Guidelines for the Preparation of Ed.D. Capstone Reports

SUBMISSION DEADLINES

Spring
- Initial Submission Deadline - 12th week of the Semester, Friday, 4:30 PM
- Final Submission Deadline - 13th week of the Semester, Friday, 4:30 PM

For example, for Spring 2023 the deadlines are
- Initial Submission Deadline - April 7, 2023, 4:30 PM
- Final Submission Deadline - April 14, 2023, 4:30 PM

Summer
- Initial Submission Deadline - 3rd week of the Semester, Friday, 4:30 PM
- Final Submission Deadline - 4th week of the Semester, Friday, 4:30 PM

For example, for Summer 2023 the deadlines are
- Initial Submission Deadline – June 30, 2023, 4:30 PM
- Final Submission Deadline - July 7, 2023, 4:30 PM

Fall
- Initial Submission Deadline - 12th week of the Semester, Friday, 4:30 PM
- Final Submission Deadline - 13th week of the Semester, Friday, 4:30 PM

For example, for Fall 2023 the deadlines are
- Initial Submission Deadline - November 10, 2023, 4:30 PM
- Final Submission Deadline - November 17, 2023, 4:30 PM

Important Information:
- You may submit your paper any day of the year.
- To be eligible for a certain graduation date, submit a *complete paper* by the initial deadline. Include all required pages. It is acceptable for you to make additional content edits as required by your committee prior to the final submission deadline.
- Revise your paper based on the feedback provided by the administrator and resubmit it. This process continues until the paper meets the guidelines and format required.
- There is not a fee for Capstone Report submissions to OpenSIUC.
- The initial and final submission deadlines are firm. If you cannot meet both deadlines, then your paper will be considered for the following semester graduation.

TABLE OF CONTENTS

Organization of Pages

Visit the [Graduate School website](#) and click on the CAPSTONE REPORT yellow box for guidelines, submission site, and to download a template.

The pages of your paper should be in the following order:

1. Title page
2. Copyright statement (optional)
3. Approval page
4. Abstract (optional)
5. Dedication (optional)
6. Acknowledgments (optional)
7. Preface (optional)
8. Table of Contents
9. List of Tables (with titles and page numbers – required if you have more than one table)
10. List of Figures (with titles and page numbers – required if you have more than one figure)
11. Text/Body
12. Exhibits (tables, figures, photographs, etc. – required if you are presenting all of your tables and figures after the body of your paper)
13. References (or other appropriate title prescribed by your program's style manual)
14. Appendices (optional – required if you have copyright permission or other documents that do not fit elsewhere in your paper)
15. Vita

TITLE PAGE

- Make sure that your paper title on the title page, the approval page, the abstract page, the vita page, your Oral Defense and Capstone Report Approval forms match exactly.
- Month Year at the bottom of this page is the month and year of graduation.

APPROVAL PAGE

- Only the names (not the signatures) of your committee are needed for this page. (The signatures will be on the original paper Capstone Report Approval form that is submitted to the Graduate School.)
- Date on this page is the date on which your committee signs your approval form. It should be in the format Month Date, Year, for example, March 8, 2023.

ABSTRACT

- Date on this page is the date of your defense in the format Month Date, Year.

TABLE OF CONTENTS

- Do not list the Table of Contents as an entry on the Table of Contents page.
- Put the ones digit of every page number in a straight vertical line at the right margin.
- Include the titles of Chapters and Appendices.
- Where chapter titles are longer than one line, end the first line before it reaches the page number vertical line, and then indent the first word of the second line so that it starts under the first word of the first line. (See Template.)
- Indent the chapter listings under the word CHAPTERS, and indent the appendices listings under the word APPENDICES.
- Table of Contents are already created on the templates, and you only need to customize this page. Another option is to create an active Table of Contents by following the instructions below.

Inserting a table of contents using the inbuilt option from MS Word

- In Word, tables of contents rely on your use of styles to format headings. If you already used the Heading 1, Heading 2, and other heading styles to format your document, you're ready to insert your Table of Contents. Follow these steps to insert a Table of Contents:
  - Click where you want to create the table of contents and click the References tab.
  - In the Table of Contents group, click Table of Contents.
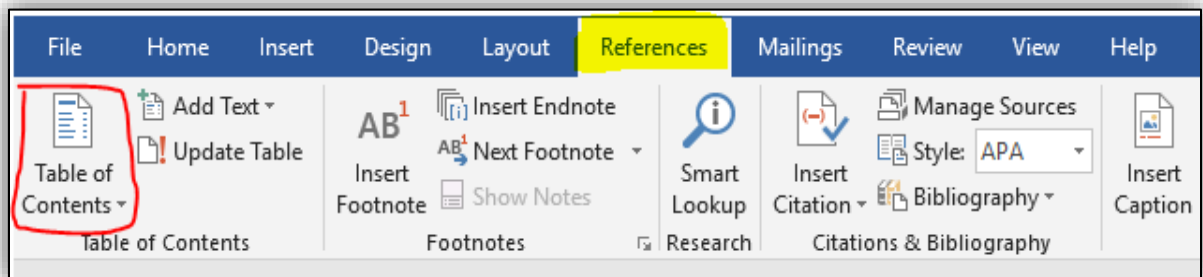

  - Choose the style of Table of Contents you wish to insert. Automatic Table 1 creates a Table of Contents titled Contents. Automatic Table 2 creates a Table of Contents titled Table of Contents. So, Automatic Table 2 is recommended.
  - Manually add the sub titles CHAPTER and PAGE and align them utmost right and left respectively.
  - Word will create a Table of Contents from the document text you styled with one of the first three heading styles: Heading 1, Heading 2, and Heading 3. The Table of Contents will include a string of dots between the heading text and the page number for each heading.
  - When readers hover over a page number, the headings are highlighted which reminds that they can use the Table of Contents for navigation.

- After the headings are inserted, change the font style of the title TABLE OF CONTENTS, center align it, make it all capitals and also set the font color to Black.
- Set the line spacing to 2.0, change the font style, size of the headings, page numbers (if needed) to make it consistent with the rest of the document.

