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**A MANUAL**

**FOR THE PREPARATION**

**OF**

**CREATIVE WORK**

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SCHOOL OF GRADUATE STUDIES  
121 Administrative Services  
St. Cloud State University  
720 Fourth Avenue South  
St. Cloud, Minnesota 56301-4498

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## PREFACE

Volume #19

Graduate students are expected to become familiar with the contents of this manual and to comply with the regulations and requirements as stated here in. Any deviation from these guidelines may be cause for rejection of the creative work. This manual will **take precedence** over other manuals approved for departmental use when conflict exists.

## INTRODUCTION

To be awarded the masters degree at the close of the proper semester, the student must have prepared three copies of the creative work. These signed copies must be registered with the School of Graduate Studies not later than the date listed on the Academic Calendar shown in the *Graduate Bulletin* on line at [www.stcloudstate.edu](http://www.stcloudstate.edu). The creative work must be completed within the seven (7) year time limitation established for the completion of all masters degree programs.

## **EXPENSES INCURRED BY STUDENTS**

Expenses incurred by the student in preparing final papers:

1. Registering for creative work credits.
2. Professional services for formatting the final copy (if desired by student).
3. Duplicating cost of the final copies on a twenty pound (minimum), 100% cotton paper (required for the final copies).
4. Binding/microfilming fee for required copies submitted to the School of Graduate Studies and any personal copies the student may request.

[2 inches]

SAMPLE PAPER FOR THE PREPARATION OF A CREATIVE WORK

[1 1/4 inches]

by

John A. Sample

B.S., University of Minnesota, Minneapolis, 2003

[1 • inches]

A Creative Work

Submitted to the Graduate Faculty

of

St. Cloud State University

in Partial Fulfillment of the Requirements

for the Degree

[Master of Arts, Master of Science, Master of Music]

[3/4 inch]

St. Cloud, Minnesota

[month, year of completion]

[1 3/4 inches]

This creative work submitted by John A. Sample in partial fulfillment of the requirements for the Degree of (Master of Arts, Master of Music, Master of Science) at St. Cloud State University is hereby approved by the final evaluation committee.

[3 1/4 inches]

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Chairperson  
[triple space]

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[triple space]

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[2 • inches]

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Dean  
School of Graduate Studies

[2 inches]

## ACKNOWLEDGMENTS

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This page is optional. Any acknowledgments or dedications should be made here, prior to the table of contents. This page should be double spaced with the page number centered between the margins in lower case Roman Numerals at the bottom of the page.

poem or statement (optional)

[2 inches]

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[Roman numerals, dot leaders, and page numbers should be aligned on the right.]

[2 inches]

LIST OF PLATES

[triple space]

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1.	Butterfly .....	6
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[The exact wording and capitalization used in the text should be used on this page. Dot leaders and numbers should be aligned on the right.]

[2 inches]

Chapter I

[triple space--2 blank lines, type on 3rd line]

CREATIVE WORK

[triple space]

BASICS

[triple space]

### Margins

The margins used for the paper are one and one-half inches on the left, one inch on the right, and one inch at the bottom of the page. On the first page of chapters or major divisions such as bibliography or appendix, the top margin is two inches. All other pages have a minimum margin of one inch on the top. All page numbers must be included within these margins.

[triple space]

### Pagination

Pages included in the front section of the creative work are numbered with lower-case Roman Numerals centered within the margins one inch from the bottom of the page; text pages are numbered with Arabic numerals. Every page must be accounted for in the numbering system; however numbers **do not** appear on the title and approval pages. On pages with chapter or section division headings, the number is centered one inch from the bottom of the page between the margins. Other pages of the text are numbered in the upper

right hand corner one inch from the top of the paper and flush with the right margin. There should be a blank line between the page number and the first line of text on these pages.

