursue publication of their Capstone Project through Dissertations.com or other outlets. The publication process potentially makes the work accessible to the greater professional and academic community.

### **Section 3: Educational Objectives for the Capstone Project**

Since the Capstone Project is the culminating activity of the Yo San University DAOM Program, it is expected that the Capstone Project will constitute activities and a product that integrate and demonstrate aspects of the program's educational objectives. Those objectives are restated below:

1. Apply advanced practices of Oriental Medicine, and demonstrate advanced knowledge and skills in Oriental Medicine through scholarly activity, clinical practice and leadership in a medical specialty.
2. Demonstrate skills of critical thinking and advanced training in patient assessment, diagnosis and treatment intervention within their core specialty.
3. Show evidence of advanced knowledge and practice skills in all aspects of Oriental Medicine including acupuncture, herbal Medicine, Qi cultivation, manual therapy and nutrition.
4. Demonstrate knowledge of biomedical science relevant to their core specialty.
5. Demonstrate skills of collaboration with health care providers in multiple disciplines for the purpose of enhanced patient care and scholarly activities.
6. Demonstrate skills of leadership within oriental Medicine including skills in reflection and self-assessment, formal presentation and clinical teaching.
7. Demonstrate skills of life-long learning through completion of all required activities in the doctoral program.
8. Demonstrate an understanding of research methods including theory, procedures, ethics and logistics of conducting research with human subjects.

## Section 4: Composition/Writing Guidelines

**Yo San University**  
**DAOM Program**  
**Capstone Project Composition Writing Guidelines**  
 (09-10-2011; rev. 09-13-11)

**Introduction:** Scholarly work in the academy is characterized by standards of clarity in language and format for works that are of publishable quality including dissertations/theses/Capstone Projects. Producing a quality dissertation/thesis/capstone project is a progressive process that deliberately includes feedback from diverse reviewers at several “critical” points. Each review point includes the possibility of further refinement of the document. With each draft, subsequent to review and commentary it is expected that the document will be further enhanced resulting in a higher quality product. Candidates in doctoral programs and scholars/professionals who seek publication or who wish to share their work in academic presentations must be open and flexible regarding suggestions made from academic peers. This document will focus on some of the composition and format factors that will contribute to the overall coherence and quality of scholarly documents.

Factors to keep in mind as you format and refine the draft to be submitted for grading/assessment:

1. Follow carefully the recommended format for chapter outline, the title page, abstract, acknowledgements, table of contents, list of tables, references and appendices.
2. In dissertations/theses/capstone projects, it is common practice to begin each chapter on a new page.
3. Writing/Composition Issues:
  - Voice: In research writing generally the third person is the expected voice. (e.g. *“In this study the researcher sought to demonstrate the efficacy of the use of dry needling in relieving cramping within the first three hours of the post partum process.”*)
  - In research writing short sentences are preferred. Especially avoid run on sentences or the use of compound- complex sentences. Use long sentence structures only when necessary. Readers are likely to lose their train of thought when reading too many excessively long sentences. Intersperse long sentences with a very brief and simple sentence.
  - Nearly everyone will use the word “data” in the Capstone Project narrative. Be aware that the word “data” is plural. As a result you must use the plural verb with it. For example, *“In Table 2 the data are organized by age categories....”* The singular of “data” is “datum”, a form that is seldom used. Do a word search of your draft to affirm that every instance of the use of the word data is expressed in correct form.
  - Avoid the use of the word “this” without a noun immediately following it. The use of the word “this” without a noun leaves your writing with a vague and imprecise tone. While you as the writer/researcher know to what the word “this” refers, often it is difficult for a naïve reader to have that awareness. Research writing is exact writing. Avoid word constructions that are lacking in clarity.
  - Acronyms: Always spell out entirely any acronym that you use the first time and insert the acronym in parentheses immediately after spelling it out, e.g. *The Accrediting Commission of Acupuncture and Oriental Medicine (ACAOM) recommends that the post professional degree shall be the Doctor of Acupuncture and Oriental Medicine (DAOM).* Use your judgment if you need to entirely spell out the acronym again in a subsequent chapter.

- Plagiarism: Do not put yourself at risk of being accused of plagiarism. Make sure that all of your work especially in your literature review section represents your own paraphrase, or is otherwise appropriately cited as a direct quote. Be aware that generally the use of extensive quotations is discouraged in scholarly writing. As you know, there are services (e.g. “Turn It In.Com”) that can do an instant review of your work and generate a list of sections that are likely plagiarized.
  - FLOW: When writing your Thesis, it is important to remember to keep the “flow” of your project smooth and consistent. There should not be a scattering of ideas or divergence of thought processes. A paragraph should address a point and the words and sentences should be Coherent to allow for a smooth transition to the next topic/point.
4. APA Format Issues: Remember APA format is the easiest and most straightforward of all academic writing style manuals. It is flexible and uncomplicated. It provides clear directions for the inclusion of citations, references, headings and other format issues. Consider these common APA format factors:
- Citation Format: Always check the APA format. It is rare that a doctoral candidate would ever need to purchase the APA manual (which will cost about \$30). If you run into a question as you are writing, Google “APA format + a few words about your question.” (e.g. “APA format personal communication citations.”) There are dozens of universities that have sites to assist candidates in formatting papers. They are happy to share their knowledge and perspectives regarding any issue about which you are unsure. Common errors occur regarding the use the ampersand (“&”). Use the ampersand in the text when the entire citation is within parentheses,—e. g. (Jones & Smith, 2010). However, if you are including the names of the authors in the text, you use “and”—e.g. “Jones and Smith (2010) stated that the use of acupuncture with children...” Use the ampersand always in the References list.
5. Dissertation.com: After final approval and sign off, DAOM candidates are encouraged to submit their capstone projects to Dissertation.com for possible inclusion in the database of that organization. Your capstones will be included under the dissertation.com medical and health sciences category. Inclusion of your project in that data base provides worldwide access to other scholars and researchers. For information on publication guidelines and royalties from sales, visit [dissertation.com/proposal.php#](http://dissertation.com/proposal.php#).
6. Yo San University Library: Your Capstone project will be catalogued and archived electronically in the database of the Yo San University Library. It can be read through the library by anyone who has access to the Library or may be accessed via interlibrary loan procedures.

