

MFA (Studio Art) Template Guide

Page numbers, Margins, and Font

1. Page numbers are centered one-half inch from the bottom of the page. They are 12 points and the same font as the text. Note: page numbers from p. ii through the abstract are lowercase roman numerals; after the abstract, begin numbering pages with Arabic page number 1.
2. Margins are to be set at one inch on all four sides. Begin all pages at the top one-inch margin. If you choose to group your images, you may center them and their title/caption on the page.
3. Choose an easy-to-read font such as Times New Roman or Arial. It must be used *exclusively* throughout the thesis. Ornamental fonts are not permitted.

Title page

1. This is the only page with no page number. The following page is always page ii in lowercase roman numerals. Use roman numerals through the abstract.

Copyright page, Dedication page, Epigraph page

1. These pages are optional; they have no main heading; and they must not appear in the table of contents.
2. *Options:* You may begin each of these three pages at the top one-inch margin or center them in the middle of the page. Only the dedication may be italicized.

Acknowledgments and Main Headings

1. Acknowledgments are optional. If included, this is the first page with a main heading, and it is also the first heading listed in the table of contents.
2. The main heading “Acknowledgments”—and all the main headings throughout the document—are *formatted identically* in 14 points, single spaced, boldfaced, and centered at the top one-inch margin. A double space separates a main heading from the following text. There should be no space larger than a double space throughout the entire thesis.
3. *Option:* You may place all of the main headings against the left margin instead of centered at the top margin.

Table of Contents

1. Place the list against the left margin, with runover lines indented.
2. The list is double spaced, except for runover lines, which should be single spaced and indented.
3. To create the leader dots between titles and pages numbers in Word, go to the Home tab and click the small expansion arrow in the bottom right corner of the Paragraph group. In the lower left corner of the Paragraph dialogue box, click on “Tabs.” In the Tabs dialogue box, set *Tab stop position* at 6.5; set *Alignment* at Right; set *Leader* on 2; click *Set* and then *OK*. In your table of contents, place the cursor after the chapter or section title and click your keyboard’s Tab button to see the leaders appear, and type in the page number at the end of the leaders.

List of Images

1. Double space between each artwork title, but single space and indent all runover lines.

Abstract

1. The abstract, or summary of your thesis, is limited to 350 words.
2. This is the final page numbered with lowercase roman numerals.

Essay

1. The essay begins with Arabic page number 1 and continues sequentially to the end.
2. The essay title is boldfaced and 14 points like all other main headings
3. The narrative text throughout the essay is 12 points.
4. Refer to an artwork by the word “image” and its number, e.g.: “My less figurative work (images 3 and 4) . . .”
5. If you have a direct quotation in your essay text, follow the quotation with parentheses that enclose the book or journal title, date, and page number. If you have a bibliography, the author’s name and page number will suffice.

Artworks Woven into the Essay Text

1. Artwork captions are all formatted identically: they always go below the image; are single spaced in the same 12-point font as the essay narrative and contain no boldfacing.
2. Separate an image and its caption from the text above and below by only a double space. *Wrapping of images is not permitted.*
3. Sources for images of artworks other than your own appear at the end of the caption, after the period. See pp. 18-19 in the online *Thesis & Dissertation Handbook* on when you should request permission to use another artist’s work. Be very careful about this.
4. Images must fit within the all-around one-inch margins.
5. Images of artwork must have captions that follow the same order: Title [in italics], date, medium, and size. If you include work by another artist, the only difference in the format is the inclusion of that artist’s name.

Artworks Gathered into a Gallery (group) after the Essay

1. If you prefer to group your exhibition images, then, ideally, the gallery should contain only your exhibition works, unless you feel a comparison image of a work by someone else is important.
2. You may have either one image per page in the gallery or more than one if they can comfortably fit within the one-inch margin.

Bibliography

1. This is the alphabetical list of books and articles that you consulted or from which you quoted while preparing your exhibition and essay.

Vita

1. The final page in your document.
2. Do not provide your exact birth date or mention your graduation date.
3. A sentence or two might mention your artistic interests and where you hope to go with them in the future.