GRADUATE THESIS/ESSAY/CAPSTONE PROJECT GUIDELINES

TABLE OF CONTENTS

I. INTRODUCTION

Purpose:
The Thesis/Essay/Capstone Project for Master's degree programs requires students to identify a worthy problem in their field, research and analyze that problem, and communicate their findings in clear and competent writing to an academic audience. Completion of this requirement signals to others the students' capability, integrity, perseverance and dedication to define and complete a complex project. Whether students choose to explore a professional issue or theoretical construct, their efforts will help them hone their abilities to identify and solve problems through a systematic research process that can address both theoretical and practical problems in professional, academic and personal settings. For those programs with Thesis/Essay/Capstone Projects as requirements, this manuscript serves as a capstone for the experience, reflecting the maturation of thought and skill gained during the Master's degree.

Academic Honesty:
Academic honesty and ethical behavior, expected of every student, is essential to the process of education and to upholding high ethical standards. Cheating, including plagiarism, inappropriate use of technology, or any other kind of unethical behavior, may subject the student to severe academic penalties, including dismissal. Further information on graduate policy related to academic honesty can be found in the Graduate Bulletin.

All work submitted for a thesis, essay, or capstone project must represent only the work of the student unless indicated otherwise. Research material and data must be handled in accordance with standards set by the departments. Concerns about the propriety of obtaining outside assistance and acknowledging sources should be addressed to the advisor before the work commences and as necessary as the work proceeds.

The penalty for academic dishonesty, plagiarism, and unethical behavior as it relates to the writing of the final thesis, essay, or creative project may be dismissal from the program.

Thesis/Project Options:
Students choose between *Plan A – Thesis* or *Plan B – Essay/Capstone Project* according to department guidelines and when appropriate for the program.

Plan A thesis: The thesis must show capacity for original research. The word 'thesis' refers to a formal, scholarly investigation that is based first and foremost on a research question. Through the writing of a thesis, students are able to demonstrate their ability to locate and synthesize theoretical and empirical knowledge about a given phenomenon, formulate an appropriate method for investigation, analyze related data, and arrive at an empirically-based solution. The thesis reflects original research in the sense that either previously unknown information is brought to light and presented or previously known information is presented in a creatively new way, leading to new applications. In general, the thesis demonstrates research ability whose content shows originality, analytical skills, clarity of critical thought, and power of mature expression. This option particularly benefits those who are interested in research or who may be considering further graduate study at the doctoral level. A thesis is a significant undertaking requiring considerable initiative, responsibility, and time management; therefore, students should carefully think through the advantages and disadvantages of choosing this option. **Consult with department guidelines as to the appropriate length of the thesis.**

Plan B essay: The essay provides the opportunity for students to present their own perspective on a subject or question of interest, supported by research into other perspectives. Ordinarily, this subject is one that first came to the students' notice during their program of study and that captivated them from the outset. The writing of an essay demonstrates the students' ability to integrate and synthesize the coursework done during their program and to advance investigation of a problem using the tools of scholarly research. In its writing, students also learn to restructure and re-present arguments encountered during the course of that research. Clarity of thought and power of mature expression are expected as in the thesis. **Consult with department guidelines as to the appropriate length of the essay.**

Plan B capstone project: The capstone project is designed to demonstrate the students' ability to plan, develop, and carry out a project of significance. Application of theoretical principles to professional or practical situations may be the focus of the project. In this type of capstone project, the students conduct research on a topic so that they can create and present a project supported by the research in the field. In some cases students will conduct original research based on the demands of the project. Analysis, organization and clarity of expression are expected in the project. **Consult with department guidelines as to the appropriate length of the capstone project.**

II. THESIS/ESSAY/CAPSTONE PROJECT GUIDELINES

Note: Degree programs requiring a thesis, essay, or capstone project may have specific guidelines and requirements. The following guidelines apply to all theses, essays, and capstone projects.

