Guidelines for Qualifying Papers

Every student in the Art Market: Principles and Practices MA program at FIT is required to complete a qualifying paper. This requirement may take the form of a scholarly research paper, an exhibition proposal or catalogue essay, a business or marketing plan, a grant proposal, a collection survey, or an interpretive program utilizing a variety of media, including electronic media. Regardless of format, and without exception, some part of the paper must be in the form of a written narrative that sets forth the problem to be solved or elucidated, the chosen methodologies used, and the historical, philosophical and/or cultural contexts from which both the problem and its solution have emerged.

In consultation with the program chair/graduate student advisor, students identify a topic and select an advisor from the FIT faculty. Students must begin the proposal process upon completion of the second semester of study to take advantage of the summer break for research and preparation of the proposal. Written proposals must first be submitted to, and approved by the advisor, who then submits it to the qualifying paper committee. The student and advisor present the qualifying paper proposal to the committee in person.

Students are not expected to write a dissertation or even the definitive study on a given subject. They must however, demonstrate their ability to produce a professional, polished and literate document on their chosen topic. In order to complete the qualifying paper – the final master’s degree requirement – students must set aside sufficient time for the work, plan the use of time carefully, and give the qualifying paper high priority.

Students should select a topic whose research and explication are completely manageable within a single year. Frequently the topic grows out of coursework as an elaborated and expanded version of a term paper. When completed, the qualifying paper with all its constituent parts (including text, footnotes, bibliography and illustrations) should be around 30-to-35 pages in length.

Qualifying Paper Schedule
Officially, students have one year from the time of completion of coursework to complete their qualifying papers, and during this one-year period, students are responsible for maintaining matriculation.

To avoid this extra expense, students are strongly encouraged to present their proposals in the fall of the third semester and complete the qualifying paper by the end of the fourth and final semester of study. After the advisor has approved the final draft of the qualifying paper, it is submitted to the committee for review and recommendations. The final deposit of the finished paper must occur by the end of the academic year in May.
THE MASTER OF ARTS DIPLOMA IS NOT ISSUED UNTIL THE QUALIFYING PAPER HAS BEEN COMPLETED AND APPROVED.

Submission Deadlines
The qualifying paper committee meets during the fall term in September, October, November and December, and in the spring term in February, March, April and May.

Qualifying paper proposals and drafts of completed qualifying papers must be submitted to the Graduate Studies office (Marilyn_Barton@fitny.edu) by the advisor on the first Monday of the month for review in that month.

Although the final submission date for committee review is May 1st, students should plan to submit their work no later than April 1st, so that in the event that changes are required, the corrected final version may be deposited by the end of the academic year.

Qualifying Paper Proposal
A qualifying paper proposal must be prepared by the student in consultation with the advisor. The proposal format should conform exactly to the format guidelines of the qualifying paper (see below, p. 4). After approving the proposal the advisor submits it for review to the qualifying paper committee. Both student and advisor present the qualifying paper proposal to the committee in person.

The proposal is, in essence, an outline of the qualifying paper. To write a successful proposal the student has to have done a fair amount of research so as to identify the main issues and speculate on outcomes. The successful proposal can be seen as the underlying structure or skeleton of the paper – not unlike a table of contents in which the headings indicate the flow of the argument in question. In summary, a well fleshed-out proposal will greatly ease the writing process.

The Qualifying Paper Proposal should include:
1. Proposed title of the qualifying paper. This should be as specific as possible, preferably including dates as parameters.
2. Statement of the specific problem or issue to be investigated, and any sub-problems that have been identified at this stage of the research.
3. Statement of delimitations: issues that will not be addressed in the qualifying paper.
4. Research method(s) to be employed.
5. Brief explanation of the significance of the project including answers to the following questions: Why is this topic important? In what way(s) will this paper contribute to the field? What are the original aspects of the project?
6. Preliminary bibliography indicating primary and secondary sources.
7. Timeline of the QP process.

General Requirements and Procedures
After the qualifying paper proposal has been approved, every stage of the paper must be done in close consultation with the advisor, according to prearranged appointments. Other members of the committee, as well as the consultants in the Writing Studio, may also be available for assistance and recommendations throughout the development process.

It is the student’s responsibility to edit all writing, and make revisions, corrections and submissions in accordance with the specified guidelines and deadlines. It is not the responsibility of the advisor to make corrections for the student. For writing consultation students are urged to avail themselves of the services of the Writing Studio at FIT. On the recommendation of the advisor, outside proofreaders and editors are sometimes required.

The qualifying paper should be around 30-to-35 pages in length. While papers may occasionally be longer, conciseness is encouraged. In addition to the text, the qualifying paper typically includes illustrative materials and a bibliography.

