

CAPSTONE FORMATTING & CITATION GUIDELINES

FORMATTING:

- (1) Title Formatting (font, size, margins, etc.)**
- (2) Page Formatting (font, size, margins, etc.)**
- (3) Capstone Organization/General outline (the order of items as they should generally appear in your capstone)**
- (4) Capstone Formatting Checklist (all formatting requirements in one easy list!)**

OTHER INFO:

- (5) Documentation Style (APA, Chicago, MLA, etc.)**
- (6) Academic Integrity/Citing Properly**

(1) TITLE FORMATTING:

All submissions must have a title page. (See sample provided on the honors.ucr.edu website). The title page is the first page of the capstone; it is considered page 1 but is not numbered. Students should update the form with their own information in place of the sample. (e.g., title, student name, date of capstone approval, faculty mentor(s) names and department).

Font: Use 12-point Times New Roman Font. Only the title itself is required to be in all caps.

Spacing: Please approximate the spacing of each line of the title page to mirror the sample provided on the honors.ucr.edu website.

Margins for the Capstone Title page:

- 1.5" on the left
- 2" on the top
- 1" on the right and bottom

(2) PAGE FORMATTING FOR ALL OTHER PAGES:

All other pages of the capstone should follow these guidelines:

Font: Use 12-point Times New Roman Font. Text size for footnotes or notes for an image/graph should follow the guidelines for your field.

Spacing: The text of the capstone must be double-spaced. Depending on the style manual followed, spacing may vary for footnotes, endnotes, appendix material, and the bibliography.

Margins for the Capstone: Content of capstone, including appendices, tables, etc. should follow the following margins. Do not justify the right margin.

- 1.5" on the left margin
- 1" on the top, bottom, and right margins

Page Numbering: Numbers should be bottom-center, unless discipline style manual indicates otherwise. All pages that come prior to the start of your actual capstone should be numbered in lower-case roman numerals starting with the Abstract as page ii (please see "Capstone Organization" below for detailed order).

Capstone submission: The faculty mentor(s) should sign the capstone title page when it is approved and on the final copy only (signature is not needed on drafts). The original signed title page must be submitted with the capstone (copies are not accepted). Signature should be in black or blue ink only.

(3) CAPSTONE ORGANIZATION:

Generally, a capstone will be organized as follows (*the outline below is meant to be a guide – students should always confer with their faculty mentor to determine appropriate organization for your project*). Students with capstones that do not typically follow the below organization for its discipline, e.g., creative writing piece, film, play, etc., should speak with their faculty mentor to decide what organization would be the most appropriate.

→ **However, all capstones, regardless of type or discipline, should begin with a Title Page & Abstract.**

- **Title Page** (blank number)
- **Abstract** (page ii)
 - Brief summary of your capstone. Provide an overview of the research question, methodology, and conclusion (what is the problem you are researching, the procedure or methods used to conduct the research, the outcome, and contributions of your work). The abstract should not exceed 350 words.
- **Acknowledgements** (optional) (page iii)
 - Not required, however if you would like to thank people who were helpful to the completion of your thesis, faculty mentors, librarians, interviewees, advisors, lab mates, family, etc., this is the place to do it. Make sure you acknowledge the University or outside agency that provided financial support for your research.
- **Table of Contents** (page iv)
 - This section should be done once all of your pagination is complete. The titles of each section should be aligned to the left and page numbers of those sections flush to the right.
- **List of illustrations/Lists of tables/Lists of Figures** (when needed) (page v.....)
- **Introduction** (begin with regular Arabic numerals centered at the bottom of the page, i.e. page 1)
 - Introduction of the topic of the capstone and its background (what, why, and how). Summarize the background information that the reader should know to best understand the relevance of your work. Provide a statement of the topic, motivation for research, the solution, and summary of main results with a conclusion.
 - Thesis (statement of position, arguments, hypothesis)
- **Methodology and Theoretical Paradigms**
 - Describe how results were obtained, process for data gathering. If appropriate present outcomes in graphs or histograms. Explain how you interpret the outcomes.
- **Literature Review** (situate your work within the context of existing published scholarship)
- **Analytical Discussion** (presentation of results with discussion and conclusion)
- **Conclusion**
 - Implications of study (with possible limitations or possibilities of further study). Describe how project could be extended. What are interesting problems or questions that resulted from your work?
- **Endnotes** (optional)
 - The notes must be numbered consecutively throughout the text by a raised Arabic numeral which corresponds to the number of the note at the bottom of the page or at the end of the text.
- **Appendices** (optional)
 - The appendices contain material that is pertinent to the text, but not directly included (raw data, questionnaires, consent forms, etc.). If there is only one appendix, it is called "APPENDIX" (not Appendix A) and is given a title. If there are two or more appendices, each is labeled, given a title, and entered on a new page. The titles of the appendices should be listed in the Table of Contents
- **Bibliography** (all of the works cited, see style manual for formatting)

(4) CAPSTONE FORMATTING CHECK-LIST

COVER PAGE

(1) Margins/Space:

- 2 inches top margin
- 1.5 inches left margin
- 1 inch right and bottom
- Spacing between title, 'by,' name, date, etc. needs to be approximately the same as sample
- There should be adequate space for both the faculty mentor and Honors faculty director to sign

(2) Text:

- Title of work in all CAPS
- Rest of text should NOT be in CAPS
- Every line following name needs to be written exactly same as the sample, with "A capstone submitted for" on one line, and the following line "Graduation with University Honors"
- Dr. Cardullo's title needs to be written exactly the same as the sample, ending in "University Honors" on the first line, no "." in Howard H Hays, etc.
- No bold or italics
- No quotations around title
- No page number

(3) Other:

- Original signatures (blue/black ink)
- No staples or binding
- Hard copy printed on acid free 25% cotton bond 24 # paper

ABSTRACT

- Starts with page ii
- 350 words max

ACKNOWLEDGMENTS (OPTIONAL)

- Starts with page iii

TABLE OF CONTENTS

- Starts with page iii or iv (pending if they have acknowledgment)

LIST OF TABLES/FIGURES (POSSIBLY OPTIONAL)

- Starts with page iv or v (pending if they have acknowledgment)
- If they only have 1 table/figure this is not necessary; also, if their faculty mentor indicates that they do not want them to have this, but have it listed elsewhere (like appendices) that is fine.

