

MS IN ORAL HEALTH SCIENCES CAPSTONE GUIDELINES

CAPSTONE INFORMATION

The 15-page Capstone project is a culminating experience whereby students choose to research a topic that is relevant in the field of dentistry. This project is overseen by a faculty mentor, who has expertise in the topic chosen, either at the Chobanian & Avedisian School of Medicine or the Goldman School of Dental Medicine.

All Capstone papers are required to follow the content and format guidelines and to contain a comprehensive literature review of the chosen topic, published studies of data that will be evaluated, and a discussion that reflects overarching insights and a broader evaluation of the studies presented.

CAPSTONE DEADLINES

SUMMARY OF IMPORTANT CAPSTONE DEADLINES				
	August Graduation Students walking in May Commencement	January Graduation	May Graduation	August Graduation Students <u>NOT</u> walking in May Commencement
Submit Capstone Form	Apr 1 st	Oct 1 st	Feb 1 st	May 1 st
Draft of the Introduction and Published studies sections complete and emailed to your mentor for feedback	May 15 th	Oct 15 th	Feb 15 th	May 15 th
Check-in with capstone mentor and submit Capstone Mentor Review Form	May 15 th - May 25 th	Oct 15 th – Oct 25 th	Feb 15 th -Mar 1 st	May 15 th - May 25 th
Full draft of capstone to mentor for review and feedback	May 30 th - Jun 15 th	Nov 1 st – Nov 15 th	Mar 1 st - Mar 15 th	May 30 th - Jun 15 th
Final submission with Checklist and Turnitin report to OHS	Jul 8 th	Dec 3 rd	Mar 30 th	Jul 8 th

OHS CAPSTONE INFORMATION

Carefully review the [OHS Capstone Information](#) webpage. This page includes all the important information you need to meet the requirements for successfully writing and submitting your Capstone. In addition to the important deadlines, all Capstones are required to follow the content and format guidelines.

CAPSTONE FORM

The [Capstone Form](#) must be completed by the due date (above) depending on when you plan to graduate. You will need to enter your intended graduation date, proposed Capstone title, and a brief description of your Capstone to submit the form.

CAPSTONE TEMPLATE

If you do not already have Microsoft Office Word downloaded on your computer, please do so before downloading the [OHS Capstone Template](#). Microsoft Office is free for all Boston University students and can be downloaded from the [BU TechWeb](#) webpage.

MENTOR ASSIGNMENTS

Each student will be assigned a mentor for their Capstone project. Please maintain communication with your mentor. This includes promptly responding to all emails from your mentor regarding the status of your Capstone, submitting drafts by the deadlines, and incorporating your mentor's feedback. During your first check in with your mentor, you will complete the [Capstone Mentor Review Form](#). During this time, you will discuss with your mentor a plan for submitting drafts in addition to the required deadlines. Please be respectful of your mentor's time and submit all drafts on time. This form must be signed by both you and your mentor and submitted to ohs@bu.edu by the deadline noted in the table above.

CAPSTONE CONTENT AND FORMAT

Length: Minimum 15 pages (including the Title page but not including the list of references).

Page layout and font: Letter-sized pages in portrait orientation with 1.5 inch margins top and left and 1 in margin right and bottom. Page numbers should be centered at the bottom of the pages, but not visible on the Title page (with the Introduction section starting on page 2). Use Calibri, Arial, Times or Times New Roman font in point size 12 for the main text. Figures/tables, labels, and legends may contain smaller font sizes, but all writing must be easily legible when printed at 100% size.

Title page: List Capstone Title, Name, Graduation date (not the submission date). The Title page also contains the complete abstract.

Abstract: Include an abstract of no more than 300 words on the Title page. The abstract should provide a summary of the capstone, which should include a brief description of the background, relevance, findings, and conclusions. The abstract should be single spaced.

