Master’s Project Format
Duke University Graduate Liberal Studies

Master’s projects representing an extended essay should conform to this format. Other projects should conform to this format to the extent possible and appropriate.

A. **MARGINS & FONT.** Use 1-inch margins all around. Do not right-justify: leave a ragged right margin. Make sure that all page numbers, footnotes, tables and figures fit within these margins. Use a font (typically 11 or 12 pitch; this is 11 pitch) that renders approximately 300-350 words per page.

B. **SPACING.** Double-space throughout (with the exception of block quotations, titles, headings, captions or other special formats). Single-space entries in the Table of Contents or References list, but double-space between entries.
   1. **Paragraphs.** Left-indent the first line of each paragraph one inch. Do not insert an extra line of white space after a paragraph (as in single-spaced business format), unless you are trying to indicate the beginning of a new multiparagraph subsection.
   2. **Bullets and Numbered Lists.** Lists, whether numbered or bulleted, can be used if they represent the most efficient way to express information that is of approximately equal value and relationship.

C. **PAGINATION.** Page numbers may be placed bottom center with a 1” margin beneath, or they may be placed top right with a 1” margin above. The title page and copyright page do not have numbers, but they are counted. The front matter (the preliminary pages that appear before the Introduction or Chapter One, including the Table of Contents) is numbered with lower case Roman numerals. Numbering with the Arabic numeral 1 begins after the front matter.

D. **FOOTNOTES.** All footnotes should appear at the bottom of the text, above the page number. Footnotes may be continued on the next page, but must begin on the page they are cited. Do not use endnotes. Informational footnotes are appropriate, even if one is using a parenthetical citation format; such footnotes should begin renumbering with 1 at the beginning of each new chapter.

E. **DOCUMENTATION.** Use whatever citation and documentation style is most appropriate for the sort of work you are doing in your Project (e.g. MLA for humanities; Chicago for history; APA for social science, etc.). If you are unsure, consult your supervisor. All use of sources must be fully documented according to the principles of academic integrity. Visit [http://bcs.bedfordstmartins.com/resdoc5e/](http://bcs.bedfordstmartins.com/resdoc5e/) or [http://library.duke.edu/research/citing/index.html](http://library.duke.edu/research/citing/index.html) for accessible guides to the major documentation formats. As the author of your Project, you will be asked to certify that any previously copyrighted material used in your work, beyond “fair use,” is with the written permission of the copyright owner.

F. **TABLES & FIGURES.** These can be inserted within the body of the Project, or can be added to an appendix. Proper credit must be given for any table, figure, chart, graph, map, photograph or illustration that is not original to the student. Tables and figures must fit within the margins; be consistent with placement. Each should be numbered and captioned (single-spaced). You must include a list of all tables and figures after the Table of Contents.
H. **UNCONVENTIONAL CONTENT.** If essential aspects of your research cannot be embedded within your Project document (e.g., artwork, audio, video, website), items presenting this work can be provided as a supplement. Such items should be described or otherwise integrated into the written text -- for example using a few key frames from a movie to create a figure of several panels. (You can also attach, as an appendix, a key to any non-written components.) Non-written items can also be archived at the Rubenstein Library under the care of the Duke University archivist through the Archive of Documentary Arts.

I. **ARRANGEMENT.** The Project should include the following sections (when appropriate) in the following order:

1. **Front Matter.** All pages except for the Title and Copyright pages are numbered with lower case Roman numerals.

   a. **Title Page** *(see sample).* Capitalize the first letter of every word except articles ("a," "an," and "the"), coordinating conjunctions (for example, "and," "or," "but," "so," "yet," and "nor"), and prepositions with fewer than four letters (like "in"). The first letters of the first and last words are always capitalized, regardless of what they are.

   b. **Copyright Page** *(see sample).*

   c. **Abstract.** A brief summary of your Project that describes its methods and analytical conclusions (about 200-250 words). The abstract should (1) present the central question, issue or goal of the Project, (2) discuss the approach, materials and methods used, (3) summarize your major findings and state your conclusions. Individual chapters should not have abstracts. The abstract text page is the first numbered page; it should be Roman numeral page number iii in your document.

   d. **Table of Contents** *(see sample).* This should include each chapter title in order and identify the page on which that chapter begins. Single-space each entry, but double-space between entries. If the chapters are divided into sections, then the title of each section should be listed in order; listing the page number for each section is optional.

   e. **List of Tables & Figures** *(optional).* Single-space each entry, but double-space between entries.

   f. **Acknowledgements** *(optional).* An opportunity to acknowledge those who have been helpful or otherwise supported the work, or to begin the Project with a quotation or brief address to the reader.

2. **Main Body**

   a. **Introduction.** This lays out the issues of your project, explains its goals and methods, and summarizes what you discovered in an analytical thesis statement.

   b. **Divisions.** The Project should be divided into chapters and sections for easier reading.

      i. **Chapters.** Each chapter should begin on a new page. The chapter title heading (either centered or flush left) should appear, in a slightly larger than normal pitch, at the top of that page. A chapter number should introduce or otherwise identify that chapter heading.
ii. **Sections.** Each chapter may be divided into sections. Sections do not normally begin on a new page; instead they are preceded by approximately an inch of white space. A section heading should appear (flush left) in a slightly smaller pitch than a chapter heading.

iii. **Subsections.** Any subsections of thought within a section can be identified by approximately an inch of white space without a heading.

iv. If a student feels it is necessary, he or she may assign roman or arabic numerals and letters (as in outline format) to the chapters, sections and subsections – but this is not expected.

3. **APPENDICES (optional).** If needed, students can attach one or more appendices to include additional texts or illustrations. Each appendix should begin on a new page and feature a lettered title (e.g. Appendix A: Maps).

4. **BIBLIOGRAPHY.** Every Project must feature a full alphabetized bibliography for the work as a whole (and not for individual chapters) that conforms to the same documentation format as its citations. For parenthetical documentation formats, the Works Cited or References page may be expanded to include any sources consulted but not directly referenced. For footnoted documentation formats, a separate Bibliography must be included. The Bibliography is single-spaced within references and double-spaced between references.

J. **PUNCTUATION.** Use standard American grammar and punctuation. Use double quotation marks (reserving single marks for quotations within quotations); place all commas and period inside quotation marks (unless the quotation is immediately followed by a parenthetical citation). Block format quotations (single-spaced and indented an inch) do not take quotation marks. Any text following block quotations should not be indented unless it begins a new paragraph.

K. **SAMPLE PAGES.** Examples of Title, Copyright & Table of Contents pages follow.
This project was submitted in partial fulfillment of the requirements for the degree of Master of Arts in the Graduate Liberal Studies Program in the Graduate School of Duke University.
Copyright by
Alexis Moore Scott
2012
## Sample Table of Contents

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