This manual is printed by the Graduate School and International Admissions Office of the University of Northern Colorado. No publication manual can anticipate all potential questions that students may have. Accordingly, staff members in the Graduate School will be happy to respond to students’ questions. Please direct inquiries to: Graduate School and International Admissions, Campus Box 135, University of Northern Colorado, Greeley, CO 80639, Phone, 970-351-2831, or e-mail carol.steward@unco.edu
Preface

Writing a capstone is a culminating educational experience. The challenges are great – students must integrate information from many perspectives, articulate contributions to prescribed fields of inquiry, apply advanced levels expertise in their discipline, and carry out the project with integrity, skill, and tenacity. In the process of completing the project and working closely with faculty members, students stand to benefit immensely—they can solidify their professional credentials, gain heightened mastery over their subject, learn research methods and/or creative methods in their discipline, develop professional writing skills, and discover the intrinsic joys of original scholarship.

Staff members in the Graduate School, representatives of Graduate Council, and Graduate Faculty members at the University of Northern Colorado take pride in the high-quality capstones that graduate students produce. They are also committed to assisting students in their academic endeavors. In this spirit, the University offers this Graduate Publication Manual to provide doctoral students with information on university requirements for organizing and publishing the finished project.

A significant part of the educational development of advanced professionals lies in becoming competent in writing styles appropriate to the discipline. At the University of Northern Colorado, the appropriate writing style and format for the capstone is the style of the American Psychological Association (APA).

Institutional Review Board for Research on Human and Animal Participants

Student researchers must submit official documentation of an approved Institutional Review Board (IRB) signed by his/her faculty advisor when the filing the capstone with the Graduate School. Documentation of IRB approval obtained from the Office of Sponsored Programs and UNC IRB co-chair is provided to the faculty advisor on behalf of the student researcher.

If you are going to do research involving human participants, refer to the Office of Sponsored Programs website at http://www.unco.edu/osp/. If you going to do animal-related research, refer to the website for Institutional Animal Care & Use Committee (IACUC) at http://www.unco.edu/osp/ETHICS/iacuc/iacuc.htm.

You should include a statement of the procedure you have followed within the methods section of your capstone and must include a copy of the IRB or IACUC Approval in the Appendix.
Hiring a Typist

The author who chooses to employ an editor or typist is responsible for selection, payment, and communication with the contracted typist. The Graduate School maintains a list of typists who have extensive experience with our guidelines. This implies no endorsement of listed typists, nor are authors restricted to employ these particular typists; however the typist hired must follow the Graduate School guidelines. Clearly define the expected work, whether it is a full edit, formatting, or somewhere in-between.

A competent typist has up-to-date equipment in good repair and works with the author to ensure reflection of the Graduate School specifications for the capstone. Make the instructions to the typist precise. It is your responsibility to inform the typist of the style manuals required by the school and content area. We expect ongoing communication to define the role of the typist. The student must approve and proofread the work prior to turning it in to the Graduate School.

Final Capstone Research Project Format

This section will identify and describe the contents of each section of the final capstone research project. Sample pages are provided in the Appendix of this manual. The rules in the Formatting Guidelines of this manual take precedence over all other manuals and you are expected to incorporate these requirements with your program’s style. For example, use UNC’s Capstone Research Project Format Manual for all preliminary pages and overall margin and spacing guidelines. Use your program’s adopted style manual as a guide for heading, citation, and reference styles. The capstone research project (referred to from here forward as “capstone”) should be set up in the following order.

Preliminary Pages

This section identifies and describes typical order of the final capstone. The Appendix contains sample pages. All preliminary pages must follow the 1.5” left margin requirements.

Copyright page (recommended). Copyright subsists in accordance with this title, “original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device” (U.S. Copyright Act of 2009, http://www.copyright.gov/title17/92chap1.pdf). This means that the Copyright Act protects a capstone as soon as the author creates it. Registration of copyright is not required to protect the work against unrestricted distribution of the manuscripts or significant portions thereof, however may be beneficial if going to court over plagiarism issues.
Many students register their capstone formally for copyright in order to establish proof of date and source of authorship. Students either register it themselves on the webpage for the U.S. Copyright Office, http://www.copyright.gov, or request that ProQuest Information and Learning (PQIL) process the copyright (this requires publishing through ProQuest). Those working with PQIL must have a copyright page and the payment will be made directly to PQIL when uploading the digital capstone to ProQuest. The copyright page should include the student’s name in full since the copyright is a legally binding document. The copyright page is not numbered.