1. Essays should be carefully proofread after all corrections suggested by the advisor have been made and before they are submitted to the Graduate School.
2. The thesis, essay, or capstone project must follow the format regulations of the Graduate School, (copies of which are available in this document and online) and any additional requirements specified by the department or program.
3. One electronic draft with a separate, electronically signed signature page, revised as required by the advisor and other assigned readers, are to be emailed to the Dean of Graduate Studies by the date specified in the University calendar, usually four weeks before the last Friday of class. The draft must be emailed to the Dean by 5:00 p.m. This is a firm deadline, and students not able to meet the deadline must petition for an extension, which will only be granted with support from the advisor and in cases in which only minor adjustments will be required. Students unable to meet these conditions will reapply for graduation in the term in which the thesis, essay, or capstone project will be ready for submission.
4. The Dean reviews the final draft and gives final approval.
5. Once approved by the Dean, theses, essays, and capstone projects are electronically archived in *Carroll Collected,* John Carroll University's Institutional Repository. Guidelines for electronic submission are available on the Graduate School website and included in this document.

III. THESIS/ESSAY/CAPSTONE PROJECT: POLICIES AND PROCEDURES

Roles and Responsibilities:
1. **Student:** For those programs including a thesis/essay/capstone project, the manuscript reflects the culminating student experience for the program. As such, it is imperative to the graduate

experience that the student takes intellectual responsibility and ownership of the project. In this vein, the student is responsible for: (1) defining and managing their own thesis/project; (2) ensuring that the paper conforms to the guidelines set by the Graduate School, department/program, and a particular style manual; and (3) editing the paper for grammar and cohesiveness. Overall, the manuscript reflects the student's care and ability.

For students writing a thesis, it is the student's responsibility to identify a thesis advisor and at least two thesis readers for their project (see below); the thesis advisor and thesis readers must agree to participate in this process. Students who choose to invite an advisor or reader who is not a faculty member of John Carroll University must obtain approval from the department chair or graduate program director.

Similarly, students writing an essay or capstone project must identify an advisor and, in some cases, an additional reader who is willing to mentor them through the process.

2. **Thesis Advisor:** The Thesis Advisor is a faculty member in the department/program who typically has particular expertise in the student's area of research or interest and who has primary responsibility for guiding the student through the research. This mentorship role is crucial to the development of the Master's student experience, and thus timely, appropriate, and rigorous evaluation of the student's work is imperative. This feedback should occur throughout the student's development of the thesis project. In addition, the advisor ensures that materials are read by committee members (readers) in a timely fashion. With the thesis readers, the thesis advisor certifies that the thesis meets the standards of the Graduate School and department and provides approval of the work as fulfilling the requirements of this element of the degree.
3. **Thesis Readers:** The student identifies two readers, preferably who have expertise in the area of the student's research and who also read and provide feedback to the student and/or advisor and certify that it meets the standards of the Graduate School and department. Typically, only one reader will be from outside of the University. With the thesis advisor, the thesis readers provide approval of the work as fulfilling the requirements of this element of the degree.
4. **Essay/Capstone Project Advisor:** The Essay/Capstone Project Advisor approves the proposal, reviews the progress of the essay or project along the way at specific intervals as defined by the advisor and the student. The advisor provides advice and recommendations and is the main point of contact for the student for assistance and guidance. Upon completion of the paper, the advisor certifies that the essay meets the standards of the Graduate School and department and provides approval of the work as fulfilling the requirements of this element of the degree. In some cases, a reader is required in addition to the Advisor (e.g., ABA).
5. **Dean:** The Dean of the Graduate School reads all manuscripts to make sure they are clear, coherent, and generally free of spelling and typing errors and adhere to a consistent format. Final approval of the thesis/essay/capstone project is granted by the Dean.