### Spacing

The body of the paper should be double spaced except where indented quotes are set off with single spacing. When a quotation in the text is four or more lines long and is more than one sentence, the quotation is set off by single spacing with a paragraph indentation from the left margin. When this procedure is followed, quotation marks are not used to indicate the quotation--single spacing is all that is needed.

### Headings

All main headings for chapters or sections should be in full capital letters with a triple space above and below. If a centered heading other than the chapter heading is used, a second level heading should be in all capital letters. For all centered headings there should be a triple space above and below the heading. If the heading is more than one line, inverse pyramid form should be used and the heading should be single spaced.

Free standing side headings should have only the first letter of important words capitalized. These headings are flush with the left margin and should have a triple space above and a double space below. These headings should be underlined with a solid underscore. If the heading takes up more than half

the typed page, use an under-hung indention and single space between the lines (see example on the next page).

At least one line of type must follow each heading on a page. Therefore, if the remaining space on a page allows for only a heading, it should be moved to the following page.

When using paragraph headings within a paper, there should be a triple space above each heading and a double space below the heading. When using paragraph headings, only the first word is capitalized unless a proper noun, and the heading is underlined. The text begins directly behind the heading.

#### Widows/Orphans

When preparing copy you should use the widow/orphan option on the computer to prevent a single line of a paragraph appearing at the top or bottom of a page. You are allowed to have a single line of text after a heading if that is all that fits on a page.

#### Word Divisions

Proper names are not to be hyphenated. A hyphenated word cannot appear at the end of a page. Do not use a hyphen unless it serves a purpose. Most rule books do not recommend hyphenating words at the end of a line.

### Standard Font Size and Appearance

Generally a 10 or 12 point font should be used for the preparation of the creative work. The same size and style of font should be used throughout the paper. The style of font used should be one that is not difficult to read (i.e., Courier, Times Roman, Arial). *Italics* can be used within the paper where appropriate.

The final copy of the creative work should be prepared on a laser or laser quality printer.

### Style Manuals Recommended by Departments

Any time a style manual and this manual do not agree, **this manual takes precedence.**

Candidates in the departments of Applied Psychology, Special Education, Educational Administration, Communication Disorders, Information Media, Teacher Development and Physical Education generally use the *Publication Manual of the American Psychological Association*. Washington, DC: American Psychological Association.

Candidates in the Gerontology program generally use the *American Ethnologist*, Style Guide and Information for Authors.

Candidates in the Exercise Science area generally use *Medicine and Science in Sports Exercise*, Official Journal of the American College of Sports Medicine.

Candidates in the English department generally use the *Modern Language Association Style Manual*. New York: The Modern Language Association of American.

There are some departments which choose to use *Form and Style: Theses, Reports, Term Papers*, by Campbell, Giles, Ballou, and Slade. This manual is published by Houghton Mifflin Company.

If you have a question about which manual to use in conjunction with this manual, contact your adviser or department.

Style manuals can be purchased in the University bookstore.

## Chapter II

### EXAMPLES

#### USE OF PLATES

[triple space]

Whenever you are going to place a picture or plate in the text of your paper, you need to introduce the plate first. The plate number and caption should appear at the bottom of a plate. (See Plate 1 for an example).

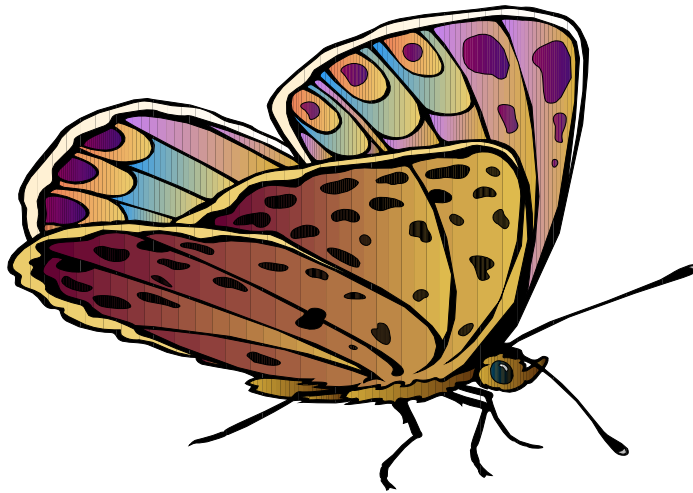


Plate 1  
[double space]  
Butterfly

When considering the placement of the plate, if it is too wide to place vertically on the page, you can place the plate on the page with the top toward the binding edge of the creative work.



