

CAPSTONE REPORT CHECKLIST
CRJ580: Criminal Justice Capstone Experience

Section/Topic	#	Components	Suggested # of Pages	Draft Due
TITLE			Cover page	Week 2
Title	1	The title should describe the content of the paper, distinguish your paper from others on a similar topic, and catch the reader's attention and interest; however, without embellishment.		
ABSTRACT			150 -200 Words	Week 6
Brief summary	2	Provide a summary including the research problem and question, methods, and key findings.		
Section I: INTRODUCTION			2-3	Week 2
Problem statement	3	Problem statement: State the research problem, such as "an increased fear of crime," etc.		
Background/context	4	The impact and interventions of the problem. An example: Fear of crime reduced the life quality of the community. Intervention programs have been introduced.		
Significance of this study	5	Why is this study necessary? (e.g., Why should the intervention program or policy of an intervention program be evaluated? What happens if it's not evaluated?)		
Section II: OBJECTIVES			0.5	Week 2
Purpose statement	6	What is your study/research intended to do?		
Review question	7	State the review question associated with your topic.		
Section III: METHODS			1-2	Week 3
Selection criteria	8	Specify study characteristics such as years considered, types of studies (e.g., quantitative or qualitative) for eligibility.		
Search strategy	9	Present full electronic search strategy for at least one database.		

Section IV: RESULTS			4-10	Week 5
Quantitative description of results	10	Provide numbers of studies screened, assessed for eligibility, and included in the review, with reasons for exclusion at each stage.		
General information of each evaluation study for the review	11	Summarize general characteristics in the Evidence Table provided and include the table as part of your report in Results.		
Narrative Synthesis	12	For all outcomes considered (effectiveness or ineffectiveness), present for each study, including type of sampling, statistical results (if applicable), and conclusion in relation to your research question.		
Risk of bias assessment	13	Assess risk of bias across studies that may affect the evidence (e.g., sample bias, selection of evaluation studies, etc.)		
Additional analysis	14	Include other visual presentations as appropriate/necessary.		
Section V: DISCUSSION/CONCLUSION			1-2	Week 6
Summary of evidence	15	Summarize the main findings including each main outcome and the relevance to the stakeholders, such as administrators, officers, prisoners, etc.		
Limitations	16	Discuss limitations at study and outcome level (risk of bias) and at review level (e.g., incomplete retrieval of identified research studies).		
Conclusion	17	Provide a general interpretation of the results, implications for future research and policy decision.		
REFERENCES			No limit	Weeks 2, 3, 5, 6
REVISED AND EDITED PORTFOLIO				Week 8