## **Section 5: Outline of the Capstone Project**

Given the complexity of the Capstone Project, a sample outline is given below. Although every research project may show different degrees of variability and divergence from the outline given below, nonetheless, it should be used as a guide. The capstone consists of the following components:

*Title Page*

*Approvals Signature Page*

*Abstract*

*Table of Contents*

*Chapter 1 (Introduction)*

*Chapter 2 (Literature Review)*

*Chapter 3 (Methods)*

*Chapter 4 (Results)*

*Chapter 5 (Discussion)*

*References*

*Appendices*

## **Sample Title Page**

The identification of the underlying mechanisms of Yin and Yang deficiencies as they relate to Hashimoto's  
Thyroiditis

By

Jane Smith

A capstone project  
Presented in partial fulfillment of the requirements for the  
Doctor of Acupuncture and Oriental Medicine Degree

Yo San University  
Los Angeles, California  
April 2016



## Table of contents

Table of Contents: As you are developing your draft, you can “dummy up” your table of contents page without page numbers for the TOC entries. It is likely that the insertion of page numbers next to the TOC entries will be one of your last tasks before submitting the document. When you do revisions, be sure to check and correct the TOC each time you revise, as it is likely to change.

<b>Chapter</b>	<b>Page #</b>
<i>Chapter 1 (Introduction)</i>	<i>t</i>
<i>Chapter 2 (Literature Review)</i>	<i>u</i>
<i>Chapter 3 (Methods)</i>	<i>v</i>
<i>Chapter 4 (Results)</i>	<i>w</i>
<i>Chapter 5 (Discussion)</i>	<i>x</i>
<i>References</i>	<i>y</i>
<i>Appendices</i>	<i>z</i>

## Abstract

- Use bold font for the centered title “Abstract.”
- The abstract should be formatted as a single paragraph.
- There is no need to include citations in the abstract.
- Do not include any quotes in the abstract.
- Do not include extraneous detailing in the abstract, and do not “give away the store” in the abstract. The reader of an abstract should be motivated to read the entire document to learn more.

Ex. Hashimoto’s disease is an autoimmune disorder, which like other thyroid conditions, most commonly affects women and, if left untreated, can lead to goiters and heart disease (Wisse, 2014). The purpose of this study was to identify the underlying mechanisms behind yin deficient and yang deficient manifestations of Hashimoto’s Thyroiditis. **Methods:** Twenty subjects diagnosed with Hashimoto's thyroiditis were categorized based on their immune function and particular TCM syndrome. Serum levels of thyroxine (T4), triiodothyronine (T3), and thyroid stimulating hormone (TSH) were determined through radioimmunoassay (RIA). For the analysis of immune status, ELISAs were prepared in 96 well plates to determine the percentage of lymphocytes to all white blood cells. All samples were washed and fixed according to the manufacturers guidelines. **Results:** In subjects with Yin deficiency syndrome (n = 12), serum T4 (27.35 +/- 0.63 ul/dl) and T3 (31.87 +/- 0.57 ul/dl) were higher than the accepted normal range, and TSH was lower (3.13 +/- 0.19 ul/dl). Yang deficient patients (n = 8) exhibited the opposite with T4 (12.35 +/- 0.62 ul/dl) and T3 (18.87 +/- 0.71 ul/dl) lower than normal and TSH (22.13 +/- 0.19 ul/dl) higher than normal. It was also found that the percentage of lymphocytes was lower than normal in subjects with hyperthyroidism and Yin deficiency (10.21 +/- 4.10%) than in Yang deficient subjects (21.01 +/- 2.98%). These findings suggest that thyroid function is closely related to TCM diagnosis and that lymphocyte reaction in Yin deficient subjects were opposite that expressed in Yang deficient patients. These results may give us the first clear indication as to the mechanisms which lead to Thyroiditis.

## Chapter 1: Introduction

The introduction should address the following:

- Background and need for the project—*This section should focus on the background and importance of your project.* A brief historical significance is generally warranted with epidemiology, etiology, pathological mechanisms and the introduction should end with a Hypothesis (if applicable). This section should be a justification for your research intent.
- Definition of Terms—May be bulleted/enumerated
- Statement of Research Question/Research Objective

Important points to remember about your introduction:

- The introduction should include *all articles and references that pertain to the background.* Any article that describes the mechanisms, causes, treatments and other western medical aspects of Hashimoto's belongs in the introduction and not in the lit review.
- Keep the introduction concise. Remember that people who are going to be reading your thesis want to know that *you know* the information, but do not necessarily want to see every minute detail, unless it will help you answer your thesis question.

FOR EXAMPLE:

Given the following hypothesis: “Acupuncture shows improved thyroid function in patients with Hashimoto's Thyroiditis.”

- What is Hashimoto's Thyroiditis
- Epidemiology of Hashimoto's
  - Susceptible populations and prevalence
    - Male vs. Female?
    - Specific ethnic populations?
- Etiology: What causes Hashimoto's Thyroiditis
  - Genetic Factors
  - Environmental Factors
- Infectious factors
- Pathology: Structural and functional changes in the body caused by Hashimoto's
- Clinical Presentation: How the patient presents
- Treatments: Discuss “Briefly” Medical & Surgical interventions
- In the last paragraph, state briefly how acupuncture has been helpful in similar conditions (hormone abnormality) and thus state your objective. This is basically a justification of your research.
  - Example. “Given the vast improvements of hormonal imbalances with acupuncture, coupled with the long term side effects of medical and surgical interventions in treating Hashimoto's, we hope to show that acupuncture may provide an alternative treatment in normalizing thyroid hormones in Hashimoto's Thyroiditis and improve clinical outcomes”
- Problem Statement: discuss the shortcomings of current treatments such as side effects of medications, invasiveness of different surgeries, etc. This will lead you to introduce TCM as an optional treatment modality and will guide the reader to your research intent.
- Purpose of Study: How does your study address the problem(s)?
- Null and Alternate Hypotheses: From your proposed study, what are all of the possible outcomes. Null and alternate hypotheses should be worded such that they are fully inclusive of all possibilities.

## Chapter 2: Review of Literature

This chapter will consist of reviewing the current literature that pertains to your hypothesis.

Articles that do belong here:

Given the above examples, you may find articles that compared acupuncture vs. medical treatments in treating Hashimoto's. You may also find Herbs increasing thyroid functions. You may also find articles that relate to Animal studies as this has been done extensively in Chinese Medicine. All of these are appropriate articles to include in your lit review.

