

**MARIST**  
**ITALY**



**LdM**  
Lorenzo de' Medici

The Italian  
International  
Institute



**Master of Arts in Museum Studies  
Florence, Italy**

**Thesis and Practicum Project Handbook**

**2018-2019**

# **The Practicum Project**

## **Practicum Project Requirements**

Students in the professional track of the MA in Museum Studies program may choose to devise a project of real practical value to a museum or group of museums which will be submitted in the form of a revised proposal (similar to a grant proposal) or, if the project is implemented, a proposal with a discussion of the results. The practicum project must be approved by the Program Director(s), the student's advisor and an Evaluation Committee. Any practicum project research or implementation involving human subjects must also be approved by the Marist College Institutional Review Board (IRB.)

## **Practicum Project Advisor**

In early April (see Academic Calendar), students are required to submit their Academic Plan forms which identifies the person who has agreed to be the Practicum Project Advisor. The Practicum Project Advisor provides assistance at every stage of the writing, implementation (if implemented), and revision process. Advisors are typically chosen from among the LdM, Marist and University of Florence communities however outside are also possible if deemed necessary to specific projects. Any outside advisor must submit his CV for review by the Program Director(s). If the student is unable to select an Advisor in a timely manner, the Program Director(s) will select one for them, based on the proposed area of research and the particular needs of the student.

## **Practicum Project Consultant**

The Academic Plan (due in early April as per the Academic Calendar) also identifies a consultant who has agreed to be review the practicum project proposal as submitted in mid-May. The consultant will ideally be employed at the institution where the practicum is designed to take place, though someone at a like institution or with appropriate expertise is also possible. In addition to the practicum project advisor, the practicum project will be reviewed and graded by an Evaluation Committee composed of faculty and museum professionals. The practicum project grade is an average of the evaluations of the Advisor and the Evaluation Committee.

## **Institutional Review Board (IRB)**

Any research or project implementation involving human subjects must be approved by the Marist College Institutional Review Board (IRB). In accordance with state and federal regulations and professional standards of ethical conduct, it is the responsibility of the College to ensure that all research conducted under its auspices, adequately protects the rights and welfare of human subjects. The IRB is guided by respect for persons, beneficence and justice. Voluntary consent of the subject is essential. If possible, the subject should benefit from the process and come to no harm. Vulnerable groups should not be 'over studied' in comparison with more powerful segments of the population. The Code of Federal Regulations will guide all of the Institution's human subjects research activities, regardless of whether the research is subject to federal regulations. The IRB is authorized to review and approve ALL research involving human subjects conducted under the auspices of the College, regardless of the source of funding. A full copy of the IRB policies of Marist College can be found at <http://www.marist.edu/academics/irb/>.

## **IRB Procedures**

Students who plan to conduct research or project implementation involving human subjects should consult with their advisors and the program director(s) on all aspects of their studies in an effort to develop a proposal that meets the standards for approval. If a student or advisor has questions, he may contact the Marist Italy Program Center or the Marist IRB directly for advice regarding appropriate design and methodology of the study.

Certain categories of research involving little or no risk to subjects may qualify for an expedited review, these include:

- Anonymous, mail or telephone surveys on innocuous topics
- Anonymous, non-interactive, non-participating observation of public behavior
- Secondary analysis of existing data
- Research involving the use of records if information taken from these sources is provided to the researcher in such a manner that subjects cannot be identified
- Research on individual or group behavior of normal adults where there are no interviews and interactive surveys on non-sensitive topics

This research or project implementation generally does not require written documentation of informed consent, but oral consent is required if direct interaction with subjects is involved. All research or project implementation in schools requires written permission of the school district administrator who has authority to grant such permission.

Any project implementation that may be deemed to put the subject at risk in any way will be subject to a full review. For a list of research that requires a full review please consult:

<http://www.marist.edu/academics/irb/pdfs/policies.pdf>

Even if a student submits his practicum proposal for an expedited review, the IRB may require full review of any materials submitted under expedited review. All researchers must undergo assurance training prior to conducting any research under the auspices of Marist College. The College has arranged for such training to be provided by the CITI course in The Protection of Human Research Subjects. The Marist Office of Institutional Research & Planning tracks faculty, student, and staff completion of this training. Certification of training completion must be submitted with the IRB Human Subjects Research Form, which can be found at:

<http://www.marist.edu/academics/irb/pdfs/irb.pdf>

### **IRB Instructions**

1. All research involving human subjects must be reviewed and approved prior to initiating the research
2. For questions regarding human subject research please refer to the guidebook entitled: Policy and Procedures for Research Involving Human Subjects
3. The Principal Investigator and, if appropriate, his/her Advisor must sign the Human Subjects Research Review Form
4. The appropriate number of copies as per the type of review should be submitted to the Marist Italy Program Center.

Approval of a project by the IRB applies only to the procedures submitted in the proposal. The investigator must secure prior approval from the IRB for any changes in the procedures that will affect the use of human subjects. Approval for projects is valid for one calendar year only. Investigators must request a continuation for the approval yearly if the activity lasts more than one year. Only two (2) continuations will be granted for a given project. After three years, the project must be resubmitted.

### **Practicum Project Preparation**

The practicum project for the Marist-LdM MA in Museum Studies should be prepared in a form consistent with the MHRA (Modern Humanities Research Association). The practicum project must be written in English, free of mechanical errors and meticulously proofread. Students for whom English is not their mother tongue, must have the practicum proposal proofread by a professional or by a native speaker of English, before being submitted to the consultant and again before being submitted to the Evaluation Committee.

