**MFA Thesis Guidelines**

This packet was revised in December 2017 and supersedes all previous guidelines. Always check the website for most current information.

**What is Thesis?**

Thesis (also called Capstone) is the major creative project all MFA students complete at the end of their program. Thesis requires two semesters to complete (Thesis 1 and Thesis 2). **All students begin Thesis 1 in the fall and complete Thesis 2 in the spring.**

In the capstone project, students will be expected to demonstrate mastery of the learning outcomes established within their chosen genres. When complete, the manuscript should be of sufficient quality that the student can submit it for publication, grants, The Loft Mentor Series, residencies, and other contests and awards. The completed manuscript may also provide the basis for a full book to be completed after graduation.

**Prose:** All prose capstones will be 80-100 pages. While students can certainly work on a full book manuscript while they are in the program, the capstone will focus on the writing and revision of 80-100 pages. Students are required to have written at least 50 pages of their project before registering for Thesis 1. Prose projects may be part of a novel or memoir, a novella, a collection of short stories, a collection of essays, a novella-length essay, or a hybrid work.

**Poetry:** All poetry capstones will be 48-64 pages. While students can certainly work on longer collections while they are in the program, the capstone will focus on the writing and revision of 48-64 pages of poetry. Students should have at least 24 pages of poetry completed before registering for Thesis 1.

**When Is a Student Ready to Register for Thesis?**

As a general rule, students must complete all or most of their coursework before registering for Thesis 1. All students are required to take both “Groundings in the Craft” and “Advanced” in their thesis genre prior to registration for Thesis 1. In the case of a multi-genre thesis, students are required to take “Groundings in the Craft” in all genres represented and “Advanced” in at least one genre. It is recommended (but not required) that these students take “Advanced” in the other genre as well.

**Thesis Timeline**

*Please read all 16 steps carefully.*

**Step 1: Submit Intent to Register**
**Deadline:** October 1 of the year *before* you begin Thesis 1.
The Intent to Register Form is included in this packet (ATTACHMENT 1) and available online.

On this form, students briefly describe their intended thesis project and indicate its genre(s). Students will select at least two full-time faculty members with whom they would like to work as primary thesis advisors and a number of faculty members with whom they would like to work as outside readers.

**While we will do our best to honor students’ choices as indicated on the intent to register form, we cannot guarantee that students will be assigned to work with the primary advisors or outside readers that they select.** If the number of primary advisors and outside readers exceeds capacity for full-time faculty, adjunct faculty will be considered.

**Step 2: Receive Assignment of Primary Thesis Advisor and Outside Reader**

Students will receive their primary advisor and outside reader assignments via email by the end of the fall semester when their Intent to Register Form was submitted.

The primary advisor and outside reader are almost always full-time CWP faculty members. Your primary advisor will have expertise in your thesis genre and will work with you throughout the thesis process. See the timeline below for more details on the role of the primary advisor and outside reader.

After receiving primary advisor and outside reader assignments, students should begin working on a prospectus and their draft.

**Step 3: Form Thesis Study Groups (Optional, but encouraged)**

Using the contact information of other students enrolling in thesis, sent out by the CWP office, students are encouraged to form thesis study groups with each other. Names and emails will be sorted by genre so students can form groups based on genre if they so choose.

Once the contact information is sent out, it is the responsibility of the students to form the groups, meet, and make plans for critiquing work or any other writing group activities.

**Step 4: Write Prospectus and Have Prospectus Meeting**

**Deadline:** Differs by advisor; all advisors will email their timeline and expectations for prospectus meetings in the spring.
The Prospectus is a written statement describing the scope of your intended thesis and the way in which it will be pursued. Please use the Prospectus Guidelines (ATTACHMENT 2) in preparing your Prospectus.