**Title Page.**

- Must follow University of Northern Colorado format.
- Must have a 1.5” left margin.
- This page is not numbered.
- The title and author’s full name must match the name and title on the copyright page, abstract and signature pages.
- Date should be the month and year that the final degree is awarded.
- Do not use acronyms or abbreviations in the title.

**Signature Page.**

- Must follow University of Northern Colorado format.
- This page is not numbered.
- Must have a 1.5” left margin.
- Every copy turned in for binding must have original signatures in blue or black ink.
- The title and author’s full name must match the name and title on the copyright page, abstract and signature pages.
- Type professors' names and academic credentials (e.g., D.A., D.M.A., D.M.E., Ed.D., Ph.D., or other specific degree) below their signature line.
- Date should be the month and year that the final degree is awarded.
- Do not use acronyms or abbreviations in the title.
Abstract (Audiology) or Executive Summary (Nursing Practice).

- Include an author citation as shown in the example on page 19.
- Start numbering the preliminary section on the abstract, with page iii, lower-case Roman numerals in the bottom center of the page.
- Reference your name and title exactly as they appear on the title page.
- Unless you will publish your capstone through ProQuest Information and Learning (PQIL), record it as an "Unpublished Doctor of Audiology or Nursing Practice Capstone Project."
- The abstract should include a brief description of the research topic, significance, methods, results, and conclusions in a concise manner.
- Avoid literature references in the abstract or executive summary.

Acknowledgments or Dedication (Optional).

- The acknowledgments page is a record of the author's indebtedness (often to faculty members, family members, student colleagues, typists, friends, funding agencies, and others who contributed to the study’s completion).
- This section also includes reference to permission granted to use previously copyrighted materials appearing extensively in the capstone.
- Write acknowledgments in a dignified manner and follow the same formatting requirements as the body of the capstone.

Table of Contents (Organization), List of Tables, and List of Figures.

- Make the first entry in the Table of Contents either the first page of the PREFACE (if one exists) or CHAPTER I of the capstone.
- Include every chapter (and its respective page number) and at least one level of heading in the Table of Contents.
- Match the style of numeral for the chapter numbers in the Chapter and the Table of Contents. The standard is Roman numerals for Chapters.
- The page numbers should be flush at the right margin.
• Use exactly the same wording in the Table of Contents as the chapter titles and headings that appear in the body of the manuscript.

• If tables and/or figures appear in the body of the capstone, include a separate list for the List of Tables and the List of Figures.

• Follow the same formatting guidelines as used for the Table of Contents in the preliminary pages for formatting of List of Tables and/or List of Figures.

**Body of Manuscript**

The body of the capstone consists of the study itself. It should conform with the American Psychological Association (APA) Publication Manual, Sixth Edition and the Capstone Research Project For Doctor Of Format Manual. The formatting guidelines of this Capstone Research Project For Doctor Of Audiology or Nursing Practice Format Manual take precedence over all other manuals.

The organizational model shown in the Table of Contents template in the Appendix fits some methods well and may not be suited for others. Students are encouraged to work closely with their Research Advisors and committee members to determine the structure that is appropriate for their investigation. For example, a student conducting a qualitative capstone may decide, with endorsement from his or her advisor and committee members, that the presentation of the “results” would be better arranged into several separate chapters organized around individual case studies or themes. Special permission is not needed from the Graduate Dean or Graduate Council for students to formulate chapter titles that depart from the template included in Appendix A. Students can negotiate the titles and ordering of chapters with Research Advisors and other committee members.

• Use same style and size font throughout capstone, recommended; Arial or Times New Roman, size 12.

• Start numbering the body of the capstone with Arabic numerals, top right of the page.

