

GUIDELINES AND INSTRUCTIONS

FOR

ARTH 4995: MASTER'S RESEARCH PAPER
COURSE

&

PREPARATION OF THE

MASTER'S RESEARCH PAPER

IN ART HISTORY

University of Denver
School of Art and Art History

(Revised 5/2013)

TABLE OF CONTENTS

| | |
|--|----|
| Section I: Conception and Development | |
| Timeline of Program Requirements | 3 |
| ARTH 4995 Master's Research Paper Class | 4 |
| MRP Advisor (First Reader) | 4 |
| Second Reader | 4 |
| Optional Third Reader | 5 |
| Preliminary Research | 5 |
| Proposal | 5 |
| Research Grants | 6 |
| Writing the Paper | 6 |
| | |
| Section II: Requirements for Style and Form | |
| Style | 7 |
| Length | 7 |
| Sections or Chapters, Paper, Margins | 8 |
| Fonts, Paragraphs, Spacing | 8 |
| Illustrations | 9 |
| Page Numbering | 10 |
| Special Pages | 10 |
| | |
| Section III: Procedures for Final Submission | |
| Deadline | 12 |
| Number of Copies to be Bound | 12 |
| Getting Signatures | 12 |
| Printing and Binding | 13 |
| Obtaining Your Bound Copies | 13 |
| Electronic File (pdf) Submission | 14 |
| | |
| Section IV: Sample Pages | |
| Title Page | 15 |
| Approval Page | 16 |
| Copyright Page | 17 |
| Abstract Page | 18 |

CONCEPTION AND DEVELOPMENT

The Master's Research Paper (MRP) serves as the culmination of your graduate studies by bringing together your accumulated art historical knowledge, research, and writing skills in a publishable paper. It allows you to investigate on your own some particular aspect of the history of art that interests you. The ensuing work is expected to make a contribution to our general understanding of the subject. The process of selecting, researching, and refining the subject gives you an opportunity to develop your ability to deal with works of art as well as aesthetic and art historical concepts in a thorough and systematic fashion. You will be expected to rely on primary sources to the degree possible. A premium is placed on the whole effort being one of originality and uniqueness, not a derivative assemblage of evidence.

The subject of the MRP may stem from research done in the course of a seminar or lecture class, or it may derive from a personal research interest. It may be closely linked to local art works and archival resources or it may require travel to complete the research. Feel free to consult with any and all of the Art History faculty as you explore topics. The important thing is that the subject selected represents your interests and capabilities as you begin your career in Art History. In a large measure, the MRP is your first professional product. In the future, you may present it as an example of your work.

The MRP Advisor is the ultimate authority to guide all MRP and ARTH 4995: Master's Research Paper Course efforts. Students should contact their MRP Advisors first, with all questions and concerns.

Timeline of Program Requirements

1. By the end of the first year of classes, the graduate student will complete the Qualifying Exam requirement or audit the required World Art survey classes. The Student will be in good academic standing.
2. By the end of the first year of classes, the language proficiency requirement will be completed.
3. When the Qualifying Examination and Language Proficiency requirements are completed, the student will Advance to Candidacy.
4. The student may choose an MRP topic and MRP Advisor at any time, but substantial work on the paper will normally wait until the student takes ARTH 4995: Master's Research Paper. With the approval of the Art History Graduate Student Advisor, the student will register for ARTH 4995: Master's Research Paper during the last quarter of regular, credit-bearing course work, at the earliest, or in the following quarter.
5. In most cases, Comprehensive Exams will be taken in the quarter immediately following the completion of all regular, credit-bearing course work (ARTH 4995

excepted). All work for the capstone Museum Studies Internship should also be completed before Comps are taken.

