

# Handbook for the Master of Education Capstone Experience

*Note:* All students should use the **Handbook for the Preparation of the Thesis or Research Paper** in order to correctly format their projects and should supplement with other specialized handbooks that may come from their departments or are available online.

School of Graduate Studies  
Bemidji State University  
1500 Birchmont Drive NE, #27  
Bemidji, MN 56601-2699  
218-755-2027  
FAX: 218-755-3788

September 2010, Revised

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## Capstone Experience Project and Presentation Projected Expenses

The actual expenses incurred in the preparation and duplication of the capstone experience final project and presentation will vary. The following is a list of expenses that may be incurred:

1. **A \$10 graduation fee** made payable to Bemidji State University must be attached to the Application for Graduation (Form 4) and submitted to the School of Graduate Studies during the first week of the semester the candidate plans to complete the final capstone experience course.
2. **Printing of the FINAL Graduate Project and Presentation report.** Students must submit one electronic copy of their project (send to [jmiller@bemidjistate.edu](mailto:jmiller@bemidjistate.edu)) **prior to the completion of the capstone course.**
3. **An appropriate binder** for the submission of the FINAL Graduate Project and Presentation report is provided by the School of Graduate Studies.

## Steps to the Successful Completion of the Master of Education

1. Once approval has been given for Admission to Candidacy (Form 2), the candidate completes required coursework as approved.
2. In the FINAL capstone experience course, the student, with assistance from the course instructor, selects the non-departmental member and field representative for the final project and presentation.

The following forms must be completed and submitted to the School of Graduate Studies **during the capstone experience course.**

3. **Form 3, Graduate Project and Presentation Approval Form.** The candidate prepares a proposal in the capstone experience course in consultation with the capstone experience course instructor, non-departmental member, and field representative. Once all committee members approve the project, Form 3 is signed and submitted to the School of Graduate Studies. **A résumé for the Field Representative must be attached.**
4. **Form 4, Application for Graduation** should be submitted to the School of Graduate Studies within the **first week of the semester** for which the student is registered for the capstone course.
5. **Form 5, Graduate Project and Presentation Final Approval** must be signed by the course instructor, non-departmental member, and Field Representative upon completion of the final project. **Form 5 must be included with the FINAL copy of the project that is submitted to the School of Graduate Studies.**

## Page Sequence of the Graduate Project and Presentation

Every capstone experience project submitted to the School of Graduate Studies must conform to the following requirements.

	See page
1. Label Sample.....	8
2. Form 5, Graduate Project and Presentation Approval Form.....	9
3. Address page – unnumbered.....	10
4. Title page - small Roman i.....	11
5. Acknowledgment page (OPTIONAL) - small Roman ii.....	12
6. Table of Contents page(s) - small Roman numeral(s).....	14
7. References – Arabic number(s).....	17

**Note:** All page numbers, both Roman and Arabic, are to be placed in the upper right hand corner of the page. The placement is 1/2" from the top of the page and aligned with the right margin (*within the header*).

**APA: Page numbers are required. A page header (the first two or three words of the title) is optional; see p. 288 of the APA Manual 5<sup>th</sup> Edition or p. 230 of the APA Manual 6<sup>th</sup> Edition.\*\***

\*\* Students who began their program *before* Fall 2010 may use APA 5<sup>th</sup> or 6<sup>th</sup> Edition. All students who start their program in Fall 2010 or beyond are required to use APA 6<sup>th</sup> Edition unless otherwise agreed upon by advisor and committee. Should another style manual be used, it is the student's responsibility to provide to the School of Graduate Studies a detailed accounting of the requirements.

**The mechanics:** The department/program style manual (APA) takes precedence over all general guidelines with the exception of the front matter pages. Students should use the *Handbook for the Preparation of the Thesis or Research Paper* in order to correctly format their papers/projects and should supplement with other specialized handbooks that may come from their departments or are available online.

