

MASTER OF ARCHITECTURE

THESIS GUIDELINES & HANDBOOK

FORMATTING REQUIREMENTS AND SUGGESTIONS, REQUIRED SECTIONS, CHECKLISTS, AND SUGGESTED TIMELINES FOR PRODUCING AND SUBMITTING YOUR MASTER OF ARCHITECTURE THESIS

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I. OVERVIEW

The thesis is a scholarly document, which substantiates a specific point of view as a result of original research that is conducted by a student during his/her graduate study. At the University of the District of Columbia, Department of Architecture and Urban Sustainability (Program in Architecture and Community Planning), the thesis project is a requirement of the Master of Architecture degree.

The Graduate College has set the minimum format for your thesis, as determined by the Graduate Council. A copy of the UDC Graduate Thesis and Dissertation Guidelines will be provided to you for reference. This Guide is intended to apply specifically to the Master's Thesis produced by students in the M. Arch. Program in Architecture and Community Planning. The actual content and length of the final document is determined by the student, his/her committee, and the student's advisor. The student is fully responsible for the accuracy of the contents of his/her thesis. The student is also fully responsible for ensuring that his/her writing follows the approved format and conforms to accepted standards for a scholarly document with respect to grammar, punctuation, spelling and other mechanical issues. A student requiring assistance in this area is directed to use the resources available at the UDC Writing Center. The student's committee will perform a thorough review of the thesis for content and style of writing.

II. REVIEW OF GENERAL DEGREE REQUIREMENTS

All requirements for the master's degree, including the filing of the thesis, must be completed prior to receiving clearance to graduate.

III. APPROVAL OF THESIS TOPIC

The thesis project for the Master of Architecture degree will be determined during the semester the student is enrolled in ARCP-507: Graduate Thesis Seminar. The student will submit 3 proposed projects to the Professor within the first month of the course, with the due date to be determined by the Professor. The Architecture Faculty will review the proposed projects and determine which of the projects is of an appropriate scope for a Master of Architecture thesis. Once approved, the student will select an advisor and work with the Thesis Studio Professor to assemble a Thesis Committee. More details on this process are provided in the course syllabus. By the end of the semester, the student shall have a complete proposal with the following information:

- **Introduction:** General background, importance of the subject area.
- **Research Objective:** A concise statement of the purpose or objective of the proposed research; this should flow logically from the introduction and be short and specific.
- **Methods:** General plan, specific methods, sampling or experimental design, and projected procedure for data analysis-if applicable; these methods should be appropriate for directly addressing the purpose or objective.
- **Necessary Resources:** List all resources needed to complete the proposed research.
- **Expected Results:** Expected building design - or results of theoretical investigations, experiments, field sampling, computer simulations, data analyses, etc., if applicable - should be clearly stated.
- **Significance:** Why is this investigation justified? What is the scientific or practical contribution?
- **References:** A list of references should be provided.
- **Timeline/Work plan:** The timeline helps to assess whether the proposed research is feasible as planned and establishes milestones. Periods when there are activities that could slow progress should be highlighted when accounted for when selecting milestones. The timeline should also indicate anticipated dates for interim presentations to the Committee.

IV. SUBMISSION REQUIREMENTS

Requirements for the final format of the Master's Thesis are specified below. The University Library no longer accepts bound copies of the Thesis. The completed document will be electronically submitted to the Learning Resources Center by the Department Chair upon completion of the document, and acceptance by the Committee, the Department Chair and the Dean of CAUSES.

A. ELECTRONIC FILE FORMATS

The Final thesis document to be submitted to the Graduate School must be in Adobe Portable Document (PDF). Microsoft word (.doc, and .docx), Rich Text Format (.rtf) files can easily be converted to PDF documents. All used fonts should be embedded in the document. Internal links to multi-media are acceptable. Acceptable multi-media file formats include the following:

Images	Video	Audio
GIF (.gif)	Apple Quick Time (.mov)	AIF (.aif)
JPEG (.jpeg)	Microsoft Audio Video Interleaved (.avi)	MP3
PDF (.pdf) use Type 1 PostScript Fonts	MPEG (.mpg)	WMA
TIFF (.tif)		WAV (.wav)
		MPEG-2
		SND (.snd)

B. FILE NAMING CONVENTIONS

The name of a thesis file should follow the following naming convention:

Lastname_firstname_middleinitial_term_mas.pdf

The format for the term YYYYT where the T represents the term of graduation, S for Spring, M for Summer, and F for Fall.

