

# **GRADUATE CAPSTONE MANUAL**

**Guidelines for Preparing and Submitting  
Graduate Scholarly Capstone/Project  
Experiences**

**Governors State University**

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## CAPSTONE EXPERIENCES FOR GRADUATE PROGRAMS

Master's, specialist, and doctoral degree candidates are involved in a capstone experience, a culminating endeavor completed after successfully passing all core courses in the program of study. The requirements for such projects and the formatting of a project are determined by each academic division/department/college and are not addressed any further in this manual. The capstone experience differs in each program and may have different titles or experiences/documentation depending on the program. However, a student is required to do one or more of the following:

### **Master's Thesis/Doctoral Dissertation/Doctoral Scholarly Project/Capstone –**

**Master's Thesis**-The master's thesis presents evidence of a thorough review and understanding of the literature germane to the subject, the ability to do independent research, and the preparation of a manuscript which conforms to generally recognized standards of scientific and scholarly writing in the discipline. While specific formatting guidelines are not offered here, students completing this or another form of capstone are required to follow their college's style and format guidelines as well as the general organization of documents discussed in this document. In addition, students should consult the Library's digital procedures document for submission to the digital capstone repository, Open Portal to University Scholarship (OPUS).

**Doctoral Dissertation**-The doctoral dissertation is a more extensive exploration of a specialized subject than the master's thesis which usually results in generalizable new knowledge through rigorous research and statistical methodologies.

**Doctoral Scholarly Project/Capstone**-- The doctoral scholarly project provides evidence of the ability and effort to address a real-life issue based on evidence-based conceptual or theoretical frameworks and translation of research into practice through the use of quantitative, qualitative, mixed-method analysis, or program development, evaluation and outcome assessment- relative to the graduate's work in the profession or discipline. An example may be the development, implementation, and evaluation of a new program or intervention in practice based on a systematic review of the extant research on the topic. A doctoral scholarly doctoral project may also be a sustained work that intellectually supports the master's or doctoral degree program but which may not be, in its entirety, a written document or an internship (for example, a creative project in the fine arts).

**Graduate Team Seminar/Project** – The graduate team seminar/project is a sustained or a continued body of work that demonstrates the student's ability to identify, interpret, and integrate a major evidenced-based practice or theory of practice in a real-life problem and/or carry out a major application of theory or advanced methodology in the discipline. The seminar project is appropriate for master's students seeking to broaden their practical experience and work in a team setting similar to those encountered in the computer and information technology workplace. The formatting of a graduate student's team seminar project is

determined by each academic division/department/college. See *The Graduate Student* under “Roles and Responsibilities” for further discussion.

***Graduate Practicum/Internship/Fieldwork*** - The graduate practicum/internship provides an opportunity for the student to evaluate the relevance of theoretical and academic perspectives in the professional field. The formatting of documentation for a graduate practicum/internship is determined by each academic division/department/college.

***Additional Study*** - One or more graduate-only (numbered 8000-8999) courses may be designated as a graduate final project alternative and is not addressed any further in this manual.

***Comprehensive Examination*** - A comprehensive examination *in combination with* one or more of the above alternatives may be designated as a graduate’s final project alternative. The formatting of a comprehensive examination is determined by each academic division/department/college.

## **ROLES AND RESPONSIBILITIES**

***The Graduate Student*** – A graduate student completing a capstone experience is responsible for executing tasks associated with the capstone and is the author of all capstone documentation. The student is responsible for being aware of and adhering to all applicable deadlines and requirements for completing the graduate degree, including the contents of the *Guidelines for Completing and Submitting Documentation of Graduate Capstone Experiences*. Furthermore, the student is responsible for following all specific guidelines and requirements of his or her program, as well as ensuring that requirements of the Institutional Review Board and the Institutional Animal Care and Use Committee IACUC (when applicable) are met. Students completing a capstone should communicate with their chair and committee members in a timely manner and provide them with adequate time (as specified in department policy) to review their documentation. Graduate students are also responsible for following the guidelines to submit a digital copy of the final completed capstone manuscript (master’s thesis, doctoral dissertation or doctoral scholarly project) to the capstone advisor. Master’s capstones and other master’s student scholarship may be deposited in the library for preservation and access according to department or college policy.

***The Committee Chair*** – The committee chair is a tenure-track or tenured faculty member who is the primary instructor for the graduate capstone experience (See Policy 16-Graduate Studies Policy). It is the committee chair’s responsibility to give timely and thorough guidance on the various aspects necessary for planning and completing a capstone experience, including manuscript review. Committee chairs should be knowledgeable of all specific guidelines and requirements of their program, as well as requirements of the Institutional Review Board and/or Institutional Animal Care and Use Committee (depending on their relevance to their discipline), and the contents of the *Guidelines for Completing and Submitting Documentation of Graduate Capstone Experiences*.

**Committee Members** – In addition to the committee chair, committee members will primarily include university faculty members, but may include members with relevant expertise external to the program, college, or university. Members of the committee may function in various capacities, such as research, scholarly project, thesis or internship advisor, and collaborate with the committee chair to provide guidance and timely feedback to a student on the execution and documentation of the Graduate Capstone Experience, including a review of the completed manuscript. Committee members are responsible for keeping the committee chair informed of feedback being provided to the student.

**The Office of the Dean** – The office of the dean for the college in which the student’s capstone experience is completed is responsible for receiving and verifying the final corrected documentation of the capstone experience, along with all other required forms associated with the completion of the capstone experience. Programs are responsible for submitting an electronic copy of the document with scanned committee signature page to the office of the dean. It is the responsibility of the office of the dean to forward the final document with the attached library submission form, *Graduate Capstone Experience Final Transmittal Form (Appendix B)*, signifying approval for the library to post the document in the digital repository, OPUS. A paper copy of the document should remain in the departmental files. All requirements for submission of the capstone work and associated documents will be verified prior to the award of credit for the capstone experience or course.

