MBA Checklist for Capstone Proposal and Project Submissions

This checklist is meant to provide some guidelines for formatting before submitting any drafts of the MBA Capstone proposal or project for review by an advisor. If these items are not completed, the proposal or project will be returned until they are remedied, at which time the advisor will provide content guidance. It is not meant to be exhaustive; but does provide the major structural things that must be completed. Please use the *American Psychological Association’s Publication Manual – 6th edition* (2009) to ensure conformance for APA.

- 1.25” left margin and 1” right, to and bottom margins; 2.5 in. top margin for title page only
- Correctly formatted title page—be sure that it states “A Proposal” if it’s a proposal; and, “A Capstone Project” if it’s a Capstone project submission (see template example for proper spacing and formatting)
- Page numbers top right throughout with the title page being page 1
- Running header is left justified throughout and must be 50 characters or less including spaces
- For Capstone proposals, the Abstract cannot be longer than 150 words
- The table of contents MUST match the section titles identically to how it is presented in the text of the paper; first level and second level section titles should be in the TOC; the first level section names are left justified; the second level section names are left justified and indented 5-7 spaces or one tab stroke; page numbers must be right justified and properly aligned;
- Double spaced throughout
- Align left, with uneven right margin (not justified)
- Indent first line in each paragraph by 5-7 spaces or 1 tab
- Headings used to structure paper:
- First level headings (major headings) – centered, boldface, titlecase (e.g.  
  Chapter headings for the Capstone proposal and major headings for the  
  Capstone project); ALL first level headings begin on their own page  
- Chapter headings must be in Roman numeral (i.e. Chapter I: Opportunity)  
- Second level headings (subheadings) – align left, boldface, titlecase  
- Third level headings – align left and indented 5-7 spaces, boldface, non-  
  titlecase

- Quotations in quotation marks referenced in text with author, year and page number/s  
  (block quote indented for quotes exceeding 40 words)  

- Tables and Figures: All tables and figures must be properly labeled and titled. Tables  
  use upper case Roman Numeral numbering, and figures will use Arabic numbering  
  (i.e. Table I: Title of table; Figure 1: Figure title). The label and title must be left  
  justified and either at the top or bottom of the tab/figure (but must be done  
  consistently throughout the document; i.e. if one table is at the top left then all tables  
  and figures must be at the top left). These should be included at the end of the table of  
  contents under headings that state “List of Figures” and “List of Tables” – see  
  template.  

- References in text formatted correctly with author(s) last name(s) and date  

- Reference list ordered alphabetically in correct APA format (not a bibliography); must  
  be double spaced with no extra spaces between references and a hanging indent within  
  each reference that goes beyond one line