

18297 MPH Capstone Project

Formatting Requirements:

12 point font.

Choose from one of the following types of font: Times New Roman, Garamond, or Georgia.

1 inch margins on all sides.

Double spaced.

When writing your paper:

Work from only one document. Do not submit sections of your paper in separate Word documents (i.e. one attachment for “Introduction,” another attachment for “Methods,” etc.). It will make it easier on you and your reviewer to work from one continuous document.

Write out numbers one through ten.

If a sentence starts with a number it must be spelled out.

Make sure each acronym is spelled out the first time it is used.

Be consistent. For example, if you use the percentage symbol “%”, continue to use it throughout the paper. Do not switch between writing “percent” and using the “%” symbol.

Do not use casual language.

Do not use conjunctions.

If you use specific jargon, make sure to define it.

Descriptions or discussions of past studies should always be in the past tense.

Citations and Academic Integrity:

Pick one citation style and use it throughout your paper. **Do not switch styles.**

- You can choose between MLA, APA or Chicago Manual of Style. For more information, visit [Purdue Online Writing Lab \(http://owl.english.purdue.edu/owl/section/2/\)](http://owl.english.purdue.edu/owl/section/2/).

ALWAYS acknowledge every source that is used, whether the source is paraphrased, summarized, or enclosed in quotation marks.