Master of Professional Studies Formatting Guide 2011

College of Agriculture & Life Sciences
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1. LANGUAGE

The project paper must be written in English.

2. PAGE SIZE AND SPECIFICATIONS

   • Page size must be 8.5 x 11 inches (or 216 x 279 millimeters), also known as “letter” size in U.S. standards. (ISO standard paper sizes, such as A4, are not allowed.)

   • The inclusion of oversized pages or sheets of paper larger than 8.5 x 11 inches (known as “foldouts”) is discouraged. When necessary, 11 x 17 inches pages may be used for large tables, illustrations, etc.

3. FONT

   • Text must be in embedded, 11-point or larger font (see Appendix A for samples of recommended fonts).

   Sample fonts for Macintosh users:
   - Palatino 12
   - Bookman 12
   - Garamond 14
   - New Century School Book
   - Helvetica 12 or Helvetica 14
   - Times New Roman 12
   - Times 14 (Times 12 is not acceptable)
   - Symbol 12 is acceptable for symbols

   Fonts for TeX and LaTeX users:
   - CMR 12 font
   - Any font that meets the above specifications

   Sample fonts for PC users:
   - Times New Roman 12
   - Arial 12
   - Bookman 12
   - Garamond 14
   - Helvetica 12
   - Times 14 (Times 12 is not acceptable)

   • Smaller font size may be appropriate for footnotes or other material outside of the main text.

   • Black text is recommended; although, color may be appropriate in some limited parts of the document.
• Font requirements apply to all text including captions, footnotes, citations, etc.

4. MARGINS

Margins must be 1” with page numbers at least ¾” from the edge of the page. Please see the section on “Recommended Document Order and Page Number Guidelines” for more information on page numbering.

5. SPACING

Document must be double-spaced with the exception of quotations as paragraphs, captions, lists, graphs, charts, footnotes/endnotes, bibliographic entries, items within tables, and lists in appendices.

Exceptions may include the following:

• Quotations and footnotes may be single-spaced within each entry.
• Lengthy tables may be single-spaced.
• Irregular spacing may be used to accommodate poetry or other creative writing.

6. TABLES

Tables should be consecutively numbered.

7. FIGURES

Figures should be consecutively numbered.
REQUIRED SECTIONS, RECOMMENDED DOCUMENT ORDER, AND PAGE NUMBER GUIDELINES

The following figure shows the recommended document order and page numbers. Required sections are in **bold**.

<table>
<thead>
<tr>
<th>Section</th>
<th>Suggested numbering</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title Page (required)</strong></td>
<td><em>(i)</em></td>
</tr>
<tr>
<td>o Page counted, but number not typed on page.</td>
<td></td>
</tr>
<tr>
<td><strong>Copyright Page (required)</strong></td>
<td><em>(ii)</em></td>
</tr>
<tr>
<td>o Page counted, but number not typed on page.</td>
<td></td>
</tr>
<tr>
<td><strong>Abstract (required)</strong></td>
<td>iii (may be more than one page)</td>
</tr>
<tr>
<td>o Page(s) not counted, not numbered.</td>
<td></td>
</tr>
<tr>
<td><strong>Biographical Sketch (required)</strong></td>
<td>iv (may be more than one page)</td>
</tr>
<tr>
<td>o Type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td><strong>Dedication (optional)</strong></td>
<td>v (may be more than one page)</td>
</tr>
<tr>
<td>o Type number on page.</td>
<td></td>
</tr>
<tr>
<td><strong>Acknowledgments (required)</strong></td>
<td>vi (may be more than one page)</td>
</tr>
<tr>
<td>o Type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td><strong>Table of Contents (required)</strong></td>
<td>vii (may be more than one page)</td>
</tr>
<tr>
<td>o Type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td><strong>List of Figures or List of Illustrations (optional)</strong></td>
<td>viii (may be more than one page)</td>
</tr>
<tr>
<td>o If included, type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td><strong>List of Tables (optional)</strong></td>
<td>ix (may be more than one page)</td>
</tr>
<tr>
<td>o If included, type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td><strong>List of Abbreviations (optional)</strong></td>
<td>x (may be more than one page)</td>
</tr>
<tr>
<td>o If included, type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td><strong>List of Symbols (optional)</strong></td>
<td>xi (may be more than one page)</td>
</tr>
<tr>
<td>o Type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td><strong>Preface (optional)</strong></td>
<td></td>
</tr>
<tr>
<td>o Type number(s) on page(s).</td>
<td></td>
</tr>
<tr>
<td><strong>Body of Project Paper (required)</strong></td>
<td>Begin page number at 1</td>
</tr>
<tr>
<td>a. <strong>Text (required)</strong></td>
<td></td>
</tr>
<tr>
<td>b. <strong>Appendix/Appendices (optional)</strong></td>
<td></td>
</tr>
<tr>
<td>c. <strong>Bibliography, References or Works Cited (required)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Glossary (optional)</strong></td>
<td>Continue page numbering from body</td>
</tr>
<tr>
<td><strong>Index (optional)</strong></td>
<td>Continue page numbering from glossary</td>
</tr>
</tbody>
</table>
FORMATTING SUGGESTIONS FOR MAIN SECTIONS

Beyond those noted above, there is no additional formatting requirements. The following suggestions are based on best practices and historic requirements of the Graduate School but are not requirements for submission of your project paper.

