MSSE Formatting Checklist

Video Explanation
- Use the Master Template 2023 (this has been updated from the 2021 version). You can find this template on the Capstone Guidelines page.
- Turn on (Show/Hide ¶) under *Home* in Microsoft Word when formatting your paper
- We recommend you use the downloaded version of Microsoft Word for your capstone paper. Microsoft 365 <u>does not</u> like the Master Template.

Title page

Video Explanation

Checklist:
- Add 30 pt spacing *before* your capstone title if your title is 3 lines in length
- Add 48 pt spacing *before* your capstone title if your title is 2 lines in length
- Your title should be in ALL CAPS
- Put 24 pt spacing *befor*e the word "by"
- Put 84 pt spacing *before* the words "A thesis…"
- The sentence "A thesis…" should be single spaced
- Replace "A thesis" with "A professional paper..."
- Put 24 pt spacing *before* and 12 pt spacing *after* the word "of"
- Put 42 pt spacing *before* "MONTANA…" and single space "Bozeman, Montana" on next line.
- Put 30 pt spacing before "[Insert date]
- Add a page break after the date
- The title page should not contain page numbers

Copyright Page

Video Explanation

Checklist:
- Add 96 pt spacing *before* the word "©COPYRIGHT"
- All text on this page should be double spaced
- Add a section break after "Reserved." This section break will allow you to put roman numerals on the next pages.
- The copyright page should not contain page numbers

Dedications/Acknowledgments Page

Video Explanation

You can include:
- A dedication page AND an acknowledgements page
- Only a dedication page
- Only an acknowledgments page
- Neither page

Checklist:
- Your paragraphs on the dedications and acknowledgments pages should be left aligned.
- The text on the dedications page should be single spaced and one page in length.
- The text on the acknowledgments page should be double spaced and one page in length
- At the end of both pages, you should add a page break.
- The dedications or acknowledgments pages should begin your use of roman numerals. The roman number for the first page **should be ii.**
- Your roman numerals will be different depending on if you include both pages, only one, or none.

Table of Contents

[Video Explanation](#)

Resources:
- Automating the Table of Contents process
- Dot leaders ([instructions](#))
- Word Quick Tip: Inserting Dot Leaders ([video](#))
- Settings:
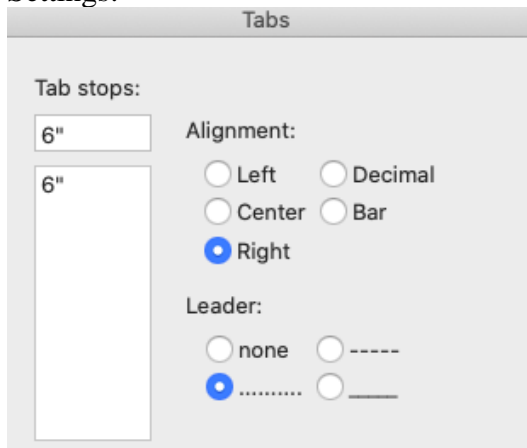
Checklist:
- The roman numeral on this page will be one of the following: **ii or iii or iv**
- Your title should be TABLE OF CONTENTS. Use Ch. Title in the style pane.
- Your first chapter should look like this 1. FIRST CHAPTER TITLE
- Put four spaces at the beginning of your first level heading. Your heading should be in Title Case.
- For a second level heading, you will do one full indent. The text should be in Title Case.
- For a third level heading, you will do two full indents. The text should be in Title Case.
- Your second chapter should look like this 2. SECOND CHAPTER TITLE
- Put REFERENCES CITED flush left.
- Put APPENDICES flush left.
- For each appendix, put one full indent. You'll use single spacing for each Appendix listed. It should look like this: APPENDIX A: Title Case

• Add a page break at the end of the page.