Articles that do not belong here:

Any articles on the background of what is Hashimoto's, past and current treatments, side effects, western Medicine interventions all belong in the introduction

Logic for not including these articles

The lit review will comprise of articles, from which you will gather data and present the data in a basic statistical model/table/chart to prove or disprove your hypothesis. Articles that are background information will not be used in your data and therefore will not be instrumental in your results. Therefore, they belong in your Introduction.

Headings: Follow the five levels recommended by APA

- Level 1                    **Centered Boldface Uppercase and Lowercase**
- Level 2 **Left-aligned Boldface, Uppercase and Lowercase**
- Level 3    **Indented, boldface, lowercase heading with a period.**
- Level 4    ***Indented boldface, italicized lowercase heading with a period.***
- Level 5    *Indented, italicized lowercase heading with a period.*

Once the proper articles are chosen, a critical analysis of comparing and contrasting should be done in the lit review. This analysis may include variances in methods such as selection of acupuncture points, in vitro vs. in vivo models, animal vs. human models, and tissue collection, storage or analysis which leads to the framework of your own study. You can summarize certain articles and present strong points as well as weak points.

You may divide the articles into sub-headings:

Examples:

- *Effects of K27stimulation on Thyroid-Stimulating Hormone secretion*
- *Effects of auricular acupuncture on endocrine glands*

## Chapter 3: Methodology

This is generally a short section and should consist of the exact methodology that you used for your project. You must provide a reference for your methodology.

*Example:* To decipher the subtle nuances in the articles reviewed a qualitative literature synthesis method was conducted. The qualitative methodology allowed for concurrent observation and interpretation without being limited by numerical representation only. Scientific rules alone are not an efficient way to encompass a practitioner's observation, experience and decisions are needed to properly manage individual patient care (Green & Britten 1998).

As most of the projects will consist of a retrospective systematic review, you must state the following:

- How you obtained your articles: data bases used (i.e.: medical journals, Pubmed, EBSCO host, Google Scholar, Yo San University databases and published books).
- Key words and search terms you used to search for articles
- Inclusion and exclusion criteria for articles (English only if applicable, years included, abstracts if full article not available in English, etc.)
- How you organized your articles
- Human Subjects Ethical Considerations and IRB approval (Informed consent form should be included in the appendix.)

Sample methods:

*“A retrospective study was conducted using a systematic review in exploring the beneficial effects of TCM in patients with Hashimoto’s Thyroiditis. A pub med search was conducted using the key words: TCM, Hashimotos Thyroiditis, Acupuncture, Herbal treatments: Upon conducting the search, 80 articles were found. After including only those articles in English and those that were human trials, (you may choose to include animal studies if you want), 26 articles were included in the final search. A literature review analysis was conducted on these articles and the following outcomes were measured:*

- Levels of Thyroid Hormones
- Decrease of hypothyroid symptoms (weight gain, constipation, fatigue, and goiter).

Data was organized in tables and charts. Statistical analyses including: Means, ANOVA, t-test, chi-square, regression analysis, odds ratio, etc, were conducted to determine statistical significance. Significance was established at  $p < 0.05$ .

If candidates chose to conduct case studies from their own practice, or other practice, a detailed account of treatment group vs. control group should be addressed. What acupuncture techniques were used and how improvements were documented should be presented according to STRICTA Guidelines. A statistical analysis of results should also be included. This will also apply to candidates who chose to conduct Randomized Clinical Trials. (In studies as such, consent must be given, approved and documented as stated in the methods section.)

## Chapter 4: Results

The Results section should include the data in the articles (or your Case Studies). As this is a thesis, you need to *formulate* results that support/disapprove your hypothesis. You should not just regurgitate the results from the various studies. This is the section that *defines a thesis*. The data you report will be a *novel* piece of information in the field of TCM. Example: Among the 25 articles that studied TCM and Hashimoto's, this meta-analysis showed a significant P-value of .004 when comparing patients who underwent TCM vs. those who did not. With those patients that compared TCM with standard medical interventions, there was not a statistical significance in improvement with TCM ( $p = 0.1$  or  $p > 0.05$ ).

- Decide what your most important data are based on your hypothesis. You may include charts, tables, and graphs that help illustrate your point. Do not report every bit of data collected.
- Narrative is the primary mode of articulating your results; tables are used to support/clarify narrative.
- Merely state your results. Do not elaborate why you think your data is significant, skewed or non significant.
- Your results should *always reflect the thesis question*.
- Use appropriate sub-headings, based on your thesis question. In some Capstones, there may be more than one question or research objective.

## Chapter 5: Discussion

This section will allow you to elaborate on the results you found. This is a section where you use your Intellectual knowledge and critical thinking to provide an explanation of results.

- Summary of Findings: Brief paragraph to recap of findings
- Discuss why you think the data/results were significant or not. You may use references to support your new hypotheses.
- Implications for Theory—as appropriate relate back to the literature review (with citations)
- Implications for Practice—as appropriate relate back to the literature review (with citations)
- Limitations of the Current Study—Highlight/discuss factors that may limit the impact of findings
- Recommendations for Future Research—What are the next steps in the research path?
- Conclusion (very concise statement—possibly enumerated)

Example: After a thorough review and analysis of the studies, the hypothesis was correct in that TCM shows a significant improvement in outcomes for patients with Hashimoto's Thyroiditis. This is evident as the studies showed, increase in T3 and T4, which correlates with improved thyroid function in previous studies with Hashimoto's undergoing thyroid hormone replacement (proper reference). Add limitations and future research.  
Conclusion

## References

All reference list entries should be in alpha order as per the author's last name. If the entry does not have an author—e.g. it was issued/published by a professional association with no author named), use the first word of the association beyond the word "The" to place it in the alpha order. For example, a publication from The Acupuncture Council (that has no designated author) would be under "A" for "acupuncture" (not "T" for "The").

Be sure to follow APA format for all in-text citations and references.

### IN-TEXT CITATIONS

**Anonymous or unknown author: (Short Title, year, pp.); ("Short Article," year)**

*Citation:*

It was found that dogs bark when they feel threatened ("Characteristics of Dogs," 1991).

*Reference:*

Characteristics of dogs in their natural habitats. (2005, July 13). New York Times, p. B13.

**One author: (Author, year, pp.)**

*Citation:*

The author found that cars go fast (Smith, 2000, p. 123). Smith (2000, p. 123) found that cars go fast.

