

Required Elements of the Culminating Project

Structural Formatting

Typing

- Typeface is a standard font (e.g., Times New Roman) and 11- or 12- points in size.
- Selected font is used consistently throughout the document.
- Print is laser quality.
- Document is typed in black ink only.
- Printing is single sided.
- No page begins or ends with a single line of a paragraph.
- All words fit in their entirety on a line; no word is divided by a hyphen.

Spacing

- Double spacing is used consistently throughout the document.
- Single spacing is used only for long quotes, tables, and figures.

Margins and Justification

- Left margins are 1.5 inches.
- Top margins are one inch.
- Right margins are one inch.
- Left margins are justified.
- Right margins are not justified.
- No page is short because of a table or figure; body text must occupy blank spaces around inserted tables, figures, or images.
- Figures, tables, maps, pictures, and other media fits within the established margins.

Pagination

- Each page of the manuscript, except the title page, is assigned a typed number.
- Lowercase Roman numerals (ii, iii, iv, etc.) are used on all pages preceding Chapter 1. The title page counts as page i, but the number does not appear.
- Typed Roman numerals begin with the signature page.
- Roman numerals are centered ½ inch from the bottom edge of the page.
- Arabic numerals (1, 2, 3, etc.) start with Chapter 1 or the introduction (if applicable) and are used for the remainder of the thesis/capstone/dissertation.
- The first page of the text begins with "1".
- Arabic numerals are centered ½ inch from the bottom edge of the page.

Tables and Figures

- Each table or figure is incorporated at the appropriate place in the text.
- All tables and figures are referred to by number.
- When more than one table or figure is introduced on a page of text, each follows in the order they are mentioned in the text.
- Short tables or figures do not stand alone on an empty page.
- Table or figure schemes conform to the style guide mandated by the student's program and are consistent throughout the document.

Citations

- In-text citations conform to the style guide mandated by the student's program.

- Works by the same author(s) with the same year of publication are consistently differentiated by a suffix after the year (e.g., 2005a for the first publication, 2005b for the second publication, etc.).
- All authors' names are included in the first instance of a citation with multiple authors. Thereafter, the first author's name may be used and followed with et al.
- Authors' names are listed without titles (e.g., Dr., Mr., Mrs., or Ms.).

Organization of the Thesis/Capstone/Dissertation

Unless marked as "optional," the following pages should be included in the written project in the order shown below. Incorrect formatting will result in the writing project being returned to the student for corrections, which could delay the graduation date.

- Title Page
- Signature Page
- Copyright Page (optional)
- Abstract (300-350 words)
- Distinction Award Page (optional)
- Dedication Page (optional)
- Acknowledgments (optional)
- Table of Contents
- List of Tables (if applicable)
- List of Figures (if applicable)
- List of Maps (if applicable)
- List of Abbreviations (if applicable)
- List of Symbols (if applicable)
- Text, divided into chapters
- Appendices
- End Notes (if applicable)
- References

Title Page

- The title page consists of:
 - Full title of thesis, capstone, or dissertation.
 - The full name of the student.
 - The type of project being submitted (thesis, capstone, dissertation).
 - The degree being earned (e.g., Master of Arts, Doctor of Education, etc.).
 - The program from which the degree is being earned.
 - The school and department (if applicable) from which the degree is being earned.
 - The month and year on which the student graduated.
- The title of the thesis, capstone, or dissertation is set two-inches from the top of the page.
- The title is centered on the page.
- The title is written in all capital letters.
- Long titles are double-spaced between lines.
- The full name of the degree and the program issuing the degree is used.
- The full legal name of the student is used.

Signature Page

- The title of the thesis/dissertation is consistent with the title page.

- The correct name of the department or school is used.
- The name of the student is consistent with the title page.
- The name of the degree program is consistent with the title page.
- The signature lines for all committee members are aligned flush right.
- The names of the committee members and their position on the committee (e.g., Chair, Member) are written beneath each signature line.
- The signature line of the head of the Graduate School is positioned beneath the signature lines of the committee and aligned flush left.
- All signatures are original and written in black or blue ink.

Copyright Page (optional)

- The copyright symbol (©) and the year of graduation are listed first.
- The student's name is listed second and is consistent with the title page.
- The phrase, "ALL RIGHTS RESERVED" is listed third.
- All three lines are centered both horizontally and vertically on the page.

Abstract

- The heading, "ABSTRACT" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first line of text.
- The full title of the thesis/capstone/dissertation is written in all capital letters, is centered at the top of the page, and is consistent with the title page.
- The name of the student is consistent with the title page.
- The month and year on which the student graduated is consistent with the title page.
- The degree being earned (e.g., Master of Arts, Doctor of Education, etc.) and the program from which the degree is being earned are consistent with the title page.
- The full name of the committee chair is used.
- The abstract is no longer than two pages.
- The abstract includes succinct statements of the problem, methodology or procedure, and conclusion or major finding(s) in the thesis/capstone/dissertation.
- The first line of each paragraph is indented ½ inch.

