

Thesis and Capstone Formatting Guidelines

Thesis: You are required to provide three unbound original versions of your thesis to the UHD library; each must contain a signature page with original signatures. A Thesis/Capstone Binding Request form must accompany the three originals.

Capstone: You are required to provide three unbound original versions of your capstone rationale paper to the UHD library; each must contain a signature page with original signatures. You must provide three copies of the actual capstone project, presuming all proprietary and privileged information issues have been appropriately addressed. A Thesis/Capstone Binding Request form must accompany the three originals.

Specific Requirements for the Thesis and the Capstone Rationale Paper

Formatting

Printed on acid-free, archival paper

Printed on a laser printer

Printed on one side only

Margins:

Top, Bottom, Right: 1"

Left: 1.5"

All text, including page numbers, must be within these margins.

Any electronic elements should be put on a CD and included in a folder page with the hard copy. The folder page should be of a material that can be bound with the paper copy.

All other formatting choices are left to the discretion of each author, with the understanding that those choices will be consistent within the document itself and will be an appropriate match for the audience, purpose and content of the document.

Content

Title page (see template below for specific elements)

Signature Page, which includes

Title

Author Name

Three signature lines (with original signatures of three committee members)

Copyright page (optional)

Dedication page (optional)

Acknowledgements (optional)

Table of Contents

Abstract or Executive Summary

List of Tables (required only if the document contains tables)

List of Figures (required only if the document contains figures)

List of Abbreviations (required only if the document contains abbreviations)

Authorization to copy (unless you copyright it)

References

Appendices (optional)

Author Vita (optional)

Costs

The student must pay for the materials and costs associated with providing the three original copies that meet the requirements above. As the university will keep the three copies, binding costs will be paid by the university. If a student wishes to have any additional bound copies for personal use, he/she must handle those arrangements with outside facilities. [See UHD library website for area printers.]

Title

Author

A Thesis/Capstone Project Presented to the
Faculty of the Professional Writing & Technical Communication Program
in partial fulfillment of the requirements for the degree of
Master of Science

University of Houston-Downtown
Month, Year

Title

Author

Approved by the following faculty members:

Name of Committee Chair, Ph.D., Committee Chair

Name of Second Committee Member, Ph.D., Committee Member

Name of Instructor of Record, Ph.D., Committee Member

Title

©Copyright 200#
Author

All Rights Reserved