

Capstone submission checklist

Check if yes

Capstone template used (Microsoft Word)

Title page has the graduation date, 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, body of the literature review, and 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)

References and in-text citations are in APA style

At least 15 peer-reviewed references cited and listed in the References section

Submit Capstone by deadline as a MS Word (.docx) document

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