Approval Process:
There are a number of considerations to keep in mind as the student develops, writes, and completes the thesis/essay/capstone project:
1. The dates for filing outlines or initial draft copies are set by the student's advisor. The student should be notified of these deadlines well in advance.
2. It is recommended that the student regularly provide the advisor and readers with new and/or revised sections of the thesis/essay/capstone project on a timely basis, so feedback may be provided.

3. A final draft of the thesis/essay/capstone project should be given to the advisor and readers well in advance of the due date for submission to the Graduate School. As a rule of thumb, the thesis/essay/capstone project should be submitted at least one month before the deadline set by the Graduate School, so that the advisor and readers have sufficient time to read and provide feedback to the student and for the student to make necessary revisions.
4. Once the student makes the required changes to the thesis/essay/capstone project based on the recommendations of the advisor and/or readers, the student seeks the required electronic signatures.
5. The final reader of the thesis/essay/capstone project is the Dean of the Graduate School. A manuscript that does not conform to acceptable standards will be returned to the student for correction. The student will then be allowed a specified period of time to resubmit the thesis/essay/capstone project to the Graduate School Office in order to meet graduation deadlines.
6. A letter of approval will be e-mailed to the student from the Dean informing them that the work has been accepted.

Research with human or animal subjects:
Students whose research involves human subjects or animals must apply to the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC) **prior** to the collection of data (see more detailed information in Appendix B of this document).

Thesis & Continuing Thesis Courses:
Students typically register for the six-credit course (five-credit for Biology plus one credit for proposal) designated as the Master's Thesis in the semester in which they intend to graduate. The grade for this course is CR. Students who do not complete the thesis in the semester in which the course is taken will receive a grade of PR (in progress). The PR will remain on the student's record until the thesis is completed or until such time as the time limit expires and the PR changes to W (Withdrawal). Students who seek to complete the thesis after the PR has changed to W must reregister for the credit-bearing thesis course (see the *Graduate Studies Bulletin* for the policy on PR grades). Students receiving the PR for this course are unable to graduate until the thesis is accepted and approved. If the student does not complete the thesis by the end of the term of record, the student must enroll in a zero credit Continuing Thesis course, until the term in which the thesis is completed. This enrollment ensures continued communication between the thesis advisor and student and tracking of student progress by the Graduate School. Students should refer to the *Graduate Studies Bulletin* or their advisor for additional information.

Essay/Capstone Project Course & Continuing Essay/Capstone Project Course:
For those programs that require a course related to the essay or capstone project, students register in the semester in which they intend to graduate. ABA is an exception in requiring that students enroll in Capstone 1 and Capstone 2 in their first and second years. The grade for this course is CR. Students who do not complete the essay or capstone project in the semester in which the course is taken will receive a grade of PR (in progress). The PR will remain on the student's record until the essay or capstone project is completed or until such time as the time limit expires and the PR changes to W (Withdrawal). Students who seek to complete the thesis after this time must reregister for the thesis course (see the *Graduate Studies Bulletin* for the policy on PR grades). If the student does not complete the essay or capstone project by the completion of the term of record, the student must enroll in a zero credit Continuing Essay/Capstone Project course, until the term in which the thesis is completed. This enrollment ensures continued communication between the advisor and student and tracking of student

progress by the Graduate School. Students should refer to the *Graduate Studies Bulletin* or their advisor for additional information.

IV. Time Table for Completing the Thesis/Essay/Capstone Project

It is never too early to map out a plan of study for the graduate degree. If a student is in a discipline that requires a thesis, essay, or capstone project, they should raise this subject with their advisor, if not during the first meeting, certainly during the first term in graduate school. The advisor will give the student advice regarding when students in the program typically begin an essay or thesis, and how long it takes to finish such work. Note that completing such work in a single semester usually leads to a sub-par project. As a rule of thumb, a student should expect to spend up to a year researching, drafting, and completing a project.