Once you have prepared your Prospectus, you should schedule a Prospectus meeting with your primary thesis advisor. This meeting must take place before you register for Thesis 1 so your advisor can sign your registration form. You should provide a copy of your Prospectus document by email at least one week prior to the meeting. At the Prospectus meeting, you and your primary thesis advisor will discuss the subject, methodology, and process for your thesis, and s/he may make suggestions for improvement or expansion. You and your advisor also will develop a plan for the semester. The Prospectus document will then be signed by your primary thesis advisor and placed in your MFA file.

Students must have at least 50 pages (prose) or 24 pages (poetry) of a rough draft completed before registering for the prospectus meeting, but they do not need to submit it at the prospectus meeting, nor will the primary thesis advisor read it at the beginning of Thesis 1.

Step 5: Register for Thesis 1

Deadline: Immediately after prospectus meeting (ideal); absolute final deadline is two weeks after the first day of the fall semester. See graduate academic calendar for this date each year.

Students should have their primary advisor sign the Thesis Registration Form (ATTACHMENT 3) at the end of the Prospectus meeting. The thesis registration form must be turned in to the CWP office.

Step 6: Statement of Intention to Graduate & Degree Evaluation

Deadline: November 1

Students must submit their Intent to Graduate (ATTACHMENT 4) & Degree Evaluation by November 1 of semester they begin Thesis 1.

To turn in a degree evaluation, students should run a degree evaluation on Piperline. Instructions to do so can be found here.

Once you have run the degree evaluation, print it out and turn it in with your intent to graduate form OR save it as a PDF or take a screenshot and turn it in via email.

Step 7: Turn in a Complete Draft to Your Primary Thesis Advisor
**Deadline:** November 1

Students can turn in a draft at any time during the fall semester, up until November 1. The primary advisor will read the thesis manuscript and provide critical feedback. Students are encouraged to continue working beyond this date, but the deadline gives faculty the time to read and critique their assigned thesis projects by the end of the semester.

Since the primary advisor’s responsibility in Thesis 1 is to determine whether the work is likely to pass with revision, it’s important that the student turn in as much of the manuscript as possible by November 1 in order to be read by the primary advisor. The full draft (80-100 pages of prose, 48-64 pages of poetry) must be done by the end of fall semester.

**Step 8: Feedback Meeting**

**Deadline:** This meeting should take place before winter break. See graduate calendar online for date of last day of the semester.

At this meeting, you and your primary thesis advisor will discuss the Thesis 1 manuscript. Your primary thesis advisor will identify strengths and weaknesses in the work and will provide constructive critical feedback for revision.

**Step 9: Register for Thesis 2**

**Deadline:** First day of the spring semester.

Students can register for Thesis 2 after receiving a passing grade for Thesis 1. Students should fill out a [Thesis Registration Form (ATTACHMENT 3)](). *Thesis registration forms must be turned in to the CWP office.*

**Step 10: Schedule a Capstone Conference and Submit a Capstone Conference Notification Form**

**Deadline:** As soon as possible after registering for Thesis 2.

It is the student’s responsibility to coordinate a day and time for the meeting with his/her primary thesis advisor and outside reader, and with the CWP office. *The capstone conference must take place before April 15.* The capstone conference lasts about one and a half hours.
Once the capstone conference has been scheduled and confirmed with the advisor and outside reader, students should turn in a [Capstone Conference Notification Form (ATTACHMENT 5)]. Upon receipt of the capstone conference notification form, the CWP office staff will reserve a conference room in the CWP House or another suitable location on campus.

**Step 11: Turn in Final Draft to Primary Thesis Advisor and Outside Reader**

**Deadline:** A hard copy of your Thesis 2 draft must be delivered to your primary thesis advisor and outside reader by March 1.

The Thesis 2 draft should be a complete body of revised material that demonstrates a solid understanding of the elements of craft within the genre and is at a level that is ready to be submitted for contests, grants, agents, or editors. It should address the craft issues raised by the primary thesis advisor in Thesis 1. The draft must be in hard copy, carefully edited and proofread, and must meet standard MLA guidelines. Any manuscript that contains significant grammatical errors will be returned to the student unread and will need to be revised. (If the revision cannot be done and the manuscript read by your primary thesis advisor within the semester timeline, you may have to register for another semester of Thesis 2.) The student is responsible for arranging the delivery of the hard copy to the primary thesis advisor and outside reader.