Multi-media files should follow the following naming convention

Lastname_firstname_middleinitial_term_mas_filename.filetype

Multi-media file names follow the same convention used for naming thesis or dissertation files with the addition of the appropriate file name and suffix.

C. BOUND COPIES

Although, the university no longer displays bound copies in the Learning Resources Center, the Department of Architecture and Urban Sustainability's Architecture and Community Planning program requires students to submit two (2) bound copies to be maintained in the department. After the thesis has been successfully defended and all corrections have been made in a satisfactory manner, copies should be made on approved bond paper (permanent white paper of at least 25% cotton). One brand of paper should be used throughout. Copies of the signature page should also be made and included in the bounded copies. Copies of the thesis are produced and bound through arrangements made personally by the student. The student's advisor or the program director can help determine who expects to receive copies and how copies should be presented, but it is the student's responsibility to obtain bound copies.

V. PUBLICATION OF THE THESIS

A. POLICY OF PUBLICATION OF THESIS

The University of the District of Columbia policy states that master's theses should be openly published. It is anticipated that thesis research may be published in the open, refereed literature. Upon request of the student and the consent of the student's major advisor, however, a thesis, in both electronic and paper format, can be withheld from circulation for no more than one year.

B. USE OF COPYRIGHT STATEMENT

According to the United States Copyright office Website, the use of a copyright statement is no longer required. The use of a copyright notice is important, however, because it informs the public that the work is copyright protected and identifies the owner of the work and shows the year of its publication. The optional copyright notice can be included in the last line of the title page using the following format:

Copyright © <student full name> <first year of publication>

Copyright Fees and forms are obtainable online: <http://lcweb.loc.gov/copyright/>.

VI. DOCUMENT APPEARANCE AND FORMATTING

The overall appearance of the thesis should be professional and consistent.

A. LANGUAGE

The thesis must be written in English.

B. PAGE SIZE AND SPECIFICATIONS

The page size shall be 8.5 x 11 inches, or "letter" size in U.S. standards. "Foldouts" shall be used when necessary for the final project drawings. These sheets shall be 11 x 17 inches.

C. FONTS AND TYPE STYLE

A single font type and size should be used throughout the thesis or dissertation document. The UDC Graduate Council recommends the use of either of the following fonts:

Times New Roman, 12 point
Arial, 11 point

Fonts of 14 point may be used consistently in the top-level headings of the title and preliminary pages, chapters, references, bibliography, and appendices. Font sizes of 10 point may be used for tables, figures computer programs, mathematical equations, and items included in the appendices, if necessary. Each major header must be identical in font size, type face, location, bold, style, amount of space in-between the header and the first line of text, etc.

D. MARGINS

Bottom and right margins on each page must always be one inch wide. Left margin in each page should be 1.5 inch wide. For major headings such as title page, first page of each chapter, etc., the top margin should be 2 inches wide. For text pages, the top margin should be one inch wide.

All tables, figures, and copies of reprinted materials such as computer programs and manuscripts included in the thesis or dissertation must conform to the margin requirements.

E. JUSTIFICATION

Except for major headings all text should be left justified. All major headings should be centered on the top of the page.

F. LINE SPACING

Text spacing should be consistent throughout the entire thesis as follows:

- Text spacing should be a space and half.
- Table of contents, long quotations, table and figure captions, legends, footnotes, computer printouts, and references (1.5 spacing between entries) should be single-spaced.
- Leave two blank lines before and after tables and Figures except at the very top or bottom of a page.
- Quotations and footnotes may be single spaced within each entry.

G. PAGE NUMBERS

The format requirements for page numbers are as follows:

- Page numbers should be placed at the bottom center of a page within the 1-inch bottom margin.
- Preliminary pages, i.e., pages before Chapter 1 should be numbered consecutively using small Roman numerals. The title page and the approval page counts as pages i and ii. However, page numbers should not appear on these pages.
- The first page to bear a Roman numeral is the dedication page (if included).
- Arabic numbers begin at the first page of Chapter 1, which is understood to be “1”. Traditionally, however, no number appears on that page. The numbering begins at 2 and consecutively continues to the end of the thesis document with all pages counted including blank pages.

