Capstone Style Guide
The Graduate School at Rutgers-Camden

Please read this guide carefully and make sure to follow all the requirements.
Papers that do not meet the requirements will be returned for resubmission.
You will not be certified to graduate unless your paper follows the standards set in this guide.

Submission Process

- A PDF copy of the master's capstone that strictly adheres to the format described in this guide must be uploaded to https://etd.libraries.rutgers.edu/login.php by the date listed on http://graduateschool.camden.rutgers.edu/graduation
- You will *not* need to submit a hard copy to the Graduate School.

General Formatting

- **Style**
    - Consult your advisor for the preferred style guide (APA, MLA, Chicago, etc.)
    - The style should be consistent throughout and conform to accepted practices within your discipline
- **Font**
    - Choose an easy-to-read font and use it throughout (10 or 12 point font)
    - Script or italic typefaces are not acceptable for the main text
- **Spacing**
    - **Double-space** preliminary pages, appendices, and all main text
    - **Single-space** footnotes, endnotes, references, bibliographic material, and curriculum vitae
    - Quotations of four or more lines of prose should be single-spaced and indented five spaces from the left margin; no indentation on right
    - Verse quotations of two or more lines should be single-spaced and centered
- **Margins**
    - Left margins must be **1.5 inches**
    - Top, right, and bottom margins must be **1 inch**
- **Numbering**
    - **Preliminary pages must have lowercase Roman numerals**, centered .5 inch from the bottom of the page; to do this, create a new section for your main body (Page Layout-- Breaks—Section Break), then edit your header/footer for the second section, and make sure that "Link to Previous" is not selected. The title page should not be numbered. Start numbering on the Abstract page (ii).

- **The main text must have Arabic numerals in the upper right-hand corner**, exactly 1 inch from the right-hand edge of the page and .5 inch from the top; begin with the number one (1) on the first page of text.
- Landscape pages must be numbered as if they were portrait oriented pages.

Preliminary Pages

Title Page and Abstract are required for ALL papers. Use your discretion on the remaining preliminary pages.
ALL preliminary pages should be doubled spaced.

- **Title Page – Required** (Follow format of sample title page at end of guide)
    - Center all text and lines
    - Do not use bold font on the title page
    - Do not put a page number on this page.
    - Title should be a brief but meaningful and accurate description of your work; avoid oblique references; substitute words for formulae, symbols, superscripts, Greek letters
    - Your full, legal name, as it appears on registrar's records, must be on the title page
    - Both your name and title of work should be capitalized
    - Correctly designate the degree you will receive (Master of Arts; Master of Arts in Liberal Studies; Master of Fine Arts; Master of Public Administration; Master of Business and Science; Master of Science)
    - Include the official name of the program in which you will receive your degree
    - Include the name of capstone director; type the name below the signature line
    - If applicable, include the names of all committee members; include a line for each committee member and type name below signature line
    - The month and year entered at the foot of the page must be October, January, or May followed by the year you will graduate
    - The *unsigned* title page must be included in the electronic document
    - A hard copy, *with signatures*, must also be submitted to Ms. Amy Liberi in the FAS's Office of the Dean, 3rd Floor, Armitage

- **Abstract – Required** (Follow sample abstract page at end of guide)
    - Double space everything
    - Heading and author's name should be in upper case letters
    - Include the name of your dissertation director
    - Text should begin fours spaces below the dissertation director's name
    - Provide a succinct summary of the dissertation, summarizing clearly the problem or problems examined, the methods employed, and the major findings
    - The abstract must be in English and may not exceed 350 words
    - Number page with lowercase Roman numerals, starting with ii

- **Preface – Optional**
    - Include a formal heading

- **Acknowledgement and/or Dedication – Optional**
    - Include a formal heading

- **Table of Contents – Optional**
  - Double space all entries
  - Include page reference
  - Include all preliminary and concluding sections
  - Include a formal heading

- **List of Tables – Optional**
  - Double space all entries
  - Include titles and page reference
  - Include a formal heading

- **List of Illustrations – Optional**
  - Double space all entries
  - Include titles and page reference
  - Include a formal heading

Main Text
All pages of the main text should be double spaced.

