

Preparation of a Culminating Project for Paper Submission

Electronic submission is the preferred submission process. Students may request a paper submission process by completing the *Intent to Submit by Paper* form and by following the guidelines for paper submission. Students submitting by paper will need to submit a minimum of one buckram-bound and one plain-paper copy, plus the \$10 microfilming fee.

Preliminary Information

1. Attend a culminating project workshop addressing formatting guidelines and paper submission.
2. Talk to the culminating project advisor about departmental requirements regarding style guides (APA, MLA, Chicago, etc.) for the culminating project. All matters of style should be consistent throughout the document, and conform to accepted practices in the discipline.
3. Copyright permissions: Obtain permission letters for use of copyrighted materials used in the culminating project beyond *Fair Use* guidelines.
 - a. *Note:* Since the culminating project is submitted in satisfaction of a part of the requirement for an advanced degree, the student grants to the University a non-exclusive right (license) to archive, reproduce, and distribute the document, as well as the right to migrate or convert the submission, without alteration of the content, to any medium or format for the purpose of preservation and/or continued distribution.
 - b. The copyrights of the culminating projects remain with the author; subsequent uses of the culminating projects by the authors or subsequent copyright holders are not restricted by this license.
4. If there is a need for further information about style guides, contact: Melanie Guentzel, Director of Graduate Students Services, at mjguentzel@stcloudstate.edu or Corey Fitzgerald, Format Reviewer and ETD Support, at gagrad6@stcloudstate.edu.
5. Students must obtain advisor/committee chairperson permission for a paper submission. The request form is available through the School of Graduate Studies.

1. Document Preparation

Regardless of the disciplinary style guidelines selected for a culminating project, certain specifications and guidelines must be adhered to. The following specifications and guidelines will aid in ensuring that the culminating project is compliant with the School of Graduate Studies (SGS) requirements:

a. Font (Typeface)

- i. Use the font type and size recommended by the selected disciplinary style guide, or use the following guidelines:
- ii. Body. Select an easy-to-read font. Generally, serif font (such as Times New Roman, Goudy Old Style, Book Antiqua, or Bookman Old Style) is preferred for the body of the text. Use the same font throughout the body of work.

1. Font size: Use either 11- or 12-pt. font for the text body. Size may vary by font choice, but must be similar in size to 12 pt. (e.g., Times Roman, as illustrated in this document).
2. Do not bold, underline, or italicize text in the body unless required. Use italics for:

- a. Titles of journals, books, newspapers, films, television shows, long poems, plays of three or more acts, operas, musical albums, or works of art (e.g., *American Historical Review*, *Moby Dick*, *Rubber Soul*, *Mona Lisa*)
- b. Names of individual trains, planes, or ships (e.g., *Spirit of St. Louis*, *Sunset Limited*, *USS Eisenhower*)
- c. Latin names for genus and species (e.g., *Cypripedium reginae*)

iii. Headings and sub-headings. SCSU accepts five levels of headings:

1. If the selected disciplinary style guide allows for more than five levels of headings, please use the top five levels **as recommended by the style guide** or follow the following guidelines:
2. Culminating projects must contain chapter headings and a minimum of one sub-heading.
3. Use either the same font as the text body or a sans-serif font (*Helvetica*, *Arial*) for all levels except the Fifth Level (which should always be the same font as the text body).
4. Use **bold** for all headings.
5. First-level heading: Chapter number and title, in all capital letters (e.g., **Chapter I: INTRODUCTION**).
 - a. First-level headings should use 12-pt font.
6. Second-level heading: Sub-heading (e.g., **Statement of Problem**)
 - a. Second-level headings should use 12-pt font.

7. Third- and Fourth-level sub-headings: use same font size as text body.
8. Fifth-level sub-headings are used only for paragraph headings where they are useful and are **not** included in the Table of Contents. Use same font type as body of text.

b. Text Spacing

- i. Use double spacing for the body of the text, including headings.
- ii. Follow appropriate style guidelines for long quotations, footnotes, references, etc.

c. Margins

- i. Minimum of 1.5 inch on the left for binding. One (1) inch on top, bottom, and right side. Larger margins are acceptable when approved by the culminating project committee.

d. Page Numbering

- i. Numbering. Page numbers appear starting on page 2 (there is no page number appearing on the title page).
- ii. Placement:
 1. Format as recommended by the selected disciplinary style guide, or use the following guidelines:
 2. Page numbers may be placed on the top right corner within the side margins, 1-inch from the top of the page (set header to 1-inch; hit *return* after typing page number—this assures the 1-inch margin is maintained); OR
 3. Page numbers may be centered within the side margins, 1-inch from the bottom of the page (set header to 1-inch; hit *return* before typing page number—this assures the 1-inch margin is maintained).
- iii. Font. Use the same font style and size as the body of the text. Be consistent.
- iv. Format. Use only the plain Arabic numerals (1, 2, 3, etc.). Do not use leads (e.g.,1.....), dashes (e.g., -1-), or bold (e.g., **1**).

