

MFA (Studio Art) Template Guide

Page numbers, Margins, and Font

1. Page numbers are centered one-half inch from the bottom of the page. They are 12 points and the same font as the text. Note: page numbers from p. ii through the abstract are lowercase roman numerals; after the abstract, begin numbering pages with Arabic page number 1.
2. Margins are to be set at one inch on all four sides. Begin all pages at the top one-inch margin. If you choose to group your images, you may center them and their title/caption on the page.
3. Choose an easy-to-read font such as Times New Roman or Arial. It must be used *exclusively* throughout the thesis. Ornamental fonts are not permitted.

Title page

1. This is the only page with no page number. The following page is always page ii in lowercase roman numerals. Use roman numerals through the abstract.

Copyright page, Dedication page, Epigraph page

1. These pages are optional; they have no main heading; and they must not appear in the table of contents.
2. *Options:* You may begin each of these three pages at the top one-inch margin or center them in the middle of the page. Only the dedication may be italicized.

Acknowledgments and Main Headings

1. Acknowledgments are optional. If included, this is the first page with a main heading, and it is also the first heading listed in the table of contents.
2. Th and all the main headings throughout the document are

List of Images

1. Double space between each artwork title, but single space and indent all runover lines.

Abstract

1. The abstract, or summary of your thesis, is limited to 350 words.
2. This is the final page numbered with lowercase roman numerals.

Essay

1. The essay begins with Arabic page number 1 and continues sequentially to the end.
2. The essay title is boldfaced and 14 points like all other main headings
3. The narrative text throughout the essay is 12 points.
4. Refer to an artwork by the word `image` and its