

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”x 8”); 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

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 (ABSTRACT PAGE)

THESIS TITLE (DOUBLED SPACED, ALL UPPER CASE, BOLD, LEFT JUSTIFIED)

Art and Design Department

Missouri State University, (Insert month year, e.g., December 2013)

Master of Fine Arts

(Insert your name, e.g., John Doe)

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.

Last line of abstract

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)

This abstract is approved as to form and content

(Chairperson's Signature will go here)

(Insert Chairperson's Name Typed)
Chairperson, Advisory Committee
Missouri State University

Roman Numeral "III"

TEMPLATE FOURTH PAGE (back of ABSTRACT page)

TITLE OF THESIS (DOUBLE SPACED, ALL UPPER CASE, BOLD, AND CENTERED)

By

(Insert name, e.g., Roberta Rodrigues)

A Masters Thesis
Submitted to the Graduate College
Of Missouri State University
In Partial Fulfillment of the Requirements
For the Degree of Master of Fine Arts in Visual Studies

(Insert graduation date, e.g., December 2013)

Roman Numeral "IV"

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*.

Reference Page must follow formatting of the Graduate College. See “MFA Thesis Guidelines” Document for more information.

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...to follow from here.

TEMPLATE INSIDE BACK COVER
BLANK or use IMAGE as end papers

TEMPLATE BACK COVER
BLANK or use IMAGE