The final draft of the paper must include all of the components (foot/endnotes, bibliography, illustrations and appendices), as well as a single-page abstract placed before the table of contents. The final draft of the qualifying paper is approved by the advisor before it is presented to the QP committee by the advisor only.

After review by the committee, this final draft, with any suggestions or comments by the advisor and the committee, will be returned to the student for any necessary final corrections or revisions. It is not uncommon, even at this advanced stage, for changes to be required.

The student then prepares one corrected, complete, perfect copy of the entire qualifying paper on acid-free bond paper for final submission to the advisor. After approval by the advisor, and the committee, the final submission copy of the qualifying paper (known as “the original”) will be returned to the student for photocopying.

High quality acid-free bond paper, which shows a watermark, should be used for the final copy. Each of the copies must be absolutely clear and error free. The print in all copies must be dark and crisp, and the illustrations sharp and clear. The three copies and a $50.00 binding fee (check payable to FIT) are deposited in Graduate Studies. The original and the two copies are bound by the FIT Library; the bound original and one copy remain in the Library, and one bound copy is returned to the student.

Criteria for Evaluation
• comprehension and consistent application of the chosen methodologies;
• command of the relevant literature;
• command of the relevant historical, historiographical, philosophical and/or cultural contexts;
• logic and consistency of argument;
• thoroughness of research and the applicability of the evidence summoned to support the topic;
• clarity and expressiveness of language;
• originality

**Plagiarism**
Plagiarism is presenting someone else's ideas, words, or work as your own. Students using someone else's work, ideas, intellectual or artistic property must identify and acknowledge these sources within their work. Examples of plagiarism include but are not limited to submitting as one's own:

- papers, works of art, written or design material created in whole or in part by someone else;
- written or design material that has been taken or copied from a Web site or bought;
- sentences, phrases, key words, or ideas used without acknowledgment;
- paraphrasing someone else's ideas or work without acknowledgment.

Students are expected to know that plagiarism constitutes a serious ethical and professional offense. If the student has any question about the rightful use and acknowledgment of sources, s/he should consult with her/his advisor before proceeding.

**Required Manual**
The style guide is the latest edition of *Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations. Chicago: University of Chicago Press*. This manual includes detailed information on pagination, footnotes, endnotes, bibliography, presentation of illustrations, sample title page, table of contents, lists of illustrations and other parts of the qualifying paper.

**Qualifying Paper Format**
1. **Typeface**
The qualifying paper and proposal should be double-spaced and in 12-point type. All submissions to the QP committee must be fully paginated. Any standard typeface or font (Times New Roman, Geneva, Helvetica, Palatino) at 12 point is acceptable. Keep the typeface uniform throughout the paper. No Bold or Underlining.

2. **Layout**
   - Margins: Top, right and bottom must be one inch; the left margin (binding side) must be one and one-half inches. If necessary, charts, graphs and illustrations may be placed horizontally or photo-reduced in order to conform to the margin requirements as long as they remain clear and legible.
   - Spacing: The text is double-spaced. Quotations of five lines or more are indented and single-spaced in reduced 11-point type without quotation marks. Individual footnotes or endnotes and bibliographic entries are single-spaced with double-spacing between each entry.
Footnotes/Endnotes: Reference notes may be placed at the bottom of the page, at
the end of each chapter, or at the end of the paper, preceding the bibliography.

List of Illustrations: Artist's name, title, and date. Wherever appropriate, illustrating should be referred to by number in the text.

Captions: Artist’s name, title of work (in italics), date of execution, medium, size of work in centimeters and inches (height/width/depth), present location or full bibliographic reference if image is from a published source.

3. Pagination
Numbering
Do not number the title page, signature page, copyright page, and abstract.

Number the remainder of the Front Matter/Preliminaries with small Roman numerals centered at the bottom of the page, beginning with “v.”

Number the text, including the back matter/reference matter consecutively with Arabic numerals. Place the number in the bottom right of the page beginning with "1.” The page number should be distinct from the text but no closer than one-half inch to the edge of the paper.

Page Order
Front Matter/Preliminaries
Title page
Signature/certification page
Copyright page
Abstract
Table of Contents
List of Illustrations
List of Tables/Graphs (if applicable)
Preface (if applicable)
Acknowledgments
Text with Footnotes (if applicable)
Back Matter/Reference Matter
Illustrations with captions
Appendix
Endnotes (if applicable)
Bibliography

4. Title Page
The title page (centered and spaced to fill sheet) should contain the following information all in upper case:
SUNY FASHION INSTITUTE OF TECHNOLOGY
(TITLE OF QUALIFYING PAPER)
SUBMITTED TO THE SCHOOL OF GRADUATE STUDIES IN PARTIAL
FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE MASTER OF ARTS
IN
ART MARKET: PRINCIPLES AND PRACTICES
BY
(STUDENT'S FULL NAME)
NEW YORK, (MONTH & YEAR)

5. Copyright page.
Center this notice in the lower third of the page. The circled "c" must be in lower case. Remember that the copyright page follows the title page and does not have a page number.