• Discussion should be double-spaced

• IRB application and approval should be explained in the methods section

• Quotes longer than 3 lines should be single-spaced and block indented ½”

• Heading style must conform with the requirements of the style manual adopted by your program. (APA, Chicago, Turabian, American Chemical Society, or American Sociological Society, etc.)
• Be consistent with spacing above and below headers.

• Consistent spacing after “end of the sentence punctuation.”

Reference Citations and Reference List.

• Write reference citations and the reference list or bibliography in accordance with the selected style manual for the discipline or type of research conducted.

• Graduate School staff will check for accuracy, so double-check your references and citations.

• Every reference cited must be in the reference list as required by your discipline manual of style.

• Do not allow a reference listing to divide in the middle, keep full listing on the same page

• Reference listings must be cited or removed from the reference list.

Appendices.

• Include a title and a description of its contents on a separate title page for each appendix.

• List the appendix title and page number in the Table of Contents.

• Make quality and format consistent with requirements for other parts of the capstone, including margins, page numbering, and reproduction.

• Make reductions clear and readable.

Overall Formatting Guidelines

Type face affects the physical appearance of a manuscript more than any single element. The following style parameters are mandatory for all UNC Graduate Publications, even though they may conflict with APA style. Format from a previously published thesis, dissertation or capstone may not be used in lieu of current APA style.
Font Style and Size.

- The manuscript will be reduced in size on microfiche, therefore do not use font smaller than 12 or 14 point in the body of the capstone. Within long tables, you may use no smaller than 8 point font.

- Maintain the same size and style of font throughout the entire document. Use Arial or Times New Roman.

- The print should be high quality with dark ink that is consistently clear.

Margins and Overall Format.

- Make the left margin 1 ½ inches to accommodate binding on the entire capstone, including the preliminary pages and appendices. Make the top, bottom and right margins 1 inch.

- Start the first page of each chapter and new section 2" from the top of the page. This includes the first page only of each of the following: Abstract, Acknowledgments, Table of Contents, Lists of Tables/Figures, Chapters, and References.

- Use italics for headings, titles, and if necessary for the terms in a "definition of terms" list.

- Do not use a running head (the title or author name at the top or bottom of each page).
- Do not justify the text - keep right side of the text jagged rather than even.

- Use bold font in headings only if required by your program's style manual.

Paragraphs Settings.

- Do not add extra space between paragraphs

- Paragraph indents must be consistently set at 1/2”.

Widowed and Orphaned Lines.

- When you must divide a paragraph at the end of a page, place at least two lines at the bottom of the page and at least two lines at the top of the following page.
• Do not leave a header at the bottom of a page without the related paragraph – move header to the following page so it stays with the paragraph.

**Line Spacing.**

• Block indent and single-space quotes longer than three lines.

• Single-space footnotes, table titles and figure captions.

• Block indent and single-space Hypotheses, Research Questions, and excerpts from interviews.

• Double-space the narrative of the manuscript.

**Figures and Tables.**

• Figures and tables should follow within one page of the related discussion.

• Text and tables may appear on the same page, however, do not break into the middle of a sentence or paragraph to insert a figure or table, place it at the end of a paragraph.

• Neatly organize tables. Do not combine multiple tables into one long table – keep them simple and clean.

• Double-space short tables, and begin and end on the same page.

• Start long tables at the top of the page, single-space, and continue to the following page(s) if necessary. If the table goes on to more than one page, include “Table #, continued” at the top of each subsequent page. Repeat column headers on each subsequent page.

• Make titles of tables and figures concise. Include them in a list of tables or figures worded exactly as they appear in the body of the capstone. If explanatory information is added to the title, do not place this material in the List of Tables or List of Figures.

• Table titles go above the table numbered consecutively in Arabic numerals throughout the manuscript.

• Place figure or example titles outside the figure, two spaces below the figure. Designate musical examples as “example” and abbreviated “Ex.” in the caption. Number figures consecutively in Arabic numerals throughout the text.
- Continue the enumeration begun in the text into tables and figures. Do not number tables or figures using a chapter prefix. Include appendix table titles in the List of Tables following those listed in the text.

