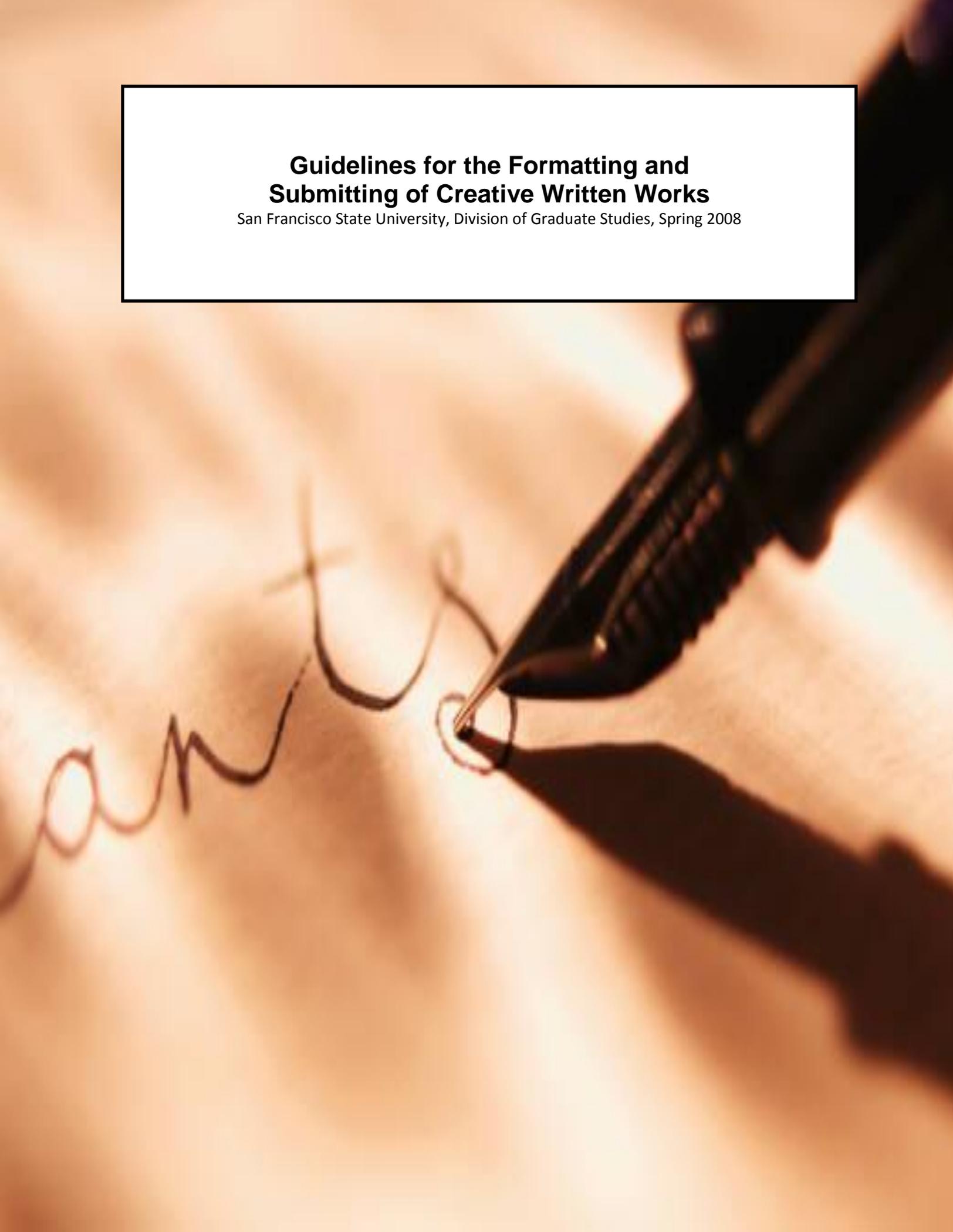


Guidelines for the Formatting and Submitting of Creative Written Works

San Francisco State University, Division of Graduate Studies, Spring 2008



Guidelines for the Formatting and Submitting of Written Creative Works

Place your mouse on the section you wish to read and click to jump to that section.

