

Specifications for submitting MArch Thesis Guide Books to the KCAD sub-community of the Ferris Institutional Repository (FIR) public database archive

Format all MArch Thesis Guide Books 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 a copy in the KCAD Library on reserve.

This is written to reflect Adobe “Best Practices” guidelines. When finished, use the “Package” function in InDesign to collect the fonts, photos, images, artwork, drawings, etc. used in your Body Text and Cover file(s) then burn to DVD or copy to Flash drive. Include a printed hardcopy with your disk/drive and place both in Elizabeth Hubler’s mailbox on 7th floor in Student Services during regular office hours. Please email to make arrangements if you would like the drive returned. Before submitting, double check and correct hardcopy for missing images, page numbers and non-printing fonts.

Page Size: 8" x 10" or 10" x 8" (see <http://www.blurb.com/bookmaking-tools>). Generate a template using the Blurb Book Creator Plug-In for Adobe InDesign CS/CC. At blurb.com create a new account. Download the InDesign Plug-In (.zip file). Install according to directions. Once installed, launch InDesign. Choose File>Blurb Book Creator>Then follow the prompts to start a new Body Text (pages.indd) template to use for your book.

Page Count: Recommended maximum 240 pages.

Back and Front Cover: Start new blurb cover template after Body Text is finalized with same Book Creator Plug-In. Spine width will be based on total page count for Body Text.

Body Text: Body Text is typically 10pt to 12pt size. Keep Figure caption type size no smaller than 8pt. Please use the Styles Palette to create Paragraph Styles for Headlines, Subheads, Body Text, Footnotes, Figure Captions, etc.

Fonts: Please use properly licensed font(s) to design your Guide Books. Typically 3-5 font families should be needed. Open Type Face (.otf) fonts are highly recommended because if your computer/laptop has Bootcamp that type of font will work in both operating systems. (Examples of Sans Serif (.otf) font styles are Gill Sans, Myriad Pro, and Verdana). Please do not use Open Source fonts, Google fonts, web fonts, or other “Open Type Face styled” fonts. Please do not re-name, or combine the same named font from different foundries.

Footnotes: Use the Footnote function in InDesign for quoting sources referenced. Notes are typically inserted 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 at bottom of page to place Footnotes. List by Footnote number (“1”) and the abbreviated citation entry consisting of the Author’s last name, *Title* and page number that corresponds to the full citation entry in the Works Cited (or Bibliography) section.

For example: ¹ Strong, *Title Here*, 127.

² Derrida, *Some Title Here*, 49.

³ *Ibid.*, 54.

Figures: Use the “Place” option in InDesign to include photography, graphs, charts, artworks, etc. where desired in layout. Caption or label starting with “Figure 1.” etc. below or next to each Figure to correspond to List of Figures. Please do not copy and paste images, photos, graphs, charts or drawings, etc. between programs.

Graphics, Images, Photos, 3D drawings, etc. Save 3D files optimized for 2D software (see below). Please scale down all images in original program to approx. 10.25" (or 20.25" max. if image spans facing pages/crosses gutter) at longest edge to place in InDesign layout or another drawing program for further development. *You may have to keep two sets of files; one set of large graphics, etc. for your Thesis Exhibition and a reduced-scale set for this Guide Book.*

AutoCAD: With a .dwg or .dxf file, save as drawing file. Before saving, turn off layers that you don’t need visible. Save all CAD files as Illustrator (.ai) file type to Place in Illustrator or InDesign.

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Revit: Scale to fit InDesign page size needed (before colorizing/or editing in Illustrator). Crop Resize Size option> Choose Change Model Crop Size>Current Window. Print to PDF file. Set to Press Quality option. Combine Multiple View/Sheets to Single File. Choose appropriate output file size slightly larger than drawing to make sure all elements are included. Save PDF. Then Place and Embed using Layers Palette in Illustrator or Place in InDesign.

SketchUp: With drawing open choose File > Export > Choose 2D Graphic. Choose file type: .ai. Profile lines: Turn off > Choose None. Turn extension lines to Off also. Click OK and save. Place in Illustrator and Embed using the Layers Palette or Place in InDesign.

Rhino: With drawing open, make polygon box to InDesign page size (or spread size) to the side of the drawing for Export. Scale and move or copy desired Rhino drawing into polygon box. Save file. Select polygon box and drawing to highlight both. Choose File> Export>Selected. Save file as Illustrator .ai file type. At AI Export Options dialog box, make sure Preserve Model is selected. Save where desired on hard drive. Place in InDesign layout. Or open exported drawing in Illustrator and adjust Artboard size if needed. Move drawing to Artboard for further development in Illustrator.

Illustrator: When placing images (photos, drawings) in Illustrator, please Embed each image using the Layers Palette. Scale to fit InDesign page size. Save as .ai file type. If not embedding images used in your Illustrator file, please “Package” each separate Illustrator file to include font(s) and images and burn to DVD.

Photoshop: Scale down to 11.25" (or 20.25" if image spans facing pages/crosses gutter) at longest edge at 300 ppi resolution. Please flatten all images before placing in InDesign. Use clipping paths for images with no background. *If submitting .tif files, please do not save file with “LZW compression” activated.* File types accepted; .tiff, .tif, .jpg and .png.

List of Figures: This list contains the full, original source information for each Figure (image, graph, chart, etc.) from outside source used in Guide Book. List each Figure reference and corresponding number using CMS format (ex. Agency/ Designer Name, *Title*, Date and Location). See the CMS link for formatting examples. 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 publication sources are available.*

Works Cited (or Bibliography): Contains the full source information for each citation referenced by Author last name in the Body Text listed in alphabetical order. See the CMS link for formatting examples of different types of publishing processes (one author, two authors, books, journals, web etc.). 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.*

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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

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

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Ethics and Visual Representation

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New Media Literacy

Representation of the Other

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