Examples of formatting suggestions are available as downloadable templates.

*Templates:*
  - Intro Pages for Project Paper
  - Chapter Pages for Project Paper

TITLE PAGE

A title page is required for the project paper. The following format for your title page is suggested, but not required.

- The title should be written using all capital letters, centered within the left and right margins, and spaced about 1.5 inches from the top of the page. (For an example, please see the template).
- Carefully select words for the title of the project paper to represent the subject content as accurately as possible. Words in the title are important access points to researchers who may use keyword searches to identify works in various subject areas.
- Use word substitutes for formulas, symbols, superscripts, Greek letters, etc.
- Below the title, at the vertical and horizontal center of the margins, place the following five lines (all centered):
  - Line 1: A Project Paper
  - Line 2: Presented to the Faculty of the Graduate School
  - Line 3: of Cornell University
  - Line 4: in Partial Fulfillment of the Requirements for the Degree of
  - Line 5: Master of Professional Studies in Agriculture and Life Sciences
  - Line 6: Field of [?]
- Center the following three lines within the margins:
  - Line 1: by
  - Line 2: [name under which you are registered in the University Registrar’s Office]
  - Line 3: [month and year of degree conferral, not the date the project paper is submitted; no comma between month and year]

COPYRIGHT PAGE

A copyright page is required for the project paper. If you choose not to copyright your project paper, insert a blank page in this position. The following format for your copyright page is suggested, but not required.
A notice of copyright should appear as the sole item on the page centered vertically and horizontally within the margins: © 20__ [student’s registered name]. Please note that there is not usually a page heading on the copyright page.

The copyright symbol is a lower case “c,” which must be circled. (On Macs, the symbol is typed by pressing the “option” and “g” keys simultaneously. If the font does not have the © symbol, type the “c” and circle it by hand. On PCs, in the insert menu, choose “symbol,” and select the © symbol.)

The date, which follows the copyright symbol, is the year of conferral of your degree.

Your name follows the date.

If you choose not to copyright your project paper, we recommend inserting a blank page in this position.

ABSTRACT

An abstract page is required for the project paper.

- The page heading is simply the word “ABSTRACT” in all capital letters and centered within the margins at the top of the page.
- The abstract should state the problem, describe the methods and procedures used, and give the main results or conclusions.
- The abstract usually does not exceed 600 words in length, which is approximately two-and-one-half to three pages of correctly spaced typing.

BIOGRAPHICAL SKETCH

The biographical sketch is required. The following content and format are suggested.

- The biographical sketch is written in third-person voice and contains your educational background. Sometimes additional biographical facts are included.
- As a page heading, use “BIOGRAPHICAL SKETCH” in all capital letters, centered on the page.
- Number this page as iii.

DEDICATION

The dedication page is not required and can contain whatever text that you would like to include. Text on this page does not need to be in English.
ACKNOWLEDGMENTS

The acknowledgment page is required. The following content and format are suggested, not required.

- The acknowledgments may be written in first-person voice. If your research has been funded by outside grants, you should check with the principal investigator of the grant regarding proper acknowledgment of the funding source. Most outside funding sources require some statement of acknowledgment of the support; some also require a disclaimer from responsibility for the results.

- As a page heading, use “ACKNOWLEDGMENTS” in all capital letters, centered on the page.

TABLE OF CONTENTS

The table of content is required. The following are suggestions.

- As a page heading, use “TABLE OF CONTENTS” in all capital letters and centered on the page.

- List the sections/chapters of the body of the project paper. Also, list preliminary sections starting with the biographical sketch. (Title page, copyright page, and abstract are not listed.)

- The conventional format for page numbers is in a column to the right of each section/chapter title. The first page of each chapter/section is stated with a single number. Table of contents usually do not include a range of page numbers, such as 7-22.

- The table of contents is often single-spaced.

TWO-VOLUME PROJECT PAPER

If the project paper consists of two volumes, it is recommended, but not required that you list “Volume II” as a section in the table of contents.

LIST OF FIGURES, ILLUSTRATIONS, AND TABLES

As described in the formatting requirements above, figures and tables should be consecutively numbered. The items below are suggestions based on best practices or historic precedents.

FORMATTING SUGGESTIONS FOR FIGURES, ILLUSTRATIONS, AND TABLES

Table of contents format:

- As a page heading, use “LIST OF FIGURES,” “LIST OF ILLUSTRATIONS,” or “LIST OF TABLES” in all capital letters, centered on the page.

- There should be separate pages for “LIST OF FIGURES,” “LIST OF ILLUSTRATIONS,” or “LIST OF TABLES” even if there is only one example of each.
• The list should contain enough of the titles or descriptions so readers can locate items using the list. (It may not be necessary to include entire figure/illustration/table captions.)

• The list should contain the page number on which each figure, illustration, or table is found, as in a table of contents.

• The list of figures/illustrations/tables may be single-spaced.