## Definitions

**Acknowledgments** – Acknowledgments recognize the person(s) to whom the student is indebted for encouragement, guidance and special assistance. This page should also include recognition of any grants or financial assistance that was received to support the research. **This page is optional.** No part of the thesis/research paper that is essential to the understanding of the main body of the text should appear on the acknowledgment page (See p. 12).

**Appendix Pages** – An appendix contains material that is useful for detailed review, but is not essential to the study. For example, an appendix is an appropriate section in which to place certain kinds of tabular and graphic material. This material is available as supporting data even though it may not be specifically utilized in the text. However, such material **must be referenced in the text.**

Each appendix is identified by a letter in a sequence independent of the numbering system used for the chapters. However, the pages of an appendix are numbered in sequence with those in the text. **Each appendix must begin on a new page and must be listed in the Table of Contents.**

The appendix pages follow the References or Works Cited pages **only if there are no references cited in any appendix.** Consult the required department/program style manual (APA) for correct formatting.

**Binding** – One copy of the capstone project and presentation report must be submitted to the School of Graduate Studies appropriately formatted and prepared for binding. For those who wish to bind their own work, a **black heavy-duty report cover with metal fasteners** (two- or three-hole punch) is required, and the exact title of the project and presentation and full name of the author must appear on the front cover (see p. 8). The School of Graduate Studies provides the binder.\* See page 3 for correct page sequencing.

**\*Those who wish to have additional copies bound must provide their own binders.**

**Capitalization** – All research projects must conform to standard rules in the use of capitalization (See the appropriate department/program style manual, i.e., APA, MLA, etc.).

**Centering/Vertical Centering** – When centering is required, all word-processed copies should be centered within the margins of the paper, not within the 8 1/2 x 11 inch page. The margin spacing will vary depending on the type style selected. This also applies to charts, tables, graphs, figures, or other reproductions. Some front matter pages require vertical centering. **Note: There are templates available on the School of Graduate Studies website, which already have the vertical centering done for you.**

**To center text vertically on a page yourself:**

**Microsoft® Word 2003**

1. Insert page breaks before and after the text to be vertically centered
2. Highlight the text to be vertically centered
3. In the File menu, select Page Setup
4. Go to the Layout tab
5. Under Page, Vertical alignment, select Center
6. Be sure that the “Apply to:” box shows “this section”
7. Click on OK

**Microsoft® Word 2007**

1. Insert page breaks before and after the text to be vertically centered
2. Highlight the text to be vertically centered.
3. On the Page Layout tab, select the lower right corner of Page Setup
4. Go to the Layout tab
5. Under Page, Vertical alignment, select Center
6. Be sure that the “Apply to:” box shows “this section”
7. Click on OK

**Chapter Headings – APA** – see APA Manual 5<sup>th</sup> Edition, pages 113-115, APA Manual 6<sup>th</sup> Edition, pages 62-63, and pages 16 in this handbook

**Front Matter** – This section consists of all preliminary information prior to the text of the project and presentation report.

**Margins** - The text margin guidelines are contained in the handbook. Additional margin guidelines may be included in the departmental/program style manual. Generally, the **left margin** must be **one and one-half inches (1½”)** in width with the **other margins** (top, right, bottom) **one inch (1”)** in width. All typing must be within these margins. All page numbers are to be ½ " from top of page, aligned with the right margin. The text of the paper must be double spaced, with the exception of lengthy quotations and the references. Consult with the required departmental/program style manual for additional information.

**Page Numbering Sequence** – All front matter pages (the front section) must be numbered with Roman Numerals. The title page is counted as the first page, and is numbered “i”. All text pages must carry Arabic numbers beginning with “1”. Every page must be accounted for in the numbering system with the exception of the author approval page and the address page.

**Paper** – The entire paper must be 8½ x 11 inches in dimension and of the same quality, same brand, and same degree of whiteness. **For the capstone experience report, 20-pound, non-cotton printer paper is acceptable.**

**Photocopying** – Very specific rules and guidelines govern the circumstances under which photocopying may occur. Contact the University Library when using

copyrighted works in the text. Guidelines are also available in the Copyright Office Circular R21, "Reproduction of Copyrighted Works by Educators and Librarians." This publication is available through the United States Copyright Office.