**The University Library** – The Governors State University Library is responsible for archiving and preserving scholarly works produced by the University and preserving a permanent record of student capstone work resulting in manuscripts and multimedia files.

The university library is authorized to disseminate this scholarship to researchers for non-profit educational purposes, under provisions of the Copyright Act, U.S. Title 17. To meet this mandate, the university library maintains the university’s digital repository, OPUS, where scholarly works produced by university faculty and student scholars may be posted for open access on the Internet, when authorized by the student using established procedures. The deposit of a digital copy of the student’s capstone projects and/or theses with the library archives is a requirement for degree completion, unless a specific exemption for cause is approved by the dean of the college. While the library does not currently archive physical forms of scholarship, a final transmittal form should be submitted for archiving. The university library also maintains the university archives, where the university’s scholarly works are preserved and made accessible for research purposes in physical formats.

## **POLICIES AND PROCEDURES**

### ***Procedures for Submission of Master’s Theses, Dissertations, and Doctoral Scholarly Projects***

Students in graduate degree programs requiring a capstone experience will follow the steps listed below in order to meet the requirements for completion of the degree program:

1. Preliminary work prior to capstone course enrollment is submitted according to departmental guidelines to the faculty committee chair or capstone/research advisor as specified in departmental guidelines. The student's graduate candidacy for the degree must also be approved prior to enrollment in the capstone course(s). The Student Study Plan or a signed Graduate Candidacy Form must reflect the approval.
2. A Capstone Proposal Approval Form is completed after approval by three faculty members who have agreed to serve as the student's committee (see Appendix A for sample form). A tenured or tenure-track faculty member in the student's program must serve as the chair of the committee (Policy 16).
3. The student must enroll in the appropriate capstone course(s) following approval by the capstone chair and the division/department chair after all prerequisites have been cleared.
4. Upon the committee's approval of the proposal, approval of Human Subjects (IRB) or Institutional Animal Care and Use Committee (IACUC) Review must then be obtained (if applicable) **PRIOR** to commencing study/data collection (See elsewhere in this guide for additional information). A copy of the proposal approval sign-off form should be attached to the IRB review forms.
5. After completion of the capstone course, the candidate must successfully defend the capstone experience according to written criteria and means established by program faculty. Additional information can be found in the individual program student handbooks.
6. Corrections to the capstone documentation are made, as required by committee members. Additional drafts must be submitted to committee members, as required.
7. Once the committee has approved the corrections to the final manuscript, a digital copy of the capstone manuscript or project documentation is submitted by the capstone committee chair with the signed copies of the transmittal sheets and signature pages for final review by the academic dean's office representative.
8. Authorization is granted by students for public posting on OPUS by using the online click-through authorization form (or Appendix C) and the uploading of the capstone documentation for public access. Please refer to written procedures. If authorization for public distribution on OPUS is not given, the student will alternatively submit the capstone to the library as a hidden file by uploading the capstone documentation to an administrative portal in the OPUS repository. This hidden file will be maintained for authorized access and for preservation purposes. See "Copyright and Intellectual Property" section for more information. Relevant additional files related to the capstone (such as research data, images, presentations, embedded video) may also be uploaded to OPUS.

9. The student's eligibility for capstone credit will be finalized following the receipt and review of the approval, transmittal, and related forms by the dean's office and OPUS administrators. The dean's office representative will notify OPUS staff and the student when all required documents have been received and degree award or capstone course requirements are met. Please work with the Department Chair or Program Director for program specific deadlines.