H. LANDSCAPE PAGES

Landscape pages are discouraged, but may be used, if necessary, for tables and figures. When a page is rotated to landscape orientation, the page number may automatically or manually be rotated to the new location.

I. WIDOWS AND ORPHANS

Set the word processing software to prevent both widows and orphans. A widow is a single line of a paragraph at the bottom of a page. An orphan is a single line ending a paragraph at the top of next page. Also, do not leave a heading or subheading without at least two lines of text at the bottom of a page.

J. HYPHENATION

The last word in the page should not be hyphenated. The number of hyphenated words per page should be minimized.

K. FOOTNOTES

All footnotes should be typed using the same font used in text pages. Smaller font sizes no less than 9 should be used. All footnotes should be single-spaced and conform to the margin requirements.

L. TABLES

Tables should be consecutively numbered. It is recommended that these be formatted to correspond to the chapter and table number (i.e. 1.1, 1.2, 2.1, 2.2, etc.)

M. FIGURES

Figures should be consecutively numbered. It is recommended that these be formatted to correspond to the chapter and figure number (i.e. 1.1, 1.2, 2.1, 2.2, etc.)

VII. REQUIRED SECTIONS AND ARRANGEMENT OF CONTENT

A. GENERAL/OVERVIEW

Every thesis should have the following three content divisions

- Preliminary Pages
- Text Pages
- End Pages

In addition, an abstract page should also be provided. The format requirements for the abstract page, the order of pages in each of the three document divisions as well as their format requirements follows:

B. ABSTRACT PAGE

The Abstract is a separate page and is not part of the actual thesis. The abstract page provides the most important results of the thesis research. The abstract page helps researchers determine if they want to read the entire thesis. The abstract page is limited to 400 words maximum for a Thesis. Thesis abstract pages will be published by the University to showcase student work and achievements. **For students in the Master of Architecture program, the Abstract is to be submitted as a separate pdf file to comply with the University requirements. It also shall be included in the full document as the final Preliminary Page, immediately preceding the Background section.**

The Abstract page format requirements are as follows:

- Margins: one inch all around
- Spacing: Single or one and half spacing may be used
- Font: The same typeface and font size used in the thesis or dissertation

- The word “Abstract” should not be used as the title of the abstract. The title of the abstract page should match exactly the title of the thesis or dissertation given in the title page.
- Leave a blank line
- The student name
- Leave a blank line
- No. of pages: should be the same as the last Arabic numeral in the thesis
- Leave a blank line
- Begin the text of the abstract

C. ORDER OF PAGES

The contents of each division and their formatting rules are as follows:

Division	Section	Suggested Numbering
Preliminary	Title Page (required) <ul style="list-style-type: none"> • Page counted, but not typed on page 	
Preliminary	Approval Page (required) <ul style="list-style-type: none"> • Page counted, but not typed on page 	
Preliminary	Epigraph (optional) <ul style="list-style-type: none"> • Page counted, but not typed on page 	
Preliminary	Dedication (optional) <ul style="list-style-type: none"> • Type number on page 	iv (may be more than one page)
Preliminary	Biography (optional) <ul style="list-style-type: none"> • Type number on page 	v (may be more than one page)
Preliminary	Acknowledgements (required) <ul style="list-style-type: none"> • Type number(s) on page(s) 	vi (may be more than one page)
Preliminary	Table of Contents (required) <ul style="list-style-type: none"> • Type number(s) on page(s) 	vii (may be more than one page)
Preliminary	List of Tables (required if tables were used) <ul style="list-style-type: none"> • If included, type number(s) on page(s) 	viii (may be more than one page)
Preliminary	List of Figures (required if figures were included) <ul style="list-style-type: none"> • If included, type number(s) on page(s) 	ix (may be more than one page)
Preliminary	List of Symbols, Abbreviations, or Nomenclature (optional) <ul style="list-style-type: none"> • If included, type number(s) on page(s) 	x (may be more than one page)
Preliminary	List of Attachments/Appendices If included, type number(s) on page(s)	xi (may be more than one page)
Preliminary	Abstract (Graduate College Requires a Summary – Architecture requires Abstract)	xii
Text	Body of Thesis Text (required) <ol style="list-style-type: none"> 1. Introduction 2. Background 3. Methodology 4. Results and Discussion 	Begin at page number 1
End	List of References (required)	Continue page numbering from body
End	Attachments or Appendices (typically required for M. Arch.)	Continue page numbering from references