*Reference:*

Smith, A. (2000). Cars go fast. New York, NY: Good Publishing, Inc.

**Two authors: (Author1 & Author2, year, pp.)**

*Citation:*

The study found that dogs bark (Smith & Jones, 2005). Smith and Jones (2005) found that dogs bark.

*Reference:*

Smith, B. B., & Jones, B. B. (2005). Noises that animals make in their natural habitats. *Journal of Animal Science*, 4(2), 15-27.

**Three – five authors: First cite: (Author1, Author2, & Author3, year, pp.) Next cite: (Author1 et al., year, pp.)**

*Citation:*

The authors found that cars go fast (Smith, Jones, & Rogers, 2000, p. 123). The authors found that cars go fast (Smith et al., 2000, p. 123). Smith, Jones, and Rogers (2000, p. 123) found that cars go fast. Smith et al. (2000, p. 123) found that cars go fast.

*Reference:*

Smith, A., Jones, A., & Rogers, A. (2000). Cars go fast. New York, NY: Good Publishers, Inc.

**Six+ authors: (Author1 et al., year, pp.) Note: For six or more authors, use et al. the first time and give the full citation in references.**

*Citation:*

The study found that cars go fast (Smith et al., 2005). Smith et al. (2005) found that cars go fast.

*Reference:*

Smith, A. A., Jones, A. A., Rogers, A. A., Clark, A. A., Malone, A. A., & Garrett, A. A. (2005). Noises that animals make in their natural habitats. *Journal of Animal Science*, 4(2), 15-27.

**Several studies by different authors: (Author1, year; Author2, year; Author3, year)**

*Citation:*

Several studies (Clark, 2000; Jones, 2003; Rogers, 2007; Smith, 2005) have shown that dogs bark.

**Several sources by the same author: (Author, year1, year2, year3)**

Note: If an author has published more than one article/book in the same year, use letters to differentiate each study (e.g., 2005a, 2005b). In citations, list the years in chronological order.

*Citation:*

Several studies by Smith (2000, 2005a,b) have shown that dogs bark. Several studies have shown that dogs bark (Smith, 2000, 2005a,b).

*Reference:*

Smith, B. B. (2000). Studies about dogs. *Journal of Animal Science*, 6(1), 10-21.

Smith, B. B. (2005a). Noises that animals make. *Journal of Animal Science*, 4(2), 15-27.

Smith, B. B. (2005b). Animals in their natural habitats. *Journal of Animal Science*, 2(2), 38-52.

**Quotation: (Author, year, pp.)**

Note: In the absence of page numbers, add the paragraph symbol or the abbreviation para. and the paragraph number to the citation (e.g., Smith, 2005, ¶ 17).

*Citation:*

It has been shown that “dogs will bark more frequently in their natural habitats” (Smith, 2000, p. 327). As Smith (2005) notes, “dogs will bark if they feel threatened” (para. 7).

**PERIODICALS - Items published on a regular basis (journals, magazines, newspapers)**

Note: A digital object identifier (DOI) is a character string used to uniquely identify an electronic document or other object. Metadata about the object is stored in association with the DOI name and this metadata may include a location, such as a URL, where the object can be found. The DOI for a document is permanent, whereas its location and other metadata may change.

**Journal article with DOI**

LastName, A. A., LastName, B. B., & LastName, C. C. (year). Title of article. Title of Periodical, volume#(issue#), pp-pp. doi:xx.xxxxxxxx

**Journal article without DOI**

LastName, A. A., LastName, B. B., & LastName, C. C. (year). Title of article. Title of Periodical, volume#(issue#), pp-pp. Retrieved from <http://www.xxxxxxxxxx>

**Magazine article retrieved online**

LastName, A. A. (year, Month). Title of article. Title of Periodical, volume#(issue#), pp-pp. Retrieved from <http://www.xxxxxxxxxx>

**Newspaper article retrieved online**

LastName, A. A. (year, Month day). Title of article. Title of Periodical, pp-pp. Retrieved from <http://www.xxxxxxxxxx>

Note: Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.

*EXAMPLES*

## 1. Journal article with DOI

Smith, A. B., & Jones, C. D. (2005). Volunteer support of terminally ill patients. *Health Psychology, 24*(2), 225-229. doi:10.1122/333444555666777

## 2. Journal article without DOI

Smith, A. A. (2008). The geographic expansion of Mexican immigration in the United States. *Journal of Immigration Law, 8*(2), 47-63.

## 3. Magazine article

Smith, A. (2008, May). Enhancing worker well-being. *The Economist, 39*(5), 26-29.

## 4. Newspaper article

Smith, A. (2001, October 15). Obesity affects economic, social status. *The Wall Street Journal*, pp. A1, A4.

## 5. Online newspaper article

Smith, A. (2005, February 5). Fed official suggests early end to stimulus effort. *The New York Times*. Retrieved from <http://nytimes.com>

**BOOKS, REFERENCE BOOKS, AND BOOK CHAPTERS****Entire book**

Author, A. A. (year). Title of work. Location: Publisher.

Author, A. A. (year). Title of work. Retrieved from <http://www.xxxxxxxxxx>

Author, A. A. (year). Title of work. doi:xxxxxxxxxx

Editor, A. A. (ed.). (year). Title of work. Location: Publisher.

**Chapter in book or entry in reference book**

Author, A. A., & Author, B. B. (year). Title or chapter of entry. In A. Editor, B. Editor, & C. Editor (Eds.), Title of book (pp. xxx-xxx). Location: Publisher.

Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor & B. Editor (Eds.), Title of book (pp. xxx-xxx). Retrieved from <http://www.xxxxxxxx.xxx>

Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), Title of book (pp. xxx-xxx). doi:xxxxxxx

### EXAMPLES

#### 1. Entire book, print version

Smith, A. A. (1975). *The logic behind mathematics*. Chicago, IL: Red Brick Publishers.

#### 2. Electronic version of print book

Smith, A. A. (1975). *The logic behind mathematics* [Adobe Digital Editions version]. doi:10.1122/333444555666777

#### 3. Electronic-only book

Jones, B. B. (1998). *Perspectives on the freshman year of college*. Retrieved from <http://www.onlinebooks.com/html/asp>

#### 4. Several volumes in a multivolume work

Smith, A. (ed.). (1960-1973). *Psychology: A study of science* [Vols. 1-6]. New York, NY: Good Publishers, Inc.