**Step 12: The Artist Statement**

**Deadline: At least one week prior to your Capstone Conference**

The Artist Statement is an essay of 10-20 pages required of all graduating MFA students. Think of this essay as “The Conscious Artist Statement” in which the writer deeply explores and conscientiously conveys what s/he has learned as an artist in the process of completing the thesis manuscript. This can include reference to texts or other literary influences that helped to guide or shape the project. The Statement serves as a kind of self-recognition and closure in which insights and lessons are arrived at that can benefit future writers. The Artist Statement should not be essential to the reader’s comprehension of the thesis. It is a separate document (though it will reside as a preface to the final, bound copy of your thesis.) While the essay may take the form of a traditional essay or a more experimental lyric essay, it must be a well-written, unified piece of writing. You should give a hard copy of your Artist Statement to your primary thesis advisor and your outside reader at least one week prior to your Capstone Conference.

**Step 13: The Capstone Conference**
**Deadline:** Prior to April 15

At the end of the thesis process, MFA students participate in a Capstone Conference attended by the primary thesis advisor and the outside reader. At the conference, students should be prepared to make a formal presentation (approximately 15 minutes) about their thesis. This could include discussion of influential books or writers, instructors or courses, process, turning points, obstacles, goals for the future, etc. The presentation may cover topics addressed in the Artist Statement. After this presentation, both advisors will address the strengths of the thesis project, may pose questions, may ask for mandatory revisions, and may make suggestions for future revision.

For students who will have a copy of their thesis bound for personal use, an optional Thesis Completion Signature Sheet (ATTACHMENT 6) is available. Students who wish to have the signature sheet in their bound copy should adjust the template with the date of the capstone conference, name, and preferred pronouns, then print it out and bring it to the capstone conference for their primary advisor to sign.

**Step 14: Electronic Submission**

**Deadline:** Two weeks after your Capstone Conference

Students are required to upload their thesis projects to the library’s Digital Commons collection at digitalcommons.hamline.edu/cwp. To upload your project, follow the instructions here. The Digital Commons Submission Instructions are also attached to this packet (ATTACHMENT 7).

An abstract is required for uploading the project. For creative thesis projects, the abstract is often a blurb or description of the project much like what would be printed on the back of a book if the project were published. You can view sample abstracts by browsing the MFA thesis collection online in the Digital Commons.

The final, revised, and correctly formatted version of your thesis (with any revisions required by your primary thesis advisor and outside reader) must be uploaded to Digital Commons two weeks after your Capstone Conference. Please note that your title page and artist statement must be included in the final PDF file. Format your title page according to the MFA Thesis Title Page Template (ATTACHMENT 8). See the MFA Writing Guidelines (ATTACHMENT 9) for style and format information.

Students who wish to have a hard copy of their thesis projects bound for their personal use must print out one hard copy and turn it into the CWP house with cash or a check for $25.00. The bound thesis will be ready for pickup or mailing in the following September.
Step 15: The CWP Graduate Revels

The Graduate Revels, which usually on a weekday evening before graduation, is a banquet and reception where students, faculty, and staff of The Creative Writing Programs gather to celebrate the work of that year’s graduates. This annual event is a highlight of the academic year, and all graduates are encouraged to attend.

Please note that all students in Thesis 2 are required to turn in their artist statements, a “one-liner,” and words of wisdom before Revels. More information on these requirements will be emailed to graduating students in March.

Step 16: Graduation

Once all steps have been successfully completed, the student is ready to graduate! Information on graduation will be sent to students during their spring semester, including information about The CWP Graduate Revels, Commencement, gown ordering, etc. Hamline University holds one commencement ceremony each year in May. Students who complete their degrees in summer or fall will have their transcripts updated and a diploma ordered after their capstone conferences. Summer and fall grads are welcome to participate in the May graduation ceremony and will be listed in the commencement program.