e. Page Order

- i. Title page
- ii. Approval page
- iii. Abstract (not required for creative works or starred papers)
- iv. Preface and/or acknowledgment (optional)
- v. Quoted statement or short poem significant to the culminating project (optional)
- vi. Copyright statement (as required by individual programs)
- vii. Table of contents

- viii. List of tables (only when tables are used in the body of the paper)
- ix. List of figures (only when figures are used in the body of the paper)
- x. Body of text, divided into appropriate chapters, sections, paragraphs, etc.
- xi. References/works cited/bibliography
- xii. Appendix/appendices as necessary
 - 1. If applicable, include approved IRB application and supporting documents as an appendix

f. Tables, Figures, and Images

- i. Follow the discipline-specific style guide to format tables, figures, and images. If there is no discipline-specific style guide, use the following:
- ii. Placement.
 - 1. Double space before and after tables, figures, and images.
 - 2. Center between the side margins.
 - 3. **Table** number (e.g., Table 1) and title appear above the table, justified to the left edge of the table, or center it. **Figure** or **image** caption should appear below, justified to the left edge of the figure/image, or center it. Be consistent for all tables, figures, and images.
 - 4. If a table will not fit in the available space (e.g., less than half a page), place the table at the top of the next page, unless the table is too long to fit on a single page.
- iii. Style.
 - 1. Lines on a graph should be identified with labels and symbols; colors may be used, but black and white is more reproducible for printing or photocopying.
 - 2. Shaded areas, such as sections of a pie chart or countries on a map, will display better if different areas use distinct “textures” (e.g., cross-hatching) for contrast.
 - 3. Images may be in color or black and white. Note, however, that black and white images are more reproducible than color images—either for printing or photocopying.
 - 4. Table number should be in the same sans serif font used for headers.
 - 5. Table caption (title and description) should be in the same serif font used for the text body.

g. Supplemental Content (optional)

- i. Supplemental content may be submitted, such as raw data collected for the study, or digital video or audio of a performance of an original work, as a separate document (e.g., a spreadsheet) in the submission process.

2. Format Review Submission

- a. Pre-pages and content must be a single, merged document.
- b. Submit the culminating project Microsoft Word document via email to gagrad6@stcloudstate.edu approximately 10 business days prior to the final committee meeting; this will be a preliminary format review.
 - i. The preliminary format review process may require 10-15 business days.
 - ii. The format reviewer will return the document via email and note required corrections.
- c. PDF Format
 - i. Submit the culminating project in PDF format when the “Work” contains special characters (e.g., use of *International Phonetic Alphabet* or formulas that use Greek characters or other symbols). Otherwise, send it as a Microsoft Word document.
- d. Filename Format – [LastName]_[FirstName]_[SubmissionDate]
 - i. LastName: Full family name, including hyphen (e.g., Smith-Brown)
 - ii. FirstName: First name as it appears in University records (e.g., Robert, rather than Rob or Bob)
 - iii. SubmissionDate: Use YearMonthDay format (e.g., 20150430 for April 30, 2015)
 - iv. Complete example: Guentzel_Melanie_20150430
- e. Final format review is completed *following* the final committee meeting and approval of the culminating project. Make all revisions required by the committee and submit the revised culminating project Microsoft Word document via email to gagrad6@stcloudstate.edu.
 - i. Final format review can require 10-15 business days, so please plan ahead.
 - ii. The format reviewer will notify the student of required corrections and the need to resubmit OR
 - iii. The format reviewer will provide a *Culminating Project Format Review* form approving the culminating project and releasing the document for binding.
- f. The student submits the required number of buckram-bound copies (1-3 as required by the program), one (1) plain-paper copy, and the \$10 microfilming fee to the School of Graduate Studies.
 - i. Student selects a bindery entity (from the list of recommended binderies or a self-identified bindery).
 - ii. Bound copies must be single-sided on white, acid-free paper, or 100% cotton bond paper. Black, buckram binding with gold lettering will be

used. The following information will be shown (instructional template available):

1. Title on front cover (optional)
 2. Spine information includes author's last name, title, and date (month/year)
- iii. A copy for microfilming must be single-sided on white paper.

SAMPLE TITLE PAGE ON NEXT PAGE

The Title will be Title Case:

Centered on the Page

by

Full Name [Official Name on Record with the University]

A Thesis [Dissertation]

Submitted to the Graduate Faculty of

St. Cloud State University

in Partial Fulfillment of the Requirements

for the Degree of

Master [Doctor] of [Science, Arts, Education, etc.]

in [English, Social Responsibility, Computer Science, etc.]

Month, Year

Thesis [Dissertation] Committee:

Faculty First and Last Name, Chairperson

Faculty First and Last Name

Faculty First and Last Name

[Faculty First and Last Name]

[Faculty First and Last Name]