6. The student must apply for graduation two quarters before graduating and should work with the MRP Advisor to determine the most likely quarter of graduation. Check with the Office of Graduate Studies for the list of official deadlines for M.A. candidates with respect to the Application for Graduation. If a student is unable to meet the deadline in the quarter for which graduation was sought, the student should notify the office of Graduate Studies, copying the MRP Advisor and the Graduate Records Coordinator, well in advance of the change of plans.
7. The MRP (called a “Thesis” on the Graduate Studies list of deadlines) must be completed, signed, the hard copies submitted to the Office of Grad Studies for binding, and the digital copy submitted to the School of Art and Art History office by the date established by the Office of Graduate Studies for theses to be turned in to the Grad Studies office. This is a firm submission date and cannot be changed.

ARTH 4995: Master’s Research Paper Class

Student will enroll in ARTH 4995: Master’s Research Paper (4 credit hours) after a regularly-scheduled advising session, preceding the final quarter of course work. Communication with the potential MRP Advisor must occur *before* registering for ARTH 4995. At a minimum, the student will come to the first ARTH 4995 session with a list of MRP topics and preliminary bibliographies, but it is preferable to have worked with the MRP Advisor sufficiently to have an MRP proposal in hand by the time ARTH 4995 begins. The first ARTH 4995 meeting with the MRP Advisor will include discussion of the topic or list of topics, the preliminary research, resources, and the establishment of a detailed schedule of due dates for the quarter. A grade is usually given for this class before the MRP is finalized. The MRP Advisor will establish the point at which a grade is given, typically after the proposal is accepted or the first draft has been received. Unlike all other classes, ARTH4995 can continue “in progress” after the end of the quarter without penalty.

MRP Advisor

You will work very closely with the Art History faculty member you select to serve as the primary research advisor for your MRP. Select the person on the Art History faculty whose expertise most closely matches your topic and ask them if they will be able to serve as your MRP Advisor. The Advisor is also called the First Reader.

The Second Reader

MRP Advisors and Second Readers are DU Art History faculty members. The student and MRP Advisor will collaborate on the selection of the Second Reader. Sometimes a Second Reader plays a role throughout the process, especially if their expertise would be beneficial to developing the proposal and research methods. At other times, the Second Reader only becomes involved when the Advisor notifies the student that it is time to send a draft to the Second Reader.

Occasionally a third reader or research consultant may be added when his or her expertise is deemed appropriate, and this may be another member of the faculty at DU, faculty from another university, or a museum curator. Adjunct faculty members do not carry MRP advising or reading as part of their normal duties and the student should recognize this as a gift of time and expertise.

Preliminary Research on your Topic

Once a potential topic has been chosen, a preliminary bibliography should be compiled in order to discover whether sufficient resources exist to support the project, and whether travel will be necessary to gain access to them. You will be expected to rely on primary sources to the degree possible. When researching your topic, be sure to utilize the foreign language skills that result from your foreign language proficiency requirement. As you gather and evaluate the preliminary information pertinent to your subject, you will begin to narrow your topic and to formulate your own interpretations. At this point you are ready to begin work on an MRP Proposal.

Master's Research Paper Proposal

The proposal will be completed as part of ARTH 4995, if not before. Proposals vary somewhat depending on the topic. Generally, they run between four and six pages, plus a bibliography, although they can be shorter or longer. Your proposal will consist of three parts.

The first part is your preliminary thesis statement, which differs from a subject or topic by being far more focused. The thesis statement is the controlling idea or the argument that you will make in your paper. In a topic sentence or paragraph, set forth the question you intend to address, the point you plan to prove or argue, and your perspective.

The second part of the proposal is an explanation of the importance of the thesis. Clearly summarize the “state of the question,” in other words, what scholars have said to date concerning your topic (a brief but thorough review of previous literature on the topic). Then explain what you hope to contribute to the scholarly discussion. Discuss your research strategy, the methods to be used, and the accessibility of sources. In your proposal, you demonstrate that your topic is viable, and that you can get your hands on the resources you need to prove your points.

The third part is your preliminary Bibliography, in which you include all of the sources you think are relevant to the topic, whether or not you have read them all yet. Note that you need to have done sufficient research to be certain that your proposed thesis has not already been published by someone else. Your Bibliography should demonstrate that there are sufficient resources (including publications, archives, art objects, and people) to undertake the proposed research project. It should also demonstrate that you are familiar with the literature in the broader topic field that will help you contextualize your specific project, and that the quantity and type of essential sources will allow you to complete your MRP in a reasonable time frame.