**References** – All studies must contain source information. In most instances, the source information is called "References" and consists only of sources cited in the text or appendices. The References pages should follow the text, and the pages are numbered in sequence with the text. **If any appendix contains reference citations, the References pages follow the appendix pages.** Consult the appropriate department/program style manual for the correct form.

**Table of Contents** – The Table of Contents is a complete listing with page numbers of all sections of the project and presentation report. The Table of Contents is to be a detailed listing of all major subdivisions of the text rather than just a list of chapter headings.

**Entries** – It is essential that wording in the Table of Contents listing be **identical** to that of the headings in the text **in every case.**

**Page Numbers** – Align the page numbers flush right with dot leaders.

- **In Microsoft® Word 2003**, go to the Format menu and select Tabs. Select or type in the tab stop position and select Alignment Right and Leader 2 ..... . Click Set and Ok.
- **In Microsoft® Word 2007**, from the Home menu, go to the Paragraph section and select the small arrow in the lower right corner. Select Tabs in the lower left corner of the Paragraph window. Select or type in the tab stop position and select Alignment Right and Leader 2 ..... . Click Set and Ok.

**Word Processing** – The final copy must be produced on a letter quality printer. Students are permitted to use Printing Services (Memorial Hall) or access the BSU Library to print their final drafts.

**Text** – The text is the main body of the project and should be double-spaced, except where otherwise indicated (e.g. block quotes). The text is divided into sections called headings (i.e. chapters, subdivisions). **There must be an exact correspondence between the headings in the text and the entries in the Table of Contents.**

**Title Page** – The title page contains the exact title of the project and presentation, the full name of the author, the degree to be awarded, the institution granting the degree, and the year the degree will be granted. If the title is more than one line, an inverted pyramid must be used. **No title should be more than three lines.**

**Type Styles and Symbols** – One size of type (12 pt. font preferably) must be used throughout the paper.

# Appendix A

## Sample Front Matter Pages

## Label Sample

*This is a sample of the label that goes on the front of the binder(s) for the project and presentation document. If you do not have the computer capability of creating a label, contact the School of Graduate Studies.*

# ***Label Sample***

***Do not include this  
in your project and presentation  
document.***

THE TITLE IS IN ALL CAPS, CENTERED, AND  
SINGLE SPACED  
(1 blank line)  
by  
(1 blank line)  
John H. Doe

***Label size is approximately 2"x 4". Text must be centered vertically and horizontally. The label must be affixed to the front cover of the project and presentation report.***

**Form 5 – Graduate Project and Presentation Final Approval**

*Retrieve Form 5 from the School of Graduate Studies website or in your capstone experience course. No page number required for this page.*

(no page number needed)

### **Address Page**

*Establish a **left margin of 1.5 inches** on **ALL** pages for binding purposes and be certain to maintain a margin of at least 1 inch on the top, right, and bottom of the page.*

***From the 1-inch top margin, text begins on line 33, typed in upper and lower case, single-spaced, and centered. Do not place a page number on this page.***

School of Graduate Studies  
Bemidji State University  
1500 Birchmont Dr NE, #27  
Bemidji, MN 56601-2699  
218-755-2027

**Title Page**

*Margins: 1.5 " left; 1" top, right, and bottom. Center the text vertically on this page (see Word Processing, Text, p. 13). Use Roman numeral page numbers on Front Matter pages; place the numbers ½ inch from top edge, flush with right margin.*

TITLE OF CAPSTONE EXPERIENCE PROJECT AND PRESENTATION  
SHOULD BE IN ALL CAPS

**(1 blank line)**

by

**(1 blank line)**

William Robert Howard

**(7 blank lines)**

---

**(line is 20 spaces long)**

**(7 blank lines)**

A Capstone Project and Presentation Submitted to the Faculty of the  
DEPARTMENT OF PROFESSIONAL EDUCATION