#### 5. Book chapter, print version

Jones, B. B. (2001). *Philosophy in the realm of other sciences*. In B. Jones & C. Rogers (Eds.), *Social sciences and their impact on higher education* (pp. 87-115). New York, NY: Golden Books Publishing.

#### 6. Reference book

Smith, A. (Ed.). (2001). *Dictionary of applied sciences*. San Francisco, CA: American Science Organization.

## **AUDIOVISUAL MEDIA & SOCIAL MEDIA - motion pictures, audio or television broadcasts (including podcasts), static objects (*maps, artwork, photos*), *blog posts, Twitter, Facebook***

### **Motion picture**

Prodcuer, A. A. (Producer), & Director, B. B. (Director). (year). Title of motion picture [Motion picture]. Country of Origin: Studio.

### **Non-fiction video**

Producer, A. A. (Producer), (year). Video title [DVD/VHS]. Available from <http://www.xxxxxxxx>

### **Music recording**

Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist if different from writer]. On Title of album [Medium of recording: CD, record, cassette, etc.] Location: Label. (Date of recording if different from song copyright date)

### **Artwork/Photos**

Artist, A. (Role of artist). (year). Title [Medium: painting, image, etc.] Location: Repository.

Artist, A. (Role of artist). (year). Title [Medium: painting, image, etc.] Location: Repository. Retrieved from <http://www.xxxxxxxxxx>

### **Podcast**

Producer, A. (Producer). (year, Month day). Title [Audio podcast]. Retrieved from <http://www.xxxxxxxxxx>

### **Blog post**

Author, A. A. (year, Month day). Title of post [Description of form]. Retrieved from <http://www.xxxxxxxxxx>

Note: If the author's full name is available, list the last name first followed by initials. If only a screen name is available, use the screen name.

### **Twitter**

Twitter handle (Author). (year, Month Day of tweet). Full text of tweet [Twitter post]. Retrieved from <http://www.xxxxxxxxxx>.

### **Facebook**

Username or Group Name. [ca. year / n.d.]. In Facebook [Page type]. Retrieved Month Day, Year, from <http://www.facebook.com/xxxxxxxxxx>

Note: When the date can be reasonably certain but isn't stated on the document, use ca. and a bracketed date. When the date is unknown, use n.d. for "no date."

### *EXAMPLES*

#### 1. Motion picture

Smith, A., Jones, B. (Producers), & Rogers, C. (Director). (1985). Dog days of summer [Motion picture]. United States: Warner Home Video.

#### 2. Non-fiction video

Jones, B. (Producer). (2005). Responding to therapy [DVD]. Available from <http://www.apa.org/videos/>

#### 3. Music recording

Smith, A. A. (2007). Shadow of the bird. On Simple songs [CD]. Chicago, IL: BigBoy Records.

#### 4. Painting

Jones, B. B. (Artist). (1855). Boy sitting on a porch [Painting]. Cincinnati, OH: Cincinnati Art Museum.

#### 5. Painting retrieved online

Jones, B. B. (Artist). (1855). Boy sitting on a porch [Image of painting]. Cincinnati, OH: Cincinnati Art Museum. Retrieved from <http://cincinnatiartmuseum.org/images.html>

#### 6. Online image

Smith, A. (Photographer). (2010). Men pray [Photograph], Retrieved from [http://www.onlineimages.com/images/men\\_pray.html](http://www.onlineimages.com/images/men_pray.html)

#### 7. Map retrieved online

Monroe County Geographic Information Services (Cartographer). (1987). Population density [Demographic map]. Retrieved from <http://www.co.monroe.in.gov/maps/pop-dens.pdf>

8. Podcast

Smith, A. (Producer). (2007, January 8). Dogs like to bark [Audio podcast]. Retrieved from <http://www.podcastradio.com/>

9. Blog post

Smith, A. (2009, August 2). The eight principles of information architecture design [Web log post]. Retrieved from [http://boxesandarrows.com/eight\\_IA\\_principles.php](http://boxesandarrows.com/eight_IA_principles.php)

10. Twitter

@BarackObama. (2009a, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: <http://bit.ly/gcTX7> [Twitter post]. Retrieved from <http://twitter.com/BarackObama/status/2651151366>

11. Facebook

When I was your age, Pluto was a planet. [ca. 2009]. In Facebook [Group page]. Retrieved December 16, 2009, from <http://www.facebook.com/group.php?gid=2207893888>

## Appendices

- Copy of the IRB approval letter
- Copies of subject solicitation materials, if applicable.
- Copies of instruments/surveys/questionnaires used, if applicable.
- If used, a copy of one blank informed consent form.
- Raw data summaries/optional tables
- Data extraction tools

For dissertations/theses/capstone projects it is recommended (again a local preference) that each appendix include its own title page that indicates the letter of the appendix and its title. Centered and bold about two inches from the top of the page. e.g.:

***\*note—bold and italicized items should be headings/sub-headings.***

## Section 6: TROUBLESHOOTING FOR THE CAPSTONE PROJECT:

### POINTS TO WATCH OUT FOR:

- 1) Do not make assumptions in the Thesis if you cannot provide a proper reference:  
Example: “Western Medicine has many side effects in treating Hashimoto’s and therefore TCM provides an alternative treatment modality.”
- 2) Personal opinions *should be avoided*, unless it is part of an intellectual statement based on substantiated TCM & Western medical practices.
- 3) Not acceptable:  
Western Medical practices have failed to treat patients with Hashimoto’s and therefore I feel TCM is an acceptable treatment modality which can replace pharmaceutical treatment.

#### Acceptable:

While data for the past several decades have shown that thyroid replacement remains the mainstay of treatment for Hashimoto’s (reference), it should not be regarded as the sole treatment modality. Recent evidence in Chinese Medicine has shown striking results that should be taken into consideration. This can be further evident by the recent data obtained in this study that shows TCM has a significant improvement in outcomes with Hashimoto Thyroiditis patients. This suggests that patients with Hashimoto’s Thyroiditis should also be exposed to the data regarding TCM treatments with HD and allows them to make the ultimate decision in their treatment course.

