

TEMPLATE FRONT COVER

Hard cover (required for ALL university copies)

Title is required (can be artist name)

Image on cover (optional)

Size of book should be complementary to the content (size/shape/number of pages – decided by committee – but minimally 8"x10" which could be vertical or horizontal); any book larger than 16"x20" requires special approval—see MFA in Visual Studies Thesis Guidelines.

Minimum = #32 pages / 16 leaves

TITLE

(can be artist name)

TEMPLATE INSIDE FRONT COVER
BLANK or use IMAGE as end papers

TEMPLATE FIRST PAGE

Title page (Title and Artist Name – *may be the same*)

Location of thesis exhibition

Date of thesis exhibition

Images are optional

TITLE & artist name

LOCATION OF SHOW (example: Springfield Art Museum, Springfield,
Missouri)

DATE OF EXHIBITION

This page is considered the beginning pagination in Roman Numerals, however, don't begin until the next page with "II"

TEMPLATE SECOND PAGE (back of TITLE page)
Acknowledgements page 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
901 South National Avenue
Springfield, Missouri 65897
417-837-2330
artanddesign@missouristate.edu
art.missouristate.edu

Publication credits

Design: <Insert Name>

Photographs: <Insert Name>

© 2016, <Insert Artist's 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.

List Roman numeral pagination "II" and so forth from here...

TEMPLATE THIRD PAGE

Thesis Approval Page MUST include the following text

Thesis Title

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 2018>

Abstract:

Keywords:

Approved:

_____ (lines for signatures must be included)
<type committee Chairperson's name here followed by degree >

<type committee member's name here followed by degree>

<type committee member's name here followed by degree >

<type committee member's name here followed by 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.

Roman Numeral "III"

TEMPLATE FOURTH PAGE (back of APPROVAL page)

Should remain blank

TEMPLATE Additional inside pages:

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.

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

Table of contents (optional – use if appropriate to the scale/length of written work)

Page numbers (required on all pages after title page or table of contents *if included*, uniformly placed)

Thesis text

Images (may be inserted within text as appropriate)

Image captions (required for all images)

Image list: title of work (italicized) :required. Inclusion of date, medium, measurements is optional

*If images span several pages, make note of this as a series

Citations and references style must conform to the *Chicago Manual of Style*.

Page 1 (start pagination using the Arabic numbered page designated. Example, this page would be “1”.)

TEMPLATE Additional inside pages:

Page 2 . . . Page 3 . . . etc . . .

TEMPLATE INSIDE BACK COVER
BLANK or use IMAGE as end papers

TEMPLATE BACK COVER
BLANK or use IMAGE