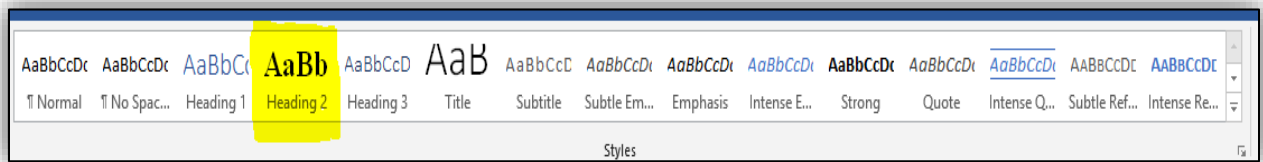**Updating Table of Contents**

After you've edited your document, page numbers and headings may change, which will make your Table of Contents incorrect!

- To update your Table of Contents, right-click in the table and choose Update Field

<div align="center">or</div>

- choose Update Table from the Table of Contents group on the References tab. Select entire table or page numbers only and click OK to regenerate the table of contents from your headings.
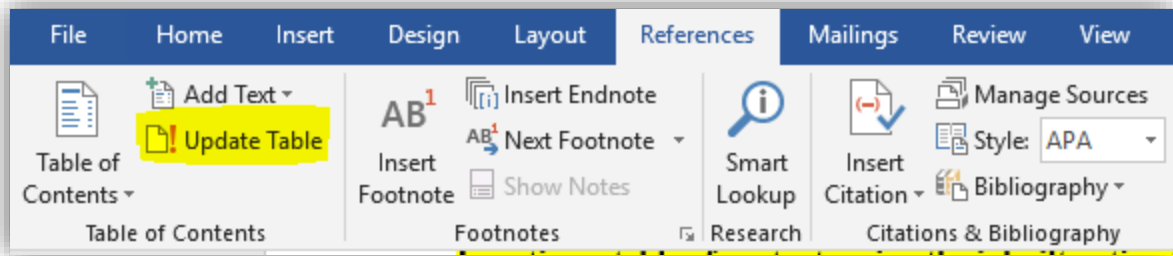
No Heading styles?

- If the headings in your document aren't formatted with styles, before inserting your table of contents, select each of the top-level headings for your Table of Contents and apply the Heading style from the Styles group on the Home tab of the ribbon.

<div align="center">or</div>

- Follow the templates and manually type in the headings to create a Table of Contents.

LIST OF TABLES and LIST OF FIGURES

- Put the ones digit of every page number in a straight vertical line at the right margin.
- It is required to include table/figure title next to table/figure number.

- Where table/ figure titles are longer than one line, end the first line before it reaches the page number vertical line, and then indent the first word of the second line so that it starts under the first word of the first line.

For example…

Formatting Guidelines

FONTS

- Use the same font throughout your paper. Some standard fonts to choose from: Times New Roman, Bookman, Courier, or Ariel.
- The regular text in the body of the document should use a 10 or 12 point font size.
- Headings and subheadings may go up to 14 point but must be of the same font style as the body of the text.
- Bold **and *Italics*** may be used. In general, *italics* is used for Genera, species, letters, words or phrases cited as a linguistic example, and foreign words. Bold and italics may be used to distinguish heading and sub-heading levels; follow your department guidelines, and be consistent throughout your paper.
- **For tables,** six (6) point font should be the smallest used. Try to use the same size as the rest of the body, if possible.
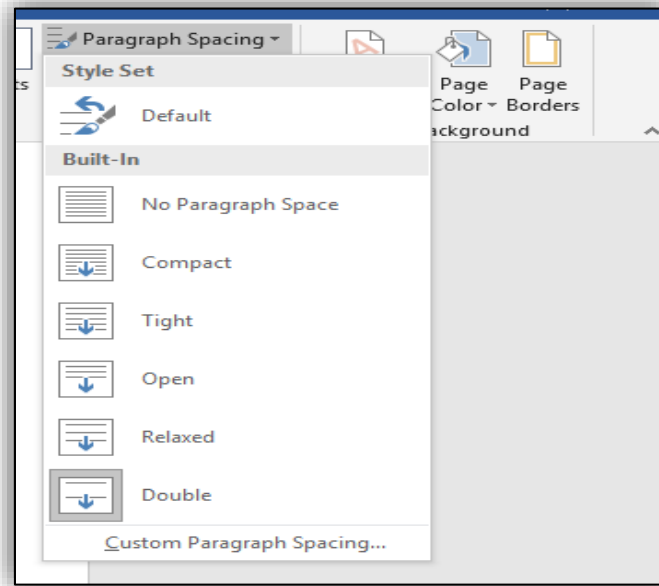
SPACING

- The body of the document must be double spaced.
- There should be no extra spacing between paragraphs.
- There should be no extra spacing before and after each sub-heading.
- Spacing within the table may be single or double spaced based on the readability of the data.
- There should be a judicious use of spacing to "set off" tables and figures; typically, one double space before and after the table. Again, once spacing is chosen, keep it consistent throughout.
- Places where single spacing is acceptable:
  - Between the lines of a title or heading that takes up more than one line.
  - Between the lines of a long quote that is indented.
  - Within a figure or table.
  - Between the lines of a figure/table title or explanation/description
  - Within a reference in the References section. If you single space between the multiple lines of a reference, then you should insert a blank space between reference entries.
  - Within footnotes.

How to Double Space the Document

- Navigate to *Design* tab.

- Go to Paragraph Spacing (on Top Right) and Set that to **Double.**

or

- Select the paragraph which needs to be double spaced.
- Navigate to Home →Paragraph line spacing options →2.0

Deleting extra space above each sub heading, paragraphs.