I. [Introduction](#)

[Copyright and Academic Dishonesty](#)

II. [Before You Begin Your Culminating Experience](#)

[Meeting Department/Program Advisor\(s\)](#)

[Selection of Creative Written Work or Music Composition Committee](#)

[Submitting the Proposal for Culminating Experience to the Department/Program](#)

[Submitting the Culminating Experience Proposal to the University: Graduate Studies](#)

[Culminating Experience Approval](#)

[Registration and Grading Procedures for Culminating Experience Courses](#)

III. [Written Creative Works Guidelines](#)

[Section I: Format Guidelines](#)

A. [General Specifications](#)

[Paper and Printing](#)

[Font Size and Style](#)

[Text Spacing](#)

[Margins](#)

[Page Numbering](#)

[Oversized pages](#)

[Illustrations, figures, tables, etc.](#)

[Electronic/Multimedia Submissions](#)

B. [Preliminary Pages](#)

[Official Degree Title](#)

[Title Page](#)

[Copyright/Publication Rights](#)

[Certification of Approval](#)

[Annotation](#)

[Preface and/or Acknowledgements](#)

[Table of Contents](#)

[Lists](#)

[Other](#)

C. [Final Steps in Preparation](#)

[Preliminary Format Check](#)

[Official Signatures](#)

[Copyright Permissions](#)

[Final Collation/Grammar/Spelling Check](#)

[Presentation](#)

D. [Deadlines for Submitting Completed](#)

[Culminating Experience](#)

[Section II: Submission Process](#)

[Review and Approval](#)

[Personal and Department Copies](#)

[Final Submission to Library Rapid Copy Center](#)

Guidelines for the Formatting and Submitting of Written Creative Works

Spring 2008 Revision

Introduction

As you complete the course work for your degree, you should be thinking about what you want to do for a Culminating Experience. A written creative work or music composition is a very important last step in completing your degree. Your work can lead you into further academic study or into the world of work where you and others can benefit from your written work or compositions. To begin your Culminating Experience, you must have, at least, a 3.0 in all post-baccalaureate work completed and in all course work on the Graduate Approved Program.

Because the written creative works must meet the highest standards for scholarly publishing, student authors must ensure that the written work meets peer review standards in the discipline for originality, documentation, and writing style under the guidance of the creative works committee members. Faculty members working with the student on a written creative work are responsible for the academic content of the document and that the grammar and syntax are appropriate for a published document. The Division of Graduate Studies reviews only formatting of the document to ensure that it meets the standards for archiving in the University library and that the abstract is acceptable for publication in *University Microfilms International Publications*. Only Creative Writing 893, and 894 (music composition) are submitted to Graduate Studies for format approval.

Copyright and Academic Dishonesty

Your writing must be your own; where the work of others is incorporated, the source should be acknowledged carefully and accurately according to accepted practices for scholarly publishing in the field. Students are responsible for obtaining written permission for the use of copyrighted images, tables, software, etc. and are required to submit copies of permission letters with the thesis. For more guidance in appropriate use of copyrighted material and avoiding plagiarism, please check the information provided by the SFSU Center for the Enhancement of Teaching at:

http://academic.sfsu.edu/facaffairs/ctfd/fac_resources/plagiarism.php.

Before You Begin Your Culminating Experience

Meeting Department/Program Advisor(s)

Before beginning your Culminating Experience, you should work very closely with your graduate advisor(s) and graduate coordinator. Developing and completing your final work should be a positive experience for both you and your graduate advisors and committee members. By planning ahead, setting deadlines for yourself and following them, you should be able to complete your work within two semesters. Set that as your goal. Determining who you will work with on your Culminating Experience is a critical decision. Choose faculty members, especially the first reader, who have expertise in your area of interest and with whom you have developed rapport. Some department/programs may have very clear limitations on the allowable focus of the thesis or creative work based on the faculty interest and focus.

