Capstone submission checklist

Check if yes

Capstone template used (Microsoft Word)

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

The abstract is 300 words or less and single-spaced

The complete abstract is included on the title page

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

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

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

Introduction, Background/Literature Review, Published Studies, Discussion, Future Directions/Conclusions 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 before the table/figure

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

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

The discussion (usually 2-5 pages long) is not just a summary of the Published Studies section

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

Submit Capstone by deadline as a WORD document

Submit Capstone checklist and Turnitin similarity report with your final capstone

Add Capstone Similarity Index total percentage here: %