

SAMPLE TITLE PAGE FORMAT

The Unvisited Repository: Intuition in Teaching and Learning

A Thesis

Presented in Partial Fulfillment of the Requirements for
The Degree Master of Arts (MA) Art + Design Education
Professional Development Track

in the
Department of Teaching + Learning in Art + Design Education
of the
Rhode Island School of Design

By

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Rhode Island School of Design
2013

Approved by

Advisor
Department of Teaching + Learning in Art + Design

Reader
Department of Teaching + Learning in Art + Design

Reader
Affiliation

Thesis Readers may or may not be affiliated with RISD and are selected by the candidate because of their general interest in the candidate's work or because of specific expertise related to the candidate's thesis investigation. It is very important for candidates to recognize the Thesis Readers are selected for the contribution they might make to the content development of the candidate's thesis – they are not copy editors! Thesis Readers/Advisers receive a small honorarium/stipend (see attachment) in recognition of the support they provided the candidate. It is essential the candidate confirms the selection of her Thesis Reader no later than the end of fall semester and that a completed *Thesis Honorarium Form* be submitted to Department Administrative Assistant, Barbara Andrade.

Expectations of Thesis Readers

- Is accessible to the candidate through occasional face-to-face meetings, Skype calls, telephone calls, or email to discuss the development of the thesis
- Reviews chapter manuscripts, providing feedback and suggestions that, for instance, might direct the candidate towards specific resource material.
- Provides candidate with prompts intended to encourage candidate to investigate more deeply.
- If professional/personal commitments permit, attend the candidate's thesis presentation at RISD, which is scheduled in Mid-May 2012.
- Provides her/his signature to the final thesis document, indicating agreement that the candidate's thesis research paper or thesis workbook meets a standard equivalent to their undone-year Master of Arts (MA) degree.

If you are interested in a reader external to the department, TLAD will offer introductions on campus or in the community. Once you contact the reader, it would be helpful to share your abstract of your thesis and a resume' in the initial contact.

The following list merges TLAD's MA Thesis requirements and Graduate Studies Division Thesis Non-negotiables + listed requirements. **Requirements are in RED**. Optional items are in black *.

Citation format for web and interviews follows.

Please consult the TLAD Thesis Syllabus for more details about pagination and illustrations.

+1. TITLE PAGE (required) is intended to provide a meaningful description of the content of the graduate degree document. The information retrieval systems consulted by many scholars to locate theses relating to their own work use the key words. Consequently, oblique references and cryptic quotations should be avoided. The title page shows the candidate's legal name and degrees earned. This includes all the Thesis' Committee Signatures.

+2. COPYRIGHT or BLANK PAGE (required)

***3. DEDICATION (optional)** A dedication is optional. If used, the dedication must be brief and centered on the page.

***4. EPIGRAPH (optional)**

An epigraph is a short quotation placed at the beginning of a document or a chapter. Usually clever or profound, but always pertinent to the content of that paper or section, the epigraph serves as a sort of literary introduction. In APA style, an epigraph should be treated as a normal quote that is simply placed at the beginning of a chapter or a paper. Because epigraphs are not granted any special style exceptions by the APA Publication Manual, they should be formatted like any other quotation. Read more: How to Write an Epigraph in APA Format | eHow.com http://www.ehow.com/how_6201420_write-epigraph-apa-format.html#ixzz2NiIvcdUV

+4. TABLE OF CONTENTS (required) The heading appears without punctuation centered two (2) inches from the top of the page. The listing of actual contents begins at the left margin four (4) spaces below the heading. The titles of all parts, sections, or chapters and chapter numbers are listed and must be worded exactly as they appear in the body of the document. The table of contents gives the page on which subdivision begins.

+5. ILLUSTRATIONS: FIGURES & TABLES (required) The heading **LIST OF FIGURES** and **LIST OF TABLES** each appear centered without punctuation two (2) inches from the top of the page; listing begins at the left margin four (4) spaces below the heading. Figures and Tables are to be identified by the same number and captions in their respective lists as they have been assigned in the document itself. List of illustrations (or use of captions with each image) (required)

***6. ACKNOWLEDGEMENTS (optional)** The acknowledgement is a record of the author's indebtedness and includes notice of permission to use previously copyrighted materials that appear extensively throughout the text. Candidates should resist the temptation to be cute or silly in writing acknowledgements. The heading **ACKNOWLEDGEMENTS** appears centered without punctuation two (2) inches from the top of the page; the text begins four (4) spaces below the heading.

