

**THE UNIVERSITY OF CONNECTICUT
GRADUATE PROGRAMS IN PUBLIC HEALTH**

Specifications for Preparation of the Master's Capstone Projects and Essays

Abstract -- An abstract is not required but may be included as the last of the preliminary pages.

Minimum Margins -- The minimum acceptable margins for all pages of the capstone are 1 inch on left and 1 inch on the top, bottom, and right.

Paper Requirement -- All pages submitted to the Graduate Programs in Public Health office must be printed on 8.5 x 11 inch white paper.

Font and Point Size -- Recommended fonts include Arial, Times New Roman, and Helvetica with a point size of either 11 or 12. The title of your paper should be in a point size of 16. Be sure that it is the same point size on both the title page and the approval page.

Printing -- Either laser printing or photocopying is acceptable. Inkjet printing is not acceptable as it is water soluble. Only one side of the paper is to be used for printing. Printing should be consistently clear and dark.

Spacing -- The text of the capstone should be double spaced. Long quotations, footnotes, appendices, and references may be single spaced.

Photographs and Graphics -- Photographs and graphics in the paper should be printed or photocopied directly on the paper as high quality images. Scanned images must print clearly. If color is used, only color laser or color photocopy printing is acceptable.

Use of materials copyrighted by others -- Any material included that goes beyond "fair use" requires written permission of the copyright owner. It may be useful to include the permission(s) in the paper as an appendix.

Pagination -- Preliminary pages [i.e., the approval page, acknowledgments, table of contents, the abstract (if any), and the like] are to be numbered consecutively using lower case Roman numerals. All pages of the text, appendices (if any), and references must be numbered consecutively using Arabic numerals.

Landscape pages -- The top of a landscape page should be at the left margin and the bottom at the right margin. The page number is to be in the same relative position as on the portrait pages. An easy way to apply page numbers to landscape pages is to run them through the printer twice – once for the text, table, or figure (landscape orientation) and once for the page number (portrait orientation).

Sequence of the main components of the capstone -- The appropriate order of the major sections of the capstone are as follows: the title page, the approval page, acknowledgments, table of contents, the abstract (if any), the text, appendices (if any), and the references. The order of the appendices and the references may be reversed if the appendices are lengthy.

Footnotes, Endnotes, and References -- The format that is accepted is the American Psychological Association (APA) style or that is prescribed by your advisory committee.

Photocopied journal articles in the capstone -- When appropriate, photocopied articles already published in journals may be included in a capstone. Photocopying must conform to the margins noted above. An original letter from each journal granting permission for the inclusion of the photocopied article in the dissertation must be submitted to the Graduate School. In requesting a letter of permission, it is important to tell the journal that the capstone project/essay will become part of the permanent collection of the University of Connecticut Public Health Library. The journal usually will require that the journal be the first publisher of the article.

The Public Health Program requires an electronic copy of your capstone be submitted to the office without the signatures on the approval page. The final copy must meet all specifications.

It is recommended that you use your full legal name on the title page and on the approval page.

The Public Health Program requires submission of one approval page with original signatures on white paper.

The Public Health Program also requires your Report of Final Examination form at least 5 days before it is due at the Graduate School (the final date will be on the semester calendar)

The Title of the Capstone in Upper and Lower Case
Letters

Jane Mary Doe

B.A., Smith State College, year awarded

A Public Health Capstone Project
Submitted in Partial Fulfillment of the
Requirements for the Degree of
Master of Public Health
at the
University of Connecticut
20__ *

* year of degree completion

APPROVAL
PAGE

Master of Public Health
Capstone Project

The Title of the Thesis in Upper and Lower Case
Letters

Presented
by

Jane Mary Doe,
B.A.

Major Advisor _____
Jane Q. Smith

Associate Advisor _____
John M. Bates

Associate Advisor _____
James F. Williams

University of Connecticut