Frequently Asked Questions

Is it possible to register for Thesis 1 in a spring semester or in the summer?

No. All students must register for Thesis 1 in the fall and Thesis 2 in the spring.

Can I make arrangements with a faculty member to serve as my primary advisor or outside reader before turning in the Intent to Register form?

No. Students may not make arrangements with any faculty members to serve as primary advisors or outside readers. All primary advisors and outside readers are assigned by the CWP office.

Are there exceptions to these rules?

No.

What are the expectations for the final Thesis 1 manuscript?
In order to pass Thesis 1, the full arc and vision of the project must be visible in the manuscript, it must demonstrate a basic understanding of the elements of craft within the genre, and it must meet the length requirement. Necessary revision work must be possible within the framework of Thesis 2. The draft must be proofed carefully for correctness and readable as a draft. Manuscripts that require more than minimal copy editing will be returned. Students whose work does not meet these requirements will be required to register for a second semester of Thesis 1.

**What are the expectations for the Thesis 2 manuscript?**

The goal of Thesis 2 is to complete a body of revised material that demonstrates a solid understanding of the elements of craft within the genre and is at a level ready to be submitted for contests, grants, agents, or editors. The Thesis 2 manuscript should address the craft issues raised by the primary thesis advisor during Thesis 1. Manuscripts must be carefully edited and proofread and must meet MLA guidelines. Manuscripts that require more than minimal copy editing will be returned.

**I don’t want to upload my thesis project online. Will the office make an exception?**

We cannot make exceptions to this rule. Uploading the project online is a requirement for graduation. You can choose to upload your project as a “Restricted Access” thesis so that only Hamline students, faculty, and staff can view your project.
Return completed form to the CWP office:
- **by email** to cwp@hamline.edu
- **by mail** to Hamline University, The Creative Writing Programs, MS-A1730, 1536 Hewitt Ave, St. Paul MN 55104
- **in person** to the CWP office at 1500 Englewood Avenue

Contact CWP at 651-523-2047 with questions.

Please type or print

Hamline ID # ______________________________ Email: ________________________________________________________________

Name: ____________________________________________  ____________________________  
Last  First  Middle

Phone: (________) ________________________________

I intend to register for Thesis I in Fall of ___________ Year

1. Please circle THREE faculty members with whom you would like to work. These faculty may be assigned as primary advisors or outside readers. Please do not indicate any preference.

   John Brandon  Patricia Weaver Francisco  Sheila O’Connor
   Angela Pelster-Wiebe  Katrina Vandenberg

2. Please circle TWO additional Creative Writing Programs instructors as backup primary advisors or outside readers if the above faculty are not available. Please do not indicate any preference.

   Swati Avasthi  Peter Geye  Gretchen Marquette  Richard Pelster-Wiebe
   Emma Bull  Mary Logue  Anna Meek  Mary François Rockcastle
   Laura Flynn  Brian Malloy  Juliet Patterson  Sun Yung Shin

In the space below, please indicate the primary genre(s) of your thesis project and offer a brief description.

I understand that the CWP office will do everything within reason to arrange for me to work only with the advisors I’ve indicated above, but that due to university requirements of faculty load and the availability of individual instructors, it may not be possible. By signing this form, I agree work with the primary thesis advisor assigned to me. I understand that this form serves as an official intent to register for Thesis I and that I am expected to register in the term indicated above. I acknowledge that changes in my intended registration term and/or in my thesis project must be communicated to the CWP office immediately.

Student signature (required): ____________________________  Date: ____________________________
Prospectus Guidelines for MFA Thesis

The Prospectus Meeting is held before the Thesis I semester. The key purposes of the Prospectus meeting are as follows:

1. To ensure that students focus carefully on the subject matter and goals of their intended thesis.
2. To ensure that the proposed work and timeline for completion are clear
3. To clarify the role of the primary thesis advisor and to arrange any future meetings and draft submissions between student and primary thesis advisor.