D. TITLE PAGE

The contents of each division and their formatting rules are as follows:

- There is no page number on the title page. However, it is counted as page “i”.
- All lines in the title page are horizontally centered. The text should cover the whole page vertically.
- Unless specified, use font size 12 and do not bold, italic or underline words.
- The title of the thesis is a major heading. The full name of the title should be placed at the top of the title page.
- Use base font size 14 point and bold type face for the title only.
- Capitalize first letter of all important words.
- If the title does not fit in one line, it must be: a) formatted as inverted pyramid; b) the lines are single-spaced.
- No period at the end of the title.
- Leave 10 single-spaced lines.
- Type the word “by”
- Leave one line.
- Type the Author’s name.
- Leave 6 single-spaced lines.
- Type the following single-spaced text

A thesis submitted to Graduate Faculty of the
University of the District of Columbia
in Partial Fulfillment of the
Requirements for the Degree of
Master of Architecture

- Leave 6 single-spaced lines
- Type “Washington, DC”
- Leave a single line
- Type the month and year degree conferred
- The last line of the title page may contain the optional copyright statement as follows:
-

Copyright © <student Name and Year Goes Here>

- Example of a title page is found in Appendix A

E. APPROVAL PAGE

The thesis advisory committee is normally formed before the thesis research begins. The thesis advisory committee must approve the topic, methodology and the deliverables of the research. Upon successful completion of the thesis oral defense, all members of the thesis committee must sign the Certificate of Approval of Thesis. This certificate also includes the approval of the College of Agriculture, Urban Sustainability and Environmental Sciences Dean. The certificate should have the title of the thesis as it appears in the title page, the student name, and the list of the advisory committee members and their affiliations. A few copies of the certificate may be signed to accompany the bound copies of the thesis. **The Certificate of Approval of Thesis cannot be included in electronic version of the thesis. A thesis approval page without the signature should be included in the electronic version of the thesis or dissertation.**

An example of the Approval Page is found in Appendix B.

F. DEDICATION, EPIGRAPH, BIOGRAPHY AND ACKNOWLEDGEMENT PAGES – GENERAL

These sections may contain personal information about the student and other appropriate information that the student may share with the readers of his/her thesis. These sections may include pictures, poems, quotes, etc. These sections, however, may not have any material that is not appropriate for a general audience.

G. EPIGRAPH (OPTIONAL)

An epigraph is a brief quotation, phrase or poem placed at the beginning of a document to suggest its theme. If included

- The word Epigraph may not be used to label this page.
- The text should be centered on the page.
- Quotation marks should not be used.
- The name of the quotation author and the reference title should be given. The full reference should be included in the reference list pages.
- The page should be counted but not numbered.
- The epigraph does not appear in the Table of Contents.

H. DEDICATION (OPTIONAL)

In the dedication page, the student thanks one or more persons for their support and guidance while working on his/her thesis. Foreign language may be used in the dedication page if followed by English translation. If included, the dedication page will be the first page with a displayed page number. The page number should be lower-case Roman numeral iii. The dedication does not appear in the Table of Contents.

I. BIOGRAPHY (OPTIONAL)

The biography contains appropriate academic, professional, and personal information about the student. If a dedication page was not included, the biography page will be the first page with a displayed page number (lower-case Roman numeral). Otherwise, the biography will have a lower-case Roman numeral following the page preceding it.

J. ACKNOWLEDGEMENTS (REQUIRED)

In the acknowledgment page, the student thanks everyone who provided support with successfully completing his/her work. Permission to quote copyrighted material and acknowledgment of financial assistance including grant and special funding should be listed on this page. A disclaimer stating that personal views, expressed in the thesis are not necessarily the views of the funding agency may also be included on this page. The acknowledgements page must have a lower-case Roman number page number following the page number preceding it.

