RE600 Capstone Course Guide

Review this guide often while taking the REALTOR® University RE600 capstone course, required for all RU students. Here we've compiled resources that will help you understand the goals of the course, as well as help with researching, writing, and APA style.

Contents

Disclaimer

Learn about the RE600 Capstone Course

In August 2013, RU librarians interviewed Dr. Kathleen Sullivan, professor for the RE600 course, and Peter Burley, Director of the Center for Real Estate Studies within REALTOR® University.

During this talk, we discussed the following:

- What does "exploring an original topic" mean?
- What does "making an appropriate contribution to the field" mean?
- What are the expectations for the course project?
- Is publication a requirement or a goal for this course?
- Project Options: Thesis, Action Research, Case Study, TCOs Project

Check out the recording:

- [Listen to the podcast](#)

Starting Your Project

REALTOR® University Research Guides

The [RU Research Guides](#) were created to help RU students with coursework. They provide links to statistics, reports, scholarly journals, and other resources for assignments and discussion posts.

These guides also provide a good starting point for RE600 Capstone projects because they offer ideas on where to start your research. Just choose the guide that is most relevant to your project topic.

- Association Management
- Appraisal and Valuation
- Brokerage Management
- Commercial and Investment Properties
- Economics
- Finance
- Marketing
- Property Management and Maintenance
- Real Estate and General Law
- Sustainable Design

Best Practices in Research & Writing

- [Research Process & Writing Papers-Best Practices](#)
  This 11-page guide provides an overview of the steps involved in conducting research and writing research papers. Here, you will find general standards, organization techniques, and research tips that you can incorporate into your own research and writing process. We've listed only the main steps in an effort to keep this guide concise, but feel free to click on the "See Also" links provided for more extensive information and guidance.

What is "Peer Reviewed"?

- [Finding Peer Reviewed Sources](#)
  Video tutorial to explain what "peer reviewed" means and how to find peer reviewed sources. (30 seconds)

How Do You Conduct a Literature Review?

Literature reviews are an overview of the published information on a specific topic, designed to tell your readers which sources you've reviewed in your research, and to demonstrate where your findings or arguments fit into the larger context or the existing body of research. When compiling a literature review, you build a list of citations for each source consulted, as well as a brief summary of that source.

- [Conducting the Literature Review](#)
  Video tutorial on conducting the literature review and tips on creating an annotated literature index, managing RE600 Capstone project documents using Google Docs, and "Citation Chasing". (12:33 minutes)

Finding Articles

For scholarly articles, start with ProQuest

The RU Library subscribes to ProQuest as its main source for journals and scholarly articles.

- [Finding Scholarly Articles in EBSCO](#)
  A collection of more than 5,000 scholarly and industry-related journals, newspapers, and magazines, and company information (**E** indicates [password required](#)). (2:38 minutes)
- [Finding Scholarly and Peer Reviewed Sources](#)
  Video tutorial on where and how to find scholarly and peer reviewed sources. (8:53 minutes)

Find relevant journals in EBSCO

You can search EBSCO for individual articles, but you may also want to find whole journals that are relevant to your topic. If your topic is related to appraisal, you might find that *The Appraisal Journal* is a great source, for example.

Here's a tip: if you find a particularly relevant article in one journal issue, browse the full issue for related articles. Journals often devote an entire issue to one particular topic.

- **Searching Publications in EBSCO**
  Video tutorial on how to search for specific journals in EBSCO, as well as browse available publications and search within just one publication. (1:10 minutes)

Try Searching Google, Too

- **Advanced Google Searching**
  Video tutorial on advanced Google search techniques: limiting Google results by time frame, domain, or file type; drag and drop into Google image search.

- **Google Scholar**
  Video tutorial on searching within Google Scholar. Google Scholar is a great place to start your research, but note that you won't get free access to all articles. If you find one that looks good but you can't access a free copy, try searching for the article in EBSCO.

Finding Books

Using eBooks

Search our eBooks collection of over 2,300 digital books, audiobooks, and videos to locate items to check out from the comfort of your office or home. Items automatically return after the designated checkout period (usually 21 days).

Having trouble downloading a book from our digital book collection? Use My Help! to learn how to download digital books, audiobooks and videos.

- **A Quick Guide to eBooks**
  This handout provides quick instructions on checking out ebooks.

- **eBooks: Introduction & Getting Started**
  Take a quick video tour of the eBooks website: quick overview of available formats, how to download and view your eBooks, creating wishlists, and more. (6:11 minutes)

- **eBooks: Working with Tablets & Smartphones**
  Video on getting started with using eBooks with your iPad, tablet computer, or smartphone. Use the Overdrive app for the broadest selection of resources. (5:23 minutes)

Checking out print books

The RU Library has over 15,000 books, reports, and guides in print that students can check out, and we've got a very unique collection devoted entirely to real estate. If your project topic is unique, we may have print materials that can assist you.

RU students may check out up to 5 books for two weeks at a cost of $10 for 2nd day delivery. Contact the RU Library for check-out assistance.

