Suggested First Draft Paper Submission to Faculty Advisor:
Week of April 15, 2019 (3rd week of the quarter)*
(*Please note: this is a suggested deadline, which gives you time to receive feedback from your advisors and incorporate it into your final submission.)

Final Paper Submission Deadline to CLAS: Thursday, May 16, 2019, 5:00 p.m.
Capstone Presentations: Thursday, June 6, 2019, 9:00 a.m. – 12:00 p.m.
Commencement Date: Sunday, June 16, 2019, 9:30 a.m. – 11:30 a.m.

Final Paper
Please submit your final paper to CLAS Academic & Student Services Administrator, Perla Miranda (perlamg@stanford.edu) in both Word and PDF format. (Please pay special attention to the formatting specifics; this will help us in printing the final product.)

Suggested Paper Length
15 – 20 pages. NOTE: Maximum paper length is of 25 pages including references (i.e. appendices, bibliography).

Page Size
Standard US letter size (8.5" x 11")

Font Type and Size
Times New Roman, 12 point (except smaller fonts for tables, captions, etc.)

Margins
Margins on the binding edge (left edge) must be 1.5 inches; all other margins must be one inch. Pagination, headers, and/or footers may be placed within the margin, but no closer than one-half inch from the edge of the page.

Spacing
One and a half spacing is required in the main body of the paper except where conventional usage calls for single spacing; e.g., footnotes, indented quotations, tables, etc.

Word and Text Divisions
Words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary to determine word division. Avoid short lines that end a paragraph at the top of a page, and any heading or subheading at the bottom of a page that is not followed by text.

Scholarly Reference
When a reference system has been selected, it should be used consistently throughout the paper. The placement of footnotes is at the discretion of the student.
Landscape
For text, illustrations, charts, graphs, etc., printed in landscape form, the orientation should be facing away from the bound edge of the paper.

Photographs, Maps, and Charts
All photographs should be of professional quality. Large maps and charts should be avoided.

Use of Copyrighted Material
If copyrighted material belonging to others is used in your paper, you must give full credit to the author and publisher of the work used and if the quotation exceeds “fair use,” you must obtain permission from the copyright owner. According to the Association of American University Presses, permission is required for quotations that are reproduced as complete units (poems, letters, short stories, essays, journal articles, complete chapters or sections of books, maps, charts, graphs, tables, drawings, or other illustrative materials). In determining whether other excerpts from copyrighted materials exceed “fair use” criterion, the primary considerations are length and substantiality of the portion quoted, the nature of the copyrighted work quoted, the effect of the use on the market for or value of the quoted work, and the purpose and character of your use including whether it is commercial in nature or for nonprofit educational use. If you are in doubt, it is of course safest to obtain permission.

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Order and Content

1. Preliminary Pages
   a. Title Page — The format must be followed exactly (see sample). Use upper case letters. The title of the paper should be a meaningful description of the content. The month and year must be the actual month and year in which you submit your paper to CLAS.
   b. Copyright Notice Page (date is year of conferral) (see sample) — Center on page as follows:
      © Copyright by Jane Stanford 2019
      All Rights Reserved
   c. Abstract (250 words) (see sample).
   d. Preface and/or Acknowledgments.

2. Text
   a. Introduction.
   b. Main body, with the larger divisions and more important sub-divisions indicated by suitable, consistent headings.

3. References
   a. Appendices.
   b. Bibliography or List of References.
MONEY, POWER, AND TRUTH:
ECONOMIC WARFARE IN THE ERA OF GLOBALIZATION (TITLE)

A CAPSTONE PAPER
SUBMITTED TO THE CENTER FOR LATIN AMERICAN STUDIES
OF STANFORD UNIVERSITY
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
MASTER OF ARTS IN LATIN AMERICAN STUDIES

Jane Lathrop Stanford
May 2019
(Date should reflect month and year of submission to CLAS)
MONEY, POWER, AND TRUTH:
ECONOMIC WARFARE IN THE ERA OF GLOBALIZATION
(Upper-Case Letters)

Jane Lathrop Stanford (Name)
Stanford University, 2019 (year of conferral)

Abstract here (250 words): The text must be typed in 1.5 spacing.

Approved for publication:
By: (Your name here)________________
For the Center for Latin American Studies
Preface and/or Acknowledgements.