Plate 2

Sample Plate with Top Toward Binding Edge

## Chapter III

### REQUIREMENTS FOR ORALS AND PAPER COMPLETION

#### PRELIMINARY REQUIREMENTS

##### Committee Formation

The most important consideration when beginning a creative work is the selection of at least three graduate faculty members to serve as committee members. The student's adviser will often be one of the committee members. Each graduate student, with his/her adviser's consent, should ask two other graduate faculty, based on each member's potential value in the area of research undertaken, to serve. The student's selected committee must be comprised of:

- The program adviser or committee chair,
- A graduate faculty member from the program department,
- A graduate faculty member from another department (outside reader).

These committee members must be approved graduate faculty members. A list of graduate faculty members is available in the back of the *Graduate Bulletin* and is also available online at [www.stcloudstate.edu/graduatestudies](http://www.stcloudstate.edu/graduatestudies). To receive approval of a committee

composition, the adviser should send an e-mail to Ann Anderson at [aeanderson@stcloudstate.edu](mailto:aeanderson@stcloudstate.edu) listing the proposed committee members and their department. The e-mail provides a written record of the request and approval. An e-mail confirmation will be returned within one to two working days. A student will need to meet with the committee at least twice in two separate semesters, once for a preliminary conference and again for a final conference and oral examination. Generally, formation of the committee should take place in the semester before the preliminary conference.

#### Preliminary Conference

Students on Plan A (creative work) degree program must arrange for a preliminary creative work conference. This conference may be scheduled at any time after the student has filed the program forms with the School of Graduate Studies and has a graduate grade point average of 3.0 or higher. The preliminary conference must be held at least one semester prior to the Final Evaluation Conference which normally is held during the last semester of the graduate program.

Prior to a student scheduling a preliminary conference, the student and the program adviser should ensure the student has been fully accepted into a graduate program, has a grade point average of at least 3.0, and the student's program of study has been approved by the graduate dean. The student may

need to contact Ann Anderson at [aeanderson@stcloudstate.edu](mailto:aeanderson@stcloudstate.edu) to verify preliminary conference eligibility.

For preliminary conference approval, the program adviser must also notify the School of Graduate Studies of the date of the preliminary conference and the graduate faculty who will serve as committee members.

It is the student's responsibility to schedule committee members for a preliminary conference and to ensure a room is reserved. When the preliminary conference is approved by the School of Graduate Studies, the student should distribute to each committee member a thesis proposal. One copy must also be distributed to Ann Anderson in the School of Graduate Studies, preferably two weeks prior to the preliminary conference. The format of the proposal is determined by the committee chair or program adviser.

The School of Graduate Studies will independently distribute a report of preliminary evaluation to the student's graduate adviser or committee chair. A student may continue with Plan A when each committee member approves the proposed project by signing and returning the preliminary evaluation report to Ann Anderson in the School of Graduate Studies. These conferences generally are **not** scheduled during the final examination week.

Once the preliminary conference has been held and the student's topic approved, the creative work shall be prepared under the supervision of the committee appointed at the preliminary. All members of the committee are to be involved in the working drafts of the creative work. The members of the

committee shall compose the membership of the student's Final Evaluation Committee. A preliminary conference and final conference **cannot** be held during the same semester.