The following timeline is only a suggestion, not a requirement. It is not meant to be prescriptive but rather to provide the student ideas and guidance on how to proceed with completing this particular requirement for the degree. It does not apply equally to all of the programs. It is also developed with the student who completes the degree full time and within two years in mind. A student working part-time can modify these suggestions to conform to their own timeframe.

Year 1

First semester:
- The student consults with the advisor about the typical timeline for completing a thesis, essay, or capstone project in their department/program.
- Students may begin to familiarize themselves with the requirements and the guidelines of these projects.

Second semester:
- Students may begin to define a project. Based on interests coming into the program or interests that emerge during the first semesters of coursework, students may begin to narrow down or discover more specific areas of interest. Often, theses, essays, and capstone projects grow out of work done in a first or second semester course.
- For students conducting original research, this may be the time when students formulate their research question and begin to design the methodology.
- Students also begin to identify the faculty member that they would like to work with, and contact them regarding the possibility of establishing this relationship.
- Once students settle on an advisor, they work under that professor's guidance, creating a timeline for completing the project, developing an initial bibliography, and drafting a proposal, if a proposal is required (check with department specific guidelines regarding the proposal). The timeline should include due dates for specific steps in the process (first draft, etc.).
- Students also may want to ask advisors for copies of successfully completed essays or theses.
- Students working on a thesis typically need a committee composed of the advisor and two other professors. Students may consult with their advisor about other committee members. Usually, the student asks other faculty to serve on the committee.

Year 2

Summer after first year:
- Students begin work on the project.
- See "Order of Events" that follows.

Third semester:

- Students continue to work on the essay/thesis/capstone project, submitting drafts of the essay/thesis to the advisor/readers for feedback.
- See "Order of Events" that follows.

Fourth and final semester:
- Students complete the thesis/essay/capstone project and submit it for approval (see Approval Process in this Handbook). Please note the following:
  - Students on track for Spring graduation should be aware that the deadline for submission of the work to Graduate School is typically in April (four weeks before the last Friday of class); for Winter graduation the deadline is typically in November (four weeks before the last Friday of class); and for Summer graduation the deadline is typically in mid-July. ***These are firm deadlines,*** since the Dean needs time to read the work and provide appropriate feedback and for the student to make required revisions prior to final approval.
  - Being aware of the deadline for submission to the Graduate School, students need to complete and submit the work to the advisor and readers ***at least four weeks prior to that deadline*** so that there is sufficient time for faculty to read and provide feedback and for the student to make required revisions.
  - For students planning to graduate in the spring semester, if the thesis/essay/capstone project is not completed by the April deadline, it is possible, by way of exception and academic petition, to walk in the Spring commencement with the assurance that the thesis/essay/capstone project will be completed by the summer deadline.

Order of Events: A Writing Process, Summer through Spring of Year 2:
Another way to think about a timetable for completing the thesis/essay/capstone project is to consider steps in the writing process. Like the timetable above, this is a suggestion for one way of thinking about organizing the work of writing the final paper. This process may vary by discipline, the student's and faculty member's schedules, the student's individual writing style, and the overall time frame for completing the degree. It does, however, highlight the major steps or benchmarks in the process that are important considerations for the student.

Step 1
- Begin evaluating primary and secondary sources;
- Take extensive notes on the reading;
- Brainstorm ideas individually or with others for topics, problems, and ways of addressing them;
- Work on shaping a thesis and structure for the thesis/essay/capstone project;

Step 2
- Meet with your advisor to (a) discuss sources/thesis/structure, (b) determine if more research is needed and in what area, and (c) set a deadline for submission of a partial draft or a few sections;

Step 3
- Continue research, if necessary;
- Construct an outline with major sections and sub points, noting where each source fits;
- Begin writing first draft;

Step 4
- Submit drafts and sections to your advisor at regular intervals;
- Discuss revisions, issues, and progress with your advisor on a regular basis (i.e. weekly or bi-weekly)
- Maintain adherence to deadlines for sections to be completed;