Introduction: (1-3 pages) The Introduction starts on page 2, which is the first visibly numbered page following the Title page. This section should lead into your topic, describe the issue to be studied/investigated, reason the topic is important and of interest, provide sufficient background for the reader to understand your topic and the importance of your study, justification of the study (why), and what will be addressed. Use subheadings where appropriate. The style of subheadings is your choice (upper case or centered, etc.), but must be the same font and size (12 point) as the body of the paper.

Published Studies: (6-10 pages) This section should provide a detailed presentation of the topic you chose using discussions of primary studies and published data. Use subheadings where appropriate. This section should also contain figures and/or tables as appropriate. See the Figures and Tables section for formatting details.

Discussion: (2-4 pages) Begin this section with an overall conclusion/summary of the published studies (few sentences – 1 paragraph). This section must extend beyond merely summarizing the Published Studies section. The discussion should connect across studies to provide a broader evaluation of the findings presented, which may include strengths and weaknesses in study design or scope of a study, an evaluation of the authors' interpretation of results, and contrasting findings or conclusions to other fields or patient groups. The final paragraph(s) of this section must include a discussion and rationale for **future studies** based on your findings.

Conclusions: This section should discuss weaknesses or limitations in your study, alternative approaches, arising or remaining questions for the field, and final thoughts. The length can range from a few sentences to a paragraph.

Figures and Tables: Each figure and table must be accompanied by a single-spaced legend containing a title, description of the figure/table content (including explanations for labels and abbreviations), and source information. In addition, each figure and table must be cited in the text at least once before appearing in the paper. You cannot include more than two items (figures or tables) from the same source. There is no maximum or minimum number of figures that you can use in your paper; some papers have only 2-3 figures or tables while others have as many as 6-8. Use appropriate tables and figures to clarify the content you are discussing.

References: A minimum of 15 peer-reviewed references should be utilized (this excludes most websites and online sources). The reference list should contain all references in alphabetical order, single-spaced with a double space between each. For each reference, provide the complete author list, publication year, title, source, page numbers, etc. using APA citation style. If you viewed the reference online, you should include the doi link.

Artificial Intelligence: If you choose to use an AI tool, please do so in a manner that aims to support your learning. To promote fairness, we ask that you please give credit when an AI tool is used, even if only to generate ideas. This can be accomplished by creating an appendix that includes the entire exchange with the AI tool. Relevant sections should be highlighted along with a brief explanation of how and why the tool was used. Please see the [GAIA](#) policy for additional details.

SUBMISSION REQUIREMENTS

Before submitting your Capstone, the following must be completed:

Draft Review: A full draft of the Capstone paper must be reviewed by the assigned mentor by the required deadline (see table above) and feedback incorporated. **Capstones submitted at the deadline will not be accepted if they have not been reviewed and approved by your mentor.**

Checklist: Use the [Capstone Submission Checklist](#) to verify the content and formatting of your Capstone paper. The checklist must be submitted with your Capstone paper.

Turnitin Report: all Capstones must be scanned using the [Turnitin Plagiarism Check](#). The full report with the % Similarity must be submitted with your Capstone Checklist and Capstone paper. The percent similar must be BELOW 20%. Directions on how to access the Turnitin Submission link are located [here](#). All students should already have the access to GMS Plagiarism Check in Blackboard. If it doesn't appear in your list of courses in Blackboard, then follow the directions to request access. Select the GMS Plagiarism Check course. The link for Turnitin Submission will be located on the left side. Follow the directions to upload your Capstone paper.

It is strongly recommended that students run the Turnitin Plagiarism Check well in advance of the submission deadline in case the Capstone has a similarity score at or above 20%. You will need to edit your Capstone and resubmit to Turnitin until your similarity score is BELOW 20%.

FINAL SUBMISSION

The following must be submitted to ohs@bu.edu by 5 pm on the date it is due (see above):

- Capstone:** final capstone as a MS Word document following all guidelines, criteria, including your mentor feedback incorporated
- Capstone Submission Checklist:** all requirements must be checked off and the final Turnitin similarity score entered
- Turnitin Report:** this must be the **FULL** report that includes your final similarity score BELOW 20% and the details of the report