

# Capstone submission checklist

Check if yes

Capstone word template used

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Title page has the graduation date (Jan, August or May, 202#) not the submission date

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The abstract is 300 words or less and single-spaced

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

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

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

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

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Literature Review and Discussion sections are double-spaced

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

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

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

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

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

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

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Submit Capstone by deadline as a WORD document

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Add **Capstone Similarity Index total percentage** here:

%