**(1 blank line)**

In Partial Fulfillment of the Requirements

For the Degree of

**(2 blank lines)**

MASTER OF EDUCATION

**(2 blank lines)**

BEMIDJI STATE UNIVERSITY

Bemidji, Minnesota, USA

**(1 blank line)**

June 2005

**(1 blank line)**

Copyright 2005 by William Robert Howard

**(optional copyright notice)**

### Acknowledgments Page (OPTIONAL)

***This page is optional. Margins: 1.5" left, 1" top, right, and bottom. Roman numeral page number must be ½ inch from top edge and flush with right margin. Text should be centered and begin 3" from top of paper or 11 blank lines from the 1-inch top margin.***

#### ACKNOWLEDGMENTS

The author wishes to thank Jane Doe  
for her special assistance in the  
preparation of this manuscript.

# Appendix B

## APA Style Examples

- **Table of Contents Sample 1: APA 5<sup>th</sup> Ed.**
- **Table of Contents Sample 2: APA 6<sup>th</sup> Ed.**
- **Sample Chapter Headings (APA 5<sup>th</sup> and 6<sup>th</sup> Ed.)**
- **Sample References**

## Tables of Contents (TOC) (APA 5<sup>th</sup> Ed. and 6<sup>th</sup> Ed. Styles)

**TOC Sample 1: APA 5<sup>th</sup> Ed.** Please refer to the *APA Manual, 5<sup>th</sup> Ed.* (pp. 113-115) for more information. **Headings must be presented in a format identical to the format used in text.**

**Roman numeral page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom. Center all text vertically within the margins unless the TOC extends beyond one page.**

(small Roman numeral)

### TABLE OF CONTENTS

Chapter	Page
1. Introduction.....	1
	(1 blank line)
2. Title .....	2
	(1 blank line)
3. Title .....	3
References .....	10
Appendix.....	11

**Two-page TOC** – If the Table of Contents is too long for one page, insert a break between sections and continue on the next page. **Begin the continuation at the 1-inch top margin.**

**Page Numbers** – **Align the page numbers flush right with dot leaders.**

- **In Microsoft® Word 2003**, go to the Format menu and select Tabs. Select or type in the tab stop position and select Alignment Right and Leader 2 ..... . Click Set and Ok.
- **In Microsoft® Word 2007**, from the Home menu, go to the Paragraph section and select the small arrow in the lower right corner. Select Tabs in the lower left corner of the Paragraph window. Select or type in the tab stop position and select Alignment Right and Leader 2 ..... . Click Set and Ok.

**Please note that the page numbers are not italicized.**

**Very Long Heading** – Be sure no heading extends into the page listing area. Continue a long heading indented on the next line. List the page number opposite the last line of the heading.

**TOC Sample 2: APA 6<sup>th</sup> Ed.** The following example is consistent with a five levels of heading paper in the **APA 6<sup>th</sup> Edition format**. For a two, three, or four levels of heading paper, please refer to the **APA Manual, 6<sup>th</sup> Ed. (pp. 62-63)**, and pages 33-36 of this handbook. **Headings must be presented in a format identical to the format used in text.**

**Roman numeral page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom. Center all text vertically within the margins unless the TOC extends beyond one page.**

(small Roman numeral)

## TABLE OF CONTENTS

Chapter	Page
1. Introduction.....	1
(1 blank line)	
2. Title.....	2
(1 blank line)	
3. Title.....	3
References.....	10
Appendix .....	11

**Two-page TOC** – If the Table of Contents is too long for one page, insert a break between sections and continue on the next page. **Begin the continuation at the 1-inch top margin.**

**Page Numbers** – **Align the page numbers flush right with dot leaders.**

- **In Microsoft® Word 2003**, go to the Format menu and select Tabs. Select or type in the tab stop position and select Alignment Right and Leader 2 ..... . Click Set and Ok.
- **In Microsoft® Word 2007**, from the Home menu, go to the Paragraph section and select the small arrow in the lower right corner. Select Tabs in the lower left corner of the Paragraph window. Select or type in the tab stop position and select Alignment Right and Leader 2 ..... . Click Set and Ok.