### **Calendar**

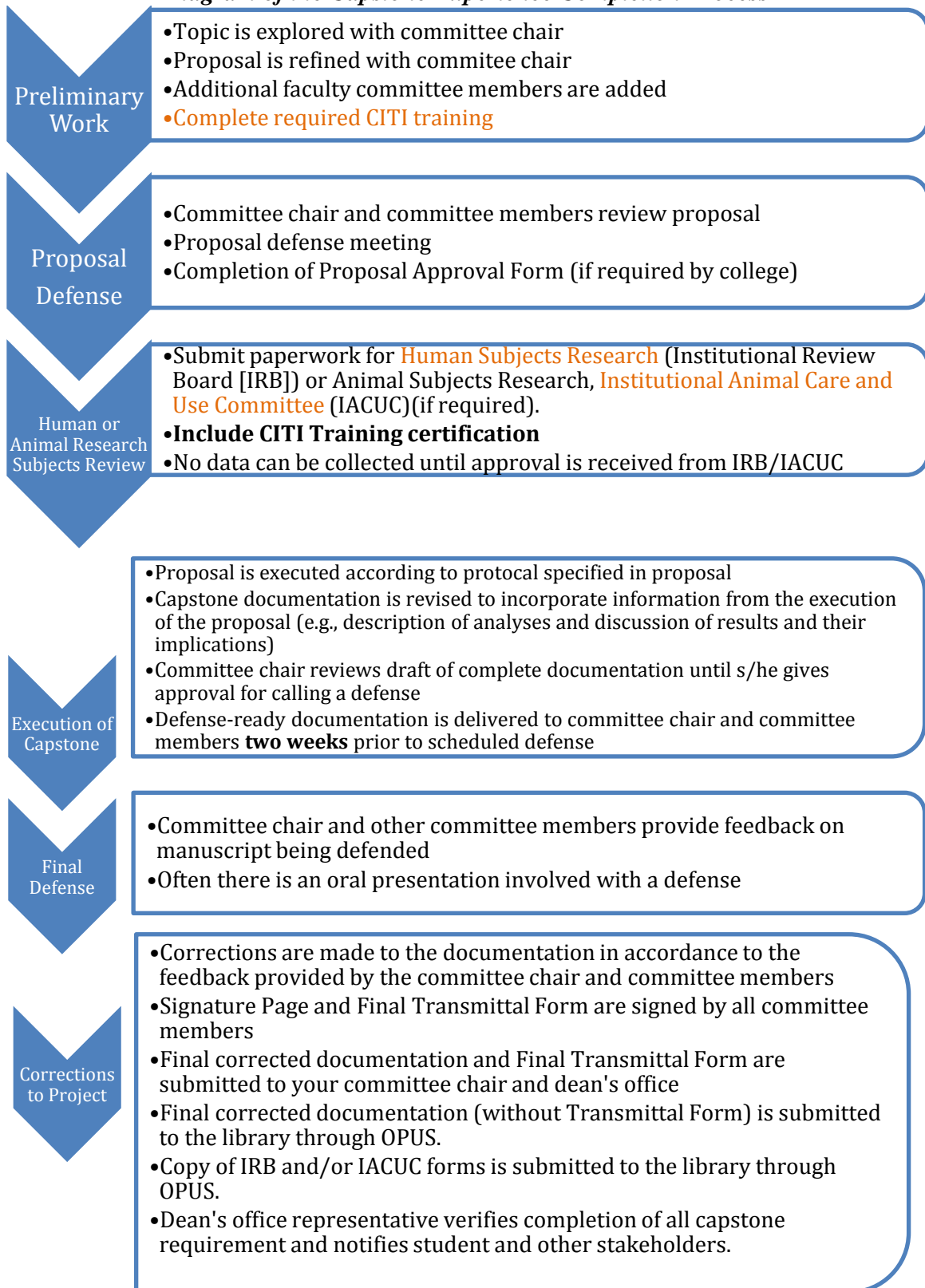
Each program will establish deadlines within the program to insure timely completion. Program deadlines should be in advance of university deadlines. Students are responsible for adhering to both. Students are responsible for obtaining a copy of the graduation deadlines and heeding deadline requirements as designated by the program. Failure to allot sufficient time for preparation, editing, and revision of the manuscript is NOT an acceptable excuse for missing deadlines. Please work with your chair or program director for program specific deadlines.

### **Continuing Enrollment and Incompletes**

If the student is unable to complete the graduate capstone course in one semester and needs additional time, there are program specific options. All programs offer Continuing Registration (CO) or Incomplete (I) options for the capstone experience. For students receiving a CO, continuous enrollment in a directed scholarship course is required.

Please see the respective Student Handbook for additional explanations and information regarding possible options as well as applications and deadlines/limits for each. Students are responsible for adherence to program requirements.

### *Diagram of the Capstone Experience Completion Process*



### **Academic Integrity**

Students are expected to fulfill all academic requirements in an ethical and honest manner. These expectations pertain to the following: use and acknowledgement of the ideas and work of others, submission of work to fulfill course requirements, sharing of work with other students, and appropriate behavior during examinations.

Plagiarism is the attempt to present another's work as one's own. Plagiarism includes copying or paraphrasing material from books, periodicals, or other sources without identifying and acknowledging these sources. Plagiarism, falsification of data, or other research misconduct may result in a capstone being declared unacceptable. Further, the student may be subject to suspension or dismissal from the university, revocation of the degree, and/or other sanctions. The university policy on academic honesty appears in the catalog appendix which can be found online at <http://www.govst.edu/catalog>.

### **Institutional Review Board for Human Subjects Research**

The purpose of the Institutional Review Board (IRB) is to ensure the protection of human research participants. Federal regulation, Title 45, Code of Federal Regulations, Part 46, requires that all institutions receiving federal funds and conducting research using living humans as participants establish and operate an IRB. Projects which originate at Governors State University (including student projects) involving human participants are subject to review and approval by the IRB.

IRB approval or a determination that the project is exempt from IRB review must be obtained before any research involving human participants is initiated. All faculty, students, and staff must adhere to the procedures established by the IRB. Please view protocols and procedures for the IRB at <http://www.govst.edu/irb> for submissions. Your division/department and/or college will do an initial screening of the form prior to submission to the IRB. These reviews do not guarantee approval by the IRB.

### **Research Involving the Use of Animals**

Governors State University has the responsibility to maintain the highest possible quality of research and to provide for the humane care and treatment of animals used in research projects and teaching conducted at this institution, or under the direction of any employee or agent of this institution, whether funded or not, and regardless of the source of funding. In compliance with Public Health Service (PHS) regulations, GSU has established an Institutional Animal Care and Use Committee (IACUC).

IACUC approval must be obtained before any research involving animals is initiated. All faculty, students, and staff must adhere to the procedures established by the IACUC. Please view protocols and procedures for the IACUC at <http://www.govst.edu/iacuc> for submissions. Your research advisor will screen your form prior to submission to the IACUC. This review does not guarantee approval by the IACUC.



## Style Manuals

This manual addresses how to format a master's thesis or doctoral dissertation or doctoral capstone project manuscript. Other capstone project formatting requirements are determined by the academic program.

Because different disciplines follow different practices, degree programs may designate a style appropriate to its scholarly literature (see below). In cases where the program's preferred style differs in its format requirements (i.e., margins, pagination, line spacing) from the guidelines presented here, use the style of this manual.

In any case, the student is required to be consistent in the use of the style adopted. The student must also follow the most current edition of the adopted style. If a student has questions regarding style manuals or documentation, his or her committee chair should be consulted.

