

Master's Project Format

Duke University Graduate Liberal Studies

Note Well

- Order the front matter as described below. Use the *GLS Title Page Template*.
- Page numbers should be centered in a footer. Begin Roman page numbers with the Abstract (as page iii). Begin Arabic page numbers (as page 1) after the front matter (i.e., at the Introduction).
- Begin each chapter on a new page with a centered title.

GLS master's projects representing an extended essay should conform to this format with consistency. Other projects should conform to this format to the extent possible and appropriate. For further information, see the Graduate School's [Theses and Dissertations page](#).

A. **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*). Use the *GLS Title Page Template*. 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 concise summary (200-250 words) of your project. Typically, the abstract (1) briefly presents the central question, issue or goal of the Project, (2) briefly discusses the approach, materials and methods used, (3) summarizes your major findings and states your conclusions. (It is in effect, a condensed version of your introduction that perhaps also mentions some details from the body of the project. Its function is external: it plays no role within your project, and includes no information that is not in your project. See *Tips* below.) The abstract 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. (MS Word's Table of Contents function might be helpful for this.) Do not list the Title Page, Copyright Page, Table of Contents or the Acknowledgements in the Table of Contents.
 - e. **List of Tables, Figures or Illustrations** (*optional, as appropriate*). 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.

2. Main Body

- a. **Introduction.** This lays out the issues of your project, explains its goals and methods, and either summarizes what you discovered in an analytical thesis statement or lays out a hypothesis to be tested.
 - 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 should appear centered (or flush left), 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.
- B. **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.
- C. **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.

- D. **PAGINATION.** Page numbers should be placed bottom center with a 1" margin beneath. The title page and abstract page do not have numbers, but they are counted. (In MS Word, use the Section function in combination with the Footnote function to suppress footnotes on these pages.)

The other pages of the front matter (the preliminary pages that appear before the Introduction, such as the Table of Contents or Acknowledgements) are numbered with lowercase Roman numerals. Numbering with the Arabic numeral 1 begins after the front matter with the first page of the Introduction.

- E. **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.
- F. **DOCUMENTATION OF SOURCES.** 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://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 found in your work, beyond "fair use," is used with the written permission of the copyright owner.
- G. **TABLES & ILLUSTRATIONS.** 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. **PUNCTUATION.** Use standard American grammar and punctuation. Use double quotation marks (reserving single marks for quotations within quotations); place all commas and periods inside quotation marks (unless the quotation is immediately followed by a parenthetical citation). Place all parenthetical citation before periods and commas; place all superscript footnotes after periods or commas. 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.
- J. **SAMPLE PAGES.** Examples of Title, Copyright & Table of Contents pages follow.

Tips

- **Don't wait until the final hour to put your project in the required format.** Set up a template in this format for your project when you first begin working on it, so that you don't have to worry about format issues during those final weeks when you are also trying to make more substantive final edits.

- **In putting together the front matter, make strategic use of MS Word's "sections."**
 - Section One represents the unnumbered title and copyright pages
 - Section Two constitutes the rest of the front matter. It begins with the abstract and the Roman numeral page number ("iii").
 - It is important to "unlink" (use the Header/Footer function) Section Two from Section One before adding the page numbers.
 - You can format the page number to begin at 3 for the Roman "iii."
 - Section Three begins after the front matter, with the first Arabic numeral page number ("1").
 - Again, it is important to "unlink" Section Three from Section Two first.
 - Google "MS Word unlink section" for details.

- **MS Word's "styles" function will let you set up different styles for different kinds of text** (e.g., "regular" prose, block quotations, centered chapter titles, flush left headings, bibliographic entries).
 - Note: If you use those styles for your chapter titles and headings, you can then have MS Word automatically assemble your Table of Contents.
 - Google "MS Word styles" or "MS Word table contents" for details.

- **If you don't use styles to set up your Table of Contents, MS Word can still help you format it cleanly using special "leader" (dotted line) tabs, accessible from the "paragraph" section.** Google "MS Word leader lines" or "MS Word leader tabs" for details.

- **Think strategically about your abstract if you want your project to be read.** The abstract is how your project is known in the wider world, and functions as a kind of advertisement for it. By reading the abstract, a researcher can figure out whether or not your paper addresses issues she is interested in reading further about. Thus the abstract should include in its body terms that potential readers might search on. (For example, if your project is on marmots in general, but includes a case study on American groundhogs, you would want to make sure that both the terms "marmot" and "groundhog" show up in your abstract.)

- **If your project includes "nontraditional content"** that is not fully captured by the written component of the project, be sure to refer to it in your project. If it involves items that are archived in the Rubenstein, mention that in your introduction.



Insert Title Here
(Bold, Calibri 16 pt, double spaced)

Insert Your Full Name
(Bold, Calibri 16 pt, double spaced)

Faculty Advisor: Insert FULL name
Insert Supervisor's Home Department
(Bold, Calibri 14 pt, double spaced)

Insert Submitted Date: Month and Year
(Bold, 14 pt, double spaced)

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.

Sample Copyright Page

Copyright by
Alexis Moore Scott
2029

Sample Table of Contents

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