**Please note that the page numbers are not italicized.**

**Very Long Heading** – Be sure no heading extends into the page listing area. Continue a long heading indented on the next line. List the page number opposite the last line of the heading.

## Sample Chapter Headings (APA 5<sup>th</sup> Ed. and 6<sup>th</sup> Ed. Styles)

**Arabic page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom.**

**APA Style:** Please refer to the **APA Manual, 5<sup>th</sup> Edition** (pp. 113-115) or **APA Manual, 6<sup>th</sup> Edition**\* (pp. 62-63), to determine how your headings should appear. Find the section of your paper that breaks into the finest level of subordinate categories. Then use the guidelines that follow to determine the level, position, and arrangement of headings.

\* Students who began their program *before* Fall 2010 may use APA 5<sup>th</sup> or 6<sup>th</sup> Edition. All students who start their program in Fall 2010 or beyond are required to use APA 6<sup>th</sup> Edition.

**APA Manual 5<sup>th</sup> Edition** (for those who started their program ***before*** Fall 2010)

**One level.** Only use **Level 1.** **Start each chapter on a new page.**

**Example:**

(Arabic page number)

Centered Uppercase and Lowercase Heading

The indented, double-spaced text starts here. All headings (Level 1) are centered and uppercase and lowercase.

**APA Manual 6<sup>th</sup> Edition** (for those who started their program in **Fall 2010** and beyond)

**One level.** Only use **Level 1.** **Start each chapter on a new page.**

**Example:**

(Arabic page number)

**Centered, Boldface, Uppercase and Lowercase Heading**

The indented, double-spaced text starts here. All headings (Level 1) are centered, boldface, and uppercase and lowercase.

## Sample References

**Arabic page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom.**

Follow instructions in your thesis/research paper manual:

*Publication Manual of the American Psychological Association 5<sup>th</sup> Edition\** – see Chapter 4, Reference List (pp. 215-281, 299)

*Publication Manual of the American Psychological Association 6<sup>th</sup> Edition\*\** – see Chapter 7, Reference examples (pp. 193-224)

- **References** – only the sources that are cited in your thesis or research paper
- **Bibliography** – sources for background or for further reading; you may include descriptive notes with the source listings
- **Annotated Bibliography** – contains additional information about the reference source; formatting will require additional guidance from your committee

\* Only students who began their program before Fall 2010 may use APA 5<sup>th</sup> or 6<sup>th</sup> Edition

\*\* All students who start their program in Fall 2010 or beyond are required to use APA 6<sup>th</sup> Edition

The following formats are used for APA. Either format may be utilized for the APA 5<sup>th</sup> and 6<sup>th</sup> editions. The following are simply examples of each. **If a resource listing breaks between two pages, start the resource on a new page.**

**Format 1 (using APA 5<sup>th</sup> Ed.): Hanging indent, single spaced, 1 blank line between each resource.**

(Arabic page number)

### References

**(1 blank line)**

Kyle, R. M. J. (1965). *School-to-work transition and its role in systemic reform of education*. Washington, DC: National Institute for Work and Learning, Academy for Educational Development.

**(1 blank line)**

Luecking, R., & Fabian, E. (2000). Paid internships and employment success for youth in transition. *Career Development for Exceptional Individuals*, 23(2), 205-210.

**(1 blank line)**

National Organization on Disability. (2002). *What is the employability gap?* Retrieved December 2, 2004, from <http://www.nod.org/content.cfm?id=968>

**Format 2 (using APA 6<sup>th</sup> Ed.): Hanging indent, double spaced throughout.**

(Arabic page number)

### **References**

- Kyle, R. M. J. (1965). *School-to-work transition and its role in systemic reform of education*. Washington, DC: National Institute for Work and Learning, Academy for Educational Development.
- Luecking, R., & Fabian, E. (2000). Paid internships and employment success for youth in transition. *Career Development for Exceptional Individuals*, 23(2), 205-210.
- National Organization on Disability. (2002). *What is the employability gap?* Retrieved December 2, 2004, from <http://www.nod.org/content.cfm?id=968>