Capstone Note Cards

White digital frame with black font

Subtopic	Author's Last Name: Corporate Author "Title of Webpage" Abbrev
One fact/ Front only (sentence, paraphrase, definition)	
(Year of Publication)	Page #

[redacted] Project Outline

I. Introductory Frame
   A. Title (topic)
   B. Name, date, class, period
   C. Picture citation (author, date)

II. Question #1
   A. Key point
      a. Detail
      b. Detail
   B. Key point
      a. Detail
      b. Detail
   C. Picture citation (author, date)

III. Question #2
   A. Key point
      a. Detail
      b. Detail
   B. Key point
      a. Detail
      b. Detail
   C. Picture citation (author, date)

IV. Question #3
   A. Key point
      a. Detail
      b. Detail
   B. Key point
      a. Detail
      b. Detail
   C. Picture citation (author, date)

V. Question #4
   A. Key point
      a. Detail
      b. Detail
   B. Key point
      a. Detail
      b. Detail
   C. Picture citation (author, date)

VI. Question #5
   A. Key point
      a. Detail
      b. Detail
   B. Key point
      a. Detail
      b. Detail
   C. Picture citation (author, date)

VII. Bibliography frame
   A. Author, year
   B. Author, year
   C. Author, year
   D. Author, year
   E. Author, year

Directions:

a. Capitalization – Only capitalize the first word at each number or letter, unless the word is a proper noun or an acronym.
b. Numbers – Use digits for numbers. Do not write the numbers out.
c. Contractions/ Abbreviations – Do not use.
d. Words or Phrases – Do not use complete sentences in the outline.
e. Letters and Numbers – If you have an A, you must have a B. If you have a 1, you must have a 2.
f. End Punctuation – Do not use periods at the ends of phrases.
g. Font – Uses Times New Roman, size 12.
h. Spacing – Use single-spacing for an outline.
i. Second Person – Do not use.
j. Label – Put name, date, class, and period in the top right-hand corner. Place the word <u>Outline</u> in the top center.

Title

Your Name

Date

Career Teacher's Name

West Florida High School of Advanced Technology

Pensacola, Florida

Abstract

1. Single-spaced
2. Between 150 -200 words
3. Abbreviated Summary
4. Digits can be used
5. Usually written last; after paper completed

Body of Paper

1. Body of paper is not labeled.
2. Double –spaced
3. Times New Roman
4. Size 12
5. One-inch margins
6. Page length determined by career academy
7. All information should be cited; all research; no opinion or evaluation; e.g. (Smith, 2008)
8. No boldface; no underlining

TITLE (ALL CAPS)

References

1. APA citations
2. Full references in alphabetical order
3. Hanging Indents (use "enter" plus tab key)
4. Double-spaced
5. Not numbered or bulleted
6. Should be on page by itself, not with any other written text