- 4) Do not use company websites, Wikipedia and pharmaceutical sponsored publications as references. These are often not accurate or biased in their data representation.
- 5) Epidemiological data such as that provided by the World Health Organization (WHO) website should only be used as background in your introduction. (20% increase in Hashimoto’s in US compared to 40% increase in Asia)
- 6) Avoid using “*shock value*” statements. Example: Pharmaceutical interventions in Hashimoto’s disease should be stopped and replaced with TCM.
- 7) Be wary of the words you choose to use. Scientific writing is different than writing in literature. Scientific writing should be short and concise.
- 8) Every word used in a scientific work/Thesis has implications and therefore should be SCRUTINIZED.  
Example:
  - a) Be careful when you use the word TREAT VS CURE.
  - b) Be careful in stating treatment vs. prevention vs. slowing of progression. Each of the aforementioned words has different clinical implications.
  - c) Be wary of treating a disease vs. symptomatic treatment.

## Section 7: Appointment of the Capstone Project Advisor

Yo San University  
DAOM Program  
Contracted Capstone Project Advisors--Summary  
(01/31/2013; rev 02/04/2013)

**Introduction and objective:** This document will summarize the logistics for the incorporation of the role of “Contracted Capstone Advisors” into the Yo San University (YSU) Doctoral Program. In an effort to improve the quality of the research component of the DAOM Program, and to provide more options for capstone advisement, the concept of making available to doctoral candidates a wider range of qualified Capstone Project advisors was promulgated with the creation of the position of “Contracted Capstone Project Advisor.”

### **Logistics:**

- A. *Designation of Contracted Capstone Project Advisors:*** The Dean of the Doctoral Program will maintain a pool of qualified Capstone Project advisors who will be contracted on an individual basis to work with DAOM candidates.
- B. *Dissemination of Information regarding the Contracted Capstone Project Advisors:*** All candidates will be given the contact information for their Contracted Capstone Project Advisors. For each of the Capstone Project Advisors the following information will be provided:
- Full Name
  - Preferred contact information (phone or email)
  - Highest degree
  - Research interests
  - Research methodologies that the advisors is comfortable facilitating
  - Website link to each Capstone Advisor’s full vita—including list of publications
  - Preferred method of communication (e.g. face-to-face; internet; telephone)
- C. *Advisement Agreement and Appointment:*** After conversations between the DAOM Candidate and the potential advisor, the candidate will present the completed “Capstone Advisor Appointment Form,” which will be signed by the potential advisor and submitted to the Dean of the Doctoral Program not later than the candidate’s 12<sup>th</sup> month in the 24 month DAOM Program.
- D. *Scope of Service:*** Subsequent to initial explorations and final agreement to collaborate in the role of the Contracted Capstone Project Advisor, the advisor will be authorized up to 20 hours of documented service to the DAOM candidate in project related consultations and review of drafts of documents pertinent to the completion of the DAOM Capstone Project.

Special notes from Yo San Faculty:

- I. The Doctoral Program at Yo San University will expect the same level of professionalism from their doctoral candidates as any Higher Professional University will from their Doctoral Candidates. That being said, it is the absolute responsibility of the doctoral candidate to get in touch with their advisors, fill out all necessary forms and create schedules/meeting times that will revolve around the Advisor’s Schedule. Furthermore, it should be understood candidates should follow a consistent schedule in order to prevent blocks of passed time between meetings with advisors. This is not a project that should be left to the last months before graduation. This should be a consistent effort that aims to achieve a perfect Capstone Project with endless corrections and editing. It has been shown that having too long of breaks during a thesis is counterproductive.

- II. The faculty at Yo San University also understands that many research topics will have limited articles available. We also understand that having limited articles will result in skewed statistical analysis. While we like to promote a liberal academic environment and wish all the candidates to pursue topics that they are interested in, there is also a pragmatic aspect of the Capstone Project which should be realized and kept in mind. In such cases where very few articles are found (less than 6-7), the same criteria in grading will be held, however as long as a section is included in the discussion where a limitation of your capstone project is discussed, there will be no point deduction with limitations of statistics.
- III. As many candidates might not have a formal background in statistics, this is understood and appreciated. Classes in research will include basic statistics that will provide the tools for you to calculate in your Capstone Project. The motive behind statistics is that this is one way for the candidates to present a question and solve it based on past research. Otherwise, the Capstone Project loses merit of a novel work.
- IV. Many candidates feel that if their research does not prove their hypothesis, then the grade they will receive will not be optimal. This is not correct as disproving a Hypothesis is just as important as showing it is significant. It allows others in your field to know that this method did not show positive results and further adds to the research. *Remember*, most of the world's scientific discoveries were done by mistake and not intended for that purpose. Furthermore, many failed projects paved the way for new thinking and innovative techniques. The faculty at Yo San will grade you on how you do your capstone project and not what results you obtain.

## Section 8: Capstone Advisor Appointment Form

**Yo San University**  
DAOM Program  
Capstone Advisor Appointment Form

Name of DAOM Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

DAOM Program Specialty: \_\_\_\_\_

I hereby nominate \_\_\_\_\_,  
who is an approved and designated Contracted Capstone Project Advisor, and a person with whom I have no prior personal, familial or business relationships, for capstone advisement service in my doctoral program at Yo San University. This agreement is subject to the following stipulations:

- I understand that the above named advisor is authorized to render not more than 20 hours of consultation, advisement and editing services regarding the proposal, development, and full actualization and reporting of my DAOM Capstone Project.
- I understand that upon submission of appropriate forms and documentation, the above named Capstone Advisor may be eligible for remuneration from Yo San University for services rendered to me.
- I understand that under no circumstance there will be any exchange of funds between me and the above named Capstone Project Advisor, nor will there be any relationship other than the scholarly advisement interactions as per this agreement.
- I understand that any change in Capstone Project advisor subsequent to the approval of this form, will require full written explanation from me to the Dean of the Doctoral DAOM Program who will assign a new advisor.
- I understand that a request for advisement service beyond 20 hours must be presented to the Dean of the Doctoral Program, who may recommend transfer of advisement to a full-time University employee.

Signatures:

DAOM Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Contracted Capstone Project Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Doctoral Program: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form the Contracted Capstone Advisor agrees to file appropriate documentation of eligibility to work with the YSU Bursar's Office (if such paperwork is not already on file in that office). One copy of this form shall be placed in the DAOM candidate's electronic file; one copy will be sent to the Contracted Capstone Project Advisor; one copy will be sent to the University Bursar's office.