- Place multiple tables or figures on a single page if the titles can be placed in their proper position and if adequate space is provided between them.

- If using a landscape orientation, place the bottom of the table on the right side of the page, allowing for the 1 ½” margin at the "top" of the table toward the edge and the title oriented to read below the table when it is bound. On the landscape-formatted page, make the page number readable in the same position and reading direction as the text-formatted pages.

**Heading Format.** Place the chapter title on the first page of each section (Table of Contents, Acknowledgments, Chapter, and References) 2 inches from the top of the page. Chapter title is not counted as a “level” in determining the heading format. Center the chapter title (all caps) on the third line beneath the chapter number. “Heading levels” start after the chapter title. See Sample Pages.

Position of the headers should follow rules in the style manual selected by your program; however, also apply the following rules when typing the capstone:

- Single-space a two or more line title and place in inverted pyramid format with the first line longest and gradually shorter subsequent lines.

- Divide a centered heading of more than four inches into two or more single-spaced lines, in inverted pyramid form.

- Divide a side heading of more than 2 1/2 inches evenly into two (or more) single-spaced lines with the first line longest and gradually shorter lines for each.

- Do not use acronyms and abbreviations in capstone title or headers.

- If two (or more) headings appear together (without intervening text), triple-space should be left between the headings (2 blank lines), and a double-space (1 blank line) should also be left between the headings and the text that follows.

**Research Hypotheses and Research Questions.** When you include formal statements of hypotheses, block and single-space each question with double-spacing between questions. If there is only one hypotheses or research question, do not number it. If using null hypotheses, type them H01, H02, and so on. Number hypotheses H1, H2, etc., and indent. For example:
H1  Group study will result in higher achievement scores than individual study.

H2  Practice of a mental function will produce more rapid future learning of that mental function.

H3  Attitudes toward occupational roles will be significantly related to behaviors and expectations associated with those roles.

Many investigations do not use formal statements of hypotheses. For studies that propose research questions, rather than hypotheses, students should block questions with the same format as used above. For example:

Q1  How do college-level instructors in mathematics interpret their students’ understandings and misunderstandings?

Q2  How do teachers interpret social interactions among children with hearing impairments?

Page Numbering

- Set page numbers within 1” of the edge of the page so it does not overlap into the text of the capstone.

- Place page numbers on landscape pages in the same position as the portrait pages so that when the reader looks for the table or figure, it is in the top right corner. This may require you to set the numbers manually in a text box so the number can be turned to the same reading direction as the other page numbers.

- The top of any landscape page must be in the “binding” side of the page and must have the 1.5” margin.

Preliminary Pages – Roman Numerals.

- Do NOT print numbers on the copyright, title and signature pages.

- Number the preliminary pages with lower-case Roman numerals, bottom center of the page.

- Start showing page numbers on the Abstract, beginning with the number iii. Thereafter, place a number on all preliminary pages and continue until the first page of the capstone.
Capstone – Arabic Numerals.

- Arabic numbers begin with the first page of the Preface or the first page of Chapter I, and continue throughout the study, references, and appendices in the upper right hand corner of the page.

- You choose whether to number the first page of each chapter.

Final Checklist

Whether or not a typist is employed, it is the author's responsibility to check the capstone and confirm that the following are correct before turning it in for review. The entire document must satisfy the professional standards maintained by the Graduate School of the University of Northern Colorado.

- Is the capstone title and author's name identical on the copyright, title page, signature page and abstract citation?

- Is the date at the bottom of the title page the month and year that your degree will be awarded?

- Are all committee members and their role on your committee on the signature page? Are all signatures originals, not copies? We will not accept studies with unsigned lines or copies of signatures.

- Does the Table of Contents reflect the exact wording used in each headings and subheadings as they are found in the text? Does it assign correct page numbers? Every time you make changes, recheck the page numbers.

- Do the List of Tables and List of Figures reflect identical titles and page numbers as found in the text?

- Have you changed the proposal wording from future to past tense in the final version of the first chapters? Have you removed the word "proposal" from the title page?

