

Johns Hopkins University Guidelines for EPC/ESP Capstones

Order and Content

1. Front Matter

- a. Title page
- b. Table of contents
- b. Executive Summary (and optional abstract)

2. Text

- a. Introduction
- b. Methods
- c. Results
- d. Discussion
- e. Acknowledgement

3. References

- a. Appendices

Title Page

Words chosen for the title should be carefully selected to represent the subject content as accurately as possible. They are frequently used as keywords when the subject is being searched. Appropriate substitutes for Greek letters, symbols, formulas, superscripts, and subscripts must be used, as these may not be included in the title of the capstone.

The title should be written in all capital letters and centered within the left and right margins, single or double-spaced, approximately two (2) inches from the top of the page. The page should adhere to the following format:

Line 1: Title (then drop down approximately 7 spaces)

Line 2: by

Line 3: Author (drop down approximately 9 spaces)

Line 4: A capstone submitted to Johns Hopkins University in conformity with the requirements for the degree of Master of... (drop down approximately 3 spaces)

Line 5: Baltimore, Maryland

Line 6: Month and Year (use date submitted to M.S.E.L) (drop down approximately 11 spaces)

Line 7: © 1998 John Doe (copyright notice)

Line 8: All Rights Reserved

Abstract (optional)

Each dissertation or thesis must contain an abstract immediately following the title page. It should present a succinct account of the work. The abstract should contain (1) a statement of the problem or theory, (2) procedure or methods, (3) results and (4) conclusions.

The abstract must be double-spaced and should not be more than 350 words. UMI editors for Dissertation Abstracts International will edit any abstract over this limit. Illustrations, graphs, charts or tables are not permitted in the abstract because they are not permitted by UMI for publication in Dissertation Abstracts International.

All abstracts must be in English, even if permission has been granted for a dissertation to be written in a language other than English.

Acknowledgments and Brief biographical sketch

If the student desires to make acknowledgments, these should be put on a separate page. We suggest that the final page of the dissertation may contain a brief biographical sketch. This "scholarly life" should record the date and location of the author's birth and the salient facts of his or her academic training and experience in teaching and research.

Foreword (optional)

The capstone is the culmination of the graduate degree. It represents an original critical or synthetic treatment of a subject in the student's field. It documents research formulated independently and presents its findings in a manner consistent with publications in scholarly journals or with scholarly books. The capstone serves as a reference through the UMI (formerly University Microfilm, Inc.), Dissertation Abstracts International, and through publication in whole or in part. Manuscripts not conforming to the following standards will not be accepted as partial fulfillment towards the graduate degree.

Style & Language

Students should adhere to the Guidelines for the Preparation of Capstones. For questions of style beyond those covered by the guidelines, students should consult the style manual or style sheet approved by their department/program and appropriate to their academic discipline. Style manuals that may be suggested include the *Chicago Manual of Style*, the *MLA Style Manual*, the *Council of Biology Style Manual*, the *Publication Manual of the American Psychological Association*, and *A Manual for Writers of Term Papers, Theses, and Dissertations*. These manuals provide answers to questions about quotations, footnotes, and other details. Once a style manual has been suggested by the department, it must be consistently followed.

The capstone should be written in English and all abstracts must be in English whether the dissertation is written in English or has been approved for another language.

Footnotes

The arrangement of footnotes should conform to the established practice in a given field. Students may ascertain what this practice is from the department or use a standard manual of style such as *A Manual for Writers of Term Papers, Theses, and Dissertations*, or the *MLA Style Manual*. Footnotes must be produced in a font size two point sizes smaller than the text.

Spacing & Type

The manuscript and abstract must be double-spaced except for footnotes or long quotations. Wordprocessors are most often used to produce capstones and are preferred. Fonts such as Times Roman, Bookman, New Century Schoolbook, Garamond and Palatine are acceptable and commonly found on most wordprocessors. The same type must be used throughout the body of the text. The font size must be 11 or 12 point and footnotes must be two sizes smaller than the text but no smaller than eight (8) points. Chapter, section, or other headings should be of a consistent font and size throughout the manuscript, as should labels for illustrations, charts, and figures. Questions concerning acceptability of fonts other than those listed on the previous page should be referred to the CBO. Accents, symbols, and diacritical marks should be typed whenever possible.