An electronic copy (or hard copy, if requested) of the Prospectus should be sent to your primary thesis advisor one week before the scheduled meeting in order to allow him/her time to review.

Please address the following on the cover page of your Prospectus:

Name
Genre(s)
Proposed title of thesis
Primary advisor
Outside reader (optional)
Administrative advisor

The body of the Prospectus should be a written statement (three to five double-spaced pages) describing the scope of the intended thesis and the way in which it will be pursued. Students should discuss briefly the subject matter and theme(s) of the work, the intended audience, models for the project, the amount of work completed thus far, and any outside reading or research anticipated. Students may include a bibliography if they wish. Students may include a chapter outline or discuss methodology, and should also include questions, areas of concern, or aspects of the project they need assistance with.

Students should bring a hard copy of their Prospectus to their Prospectus meeting for their primary advisor to sign off on. Students should also bring their Thesis I registration form to have their primary thesis advisor sign. Both the signed Prospectus and signed registration form should be turned in to the CWP office after the Prospectus meeting.
Return completed form to the CWP office:
- by fax to 651-523-2490
- by mail to Hamline University, The Creative Writing Programs, MS-A1730, 1536 Hewitt Ave, St. Paul MN 55104-1248
- in person to the CWP office at 1500 Englewood Avenue

Student is responsible for obtaining required signatures.
Contact CWP at 651-523-2047 with questions.

Please type or print

Hamline ID # _________________________ Email: ____________________________________________

Name: ____________________________  ____________________________ First  ____________________________ Middle

Address: ____________________________  ____________________________ City  ____________________________ State  ____________________________ Zip

Home Phone: (_____ )  Work Phone: (_____ )

Please register me for the following:

TERM:  □ Fall  □ Spring  Year: _________

WRIT 8491/2  □ THESIS I  □ THESIS II

Select:  □ POETRY (48-64 pages)  □ PROSE (80-100 pages)  □ HYBRID*

*Students doing a hybrid thesis project must have completed Groundings in the Craft in both genres in which they will be working for their project.

Proposed Title: ____________________________________________

Name of Primary Thesis Advisor: ____________________________________________

Signature of Primary Thesis Advisor: ____________________________ Date: _________________

Name of Outside Reader: ____________________________________________

I acknowledge that I have received consent from the individuals above to serve as my Capstone committee. They have agreed to collaborate on this project.

Student signature (required): ____________________________ Date: _________________
MFA in Creative Writing
Statement of Intent to Graduate

• Return (1) Intent to Graduate and (2) Degree Evaluation by November 1.

INSTRUCTIONS: Please type or print the following information. Write your name exactly as you wish it to appear in the commencement program and your diploma. Contact the CWP Office if you have any name-related concerns.

DATE: __________________ DEGREE SOUGHT: _______________________________________

STUDENT INFORMATION:

Name: ___________________________________________________________________________
  First                                                            Middle                                                               Last
ID: ___________________   Email: ______________________________________________________

CAPSTONE TITLE:  (Contact CWP if you make any changes to your Capstone title after this point.)
____________________________________________________________________________________
____________________________________________________________________________________

PREVIOUS DEGREES:

For the commencement program, please provide information on other previous degrees. (We are unable to print any information on associate degrees or certificates in the commencement program.)

Degree __________ Year earned ________ Institution _________________________________________
Degree __________ Year earned ________ Institution _________________________________________

I hereby declare my intention to complete all degree requirements for the graduate degree indicated above in time to graduate in (month) ________ and (year) ________.

____________________________________________________________________________________

__________________________                                                                                     Date
  Student’s Signature                                                                       

Note to student: By signing this form, you are acknowledging that you have met all requirements to graduate.

Return to The Creative Writing Programs, MS A-1730, Hamline University, 1536 Hewitt Ave., Saint Paul, MN 55104. Email: cwp@hamline.edu. Fax: 651/523-2490. This information is due by November 1.

