Specifications for submitting MAE Thesis Statement and Images to the KCAD sub-community of the Ferris Institutional Repository (FIR) public database archive

Format all MAE Thesis statements using the *Publication Manual of the American Physiological Association* (APA), 6th edition, 2nd printing (2010) style guidelines. Quick link to APA at Purdue Online Writing Lab here: https://owl.english.purdue.edu/owl/resource/560/01/. All final MAE Thesis Statements must be submitted to the Chair of the Program or designee prior to graduation. *Please burn files on CD/DVD and turn in to your Professor with printed hardcopy.*

Title Page: Using MSWord, include Name, Title of Thesis, Program and Date. Please do not include any personal contact information on Title Page. Please use Times New Roman font (or a different Serif font) and avoid Sans Serif fonts (Arial, Helvetica, etc.) unless needed for Appendices.

Abstract: Include on separate page, typically one to two paragraphs with desired keywords listed below.

Main Body-Text: Text should be 11-12 point type size, double spaced, with 1" margins and save to .docx file format. Use the "five Heading" system for Sub-Headers if desired. If you are including page numbers, please use the automatic page number option that will place the page numbers in the left and right page footer areas. Please use black text and the default blue for hyperlinks. Please avoid the use of other colors for emphasis. Use italics instead of underlining text.

In-Text Citations: Please use the Insert Citation function in Word set to APA style (see Reference tab). Citations are for quoting source materials. When paraphrasing, do not use quotation marks. Place citation at the end of the sentence with Author Last Name, Date of publication, (page number optional edit) in parenthesizes.

> **For example:** "This, is what our tailors can do with cloth" (Strong, 1989). There should be no quotation marks here.

Include page number and quotation marks when quoting directly.

> **For example:** "This, is what our tailors can do with cloth" (Strong, 1989, p. 18).

You could also reference the Author's Last name in the sentence and place the Date of publication in parenthesizes.

> **For example:** "This," according to Strong, "is what our tailors can do" (1989).

Figures (includes photos, artwork, illustrations, charts, graphs, maps, tables, etc.): Please place figures on separate page and label consecutively starting with "Figure 1", etc. Reference the corresponding Figure number in the Body-Text of your paper.

> **For example:** My main body-text sentence that describes an image can be found in Figure 1.

Please cite all images and place citation on the List of Figures found directly after the Table of Contents and place Caption below each image using APA format.

> **For example:** *Figure 1*. Andy Warhol, *Title*, Date. Dimensions, Medium, and Repository Location. This image demonstrates the social commentary Mr. Warhol was making about the Industrial Revolution.

Image file formats accepted: .jpeg, .tiff, .tif, .png. High-resolution images are recommended at 300 ppi and 10" at longest dimension in RGB color mode. *If submitting .tif files, please do not save file with "LZW compression" activated (in Photoshop).* If you are participating in a professional level thesis exhibition, our KCAD photographer could provide this service if provided ample notice. You could document all your thesis exhibition photos in a separate Appendix with one or two photos per page and caption info (ex. *Title*, Date. Dimensions and Medium) below each image.

continued

Tables: Please caption each Table as you would a Figure citing data and/or the source (if necessary), and Title the Table to include a general description of the information conveyed. Please include appropriate Headings for all rows and columns. If building a Table in Word, use the Insert Table function to place where if desired. If inserting an existing Excel table file, please use the Insert Excel function in Word to place the original Excel file (.xlsx) in your paper. Please include the original Excel file on CD to be turned in with your paper.

Reference List: Contains the full source information for each abbreviated In-Text citation referenced in Main Body-Text. See the Quick Link for formatting examples of different types of publishing processes (one author, two authors, books, journals, web, etc.). Please use hanging-indent format for each Reference entry in alphabetical order to Author's Last Name first. 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 only list URLs from public websites, not paid subscription sites or content behind a paywall. *The URL information should not be listed when a full reference is available.*

Appendices: Place Course Lesson Plans, Rubrics, Thesis Exhibition photos (optional), etc. in this section. Please start a new Appendix page and Headline each respectively. When including lesson plans, please use automatic formatting options available in Word for bulleted lists, numbered lists and outline lists.

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.

FIR *A Digital Storage Space*

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
Master of Art Education
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 statement 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

draft_03: 06-28-2018