

Specifications for submitting MA: Visual and Critical Studies Project Proposal and Final Thesis Statements to the KCAD sub-community of the Ferris Institutional Repository (FIR) public database archive

Format all research papers and thesis statements using the *Chicago Manual of Style (CMS)*, 16th Edition guidelines. Quick link to CMS here: http://www.chicagomanualofstyle.org/tools_citationguide.html. When logged into the wireless network on campus, students have full paid access to the CMS website for free. There is also copy in the KCAD Library on reserve. When finished, please burn files on CD or copy to Flash/Thumb drive and print hardcopy of paper (back to back). Place both in Elizabeth Hubler's mailbox on 7th floor Student Services during office hours.

Project Proposal and Final Thesis Papers: Include student name, paper title and date. Please do not include any personal contact information. Times New Roman font, 11 or 12pt type size, double spaced, with 1" margins in Word document and use .doc or .docx file format. If you are including page numbers in your paper, please put them at the bottom of the page in the Footer area. Approximately 10-40K word count for final thesis.

Title Page: Student Name, *Title*, Thesis Project Proposal or Final Thesis, and Date.

Acknowledgments: Include on separate page, typically one or two paragraphs.

Table of Contents: Include on separate page, with corresponding page numbers for each Chapter and sub-title if needed.

Abstract: Include on separate page, typically one or two paragraphs with key ideas emphasized.

Body Text: Please use Times New Roman font, 10-12 point type size, double spaced, with 1" margins in .docx file format. If you are including page numbers, please place at the bottom of the page in the footer area. Basic structure below.

Introduction

Overview

Statement of the Problem

Purpose and Objectives

Literature Review

Methodology

Chapters

Conclusion

Figures: Place images, photography, graphs, charts, artworks, etc. to flow with the Body Text and caption each Figure using CMS format (ex. Figure 1. Author Name, *Title*, Date. Dimensions, Medium, and Repository Location). See CMS link above for examples of other media formats. Reference the corresponding Figure number in the Body Text of your paper inside parentheses.

For example: This is my example sentence in the body text and the artwork title (Figure 1).

OR Figures (create separate section): Place all Figures in order and label starting with "Figure 1." etc. Below each Figure, caption each image using CMS format above.

Images (Figures): File formats accepted .jpeg, .tiff, .tif, .png. Save at approximately 300 ppi resolution and 8.0" at longest edge in RGB color mode. Burn separately on disk. *If submitting .tif files, please do not save file with "LZW compression" activated.* Email for other image formats if needed.

Footnotes: Are for quoting source materials and are typically at the end of a sentence in the body text. Number consecutively, beginning with superscript number "1".

For example: "This," wrote George Templeton Strong, "is what our tailors can do."¹

Footer area (placed at the bottom page margin): Place the footnote number ("1") that corresponds with the abbreviated citation entry, the Author's last name, and page number that refers to the full citation entry in the Bibliography or Reference list.

For example: ¹ Strong, 127.

Bibliography or Reference List (Works Cited): Contains the full source information for each referenced Author entry in the Endnote List. See the CMS link above for examples of different types of publishing processes (one author, two authors, books, journals, internet, video, etc.). Please use single spaced, hanging indent format for each citation entry and alphabetical order to author's last name. When citing an Internet source, use a valid Internet resource protocol such as: http://, https://, file://, ftp://, etc. and include an Access Date. *Please use source URLs for web based citations only when no printed materials are available.* When citing articles from databases, it's sufficient to use the URL for the database home page (ex. <https://www.jstor.org>), rather than the URL for the individual article, which may be exceedingly long. Please only list URLs from public websites, not paid subscription sites or content behind a paywall.

Please be aware that to comply with US Rehabilitation Act, Section 508, students' desired formatting may be altered slightly to provide accessibility with Assistive Technology devices (screen readers, voice recognition software, etc.) for persons with disabilities wishing to access the content posted on the FIR public database.



Directions for viewing the FIR, KCAD sub-community archive database of graduate student research papers, presentations and thesis statements.

Direct Link to KCAD sub-community: <http://fir.ferris.edu:8080/xmlui/handle/2323/1385>

Link to FIR from KCAD Library: <http://libkcad.ferris.edu/>

Under the heading **Sub-communities within this community** choose one of the following:

Graduate Fine Art & Visual Critical Theory Seminars (see below)

MA in Visual and Critical Studies

Master of Architecture

MFA Studio Concentration - Drawing

MFA Studio Concentration - Painting

MFA Studio Concentration - Photography

MFA Studio Concentration - Printmaking



then click on Thesis Statements

Search by Issue By Date, Author, Subjects and Titles to see the materials posted within that community.

Under **Graduate Fine Art & Visual Critical Theory Seminars** sub-community choose one of the following:

Cultural Criticism

Ethics and Visual Representation

Intro to Visual Studies

New Media Literacy

Representation of the Other

Semiotics, Poststructuralism and Deconstruction

Search by Issue By Date, Author, Subjects and Titles to see the materials posted within that community.

Get your publishing credit URL/link for your CV or Resume:

Students will be notified via MyFSU email when their paper/presentation or thesis work is published on the database with URL included in email. You can also copy the URL and paste into your CV/Resume for a publishing credit.

Questions?

Contact: Liz Hubler-Torrey

Digital Archivist for Graduate Programs

Email: LizHubler at ferris dot edu

Phone: 616-451-2787 ext. 1111