### Registration for the Creative Work

The student must register for a creative work with an arranged course form signed by the adviser and the department chairperson. These forms can be obtained through the Records and Registration office. The grade of •IP• (In Progress) will appear on the student's transcript until such time as the final oral is completed and the paper is submitted to the School of Graduate Studies for binding. If it takes the student more than one year to complete the remaining requirements after registering for the creative work, the •IP• grade will change to an •F• (Fail) grade. Upon successful completion of the Final Oral and submission of your papers to the School of Graduate Studies, a grade change will be submitted.

### Summer Term Conferences

Students planning to schedule a creative work conference (preliminary or final) during summer should contact each committee member to determine his/her availability. Faculty members not scheduled to teach during the summer are often not available for a conference during this period of time.

## FINAL REQUIREMENTS

There are several requirements the student needs to complete during the semester they wish to graduate. Following is a guide to help you through these requirements.

### Application for Graduation

A candidate for the master's degree shall file an application for graduation accompanied by a \$20 non-refundable fee. This application is submitted to the School of Graduate Studies at the beginning of the semester in which the work for the degree is anticipated to be completed. Deadline dates for application for graduation are listed in the Academic Calendar section of the *Graduate Bulletin*, each semester schedule, and online at [www.stcloudstate.edu](http://www.stcloudstate.edu).

### Creative Work Final Copy Preparation

If you plan to use someone with expertise in the preparation of your creative work which meets the requirements for St. Cloud State University, that person should be contacted well in advance to completion of your work. If you need information or names of individuals who can assist with the preparation of your final copy, please contact the School of Graduate Studies at 320-308-2113.

General format. The organization of the introductory materials follows:

1. Blank page
2. Title page
3. Approval page
4. Preface and/or acknowledgment (optional)
5. A quoted statement significant to the paper or a short poem but not recognized as an acknowledgment (optional)
6. Table of contents
7. List of plates (only when plates are used in the body of the paper)

The text or main body of material follows. This section would contain a statement of artistic intent and such supporting materials as are applicable (see Special conditions section of this chapter). The statement of artistic intent should include background and introductory information leading to selecting the creative projects, a brief history and description of the art form(s) themselves, and the techniques involved in creating these forms. When appropriate to the understanding of the creative work, certain terms should be defined (Definition of Terms). In addition, the statement of artistic intent should include a summary of the projects involved as well as other information as directed by the adviser.

Special conditions. The following special conditions are outlined for each of the areas where a creative work can be completed.

**Art.** ONE-PERSON EXHIBITION. Each candidate for the Master of Arts degree in studio areas is required to present a one-person exhibition of creative work during the final semester of the program. Work to be displayed will be selected by the candidate in consultation with the adviser. All arrangements for gallery space and time of showing will be made through the Gallery Director. Representative works may be retained in the Art Department collection as a permanent record.

Supporting materials to be bound include a statement of artistic intent, critical reviews, colored photographs or transparencies and other pertinent documentation suggested by the adviser. These supporting materials must be mounted on approved thesis paper as indicated in this manual and in accordance with spacing and margin requirements. Rubber cement or a similar mounting substance is suggested for mounting the supporting materials.

Required supporting materials not to be bound include colored slides, plates, video tape, computer disk, cd, as well as other pertinent documentation the adviser may indicate.

**English.** A creative work in English will consist of a full-length novel or play, or a collection of short stories, one-act play(s), poetry, or essays. The number of shorter works comprising the collection will be determined by the

graduate faculty member (usually the adviser) directing the work and the student.

Supporting materials to be bound include a statement of artistic intent, manuscript(s), programs, critical reviews, colored photographs and/or transparencies and such other pertinent documentation the adviser may indicate. These supporting materials must be placed on 20 pound (minimum), 100% cotton paper in accordance with the spacing and margin requirements as indicated in this manual. Rubber cement or a similar mounting substance is suggested for mounting the supporting materials.

Other required supporting materials not to be bound would include tapes, colored slides, plates, video tape, computer disk or cd, and such other pertinent documentation the adviser may indicate.