## Style Recommendations by Discipline

### College of Arts & Sciences

#### Division of Communication, Visual and Performing Arts

Art	MLA or APA
Communication	APA
Independent Film and Digital Imaging	MLA or APA
Media Studies	APA
Theatre and Performance Studies	MLA

#### Division of Humanities and Social Sciences

Anthropology and Sociology	Chicago or APA or ASA
Criminal Justice	APA
English	MLA
History	Chicago
Interdisciplinary Studies	APA
Political and Justice Studies	APA
Political Science	APA
Public Administration	APA
Public Administration Social Sciences	APA

#### Division of Computing, Mathematics and Technology

Computer Science	APA
Information Technology	APA
Mathematics	LaTeX or APA

#### Division of Chemistry and Biological Sciences

Biology	Chicago
Chemistry	ACS

## College of Business

### Division of Management, Marketing, & Entrepreneurship

Business Administration	APA
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### Division of Accounting, Finance, MIS, & Economics

Accounting	APA
Management Information Systems	APA

## College of Education

### Division of Education

Early Childhood Education	APA
Education	APA
Educational Administration	APA
Interdisciplinary Leadership	APA
Reading & Literacy	APA
Multicategorical Special Education	APA

### Division of Counseling & Psychology

Counseling	APA
Counselor Education & Supervision	APA
Psychology	APA
School Psychology	APA

## College of Health & Human Services

Addiction Studies & Behavioral Health	APA
Communication Disorders	APA
Health Administration	APA
Nursing	APA
Occupational Therapy	APA
Physical Therapy	AMA
Social Work	APA

### **Versions of Papers: Definitions**

As with any professional, scholarly work, it is expected that virtually all capstone work will go through several draft versions prior to acceptance. Candidates should recognize that submission of a draft is not tantamount to approval.

### *Draft versions*

Students should anticipate having many drafts of their capstone document that are reviewed by their committee chair prior to completing a defense. Furthermore, most defenses result in substantive changes to the manuscript at the request of committee members. Although the numerous revisions required in this process can be frustrating for some, they generally result in improvement of the manuscript.

### *Post-defense version*

The post-defense version includes all substantive revisions required for approval by the student's committee. The manuscript should adhere to the *Graduate Capstone Manual* guidelines and is subject only to format changes requested by the committee chair.

### *Final corrected version*

The final corrected version reflects corrections of all errors identified by the committee chair. The final corrected version must be submitted to the dean's office for the appropriate college with a copy of the Final Transmittal Form (Appendix B) with all signatures and a copy of the OPUS Digital Repository Authorization Form (Appendix C). Please refer to the Final Capstone Documentation Checklist (Appendix F) prior to submitting your final corrected version.

### **Freelance Formatters and Editors**

For the convenience of students, many graduate programs require and/or maintain a list of freelance editors who have indicated their availability and interest in formatting capstone documents. Students are not limited to this list in selecting an editor. Hiring a professional editor does not exempt students of the responsibility of meeting the standards and requirements of the graduate programs. Likewise, the university and individual programs do not assume responsibility for the quality of work freelance editor included on any list.

Students should consult with the freelance editors about rates, schedules, and details of the particular manuscript before establishing an agreement so that there is clear understanding about the work to be performed and the charges to be paid. Deadlines will **not** be changed because the student has failed to allow sufficient time for an editor to complete the formatting or review/editing of the document.

### **Binderies**

For the binding of personal copies of student's capstone, students may consult with the library personnel or the library website at

<https://mygsu.govst.edu/studentresources/Library/Pages/Thesis-Bound.aspx>

### **ProQuest**

Information on submitting your capstone to ProQuest can be found at:

[http://www.proquest.com/en-US/products/dissertations/submitted\\_authors.shtml](http://www.proquest.com/en-US/products/dissertations/submitted_authors.shtml)

### **Intellectual Property and Dissemination by University Library**

The University Library acknowledges that copyright for original student work belongs to the student, in accordance with standard academic practice. Where permission to publicly post is not authorized by the student, the student will submit a digital copy to the University Library via the OPUS repository platform and will be concealed from public view for preservation and access by authorized staff.

The dean's office representative will certify that the capstone document was received with appropriate approvals verifying completion of capstone requirements prior to submission to the Library for preservation.

### **Policy on Embargo (Withholding) Capstone from Public Display**

The public posting of student work in institutional repositories or databases does not generally prohibit publication in a scholarly journal or other reputable scholarly venue. However, capstone work may result in marketable intellectual property or where capstone research may be part of a larger funded or unfunded project resulting in scholarly publications, patents, or products. In these cases, the capstone director/advisor and/or the student may require the capstone work to be withheld from public posting in the institutional repository OPUS until these processes are undertaken or completed. As an alternative to denying public posting in OPUS, a Request for Embargo (Appendix G) may be submitted as part of the capstone submission and review process to the dean's office, and the capstone uploaded into OPUS. At the time of the submission to the OPUS repository, a request can be made in writing to have the work withheld from public posting for 1 year, renewable for 2 years for a total of three years. The request may be initiated by either the student or capstone director/advisor. Upon completion of the embargo period, the capstone will automatically be posted in OPUS for public display.

### **Copyright and Documentation of the Capstone Experience**

The creation of new original works and use of other's works is in accordance with the University Copyright Policy (Policy 62, Fair Use of Copyright Works for Educational Research) as well as the U.S. Copyright Law, Title 17.