As you get into the writing phase, you may find that your research takes you in new directions, or you may even find that your original hypothesis is untenable. You are not bound to prove the thesis you originally proposed. Indeed, it would be a great error to include only that information that supports your thesis. Your conclusions should be the result of your careful evaluation of the information you uncover. As an initial step, the proposal should set you off in a solid direction towards an achievable goal.

Submit your MRP Proposal to your Advisor by the deadline established in the first ARTH 4995 meeting, if it has not already been completed. Once it has been approved, and this may take several drafts, your MRP Advisor will place an initialed, dated copy of the accepted MRP Proposal in your departmental file. You are now ready to embark on the body of your research.

Research and Research Grants

During ARTH 4995, you will expand the outline of your paper and fill in any gaps through additional research. As you focus on research, keep in mind that modest grants are available from the Art History Alumni Endowment to help you travel to research sites, obtain images, or defray other expenses of your MRP research. The application form is on the SAAH website. Additional research grants are sometimes available through the division of Arts Humanities and Social Sciences, the School of Art and Art History, or the graduate student association. Check all of these websites for additional information.

Writing the Master's Research Paper

As you proceed to write your MRP, it is most important to keep your audience in mind. For this reason, you may wish to begin with an introductory statement, in clear and precise academic language, informing your readers about the nature of your topic, the specific issue that concerns you, the state of research on this issue, and the approach you intend to take. A clear articulation of the problem and methodology of your research will enable your readers to establish the appropriate expectations concerning the nature of your study and will assist them in following your arguments and ideas. It is essential to demonstrate a thorough command of the subject that you have chosen to discuss in your paper. Remember to include sources from foreign languages in which you have demonstrated reading proficiency. Issues of style and form for writing the MRP are discussed below.

A complete first draft should be in the hands of the MRP Advisor with sufficient time to allow the Advisor and student to work through revisions until they are both satisfied. Be prepared to go through several drafts; the first draft is never the same as the final accepted paper. Prior advanced notification of and collaboration with your MRP Advisor, and in some cases the Second Reader, regarding your proposed draft deadlines will allow you to create a good working schedule. In ideal situations, the student should allow at least two weeks for the Advisor to respond to each new draft. During particularly busy times, such as the last two weeks of the quarter, or during the summer months, this two-

week turn-around time may expand. Each draft should be error-free in all mechanics, including spelling, grammar, punctuation, citation formatting, and avoid use of the passive voice. The MRP Advisor will let the student know when to send any drafts to the Second Reader. Only when the MRP Advisor approves, the entire draft, including Title Page, Approval Page, optional Copyright Page, Abstract, Table of Contents, Acknowledgements, the text, Bibliography, and all illustrations with captions should be sent to the Second Reader. Incorporate feedback from the Second Reader and forward revised drafts to the MRP Advisor. Again, allow for a two-week turn-around of each draft.

REQUIREMENTS FOR STYLE AND FORM

Style

Following your MRP Advisor's instructions, adhere closely to the style set forth by the most recent edition of *The Chicago Manual of Style* or the *Society for American Archaeology Style Guide*. Your MRP Advisor will tell you whether parenthetical or humanities style notation is preferred for your topic; both are included in *The Chicago Manual of Style*. Consistently use the same citation format, whether footnotes, endnotes, or parenthetical notes. If you have questions about style or format *The Chicago Manual of Style* or the *Society for American Archaeology Style Guide* do not answer, consult your MRP Advisor.

When citing a work of art in the text, the title should be placed in *italics*. If the work will be illustrated in your paper, follow the first mention of it with the illustration number, like this: (Fig. 1). If the work of art is not illustrated in your paper, but it is well known, no further identification is needed. However, if it is a little known work, or there is more than one work by this artist with the same title, provide clarification in the text or in parentheses following the first mention of it. Clarification may take the form of the collection/location, or in the case of multiple versions of a work you may simply need to state the year and/or medium. For example: "The composition recalls that of Frans Hals' *Officers of the St. George Civic Guard* (1616)." Hals painted three pictures with the same title and all are in the same museum, so the date becomes the distinguishing feature.