- Did you explain the IRB application and approval in your methods section and include a copy of the IRB Approval in your Appendix?

- Have you numbered the preliminary pages with lower case Roman numerals, and changed the numbering to Arabic numerals on page 1 of the study?

- Check the page numbering and order of pages on the original and all copies of the capstone. Photocopy services are not responsible for the ordering of the pages.
• Does each chapter start on a new page?

• Have you checked for stray headers and lines at the bottom of a page?

• Have you double-checked the spelling and accuracy of every citation and reference listing? Same names, same years? If they have not been cited in the text, remove the listing from the references.

• Check each copy before delivering it to the Graduate School. Once they have gone to the bindery, you will be responsible for any additional expenses to make corrections.

**Submitting Your Final Capstone**

**Defending the Capstone**

• Schedule your Oral Comprehensive Examination with the Graduate School at least two weeks prior to the date you wish to take the exam by completing the “Request to Schedule a Doctoral Examination” form, which is found in the Student Forms section of the Graduate School website. After approval, the exam will be announced two weeks prior to the exam date in the *UNC Today* and the official “Results of the Oral Comprehensive Exam” form will be sent to your program office. Since it is a grade change, you should not have the form in your possession at any time. Your advisor should arrange for the return of the form to the Graduate School.

• Committee members must sign an *original* signature page for each bound copy of your capstone. These must be original signatures in blue or black ink. They do not need to be on white cotton paper. It is sometimes useful to have extra copies signed in case a mistake is made, you decide to have additional copies bound, or a signature page is damaged.

• If the committee requests changes to the content, the research advisor should wait to sign the signature page until changes are approved.

• If the capstone is not filed with the Graduate School at least four weeks (28 calendar days) before the student’s anticipated graduation date, the student may not graduate until the following semester.

**Submission of Review Copy**

• After defending, deliver one electronic copy of the dissertation with signature pages the Graduate School to approve formatting and check all of the references and citations. Email that one copy to the Graduate School in no
more than two MS Word documents (the preliminary pages and the
dissertation) or preferably in a pdf document.

- Graduate School must give final approval before you print copies for binding.

- Two people read the review copy in the Graduate school for format and to
  assure that it meets University standards. Corrections are commonly
  requested at this point, so please wait for final approval before printing
  binding copies. We will keep the review copy and email revision notes to
  you.

**Paper Requirements**

After approval from the Graduate School deliver final printed copies of the
capstone and the final forms to the Grad School. Make sure to double check that the final
copy has been collated in the proper order with all pages in the correct direction. The
Graduate School will not pay for corrections.

- 1 copy on 25% (or higher) white cotton paper for the Archival storage: 20
  pound is preferred. Heavier paper will result in an extra charge from the
  binder. It should have a watermark (such as Southworth Exceptional
  Business or Resume paper)

- 3 copies on plain white 20 lb. copy paper or higher quality if preferred.
  Heavier paper will incur an extra charge from the binder.
  If you have co-advisors, you need to make 5 copies minimum.
  If you want additional copies for friends or family, bring additional copies to
  be bound. Your UNC account will be charged for the final binding.

**Required Final Forms for a Capstone Research Project**

The final forms can be found on the Graduate School Web site at
[www.unco.edu/grad](http://www.unco.edu/grad). These include:

- Binding Sheet, including a permanent address, phone number and email address
  which will not change after graduation. Make sure we have your correct address,
  as we do not have physical space to store them.