#### *Permission to use 3<sup>rd</sup> Party Work*

A completed authorization form (See Appendix C) affirms that the thesis/dissertation/capstone is original work. This form also certifies that, to the best of any knowledge, this work does not infringe upon anyone's copyright, patent rights, invasion of privacy or other rights of any person or entity and that any third-party owned material (video, images, music, or data sets) is acknowledged and appropriately cited. Permission must be obtained from the copyright owner for use of graphics and images from 3<sup>rd</sup> party works, such as text books, web sites, or journal articles, unless otherwise clearly authorized or published in the public domain. Students may consult with the Library faculty liaison or OPUS repository staff regarding right to use 3<sup>rd</sup> party materials in capstone work and presentations.

Where the project includes interviews, the appropriate signed permissions forms from the interviewees should be included with the capstone manuscript to make the interviews public.

#### *Copyright Authorization to Post in OPUS*

By signing the Copyright Authorization form or agreeing to grant permission through a click-through permission form and uploading of the manuscript to OPUS, Governors State University is granted the non-exclusive right to digitize and make the capstone available for public viewing and download via the institutional repository platform. At the time of submission to the OPUS repository, a request can be made in writing to have the work withheld from public posting for 1 year, renewable for 2 more years for a total of 3 years.

If a student does not grant permission to post full text of the capstone manuscript publicly, the student is required to upload the capstone and supplemental files to the OPUS Administration Portal where files are hidden from public view, for authorized access and permanent preservation Purposes.

Under the Fair Use provision of the Copyright Act, title 17 section 107, the Library may make 1 copy available to individuals for educational, non-profit research purposes upon request to the Library staff.

Additional information regarding copyright can be found at:

<http://copyright.columbia.edu/copyright/2011/04/14/copyright-ga-do-i-own-my-dissertation/> and [http://media2.proquest.com/documents/UML\\_CopyrightGuide.pdf](http://media2.proquest.com/documents/UML_CopyrightGuide.pdf). Or, in the [Governors State University Copyright site](#).

#### **Content Approval of Capstone Experience Documentation**

Content approval of capstones is delegated to the program supervising committee for any particular work. Authorization must be obtained by the capstone chair or advisor and committee at each step of the capstone process prior to undertaking the next steps. Students must be aware that they will not complete their degree or capstone course until the content and format of the thesis/dissertation/capstone are approved and verified by the project advisor, committee, and dean's office representative. It is the student's responsibility to ensure timely submission of all documents and forms to allow for processing before related deadlines.

#### **ORGANIZATION OF CAPSTONE DOCUMENTS FOR SUBMISSION**

The Capstone Submission packet should be assembled in the following order and each component is further described below:

1. Capstone Documentation Transmittal Form (Appendix C) – no page number.
2. Capstone Documentation Approval Page (Appendix E) Page i
3. Title Page (EXAMPLE: on Appendix D, Page ii)
4. Front Matter pages (optional) (e.g., Page iii)

5. Table of Contents (e.g., Page iv)
6. List of Tables and/or List of Figures (optional) e.g., Page v. List of Appendices (optional) Page e.g., vi
7. Keywords Page (if no preface, last page with Roman numerals, such as vi, e.g., vii)
8. Preface (optional) (may be last page with Roman numerals)
9. Text of work including References (begins with Page 1)
10. Appendices (optional)
11. Index (optional)
12. IRB and/or IACUC (mandatory)

## **Description of Capstone Documents**

### **1. Capstone Documentation Transmittal Form**

The first page is the Capstone Transmittal Form (see Appendix C). All required areas on the form must be completed. This page will not be submitted to the digital repository as student identification information is included. This form is NOT to be paginated with the remaining documents.

### **2. Capstone Documentation Approval Page (Appendix E)**

The second page (and first paginated with lowercase Roman numerals) is the Capstone Documentation Approval page (see Appendix E). An original signed copy is submitted to the dean's office for the student's file. Other paper capstone documentation copies must have a photocopy of the Approval Page. One paper copy is maintained in the departmental/division files.

### **3. Title Page**

The title page must include the full title of the work, student's legal name and previous degrees, as well as the degree for which this capstone is being submitted. See Appendix D for an example.

All information on it must be complete and accurate. Names and titles must agree with those on transcripts and degrees conferred. No identifying student number (Social Security number, student ID number, etc.) or GSU logo graphics should appear on this page or any page of the document (See Appendix D).

### **4. Front Matter**

Optional pages may be inserted here which may include copyright information, dedications or acknowledgments, and/or special notes to the reader (generally as a preface).

A dedication page includes no specific heading.

An acknowledgments page is a concise note of appreciation for support given the candidate in the research and preparation of the capstone. The heading for this page should consist of the word “ACKNOWLEDGMENTS” centered at the top of the page. If this section is longer than one page, continuing pages must be headed with the words “ACKNOWLEDGMENTS (continued).”

A preface includes explanatory remarks about the background of the study and is optional. Immediately preceding Chapter 1, it is paginated as part of the front matter (with lowercase Roman numerals).

## **5. Table of Contents**

The Table of Contents must identify the section of the manuscript and appropriate page numbers. The heading should be centered and include the words, “TABLE OF CONTENTS.” It is a good practice to make a temporary table of contents as soon as the outline of the manuscript has been approved by the committee chair. This table of contents may be used by the student as a working guide in organizing the capstone document. As the manuscript progresses, this table should be revised and will help to maintain the clear and logical presentation of ideas.

## **6. List of Tables and/or list of Figures**

A list of tables should be placed on a separate page immediately following the Table of Contents when the manuscript includes tables. The heading should be centered and include the words, “LIST OF TABLES.” Table numbers should be presented in accordance with the style manual (e.g., APA, MLA) being used for the manuscript. The complete table with title must be shown. Tables in the appendices must be listed here as sequentially numbered tables. If the list of tables is longer than one page, continuing pages are headed, “LIST OF TABLES (continued).”

