

MTH 481 Senior Project Formatting Guidelines
Program of Mathematics
Alabama A&M University

File Format

Final reports for a student's senior project must be submitted in a single Portable Document Format (PDF) file to the instructor of MTH 481 and the student's research mentor. Signatures from the instructor and the student's research mentor(s) must be collected. After obtaining the signatures, students should submit a sign copy to the program secretary.

Margins

The margins for each page of the report must meet the following values (excluding page numbers):

Left: 1 ½ inch
Right: 1 inch
Top: 1 inch
Bottom: 1 inch

Certain pages may have additional margin requirements. The first page of each section/element of the report should be 2 inches for the top margin.

Font

Text should be a 12-point serif font (such as Times New Roman).

Page Numbers

Pages must be numbered appropriately. Each page should have a number centered in the footer. All pages prior to the Body of the Report should be labeled using i, ii, iii, iv, etc, with the exception of the Title Page. The first page of the body of the report will be labeled with the page number 1.

Elements of the Report

Final reports may include the following pages. Required pages are marked below.

Title Page/Signature Page *(Required)*

Dedication Page

Acknowledgements

Abstract *(Required)*

Table of Contents *(Required)*

List of Figures

List of Tables

Body of the Report *(Required)*

Bibliography *(Required)*

Appendix

Title Page/Signature Page *(Required)*

The title page should clearly display the title of your research, your full name, the name of your institution, the department or program name, and the month and year of submission. The top margin must be 2 inches. There must be a minimum of two signature lines, one for the instructor

of MTH 481 and one for the student's research mentor. This page must include the phrase "Submitted to the faculty in the Program of Mathematics at Alabama A&M University in partial fulfillment of the requirements for the Bachelor of Science in Mathematics".

Dedication Page

This optional page provides space for a brief dedication to a person or group who inspired or supported you during your academic journey. Use a respectful and formal tone. The text is usually centered, and it should not exceed one page.

Acknowledgements

The acknowledgements section is an opportunity to thank individuals or organizations that supported your project. This might include advisors, faculty, mentors, peers, friends, or family. Write in first person and keep the tone sincere and professional.

Abstract *(Required)*

The abstract is a concise summary of your entire capstone project, typically between 150–300 words. It should briefly state the problem, your research objectives or questions, methods, key findings, and conclusions. This section helps readers quickly understand the purpose and outcomes of your work. It should be written in a clear, academic tone.

Table of Contents *(Required)*

The table of contents lists all major sections and subsections of your report along with their page numbers. Use consistent heading styles and formatting throughout your document so the table can be generated accurately, often using automatic tools in word processors.

List of Figures/List of Tables

If your report includes figures (charts, graphs, images, etc.), this page lists them in the order they appear in the document, with their corresponding page numbers. Each entry should include the figure number and a brief title or caption. Ensure fonts are consistent with report.

Body of the Report *(Required)*

The body of the report is the main section where you present the details of your capstone project. It typically includes multiple chapters or sections, such as the introduction, literature review, methodology, results or findings, discussion, and conclusion. The content and structure may vary depending on your field or project type, but it should be logically organized and clearly written.

Each chapter should begin on a new page and have a heading that matches the formatting used in the Table of Contents. Furthermore, each chapter should start with a 2-inch top margin. Use consistent formatting (font, margins, spacing) throughout, and include in-text citations for any referenced materials. Figures and tables should be numbered and labeled appropriately. The body of the report should thoroughly explain your project's purpose, how you conducted it, what you

discovered, and what those findings mean in a broader context. Clarity, coherence, and scholarly rigor are essential.

Bibliography *(Required)*

The bibliography includes all the sources you referenced in your report. Citations should follow the AMS (American Mathematical Society) format and be consistent throughout. Refer to Chapter 10 of the [AMS Style Guide](#). Entries should be alphabetized by the author's last name and formatted with hanging indents. Double-check all citations for accuracy and completeness.

Appendix

The appendix (or appendices, if more than one) includes supplementary material that supports your capstone project but is too lengthy or detailed for the main body of the report. This may include raw data, extended tables, additional figures, interview transcripts, survey instruments, sample code, or other documentation. Each appendix should be labeled clearly (e.g., Appendix A, Appendix B) and have a descriptive title. Start each appendix on a new page. Appendices should be referenced at appropriate points in the main text, and they should be included in the Table of Contents with their titles and page numbers. Formatting should be consistent with the rest of the report, though content like raw data can retain its native structure for clarity.