CAPSTONE INFORMATION

The Capstone serves as the culminating academic requirement of the MS in Oral Health Sciences program. Students select a research topic relevant to the field of dentistry and, under the guidance of a faculty mentor, conduct a comprehensive review and critical synthesis of the scientific literature. Students demonstrate their mastery of the topic and their ability to communicate scientific concepts clearly and professionally through a 15-page scholarly paper.

OHS CAPSTONE INFORMATION & DEADLINES

Carefully review the OHS Capstone Information webpage. This page includes all required forms, documents, and important information, including guidelines, deadlines, and other resources you will need to meet the requirements for successfully writing and submitting your capstone. In addition to submission deadlines, all capstones are required to follow the content and format guidelines.

CAPSTONE PROPOSAL FORM

The **Capstone Proposal Form** is accessed online and must be completed by the due date, 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. You do not need to resubmit the form if your graduation is postponed.

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. In general, students should assume a 2-week turnaround time for submitting and receiving feedback from their mentor unless a shorter timeline was agreed upon in advance.

During the capstone mentor review meeting, you will complete the **Capstone Mentor Review** form. You will also discuss your progress on the capstone and a plan for submitting additional drafts and meeting the required deadlines. Please be respectful of your mentor's time and submit all drafts on time. The Capstone Mentor Review form must be signed by both you and your mentor and submitted to ohsdocs@bu.edu by the deadline.

CAPSTONE TEMPLATE

All capstones must be written using the **Capstone Template** and follow all formatting guidelines. If you do not already have Microsoft Office Word downloaded on your computer,

please do so before downloading the Capstone Template. Microsoft Office is free for all Boston University students and can be downloaded from the BU TechWeb webpage. When your mentor reviews your draft, they will be adding comments and using the 'Track Changes' feature in MS Word to add their edits. If you are unfamiliar with this feature, please review this Microsoft webpage.

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 Aptos, 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. Follow the formatting on the template.

Abstract: The abstract must provide a summary of the literature review, including a brief description of key background information, the issue or problem the review will address (objective), key findings of the review, and conclusions. The maximum word count is 300 and must be single-spaced using 12 pt font (Arial, Aptos, Times New Roman, or Calibri). Do not include citations or figures in the abstract.

Introduction: (approximately 2-3 pages) The Introduction starts on page 2, which is the first visibly numbered page following the Title page. The introduction must provide sufficient background for the reader to understand your topic, its importance, and objective. The section should begin with important background information and the overarching issue or problem, then discuss what is already known or understood about the problem, the status of current research, and any remaining gaps in knowledge or ongoing issues relevant to your topic. Lead into your topic by describing the specific problem that your review will address (objective). The final paragraph should include a summary of what will be reviewed in the body of the paper as a preview for the reader and transition into the next section. 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.

Body: (approximately 9-11 pages) The goal of the literature review is to summarize, analyze, interpret, and critically evaluate the literature (primary sources). For each primary source, you must give an overview of the main points of the study and combine them into a coherent and cohesive narrative. Don't just paraphrase – use your own interpretations when possible and discuss the significance of the findings in relation to the body of literature. Your critical evaluation must include relevant strengths and weaknesses of the sources. 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. This section should also

contain figures and/or tables as appropriate. See the Figures and Tables section for formatting details.

Conclusions: (approximately 1-3 pages) This section should summarize the key findings of the literature review and connect it back to the issue/problem or gap in knowledge discussed in the Introduction section. This section should also include a discussion of the remaining questions based on your findings, future studies, weaknesses or limitations of your review, and final thoughts.

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 at 6-8. Use appropriate tables and figures to clarify the content you are discussing.

References: A minimum of 15 peer-reviewed references are required. All references must be in alphabetical order, single-spaced with a single space between each. For each reference, provide the authors, publication year, title, source, volume, issue, page numbers, etc. using APA citation style. The full DOI URL (hyperlinked) must be included for all references that have an available DOI.

Artificial Intelligence: If an AI tool is used, it must be used in a manner that supports learning and academic integrity. Students may not use AI software, tools, or add-ons to generate written content submitted for the capstone project. This includes, but is not limited to, literature summaries, synthesized text, interpretations, or conclusions. However, AI tools may be used for **limited support functions** such as brainstorming topic ideas, outlining, formatting, and organizing work. In addition, basic grammar and mechanics assistance (e.g. spelling, punctuation, and syntax checks) using tools such as Grammarly is permitted. **Students are responsible for ensuring that all submitted work reflects their own original ideas, analysis, and writing.**

AI USE DISCLOSURE STATEMENT

If any AI tool is used at any stage of the capstone process, students must complete and submit the **AI Use Disclosure Statement** form with their final submission. The statement must clearly describe the following:

- The specific AI tool(s) used
- The purpose for which the tool was used
- The extent of its involvement in the work

Failure to disclose the use of AI tools, or the use of AI beyond what is permitted and outlined above, may be considered a violation of the BU Academic Conduct Code.

SUBMISSION REQUIREMENTS

Before submitting your final Capstone, the following must be completed:

Mentor Approved Capstone: A full draft of the Capstone and Turnitin report must be reviewed and approved by the capstone mentor BEFORE the final deadline for submission to OHS. ***Capstones will not be accepted if they have not been reviewed and approved by your mentor before submission***. Once approved, make sure to 'Accept' and 'Stop Tracking' changes in the document. It is also important to resolve and delete all 'Comments'. The final version must be a clean and final version saved in .docx format (MS Office). Save the file as *Last name_First name_Capstone.docx*

AI Use Disclosure Statement: If any AI tool was used at any stage of the capstone process, an AI Use Disclosure Statement must be submitted. Please use the **AI Use Disclosure Statement** template located on the OHS Capstone Information webpage. At the top of the document, include the title of the capstone, your first and last name, and the current date. The disclosure must clearly state the specific AI tool(s) used, the purpose for which the tool was used, and the extent of its involvement in the work. ***The final draft must be reviewed and approved by the Capstone mentor before final submission.*** Save the file as *Last name_First name_AI-Use-Disclosure-Statement.docx*.

Capstone 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. Save the file as *Last name_First name_Capstone-Checklist.pdf*.

Turnitin Report: 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%. 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%.

Save the file as *Last name_First name_Capstone-TurnitIn.pdf*

FINAL SUBMISSION

After approval from your capstone mentor, the following must be submitted to ohsdocs@bu.edu by 5 pm on the due date.

- Final mentor-approved **Capstone** (.docx)
- Final mentor-approved **AI Use Disclosure Statement** (.docx)
- Completed **Capstone Submission Checklist** (.pdf)
- Full **Turnitin Similarity Report** (.pdf) showing a similarity score BELOW 20% and the details of the report