

Capstone submission checklist

Check if yes

Capstone word template used

The title page has the graduation date (Jan, Sept or May) not the submission date

The abstract is 300 words or less and single-spaced

The complete abstract is included on the title page (single or double spaced)

The text body is in Calibri, Arial, Times or Times New Roman, font point size 12

Pages have 1.5-inch margins top and right, 1 inch margins left and bottom

Page numbers are included on all pages but not visible on page 1 (title page)

Literature Review and Discussion sections are double-spaced

Figures and tables have complete, single-spaced legends (below figure, above table) that include a title, description, definition of labels and abbreviations, and source

Each figure and table is cited at least once in the main text

Not more than two items (table and/or figure) taken from the same source

The thesis is at least 15 pages (including title page but excluding reference list)

The discussion (usually 3-5 pages long) is not just a summary of the Literature Review section

At least 15 peer-reviewed references used(excluding websites and online resources)

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