Length

It is not possible to set a length for the MRP because the subject and purpose of the paper determine its length. They typically run between 30 and 40 pages, printed on one side of the paper only, plus front and back matter such as the bibliography and illustrations, although they can be shorter or longer. If you and your advisor have targeted a particular publication to which your paper will be submitted, the length will be determined by the publication's guidelines. Consult with your MRP Advisor about this. It is better to refine and tighten your text; never try to expand the text by artificial means.

Sections or Chapters

If your paper is very long and your subject is broad, you may want to divide the MRP into chapters. In many cases, however, good organization and writing, perhaps with the addition of sub-headings, will be sufficient.

Paper

Master's Research Papers must be submitted both in a digital and print form. Only the SAAH Departmental copy of the MRP is required to be printed on archival quality paper (acid-free, 20-24 lb., white, at least 25% cotton) with original signatures on the signature page, but we recommend that you also make an archival copy for yourself and have it bound. All pages of any given copy of the MRP should be identical in weight, color and texture of paper. See "Final Submission" instructions below for more information about digital and print copies.

Margins

Due to the allowance needed for binding, the margins must be at least 1 ½ inches on the left; 1 inch on the top; 1 inch on the right; and 1 inch on the bottom (page numbers may not intrude into the one-inch bottom margin). The top margin for pages with chapter headings should be 2 inches. These margins hold true for illustration pages. Many photocopiers make slight enlargements on originals, so if you make photocopies be careful that they also remain within the margin requirements.

Fonts

Students should use 10 pt. Arial or 12 pt. Times New Roman font. Italics should be used as appropriate (for non-English words and titles of works of art). Style and size of type should be consistent throughout the MRP.

Paragraphs

Indent the first line of each paragraph. The first line of a paragraph may not appear at the bottom of the page, nor may the last line of a paragraph appear at the top of the page. These are known as "widows" and "orphans." When the last line of a paragraph appears alone at the top of a page, it is called a *widow*. When the first line of a paragraph appears alone at the bottom of a page, it is called an *orphan*. There must be at least two lines of a paragraph at the bottom of the page, or at the top of the page.

Spacing

Double-space everything with the following exceptions:

- Single-space long, blocked quotations. A quotation that would continue for more than three lines of your typed text is considered "long." The block quotation should be single-spaced and indented on both the right and left margins.
- Single-space lines within footnote/endnotes. No spacing between note entries.

- Single-space lines within table and figure titles. Single-space material within tables and figures.
- Single-space within chapter entries in the Table of Contents and in the Lists of Illustrations and Tables, if tables are included. Double space between chapters and figure/table entries within your Table of Contents and Lists.
- Single space entries in a Bibliography.

Illustrations

Visual documentation of the MRP is essential, with rare exceptions (e.g. a technical museum studies topic). Ten to fifteen (10-15) illustrations are usually sufficient. Let your topic guide you. If you are hoping to publish your paper in a specific publication, you should look at their policy or traditional usage to determine the number you need. The illustration pages may be placed all together at the end of the body of text or properly captioned illustrations may be interspersed with the text. Remember that illustration pages must be numbered in Arabic numerals consecutively with text pages if they are in a separate section.

Works of art are best illustrated with high-resolution digital images printed with archival quality ink. Color scans may be used and will be maintained when viewing the MRP electronically. Color photocopies and non-archival ink do not have sufficient longevity. Check with the Visual Media Center (VMC) if you need help. Remember the wide left hand margin needed for binding when deciding on image size - 5 x 7 inches is fairly standard. Hand drawn illustrations, diagrams, or maps, if well done and appropriate to the subject, may also be used as illustrations. They can be scanned and printed or drawn in ink on archival paper; these are preferable to scans of other people's diagrams. All computer printed images (including diagrams and maps) are also acceptable when printed on the same archival paper as the rest of the MRP. Archival photography paper is not appropriate to use because of the binding process.