A List of Figures should be shown on a separate page immediately following the List of Tables, when the manuscript includes figures. The heading should be centered and include the words, “LIST OF FIGURES.” Figure numbers should be presented in accordance to the style manual (e.g., APA, MLA) being used for the manuscript. Similarly, the figure legend should be presented in the accordance with the appropriate style manual. Within the LIST OF FIGURES, either the full legend may be used or an abbreviated yet sufficiently descriptive legend may be used. If the LIST OF FIGURES is longer than one page, continuing pages are headed, “LIST OF FIGURES (continued).”

## **7. List of Appendices**

A list of appendices should be shown on a separate page immediately following the List of Tables, when the manuscript includes figures. If a single entry, include it in the Table of Contents; if there is more than one appendix, add a Table of Appendices behind the other Tables, and the beginning page for Appendices in the Table of Contents. The heading should be centered and include the words, “LIST OF APPENDICES.” If the List of Appendices is longer than one page, continuing pages are headed “LIST OF APPENDICES (continued).”

## **8. Abstract**

An abstract is a concise, clear and coherent summary of your study. Your abstract should be composed in accordance with your documentation style. Cited references are not used in the abstract. Abstracts may be descriptive or informative. Key Words: Please provide a list of key words or phrases to aid in discovery in library research tools. Key words identify the main ideas, purpose, scope, and methods of the work.

## **9. Text or Body of manuscript with references**

The text will be the major part of the capstone documentation work. The text portion includes cited references.

The list of references or bibliography identifies sources consulted during the preparation of the manuscript. Refer to the appropriate style manual for formatting guidelines and follow them consistently. References must be complete and accurate. No reference should be divided between pages. In some departments, theses and dissertations are composed of separate sections and in these cases each section has a bibliography or list of references placed at the end. The lists of references or bibliography are to be treated as a major section of the manuscript and listed in the Table of Contents.

## **10. Appendices**

If needed, appendices would include such items as computer programs used, details about persons interviewed, experimental conditions, forms/surveys used, or equipment specifications. These are details that detract from the flow of the text, yet that an author will need to include for the sake of completeness and reproducibility.

## **11. Index**

Except for book-length manuscripts that are being prepared for publication, most capstone documents will not include an index. An index typically is present only when a great deal of detail needs to be retrieved that cannot be found by scanning section headings within a capstone document

## **12. IRB and/or IACUC**

Institutional Review Board (IRB) and when appropriate Institutional Animal Care and Use Committee (IACUC) approvals are mandatory. The IRB and/or IACUC approval documents are mandatory and must be included in the final thesis, dissertation, scholarly project or capstone document. These documents will be kept in the OPUS archives but will not be made public.



## FORMATS AND SUBMISSION OF CAPSTONE DOCUMENTATION MATERIALS

### Manuscript File Format

Adobe PDF is required for submission to the OPUS repository. Manuscript files may not be compressed (i.e., zip files) or password protected, but may be optimized for Web posting. Digital signatures are not permitted. Students are wholly responsible for the appearance of the manuscript. It will appear and may be downloaded exactly as submitted.

### Multimedia Files and Formats

For guidance on the standardization of multimedia files and formats, please consult the latest [Digitization Standard document](#) in the library portal.

Consider optimizing images for the Web. Watermarks on digital images for Web access are permitted. See section Online Submission of Supplemental Materials below for additional information regarding media files.

Large multimedia files may be submitted in various formats as feasible. For purposes of posting to OPUS, multimedia may be posted to YouTube, Vimeo, or other streaming sites and embedded in OPUS records to document the capstone work. Other files may be posted to OPUS image galleries, book galleries, or as online video presentations. Physical materials such as DVDs, CDs, etc. may be submitted to the University Library Archives. Please consult with the Library Archives regarding submission of large digital files or physical formats.

### Online Submission of Supplemental Materials

Where feasible, audio, video, software, and other multimedia files may be submitted to the University Repository, OPUS, as supplementary files to reduce the size of the main manuscript document or to supplement it. Upload these supplemental media files during the online submission process by following the instructions for the submission site. **All supplemental media files must be described in your abstract.** See complete instructions for uploading supplemental files through your dean's college representative.

### Fonts

Fonts must be embedded. Manuscripts without embedded fonts can cause all punctuation and formatting to disappear when the document is printed from a digital file. All text including headings should be in black color.

To embed your fonts when using Microsoft Word on a PC (similar instructions can be found in the help menu for Mac users), begin by composing your manuscript using a TrueType font (see recommendations below). Then:

- On the Tools menu, click Options, and then click the Save tab.
- Select the Embed TrueType fonts check box
- Save the document

Use a font style and size that is required by the Documentation Style used, such as APA or MLA.

Best practice guidelines are available for publishers desiring to be as ADA compliant as possible. These guidelines may be found at the [Accessible Books Consortium](#).

### **Color**

Text should be rendered in black fonts. Native digital manuscripts will appear in color when viewed electronically. Microfilm and print reproductions will typically **not** preserve color; colors will appear in shades of gray and may compromise legibility of figures, illustrations, photographs, and graphics. Data and information that are color-coded or based on color shading may not be interpretable.

**Your style manual should dictate how you determine, line spacing, headings, underlining and italics, block quotations, footnotes, mathematical and chemical notation, tables, graphs, illustrations, and figures. However, for the purposes of binding the final document the left margin should be 1.5 inches. All page numbers should be placed on the right side at the bottom of the page.**

### **Authorship on Publications and Presentations Resulting from the Capstone Experience**

Authorship and order of authorship on subsequent publications and presentations related to the capstone experience should be determined with consultation to your discipline's ethical code for determining authorship (e.g., American Psychological Association guidelines on 'Publication Practices & Responsible Authorship' -- <http://www.apa.org/research/responsible/publication/index.aspx> ).