K. TABLE OF CONTENTS (REQUIRED)

The Table of Contents is a topic outline of the thesis. The Table of Contents does not list itself or any preliminary pages preceding it. The List of Tables is the first entry in the Table of Contents. All of the major headings and subheadings are listed exactly as they appear in the body and end pages. It is not necessary to list all levels of subheadings (beyond the first level) in the Table of Contents. The titles of chapters, sections, and the primary and secondary headings should be listed in the Table of Contents. If a particular level of any topic is included,

however, all headings of that level must be included. You can use Microsoft Word to automatically generate the Table of Contents. Manually modify the generated table such that:

- The heading “Table of Contents” should be centered at the top of the page.
- The page number(s) of Table of Contents is lower-case Roman numeral following the page number preceding it.
- Leave one blank line between all main title entries (e.g. List of Tables, List of Figures, Summary, Chapter Headings, References, and Appendices)

L. LIST OF TABLES/FIGURES/SYMBOLS/ABBREVIATIONS OR NOMENCLATUREABLE/ATTACHMENTS OR APPENDICES

A List of Tables should be included if the thesis has two or more tables. Similarly, a List of Figures should be included if there are two or more figures. Each table or figure must be listed using its unique number, exact title as it appears in the table or figure and the page number where it is located in the document. If, however, these titles are long, these lists should include information up to the first terminal punctuation. When many symbols or abbreviations/nomenclature are used, a separate List of Symbols, List of Abbreviations/Nomenclature should be included for the sake of clarity. A List of Attachments or Appendices should also be included if one or more attachments/appendices are referenced in the body of the thesis. The List of Attachments must include attached file names. The separate lists should be placed on separate pages. If included, these lists should appear with the following order: a) List of Tables; b) List of Figures; c) List of Symbols; d) List of Abbreviations or Nomenclature; and e) List of Attachments or Appendices.

The Formatting requirements for all lists are as follows:

- The header of each list should be centered on the top of the page. The lists should have the following headers: List of Tables, List of Figures, List of Symbols, List of Abbreviations or Nomenclature, List of Attachments or Appendices, respectively.
- The page header and the text should be separated by two blank lines.
- The page number of each list must be lower-case numerals following the page preceding it.

Additional formatting requirements for the List of Tables and List of Figures

- The page numbers for listed tables and figures should line up flush right to follow the same style used in the Table of Contents.

M. DOCUMENT BODY

The body of the document may be included in one part or divided into parts (for architectural theses, the document is typically one part). Each part is divided into chapters. Each chapter is divided into sections and subsections. All headings and subheadings must be formatted consistently throughout the document. The same font, font size, typeface, subheading positioning and numbering, paginations, and formatting of mathematical equations and symbols, tables, figures should be used consistently throughout the document.

The style of writing should follow the convention used in the student’s discipline in terms of contents and number of chapters included in the document. Theses for the Master of Architecture program may use the American Psychological Association or Chicago Manual of Style formats. Each document should have a) an introductory chapter (Chapter 1) to introduce the research topic(s) their important, and outline the topics included in the rest of the document; b) a literature survey chapter to describe relevant and related research; c) A chapter describing the work done; d) a chapter describing experiments or simulation done to verify the correctness of the work; and e) a results and conclusion chapter(s). This information is covered in greater detail in the following sections.

Each chapter should start on a new page and with a major heading (title). In accordance with sections VI.G. and VII.C., the first page of Chapter 1 should have page number listed using Arabic numeral "1". All pages after that should have consecutive Arabic numeral numbers.

For the typical Master of Architecture thesis, the following chapters and section should be included:

Chapter 1 – Introduction – this part of the thesis introduces the research/project topic and provides general background of the project. The Introduction will be split into two sections:

- 1.1 **Problem Statement** – This section should be a couple of pages describing the issue or problem that the student is attempting to solve. This part of the document is written during the proposal stage (ARCP-507:Thesis Seminar) and should not change other than minor edits for the final thesis document. The student should be able to take this section straight from the proposal and insert it into the final document.
- 1.2 **Objective** – This should be a relatively concise statement describing the purpose of the project. It generally continues from the problem statement (i.e. the student has identified a problem and would like to investigate/design a project as a way of studying/identifying a potential solution to the problem).

Chapter 2 – Background – This section of the thesis provides a thorough literature review of the topic/project and outlines the research framework for a theoretical or building design project. This section includes a discussion about the inductive or deductive approach and addresses the topics concepts and relationships or variables and hypotheses. This chapter will be split into several sections, based upon the specific project.

