

Guidelines for Preparing the Final Manuscript for the Capstone Project

The manuscript must have the following information in the same order as below:

- Title page (with no page number)
- Signature page (with no page number)
- Abstract
- Acknowledgements (if any)
- Table of Contents
- List of Tables (if any)
- List of Figures (if any)
- Glossary (if any)
- Main text (begins with the Introduction)
- Bibliography (IEEE format)
- Appendix (if any)

Margins

The first page of the Abstract, Acknowledgements, Table of Contents, List of Tables, List of Figures, Glossary and new chapters must have top margins of 2 inches; all other pages must have top margins of 1 inch. Bottom margins must be 1 inch except at the ends of chapters or other major sections where the page may not be full. Left-hand margins of all pages must be 1 inch. Left and right margins in the text must be fully justified (flush left and flush right).

Page numbers

The title page and the signature page must not contain any page numbers. Lower case Roman numerals (i, ii, iii etc.) must be used on all other pages preceding the main text, beginning with iii for the Abstract. Arabic numerals (1, 2, 3 etc.) must be used for all subsequent sections, beginning with 1 for the Introduction, the first page of the main text.

Page numbers must be placed at the bottom center or bottom right of the page.

Fonts and spacing

To create the title page and the signature page, use the templates; do not change the fonts or spacing from these templates.

The manuscript must be typed in Times New Roman font size 12, **except where specified otherwise**. For example, headings for the Abstract, Table of Contents, List of Tables, List of Figures, Glossary, chapters in the main text (beginning with the Introduction), and Appendices must be typed in bold Times New Roman font size 16; headings for these sections must be followed by one blank line.

All text must use single line spacing. Punctuation at the ends of sentences must be consistent throughout the manuscript; a single space after punctuation is preferred.

Chapters, sections and subsections

Each chapter must start on a new page. Chapters must be sequentially numbered in Arabic numerals. The chapter headings must be in bold Times New Roman font size 16. Sections within a chapter must be numbered with the chapter number prefix (e.g., the sections in Chapter 4 would be numbered as 4.1, 4.2, and so on). A similar numbering scheme applies to subsections. Further levels of sectioning are discouraged. However, if you need to use them, use section headings with no numbers. Section headings must be typed in bold Times New Roman font size 14, and subsection headings must be typed in bold Times New Roman font size 12. **There must be a blank line before and after each section heading and subsection heading.**

Appendices must be numbered alphabetically. Each Appendix must have a header (with the same font and size as a chapter heading), e.g.,

Appendix A. The UML notations used in this manuscript

Figures and tables

Figures and tables must be centered on the page. They both must have appropriate captions and be numbered sequentially (in Arabic numerals) throughout the entire manuscript (e.g., Figure 1 in Chapter 2, Figure 2 in Chapter 5, Table 1 in Chapter 4 and so on). Captions (no bold face) for figures and tables must use the following format, and must be typed below the figure or table, centered with respect to the figure or table:

Figure 1. <<caption>>

Table 3. <<caption>>

Bibliography/references

The IEEE publication format must be used for references. The Bibliography section must list all books, journal articles, conference or workshop articles, technical reports, and theses. Bibliographical references must be listed alphabetically with respect to the last name of the first author and numbered consecutively. The format described below must be used for references (Times New Roman font size 12).

Books

Required Fields	Format
Author name(s)	
Title of the book	Italics
Publisher	
Year of publication	

Example:

5. Jose Bacelar Almeida *et al.*, *Rigorous Software Development: An Introduction to Program Verification*, Springer-Verlag, London, 2011.

Journal articles

Required Fields	Format
Author name(s)	
Title of the article	In double quotes
Journal name	Italics
Volume number, if available	
Issue number or month	
Year of publication	
Page numbers of the article	

Example:

3. P. Rempel and P. Mader, “Preventing Defects: The Impact of Requirements Traceability Completeness on Software Quality”, *IEEE Transactions on Software Engineering*, Vol. 43, Issue. 8, Oct 2016, pp. 777-797, DOI: [10.1109/TSE.2016.2622264](https://doi.org/10.1109/TSE.2016.2622264)

Conference or workshop articles

Required Fields	Format
Author name(s)	
Title of the article	In double quotes
Conference or workshop name	Italics
Location of the conference	
Month and year of the conference	
Page numbers of the article in proceedings	

Example:

12. A. Dwarakanath, N.C. Srikanth, K. Abhinav and A. Kass, “Trustworthiness in Enterprise Crowdsourcing: A Taxonomy and Evidence from Data”, *Proceedings of the IEEE International Conference on Software Engineering (ICSE 2016)*, Austin, TX, USA, May 14-22, 2016, pp. 41-50, DOI: [10.1145/2889160.2889225](https://doi.org/10.1145/2889160.2889225)

Technical reports and thesis

Required Fields	Format
Author name(s)	
Title of the article	In double quotes
Technical report or thesis reference index	Example: TR-05-92
Department affiliation including address	
Year of publication	

Example:

1. A.D. Householder et al., “The CERT Guide to Coordinated Vulnerability Disclosure”, Technical Report CMU/SEI-2017-SR-022, Software Engineering Institute, Carnegie Mellon University, Pittsburgh, PA, USA, 2017.

Web/URL references

Required Fields	Format
Title of the article/book/reference	
URL	
Last accessed date	

Example:

14. MySQL 8.0 Reference Manual, <https://dev.mysql.com/doc/refman/8.0/en/>, last accessed on Aug 16, 2017.