

MAPW Capstone Format

Statement of Responsibility

Each student is responsible for adhering to the formatting requirements. Any deviation from the requirements must be reviewed and approved by the student's capstone committee.

Students are required to submit a capstone project free of stylistic, mechanical, grammatical, and formatting errors, and it is their responsibility to ensure this.

Style Manual

The capstone project should be prepared according to the requirements in the latest edition of the style manual appropriate to the fields of professional writing in which the student is writing (e.g. MLA, APA, Chicago). If the project is made up of separate pieces of writing from a variety of genres, a variety of styles may be followed. However, if points of difference arise, the statements in this document take precedence.

Arrangement of the Manuscript

The capstone project must include:

1. a title page;
2. a table of contents page (s);
3. introductory essay (if required by the student's capstone committee)
 - that provides background information on the contents of the capstone project that will contribute to an informed reading of it
 - that contains discussions of theories, processes, and or practical skills which the student has learned and the effect on the creation of the works;
 - in which the student may formulate an artistic statement; may write a narrative of his or her development as a writer up to this point;
 - or may discuss a combination of these or related subjects;
4. the text of the capstone project; and
5. a curriculum vitae, biography, or resume that
 - doesn't exceed three pages and
 - highlights the student's achievements in a field or fields of professional writing, including previous education in professional writing, attendance at workshops or professional conventions, prizes and awards, a list of publications, and paid or volunteer employment in the field of professional writing.

NOTE: Students may add an optional acknowledgment page between pages 2 and 3 on which they may make a brief statement of gratitude for special assistance.

Margins

Each page must have a margin of 1.5" on the left and at least 1" on the other three sides.

On the first page of every major division (e.g., chapter, table of contents, references, etc.), a 2" margin is required at the top.

All tables and figures must conform to the margin requirements (photographic reproduction—with enlargement or reduction—may be necessary).

A subhead at the bottom of the page must have at least two full lines of type below it, or it should begin on the next page.

Page Numbering

Beginning with the title page, every page is assigned a number. The preliminaries are numbered in lower-case Roman numerals placed without punctuation in the center of the page at least 3/4" (5 lines) from the bottom of the page. The title page and the certificate of approval are considered to be pages i and ii, but numbers are not typed on them.

Text and reference pages are numbered consecutively in Arabic numerals beginning with 1 on the first page of the text. The numbers are placed without punctuation in the upper right corner 1 inch from the right and at least 3/4" (5 lines) from the top of the page. All pages of the text and reference material, including appendices, references, and cover sheets (if used) are counted and numbered.

Spacing

The general text of the capstone project is double-spaced.

Single spacing is used for long tables, itemized or tabular material, footnotes, multi-line captions. Long quotations and reference entries should be spaced following the style used throughout the project (e.g. APA, Chicago, MLA).^[1]_[SEP]

Photographs can be printed from the negatives on 8.5" x 11" photographic paper to eliminate the problems involved in attaching photographs to thesis paper. Charts, maps, drawings, etc., may be photographed on 8.5" x 11" photographic paper.

If illustrations are mounted, dry mounting or permanent paper cement (dried under weight) may be used. Do not mount with rubber cement, glue, photo-mounting corners, tape, or staples.

Use of oversized material should be avoided. If a folded page must be used, the folded

edge should be at least 1/4" from the right edge of the manuscript to avoid cutting at the bindery. The page number should appear in the upper right hand corner of the folded page in alignment with the pagination in the text.

Large materials may be folded and inserted in a pocket in the appendices.

5. Take part in an oral defense or a public reading of your work.

Once students have completed writing the capstone and have revised it to the satisfaction of the committee, they will plan with the committee either an oral “defense” or a public reading.

Both the oral defense and the public reading must be completed by the last day of class.

Oral Defense

The committee will probably advise students who have completed a research thesis, a portfolio, or a practicum to take part in an oral “defense.” This option has been mislabeled, and it is actually a question-and-answer session between the student and his/her committee members. The student may invite loved ones, family, and friends to the defense, which will probably be scheduled on-campus.

Public Reading

Students in the creative writing concentration may wish to give a public reading of their work, although they may decide to take part in an oral defense instead. If they decide on a public reading, they will find an appropriate venue on- or off-campus.

6. Submit the Notice of Capstone Completion to the MAPW office forms.

At the end of the oral defense or public reading, the student will have both members of his/her committee sign the “Notice of Capstone Completion” form.

Once you've finished the capstone, you'll need to submit a copy of the Capstone Project Completion Form to Ms. Brennen by the last day of classes in the semester in which you complete your capstone.

You will also need to complete and return to Ms. Brennen the “Graduating MAPW Student Exit Survey” and the “Assessment of Learning Outcomes for PRWR 7960.”

7. Submit the capstone to the library.

After completing all the requirements of the capstone, each student must prepare the following **no later than the last day of class of the semester in which you graduate**:

- an electronic copy of the capstone in one of the following formats: doc, docx, rtf, or pdf; and
- a signed and filled out copy of the License Agreement digitalcommons@kennesaw.edu

Students must submit each via email to Aajay Murphy, Librarian, amurph18@kennesaw.edu (Sturgis Library, Room 244, 470/578-2671).

Aajay Murphy has informed us: “In terms of restricting access, we can put your capstone in the system under an embargo. What that means is, an embargo basically ‘seals’ the capstone for a period of time (months or years, to be determined by you). A visitor to your capstone’s page could see the information about it (title, author, keywords, etc.), but not the file itself. This is useful if you're trying to get the work published professionally and are sending it out to agents, publishers, editors, because that wouldn't make the work previously published. The standard embargo times run from 18 months to 3 years, although I've had some requested to run as long as 50 years which isn't a problem.”

For any question regarding depositing your capstone at the library, please contact Mr. Murphy.