CONTENT

- Times New Roman, 12pt
- Double spaced
- 1.5 inches—left margin
- 1 inch - top, bottom, right
- Page numbers bottom center
- Arabic numbers 1,2,3...

ENDNOTES (OPTIONAL)

APPENDICES (OPTIONAL)

BIBLIOGRAPHY

- All works cited in format appropriate to their field/industry

(5) DOCUMENTATION STYLE:

You should follow the most recent edition of the manual of style accepted in your discipline. Some of the most commonly used are the MLA Handbook for Writers of Research Papers, the Manual of the American Psychological Association (APA), and the American Institute of Physics Style Manual. ***You should check with your faculty mentors to determine the most appropriate format to follow.*** Some resources regarding these formats are below.

UCR Library Style Manuals & Writing Guides

<http://library.ucr.edu/?view=help/guides/styleguides.html&sitesearch=style>

<http://library.ucr.edu/?view=help/citing.html&sitesearch=cit>

MLA: English and other Humanities

<http://www.mla.org>

<http://library.ucr.edu/?view=help/guides/mla7th2009.html&sitesearch=mla>

<http://citationonline.net/CitationHelp/csg04-manuscripts-mla.htm>

Chicago: History/Humanities http://www.chicagomanualofstyle.org/tools_citationguide.html

APA: Social Sciences

<http://flash1r.apa.org/apastyle/basics/index.htm>

<http://library.ucr.edu/?view=help/guides/apa5thed.html&sitesearch=apa>

CSE (formally CBE): Biology and Other Sciences

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch11_o.html

(6) ACADEMIC INTEGRITY & CITING PROPERLY:

In writing the Honors Capstone you will use references from a variety of sources, be sure that you take time to cite your sources and credit ideas that you derive from those sources. Document all books, documents, web links, email communication, films, interviews, list serves, etc. Per the UC Riverside Standards of Conduct - University Academic Integrity document "The culture of academia requires that each student take responsibility for learning and for producing products that reflect their intellectual potential, curiosity, and capability. Students must represent themselves truthfully, claim only work that is their own acknowledge their use of others' words, research results, and ideas, using the methods accepted by the appropriate academic disciplines and engage honestly in all academic assignments." Plagiarism is defined as using another's work without giving credit." Examples include:

- Reproducing another person's work, with or without that person's knowledge or permission, whether published or unpublished, including but not limited to, original ideas, strategies, and research, art, graphics, computer programs, music, and other creative expression. The work may consist of writing, charts, pictures, graphs, diagrams, data, websites, or other communication or recording media, and may include sentences, phrases, innovative terminology, formatting, or other representations.

- Submitting as your own any academic exercise prepared totally or in part by another.
- Copying information from computer-based sources, i.e., the Internet
- Allowing another person to substantially alter or revise your work and submitting it entirely as your own.
- Using another's written ideas or words without properly acknowledging the source. The term "source" includes published works (books, magazines, newspapers, websites, plays, movies, photos, paintings, and textbooks) and unpublished sources (class lectures or notes, handouts, speeches, casual conversation, other students' papers, or material from a research service).
- Failure to acknowledge study aids such as Cliff's Notes or common reference sources.
- Unauthorized use of another person's data in completing a computer exercise or other classwork.

Helpful resources which offer *guidelines* for avoiding plagiarism and illustrations of correct and incorrect citation follow. Please note that specific requirements for citation may vary by discipline or course.

- *Plagiarism overview*. Purdue University, Online Writing Lab.
<https://owl.english.purdue.edu/owl/resource/589/01/>
- *Plagiarism: What It is and How to Recognize and Avoid It*. Indiana University. Writing Tutorial Services.
<http://www.indiana.edu/~wts/wts/plagiarism.html>
- *Using Sources*. Lisa Trivedi and Sharon Williams, Hamilton College, Writing Center.
<http://www.hamilton.edu/academics/resource/wc/usingsources.html>

Citing Internet Sources

- Internet sources, such as web sites, reference works, electronic texts (books, poems, etc.), government documents, news articles, newsgroups and listservs, MUDs and MOOs, email, etc., should be documented fully. A rule of thumb when citing on-line sources is to include as much information as available: web site title, web site producer, database name, online address (URL), update date, access date, etc. The way in which these are arranged within the bibliographical entries should be consistent throughout.
- Most manuals have developed guidelines for citing sources from the World Wide Web. If there are doubts that the available print copy of a manual is not up-to-date enough and/or does not include guidelines for citing a specific electronic source, students should double check with the web site of the professional organization publishing the manual or consult one of the following regularly updated on-line reference sites providing information about citing Internet sources.
- Diana Hacker's *Research and Documentation in the Electronic Age*, provides guidance for Humanities, Social Sciences, History, and Sciences:
<http://bcs.bedfordstmartins.com/resdoc5e/>