When placing images in a separate section, digitally insert the images on sheets of archival paper. Center the images on the page, allowing for the extra-wide left hand margin of 1-½ inches. If an image must be turned sideways the top should be on the left margin with the bottom and label on the right margin, still paying attention to the minimum margin distances. Whether images are inserted in the text or placed in a separate section, each illustration should be identified in a caption, centered below the image, using this format:

Fig. 1. Artist's Name, *Title of Work*, date, medium, dimensions if known. Collection or Museum name, city, state or country if needed.
Copyright if appropriate (see below).

Italicize the titles of works of art. The phrase "Private Collection" is sufficient when the work is in a private collection. When the collection is not known, state "Location

Unknown.” The city where the museum or collection is located may stand on its own if it is well known, but include the state or country if clarification is needed: New York City, not New York, New York. Athens, Georgia, to distinguish from Athens, Greece.

If you are not publishing your MRP, as a general rule you do not need copyright clearance nor do you need to include the source(s) of your illustrations. Case law is not yet clear about whether public electronic access is considered “publishing,” so if you allow your MRP to be openly accessed through a service such as proQuest, we strongly advise you to obtain copyright clearances. If you simply follow the instructions in this Guideline to submit your MRP as a .pdf to the University Library for archiving, you do not need to clear copyrights on images.

Page Numbering

Your MRP will have two sets of page numbers; one set for the front matter and one set for everything else. Pages of front matter are numbered in small Roman numerals (ii, iii, iv). Pages in the body of the text, endnotes if used, and the back matter (i.e., Illustrations and Bibliography) are numbered in Arabic numerals (1, 2, 3). The first page of the first chapter is considered to be the first page of the body and should be numbered accordingly.

Not every page number appears; that is, they are not typed on the page. On the Title Page, Approval Page, and optional Copyright Page, the page numbers are not shown, but these pages are counted in the pagination. If a page number is called for, it should be centered at the bottom of the page standing on an imaginary line one inch up from the bottom edge of the page. Page Numbers should not intrude into the bottom 1-inch margin.

Special Pages (placed in the MRP in the order given)

The Title and Approval Page correct formats appear at the end of these Guidelines. Use the exact wording found in these samples and duplicate the spacing as closely as possible. Title Page is page i, but the Roman numeral does not appear on the Title Page. The Approval Page is page ii, but like the Title Page, the Roman numeral does not appear on the Approval Page. Note that the date on the Approval Page should be the month and year of actual graduation. See “Procedures” below for the process of obtaining signatures.

The Copyright Page is *optional*. A model appears at the end of these Guidelines. The essential components of the copyright notice are: copyright symbol ©, (note that the word “copyright” is not required); full legal name of author as it appears on the MRP Title Page; the year in which the copyright will be established. The 2000 Berne Convention for the Protection of Literary and Artistic Works made it unnecessary to go through any formality in order to ensure copyright (including a copyright page), however, making your copyright clear through such a notice can help establish your ownership later. You may also include “All Rights Reserved”; a clause used under the earlier Buenos Aires Convention.

The Abstract Page correct format appears at the end of these Guidelines. The Abstract should include a definitive statement of the problem, a brief description of the research method, major findings and their significance, and conclusions. Readers will first use the

Abstract to determine whether the longer MRP is likely to aid them in their research. Like the title of your MRP, the Abstract should be as precise and descriptive as possible. The Abstract must be double-spaced and limited to 150 words. Use small Roman numerals, starting with iii, for the Abstract page number.

An Acknowledgments Page is also *optional*, but fairly standard.

Use it to acknowledge any special assistance by an archivist, a curator, an artist or collector, or anyone else you wish to recognize, with a brief prefatory statement. Typically acknowledgements are on a page of their own and do not exceed one page. Continue to use small Roman numerals for page numbers.

A Table of Contents is helpful to your reader. It should include the front matter, text (by chapter or subheading if you have chosen to use either), bibliography, and appendices if you have any. Double space between chapter entries, but single-space any subheadings within a chapter. Continue to use small Roman numerals for page numbers.

