



THE GRADUATE SCHOOL: REGULATIONS FOR PREPARATION AND SUBMISSION OF CAPSTONE

The capstone will not be accepted unless it conforms to the following requirements. Therefore, please carefully follow the instructions for preparing and submitting your capstone.

1. Typographic Style:

- A. The typeface should be Times New Roman and students should use a 12 point font.
- B. Margins must be 1 ½ inches at the left and top of the paper; 1 ¼ inches at the right and bottom.
- C. Carefully adhere to the capstone template for placement of the page numbers.

2. **Title and Acceptance Pages:** Prepare these pages according to the specifications on the capstone template in the EXACT order of pages, placement, and format as presented. The easiest way to incorporate these pages in your capstone manuscript is to copy and paste them directly into the front of your capstone manuscript (the Vita will be the last page). Replace the text in red with your own information and then change red text to black. Remove instructional headings, also in red. The capstone template pages have specific tab, line spacing and other formatting settings. Be careful to not remove these.

The link for the template is: <http://www.moreheadstate.edu/Academics/Graduate-School/Current-Students/Ed-D-Students> (Scroll down to “Capstone Template”)

SUBMITTING THE CAPSTONE

1. Take and have signed the “Approval of Capstone” form to your defense. The link for the form is <http://www.moreheadstate.edu/Academics/Graduate-School/Current-Students/Ed-D-Students> (Scroll down to “Approval of Capstone” form).
2. **Submission Deadlines:** You will be provided with a listing of deadlines related to your capstone. Generally, you will submit the “first 10 pages” of the capstone (Page 1 through Table of Contents and Vita) in the exact capstone template format to the Graduate School no later than April 15th for students completing in the spring semester and November 15th for students completing in the fall semester. Once submitted and reviewed, you will receive an email from Graduate School staff with directions, needed modifications and/or approval of your “first 10 pages.” The deadlines are subject to a slight changes as directed.
3. The link to ProQuest is <http://www.etdadmin.com/cgi-bin/home>. Click on “Submitting your Dissertation/Thesis,” and then select “United States,” click “Go,” and then select “Morehead State University.” At the “Welcome to the Morehead State University Site,” you will create your account. You will confirm your account creation in your email. This will automatically bring you to the “Welcome to the ETD Administration @ Morehead State University”

page. Click “Continue” to select publishing options. The “Traditional Publishing Agreement” will follow. After reading and accepting, you will provide contact information and complete the information for “Dissertation/Thesis Details. You will then upload your **FINAL** capstone document in PDF format. Under “Supplemental Files,” you will upload the “Approval of Capstone” form. You will finish the process by registering the copyright, ordering copies, and submitting your order.

1. After you have successfully completed the defense and no later than two weeks prior to commencement, upload the signed “Approval of Capstone” form and **FINAL** capstone document to <http://www.etsadmin.com/cgi-bin/home>
2. The Graduate School staff will check the capstone for proper format and pagination at the time of submission; we cannot assume any responsibility for editing or correcting the capstone. Therefore, each author should take care to proof for spelling and format, as well as the inclusion of all components, before submitting the final capstone to the Graduate School for final review. Note that the Graduate School cannot accept replacement copies or other changes once the final capstone has been submitted. The minimum number the student must order is two copies. One copy is for the department and one is for the library. The student may have as many copies printed as desired for themselves.