

Colorado College Department of Anthropology

Capstone Paper Formatting Guidelines

The structure of your capstone paper will vary based on your capstone project type, the subfield or disciplines you are writing within, and what you need to effectively communicate through your paper. The suggested sections below often comprise the structure of a traditional social science research paper, but the way you implement this structure may vary (in consultation with your advisor). **A Senior Capstone paper *must* include the following sections:**

Title Page (separate page, template below)

Abstract (separate page, following title page): A concise summary of your paper's argument, 250 word maximum, single spaced.

Honor Pledge (separate page, following Abstract):

On my honor, I have neither given, nor received, any unauthorized aid on this project. Honor Code Upheld.
Followed by your signature as capstone project author.

Table of Contents (separate page, following Honor Pledge)

A References list formatted in your paper's citation style (consult with your advisor about appropriate style)

The following additional sections are typical of papers in the social and natural sciences, but your sections, section titles, and the order of your sections may differ according to what is most appropriate for your paper topic and goals:

Table of Figures, Table of Graphs, etc. (front matter)

Acknowledgements (separate page, front matter)

Introduction (all research papers should include an Introduction but may or may not be titled "Introduction")

Literature Review (important in any thesis, but may not be contained to a section titled "Literature Review")

Research Design or Methodology (all scientific papers should describe this before discussing evidence)

Results (more typical in quantitative research papers where data is presented prior to discussion of data)

Discussion (in sociocultural papers, this may happen across multiple sections with subtopic-specific titles)

Limitations of the Study

Directions for Further Research

Conclusion (all research papers should include a conclusion but may or may not be titled "Conclusion")

Endnotes or Footnotes (depends on paper citation style and whether notes are necessary for your paper)

Appendices (separate and placed at the end of the paper document)

Document Length: If you are writing a traditional thesis paper for your capstone project, this should be 35 – 50 pages (double-spaced) in length not including the title page and other front matter, references cited list, and appendices. If you are writing a shorter academic paper to accompany a different capstone project type, work with your advisor to determine the appropriate number of pages for your paper.

Margins, Line Spacing, Fonts, and Page Numbering

Your Senior Capstone document should be double-spaced and written in 12-point font. Indent first line of paragraphs 1 tab stop ($\frac{1}{2}$ inch). Footnotes or endnotes should be single spaced. Longer quoted text of five or more lines should be placed in a single-spaced block quote, indented one tab stop ($\frac{1}{2}$ inch), with no quotation marks around quote.

Page margins should be one inch on all sides. Left alignment preferred for body paragraphs. All pages except title page should be numbered. Pages should be numbered using Arabic numbers (1, 2, 3, etc.) at top center or right.

Graphics, Figures, Illustrations, and Tables

Any figures, photos, illustrations, and maps you may include in your paper should be labeled as "Figure (number)" with consecutive numbering. Tables should similarly be numbered consecutively but should be labeled as "Table (number)" with their numbers progressing separately from the figure numbers. Each figure or table must be referenced at least once within the text of the capstone. The figure or table should be placed immediately following the paragraph in which it is first referenced or in an appendix. A caption must be provided in the same font type and size as the main text for each figure and table. If a figure or table has been taken from someone else's work, it must be cited in the caption, with a full citation in the References cited list.

Title Page

All title page text should be centered except the lines for "Approved" and "Date," which should be aligned left. Please follow the format provided below:

Title

A SENIOR CAPSTONE PROJECT
Presented to
The Department of Anthropology
The Colorado College

By
Author's Name
Year

Approved: _____
Date: _____