List of Tables

Checklist:
- Your title should be LIST OF TABLES using Ch. Title from the style pane.
- Put the word Table flush left.
- Put the word Page flush right in the same line as Table.
- List your first table like this using Title Case: 1. Table Name
- List your second table like this using Title Case: 2. Next Table Name
- This page should include roman numeral page numbers.
- Add a page break at the end of the page.

List of Figures

Checklist:
- Your title should be LIST OF FIGURES using Ch. Title from the style pane.
- Put the word Figure flush left.
- Put the word Page flush right in the same line as Figure.
- List your first figure like this using Title Case: 1. Figure Name
- List your second figure like this using Title Case: 2. Next Figure Name
- This page should include roman numeral page numbers.
- Add a page break at the end of the page.

Abstract

Checklist:
- Your spacing for the title ABSTRACT should be 12 pt after the title. Use Ch. Title in the style pane for the correct spacing.
- Your abstract paragraph should be single spaced.
- Your paragraph should be no more than 350 words in length.
- The first line of your paragraph should be one full indent.
- The abstract must contain the following elements: (1) statement of the problem, (2) procedure or methods, (3) results, and (4) conclusions.
- Add a section break at the end of the page. This section break will allow you to add new page numbers (1, 2, 3, etc.) to the next page.

Chapters

Checklist:
You'll want to reference the MSSE Chapter Outline below as you build this section.

- Your chapter title should be in all capital letters and use the Ch. Title in the style pane. It will look like this CHAPTER TITLE.

- Add 12 pt spacing *after* your CHAPTER TITLE.
- Check to make sure there is no space (enter or return) before the chapter title after doing a page break on the previous page.
- For your first level heading, use the First Level style in the style pane. All First Level headings should be centered, underlined, and Title Case.
- Capitalize the first letter of each heading word except articles, conjunctions, and prepositions and underline.
- Add 12 pt spacing *after* and *before* the first level heading. If you use the First Level style in the style pane, this should already be set for you.
- For your second level heading, use the Second Level style in the style pane. All Second Level headings should be flush left, underlined, and Title Case.
- Add 12 pt spacing *before* and *after* the second level heading. If you use the Second Level style in the style pane, this should already be set for you.
- If you have third level headings, use the Third Level style in the style pane. All Third Level headings should be one full indent, underlined, and have a period at the end. All text immediately starts after the period.
- The page numbers in the chapters start with (1, 2, 3…).
- Add page breaks between all chapters.

MSSE Chapter Outline

- **Chapter 1** = Introduction and Background
  - **Level 1 heading:** Context of the Study
  - **Level 1 heading:** Focus Statement/Question
- **Chapter 2** = Conceptual Framework
  - **Level 1 headings:** Up to 5-6 headings based on the theme titles from the literature
- **Chapter 3** = Methodology
  - **Level 1 heading:** Demographics
  - **Level 1 heading:** Treatment
  - **Level 1 heading:** Data Collection and Analysis Strategies
- **Chapter 4** = Data Analysis
  - **Level 1 heading:** Results
- **Chapter 5** = Claim, Evidence, and Reasoning
  - **Level 1 heading**: Claims from the Study
  - **Level 1 heading:** Value of the Study and Consideration for Future Research
  - **Level 1 heading:** Impact of Action Research on the Author

Block Quotes

Video Explanation

Direct quotes of four lines or more must be single-spaced and "blocked." This means the text is indented on both sides and is justified.

Figure Captions

Video Explanation

Sample Size:
- Use *N* when you are talking about your entire sample.

- Use *n* when you are talking about a subset of your sample.

Checklist:
- Make sure that your Figures are in numerical order throughout the paper.
- Here is an example of what a Figure Caption should look like:
  - Figure 3. A screenshot of the format styles, (*N*=19).
- Please <u>do not</u> italicize Figure 3.
- Your figure caption should appear directly under the Figure. Use the *caption below* style in the style pane.
  - 0 pt spacing *before* the caption
  - 24 pt spacing *after* the caption
- Make sure your Figure is within the page margins.

Table Captions

Sample Size:
- Use *N* when you are talking about your entire sample.
- Use *n* when you are talking about a subset of your sample.