A List of Illustrations and tables, if tables are included, should follow the table of contents. You should include the same information here that you use to identify figures within your text. For an unpublished MRP, you do not have to include the source of your image, although if you decide to do so, you should be consistent throughout your list. Continue to use small Roman numerals for the page numbers.

Bibliography

Following the instructions of your MRP Advisor, adhere closely to the style set forth by the most recent edition of *The Chicago Manual of Style* or the *Society for American Archaeology Style Guide*. The Bibliography typically contains everything you have cited in footnotes, endnotes, or parenthetical notes in your MRP, listed in bibliographic form. Some MRP Advisors prefer that you include additional sources that you have read and that may be useful to your readers, even if you did not cite them. If you have questions about what to include, consult your MRP Advisor. The Bibliography continues Arabic page numbering from the preceding text, endnote pages if used, and illustration pages if used.

PROCEDURES FOR FINAL SUBMISSION

The School of Art and Art History Coordinator for the Academic Program informs the Office of Graduate Studies that you have completed the MRP, the final step for Graduation, when you have shown him the final boxed (unbound) and signed MRP in hard copy and have submitted to him the final pdf. The instructions below will get you to this point.

Deadline

The deadline for submission of BOTH the pdf and the hard copies of your final MRP is the date that the Office of Graduate Studies has set for “final submission of MA thesis to the Office of Graduate Studies.” You will actually be submitting the electronic version to the School of Art and Art History and only the boxed sets of paper copies for binding to the Office of Graduate Studies, but the date is the same for both and cannot be changed.

Number of Copies to be Bound

You will need a minimum of two copies of your MRP to be bound: one for the SAAH departmental archive and one for you. You can add up to four more copies to be bound for your own use. For example, some students bind additional copies to give to people who have helped them complete their degree or for institutions that have asked for it.

Getting Signatures

For students completing this process on campus:

1. As soon as your first two readers have indicated that they are ready to sign off, print as many copies of the Approval Page as you plan to have MRP copies bound, and be sure they are on archival quality paper that will match the rest of the MRP (acid-free, 20-24 lb., white, at least 25% cotton). You can sometimes get this paper from the SAAH office and it is always available from DU QuickCopy, where they are happy to print these pages for you.
2. Put your name and email address on a post-it note on the top Approval Page or on an envelope containing the (unfolded) Approval Pages. This is an important step, since your name is not otherwise attached to the page and your advisor may be receiving these pages from multiple students. Give all the Approval Pages to your MRP Advisor. After signing, your MRP Advisor will forward the pages to the second reader, who sends them to the Director of SAAH, who puts them in *your* mailbox and emails you and the Advisor that they are ready.
3. Scan a signed approval page so that you can add it to the pdf (see instructions about the electronic submission below)

For students completing this process from a distance

1. Send a digital file containing just the Approval Page to the SAAH Coordinator of the Academic Program (Jason.kellermeyer@du.edu) as an attachment to an email that says how many copies of the MRP you are having the copy center create. Request that he print that many copies of the Approval Page on archival paper and be sure to cc your Research Advisor on this email.
2. Jason will put the copies in your Research Advisor’s mailbox with a post-it note containing your name and the request to return the signed copies to him. After signing, your MRP Advisor will forward the pages to the second reader, who sends them to the Director of SAAH, who gives them back to Jason, per instructions on the post-it.
3. Jason will scan the signed Approval Page and email it to the student for inclusion in the final pdf.
4. When he gets the boxed MRPs (see “Printing or Copying the MRP for Binding”

below), Jason will insert the signed Approval Pages into the MRPs. Please allow plenty of time for all this to happen. Gathering signatures takes time and the SAAH office gets very busy. (see additional student instructions below)

Printing or Copying the MRP for Binding

For students completing this process on campus:

1. Send a digital file or take a hard copy of the entire MRP (less the approval page) to the DU Quick Copy Center to be printed/copied onto archival quality paper (acid-free, 20-24 lb., white, at least 25% cotton) on one side of the paper only. Be sure to have them box each complete copy separately in the size of box indicated on the binding form (see #3 below).
2. When you pick up your boxed copies, insert the signed Approval Page after the Title Page in each boxed set.
3. Download the proper binding form from the Office of Graduate Studies website and fill it out. Either pay online or obtain a money order for the amount indicated on the binding form.
4. Take the form, the boxed sets, and if not paying on line, the money order to the Office of Graduate Studies by the deadline listed above, stopping on the way to show Jason the boxed sets with signatures.

