

Art MFA

Final Thesis Paperwork Guidelines for Internal Submission (Not the Library)

All Art MFA candidates who **do not** file their thesis with the University Library Special Collections & Archives must submit one complete copy of their thesis to the Arts Graduate Program Administrator by the appropriate deadline. Students' thesis must either be submitted in a black, 3-ring binder or be professionally bound.

Margins & Spacing

- 1" from the top, right, left and bottom edges of the page.
- Double-spaced

Font Size / Selection

- **All fonts used, including those for sub-and superscripts, must be 10-point or larger.** Recommended sizes are 14-point for chapter headings, 12-point for the main body of text and figure/table titles, and 10-point for footnotes, sub-and superscripts, and text in figures and tables.
- Use a clear, standard font that is highly legible and will reproduce clearly. Ornate or decorative fonts such as script, calligraphy, gothic, italics, or specialized art fonts are not acceptable.

Abstract

- Includes the title, your name, the degree name, the university name and year, and your committee chair's name; all of the above must be consistent with your title page.
- Contains no more than 250 words for Master's theses.
- Use indent or flush left at the beginning of paragraphs, depending on the style manual you are following. Include a short statement of the problem you studied; a brief exposition of the methods and procedures employed in gathering the data; and a summary of your findings. No graphs, charts, or tables may be included.
- Text is double-spaced.

Title Page

- Author's name as it appears on official University records.
- The degree earned (in this case, "MASTER OF FINE ARTS").
- The full name of each committee member.
- The words used in the title of your manuscript are the access points for researchers who may use keyword-searching techniques to identify works in various subject areas. Use word substitutes, not symbols or formulas, to ensure effective retrieval from on-line indexes. Use concise titles containing words descriptive of the work; emphasis should be on nouns, with easily identifiable key words.

Signature Page

- Committee members' signatures in permanent blue or black ink on the original.
- Your committee chair must sign on the designated line

Artwork

- Color copies, slides, website/URL, DVD/CD-Rom, etc. must be included in binder.

Master's Exit Survey Verification

- Found here: <https://apps.grad.uci.edu/exitsurvey/>
- Print email confirmation and submit with final degree paperwork.

ABSTRACT OF THE THESIS

[Thesis Title]

By

[Name]

Master of Fine Arts in [Department]

University of California, Irvine, [Graduation Year]

Professor [Name], Chair

[The text of the abstract begins here. The text must be double-spaced and may contain a maximum of 250 words. Use indent or flush left at the beginning of paragraphs, depending on the style manual you are following. Include a short statement of the problem you studied; a brief exposition of the methods and procedures employed in gathering the data; and a summary of your findings. No graphs, charts, or tables may be included.]

UNIVERSITY OF CALIFORNIA,
IRVINE

[Title]

THESIS

submitted in partial satisfaction of the requirements
for the degree of

MASTER OF FINE ARTS

in [Department]

by

[Name]

Thesis Committee:
Professor [Name #1], Chair
Professor [Name #2]
Professor [Name #3]

[Graduation Year]

The thesis of [Name] is approved:

Committee Chair

University of California, Irvine
[Graduation Year]