Selection of Thesis, Creative Written Work, or Music Composition Committee

Regardless of the type of culminating experience being completed, a committee must be established to evaluate whether you have satisfactorily completed this final requirement for your degree.

- The committee must consist of a minimum of two and a maximum of five members.
- The chair and the second member of your committee must hold tenured/tenure-track faculty appointments in your major department.
- In circumstances where special expertise is available in another department, the graduate dean may authorize a designated tenured/tenure-track faculty member from a related department to serve as second reader.
- With special permission, some long-term lecturers with terminal degrees in their field or with special expertise may serve as the second reviewer provided their curriculum vitae are on file in the Division of Graduate Studies. Due to the temporary nature of lecturer appointments, both you and the lecturer must understand the risk to the timely completion of your culminating experience.
- The third member of a committee may be from outside the major department or university. A lecturer may volunteer his/her services as a third member of a student's committee, but again, be aware of the risk.
- If a faculty member leaves, you will need to reconstitute your committee and new faculty members often have different expectations. If you are working with a faculty member on the early retirement program, be sure that work can be completed during that faculty member's employment period.
- To officially change the composition of your committee, you must submit a [Petition for GAP Substitution or Committee Revision](#) to the Division of Graduate Studies (ADM 250). You may find the form here: <http://www.sfsu.edu/~gradstdy/current-form.htm>.

Submitting the Proposal for Culminating Experience to the Department/Program

Prior to submitting your *Proposal for Culminating Experience* to the Graduate Studies office, you must have your Thesis or Creative Written Work Committee and your department chair and/or Graduate Coordinator approve and sign your proposal form. You may find this form at this web address at the bottom on the linking page: <http://www.sfsu.edu/~gradstdy/culminating-experience.htm>. This form, as well as your [Graduate Approved Program \(GAP\)](#), must be submitted by the published deadline the semester prior to the semester of enrollment in the Culminating Experience course (898 courses, 893 creative written work , or 894 (music composition) . The GAP may be turned in prior to the Culminating Experience form or with the Culminating Experience form. Students will not be permitted to enroll in a culminating experience course until the Division of Graduate Studies has approved both of these forms. The plan for reviewing your on-going work and submitting the final documents should be discussed carefully with your faculty committee members. Remember that very few faculty members are available for reviewing documents during the summer or the winter sessions.

Submitting the Culminating Experience Proposal to the University: Graduate Studies

Submit your completed and department-approved Proposal for Culminating Experience form to GradStop, ADM 250. You must use the online form (see link above). Type in the information required and download the form for signature. Hand written forms WILL NOT BE ACCEPTED. If you submit your GAP at the same time, the GAP must be completed online and downloaded for signature. University deadlines for submission of the Proposal for Culminating Experience and GAP are:

April 1 for registration the next Fall semester

November 1 for registration the next Spring semester

Remember: *Departments may have earlier deadlines.*

Culminating Experience Approval

You must receive approval from the Division of Graduate Studies to begin your culminating experience course. You will be notified by email when your culminating experience proposal has been accepted. The registrar will block admission to a culminating experience class until approval is received. You can check the status of your Culminating Experience approval including by checking online at:

<https://www.sfsu.edu/online/login.htm>. All documents must be submitted to GradStop in ADM 250.

Registration and Grading Procedures for Culminating Experience Courses:

Once you have received approval to begin your Culminating Experience, you may register the course required by your department/program. Check with your department so that you register for the correct course. To register for a culminating experience course, you must have a 3.0 GPA in all post-baccalaureate course work completed as well as approved Graduate Approved Program (GAP) and Proposal for Culminating Experience Requirement forms on file at the Division of Graduate Studies.