Step 5
- Revise draft;
- Submit revisions to your advisor for overarching comments and larger concerns;
- Visit the Writing Center for any questions about organization and content (Writing Center consultants can act as "as second pair of eyes" providing another perspective on the work);

Step 6
- Revise again;
- Submit revisions to your advisor;
- Evaluate the coherence and cohesiveness of original and revised text;

Step 7
- Prepare final draft; (see Appendix C for common problems)
- Visit the Writing Center if you have concerns about grammar, punctuation, or citations;
- Adjust margins and add page numbers;
- Prepare title and signature pages;
- Obtain signatures, and submit to advisor (and readers) at least four weeks prior to deadline;
- Revise as required by advisor;
- Submit to Graduate School for final review and approval by the specified deadline;

Step 8
- Once approval is given by the Dean, prepare for final electronic submission to Carroll Collected;

V. THESIS/ESSAY/CAPSTONE PROJECT FORMATTING REQUIREMENTS

All theses/essays/capstone projects must satisfy the requirements set forth by the Graduate School. Students should check with their departments/programs early in the writing process so that they are aware of any program/department specific format requirements. The Graduate School does not require the use of any particular style, although some departments/programs do. Students are encouraged to consult a style guide relevant to their discipline. Following are general requirements. Documents that do not conform to these requirements will not be accepted.

1. **STYLE:** Theses, essays, and capstone projects must conform in style to these instructions and the regulations and style manual of the student's major department. The student obtains this information from the advisor or department. If the department has no guidelines, students should follow APA. Refer to the style guide used regarding double/double spacing. Format must be consistent throughout the whole paper; for example if a chapter title is in bold print, all chapter titles must be bold. In those cases when a thesis is being submitted for publication, the student may follow the guidelines for the particular journal to which the manuscript is being submitted.

2. **ORGANIZATION:** The thesis, essay, or capstone project should be organized in a sensible, logical and coherent manner. The specific content, organization, style, and appropriate length should be determined by close consultation with advisor.

3. **MARGINS:** Regardless of the style manual used, all pages, including the Title Page, appendices, tables, and illustrations shall have one inch margins on the top, bottom, left and right side. The page numbers must be centered on the bottom of the page. The bottom of the page number must be at the one inch margin. Use a ruler to check margins carefully and adjust as needed. In Microsoft Word, the height of the page numbers is adjusted in the footer section. Please see the Graduate School if instructions for adjusting the footer height are needed.

4. **SIGNATURE PAGE:** The signature page for theses, essays, and capstone projects is now an electronic, fillable pdf. The electronic signature used must be an Adobe electronic signature (not an image of a written signature), as the Adobe electronic signature also includes a watermark and date stamp. Any signature pages not following these instructions will be returned to the author and will prevent successful submission of the thesis/essay/capstone project. The signature pages are posted to the Graduate School website.

5. **TITLE PAGE:** The title page of a thesis, essay, or capstone project must conform to the example included in the appendix. All words should be center-aligned. Regardless of the style manual used, no page number should appear on the Title Page. (see sample in Appendix E; image at the end of this document)

6. **FONT:** The appropriate font size is 12. The font style should be plain and simple such as Times New Roman or Arial.

7. **DRAWINGS/ILLUSTRATIONS/PHOTOGRAPHS:** All photos or drawings must fit within the specified margins. Photographs are usually black and white with one photograph per page. All drawings/illustrations/photographs must be inserted electronically into the document and be of high resolution (minimum 300 dpi).

8. **PROOFREADING:** Papers are to be proofread with care, so that all errors have been corrected before submission of the final documents to the Graduate School. Students should not expect their advisors or readers to correct spelling and grammar. Please note the following: words or scientific notation should appear with the accents and diacritical marks as used in the respective language or notation.