*7. **GLOSSARY (optional)** A glossary is a directory, in alphabetical order, of general vocabulary words and / or discipline-specific terms. The definitions for such vocabulary words or discipline-specific terms should enhance your comprehension of a specific body of knowledge. Glossaries deepen our understanding of course language as well as conventions of academic discourse. Glossary definitions and examples will explain concepts, theories, and underlying principles of a discipline. <http://write.ctdlc.org/pages/glossary.php>

+8. **ABSTRACT (required)** The abstract is a brief descriptive paragraph (*maximum 250 words*), which describes the essential purpose, content and scope of the thesis. The abstract is used for index searching on databases, so ensure it contains the relevant key terms and descriptors. The heading **ABSTRACT** appears centered two (2) inches from the top of the page; the text begins four (4) spaces below the heading.

*9. **INTRODUCTION separate from first chapter (optional)**

+10. **BODY OF THE THESIS/CHAPTERS (required)** The style must be appropriate to the subject and discipline; punctuation, spelling, and general format should be accurate and consistent; and the body itself is generally divided into titled chapters or other larger divisions.

1. **Division into Chapters:** Dividing the document into chapters is done to aid the reader in understanding the research problem. In addition to general titles like: **INTRODUCTION** and **CHAPTER I**, the chapters need substantively descriptive titles as well. In establishing this mechanical feature of the document, the author should think of the reader attempting to understand the research problem and solutions presented.

3. **INTRODUCTION:** The introduction of the graduate degree document may precede the first chapter (or other larger division), or it may be the first chapter.

If the introduction precedes the first chapter, the heading **INTRODUCTION** in all capitals is centered without punctuation two (2) inches from the top of the page; and supplementary descriptive title goes on the next line, in either all capitals or capitals and lower case letters, and the text begins four (4) spaces below. In the arrangement, the next large division following the introduction is Chapter I, which may or may not have a title of its own (although a title is preferable for clarity).

If the introduction is the first chapter, the heading **CHAPTER I** in all capitals is centered two (2) inches from the top of the page; the word **INTRODUCTION** goes two spaces below. Generally, in this arrangement the introduction does not have a descriptive title. The text begins four (4) spaces below.

The remaining chapters are numbered consecutively in Roman numerals and capitals letters: **CHAPTER II**, **CHAPTER III**, etc.

*11. **CONCLUSION (Optional)**

THE REFERENCE MATERIAL

+12. ENDNOTES/FOOTNOTES/BIBLIOGRAPHY (required)

BIBLIOGRAPHY, which is required.

+Any document making use of other works either in direct quotation or by reference must contain a bibliography listing these sources. The bibliography may precede the appendix, but it normally follows the appendix.

a) The heading **BIBLIOGRAPHY** is centered without punctuation two (2) inches from the top of the page; the list begins four (4) spaces below.

b) Double spacing is used between each bibliographic entry, with single spacing within each entry.

c. To cite a website using APA style people should include the date of access because web sites are updated often. Add the complete URL of the site. Use n.d. if no publishing date is given. The format is: Author, A(Date if Available) Title of the document/article or page.

d. Personal Communication Interview Because personal communications and interviews, such as emails, telephone or other conversations, letters, and similar interactions/exchanges cannot be documented, they are not included in the bibliography or reference list. Include them in the text with the name of the person and date contacted. See format below: (Styles, A.L., personal interview, January 5, 2005)

IF FOOTNOTES ARE USED

+**Footnotes:** Footnotes are utilized for ease of reference and should allow the reader to find the source with little difficulty. The footnote reference is placed, in superscript, at the end of a sentence, after a period, or at the end of a clause, and after any punctuation marks. The footnote numbers must appear in superscript Arabic numerals and be numbered sequentially throughout the thesis. The footnote itself must appear in its entirety on the page on which it is referenced and must fall within the specified margins. Single-space the footnote with a double-space between footnotes.

IF ENDNOTES ARE USED

+**Endnotes:** Endnotes are utilized when footnotes are lengthy or when there are a multitude of footnotes on a given page or section. They are essentially footnotes that appear at the end of the text or appendix (if included), directly before the Bibliography. Entitled "Notes" or "Endnotes," these begin on a new page and should be referenced in the Table of Contents. Page numbers continue in sequence from the preceding text

***APPENDICES/VISUAL PORTFOLIO (CD or DVD) (optional)** Reference materials, such as tables, charts, illustrative documents, interview transcripts, questionnaires, and other addenda, which are not absolutely necessary to the text, are often grouped in an appendix or in appendices. If used, an appendix generally follows the last chapter of the text. However, the bibliography may precede the appendix.

- a) If the information to be appended dictates more than one appendix, the multiple appendices are numbered Appendix A, Appendix B, etc.
- b) Each appendix with its title must be listed separately in the table of contents as subdivision under the heading
- c) Any illustrations appearing in the appendices are handled in the same manner as those in the text – i.e., they are identified as tables or figures and are numbered consecutively with those in the text, and appear in the list of table and figures in the preliminary pages.

***13. Resume or CV (optional)**

+14. Numbered pages and spell-checked document (required)