Insert Your Name Here

Insert Your Title Here

EBTM 881 CAPSTONE PROJECT

ADVISOR: Insert Your Advisor’s Name Here

TERM (Ex. FALL 2019)



# **Table of Contents**

**Table of Contents** 2

**1. Introduction & Problem Motivation** 3

**1.1** **Section Headings & Bullets** 3

**1.2** **Figures and Tables** 4

**2. Problem Statement** 4

**3. Background & Literature Review** 5

**4. Data** 5

**5. Model and Analysis** 5

**6. Results and Recommendations** 5

**7. Conclusions** 5

**8. Acknowledgements** 5

**9. References** 5

# **1. Introduction & Problem Motivation**

In this section, please include an overview of your project along with the motivation for studying this problem.

Instructions for using this template and the formatting of your final report follow. Please delete these instructions and replace with the content of your report, formatted according to these guidelines.

Please use this template for your EBTM 881 Capstone Project Report. Each report should have the sections listed in the table of contents. The table of contents can auto-update pages using features embedded into Microsoft Word.

Text font should be Calibri or Proxima Nova. Calibri is native to Word, and Proxima Nova may be downloaded from the Towson brand website: <https://inside.towson.edu/brandAssets/fonts.cfm>. Please use 11-point font for text body.

All papers must follow the following layout:

* 8 1/2" x 11" paper
* Top and bottom margins: 1.00", left and right margins: 1.00"
* The title page with the SCM logo and project author, title, advisor, and term information.
* The TU logo in the footer along with page numbers.
* A Table of Contents on the second page of the report.
* Single-spacing in a single column
* Full text justification
* No indentation - use a single blank line to separate paragraphs – format your paragraphs as “multiple” line spacing.
* A full line space (hit return) above and below each section. This is demonstrated in the template.

## **Section Headings & Bullets**

Main sections should be 14-point font, bold, and underlined. Subsections should be 12-point font and bold. The headings feature in Word enables auto-updating of the Table of Contents. The text color should be black.

Bullet guidelines are as follows:

* First level bullet.
* Second level bullet.
	+ Third level bullet.

## **Figures and Tables**

Tables and figures should be included in the main text (see Figure 1 and Table 1) as close to the point of their introduction as possible. It is noted that figure and table numbering should be independent. Captions guidelines are as follows:

* Figure captions: 10 point Calibri or Proxima Nova, centered; place below the figure, leave one blank line above and below. For example, see Figure 1 below.
* Table caption: 10 point Calibri or Proxima Nova, centered; place above the table, leave one blank line above only. For example, see Table 1 below.



Figure 1: Example figure for demonstration

This is an example paragraph to demonstrate the guidelines for the figure and table captions.

Table 1: Example table for demonstration

|  |  |  |  |
| --- | --- | --- | --- |
|  | Conservative | Epoch | Improvement (%) |
| Six epochs | Federation run time | 1.1 | 0.44 | 62.8 |
| Number of time advance messages exchanged | 9470 | 1027 | 89.2 |
| Number of checking messages exchanged | 34302 | 23533 | 31.4 |

# **2. Problem Statement**

Include a detailed description of your problem as well as the scope of your analysis.

# **3. Background & Literature Review**

Include your literature review as well as a discussion of previous work in this area. This may include technical reports reviewed and other relevant inputs.

# **4. Data**

A discussion of the data you used and collected for this project.

# **5. Model and Analysis**

The main deliverable of your report – a discussion of your model and analysis.

# **6. Results and Recommendations**

Your results and recommendations for senior leadership and/or future research.

# **7. Conclusions**

A quick final summary.

# **8. Acknowledgements**

This section is optional. Students may choose to acknowledge those who helped with this project or supported them during their course of study.

# **9. References**

References should follow current APA guidelines.

Please email supplychain@towson.edu if you have any questions about use of this template. Thanks!