

1. MFA Theses must follow formatting outlined in the "[Guide to the Preparation of Theses.](#)"
  - a. Cover Page/Title Page
  - b. Signature approval form
  - c. Abstract-no more than 250 words
  - d. Acknowledgement Page-Citation style must be listed on this page
  - e. Copyright Page (optional)
  - f. Table of Contents
  - g. List of tables-if applicable
  - h. List of figures-if applicable
2. Critical Preface
  - a. In the Critical Preface, the student should both explain what decisions lay behind the assembling of the body of work, and bring the body of work into a coherent experience for the thesis committee. The style, language, and form of the critical preface is up to the student, but it should present a rich and articulate understanding of the body of work and act as a basis for the discussion at the student's defense.
3. The Body of Work
  - a. The body of work can include the full manuscript or excerpts of writing in various stages of progress and revision. A student can assemble a wide variety of pieces for the body of work. The student's choice to upload the full manuscript or polished excerpts should be made after careful consideration and in consultation with their Thesis Director.
4. Reference Page
5. Appendices
  - a. This would be where photo release forms (if applicable) would be listed, and type of permission needed to use images. Any images of human subjects other than the students need to have photo release forms attached. If the photo is of the student just a caption acknowledgement of it being them will suffice.
  - b. All images in a thesis need to have permission to be used if it is not original work. If it is all original work that too needs to be noted.
6. Document Length
  - a. Instead of a minimum number of page numbers, student theses should consist of at least 10 percent of their MFA Manuscript requirements. This is to ensure they met and demonstrated the [stated outcomes](#) for the program.