Only 2.0-line space is allowed throughout your work. Sometimes, though the line spacing is set to double, you still can see some extra space between the lines, especially above each sub heading, new paragraph etc.
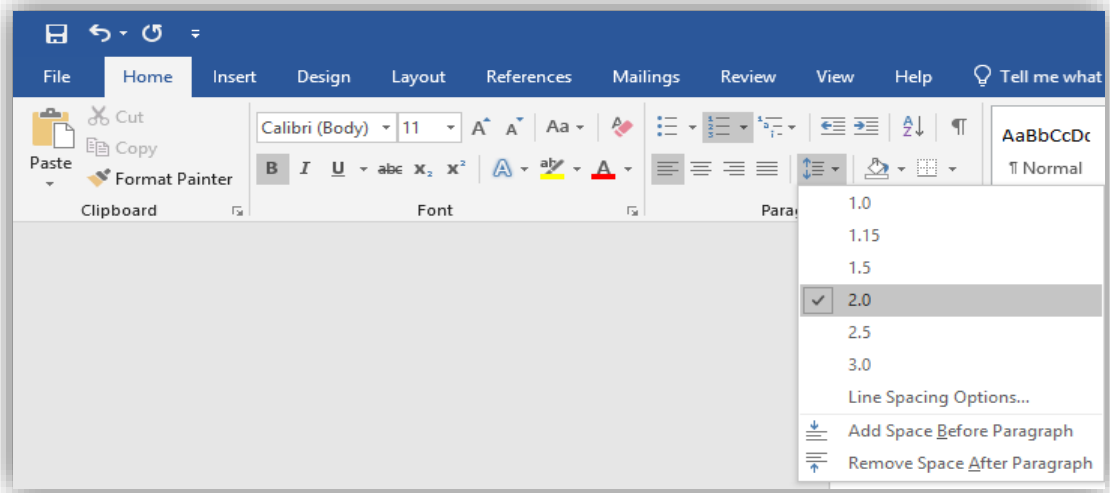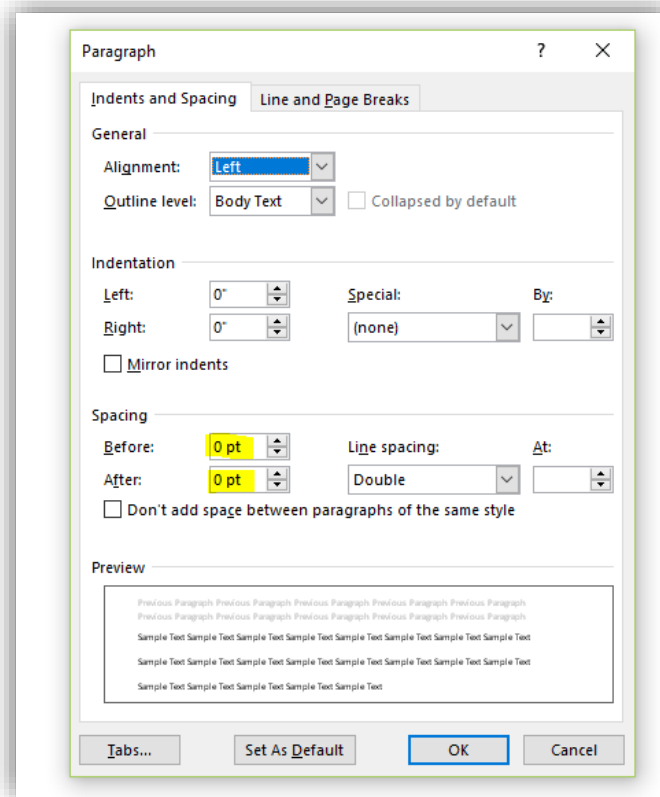
To fix this:

- Select text.
- On Home tab → Paragraph → Click paragraph Settings button on the bottom right.
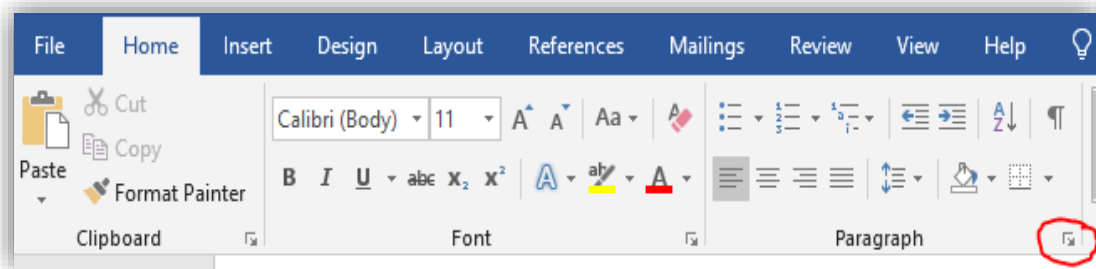
- On Indents and Spacing tab set the *Spacing* to 0 for both *Before* and *After* tabs.

- Click OK.

TEXT JUSTIFICATION

- The text in chapters should be left justified only, unless your program requires full justification of text (e.g., Mathematics).
- Text on title page and approval page are centered.
- Chapter titles are centered, and other headings may be centered, as fits your program-designated style.

MARGINS AND INDENTATIONS

- Margins are one inch all around. So, text should start one inch below the top of the page and end one inch above the bottom of the page.
- Pages with charts, tables, and figures may have greater margins than listed but may not go into the required margins.
- Paragraph indentations should be a uniform five spaces.
- With a heading at the bottom of a page, when there is not room for at least one line of text under it, move the heading to the next page. In this situation, it is acceptable to have a larger bottom margin.

PAGINATION

- No page numbers on Title page, Copyright page, or Approval page.
- The pages after the Approval page and preceding the text, i.e. Abstract,

Table of Contents etc. should be numbered using lower case Roman numerals (i, ii, iii, ..) starting with Abstract.

- Roman numeral page numbers must be centered and positioned one-half inch from the bottom of the page.
- Text pages, References/Bibliography, Appendices and Vita should consist of Arabic numerals (1, 2, 3..) only, without punctuation, embellishment, or running headers. This numeral paging should be continuous.
- The Arabic page numbers should be located right-aligned on the top of the page.
- Page numbers need to be consistent with the same font style and size as the regular text.
- If a page of your document is formatted with landscape orientation, the header and footer of the page are also formatted with landscape orientation. Page numbers on landscape-oriented pages should be in the same position as page numbers on portrait-oriented pages. For example, if portrait pages have page numbers on the top right, then the landscape pages will also have page numbers on the top right corner.

Creating different page number styles in one document

- Use the Section break formatting to have different page numbering styles. A new *section* is created that starts on the next page. With this *type of section break*, you can apply different page numbers, headers, footers, page orientation, paper size, and vertical alignment to the **sections** in the document. **If you are using templates, this is already taken care.**

Capstone Report paper should have the following sections:

Section 1 - No page numbers on Title page, Copyright page, or Approval page.

Section 2 - The pages after the Approval page and preceding the text, i.e. Abstract, Acknowledgements, Table of Contents etc. should be numbered using lower case Roman numerals (i, ii, iii ..) starting with Abstract.

Section 3 - Text pages, References/Bibliography, Appendices and Vita should consist of Arabic numerals (1, 2, 3..)

By default, word document comes with Section 1. So, creating Section breaks 2,3 should serve the purpose.