If you do not complete the course by the end of the semester of registration you will receive a grade of "RP" (Report in Progress). Do not register for the course again. When the project is completed, meet with your committee members to ensure that they submit a grade change from "RP" to "CR" for you with the Registrar and that you have all the required forms signed. The Graduate Studies office cannot enter or change your grade for the Culminating Experience.

Written Creative Works Guidelines

Section I: Format Guidelines

Written creative works format guidelines are intended to ensure that SFSU written creative works follow scholarly publishing traditions and can be archived on microfiche. The guidelines primarily address preliminary pages, margins, illustrations, and oversized pages.

The main body of the work, footnotes, appendices and lists of references should conform to the style manual accepted in the field. Seek approval from your culminating experience committee before selecting a style manual. Examples of style manuals include:

- The Chicago Manual of Style
- The MLA (Modern Language Association) Style Manual

General Specifications

These guidelines primarily address readability and clarity in reproductions, particularly when microfilmed.

- 1. Paper and Printing.** The final copy of the written creative work should be on high quality plain white paper, 8 ½" x 11." which meets the following standards:

1. 25%-100% cotton content (watermark indicated);
2. 16lb. or 20lb. weight;
3. 8 ½" x 11" size (unpunched, unlined Print should be letter quality with clear, dark black characters.

2. **Font Size and Style.** Select the font size and style with consideration for readability; fonts such as Arial or Times New Roman are recommended; font sizes less than 10 or 12 point are not acceptable because they cannot be reproduced clearly. Except for purposes of creative expression, the same font size and style is typically used throughout. Do not bold, underline, or italicize text unless required such as in the case of Latin animal and plant species names.
3. **Text Spacing.** Double-space in the body of the text. Prepare long quotations, footnotes, references, tables, etc. as dictated by the style manual.
4. **Margins.** The left margin must be a minimum of 1 ½ inches for binding. The top, right, and bottom margins must be a minimum of 1 inch, including the page numbers. Larger margins are acceptable when approved by the thesis committee.
5. **Page Numbering.**
 1. Preliminary pages (all pages before the text begins). Use **lower case Roman numerals** for preliminary pages. Begin the count with the title page, but do not display numerals on the title, copyright, certification of approval and annotation pages. Display the Roman numerals on the acknowledgements, table of contents and list pages. Roman numerals should be centered, 1 inch from the bottom of the page, and one inch from any text.
 2. Main Text. Use **Arabic numerals** starting with page 1 of the text. Position page numbers in the upper right hand corner, 1" from the top and 1" from the right. The text must be an additional 1 inch away from the page number.
6. **Oversized pages.** If oversized pages are submitted, they should be folded to fit the 8 ½" x 11" text block and include a visible page number.
7. **Illustrations, figures, tables, etc.** Whenever possible, illustrations should be in a black and white. Some tips for good reproductions:
 1. Illustrative material drawn or computer-generated in black will reproduce satisfactorily, while colors will appear as slightly varying shades of gray.
 2. Lines on a graph should be identified by labels or symbols rather than colors.
 3. Shaded areas – such as countries on a map – will have better contrast if you use cross-hatching.
 4. Color photographs are best reprinted in black and white by a photo lab or high quality digital photo-printing (photocopies are unacceptable).
8. **Electronic/Multimedia Submissions.** For assistance with electronic submissions, make an appointment early in the process to see librarian John Wenzler. You may reach him at 415-405-0694 or jwenzler@sfsu.edu.