9. **APPENDICES AND TABLES:** Check style guidelines specified by the department for the format, pagination, and titles of appendices and tables. Ordinarily, appendices are paginated sequentially.
10. **DOCUMENTATION:** All sources for direct quotations and paraphrases must be documented. Students may use any of the standard citation styles subject to the advisor's approval, provided a single style is followed consistently throughout the thesis, essay, or capstone project. If a thesis will be submitted for journal publication and thus follows that journal's formatting requirements, a copy of the journal's publication guidelines should be included when submitting the thesis to the Graduate School.
11. **BINDING:** Binding of the thesis is no longer required, as thesis submission is electronic.

APPLYING DIGITAL SIGNATURES TO FORMS:

The signature pages for theses/essays/capstone projects **require** the use of Adobe digital signatures. These signatures include a date stamp and watermark and are considered the official signature for the document. **Scanned images of signatures will not be accepted in lieu of Adobe digital signatures.**

All signature forms can be downloaded from the Graduate School website. Students will need to **download** and **save the form** to their computer and then open the form in **Adobe Acrobat** or **Adobe Acrobat Reader**. The forms should not be completed in an online version of the program, as it will not save the signature. Additionally, Mac users should **not** use the default program, Mac Viewer, to add their digital signature, as it will not properly save.

Fig. 1. Example of properly formatted digital signature

The signature pages are designed as a fillable pdf. The user should fill in all the required fields and then apply the digital signature. To apply a digital signature, click on the red tab in the upper left corner of the correct signature field. Doing so will open a dialogue box prompting the user to apply their signature (if one is already configured) or to configure a signature (if one has not already been created). The user should follow the step by step instructions to apply their signature. An example of a correctly applied digital signature will look like the image in Fig. 1 (note name, watermark, and date/time stamp). Note that only one signature page should be emailed sequentially to each signatory until all signatures are included.

SUBMISSION INSTRUCTIONS TO THE GRADUATE SCHOOL:

Students must email the digitally signed signature page and the thesis/essay/capstone project document (including the title page) to the Dean of the Graduate School by the appropriate deadline to ensure sufficient time for review. If edits are requested by the Dean, these edits must be made, and the revised document must be submitted to the Dean until approval is granted. Following Dean approval, the document is submitted to Carroll Collected for inclusion in the University's digital repository.

ELECTRONIC SUBMISSION GUIDELINES TO CARROLL COLLECTED:

Students are required to submit their approved thesis/essay/capstone project to *Carroll Collected*, the JCU Institutional Repository, to provide an enduring record of the work. An Access Agreement, which can be found in Appendix D in this document and on the Graduate School website, is submitted with the thesis/essay/capstone project. To submit a thesis/essay/capstone project to *Carroll Collected,* please provide via email: (1) a digital copy of the thesis/essay/capstone project; (2) a digitally signed signature page; and (3) a digitally signed copy of the access agreement, indicating open access, embargo, or permanent embargo (described below).

1. **Permanent Online Open Access:** Students may choose to place their work in the repository which is a permanent, online, and open access location. Archiving the work in this manner provides students a stable URL to place on resumes, CVs and elsewhere. Materials in *Carroll Collected* are also available to search engines like Google, enabling an audience from around the world to view the work, and current and future graduate students to peruse previously approved projects. The *Creative Commons* license for *Carroll Collected* allows others to use the work, but they must attribute the work in the manner specified by the author or license.
2. **Embargoed Archive:** A student may elect to have his or her thesis/essay/capstone project embargoed (i.e. not publicly available online) for twelve months with the option to extend the embargo. The embargo can be renewed for one year by contacting the Graduate School at least sixty days before its expiration. Only the Graduate School and the library staff may access embargoed works.
3. **Permanent Embargo:** This option maintains an archived copy of the project without it moving at any time into an open-access location. Only the Graduate School and the library staff may access materials with a permanent embargo. The author may, at any time, remove the permanent embargo by contacting the library.