For creating Section 2

- Click at the end of Approval page.
- Click *Layout* tab→ *Breaks* then under *Section Breaks*, click *Next Page.* So, this creates a new section 2 from Abstract.
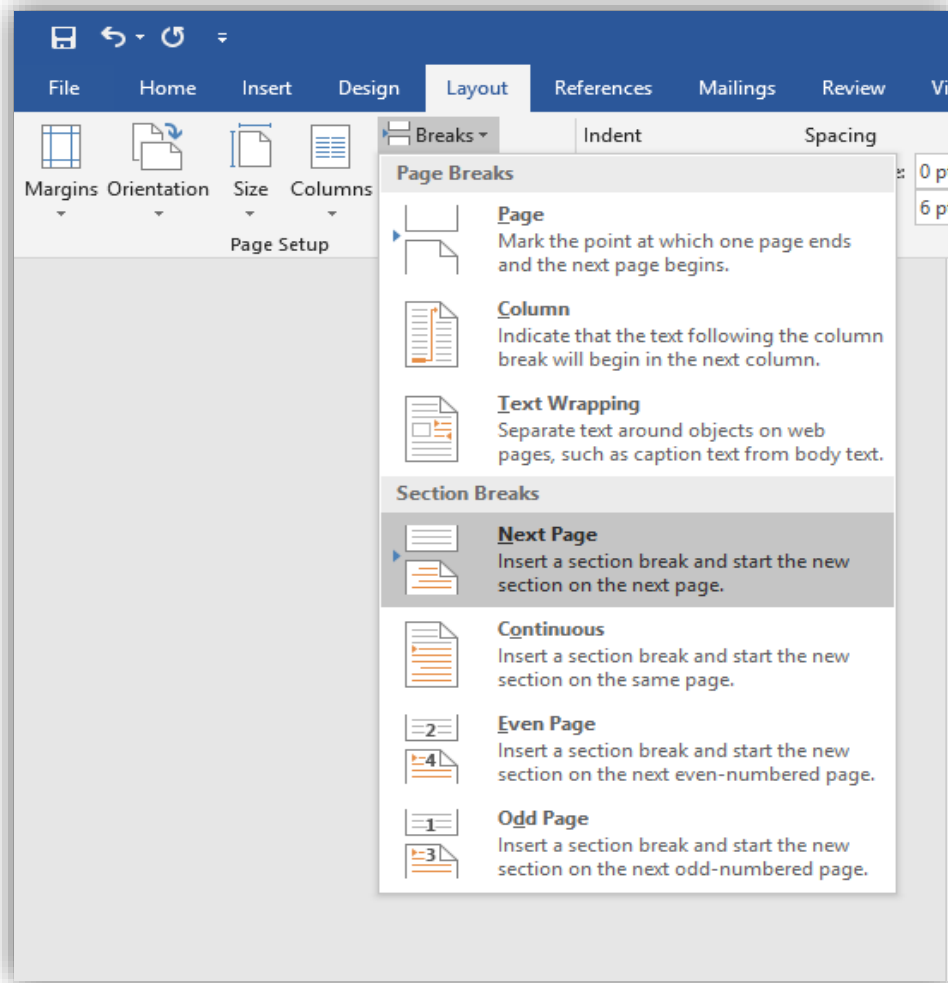
- Click on the header/ footer of Abstract page (Section 2) and click *Link to Previous* button to **disable** it. This unlinks Section 2 from Section 1 and allows user to create Roman page numbers in Section 2 without creating page numbers in section1.
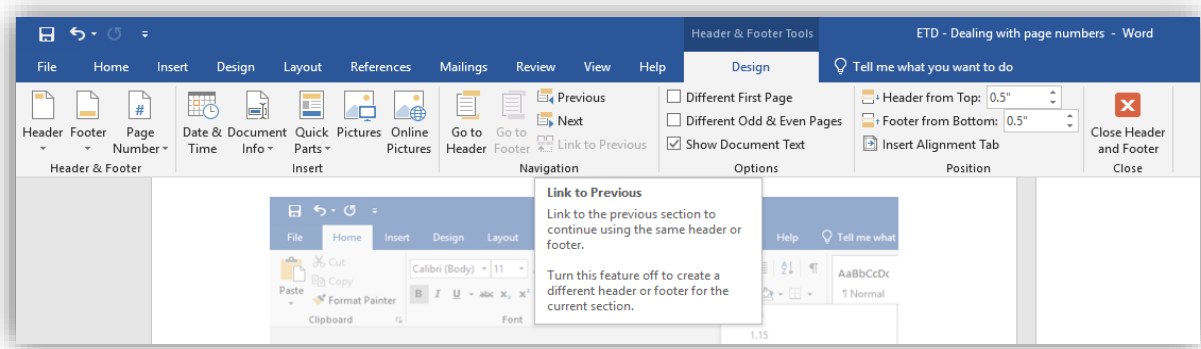
For creating Section 3

- Click at the end of page with last roman page number.
- Click *Layout* tab➔ *Breaks* then under *Section Breaks*, click *Next Page.* So, this creates a new section 3 from Chapter 1 (text).
- Click on the header/ footer of Chapter 1 (Section 3) and click *Link to Previous* button to **disable** it. This unlinks Section 3 from Section 2 and allows to create Arabic page numbers in Section 3 without messing up with roman numbers in section 2.

Note: Don't forget to unlink header and footer of each section from its previous section. By default, the Link to Previous button is enabled. You can see it dark grey if it is enabled.