Preliminary Pages

The appearance of preliminary pages is standard for all SFSU written creative works; do not use a style manual or previously approved work for guidance. The required layout of each page is illustrated on sample pages appended to this document and at: [\(insert web address here\)](#)

1. **Official Degree Title.** You must use the official degree title on the title page, certification of approval page and the Culminating Experience form. The list is available at <http://www.sfsu.edu/~bulletin/current/programs/degpost.htm>
2. **Title Page.** In titles, use word substitutes for formulas, symbols, superscripts, Greek letters, or other non-alphabetical symbols to facilitate retrieval in computer searches of the online catalog or other databases. This does not apply to written creative works.
3. **Copyright/Publications Rights.** Use the sample format unless your department has an alternative style approved by Graduate Studies.
 - a. Note: Since the written work is submitted in satisfaction of a part of the requirement for an advanced degree, the student automatically conveys to the University a license for limited use including: (1) microfilming, (2) distributions to your department or other libraries, or (3) responses to inquiries regarding research in the subject area of the work.
 - b. According to the Copyright Act of 1976, a student has five years from the date of publication to register a copyright with the Copyright Office.
4. **Certification of Approval.** When submitted, must have original signatures from the written creative work committee members.
5. **Annotation.** Double space or 1.5 space the text and limit the size to no more than 150 words. This page must be certified for accuracy by the Thesis Committee Chair.
 - a. Annotations for written creative works should be descriptive of the content or theme.
6. **Preface and/or Acknowledgements.** Double space the text and limit the size to no more than 150 words.
7. **Table of Contents.** Begin the contents with the sections following this page, including lists of figures, etc.
8. **Lists.** Lists might include tables, figures, maps, etc.
9. **Other.** Other features such as prologues, epilogues, initial quotations, etc. are acceptable if approved by the written creative works committee.

Final Steps in Preparation

1. **Preliminary Format Check.** Take printouts of the preliminary pages and samples from the text, illustrations, list of references, and any questionable pages to Graduate Studies for review and revision advice.
2. **Official Signatures.** After final approval by Graduate Studies, print out your work on high quality white paper, and then obtain signatures for the Certificate of Approval and Annotation pages.
3. **Copyright Permissions.** Obtain permission letters for use of copyrighted materials.
4. **Final Collation/Grammar/Spelling Check.** The student author is responsible for ensuring that all pages are included and in the proper order; it is not checked later and will be published as

submitted. Automated grammar and spell-check programs will not identify all problems; it is recommended that you ask someone else to proofread it.

5. **Presentation.** Double-check that the preliminary pages follow the layout guidelines illustrated in the sample pages and that font and illustration choices are clear and readable.

Deadlines for Submitting Completed Culminating Experience

Deadlines for having your creative written work officially approved are published on the Graduate Studies web site <http://www.sfsu.edu/~gradstdy/>. Complete your writing early to allow time for preliminary format checks and for making revisions, if needed. When your final work is officially approved by Graduate Studies, you must submit your work to the Library Rapid Copy Center with payment of fees and publishing charges.

Section II: Submission Process

Note the official deadline and allow a few weeks for the final review and approval process in case revisions are necessary. The work will be reviewed for compliance with the format guidelines; it will not be checked for content, grammar, spelling or other scholarly publishing standards.

A. Review and Approval

The reviewer will indicate final approval by signing the “Master’s Thesis/Written Creative Work Receipt” form.

B. Personal and Department copies. Many departments require students to provide them with a copy; check with your written creative work committee. You may elect to order copies from the Library Rapid Copy Center with a variety of bindings.

C. Final Submission to Library Rapid Copy Center. Submit the following:

- Completed Master’s Thesis/Written Creative Work Receipt
- Final copy (Master Copy)
 - Print out all pages and bring original signed Certificate of Approval page, and signed annotation page.
 - Letters providing permission to use copyrighted materials, if required.
 - Third party software licenses, if required.
- Pay the Library a copy fee of \$25 for copies from Rapid Copy. This fee includes one volume, about 250 pages. If you need more than one volume for your written creative work, as determined by the staff at Rapid Copy, you must pay an additional copy fee.
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Questions About Digital Publishing?

Contact John Wenzler in the Library

At 415-405-0694 or jwenzler@sfsu.edu