Specifications for submitting MFA graduate student materials and 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. As a benefit to students, 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.

Please burn files on CD, or copy to flash drive and turn in to Professor with printed hardcopy. In Word, before typing paper, please make separate blank sections that will contain the Body Text, Figures, Endnotes, and Bibliography. You can add pages to each section as you type. Word forces Endnotes to the very end of the document. Designating sections beforehand will allow you to have each section in the proper order. Please use Times New Roman font, with 12 point type size, double spaced, with 1" margins in .docx file format. Please use the Footer option in Word to insert page numbers.

Title Page (optional): Include name, title, course name, and date. Please do not include any personal contact information.
Abstract Page (optional): Include on separate page, typically one to two paragraphs.
Body Text: Main body text of paper, approximately 10 pages with an Introduction and sub-titles if necessary.

Figures (Images): Please place photography, graphs, charts, artworks, etc. on separate page(s), left justified and labeled starting with "Figure 1." etc. Below each Figure, caption each image using CMS format (ex. Artists Name, *Title*, Date. Dimensions, Medium, and Repository Location). 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 titled (Figure 1).

Endnotes (in-text notes): Please use Endnote function in Word. Endnotes are for quoting source material in the Body Text (and short explanations to your audience if needed). Number consecutively, beginning with superscript number "1" and insert at the end of the quoted sentence. Please do not use Roman numerals.
    For example: "This," wrote George Templeton Strong, "is what our tailors can do."[1]

Endnote List: Placed on a separate (section) page, it is a list of the superscript numbers and the abbreviated citation entry. The Author's last name, Title of Publication and page number refers to the full citation entry in the Bibliography. Use "Ibid." if the proceeding entry has the same Author and Title.
    For example: [1] Strong, *Title Here*, 127.
              [2] Derrida, *Another Title Here*, 49.
              [3] Ibid., 54.

Bibliography (or Works Cited): Contains the full source information for each referenced Author entry in the Endnote List section. See the CMS link above for formatting examples of different types of publishing processes (one author, two authors, books, journals, web etc.). Please use single spaced, hanging indent format for each citation entry and alphabetical order to author's last name. When citing and linking to 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. Please only list URLs from public websites, not paid subscription sites or content behind a paywall.

PowerPoint Presentation (seminars only): Include on disk in .ppt or .pptx format. If you are displaying video content during your presentation, please provide link to source video stream (YouTube, etc.).
    Images: Cite artworks, photography, charts, etc. using CMS format (ex. Artists Name, *Title*, Date. Medium, Dimensions. Repository Location.) and include list on last slide of presentation with links to image sources and video.

MFA Final Thesis Statement - All final Master's Thesis Statements and Images must be submitted to the Chair of the Program or designee prior to graduation. Same specifications as above. Portfolio website URL and email address are optional on Title page or at beginning of paper.

Thesis Artwork Image List: On separate page please include an Image List of artworks. List Number, *Title*, Date. Medium, and Dimensions. Corresponding with image file name and/or number (see below).

    Image file formats accepted: .jpeg, .tiff, .tif, .png. Save at approximately 300 ppi resolution and 10" at longest dimension with RGB color mode. Image file name suggested format: LastName_01.jpg or Title_01.jpg etc. to correspond to Image List. *If submitting .tif files, please do not save file with "LZW compression" activated.*

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.

KCAD Kendall College of Art and Design
of Ferris State University

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 site: 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   then click on Thesis Statements
MFA Studio Concentration - Photography
MFA Studio Concentration - Printmaking

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