©20XX
Your Full Legal Name All Rights Reserved

6. Signature/Certification page (starting half-way down to fill page):

This is to certify that the undersigned approve the qualifying paper submitted by
STUDENT'S FULL NAME
in partial fulfillment of the requirements for the degree of Master of Arts

_____________________________  ________________________________
Advisor                                                          Qualifying Paper Committee/Date

7. Other requirements
Length: text should be around 30-to-35 pages.

Illustrations, figures, graphs and photocopies: All illustrations, photographs and photocopies can be in color or black and white. All photographs and illustrations smaller than 8 1/2" x 11" must be mounted onto the same type of paper specified for the text. Illustrations may be mounted with any pH-neutral adhesive (such as PVA glue or Hermafix tape tabs); spray mounting is not acceptable.

Quotations: You must observe the legal rule of Fair Use in quoting materials copyrighted by others. Since this rule is not precisely defined, it is advisable to request the copyright owner’s permission for any quotation or quotations totaling 150 words or more. Some
publishers set the number of words at 250; university presses have agreed to a reciprocal use of not more than 300 words without permission. If you are unsure, check with the publisher or consult any of these reference works: The Chicago Manual of Style; Donald F. Johnston, Copyright Handbook, 2nd ed.; Ben H. Weil and Barbara Friedman Polansky, eds., Modern Copyright Fundamentals.

Paper: For the final deposit copy, you must use 8 1/2" x 11" white paper which is AT LEAST 20 LB WEIGHT and 25% RAG OR COTTON CONTENT. If you hold this paper up to the light, you will see a watermark indicating the brand name and rag content. We require this paper because it does not yellow, curl or become brittle with age.

Reproduction: You may use photocopies for the text of the final deposit as long as the deposit copy is clear and on the proper paper (see above).

Style: Follow the most recent edition of Kate L.Turabian, A Manual for Writing Papers, Theses, and Dissertations. The University of Chicago Press, Chicago.

Foreign Languages: Use quotations, references and phrases in foreign languages according to Kate Turabian.

Corrections: No ink corrections, strikeovers, correction fluid or tape, paste-ups, insertions between lines, and taped-on corrections are permitted on the final deposit copy. If you must make corrections, do them on the manuscript before it is copied onto rag paper (but not by ink corrections and strikeovers which are never allowed). The only ink symbols permitted are those that do not appear on standard typewriters. Add these to the manuscript before it is copied onto rag paper using black ink and a fine point pen.

Final deposit copy must be submitted **unbound**, preferably boxed.

8. Style Standards
Generally, follow the style as set forth in Kate Turabian’s manual. For most questions of abbreviation, capitalization, hyphenation, and so forth, refer to this book. Listed below are several of the most frequently consulted questions.

1. Lowercase all nouns and adjectives designating cultural movements and styles if not derived from proper nouns: neoclassicism, impressionism, rococo.
2. Spell out references to particular centuries and decades: the nineteenth century (noun), nineteenth-century painting (adjective), during the sixties and seventies (but, the 1920s).
3. Write out the day, month and year without interruption (4 July 1776), and write out span of years in full (1902-1907).
4. Spell out whole numbers of less than one hundred as well as those followed by hundred, thousand, million and so on: use figures to express other numbers. Any number at the beginning of a sentence must be spelled out. All numbers within a paragraph that
refer to the same category should be treated alike; if any one is expressed in figures, all in the paragraph must be.

5. Compound words formed with the suffix -like are spelled as one word: catlike, cathedrallike. Exceptions are compounds formed from proper names, from words ending in -ll, and from word combinations: Tokyo-like, gull-like, vacuum-bottle-like. Compound words formed with prefixes pre-, post-, over-, under-, intra-, extra-, infra-, ultra-, sub-, super-, pro-, anti-, re-, un-, non-, co-, semi-, pseudo-, and supra- are spelled as one word: prewar, infrared, nonviolent, coauthor. Exceptions are compounds in which the second element is capitalized or a figure: anti-Semitic, pre-Columbian, post-1945; compounds in which the second element is more than one word: non-English-speaking people, pre-Civil War; and compounds that might be mistaken for homonyms: re-create, re-cover.

6. Italicize titles of works, foreign words and phrases (except those that are widely used and appear in standard dictionaries), and words or letters used as special terms. The term love means different things to art historians and tennis players.

7. Always capitalize only the first word of foreign language titles and proper nouns; also capitalize common nouns in German titles.

(Revised 10/12)