If the manuscript is typewritten, standard, elite, and pica fonts are acceptable. The same type sizes related to word processors apply to typewritten work.

Margins

The capstone must have a margin of 1 inches¹ on the left side of the page - the binding side. The other three (3) sides of the page, top, right side and bottom, must have a one (1) inch margin. This requirement applies to all portions of text (including footnotes/endnotes), as well as to pages containing charts, graphs, tables, photographs, etc. and appendices. When landscaping page orientation for a chart or table, etc. the binding side must maintain the 1 inch margin. For landscape, that would be at the top of the page. Pages should be planned to maintain the required margins. If charts, graphs, or illustrative materials are too large to fit within the required margins, photo reduction may be used. No letter or symbol should be less than 2 mm in size.

Pagination

Each page in the manuscript, including all blank pages must be assigned a number. Each page must be numbered within the margin. All numbers must be centered at the bottom of the page. **For the front matter, (abstract, acknowledgments, etc.) use small Roman numerals (ii, iii, iv, etc.). The numbering begins with ii, the title page counts as i, but the number does not appear.** For the remainder of the manuscript, including text, illustrations, appendices, and bibliography, use Arabic numerals (1, 2, 3, etc.). The numbering begins with one (1) and runs consecutively to the end of the manuscript. Do not use suffixes to the Arabic numerals, such as 12a.

If the description of an illustration or table is too long to be placed on the same page, it should be placed on the previous page and numbered accordingly. Pages containing charts, graphs, tables, or photographs must be numbered consecutively with the text.

Use only one side of each page. Place front sides up. No facing pages are permitted in dissertations, either in the text or in charts, photographs, or other nontext contents.

Charts, Graphs, Tables, Illustrations, and Photographs

All charts, graphs, photographs, and tables must conform to the margins, font, size, and pagination rules as stated. When materials span more than one page, follow the style manual rules to denote continuation. Refer also to section above on Margins for landscape page orientation and section on Special Addenda if oversized pages cannot be legibly reduced.

Color. Illustrations (drawings, sketches, maps, etc.) charts and graphs are best produced in microfilm when created with permanent black ink. Cross-hatching and other varied markings can be used to distinguish categories effectively.

¹ Previously 1½ inch margins were used – for bindings. This material will only be produced electronically, so 1 inch margins are more appropriate, however 1½ margin are acceptable.

Special Addenda (disks, film, magnetic media, oversized material)

When a portion of the capstone is in a format other than text on paper, the format must be approved by the CBO at the inception of the project. The CBO will make every effort to work with students to find an appropriate means to archive and preserve the dissertation. In all submissions, an approved form of the nonprint format should be represented in text (e.g., written programming for software design, text transcription or musical notation for voice, and/or music or script for film.) The nonprint media should be in a standard format on standard media. Preferred media are: for software, CD-ROM, and 3½-inch diskette (acceptable not preferred;) for audio recordings, CD or DAT tape, reel-to-reel tape, or audio cassettes acceptable not preferred;) for visual performances, 35 mm, 16 mm film, and VHS videocassette (acceptable not preferred.) All nonprint media must be submitted in appropriate housing. Polypropylene cases are to be used for storing these items except for 3½-inch diskettes which should be in a ®Tyvek envelope. These storage units may be purchased through the CBO at cost.

Very large maps or charts must be placed in an acid free packet and stored in the back of the dissertation. The packet materials will be designated as "plates" within the dissertation, and all other illustrations should be referred to as "figures or tables" and so listed in an appropriate List of Tables, Figures, or Plates as appropriate. Acid-free pockets may be purchased at the CBO at cost.

Corrections

It is the student's responsibility to find and correct errors before submitting the work. All corrections or changes should be made with the professional appearance of the final product in mind. When word processing is used, a corrected page should be substituted for any page on which an error has been found or a change required.

Multi-volume Works

A capstone which exceeds two (2) inches in thickness must be bound in two parts. Each part must contain a title page which designates the part number, (Pt. I, Pt. II.) The page numbering must follow consecutively from one part to another. The title page of Part II counts as a page but the number does not appear. (Note: there is an extra charge to bind additional parts.)