For students completing this process from a distance:

1. Send a digital file of your complete MRP to the DU Quick Copy Center to be printed on archival paper (acid-free, 20-24 lb., white, at least 25% cotton), one side of the paper only. Check the copy center's website for the proper form and use it to provide very clear instructions about the number of copies that you need printed and boxed separately in the size of box indicated on the binding form (see #2 below). Request that the finished copies be sent to Jason in the SAAH office. Copy Jason Kellermeyer and your MRP advisor on your correspondence with the DU Quick Copy Center to keep them informed.
2. Download the proper binding form from the Office of Graduate Studies website, fill it out, scan it, and send it to the Coordinator of the Academic Program in the SAAH office (Jason.kellermeyer@du.edu) to be added to the boxed copies.
3. Follow instructions on the binding form to pay online. This should be paid before you send Jason the binding form.
4. Jason will combine your signed Approval Pages with the finished MRPs when the Quick Copy Center sends them over. He will add the binding form to the boxed sets and send them to the Office of Graduate Studies. Please be appreciative of all the work that Jason ends up doing to save you from having to fly back to Denver.
5. Don't forget the electronic file (pdf) submission! See below.

Obtaining Your Bound Copies

The process of binding takes at least 3-6 months after the end of the quarter and may take up to a year. All bound copies will be returned to the School of Art and Art History, which will retain one for the department archive, and notify you so that you can make arrangements to collect the rest.

Electronic File Submission

After everyone has approved and signed your MRP signature page, you must create an electronic version of the entire paper, collated in the proper sequence as a single file, saved as a pdf. Note that this pdf may differ from the file you gave to QuickCopy to make your hard copies, because it must include a scan of the Approval Page with signatures on it.

Give your file a title in this format: du_mpr_year_LastName. Then submit it to the Coordinator for the Academic Program in the School of Art and Art History Office on a CDR or flash drive, or if you are working from a distance, email it as an attachment. If the file is too large to email, use one of the free large-file upload sites that you can find with a simple Google search.

Once the Coordinator receives this, he will send it on to the University Library for archiving and will inform the Graduate Studies Office that the Department has certified you for graduation.

(SAMPLE TITLE PAGE)

POST-MODERN PERSPECTIVES ON THE MODERNIST TRADITION

A Master's Research Paper

Presented to

The Faculty of the School of Art and Art History

University of Denver

In Partial Fulfillment

Of the Requirements for the Degree

Master of Arts

by

Mary Jane Doe

[insert month of graduation] 2015

(SAMPLE APPROVAL PAGE)

GRADUATE STUDIES

AT

THE UNIVERSITY OF DENVER

Upon the recommendation of the Director of the School of Art and Art History, this Master's Research Paper is hereby accepted in partial fulfillment of the requirements for the degree of

Master of Arts

First Reader (MRP Advisor), [insert NAME], Ph.D.

Second Reader, [insert NAME] Ph.D.

Director, School of Art and Art History,
Sarah Gjertson, M.F.A.

Date

(SAMPLE COPYRIGHT PAGE – OPTIONAL)

©Copyright by Chris R. Doe 2015

All Rights Reserved

(SAMPLE ABSTRACT PAGE)

Author: [insert student's name]

Title: [insert title of MRP]

Graduation Date: [insert graduation month & year]

University of Denver

ABSTRACT

Type your abstract here. It should be double-spaced and it should not exceed 150 words. The page number of the Abstract may be iii or iv, depending on whether a copyright page was included.