Revised December 2017
Capstone Conference Notification Form

This form must be completed and submitted to the CWP office at least two weeks prior to the requested Capstone Conference date. Failure to submit this form in a timely manner may jeopardize the assignment of a room on the date and time you request.

The student is responsible for setting a date and time for the Capstone Conference that is satisfactory for all committee members. CWP staff will reserve a room. Please note that the Capstone Conference typically lasts one and a half hours.

Student Name: ___________________________________________ ID#: __________________

Capstone title: ____________________________________________

Capstone Conference Schedule:

________________________________________________________________________

month       date       year       time

If fireside conference room (front room) is not available, is downstairs conference room acceptable?

Yes  No

Committee Members: (print names, not signatures)

Primary Advisor: _____________________________________________

Outside Reader: _____________________________________________

Note: If you have special space or equipment needs for your conference, please explain and allow extra time to accommodate your request.

Date ___________________________ Student Signature ___________________________

Return to The Creative Writing Programs at Hamline, MS A-1730, Hamline University, 1536 Hewitt Ave., Saint Paul, MN 55104. Fax: 651/523-2490. Email: cwp@hamline.edu.

Revised 2017
[Month] [Date], [Year]

[Name] has successfully completed [his/her/their] capstone, [Title], and should be recommended to the Director of The Creative Writing Programs to receive the degree of Master of Arts in Liberal Studies.

________________________________________
Chair

A Google Doc of this template is available online. We recommend that you download it as a Word document or make a copy in Google Docs and edit from there.
Creative Writing Programs - Capstone Submission Instructions

1. Add your artist statement to your capstone project file, between the preliminaries (title page, dedication, table of contents, etc.) and the text.

2. Convert your capstone project to a PDF file.
   a. If your capstone project is a .doc or .docx file, open it and select “File…Save As.”
   b. In the “Save as type” dropdown menu, select “PDF.”
   c. If your file is a Google Doc, open it and select “File…Download As...PDF Document (.pdf)”

3. Visit the Creative Writing Programs Collection in Digital Commons@Hamline:
   http://digitalcommons.hamline.edu/cwp/

4. Select Submit your Creative Writing Capstone, at the top.

5. Log in with your Hamline computer credentials (not entire email address) --no need to create new account.

Last updated: 2017-11-10
Creative Writing Programs - Capstone Submission Instructions

6. Fill in the brief profile information.

7. Read through the submission agreement. The next page will be the submission form where you will choose either “Thesis” or “Restricted Access Thesis”

Submission Form:

8. Title: Use title capitalization

   **Capstone/Thesis Title**

   Please enter the title exactly as it appears on the final project submitted.

   **Dissertation/Thesis Title**

9. Author: Should be auto-filled. If not, enter minimum of first name, last name and *Hamline University*

   **Author**

10. Term: Season and Year are all that are needed

   **Term**
Creative Writing Programs - Capstone Submission Instructions

11. Thesis: This is where you choose the ability for others to download your capstone. Choose **Thesis** to make your capstone freely available for download, online. (Default) Choose **Restricted Access Thesis** to make your capstone available for download to current Hamline users with valid computer credentials.

   **Required Thesis**

   Selecting "Restricted Access Thesis" will restrict download access of your work to only those with Hamline computer login credentials. Alumni do not retain login credentials.

   ![Thesis dropdown menu]

12. Primary Advisor/Thesis Chair: Enter first and last name in that order. (Secondary Advisor is optional)

   **Required Primary Advisor/Thesis Chair**

   [Field]

   **Secondary Advisor/Outside Reader**

   [Field]

13. Degree Name, Abstract, Keywords, Comments: Follow the instructions provided. (Keywords and Comments are optional)

   Last updated: 2017-11-10
Creative Writing Programs - Capstone Submission Instructions

14. Subject Categories: Potential categories are already selected and show in the right hand column. Please remove any that are not applicable to your work by clicking a line item to highlight and then selecting the “Remove” button in the center.

Subject Categories

Please select the subject category that best fits your Capstone Project.