- Non-Plagiarism Affirmation

- *Doctoral Dissertation Publishing Agreement.* Publishing with ProQuest
  Information and Learning is NOT required of the Doctor of Audiology or Doctor
  of Nursing Practice degrees, but we do encourage you to deposit the electronic
  copy of the final capstone with Digital UNC, our UNC Libraries electronic
  repository for scholarly works. The Thesis & Dissertation Specialist in the
  Graduate School will provide instructions when that time comes.
Fees

*Your UNC student* account will be charged when the document is accepted and all paperwork has been cleared by the Graduate School. Payment should be made through the accounting office. Please see the Handling Fee Schedule on the Graduate School Web site for current costs.
EXAMPLE OF TITLE PAGE FOR DOCTORAL CAPSTONE

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

The Graduate School

IF THE TITLE TAKES TWO OR MORE LINES THE TITLE OF CAPSTONE PROJECT SHOULD BE IN AN INVERTED PYRAMID FORMAT

A Capstone Research Project Submitted in Partial Fulfillment of the Requirements for the Degree of Doctor of [Audiology or Nursing Practice]

Student's Full Name as Recorded in URSA

College of Natural and Health Sciences
[School of Audiology & Speech-Language Sciences or School of Nursing]
[Audiology or Nursing Practice]

December 2013

(Month and year that degree is awarded)
This page is not numbered
EXAMPLE OF SIGNATURE PAGE FOR AUDIOLOGY CAPSTONE PROJECT
[fill in the bracketed and committee information applicable to your degree, remove the brackets in final draft]

This Capstone Project by:  Student’s Full Name as Recorded in URSA

Entitled:  *Examination of Work Satisfaction among Preschool Teachers in Public and Private Schools*

has been approved as meeting the requirement for the Degree of Doctor of in College of Natural and Health Sciences in School of Audiology & Speech-Language Sciences, Program of Audiology.

Accepted by the Capstone Research Committee

_____________________________________________________
Professor's Name and Degree, Research Advisor or Co-Research Advisor

_____________________________________________________
Professor's Name and Degree, Co-Research Advisor (if applicable)

_____________________________________________________
Professor's Name and Degree, Committee Member

_____________________________________________________
Community/clinical Representative’s Name and Degree, Honorary Committee Member (if applicable)

_____________________________________________________
Professor's Name and Degree, Faculty Representative (if applicable)

Accepted by the Graduate School

_________________________________________________________
Linda L. Black, Ed.D.
Dean of the Graduate School and International Admissions

This page is not numbered
ABSTRACT OR EXECUTIVE SUMMARY

Last name, First Name (same as on the copyright and title page). Title of the Capstone Project. Unpublished Doctor of [Audiology or Nursing Practice] Capstone Project, University of Northern Colorado, (year).

The name used on the title page and the executive must match how your name is recorded in your URSA account so that it matches the name on your transcript. The title of the executive summary must match the title on the title page exactly. The date and year must be the date when the degree is awarded.

The executive summary is no more than one page long and inserted as the first page after the signature page. The executive summary should contain summary elements from the capstone report chapters. The executive summary provides an overview of the project. Bullet point format is acceptable and should be used to conserve space in the executive summary. As a brief overview, an executive summary gives the reader the necessary information that conveys the importance of the manuscript. The text of the summary is double-spaced. Key words from the summary are index words for library search programs. Start numbering with the abstract page, lower case, roman numeral iii. The style selected for the manuscript must be approved by the Graduate School.
TABLE OF CONTENTS

CHAPTER

I. STATEMENT OF THE PROBLEM ........................................... #
   First Level One Header
   Second Level One Header

II. EVALUATION PLAN ...................................................... #
   First Level One Header
   Second Level One Header

III. RESULTS................................................................. #
   First Level One Header
   Second Level One Header

IV. RECOMMENDATIONS ................................................... #
   First Level One Header
   Second Level One Header

V. IMPLICATIONS FOR PRACTICE AND CAREER
   DEVELOPMENT............................................................ #
   First Level One Header
   Second Level One Header

REFERENCES ................................................................. #

APPENDIX A – TITLE OF THE CONTENTS................................. #

The organization and titles of chapters may be different based upon the basis of your study. This is just a sample of the alignment. It is not required that you put pages for each level of header. You may do it either way, but you must be consistent. If you do not have level two, three or four headers in all chapters, do not list second, third or fourth level headers for any chapters.
APPENDIX A

TITLE OF CONTENTS OF EACH APPENDIX
CHAPTER I

TITLE OF CHAPTER

Level One Header

Put the text of the chapter on the same page, double-spaced. Be sure to follow your program’s publication guidelines for actual format for the header style………...

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