**Final Capstone Proposal Checklist**

1. Assure the following sections are in bold font and set to the left-hand margin, each section begins on a new page. (I. Introduction, II. Literature Review, III. Materials & Methods, IV. Proposed results, V. Conclusion/Discussion, VI. References Cited, VII. Appendix (only if used)).
2. Any subsections within major sections I-VII listed above should also be set to the left-hand margin but not bolded.
3. Assure text of the proposal body is the same type and size.
4. Assure text labeling all figures is in a smaller font than in the body of the paper and are located directly below the figure. Capitalize the “F” in Figure.
5. Assure text labeling all tables is in a smaller font than the body of the paper and “T” in Table is capitalized.
6. Table numbers start with Table #1 and go sequentially up from there.
7. Figure numbers start with Figure #1 and go sequentially up from there.
8. 1” margin throughout.
9. Entire proposal is double spaced.
10. Entire proposal is typed in size 12 Times New Roman font
11. Check that all in-text citations are represented in the references cited section. Use the CTRL + F function to find author names throughout.
12. Assure a minimum of 15 sources have been used in creating the proposal. More sources and their directed and frequent use shows comprehensive research on your chosen topic.
13. Assure references cited aren’t made up of a listing of only websites, with no extended references. YOU MUST HAVE EXTENDED CITATION FORMAT HERE. Failure to do so will find your proposal not approved.
14. Assure all sources have proper authorship indicated in the references cited section. Failure to do so will find your proposal not approved.
15. References cited section should be in A to Z ordering and encompass references from every section, not sectioned off by major proposal components. One, long A to Z order.
16. Has a title page with all the required pieces of information
17. All tables and figures are referred to in the body of the proposal in one or more places. Do not simply leave the table or figure unexplained or not verbally connected to the body of the proposal.
18. The conclusion indicates inferences based on previous studies and published results as well as predictions from your proposal.
19. All in-text citations are simple. (Author, Year)…. That’s all!!
20. Overall flow of the proposal should go as follows: title page, abstract, table of contents, table of figures, table of tables, introduction, literature review, materials & methods, proposed results, conclusion/discussion, references cited, appendix(es).
21. Front matter (abstract, toc, tof, and tot’s) are all numbered as roman numeral i, ii, iii, and iv, respectively. If unable to label with roman numerals when using Google docs, simply use numbers.
22. Numerical page 1 begins with the first page of the introduction and ends with the last page of the references cited. Any appendix(es) pages will be numbered as A-1, A-2…etc. You begin the appendix(es) with Appendix A and page numbers are the letter-number of the page. The next would be B-1, B-2…etc. This arrangement changes if you’re using Google docs.
23. All spelling, grammar, verb tense errors are corrected for the final version.