**Music. PERFORMANCE.** A recital performance of a composition may be submitted in partial fulfillment of degree requirements. One tape of the performance must be submitted to the Graduate Office. This must be certified by the student's major adviser and accompanied by three copies of the recital program.

Supporting materials to be bound include a statement of artistic intent, manuscript(s), programs, critical reviews, colored photographs and/or transparencies, and such other pertinent documentation the adviser may indicate. These supporting materials must be placed on 20 pound (minimum), 100% cotton paper in accordance with the spacing and margin requirements as

indicated in this manual. Rubber cement or a similar mounting substance is suggested for mounting the supporting materials.

Other required supporting materials not to be bound include tapes of the performance, colored slides or plates, and such other pertinent documentation the adviser may indicate.

**MUSIC MANUSCRIPT.** If a music manuscript is required in a creative work, it should be in traditional manuscript form. When segments of the manuscript are cited, they are placed in the statement of artistic intent in the appendix. Notations must be drawn in permanent black ink if they cannot be done on the computer. When a score-sized manuscript is required or when, in the judgment of the major adviser, there are enough pages of music manuscript to warrant a separate volume, the music portion of the creative work must be bound separately on manuscript paper of appropriate size. If the music manuscript requires reduction or magnification, it must be done by an approved photographic process.

#### Arrangements for the Final Evaluation Conference

A candidate for the master's degree completes the final evaluation conference during the last semester of the graduate program. Students who have earned less than a 3.0 grade point average over the entire graduate program and in all graduate credits are not permitted to complete the final evaluation.

The Final Evaluation Conference must have been preceded by a preliminary conference. The preliminary and final conference cannot take place in the same semester. The final conference should be scheduled two to four weeks prior to final examination week to allow for reviewing and binding before the end of the semester. Final evaluation conferences generally are **not** scheduled during the final examination week.

It is the student's responsibility to schedule the final conference with committee members and reserve a room. Final oral examinations are required for all students whose programs require the completion of a creative work. The School of Graduate Studies must be notified of the date and time of the final conference so that a sign-off sheet can be forwarded to the student's committee chair/adviser. Send these final conference details via e-mail to Ann Anderson at [aeanderson@stcloudstate.edu](mailto:aeanderson@stcloudstate.edu).

Committee members for the final oral examination are the same faculty representatives who served on the preliminary conference. Generally two weeks prior to the final conference, the student must distribute a final copy of the culminating project to each member of his/her committee. The specific format and requirements of the final oral examination/conference vary according to the nature of the project chosen.

A majority vote of the committee is required to pass the final oral examination/conference. If a candidate fails the final oral examination, a second final oral examination may be scheduled, however, it cannot occur

during the same semester. A third chance to pass the examination is not permitted.

When the final evaluation committee has approved the creative work and a student feels that the form and style requirements have been met, a complete copy should be submitted to the School of Graduate Studies to be reviewed by a format reviewer.

#### Binding and Filing of the Creative Work

Once a student has successfully passed the Final Evaluation Conference, made any corrections required by her/his committee, and received approval through the School of Graduate Studies on the form and style used in the paper, the creative work is ready to be submitted for binding. The approval page must be signed by the committee members and the abstract must be signed by the student's committee chairperson.

Three copies of the creative work must be prepared on a minimum of 20 pound, 100% cotton paper and submitted to the School of Graduate Studies for binding. The copies will be bound in black buckram covers with gold lettering on the front and the spine. The water mark on the paper must be up so that it is readable on all the copies. If a student desires a bound copy of the creative work as a personal copy, one additional copy must be submitted. To meet graduation deadlines the student must submit the creative work to the School of Graduate Studies accompanied by the binding/microfilm fee payable to St.

Cloud State University by the deadline listed on the Academic Calendar in the *Graduate Bulletin* or listed online at [www.stcloudstate.edu](http://www.stcloudstate.edu).