Inserting roman page numbers for front pages

- Double click on the footer section of the Abstract page (Section 2). It automatically opens the Design tab.
- Click Page number ➔ Bottom of the page and choose center alignment (Plain Number 2).
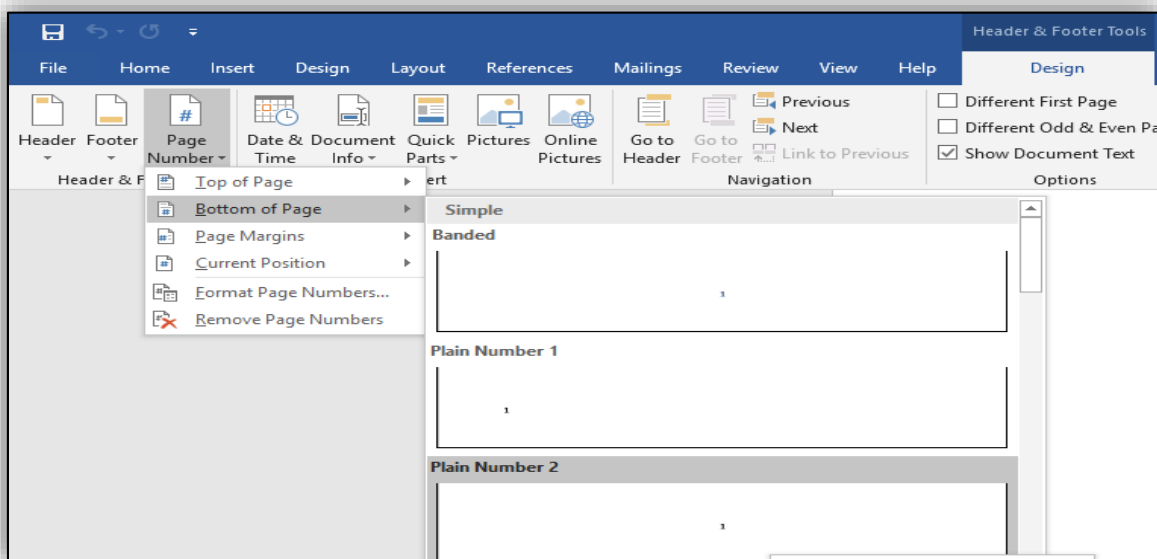
- It assigns Arabic page numbers 1, 2, 3 ..
- Select page number and change the font style and size to make it consistent with the text.
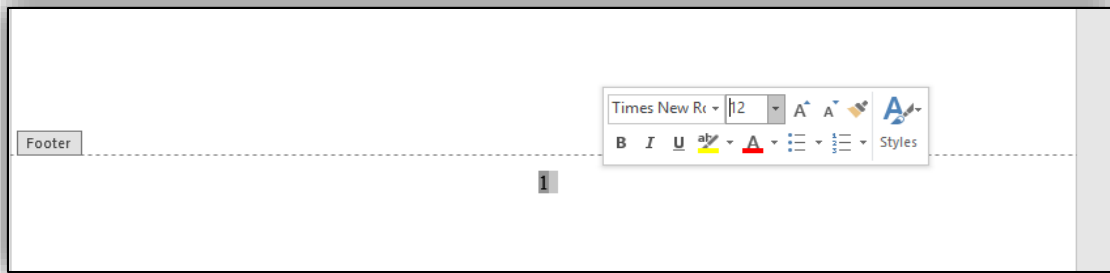
- Now right click on the page number and choose Format Page numbers to change the format from Arabic to Roman page numbers.
- Choose Roman number format from the drop-down list, start at i and click OK.
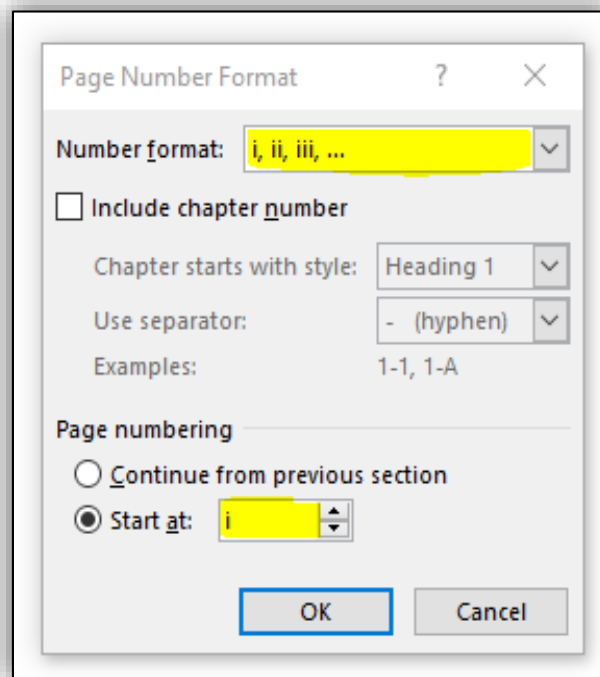
Inserting Arabic Page numbers

- Arabic page numbers are located right-aligned on the top of the page
- To have them aligned on the top- right, double click on the header section of the first chapter page.
- Click Page number → Top of the page and choose right alignment (Plain Number 3).

- It assigns Arabic page numbers 1, 2, 3 ..
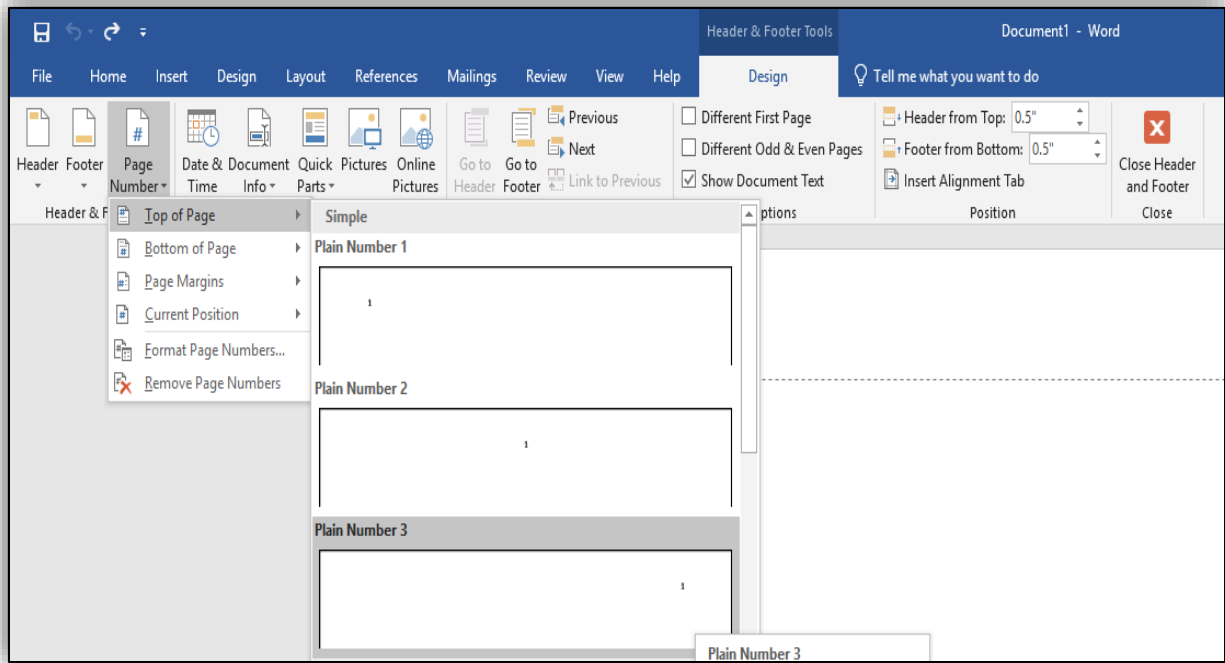- Select page number and change the font style and size to make it consistent with the text.