Checklist:
- Make sure that your Tables are in numerical order within the paper.
- Here is an example of what a Table Caption should look like:
  - Table 1. Physical characteristics and trout of 11 watersheds sampled in the headwaters of the Colorado River, (*n*=11).
- Your table caption should appear directly above the Table. Use the *caption above* style in the style pane.
  - 12 pt *before* caption
  - 0 pt *after* caption (sits on table)
- Do not include bold text in any of your tables.
- Make sure you use Sentence case text except when referring to names, places, or instruments in your tables.

References Cited

Resources:
- According to the 7th edition of APA, you should:
  - include the names of up to 20 authors for references who have 20+ authors (1:00 in this video)
  - format DOIs as URLs (1:08 in this video)
  - not include *retrieved from* in front of URLs (1:18 in this video)
  - include the website name unless it is the same as the author name (1:25 in this video)

Checklist:
- Put 180 pt spacing before the words REFERENCES CITED. These words should appear almost in the middle of the page.

- Center the words REFERENCES CITED
- Add a page break after REFERENCES CITED
- Start all references on the next page. You will not include a title at the top of this page.
- References should be single spaced with a double space between references.
- If a reference goes on to the second line, a word hanging indentation should be present on the second line. You'll do this by putting your cursor in front of the first word on the second line and hitting *command+t* or *control+*t on your keyboard.

Appendices

[Video Explanation]

Checklist:
- Put 180 pt spacing before the word APPENDICES. This word should appear almost in the middle of the page.
- Center the words APPENDICES.
- Add a page break after APPENDICES.
- Within the document, all appendices appear in alphabetical order.
- On a separate page, put 180 pt spacing before the words <u>APPENDIX A.</u> Be sure to underline <u>APPENDIX A</u>. You'll do this for all Appendix XYZ.
- Add an APPENDIX TITLE using triple spacing below <u>APPENDIX A</u>.
- Add a page break after the appendix title.
- The next page(s) should contain the content for Appendix A.
- Add a page break after the content.
- You'll follow the same steps for all appendices.

Parenthetical and In-Text Citations

[Video Explanation]

APA 7 Resources to help in this section:
- [MSU Citations Style Guide]
- [17 Most Notable Changes - APA 7th edition] (page)
- [17 Most Notable Changes – APA 7th edition] (video)
- [Reference checker] (run this when you're close to being done with your paper)

Examples:
- One Author
  - **First citation (FC) in-text citation:** Walker (2007)
  - **FC and subsequent parenthetical citations:** (Walker, 2007)
- Two Authors
  - **FC in-text:** Walker and Allen (2004)
  - **FC and subsequent parenthetical citations:** (Walker & Allen, 2004)
- Three or More Authors
  - **FC in-text:** Bradley et al. (1999)
  - **SC in-text:** Bradley et al. (1999)
  - **FC Parenthetical** (Bradley et al., 1999)
  - **SC Parenthetical** (Bradley et al., 1999)

Abbreviations

Video Explanation

Checklist:
- Abbreviations are introduced in each new chapter.
- Abbreviations match the actual abbreviation for the words.

Accessibility Check

Video Explanation

Resources:
- Accessibility for Electronic Theses and Dissertations at MSU (Video, Reading)
- Adding alternative text to figures and images (Video)

Checklist:
- No accessibility issues (Review > Check Accessibility)

Focus Question/Focus Statement

Video Explanation

Template:
- My focus question was, [Insert focus question]; no quotation marks
- Indented – My sub-questions include the following:
- 1. [Insert sub-question]
- 2. [Insert sub-question]

Focus Question

My focus question was, How does instruction with the CER framework in the English classroom impact the writing of well-reasoned arguments?

My sub-questions include the following:

1. Does the use of the CER framework in English class impact the frequency of well-reasoned, evidence-based claims in science and other subject areas?

2. Does use of the CER framework improve student confidence in answering short answer questions?