Potential categories for CWP have already been selected. In order to remove categories that do not apply to your project, please click on a category in the box to the right and use the “Remove” button.

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Selected:
- Children's and Young Adult Literature
- Creative Writing
- English Language and Literature
- Fiction
- Literature in English, North America
- Nonfiction
- Poetry

15. Subgenre: Please select one Subgenre by clicking to highlight and then Select button. Your selection will show to the right.

Subgenre

Please select the subgenre that best fits your Capstone Project.

Double click available items to include them, or click once and use the ‘Select’ button for each item.

Available:
- Essay
- Lyric essay
- Personal essay
- Memoir
- Hybrid / multi-genre
- Novel
- Short story
- Literary fiction
- Speculative fiction
- Sci fi / fantasy
- Historical

Selected: Short story

16. Creative Commons License: Optional - Licenses that permit certain uses while retaining your copyright- Learn more at https://creativecommons.org/licenses/
Creative Writing Programs - Capstone Submission Instructions

17. Upload Full Text: Save your document as a PDF. Choose *Upload file from your computer*, then *Choose File* to find and upload from your computer's file browser.

![Upload Full Text](image)

Please upload a PDF file format copy of your project

Full text of submission:
- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

Please upload the full text of your submission:
Choose File | No file chosen

18. Additional Files: Optional - Use if you have related work that you would like to add. Please add a description of how it relates to your capstone work in the *Comments* field.

![Additional Files](image)

Please check this if you'd like to add additional files

[ ] Cancel | [ ] Submit

This may take a while. Please only click once.

Notes

- **Readership Reports**

Once you submit your thesis project to Digital Commons, you will receive monthly Readership Reports via Hamline email. These reports update you on the monthly total number of downloads of your project and give you access to more detailed reports. As long as you submitted your capstone as a “Restricted Access Thesis” (Step 11, above), the downloads you see in this report will only be from current Hamline University students, faculty, or staff. To opt out of these communications, access “My Account” in Digital Commons and select “Research Alerts.” Then, uncheck “Please send me monthly hit reports for my articles” under Email Preferences.
Title Page Template: Your title page should look like this. 
Use the same 12 point bookface font type that is used in the rest of the capstone.

THESIS TITLE IN CAPS

by

Your Name

A creative thesis submitted in partial fulfillment of the requirements for the degree 
of Master of Fine Arts in Writing

Hamline University

Saint Paul, Minnesota

Month Year

Committee Chair
Primary Advisor Name Here
MFA WRITING GUIDELINES

Style Guide References
Capstone papers written for the MFA program follow the editorial style of the Modern Language Association (MLA). Recommended reference manuals include Diane Hacker’s A Writer’s Reference and MLA Handbook for Writers of Research Papers.

The responsibility for writing and editing the paper is the student’s. Matters of style, content, the arrangement of contents, and length are decided by the student and committee. Correct grammar, punctuation, and spelling are the student’s responsibility. All references and documentation are to be accurate and complete.

Format
ALL:
- All pages are to be standard printer size (8.5 inches x 11 inches).
- Standard word processing practices, including spacing and punctuation, must be consistent throughout the manuscript.
- The typeface must be a standard, bookface type (e.g. Times Roman).
- The only acceptable font size is twelve points.
- Double spacing is mandatory, except for poetry manuscripts.
- All pages must be clearly and consistently numbered. You may choose whether to begin numbering your pages on the title page or after the table of contents.
- Italics may be used in conjunction with the typeface as a substitute for underlining titles or foreign terms, provided it used consistently.
- If photographs or images are pasted into a word document, the student is responsible for ensuring that the images and text are formatted properly after PDF conversion.
- The capstone project must be converted into a PDF before submission to the Hamline University Digital Commons.

