

Style Guide for the MFA Thesis in Poetry or Fiction

Please see the Graduate School ETD Guidelines (<http://etd.vt.edu/>) for the most current information available on preparing and submitting your thesis.)

Front Matter

The "Front Matter" refers to the pages in the beginning of your ETD. It usually includes the title and abstract pages. The title page contains the front matter items from title to copyright. The abstract and grant information appear on the abstract page. The dedication appears on its own page, as does the author's acknowledgments. The table of contents and each list of multimedia objects appears on its own page.

Try our Title/Abstract pages template (word document: download at <http://etd.vt.edu/guidelines/frontformat.html>.) This template is easy to use...just fill in the blanks!

1. Title Page (required)

Your title page should contain all of the things listed below. In the order that they appear. An example title page is provided below the text.

- Title : The full title of your Thesis
- Author: Your full name
- School: The full name of the school you are attending
(Virginia Polytechnic Institute and State University)
- Degree: Master of Fine Arts
- Approval Names: A list of the members of your committee
(committee chair listed first)
- Date of Defense: The scheduled date of your defense
- City, State: The city and state where you defended
- Keywords: Four to six keywords or short key phrases that
could be likely used as search terms to find your ETD during
a library catalog or web search.
- Copyright: In most works the copyright is implicitly given to
the author of that work

Figure 1.2 Title Page Example

The House of Rimbaud Street

Ashley S. DeVane

Thesis submitted to the Faculty of the Virginia Polytechnic Institute
and State University in partial fulfillment of the requirements for the
degree of

Master of Fine Arts
In
Creative Writing

Jeff Mann, Chair
Erika Meitner
Bob Hicok
Fred D'Aguiar

April 15, 2008
Blacksburg, Virginia

Keywords: Creative Writing, Free Verse, Poetry, Poems, Sestina,
Sonnet.

2. Abstract Page (required)

Each ETD must contain an abstract that is approved by the student's committee each abstract should be limited to 250 words.

An example abstract page is shown below.

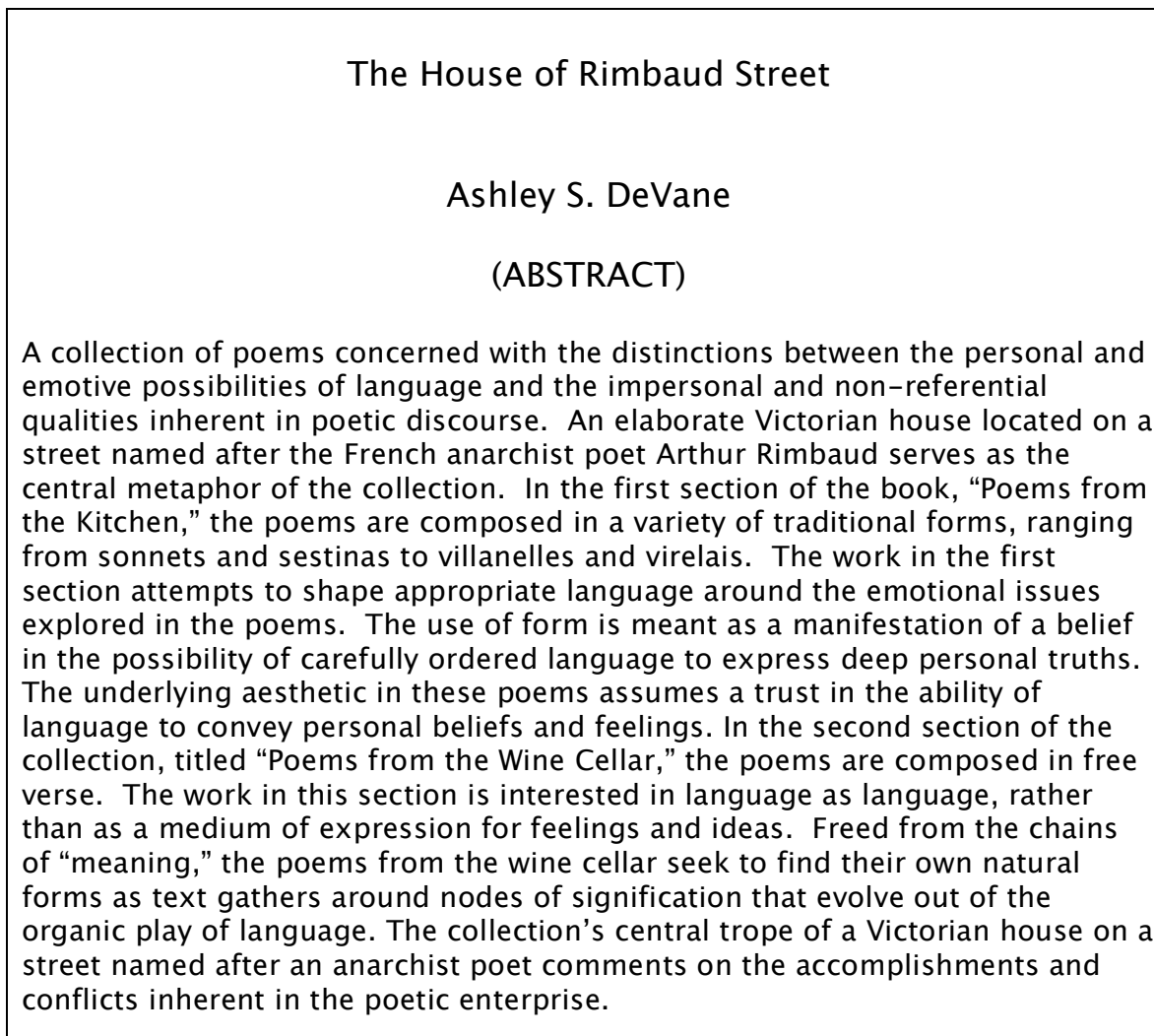


Figure 1.3. Abstract Page Example

3. Other Required Pages

You are required to add these additional pages after the Title and Abstract pages.

Table of Contents Include the title of each poem, story, or chapter along with the page on which each poem, story, or chapter begins.

4. Other Optional Pages

You may want to add these additional pages after the Title, Abstract, Table of Contents pages. Formatting for these pages should follow standard style sheets.

Grant Information You may acknowledge any granting institution here.

Dedication You may provide a dedication.

Author's Acknowledgements Here you may acknowledge those that assisted you in your work.

Acknowledgments Page: For collections of poetry and short fiction, author's should acknowledge any works previous published in journals with a full bibliographical citation.

Notice on Creative Alternatives to Traditional Formatting: If the manuscript takes liberties with traditional formatting and design, explain fully the reasoning behind these choices. If, for example, a poet chooses to rip off the corner of every page as a way of expressing the torn edges of his or her voice, this would be the space to explain that aesthetic choice.

Body Matter

The body matter contains the sections of the ETD, in chosen order, each with its own title. Section titles may include an introduction.

In collections of poetry, there should be a single poem to each page. If the poem has an epigraph, the author and source should be appropriately cited.

In collections of short fiction, each story should begin on a new page. If the poem has an epigraph, the author and source should be appropriately cited.

Back Matter

References and Notes

Use standard forms for citation.

Vita

The vita is an autobiographical sketch, based on your academic and professional experience. Include your name (as it appears on the title page), positions held, and degrees earned. You may also mention your family and date of birth.