- 2.1 **Project Type** – describe the nature of the thesis project. What have other architects or design professionals done? What were there results? What problems were solved and/or were not solved with those projects, etc. The information provided should be directly related to the thesis project (i.e. if the project is a soccer stadium, do not write a complete history of the sport. Rather, the thesis should include a brief discussion of the growing popularity of the sport in the US and the lack of an adequate facilities in the area of the project site. The thesis would then provide background on existing stadiums around the world, etc.).
- 2.2 **Project Issues** – this is the section where the student should describe any specific issues he/she is attempting to address with the thesis project. Is it an urban design problem (e.g. the site is in an area with no parks/gathering spaces and this project will involve creating a community hub)? This section of the thesis is where the student will discuss that issue, provide a literature review on what others have done to respond to this problem, and the results of those solutions. The thesis project may be attempting to address/solve more than one issue. In that case, this section of the thesis should address each of those issues in separate subsections.

Chapter 3 – Methodology – This chapter of the thesis describes in detail how the student completed the research and design process. This chapter may include statistical analyses of data or a graphic analysis of the site, diagrams, building and zoning code information, initial thoughts on the design, etc..

- 3.1 **Project Location (larger scale)** – briefly describe the city in which the thesis project is located. This section should describe the general character and issues facing the city as they relate to the thesis project. This section should not go into too much detail here, providing a complete history. Rather, this section should provide the general location, and information such as the population, climate, urban/suburban, dense/compact. This section should be limited to a paragraph or so.
- 3.2 **Project Location (smaller scale)** – describe the neighborhood, or appropriate geographic unit, in which the thesis project is located. The student should describe the character and physical features that make the project area special and worth studying and being the focus of a new design project. This section should be limited to a paragraph or two. Photos of context, referenced in the text are very valuable to help the reader get oriented to the project area.
- 3.3 **Specific Site** – this section of the thesis should describe the actual project site. This section will include maps, drawings, zoning information, nearby amenities (if appropriate), demographics, etc.
- 3.4 **Any Other Pertinent Research** – this section(s) should be included if the student visited similar projects.

or there is any other research/analysis that was performed that is relevant to the thesis project.

- 3.5 **Precedents** – this section will include any precedents that were used in developing the project design solution. Each precedent should be its own sub-subsection. These sub-sections should provide descriptions and photos/diagrams as appropriate, along with an explanation of why each of the precedents were selected and how each one influenced the thesis project.

Chapter 4 – Results and Conclusions – This is the section where the student provides details about the thesis project design.

- 4.1 **Final Project Description** – This section should be a written description of the final project. It should provide the reader with a summary of the characteristics of the project (e.g. square footage, composition of the project, etc.)
- 4.2 **[Insert the Project Objective Here]** – This section should explain how the project objectives were met. If the project was intended to solve more than one objective, then you should write multiple sections in this chapter and address each objective separately.
- 4.3 **Project Design and Documentation** - In architecture, the final project is the result of the thesis. As such, all of the project documentation is included in this section – the complete set of design development plans first, followed by photos of the model, and any additional documentation that was created during the design process of the project. Be sure to include a detailed description or table of the final thesis project building program.
- 4.4 **Conclusions** – at the very end of your project documentation, you should indicate any issues that were not solved, or specific challenges/issues that are a topic of further study.

N. LIST OF REFERENCES (REQUIRED)

A thesis that references other original literature relevant to the research presented in the body of the thesis or must provide a reference listing of these sources. The List of References must be listed in the Table of Contents. The List of References should be placed at the end of the work. The form, style, and content of references should follow the MLA Guidelines. Students should refer to the MLA guidelines for specific information on how to include citations in the body of the text, as well as the proper formatting for the List of References.

The specific format for the List of References page is as follows:

- Type the heading REFERENCES centered at the top of the page.
- The heading must have the identical font, size, format, and position/location in the page as other major headings.
- Double-space in-between the header and text.
- References must be listed alphabetically.
- All references should be single-spaced internally and one and half space between the list entries.
- All hyperlinks must be changed to appear black and no underline.
- Web site references should include the URL, author if known, title if available, and the date the URL was accessed by the student.

O. APPENDICES (OPTIONAL)

One or more appendices may be included at the end of the document. These appendices should include materials that are not appropriate to include in the body of the documents. Such material may include: Large program printout, raw data used, surveys, correspondence with others, letters of permission to reprint copyrighted material etc.