- [Library Catalog: Basic and Advanced Searching & Browsing](#)
  If you want print books, you can search for them in the RU Library Catalog. Watch this video tutorial for basic and advanced search tips. (6:14 minutes)
- [Library Catalog Quick Tips Handout](#)
  Print this handout for quick search tips, advanced search techniques (using AND, OR, quotes, and dates), and how to request items for check out.

Finding Other Sources

Legal Information

- [NAR State Issues Tracker](#)
  (Note: Realtor.org username and password required)
  Search the NAR Government Affairs State Issues Tracker to learn about current real estate issues and requirements in each state.
- [NAR Legal Pulse](#)
  (Note: Realtor.org username and password required)
  Search the NAR Legal Scan to learn about new and emerging issues in real estate law and regulation.

  Choose either the NAR Scan (focusing on issues faced by real estate professionals) or the IREM Scan (real estate management issues).

Company Information

- [EBSCO Company Information](#)
  Search information on public and non-public companies and key executives.

  Password required. Contact the RU Library for assistance.

Writing Help

Helpful Tools for Research and Writing

- [Conducting the Literature Review](#)
  Video tutorial on conducting the literature review and tips on creating an annotated literature index, managing RE600 Capstone project documents using Google Docs, and "Citation Chasing". (12:33 minutes)

- [MEAL Paragraphs](#)
  MEAL is a best practice for use in ALL papers. This video describes the four components of MEAL paragraphs: Main Idea, Evidence, Analysis, and Link. (5:23 minutes)

- [A Sample RU Paper](#)
  Interactive sample paper for REALTOR® University students, focusing on best practices in paper writing: guiding words, topic sentences, in-text citations, editing tips.

- [Research Process & Writing Papers-Best Practices](#)
  This 11-page guide provides an overview of the steps involved in conducting research and writing research papers. Here, you will find general standards, organization techniques, and research tips that you can incorporate into your own research and writing process. We've listed only the main steps in an effort to keep this guide concise, but feel free to click on the "See Also" links provided for more extensive information and guidance.

Use Tutor.com!

Tutor.com Drop-Off Essay Review is here to aid you in becoming a stronger writer and researcher. While we cannot conduct research for you or write your paper, we can make suggestions for strengthening your work. Please review the pages below to learn more about how the Writing Center can help you.

- [Tutor.com Info](#)

APA - Citations

APA Citations

- [In-text Citations in APA 6th Format](#)
  Video tutorial on formatting direct quotations, block quotations, and in-text citations in APA 6th format. (7:59 minutes)

Citation Generators

Plug in your source's title, author, dates, etc., and these tools will give you a citation! Be sure to choose APA format, and double-check all citations for accuracy.

For the Tweet citation tool: instructions detailing how to link to an individual tweet [here](#).

- Citation Machine
- KnightCite
- OttoBib
- Zotero
  Zotero is a free research management tool that will generate citations in APA 6th and allow storing and management of research findings. This information can be shared with groups and teams, too.

Citing Legal and Government Materials

- APA Style - Citing Legal Materials
- Citing Government Sources
  Washington and Lee University Library's guide on APA citations for government documents.

Citing Twitter and Facebook Posts

- How to Cite Social Media in APA Style (Twitter, Facebook, and Google+)
  APA Style Blog, October 18, 2013

APA - Formatting Your Paper

Formatting in APA

- APA Paper Template
  Note: Developed for personal use; please check for accuracy before submission.

- APA Paper Template with Table of Contents
  Note: Developed for personal use; please check for accuracy before submission.

- Sample APA Formatted Paper
  Interactive sample paper for REALTOR® University students, using the APA style format

- Figures and Tables in APA 6th
  Video tutorial on formatting figures and tables in APA 6th. (5:21 minutes)

- Formatting Headers for RE600
  Video tutorial on how to structure headers and footers for the RE 600 Capstone project. Tutorial includes details on creating section breaks in Microsoft Word and formatting page numbers in both Roman and Arabic. (9:56 minutes)

- APA 6th Headers in Microsoft Word
  Video tutorial on formatting Microsoft Word headers in APA 6th format, (6:53 minutes)

Table of Contents in APA

Unfortunately, APA 6th manual does not provide much guidance on how to format the Table of Contents. However, follow the APA 6th rules with regards to basic formatting:

1. Font in Times New Roman, 12 point
2. Double-spaced
3. Five levels of headings

   Level 1: Centered, bold font, title case
   Level 2: Left-aligned, bold font, title case
   Level 3: Indented, bold font, sentence case (includes a period)
   Level 4: Indented, bold font, italicized, sentence case (includes a period)
   Level 5: Indented, italicized, sentence case (includes a period)

- APA Paper Template with Table of Contents
  Note: Developed for personal use; please check for accuracy before submission.

- How to Create a Table of Contents for an APA Paper in Word
  eHow shows how to create a Table of Contents using Word's Table of Contents tool.

- Formatting the Table of Contents in APA
  Video demonstration of formatting a table of contents in APA.

APA Style Guides

Bookmark one or two of these guides and refer to them often while creating References lists for your course papers.

- APA Style Guide
  The Writing Lab & The OWL at Purdue and Purdue University
- BibMe
  Be sure to choose APA at left.
- APA Style
  Quick answers from the American Psychological Association.