Changing the orientation of a particular page(s) to Landscape

- Create a *Section break - next page* on the previous page for which the orientation has to be changed.
- Add another *Section break* at the end of last landscape page.
- Click the header, to confirm a new section has been created. This allows you to change the page layout of only this section without changing the layout of the entire document.
- Click *Layout→ Orientation* and set the Orientation to *Landscape*
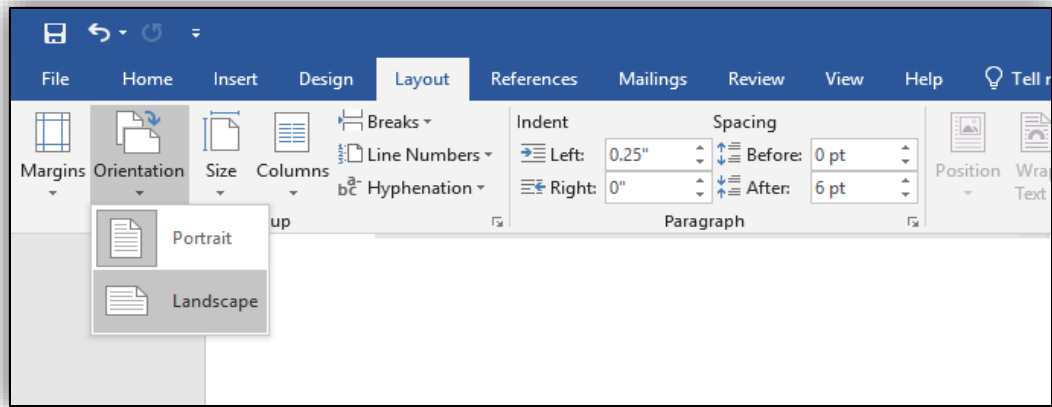
HEADINGS AND SUBHEADINGS

- Chapter titles – All chapter titles and top headings should be in all capital letters. (including front and back content, e.g., PREFACE, CHAPTER 1, APPENDIX, etc.)
- Either bold all top headings or don't bold any.
- Use numerals (1,2,3...) instead of words (ONE, TWO, THREE) to represent Chapter numbers. E.g. CHAPTER 1 instead of CHAPTER ONE (in the Table of Contents and on the heading for the chapter).
- Be consistent with chosen format style for headings and sub-headings throughout your document.
- Don't leave a heading without text underneath it at the very bottom of the page.

MULTIMEDIA OBJECTS

Multimedia object types include oversized tables, complex equations, graphs, diagrams, digital pictures, digital video, digital audio, virtual reality, and even computer software that you have developed.

- Multimedia objects and oversize maps/files may be included as an Additional file.

TABLES AND FIGURES

Most simple objects like tables, graphs, and diagrams can be embedded in your paper using your Word Processor. Here are some guidelines when you embed the objects.

- If the object is the first thing on the page, begin at the top one-inch margin. It can be centered left-to-right on the page, but do not center it top-to-bottom on the page.
- Your page can have multiple objects provided they all completely fit, without compromising on margins.
- Number the object according to its position in the chapter (e.g., in Chapter 5 you may have a Table 5.1, Table 5.2, and Figures 5.1, 5.2, and 5.3).
- Put table titles above the tables. Figure titles can be located either above or below the figures, but choose above or below and stay consistent throughout your paper.
- When tables or figures are too wide to fit within the required one-inch margins, either reduce the size (if possible) or change the orientation of that page to landscape.

- Include a LIST OF TABLES page if you have more than one table in your paper. Include a LIST OF FIGURES page if you have more than one figure in your paper.
- If your tables/figures are not within the text of your paper, these are called EXHIBITS. You should still include a LIST OF TABLES or LIST OF FIGURES page. Your Exhibits page should be located directly after the last page of your last chapter/before the References page, and it must be listed in your Table of Contents.

INCLUDING PREVIOUSLY-PUBLISHED CONTENT

To include content that has been published elsewhere (even if you are the author), you must follow certain steps to ensure you avoid copyright infringement.

- Content that is in the PUBLIC DOMAIN does not have copyright issues. This content includes only works created and published by the U.S. government and works where the author has been deceased for over 70 years. All other published works are covered by copyright laws.
- To include previously published content (anywhere in your paper, including in the appendix) that is not in the public domain, you must do two things: 1.) Cite the source where you found the content under the content wherever you are including it. Use a full citation with title, author, date, publisher, URL (if appropriate), etc. 2.) Include the permission that you received to include the content in your paper. This permission might come in various forms: an email from the publisher, an excerpt from original work/website that states that anyone has permission, or (if you were the author) a clause from your publishing contract. (see Example 1 below.)
- Examples of content that must have permission include: an entire survey instrument* that someone else wrote and published, a unique and complicated figure that someone else designed and published, a poem or song that someone else wrote and published, a photograph or image that someone else took/created and published.
- You have more flexibility to use PART OF something without getting permission. For example, you could provide the first question of the survey instrument, a couple lines of the poem, or you could adapt part of the complicated figure to fit your research (see Example 2 below.) If you use only a small part of the content, this is considered FAIR USE. You can do this without getting permission, but you still must cite the original source. If you adapted the work, state that you adapted it as part of the citation. Also include the original source in your list of REFERENCES.
- FAIR USE can also be achieved by using a small version of an image or photograph (as opposed to a larger one). Use the smallest size possible that will be acceptable for your purposes. Also, it is best to include previously-published content only when it is intricate to the message of your paper, when it is the best way to elaborate or support your argument. Always cite the original source of an image or photograph.
- Many publishers have forms to request permission on their websites. If there is no form, an email is also an acceptable method of requesting permission. Be sure to tell them that

you want to include the content in your thesis or dissertation. They almost always say yes to this type of use.