P. ATTACHMENTS (REQUIRED FOR MASTER OF ARCHITECTURE)

Very large files such as spreadsheets, maps, architectural drawings, audio or video materials should be loaded as attachments. The List of Attachments will list all attachment names and types.

VIII. TABLES AND FIGURES

A. DEFINITIONS

In this guide, the definition of the tables and figures are as follows:

- Table: The term “Table” is used to designate tabulated numerical data used in the body and appendices of the thesis/dissertation.
- Figure: The term “Figure” is used to designate any non-text material used in the body and appendices of the thesis/dissertation such as photographs, maps, drawings, images, plates, charts, computer printout sheets etc. However, the word “Figure” cannot be used to describe digital audio or video materials.

B. TABLES AND FIGURES FORMAT REQUIREMENTS

Many theses and include tables and figures either in the text and/or in the appendices or both. Tables and figures should be numbered in separate series. The series should restart at each section or chapter using a decimal system. If available, all tables and figures must:

- Be listed in the List of Tables and List of Figures pages, respectively.
- Follow the style adopted in the scholarly journal in the field of study consistently.
- Bear a unique number in its own series.
- Have a unique descriptive title. If the title needs to be more than one line, it should be single-spaced. Tables and Figure numbers and titles must have the same font and typeface as the rest of the thesis or dissertation. The style of the titles must be consistent for all tables and figures.
- Be placed as close as possible to its first citation in the text. If a table or a figure is placed in an appendix, this fact must be stated in the body of the text.
- Be separated from the text, above and below, by double spacing except if they are at the very top or bottom of a page, in which case the margin can substitute for the two blank lines.
- Be placed in the center of the page.
- Not be placed side-by-side.

In addition, a tables or figures may:

- Be placed rotated landscape and/or shrunk to conform to the margin requirements.
- Be centered in a separate page if it is more than one-half page in length.

Tables Additional Format Requirements

- All tables must use the same font as the rest of the document.
- Font sizes smaller than 10 points should not be used.
- The titles of a table must be placed above the tables and must exactly match the corresponding entry in the List of Tables page.
- Must be placed in the center of the page.

- If any table continues to a following page, the line above the table as it continues on the subsequent page should read “Table XX (continued)” without repeating the table title.

Figures Additional Format Requirements

- If photographs are used, they must be of professional quality and have high resolution
- Figures important from external sources may have text with different fonts, typeface and size.
- Text in diagrams, drawings, computer printouts, etc. must be neat and fully-legible.
- The title of a figure must be placed below the figure and must exactly match the corresponding entry in the List of Figures page.
- Color figures may be used.
- A figure containing several related parts too large to be placed on a single page may be continued onto subsequent pages. The line below the figure as it continues on the subsequent pages should read “Figure XX (continued)”

Citations of Tables and Figures in text

When making reference to a table/figure in the body of the text, a full word and number must be used, e.g. Table 1, Table 1.3, Figure 11, or Figure 3.7.

IX. A NOTE ON “FAIR USE” AND COPYRIGHTS

You are responsible for acknowledging any facts, ideas, or materials of others that you include in your thesis, including tables, figures, photos, quotations, etc. You must follow the accepted guidelines for acknowledging the work of others. Failure to do so is a violation of the copyright laws, the UDC Student Code of Conduct, and the Department policies as set forth in the Architecture Student Handbook.

If you use ANY copyrighted material in your thesis, it is your responsibility to give full credit to the author of the published and cited work. The acknowledgement should be placed either within the body of the text or as a footnote. In addition, it is your responsibility to determine whether the use of the material can be classified within the ‘fair use’ guidelines. For more information on this topic, the student should refer to Copyright Law, as well as the following publications:

Doctoral Dissertation: Guidelines to Your Legal Rights and Responsibilities, published by UMI
The Chicago Manual of Style published by the University of Chicago Press

If you choose to include material in your thesis that is beyond what qualifies as ‘fair use’, you must obtain written permission from the copyright owner. A copy of the permission letters must be submitted with your thesis. Information on the requirements for the content of this permission letter may be found in the *UMI Doctoral Dissertation Agreement* form published by UMI.

