

## Capstone Project Manuscript Mechanics

Please refer to the following document formatting standards:

- a. **Paper**
  - i. Size : 8.5 x 11
  - ii. Orientation : Portrait (except for special diagrams)
  - iii. Substance : 20 (for copy/ies to be bounded)
- b. **Spacing** : 1.5 inches
- c. **Indentation** : 1 tab or 0.5 inch
- d. **Margins**
  - i. Top : 1 inch
  - ii. Left : 1.5 inches
  - iii. Bottom : 1 inch
  - iv. Right : 1 inch
  - v. Gutter : 0
  - vi. Header : 0.5
  - vii. Footer : 0.5
- e. **Font**
  - i. Sizes
    - a. Heading 1 : 14
    - b. Heading 2 : 12
    - c. Heading 3 and Content : 11
  - ii. Type : Times New Roman
  - iii. Color : Black (Automatic)
- f. **Pagination**
  - i. Top Right (no extra characters)
  - ii. No page shown on first page of every chapter
- g. **Page Breaks**

Do page break only when starting a new chapter
- h. **Layout for Tables**

Table <name[1..n]>

TABLE TITLE


- i. **Layout for Figures**

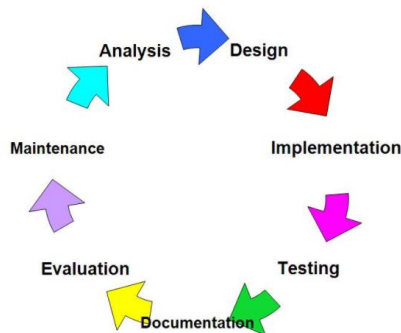


Figure <number[1..n]: **Figure Title <bold, underlined>**