HARD COPY SPECIFICATIONS:
- Pages should be printed double-sided.
- Black toner should be used to ensure a sharp, high-contrast black-on-white copy.
- All pages should be printed on one type of paper.
- Holes are not permitted in any of the margins.
- The margins for each page-preliminaries, text, reference material-must be sufficiently ample to allow for easy reading. Here are some suggested guidelines:
  left (binding edge) 1.5 inch; right 1 inch; top 1.25 inch; bottom 1.25 inch
- Photographs or other images must be scanned onto the final copies of the text. Photo mounting corners, rubber cement, transparent tape, and staples are unacceptable mounting materials.
- Very large maps, charts, and blueprints not reducible to a size for binding cannot be accommodated in the binding process.

Components of the Capstone Project

In general, the capstone consists of three parts: the preliminaries, the text, and the reference material. The preliminaries are arranged in the order listed below. (Many of the sections are

1
designated *optional* and will not be included in every capstone paper.) Formatting questions should be directed to the faculty advisor.

**Preliminaries**

*Title Page (required)*

The capstone project title appears, as does the author’s name stated as it appears on the Intent to Graduate. No reference is to be made to previous academic degrees or titles. The submission statement is printed in upper and lower case letters, single-spaces, and centered. Hamline University, Saint Paul, Minnesota, and the month and year of the completion of the project is printed below the submission statement, double-spaced, in upper and lower case letters, and centered.

The person who directly supervised the capstone is cited as the committee chair. Include only the academic title, but not academic degrees, of the faculty member (e.g. Professor Joan J. Jones).

We recommend using the attached template in creating your title page.

*Copyright Page (optional)*

Copyright of the capstone project is at the discretion of the student. Students wishing to copyright their work may file the claim to copyright by corresponding directly with the U.S. Copyright Office, Library of Congress, Washington, D.C. 02540. Alternatively, students may include a copyright notice without official filing.

If the project is to be copyrighted, the official copyright notice is centered left to right and slightly above center on this page, single or double-spaced, with the current year.

**Example:**

Copyright by
YOUR NAME IN CAPITAL LETTERS
year
All Rights Reserved

*Dedication (optional)*

The dedication is brief and centered on the page. It customarily begins with the word “To.”

*Epigraph (optional)*

The epigraph is centered on its own page. The source of a quotation used as an epigraph is given below the epigraph. Bibliographic information is usually limited to author’s name and title of the work.

*Acknowledgments (optional)*

The text on this page is limited to thanks for or recognition of special assistance, but may also include recognitions of permissions granted to the author to use published and/or copyrighted material.

*Table of Contents (required)*
Beneath the heading TABLE OF CONTENTS, all titles in the capstone following-but none preceding-the Table of Contents are listed. These include major divisions, and at least first-order subheads must be listed.

It is at the discretion of the student whether they wish to include chapters in the table of contents.

**Artist Statement (required)**
Think of this, as “The Conscious Artist Statement” required of all graduating MFA students. This is 10-20 pages in which the writer deeply explores and conscientiously conveys what s/he has learned as an artist in the process of completing the thesis manuscript. The Artist Statement serves ideally as a kind of self-recognition and closure in which insights and lessons are arrived at that can benefit future writers in the MFA program. This Artist Statement should not be essential to the reader’s comprehension of the thesis. It is a separate document.

**Text**
Each chapter and appendix is a major division, and each is to be captioned and its materials handled consistently throughout the paper. Each major division begins on a new page, but subdivisions must always follow each other immediately without gaps in text.

**Reference Material**
Reference material includes the appendices and bibliography, and provides supporting and supplementary information to the text.

**Appendix (or Appendices)**
Examples of material that may be appropriate for the appendices include explanations helpful to a reader but too long for inclusion in footnotes or text, texts of original documents such as letters, laws, questionnaires, listings of material, original data, and computer programs.

**Bibliography, References, Notes/Footnotes**
Every capstone project that makes use of other sources either by direct quotation or by reference must have a bibliography or listing of these sources at the end. The MFA program follows the editorial style of the Modern Language Association (MLA).

**NOTE:** Thoroughly read the *What is the Timeline for Thesis?* portion of the Thesis Packet for more specific information on the Artist Statement, length requirements, advisors and readers, and deadlines.