Page format:
• Figures/illustrations/tables should be placed as close as possible to their first mention in the text. They may be placed on a page with no text above or below, or placed directly into the text. If a figure/illustration/table is placed directly into the text, text may appear above or below the figure/illustration/table; no text may wrap around the figure/illustration/table.

• If a figure/illustration/table appears on a page without other text, it should be centered vertically within the page margins. Figures/illustrations/tables should not be placed at the end of the chapter or at the end of the project paper.

• Figure/illustration/table numbering should be either continuous throughout the project paper, or by chapter (e.g., 1.1, 1.2; 2.1, 2.2, etc.). The word “Figure,” “Illustration,” or “Table” must be spelled out (not abbreviated), and the first letter must be capitalized.

• A caption for figure/illustration should be placed at the bottom of the figure/illustration. However, a caption for a table must be placed above the table.

• If the figure/illustration/table, not including the caption, takes up the entire page, the figure/illustration/table caption should be placed alone on the preceding page and centered vertically and horizontally within the margins. (When the caption is on a separate page, the List of Figures or List of Illustrations or List of Tables can list the page number containing the caption.)

• If the figure/illustration/table, not including the caption, takes up more than two pages, it should be preceded by a page consisting of the caption only. The first page of the figure/illustration/table must include the figure/illustration/table (no caption), and the second and subsequent pages must also include, at the top of the figure/illustration/table, words that indicate its continuance—for example, “Figure 5 (Continued)” — and on these pages the caption is omitted.

• If figures/illustrations/tables are too large, they may be reduced slightly so as to render a satisfactory product or they must either be split into several pages or be redone. If a figure/illustration/table is reduced, all lettering must be clear, readable, and large enough to be legible. All lettering, including subscripts, must still be readable when reduced 25 percent beyond the final version. All page margin requirements must be maintained. Page numbers and headings must not be reduced.

• While there are no specific rules for the typographic format of figure/illustration/table captions, a consistent format should be used throughout the project paper.
• The caption of a figure/illustration/table should be single-spaced, but then captions for all figures/illustrations/tables must be single-spaced.

• Horizontal figures/illustrations/tables should be positioned correctly—i.e., the top of the figure/illustration/table will be at the left margin of the vertical page of the project paper (remember: pages are bound on the left margin). Figure/illustration/table headings/captions are placed with the same orientation as the figure/illustration/table when they are on the same page as the figure/illustration/table. When they are on a separate page, headings and captions are always placed in vertical orientation, regardless of the orientation of figure/illustration/table. Page numbers are always placed as if the figure/illustration/table was vertical on the page.

• Photographs should be treated as illustrations. To be considered archival, photographs must be black-and-white. (If actual color photographs are necessary, they should be accompanied by black-and-white photographs of the same subject.) Color photos obtained digitally do not need to be accompanied by a black-and-white photograph. Make a high-resolution digital version of each photograph and insert it into your electronic document, following the guideline suggestions for positioning and margins.

OPTIONAL ELEMENTS

List of Abbreviations
As a page heading, use “LIST OF ABBREVIATIONS” in all capital letters, centered on the page.

List of Symbols
As a page heading, use “LIST OF SYMBOLS” in all capital letters, centered on the page.

Preface
As a page heading, use “PREFACE” in all capital letters, centered on the page.

BODY OF PROJECT PAPER: TEXT

The text portion of your project paper is required. Please note that smaller font size may be appropriate for footnotes or other material outside of the main text. The following suggestions are based on best practice or historic precedent, but are not required.

• Chapter headings may be included that conform to the standard of your academic field.

• Textual notes that provide supplementary information, opinions, explanations, or suggestions that are not part of the text must appear at the bottom of the page as footnotes. Lengthy footnotes may be continued on the next page. Placement of footnotes at the bottom of the page ensures they will appear as close as possible to the referenced passage.
APPENDIX (OR APPENDICES)

An appendix (-ces) is not required for your project paper. If you choose to include one, the following suggestions are based on best practice or historic precedent.

- As a page heading, use “APPENDIX” in all capital letters, centered on the page.
- Place in an appendix any material that is peripheral, but relevant, to the main text of the dissertation or thesis. Examples could include survey instruments, additional data, computer printouts, details of a procedure or analysis, a relevant paper that you wrote, etc.
- The appendix may include text that does not meet the general font and spacing requirements of the other sections of the project paper.

BIBLIOGRAPHY (OR REFERENCES OR WORKS CITED)

A bibliography, references, or works cited is required for your project paper. Please conform to the standards of leading academic journals in your field.

- As a page heading, use “BIBLIOGRAPHY” (or “REFERENCES” or “WORKS CITED”) in all capital letters, centered on the page. The bibliography should always begin on a new page.
- Bibliographies may be single-spaced within each entry but should include 24 points of space between entries.

GLOSSARY

A glossary is not required for your project paper. If you choose to include one, best practices and historic precedent suggest using a page heading, use “GLOSSARY” in all capital letters, centered on the page.

INDEX

An index is not required for your project paper. If you choose to include one, best practices and historic precedent suggest using a page heading, use “INDEX” in all capital letters, centered on the page.