Considerations to make prior to electronic submission:
1. If you are requesting an embargo, please state the reason on the access agreement.
2. If the student's thesis/essay/capstone project involves work done in collaboration with a researcher outside of JCU, an addendum to the access agreement signed by that researcher is required. Students should indicate on the addendum the title of their work and the archiving option chosen.

Once a paper has been uploaded to *Carroll Collected*, it will then be uploaded to OhioLINK's Electronic Thesis and Dissertations Center (ETD). The ETD is a free, online database containing electronic versions of masters' theses, dissertations, and undergraduate honors theses (full text and abstracts) from participating OhioLINK member schools. The content is uploaded to the ETD as a PDF that reproduces the format of the printed document. If a thesis contains non-print elements, they can be incorporated into the PDF or stored along with it. Once your manuscript is in the ETD database, it will be available to download on the Internet, and it will be indexed by Google, Yahoo, Microsoft, and other Internet search engines. This indexing only applies to those students who opt for permanent on-line access or whose embargo expires and is not renewed.

Advantages of Participating:

- The student gains experience in electronic document preparation and an understanding of digital libraries (i.e. useful for teaching, research, grant submission).
- Electronic submission provides opportunities to include color diagrams and images, hypertext links, audio and video, simulations, animations, spreadsheets, databases, etc.
- Electronic archiving ensures preservation of content, is immune to theft and physical deterioration.
- Electronic submission enables wider dissemination and access than a paper copy. Google and other search engines are now indexing OhioLINK's ETD. ETD content is also available through the Networked Digital Library of Theses and Dissertations (NDLTD), an international consortium that seeks to improve graduate education by developing accessible digital libraries of theses and dissertations. We know that publishers troll the ETD/NDLTD for content suitable for publication.
- Global access to the work of JCU student scholars raises our institutional visibility.
- OhioLINK provides statistics on downloads of papers by institution, data that could serve as an indicator of the value/impact of student scholarship.

Appendix A: Graduate Programs with Thesis/Essay/Capstone Project Options

The following graduate programs in the College of Arts and Sciences may require the **thesis or essay** in partial fulfillment of the master's degree (*see the Graduate Studies Bulletin* for details):
- Education (Master of Arts)
- Theology and Religious Studies

The following graduate programs in the College of Health require a **capstone project** in partial fulfillment of the master's degree:
- Applied Behavioral Analysis (Capstone Project)

The following graduate programs in the College of Arts and Sciences require the **thesis** in partial fulfillment of the master's degree:
- Biology (Master of Science)

The following departments/programs have program-specific policies regarding **a capstone experience**:
- Digital Marketing and Communication Strategy – Capstone course
- Nonprofit Administration – Capstone course
- Exercise Physiology – Students choose from various options
- Sports Leadership – Capstone course

Appendix B: Research Compliance

Institutional Review Board:
The Institutional Review Board (IRB) oversees research projects which involve the use of human participants. Projects are evaluated to ensure (1) the protection of the rights of the individual; and (2) the quality of the research protocol, since a flawed study may needlessly expose participants to risk. Potential participants should not be contacted nor should any data be collected until IRB approval has been given. If your research involves the study of human subjects you must seek and receive IRB approval before beginning the research. For questions regarding the IRB, students may contact the IRB administrator (397-1527) or visit their website.

Institutional Animal Care and Use Committee (IACUC):
John Carroll University established the Institutional Animal Care and Use Committee in 1998 to oversee JCU's animal program, facilities, and procedures. Students who conduct research with animals are subject to the policies and procedures of IACUC. For more information student may contact the IACUC administrator (397-1527) or visit the website.