* Note the difference between being able to <u>use</u> a survey instrument to gather data for your research study AND being able to <u>include</u> that entire survey instrument in your appendix! These two actions require different and separate permissions.

See below for examples.

Example 1

This example shows where a student included a previously-published figure, properly cited its source, found permission on the publisher's website, and included the permission in the appendix.
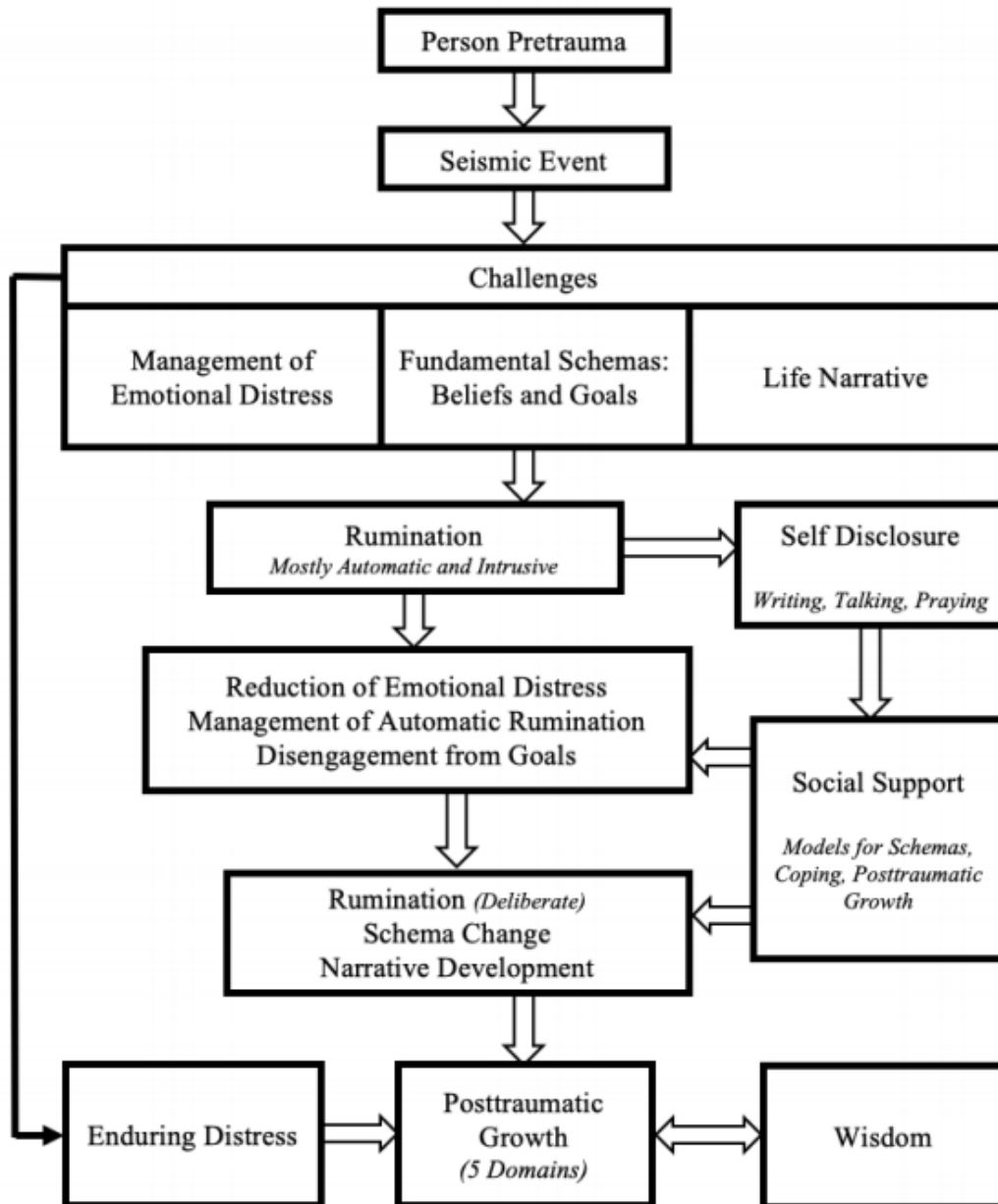

Figure 2. The Trauma and Transformation Model. Adapted from "Posttraumatic Growth: Conceptual Foundations and Empirical Evidence" by R. G. Tedeschi and L. G. Calhoun, 2004, *Psychological Inquiry*, 15, p. 7. Copyright 2004 by Lawrence Erlbaum Associates, Inc. Used with permission from the publisher (see Appendix K).

APPENDIX K

PERMISSION TO REPRINT THE TRAUMA AND TRANSFORMATION MODEL

Routledge — Taylor & Francis Group

TARGET ARTICLE: "Posttraumatic Growth: Conceptual Foundations and Empirical Evidence"

Author: Richard G. Tedeschi, , Lawrence G. Calhoun

Publication: Psychological Inquiry

Publisher: Taylor & Francis

Date: Jan 1, 2004

Rights managed by Taylor & Francis

Thesis/Dissertation Reuse Request

Taylor & Francis is pleased to offer reuses of its content for a thesis or dissertation free of charge contingent on resubmission of permission request if work is published.

BACK   CLOSE

Example 2

This example shows where a student included just a small part of a previously-published attitude scale (in order to avoid needing publisher permission) and properly cited the source where the entire attitude scale could be found.

<div align="center">

APPENDIX E

WHITE RACIAL IDENTITY ATTITUDE SCALE (WRIAS)

</div>

The following provides an example of the WRIAS, including the Likert scale used in the current study and one item corresponding to each of the five statuses, listed consecutively. For the complete scale, please refer to the following work:

Helms, J. E. & Carter, R. T. (1990). Development of the White racial identity inventory. In J. E. Helms (Ed.), *Black and White racial identity* (67-80). Westport, CT: Greenwood Press, Inc.

This questionnaire is designed to measure people's social and political attitudes. There are no right or wrong answers. Use the scale below to respond to each statement.

1	2	3	4	5
Strongly Disagree	Disagree	Uncertain	Agree	Strongly Agree

1. I hardly think about what race I am.
2. I do not understand what people of color want from White people.
3. I get angry when I think about how White people have been treated by people of color.
4. I feel as comfortable around people of color as I do around White people.
5. I involve myself in causes regardless of the race of the people involved in them.

