

Formatting Guidelines

Master's Theses Corcoran School of the Arts and Design Visual Arts Programs

New Media Photojournalism
Exhibition Design
Decorative Arts & Design History
Interior Architecture

Fine Arts
Art and the Book
Interior Design

Front Matter:

The front matter of Master's theses for these programs will conform to the standard University Formatting Guidelines.

Master of Arts:

1. Degree to listed on the title page for *New Media Photojournalism* and *Exhibition Design*
2. Select your area of study (Exhibition Design or New Media Photojournalism) on the ETD Details page in the ETD Administrator

Thesis Advisors:

1. Please list only **one** - your primary advisor - on the title page. You may list secondary advisors on the ETD Details page

Professor's administrative and professorial titles:

Susan Sterner: New Media Photojournalism
Program Head for New Media Photojournalism
Associate Professor of New Media Photojournalism

Barbara Brennan: Exhibition Design

Visiting Assistant Professor of Exhibition Design

Body of Document:

Page numbering: centered at the bottom of the page

Front pages: small roman numerals

Body of Document: Arabic numbers

Page margins:

Portrait pages: Left and right margins: 1.25 inches

Top and bottom margins: 1 inch

Landscape pages: Left and right margins: 1 inch

Top and bottom margins: 1.25 inches

Full-page images, drawings, etc.: page margin requirements are suspended for these items, if placed at the end of the document

IMPORTANT: The author should be aware that all full-page images, drawings, etc. will be reduced in size proportionately by machine to fit a standard 8.5 x 11 inch page with 1 inch margins when printed and bound.

Page Size: Page sizes ranging from 8.5 x 11 to 11 x 17 are allowed for images, drawings, etc. **at the end of the document.**

Appendices:

1. **Exhibition brochures** when placed in an Appendix at the end of the document do not need to have page numbers.
2. **Images or Figures** when placed in an Appendix with a short explanation at the beginning do not need to be included in the List of Figures.

Convert Web Pages to PDF: This Adobe Acrobat page provides instructions for converting your Web pages to PDFs using a number of internet browsers and Adobe Acrobat.

Multi Media File Formats:

Images	Video Files	Audio Files
GIF (.gif)	Apple Quick Time (.mov)	AIF (.aif)
JPEG (.jpeg)	Microsoft Audio Video Interleaved (.avi)	CD-DA
TIFF (.tiff)	MPEG (.mpg)	WAV (.wav)
		MIDI (.midi)
		MPEG-2
		SND (.snd)
		CD-ROM/XA