**APPENDIX (A): Recommended Proposal Form**



**GRADUATE CAPSTONE EXPERIENCE PROPOSAL APPROVAL FORM**

Term & Year: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Student Contact Info: \_\_\_\_\_

Please check the appropriate box for the description of the capstone experience:

DOCTORAL DISSERTATION	MASTER'S THESIS	CAPSTONE PROJECT or SEMINAR	GRADUATE INTERNSHIP	DIRECTED READINGS

Discipline Prefix & Course Number: \_\_\_\_\_

College (check one):  CAS  COE  CBPA  CHHS

Credit Hours: \_\_\_\_\_

Capstone Experience: \_\_\_\_\_  
(Title)

Capstone Project or Internship Location: \_\_\_\_\_

Readings: \_\_\_\_\_  
(Field 1)

\_\_\_\_\_  
(Field 2)

Proposal requires review by (check all that apply):  IRB  IACUC

\* PLEASE ATTACH LETTERS OF APPROVAL FROM IRB AND/OR IACUC WHEN SUBMITTING THIS FORM.

Submitted by: \_\_\_\_\_, a student in the \_\_\_\_\_ program, with abstract attached, has been accepted by the undersigned faculty. (At least two of the faculty must come from your College).

\_\_\_\_\_  
(Signature of Committee Chairperson)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Committee Member)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Committee Member)

\_\_\_\_\_  
(Date)

Capstone Project Site Member/Mentor/Coordinator \_\_\_\_\_ (Date)

Course Reference # and Section \_\_\_\_\_

Copies to: Student File (Dean's Office), Committee Chair, 1<sup>st</sup> Committee Member, 2<sup>nd</sup> Committee Member, and Division/Department Chair

**APPENDIX (B):**



**GRADUATE CAPSTONE/PROJECT EXPERIENCE  
FINAL TRANSMITTAL FORM**

Student Name: \_\_\_\_\_  
Student ID #: \_\_\_\_\_

Dissertation/Thesis/Scholarly Project or Capstone:  
\_\_\_\_\_  
(Title)

The capstone documentation submitted by the aforementioned student has been read and approved by the student's capstone committee. The committee is composed of three members of the faculty, and at least two committee members are from the student's College.

The document is, therefore, accepted and approved on behalf of the University.

_____ (Final Signature of Committee Chairperson)	_____ (Date)
_____ (Signature of Program/Division Chair)	_____ (Date)
_____ (Signature of Dean)	_____ (Date)

This document should be signed after successful defense of the project/capstone.

Note: Copies of this form must be included with the distributed copies of the capstone documentation and the original must be submitted to the College Dean's Office for the Student File.

For Office Use Only Copyright Permission/Denial Form Received: Embargo request received and forwarded to OPUS: Electronic Copy Received if not uploaded to OPUS: .
--

**APPENDIX (C):**

**AUTHORIZATION FOR PUBLIC POSTING OF MY THESIS/DISSERTATION/PROJECT/CAPSTONE  
IN OPUS**

TITLE: \_\_\_\_\_

**COPYRIGHT PERMISSION**

I hereby warrant that I am the sole copyright owner of the original work.

I also represent that I have obtained permission from third party copyright owners of any material incorporated in part or in whole in the above described material, and I have identified and acknowledged such third-party owned materials clearly.

I hereby grant Governors State University the non-exclusive license to copy, display, perform, and/or distribute for preservation or archiving in any form necessary, this work in the OPUS digital repository for worldwide unrestricted access in perpetuity.

Unless otherwise stated, I retain all of my rights under copyright law.

I hereby affirm that this submission to OPUS is in compliance with Governors State University policies and the U.S. copyright laws and that the material does not contain any libelous matter, nor does it violate third-party right to privacy. I also understand that the University retains the right to remove, and deny the right to deposit materials in the OPUS digital repository, or redact portions to remove sensitive or unauthorized information and graphics.

\_\_\_\_ I grant permission to post in OPUS for unrestricted public access.

\_\_\_\_ I grant permission to post in OPUS for unrestricted public access but request withholding. Please see attached Theses and Capstone Withholding Request form (Appendix G).

**\_\_\_\_ I do not authorize the display of my capstone experience documentation in OPUS, GSU's digital repository, for unrestricted open access.**

**Name Printed** \_\_\_\_\_

**Name Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Email address (non GSU)** \_\_\_\_\_

**Please submit a signed copy of this form to the dean's office representative at the time of submission of capstone manuscript. The dean's office will forward to OPUS staff.**

**APPENDIX (D):**

SAMPLE TITLE PAGE

**TITLE IS CENTERED**

By

**Student Name**

A.A.S., Prairie State College, 2008

B.A., Southern Illinois University, 2010

Your legal name  
according to  
university records

Indicate last degree  
earned: B.S., B.A.,  
M.A., etc.

THESIS

Thesis, Capstone  
Project,  
Dissertation, etc.

Submitted in partial fulfillment of the requirements

For the Degree of Master of Science,  
With a Major in Environmental Biology

Must match the name  
of your graduate  
program according to  
official records

Governors State University  
University Park, IL 60484

2013

Year of graduation or  
degree conference, not  
necessarily year  
document is completed

**APPENDIX (E):**

**CAPSTONE APPROVAL FORM**

WE, THE UNDERSIGNED MEMBERS OF THE COMMITTEE,

HAVE APPROVED THIS THESIS

Thesis, Capstone  
Project,  
Dissertation, etc.