- **Introduction**
  - Include a formal heading
- **Main Body**
  - Divide into chapters or sections, each with a title and each beginning on a new page
  - As needed, chapters or sections should be further divided into one or more series of subsections, each preceded by a subtitle

References, Citations, Bibliography, and Curriculum Vitae (Listed in Order)

- **Appendices**
  - Include a formal heading
  - All lines should be double spaced

- **Endnote and Footnotes**
  - Include a formal heading
  - Insert footnotes at the bottom of the page
  - Insert endnotes at the end of chapters or at the end of the manuscript
  - All endnotes and footnotes should be single spaced
  - Numbers should be listed consecutively
  - For chapter endnotes, each chapter's note should begin with the number one (1)

- **Bibliography**
  - Include a formal heading
  - Each entry should be single-spaced; however, include a blank line between each entry

Images and Media

The Library of Congress keeps a list of materials exempted from the Digital Millennium Copyright Act (DCMA), which includes fair use of short video clips in educational materials. You can see the complete list by visiting http://www.loc.gov/today/pr/2010/10-169.html

- Any images or other media cited in the document must NOT be included in the ETD PDF file; each image must be submitted as a separate, "supplementary" file; this allows the University to have discrete control over any access restrictions due to copyright or permissions without needing to restrict the entire document; it also allows for images to be submitted in higher resolutions than would be possible by embedding them in PDF documents
- A list of illustrations, citing any images referred to within the ETD, must be included in the preliminary pages of the ETD document; images must be labeled in accordance with this list
- If you have acquired permission to use a work, or the work is available in the Public Domain or under a non-restrictive copyright license, please state so when uploading
- Please see the image and media preservation guidelines for the Rutgers University Community Repository (RUcore); your files do not have to strictly conform to these standards, but doing so will guarantee optimal preservation of the submitted works
- Graphs, figures, tables, charts, maps, and photographs must be suitably sharp/clear

When Submitting

- A PDF copy of the master's capstone that strictly adheres to the format described in this guide must be submitted to https://etd.libraries.rutgers.edu/login.php.
- Any images or media cited in the document must each be submitted as separate "supplementary" files. Please see the section on "Images and Media" for more details.
- You will also need to submit a hard copy of the title page, *with signatures*, to Ms. Amy Liberi in the FAS's Office of the Dean, 3rd Floor, Armitage.
- You must decide if you want an embargo for your work. Having an embargo means that the public will not be able to view your PDF text and supplementary files. There are four different embargo options: six months, one year, two years, and permanent. Ask your graduate director if the embargo option is right for you. If this is something you and your graduate director believe you should have, email Ms. Amy Liberi at aliberi@camden.rutgers.edu with your name, program, and choice of embargo. Please note that you do not need to select the embargo option and can grant the public immediate access to your work.
- You must also decide if you want to submit your work to ProQuest. ProQuest is an online site that will make your work easily accessible to those researching the topic you covered.   There is a cost to using ProQuest, and the student must use their own funds to cover the cost. It is $65 for ProQuest to publish your work, and it is $130 for ProQuest to publish and copyright your work. More information can be found on the following site: http://www.proquest.com/en-US/. Students also have the option to copyright their own work by themselves, and can do this by visiting http://www.copyright.gov/eco. For general information about copyrighting, visit http://www.copyright.gov/help/faq.

TITLE OF CAPSTONE

By

AUTHOR'S NAME

A capstone submitted to the

Graduate School-Camden

Rutgers, The State University of New Jersey

In partial fulfillment of the requirements

For the degree of Master of Arts

Graduate Program in Liberal Studies

Written under the direction of

Name of Capstone Director

And approved by

_____

Name of Capstone Director

_____

If applicable, name of Committee Member(s) (include a separate line for each member)

_____

Committee Member

Camden, New Jersey

Month and Year of Graduation

CAPSTONE ABSTRACT

Title of Capstone

by AUTHOR'S NAME

Capstone Director:
Name of Capstone Director

Begin double spaced text here.