**Full Title of Paper**

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Saint Mary’s University of Minnesota

Schools of Graduate & Professional Programs

In partial fulfillment of the requirements for Bachelor’s Degree in

Healthcare Management (or Applied Psychology)

[Instructor’s Name]

Submission Date [example: August 21, 2022]

**Full Title of Paper**

**Introduction**

**Purpose**

What is your topic? (What is your research question?) What are you trying to find out about your topic? What problem needs to be solved? What challenge needs to be met? This is where your thesis statement belongs.

**Significance**

Why is the topic [question, problem, challenge] important? For example, how many people will be affected? What group of people will be disproportionately affected? What are the consequences of not finding a solution or answer?

**Terms**

*If you use terms that are unknown to the general population*—for example, specialized terms used only in your field—then define those terms here. If you are using a generally-known term in a specialized way—for example, if you define *poverty* as a specific income level for a specific family size—define the term here. For each term, cite a scholarly or professional source (or sources) from which you derived your definition. Do not cite a dictionary, encyclopedia, or wiki. If you have only one term to define, do not create a separate section; define the term at the beginning of the literature review. List each term as a Level 3 heading, like this:

***Term One***

Write the definition as a complete sentence, even if it requires repeating the term. The definition begins on the same line as the Level 3 heading.

***Term Two***

Type the definition here.

**Literature Review**

Introduce the literature to be reviewed by restating the research question or the point being debated or the argument being built. Restate the thesis statement. The literature review is more than a reporting of factual information. Also state why and how the literature presented is relevant, peer reviewed, and recent.

**First Subtopic Heading**

Synthesize information from the literature in order to reach an original conclusion. Based on the literature you read, what can you conclude about the topic and share with your readers? The headings of the literature review reflect the subtopics of your main topic. Literature review headings are Level 2 headings, like this:

**Second Subtopic Heading**

As an example of topical headings, pretend you are writing a literature review about the best way to secure electronic data in a clinical setting. When you read the literature, you learned that there are three aspects of data security in a clinical setting: staff training, application software, and data input. These would be first, second, and third subtopics.

If one of your subtopic sections (like staff training, for example) becomes long enough to divide into smaller subheadings, use Level 3 headings for these subsections, as follows:

***First Level Three Heading***

Begin text here.

***Second Level Three Heading***

You must have at least two headings at each level (because you cannot divide a section “into 1.” You may not need to use Level 3 headings at all.

**Conclusion**

In the final section of your paper, your “voice” comes out front and center. Here is where you tell readers what you learned in terms of your original purpose. For example, to what extent was your research question answered by the literature you read? [For example, “The literature read for this review suggests that . . . (answer)”]. To what extent was it *not* answered? [For example, “The literature did not address . . .”] Why? [For example, “None of the literature reviewed included . . .”] If your question was not completely answered, what further steps do you (or someone else) need to take? [For example, “To understand . . . , one would need to . . .”]. If you were trying to solve a problem or meet a challenge, did you find a satisfactory solution or guideline?

**Application**

How could your findings be applied in your field? Under what circumstances might they be useful and to whom? What changes might occur? How would those changes be beneficial?

**Summary**

Briefly, in just a few sentences, restate (a) what you were trying to find out or solve, (b) what the literature said about it, (c) what you concluded from the literature, and (d) how your conclusions will be beneficial to your field.

**References**

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