**THE TITLE OF YOUR MANUSCRIPT: USES INVERTED**

PYRAMID FORMAT

By

Student Name

Your legal name  
according to  
university records

COMMITTEE MEMBERS

Indicate Program or  
Department affiliation of  
GSU faculty member

---

Jill D. Smith, Ph.D. (Chair)

Biology

---

John D. Smith, Ph.D.

Biology

---

Jack D. Smith, M.A.

Biology

Governors State University  
University Park, IL 60484

May 2013

Date is the last month and year  
of the semester in which the  
manuscript is submitted.  
Spring = May; Summer =  
August; Fall = December

**APPENDIX (F):**

**Final Capstone Documentation Checklist**

Please refer to the checklist below before submitting your Final Capstone Documentation to your college.

- \_\_\_\_\_ Have your committee members signed the Signature Page and the Graduate Capstone Final Transmittal forms?
- \_\_\_\_\_ Have you thoroughly proofread the manuscript for content and syntax?
- \_\_\_\_\_ Are your name and capstone title identical on the title page and approval sheets?
- \_\_\_\_\_ Have you checked for accuracy of pagination?
- \_\_\_\_\_ Have all heading and subheading changes and page number changes been made in the Table of Contents?
- \_\_\_\_\_ Do the Table of Contents, List of Tables, and List of Figures reproduce, word-for-word, the headings and titles as expressed in the text?
- \_\_\_\_\_ Does your manuscript meet margin, font, and size requirements?
- \_\_\_\_\_ If you have any previously published material in your capstone manuscript, have you applied for and received permission to reprint it? (A copy of any letter(s) of permission must appear in an appendix.)
- \_\_\_\_\_ Have you completed the Authorization for Use of my Capstone Documentation in OPUS Digital Repository form?
- \_\_\_\_\_ Have you submitted one electronic copy of the final corrected document packet (transmittal sheet plus document packet) to the dean's office in which the graduate degree program resides along with the **original** Capstone Final Approval Form (Appendix E) bearing committee members' signatures?
- \_\_\_\_\_ Have you submitted a paper copy of the document to the department or division for the program files if it is required by your department/division (Consult with your Capstone chair/advisor).



**APPENDIX (G):**

**Thesis/Dissertation/Capstone/Project Withholding Request  
Governors State University Library –OPUS**

The preservation and distribution of student research in the form of capstone project summaries, thesis work, and other student work is an important part of the University Library’s responsibility to conserve and disseminate knowledge created at the University. In concordance with this goal, the Library collects and preserves student works as part of a degree program at Governors State University, and makes work available for personal research, and other not-for-profit educational purposes. Under Title 17 U.S.C. Section 108 of the United States Copyright law, the library may reproduce and distribute a copy without infringement of author copyright.

The Library recognizes that student work might result in marketable intellectual property or may be part of an external funded or unfunded project leading towards scholarly products including journal articles, books, or licensed and patentable products. The Library dissemination of student work performed in completion of degree programs is not generally considered in conflict with most publishers’ publication requirements, but there are exceptions. In these situations, the candidate or faculty advisor may request that student work be temporarily withheld from public access until these end products have been initiated, and must provide documentation.

Student work may be withheld for 1 year upon request of either the research/project advisor (faculty) and/or the student. The request may be resubmitted following the first year, for an additional 2 year period of withholding. After 3 years, the student work will be made publically accessible. I/we request the Library to withhold distribution of student work after deposit for the following reasons:

- The work is related with a contractual obligation associated with a grant or sponsored research.
- The work is under consideration for publication in a venue that prohibits duplicate online posting.
- The work includes patentable intellectual property.

Please provide supporting documentation.

Please choose embargo period: \_\_\_\_\_ 1 Year

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Capstone Committee Chair’s Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Degree Program

\_\_\_\_\_  
Date of Request

Signature of Committee Chairperson \_\_\_\_\_

\_(Date)\_\_\_\_\_

Signature of Dept. Chair/ Division Chair \_\_\_\_\_

\_(Date)\_\_\_\_\_

Signature of Dean \_\_\_\_\_

\_(Date)\_\_\_\_\_

**Original copy is submitted to dean’s office for forwarding to OPUS staff, and original kept in student file. Requests for renewal of 1-year embargo may also be submitted to dean’s office following the first year of embargo**

**APPENDIX (H):**

**AUTHORIZATION FOR ONLINE SUBMISSION TO UNIVERSITY LIBRARY**  
**“Click Through” Online Authorization through OPUS**

I hereby warrant that I am the sole copyright owner of the original work.

I also represent that I have obtained permission from third party copyright owners of any material incorporated in part or in whole in the above described material, and I have identified and acknowledged such third-party owned materials clearly.

Upon uploading of my scholarly work to OPUS under “Upload Full Text” of the Digital Commons Input form, I hereby grant Governors State University the non-exclusive license to copy, display, perform, and/or distribute for preservation or archiving in any form necessary, this work in the OPUS digital repository for worldwide unrestricted access in perpetuity.

Request for withholding of public display of my work may be submitted by selecting options under “Embargo” on the Digital Commons input form (Appendix G). A written request to the dean’s office of my college using the Withholding of Theses and Capstone Request form is required for approval of request to withhold the work from public display.

Alternatively, by uploading my scholarly work to OPUS under the “Add additional files” option, I choose that my work be hidden from public display, but digitally archived and preserved for authorized access and scholarly use according to Copyright law and University Library policy.

I hereby affirm that this submission to OPUS is in compliance with Governors State University policies and the U.S. copyright laws and that the material does not contain any libelous matter, nor does it violate third-party right to privacy. I also understand that the University retains the right to remove, and deny the right to deposit materials in the OPUS digital repository, or redact portions to remove sensitive or unauthorized information and graphics.

**Please click on the submit button below if you agree with these terms.**