APPENDIX
- List of terms, definitions, questionnaires, and other supplemental information which is useful, but not essential, to the body of the research paper may be included in an appendix.
- When you have more than one appendix, name each Appendix with a letter (A, B, C, etc.) and list each Appendix separately with a title in the Table of Contents.
- An APPENDICES cover page prior to Appendix A in your paper is optional.
- Because these final papers will be available online, you must remove all signatures from any documents that you include in your paper.

VITA
- Only include the degrees you have already earned, not the degree in progress, on this page.
- Only list publications that were already published or accepted, not the ones in process. If a publication has been accepted but not yet published, note it with (in press).

Submission Guidelines

BEFORE YOU BEGIN THE SUBMISSION PROCESS, PLEASE MAKE SURE YOU HAVE THE FOLLOWING ITEMS:

- The submission's title
- An abstract of 250 words or less (optional)
- A list of keywords (10 maximum) (optional)
- Full name of your Advisor
- Your document in Word format (preferred) or pdf
- Additional files, if any.

SUBMISSION PROCESS FOR Ed.D. CAPSTONE REPORT

- Navigate to the OpenSIUC submission site
  https://opensiuc.lib.siu.edu/gs_caps/author_guidelines.html
- You will need an account to make your submission. Click on the "My Account" link in the upper right of the screen to set up your account.

- Login to your account.
- Click on the "Submit Research" link in the lower left of the screen.

Submission Process For Capstone Reports

Create an Account

You will need an account to make your submission. To do so, click on the "My Account" link in the upper right of the screen. Follow the instructions. An email will be sent to you with instructions to complete the process and activate your account. Only when your account has been activated will you be able to submit your Capstone Report.

Submitting Your Capstone Report

Go to https://opensiuc.lib.siu.edu/gs_caps/ Click on the "Submit Research" link in the lower left of the screen.

Article Title

Please enter the title of your Capstone Report using Headline Capitalization--e.g., The Scholarly Communication Crisis. It should be entered exactly as you want it to appear on the final version.

Author

Include an email address in order to receive monthly notification of download statistics.

Degree Name

You must select one. If you do not see your degree name, send an email to opensiuc@lib.siu.edu with the name of the degree.

Department

Choose the Department granting your degree.

- Fill in all the details, browse and upload your Capstone Report.
- Submit any associated supplementary multimedia files (optional).
- When the preceding steps are complete, click on the "Submit" button at the bottom of the screen. This completes the submission process.

IMPORTANT DETAILS ABOUT THE SUBMISSION PROCESS
- Submit complete paper by initial submission deadline.
- Any day before the initial deadline is okay for submission.
- After you submit, please allow us a couple of days to get back to you via email. We will send you a list of formatting edits that must be made.
- Be patient because others are also submitting, and it takes a while to review each paper.
- Make the required edits and then submit the revised version via the same OpenSIUC account.

After your paper has been approved, here's the email message that you will receive:

Dear XXXXXXXX,

Congratulations, after careful review, your article"Title" has been accepted for publication in Research Papers. We look forward to publishing your article as soon as possible.

Research Paper Administrator
Southern Illinois University Carbondale

- Once approved, you don't have to submit your paper again. The final submission is used as the final version.
- After your paper is approved, your file is sent to the Graduate School Graduation Office for graduation clearance.
- The Graduation office will NOT send you any message if you have cleared for graduation. Instead, your program will be notified only if there is a problem.

FEES
- There is not a fee for Capstone Report submission.

COPYRIGHT

Copyright Permission for Use of Published Work
- To use an already published work (text, photograph, drawing, data etc.) in your paper, you must obtain permission from the publisher of that work.
- Most publishers have forms to request permission on their websites. If there is no form, an email is also an acceptable method of requesting permission.
- Cite the source in your paper at the point of use, and insert the permission letter/email in the Appendix.

ORDERING BOUND COPIES

- If you to print your approved Capstone Report and take it to the SIU University Bookstore in the Student Center, they will arrange for it to be professionally bound for just $30.00 in 4 weeks or less. Contact the Bookstore at 618-536-3321 for more information.

FORMS
- The Oral Defense and Capstone Report Approval forms are available on https://gradschool.siu.edu/about-us/forms.php.
- The Graduate School requires one Oral Defense and one Capstone Report Approval form before the Final Submission Deadline in order to accept your paper. Your program representative will submit one original of each of these forms to the Graduate School.

- Hand signatures must be original – no fax, scans, stamps, or color printed. Digital signatures must be either Adobe Reader signed or State of Illinois official digital signed.
- Committee members who are away from campus and cannot sign the forms by hand may e-sign them. The instructions for getting the e-signatures are available on https://gradschool.siu.edu/_common/documents/forms/instructions-for-e-signing.pdf

LETTER OF COMPLETION

If you need to have official university confirmation that you have completed your degree, prior to graduation day, then you may send an email with your dawg tag to grad.graduation@siu.edu to request a Letter of Completion. This letter cannot be written until after you are completely cleared for graduation.

INSTITUTIONAL REVIEW BOARD (IRB)
- If you were required to secure permission for using human subjects or animals in your study, then you must submit a copy of your approval letter to the Graduate School. Send it attached to an email addressed to johnprussell@siu.edu.
- It is recommended that you make a statement within your methods section that the study methods have been approved by the SIUC Human Subjects Committee or SIUC Institutional Animal Care and Use Committee. You are not required to include this approval letter in your paper. If you do include it in your appendix, be sure to white out any signatures.

GRADUATION
- Make sure you don't have any INC or DEF grades on your transcript (other than 599 or 600). You must complete all incomplete courses before graduation.
- Diplomas are mailed after graduation. Please allow up to 8 weeks after graduation to receive your diploma. You can arrange to pick up your diploma at the Graduate School if you prefer by sending an email to grad.graduation@siu.edu.
- If you have questions about graduation applications or procedures, contact grad.graduation@siu.edu.
- If you have questions about the commencement ceremony, visit https://commencement.siu.edu/

Questions about formatting a Capstone Report should be directed to Mr. John Russell at johnprussell@siu.edu.

Questions or feedback regarding this Guidelines document should be directed to Dr. Rose Moroz, Assistant Dean of the Graduate School, rmtmoroz@siu.edu.

Revised May 5, 2023