## Section 9: Position Description—DAOM Capstone Advisor

### Yo San University of Traditional Chinese Medicine Position Description

#### Contracted DAOM Capstone Project Advisor

**General Position Description:** Yo San University (YSU) retains commitments from a number of DAOM Capstone Project Advisors who provide advisory services on a contracted basis to candidates in the doctoral program regard planning, developing and fully actualizing original research projects and the report of those projects. The Capstone Project is a required component of the YSU) doctoral program.

**Qualifications:** An earned doctorate degree from an accredited university that included a substantive original research product; knowledge of and facility regarding a range of both quantitative and qualitative research methods; excellent written and oral communications skills; ability to receive documents electronically; a developmental perspective regarding the acquisition of research and writing skills; publications in peer reviewed journals (preferred); facility in research writing and APA format; knowledge of Institutional Review Board (IRB) guidelines and procedures.

**Reporting Structure:** The Contracted DAOM Capstone Project Advisors report to the Dean of the DAOM Program.

#### Position Responsibilities:

- Availability to engage in brief meetings, phone or email interactions with doctoral candidates to discern goodness of fit for collaborating with the candidate as the Capstone Project Advisor. There is no compensation for time associated with these brief initial email or phone communications.
- Provides up to 20 hours of capstone project advisement/consultation via phone, email and in person with DAOM candidates regarding the planning, proposal, data collection, data analysis and reporting phases of the Capstone Project. Capstone advisors work with a “one week or less” turnaround time expectation regarding contacts with DAOM Candidates and regarding the review of draft documents. As a courtesy Capstone Project advisors are encouraged to inform DAOM Candidates with whom they work regarding any period of time that they are going to be out of town or otherwise unavailable.
- Provides written feedback to doctoral candidates regarding ideas, plans and drafts that pertain to the Capstone Project.
- Assists candidates in coordinating with the range of project consultants available to provide resources and expertise regarding the Capstone Project. (E.g. methodology, TCM Content, Western Medicine Content and Statistical Analysis).
- Advises and assists candidates in following the recommended five chapter dissertation format in the generation of the Capstone Project.
- At all phases in the Capstone process provides editing or editing advice regarding grammar, diction, format, citations, references and other aspects of producing a quality academic document.
- Using the format prescribed by the Dean of the Doctoral Program provides documentation and billing regarding the advisement services rendered.

## Section 10: Contracted Capstone Advisor Pool

### Yo San University DAOM Program

#### Contracted Capstone Project Advisors Pool

(02/08/2013; 02/11/2013; 02/13/2013; 02/15/2013; 02/26/2013)

#### 1. Joshua David Chrystal, NMD, DC

- Research Interests: Complementary Medicine; sports Medicine; personal fitness; inflammatory processes, immune-stimulation botanicals; muscular-skeletal issues
- Preferred research methodologies: Case studies and other qualitative methods
- Link to bio/vita:  
<http://www.yosan.edu/Portals/12/Documents/jchrystal.pdf>

#### 2. Diane Cridennda, MA, L.Ac., FABORM

- Research Interests: Acupuncture and IVF; Acupuncture and serum cortisol/prolactin changes in IVF-ET treatments
- Preferred research methodologies: Clinical trials and all quantitative and qualitative methodologies
- Link to bio/vita:  
<http://www.yosan.edu/Portals/12/Documents/dcridennda.pdf>

#### 3. Fritz Hudnut, D.A.O.M., L.Ac.

- Research Interests: Detoxification; hypertension; spirituality in Medicine; Ramsey-Hunt Syndrome; treatment of headaches/migraine and depression
- Preferred research methodologies: All quantitative and qualitative methodologies
- Link to bio/vita:  
<http://www.yosan.edu/Portals/12/Documents/fhudnut.pdf>

#### 4. Marc Kalan, M.D.

- Research Interests: PCOS; obesity and reproduction; fertility preservation; oncofertility
- Preferred research methodologies: Randomized controlled trials; retrospective studies, literature reviews case studies

- Link to bio/vita:

<http://www.yosan.edu/Portals/12/Documents/mkalan.pdf>

#### 5. Paul Magarelli, M.D., Ph.D.

- Research Interests: OB/Gyn/fertility/reproductive Medicine issues; ovarian reserve; FSH factors; Theca cell differentiation factor; artificial insemination; ART methods/processes; impact of PCBs; TCM and IVF; Acupuncture and IVF; Acupuncture and serum cortisol/prolactin changes in IVF-ET treatments; exercise and pregnancy induced hypertension.
- Preferred research methodologies: All quantitative and qualitative methodologies
- Link to bio/vita:  
<http://www.yosan.edu/Faculty/ViewFacultyProfile/tabid/467/id/204/Default.aspx>

#### 6. Jennifer Magnabosco, Ph.D.

- Research Interests: Healthcare administration/policy, integrative Medicine; healthcare and organizational change issues; evidence based practice; healthcare provider attitudes, behaviors; delivery care practices; mental health and substance use measurement, and quality improvement; issues; translating research to practice, implementation science. policy and advocacy; outcomes/performance
- Preferred research methodologies: All quantitative and qualitative methods, especially survey and intervention studies, and research synthesis, case study, focus group, key informant interview, and chart review study methodologies.
- Link to bio/vita:  
<http://www.yosan.edu/Faculty/ViewFacultyProfile/tabid/467/id/205/Default.aspx>

**7. Rosaleen Ostrick, M.A.T.C.M., L. Ac.**

- Research Interests: Ophthalmology; epidemiology; infectious diseases; stem cell studies.
- Preferred research methodologies: Clinical trials, case study and other qualitative methods.
- Link to bio/vita:  
<http://www.yosan.edu/Portals/12/Documents/rostrick.pdf>

**8. Lawrence J. Ryan, Ph.D.**

- Research Interests: Healthcare; stress/anxiety/psychosocial factors
- Preferred research methodologies: All quantitative and qualitative methods
- Link to bio/vita:  
<http://www.yosan.edu/Faculty/ViewFacultyProfile/tabid/467/id/290/Default.aspx>

**9. Edward Shaheen, M.D., D.A.B.F.M.**

- Research Interests: Family Medicine; patient quality care/satisfaction issues; Biomedicine of acupuncture and Western Medicine interactions; Western nutrition/pharmacology.
- Preferred research methodologies: Case studies; case series other qualitative methods
- Link to bio/vita:  
<http://www.yosan.edu/Portals/12/Documents/eshah.een.pdf>