X. ADDITIONAL INFORMATION AND REFERENCES

A. THESIS SUBMISSION CHECKLIST

The following checklist is intended to be a tool for you, to help ensure that you have completed the necessary steps to finish your thesis. This checklist is not an exhaustive list. Students are encouraged to consult with the Registrar’s Office and their Advisor to confirm that they satisfied all of the necessary requirements:

- ❑ **Submit your final document**, with any corrections requested of your Committee following the formal presentation/defense, to all of your Committee members for one final review.

- ❑ **Convert your document to a PDF.** Once you have received proper approvals, convert your thesis to PDF, following the naming requirements outlined previously in this Guide
- ❑ **Get final approval and signatures.** Once you have received confirmation from all committee members and your Thesis Professor that the final document is acceptable, obtain signatures from your Advisor, and Thesis Professor. Your Thesis Professor will obtain the signatures from the Department Chair and forward to the Dean.
- ❑ **Submit document to your Thesis Professor.** Submit your final thesis, along with a separate file containing just the Abstract, to your Thesis Professor. Your Professor or Department Chair will submit the files to the LRC.

B. ELECTRONIC PUBLICATION OF YOUR THESIS AND SEARCH ENGINES

There is no formal process for Master's Theses with respect to electronic publication and search engines (that formal process applies only to Doctoral Dissertations). Documents will be available through the UDC Learning Resources Center. In addition, you may opt to publish your own Thesis. One option available to students to publish their documents is www.ISSUU.com.

C. TIMELINE FOR PRODUCING YOUR THESIS

Completing your Master of Architecture Thesis Project within the timeframe of the two semesters identified in the course program is going to take a significant commitment of time and effort. This timeline identifies the major steps for the Master's Thesis process:

1. Meet with your Thesis Professor (committee chair)
 - a. This meeting will happen once a week during the ARCP-507: Graduate Thesis Seminar semester, and at least once a week during the ARCP-502: Thesis Studio semester.
2. Complete your research
 - a. The bulk of your research should be completed during ARCP-507; however, as your project progresses it will be necessary to conduct additional research.
3. Learn about the thesis formatting guidelines
 - a. Reference the information contained in this document, the overall UDC Graduate Thesis and Dissertation Guidelines, and any other pertinent research formatting documents (including the APA or Chicago Manual of Style Format).
4. Develop a detailed outline and schedule for your approach to writing your thesis and designing your thesis project.
 - a. The schedule should be completed by the end of ARCP-507, including tentative dates for intermediate presentations to your Thesis Professor and Outside Advisor.
5. Write the body of text for your thesis and design your project.
6. At least six weeks prior to finals week, determine a date for your final presentation (NOTE! If you are planning to graduate the same semester you complete your thesis, you must ensure that the presentation occurs at least one week before the deadline for faculty to submit final grades so that you have adequate time to make any necessary corrections, obtain approvals/signatures and get your document submitted.
7. At least six weeks prior to your final presentation, submit an outline and an early draft of your thesis and project design to all members of your Thesis Committee.
8. At least two weeks prior to your final presentation, distribute a formal invitation to your Thesis Committee, special guests, and the student body announcing the date and time of your presentation.
9. At least seven days before your final presentation, submit a final draft to each member of your Thesis Committee. This final draft should be complete in all respects (including the Title Page and the References), and contain edits based on feedback received from all members of your Thesis Committee.

10. The day before your presentation, make sure that you have all final drawings properly printed, your PowerPoint presentation complete, and check your technology. Make a backup copy of your presentation and copy to a USB drive.

Appendix A: Sample Cover Page

Implementation and Evaluation of Edge-Detection Algorithms

by

<student Name Goes Here>

A thesis submitted to Graduate Faculty of the
University of the District of Columbia
in Partial Fulfillment of the
Requirements for the Degree of
Master of Science in
Electrical Engineering

Washington, DC
May 2012

Copyright © <student Name and Year Goes Here>

Appendix B: Sample Approval Page

THESIS TITLE

EXPANDED TITLE OF THESIS GETS INSERTED HERE

Month dd, yyyy

Thesis Seminar Class: Fall 20xx

Thesis Studio VIII: Spring 20xx

Degree to be Awarded: May 20xx

Master of Architecture

Insert Student Name
Thesis Student:

Prof. Anna Franz, PhD, FAIA
Thesis Instructor:

Thesis Student: Signature

Thesis Instructor: Signature

Thesis Advisor: Signature

Department Chair: Signature

Thesis Advisor: Signature

CAUSES Dean: Signature