Appendix C: Writing Aids

Style Guides:
The Graduate School does not require the use of any particular style; however, many of the departments/programs do require a specific style. Students should consult their departments to find the appropriate guide for their work. Students are encouraged to consult a style guide relevant to their discipline if the department does not mandate one. Manuals are available in the JCU library or purchase in the JCU Bookstore. Information may also be found at the following websites:

- *Publication Manual of the APA* (7th Ed) www.apastyle.org
- *The Chicago Manual of Style* (18th Ed) www.chicagomanualofstyle.org/home.html
- *Modern Language Association* (MLA; 9th Ed) http://www.mla.org/style

JCU Writing Center:
The JCU Writing Center offers free, one-on-one consulting services to all members of the John Carroll community: students, faculty, staff, and alumni. Trained Writing Consultants can assist writers of all skill levels; they can provide help on any aspect of writing, at every step in the writing process, and on most kinds of texts. Consult the Writing Center's [website](#) for their schedule. Services are available on a first-come-first-served drop-in basis, or by appointment. To schedule an appointment, contact the Center by phone at 216-397-4529. Students may schedule 30-minute or 1-hour long appointments.

Common Thesis/Essay/Capstone Project Formatting Problems:
This section provides a list (not at all exhaustive) of some of the common mistakes that readers find in final drafts of thesis/essays/creative projects. It is meant to serve as an aid for students in proofreading their work.

1. Lack of clear statement of purpose; lack of clear statement of the research problem or question;
2. Lack of organization (consider headings and subheadings)
3. Grammar and spelling errors (i.e. inconsistent verb tense; missing words; sentence structure; incoherence; incorrect word use; punctuation)
4. Incorrect page numbers (location; mismatch with Table of Contents)
5. Margins not as indicated in Thesis/Essay/Capstone Project Guidelines
6. Headings (placement and font as per style guide)
7. Text citations (i.e. not enough citations in text; not in format of style guide; direct quotes missing page numbers)
8. Reference List (i.e. missing citations in reference list; not in format of style guide)

Appendix D: Electronic Submission Access Agreement Forms

Access Agreement

John Carroll University
Office of the Graduate School

Digitization of Thesis/Essay/Capstone Project Access Agreement

_____☐_____I grant permission to make my Thesis/Master's Essay/Capstone Project available in the Carroll Collected Digital Commons site with permanent online and open access.

_____☐_____ I grant permission to make my Thesis/Master's Essay/Capstone Project available in the Carroll Collected Digital Commons site with an embargo of 12 months. I understand that I may renew this embargo by contacting the Graduate School at least sixty days before its expiration. Renewal will be for one year.

Reason: _____

_____☐_____ I grant permission to make my Thesis/Master's Essay/Capstone Project available in the Carroll Collected Digital Commons site with a permanent embargo. I understand that the embargo will remain permanent unless and until I contact the Graduate School to remove the embargo.

Reason: _____

_____ Signature of author

_____ Signature of advisor

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Appendix E: Sample Title and Signature Pages

This is an example of the **Title Page** for an essay. Substitute the word "Thesis" or the words "Capstone Project" and the appropriate degree designation as necessary. The title of your manuscript should be in CAPITAL LETTERS. Margins are 1".

HOW I SPENT
MY SUMMER VACATION

1" margin

An Essay Submitted to the
Graduate School of
John Carroll University
in Partial Fulfillment of the Requirements
for the Degree of
Master of Arts

Center align
this paragraph
vertically

By
Jolene J. Example
2020

1" margin

This is an example of the **Signature Page** using the formatting for an **essay** (note: there is a similar form for **capstone projects** that uses the phrase "capstone project" in lieu of "essay," and which has a line for one reader). The signature page is a fillable pdf that is available on the Graduate School website.

The essay of [_____] is hereby accepted:

[_____]

Advisor—Electronic signature & date

I certify that this is the original document:

[_____]

Author—Electronic signature & date

This is an example of the **Signature Page** using the formatting for a **thesis/capstone project.** The signature page is a fillable pdf that is available on the Graduate School website.

The thesis/capstone project of [_____] is hereby accepted:

_____
Reader—Electronic signature & date

_____
Reader—Electronic signature & date

_____
Advisor—Electronic signature & date

I certify that this is the original document:

_____
Author—Electronic signature & date