Distinction Award Page

- The heading, "[THESIS/CAPSTONE/DISSERTATION] DISTINCTION AWARD" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first line of text.
- Title of the thesis/dissertation is consistent with the title page.
- The correct name of the department or school is used.
- The name of the student is consistent with the title page.
- The name of the degree program is consistent with the title page.
- The signature line of the dean or program director is aligned flush left.
- The name and title of the dean or program director are written beneath the signature line.
- All signatures are original and written in black or blue ink.

Dedication Page (optional).

- The heading, "DEDICATION" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first line of text.
- The first line of each paragraph is indented ½ inch.

Acknowledgments (optional)

- The heading, "ACKNOWLEDGMENTS" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first line of text.
- The first line of each paragraph is indented ½ inch.

Table of Contents

- The heading, "TABLE OF CONTENTS" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first entry.
- Typing is double-spaced, except when entries run to two or more lines in length. In these situations, single-space between the continued lines.
- All sections of the manuscript that occur after the table of contents are included.
 - List of Tables (if applicable)
 - List of Figures (if applicable)
 - List of Maps (if applicable)
 - List of Abbreviations (if applicable)
 - List of Symbols (if applicable)
 - Each chapter in the main body of the document
 - Each subsection of each chapter
 - Appendices (if applicable). Each appendix is listed separately.
 - End notes (if applicable)
 - References
- All main headings of the manuscript are aligned flush left.
- All first-order headings are indented ½ inch. Second- and third-order headings (if applicable) are indented an additional ½ inch each.
- Leader lines connect each entry in the table of contents with its associated page number.

List of Tables (if applicable)

- The heading, "LIST OF TABLES" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first entry.
- All entries are aligned flush left.
- Typing is double-spaced, except when entries run to two or more lines in length. In these situations, single-space between the continued lines.
- Tables are listed by number, title, and the page on which the table is located in the document.
- The title of the table matches that in the text.
- Leader lines connect each entry with its associated page number.

List of Figures (if applicable)

- The heading, "LIST OF FIGURES" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first entry.
- All entries are aligned flush left.
- Typing is double-spaced, except when entries run to two or more lines in length. In these situations, single-space between the continued lines.
- Figures are listed by number, title, and the page on which the figure is located in the document.
- Leader lines connect each entry with its associated page number.

List of Maps (if applicable)

- The heading, "LIST OF MAPS" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first entry.
- All entries are aligned flush left.
- Typing is double-spaced, except when entries run to two or more lines in length. In these situations, single-space between the continued lines.
- Maps are listed by number, title, and the page on which the table is located in the document.
- Leader lines connect each entry with its associated page number.

List of Abbreviations (if applicable)

- The heading, "LIST OF ABBREVIATIONS" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first entry.
- All entries are aligned flush left and listed in alphabetical order.
- The abbreviation is separated from its full text description by 1 inch.

List of Symbols (if applicable)

- The heading, "LIST OF SYMBOLS" is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first entry.
- All entries are aligned flush left.
- The symbol is separated from its full text description by 1 inch.

Footnotes

- If required by the style guide mandated by the student's program, footnotes are placed at the bottom of the page separated from the text by a solid line two inches long.
- Footnotes are aligned flush left, directly below the solid line.
- Footnotes that are more than one line long are single-spaced.
- One single-spaced line separates each footnote.
- All footnotes are numbered with Arabic numerals. Footnotes may be numbered consecutively within each chapter starting over with number 1 for the first note in each chapter, or they may be numbered consecutively throughout the entire document.
- Footnote numbers precede the note and are placed slightly above the line (superscripted). There are no spaces between the number and the note

Appendices

- The heading, "APPENDIX A", "APPENDIX B" (etc.) is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the material in the appendix.
- Material in the Appendix matches the font in the body of the document;
- Each new appendix is presented on a separate page.

References

- The heading, "REFERENCES", "BIBLIOGRAPHY", or "WORKS CITED" (depending on the conventions of the style mandated by the student's program) is written in all capital letters, is set 1" from the top of the page, and is centered on the page.
- Two double-spaced lines separate the heading from the first entry.

- All references are aligned flush left and conform to the style guide mandated by the student's program.
- All references are single spaced and separated from each other by a double space.
- All citations included in the body of the document appear in the reference list.
- Reference list entries are arranged in alphabetical order by the surname of the first author.
- Two or more references by the same author(s) lists the earlier study before the later study.
- References with identical authors and dates are arranged in alphabetical order by the first letter in the title of the work.
- Long website addresses are broken with a hyphen (as appropriate).

We affirm that the named student's thesis/dissertation is high quality, adheres to an acceptable manuscript styles and meets the requirements of the Graduate School.

Signature of Student

Date

Signature of Committee Chair

Date

Submit this signed checklist with final draft of the culminating project to the Norcross Graduate School office for approval.