

Additional Master's Thesis Formatting Guidelines for Corcoran School of the Arts and Design Programs

Front Pages (Title Page through Preface, if used):

- The front pages of Master's theses must conform to the standard University Formatting Guidelines.

Page Size:

- Each page should be 8.5 x 11 inches
- Page sizes ranging from 8.5 x 11 inches to 11 x 17 inches are allowed for images, drawings, etc. **if they are placed at the end of the document.**

Page margins:

- *Portrait pages:* Left and right margins: 1.25 inches
Top and bottom margins: 1 inch
- *Landscape pages:* Left and right margins: 1 inch
Top and bottom margins: 1.25 inches
- *Full-page images, drawings, etc.:* page margin requirements are suspended for these items **if they are placed at the end of the document.**

IMPORTANT: When requesting print copies through ProQuest, all full-page images, drawings, etc. will be reduced in size proportionately by machine to fit a standard 8.5 x 11-inch page with 1-inch margins.

Appendices:

- *Exhibition brochures*, when placed in an Appendix at the end of the document, do not need to have page numbers.
- *Images or Figures*, when placed in an Appendix with a short explanation at the beginning, do not need to be included in the List of Figures.

[Convert Web Pages to PDF:](#)

This Adobe Acrobat page provides instructions for converting your Web pages to PDFs using a number of internet browsers and Adobe Acrobat.

Acceptable Multimedia File Formats:

Images	Video Files	Audio Files
GIF (.gif)	Apple Quick Time (.mov)	AIF (.aif)
JPEG (.jpeg)	Microsoft Audio Video Interleaved (.avi)	CD-DA
TIFF (.tiff)	MPEG (.mpg)	WAV (.wav)
		MIDI (.midi)
		MPEG-2
		SND (.snd)
		CD-ROM/XA