**10. Eric Tamrazian, M. A., M.D.**

- Research Interests: Muscular physiology; gene therapy; treatment of sclerosis; spinal core issues; immunology; vision/eye functions; emergency medical services; medical services in war torn areas; ALS disease processes; Parkinson's Disease.
- Preferred research methodologies: All quantitative and qualitative methods
- Link to bio/vita:  
<http://www.yosan.edu/Portals/12/Documents/etamrazian.pdf>

**11. David Wells, DC. L. Ac.**

- Research Interests: The use of acupuncture and rehabilitative exercise in treating orthopedic conditions; testing of clinical criteria and diagnostic methods used in Asian Medicine compared with those of Western science; the relationship between TCM theory and endocrinology, therapeutic nutrition and other biomedical approaches; any clinical outcome studies using objective outcome measures.
- Preferred research methodologies: All quantitative and qualitative methods
- Link to bio/vita:  
<http://www.yosan.edu/Portals/12/Documents/dwells.pdf>

**Section 11: Contracted Capstone Advisor Billing Form**

**Yo San University  
DAOM Program  
Contracted Capstone Advisor Billing Form**

Name of Contracted Capstone Project Advisor: \_\_\_\_\_

Name of DAOM Candidate: \_\_\_\_\_

This form is to affirm that in my role as an appointed Contracted Capstone Project Advisor I have completed \_\_\_\_\_ hours of advisement work. That work is summarized below:

Date: \_\_\_\_\_ Hours: \_\_\_\_\_ Activity: \_\_\_\_\_ \*

\*As appropriate, please attach documentation of service, such as dated copies of commentary notes forwarded to the DAOM Candidate.

This form formally requests that the Dean of the Doctoral Program authorize Remuneration for the above hours at the agreed hourly rate.

Notes:

1. Approved Contracted Capstone Project Advisors are authorized to engage and bill for a maximum of 20 hours of consultation, advisement and editing work with any one DAOM Candidate.
2. Contracted Capstone Project Advisors are expected to submit this form on a monthly basis while working with DAOM candidates.
3. A separate form should be submitted for each candidate with whom the advisor works.

Signature of the

Contracted Capstone Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

For office Use only below:

\_\_\_\_\_ Approved form payment

\_\_\_\_\_ Not approved for payment (if not indicate below why not approved)

Signature of the

Dean Doctoral Program: \_\_\_\_\_ Date: \_\_\_\_\_

Date that copy of this from was sent to the University Bursar's Office: \_\_\_\_\_

Date that check was sent to Contracted Capstone Project Advisor: \_\_\_\_\_

Bursar's Office Initials: \_\_\_\_\_

## Section 12: Oral Presentation Guidelines

**Yo San University**  
**DAOM Program**  
**Capstone Project Oral Presentation**  
(Draft 09-11-2011)

**Introduction:** This presentation will provide guidelines and pointers regarding the expectations for the DAOM capstone project presentation.

### 1. General Guidelines:

- While the capstone oral presentation is comparable to the traditional “doctoral oral defense.” consistent with the collaborative model of learning that we have facilitated in this program, you should look at this session as an opportunity to share the energy and effort that you have invested in your project. Your sharing should cover all the components of the project including the processes you engaged to complete it, the literature on which it is based, your findings, and the implications of your findings. Do not focus on teaching your audience the background of your study. Focus on presenting the novel approach and findings of your study.
- Your presentation should last for fifteen to twenty minutes, with another twenty to thirty minutes for discussion from the Evaluators and the Discussion Panel. Each presentation session will have at least a ten minute break before the next presentation begins.
- Do your presentation from the podium at the front of the room. By all means, prepare notes or bullet points that you can refer to as needed during your presentation.
- If you are using PowerPoint or other audio visual aids, be sure that everything is connected and working before you start.
- Speak slowly and clearly.
- Do not let yourself get bogged down in one area so that you invest your entire 20 minutes in just the literature, or just the method.
- Be aware that once you have done your presentation, you also need to maintain your attention and motivation to provide support for the remaining presentations of your colleagues.
- After your presentation turn first to the Faculty Evaluators, and invite them to make observations and ask questions. When their questions and observations have finished turn to the candidate panel respondents for the same process. When you are fielding questions be sure to restate the question as you understand it so that the entire room can hear it.
- In this session it is OK to report briefly any anecdotal learning that resulted from your research process.

### 2. Presentation Outline:

- Capstone Project Title: Be sure to read your title out loud.
- Research objective/hypothesis—Summarize what you hoped to accomplish by engaging this research. If you wish you can also say briefly why this topic interests you. What is your personal connection to the topic?
- Brief review of the most salient literature that provides the foundation for your own study. Talk a little about how you went about collecting the articles for the literature review. What libraries, what data bases what other resources were most helpful in this process. Mention at least two or three studies/theories/articles by the author’s name to establish the basis for your own study. If you have a succinct and strong literature review, you may want to read or summarize that

pivotal section. In essence you are recapping in a very general way the research/study that has been accomplished thus far in your topic area. Then you will point out that there is a “gap” or “blind spot” in the literature and that your own study will begin to fill that blind spot.

- Method—Name your method, and briefly summarize the procedures that you used. Describe your data collection instrument.
- Results—Briefly highlight the most salient aspects of your findings. In your own presentation notes prepare bullet points and read each verbatim, and then do spontaneous observations about each of them. Move through these quickly so that all findings are articulated.
- Discussion—Summarize findings. Describe the potential impact your study will have in the field with regards to the following:
  - Implications for Theory
  - Implications for Practice
  - Limitations of the Current Study
  - Recommendations for Future Research
  - Conclusion

**Section 13: Capstone Project Library Release Form**

**Yo San University**

**Release for Capstone Research Thesis to Yo San University Library**

**DAOM Candidate Name:** \_\_\_\_\_

**Capstone Research Thesis Title:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby authorize the Yo San University Library to make my Capstone thesis/dissertation available in the library in bound form.

I further permit the library to electronically store and provide access to my thesis/dissertation/research project online to the Yo San University campus community.

I understand that the abstract of my thesis/dissertation/research project may be made available to the public in the library's online catalog and over the World Wide Web. I, as author, reserve other publication rights.

My thesis/dissertation/research project is subject to photocopying or other reproduction by library users only within the limits of the fair use statute of the 1976 U.S. Copyright Law. The authorization is to take effect on the date below.

\_\_\_\_\_  
**DAOM Candidate Signature**

\_\_\_\_\_  
**Date**