

## MFA in Visual Studies Thesis Guidelines

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INTRODUCTION

FORMAT

THESIS REVIEW and SUBMISSION

## INTRODUCTION

MFA in Visual Studies (from the Art & Design Graduate Handbook)

*The written thesis will serve to document the work within the thesis exhibition and to provide a narrative description of the work's development and theoretical framework, including influences, and its significance within the discipline(s). This document should include substantial visual documentation appropriate to the media.*

The following guidelines conform to a standard, printed exhibition catalog format – which is consistent with the discipline of Visual Studies.

To produce an exhibition catalog documenting the thesis research, utilizing outside self-publishing services is necessary. No single company or service is required, but the following guidelines are required, so investigate services carefully to make sure they can deliver the requirements of the format! Ask the Graduate Coordinator for recommendations, if you are unsure.

*Relationship of image to text within the publication layout should be complementary. Layout should be professional; final format must be approved by the Thesis committee.*

## FORMAT

### Printing Requirements

Hard cover is required

Title on cover (title can be artist/design's name)

Image on cover (optional)

Size of book should be complementary to the content (size/shape/number of pages – *to be pre-approved by committee, minimum 8"x10" in either horizontal or vertical format*)

For books to be larger than 16"x20", pre-approval is required by the committee, Graduate Coordinator and the Dean of the Library.

Minimum pages = 32 pages, 16 leaves

### Order

1. End papers (design must be considered)

2. Title Page (Title and Artist/Designer Name)

Location of exhibition

Date of Exhibition

3. Acknowledgements (back of title page)

Could be used for dedications, special thanks but *MUST include the following text:*

The artist assumes responsibility for obtaining and maintaining the necessary rights and releases to legally publish this work.

Missouri State University

Art & Design Department

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Springfield, Missouri 65897

[artanddesign@missouristate.edu](mailto:artanddesign@missouristate.edu)

art.missouristate.edu

Publication credits

Design: Name

Photographs: Name

© 2016, Artist/Designer Full Name

*The artist assumes responsibility for obtaining and maintaining the necessary rights and releases to legally publish this work, including the informed consent of any subjects identifiable in the photographic work.*

4. Approval page

*MUST include the following text:*

An MFA Thesis Submitted to the Graduate College of Missouri State University in partial Fulfillment of the Requirements For the Master of Fine Arts, Visual Studies

(Insert graduation date, e.g., May 2017)

**Abstract:** The formatting of this abstract should be one paragraph without indenting and single spaced. The length of the abstract is limited to this space so that everything fits on this one page. There must be at least two single-spaced blank lines between the abstract and the line with keywords.

**KEYWORDS:** List at least five keywords or phrases here: use lowercase and separate with commas; note that if two lines are used, the second line is not indented.

Approved:

\_\_\_\_\_ (lines for signatures must be included)  
(type committee Chairperson's name here) \*example would be: faculty member's  
full name, degree (MFA): chairperson

\_\_\_\_\_  
(type committee member's name here) \*faculty member's full name, degree

\_\_\_\_\_  
(type committee member's name here) \*faculty member's full name, degree

\_\_\_\_\_  
(type committee member's name here) \*faculty member's full name, degree

\_\_\_\_\_  
Julie Masterson, PhD: Dean, Graduate College

*In the interest of academic freedom and the principle of free speech, approval of this thesis indicates the format is acceptable and meets the academic criteria for the discipline as determined by the faculty that constitute the thesis committee. The content and views expressed in this thesis are those of the student-scholar and are not endorsed by Missouri State University, its Graduate College, or its employees.*

5. Table of contents (optional – use if appropriate to the scale/length of written work)
6. Thesis Text with Images inserted as appropriate to the content of the text
7. Reference list, citations and/or appendix (appendix is optional – use if appropriate to the scale/length of written work)
8. Image list
9. End papers (design must be considered)

## Style Format

Image captions are required for all images.

Image list should conform to the *Chicago manual of Style*  
*Title of work (italicized), date, medium, measurements.*

Page numbers are required on all pages after title page or table of contents *if included*, and must be uniformly placed.

Citations' style must conform to the Chicago Manual of Style. This applies to in-text citations and reference list as well.

If you have any questions about style, ask your MFA Thesis Chair for decisions on appropriateness.

## FINAL THESIS REVIEW and SUBMISSION SEQUENCE

1. Application for Graduation

Each student must apply to graduate in the first week of the semester he/she plans to graduate. Applications for graduation are to be submitted online at <http://graduate.missouristate.edu> .

2. March 1 (Deadline for the final written thesis text document to Committee)

Also, it is highly recommended that you submit your thesis to SafeAssignment. This service is free to you, and will help you check that you have referenced appropriately and avoid plagiarism. For instructions on uploading your thesis to SafeAssignment, see the appropriate supplement to the Thesis Guide on the Graduate College website (<http://graduate.missouristate.edu> ).

3. Final approval of the thesis text by MFA Thesis Committee

4. Format the Thesis electronically in preparation for binding/printing. Add images considering the layout of the book. Consult Thesis Committee about format and style.

5. Save the PDF and name it. The Thesis Committee will review it for appropriateness of format and style and to check for format conformation

6. Submit final, print-ready PDF AND a preliminary hard copy printout version to Graduate College for review of format

DEADLINE DETERMINED EACH YEAR, consult Graduate Director: Graduating MFA students MUST send Graduate College (Phillip Raleigh: [PhillipRaleigh@MissouriState.edu](mailto:PhillipRaleigh@MissouriState.edu), the Graduate College Administrative Specialist II) the finalized PDF version of your Thesis Book by this date. Deliver the printout/ hard copy (this can be done on 8 ½" x11" printer paper but be sure to indicate the final size of the printed book as well as if this printed version includes images with a bleed or not) to the Graduate College Office in Carrington Hall, room 308. When printing, make sure to include printouts of the front and back cover. Note: Students are responsible for responding to feedback from Grad College reviewers and potentially resubmitting for approval.

7. After FINAL approval by Graduate College and MFA thesis committee on format, style and substance, make four bound copies for University. Three will be turned into the Graduate College, one will stay with the Graduate Coordinator of the MFA Program.

8. Submit (June 12 is the last possible date to submit these to be considered for Spring graduation cycle.) 4 signed, bound copies to Graduate College (1 will eventually go to MSU's library and 3 will go to our department.) and upload archival PDF file of your thesis. For instructions on how to do this, see the appropriate supplement to the Thesis Guide on the Graduate College website (<http://graduate.missouristate.edu> ).