CAPSTONE FORMATTING GUIDELINES

(1) Documentation Style (APA, Chicago, MLA, etc.)
(2) Page Formatting (font, size, margins, etc.)
(3) Title Formatting (font, size, margins, etc.)
(4) Academic Integrity/Citing Properly
(1) 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

(2) PAGE FORMATTING:

Font: Use 12-point Times New Roman Font.

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

Margins for the thesis: Left Margin should be 1.5 inches, and 1 inch on top, bottom, and right. This includes appendices, tables, etc. Do not justify the right margin.

Page Numbering: Numbers should be bottom-center, unless discipline style manual indicates otherwise.

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) 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. Items in parenthesis should be deleted, un-bolded, and replaced with the appropriate information pertaining to the student (e.g., title, student name, date of thesis approval, faculty mentor(s) names and department). Please note that title should be in all CAPS, and the font used on the title page should be Times New Roman, 12 pt.

The margins for the title page are as follows:

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

(4) ACADEMIC INTEGRITY & CITING PROPERLY:

In writing the Honors thesis 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://nci.bedsfordmartins.com/resdoc5e/