## Practicum Project Style Guide

Please read the MHRA style guide carefully before preparing your practicum project. It is available at <http://www.mhra.org.uk/Publications/Books/StyleGuide/StyleGuideV3.pdf>. The program expects that students will use footnotes and not (author, date) referencing. Bibliographies therefore will be alphabetically ordered.

## Practicum Project Order and Components

- A. Title Page
- B. Copyright Page (optional)
- C. Abstract
- D. Acknowledgement(s) and/or Preface optional)
- E. Table of Contents, with page references
- F. List of Tables with titles and page references (if applicable)
- G. List of Figures or List of Illustrations, with titles and page references (if applicable)
- H. List of Abbreviations (if applicable)
- I. List of Symbols (if applicable)
- J. Sections, including:
  - a. Introduction, if any
  - b. Main body (with the larger divisions and more important minor divisions indicated by suitable, consistent headings)
- K. Appendices (if applicable)
- L. Bibliography/References

Note: Many of the components following the title page and copyright page have required headings. Unless otherwise noted, capitalization of those headings is at the discretion of the author. For example, 'LIST OF TABLES' and 'List of Tables' are both acceptable. Choose one style to follow consistently.

### A. Title Page

The title page of a practicum project should bear the following information:

1. The title of the practicum project, centered 2" below the top of the page.
  2. Your name, centered 1" below the title.
  3. The following statement, within the full margins, 1" below your name:

'A practicum project submitted to the faculty of Marist College in partial fulfillment of the requirements for the degree of Master of Arts in Museum Studies.'
- When indicating degree, use full degree name (i.e., Master of Arts, not M.A.). List your subject area (Museum Studies) in the second blank. One inch below the statement, centered, the words 'Florence, Italy' and one line below that, the year in which you have completed your practicum project.
4. On the right-hand side of the page, 'Advisor:' and 'Consultant:' After the Consultant's name, please include his home institution. No signatures are needed on the title page.

### B. Copyright Page

If you wish to copyright your thesis, you must include a copyright page with the following information single-spaced and centered on the bottom half of the page:

© Year Full Name (exactly as it appears on the title page) ALL RIGHTS RESERVED

This page should immediately follow the title page, and should bear the lower case Roman numeral: ii.

### C. Abstract

The word 'Abstract' should be centered 2" below the top of the page. Skip one line, then center your name followed by the title of the practicum project. Use as many lines as necessary. Centered below the title include

the phrase, in parentheses, '(Under the direction of \_\_\_\_\_)' and include the name(s) of the practicum project advisor. This abstract should be revised from the one submitted on the form in April to reflect the finished practicum project.

Skip one line and begin the content of the abstract. It should be double-spaced and conform to margin guidelines. An abstract for a practicum project should not exceed 150 words. Because your practicum project abstract will be published, please prepare and proofread it carefully. Print all symbols and foreign words clearly and accurately to avoid errors or delays. Make sure that the title given at the top of the abstract has the same wording as the title shown on your title page. Avoid mathematical formulas, diagrams, and other illustrative materials, and only offer the briefest possible description of your practicum project and a concise summary of its conclusions. Do not include lengthy explanations and opinions. The abstract should bear the lower case Roman number ii (if you did not include a copyright page) or iii (if you include a copyright page).

#### D. Acknowledgements, Preface (all optional)

Each of these should appear on a separate page and be numbered with lower case Roman numerals (starting with the page number after the abstract). Acknowledgements are the author's statement of gratitude to and recognition of the people and institutions that helped the author's research, writing, and/or implementation. A preface is a statement of the author's reasons for undertaking the work and other personal comments that are not directly germane to the materials presented in other sections of the practicum project. The acknowledgments and preface both have headings that begin 2" from the top margin of their respective pages. There is no length limit, and subsequent pages of text return to the 1" top margin.

#### E. Table of Contents

Include the heading 'Table of Contents' and center it 2" below the top of the page. The table of contents should not contain listings for the pages that precede it, but it must list all parts of the practicum project that follow it. Be sure to include the bibliography and all appendices and the page numbers at which these divisions begin, though these should not be assigned section numbers. Major subheadings within chapters should be included in the table of contents. The subheading(s) should be indented to the right of the margin for chapter titles. The table of contents text should match the wording of titles for the sections and subheadings used in the practicum project itself. Page numbers in the table of contents should be located just inside the right-hand margin of the paper with leaders (lines of dots) filling out the space between the entry and the page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest of it on a second line, single-spacing the two lines. Use double-space between entries.

#### F. List of Tables

Assign each table in your practicum project an Arabic numeral. You may number tables consecutively throughout the entire work (Table 1, Table 2, etc.), or you may assign each table a two-part Arabic numeral, the first number designating the chapter in which it appears, followed by a period, followed by a second number to indicate its consecutive placement in the chapter (Table 3.2 is the second table in Section Three, etc.). Do not include in the text typesetting notations often used when submitting manuscripts to a publisher (i.e., insert table x here.) The heading 'List of Tables' should be centered and appear 1" from the top of the page. Double-space between the heading and the first entry. The table number and title should be located on the left margin. Page numbers should be located just inside the right margin of the paper with leaders filling out the space between the entry and the page number. Single-space a table and its title if it takes up more than one line and double-space between each entry. The table number and title in your list of tables should match the number and title appearing in the practicum project itself.

#### G. List of Figures or Illustrations

The heading 'List of Figures' or 'List of Illustrations' should be centered and appear 1" below the top of the page. Otherwise, follow the instructions given above for the list of tables.

#### H. List of Abbreviations

If you use abbreviations extensively in your practicum project, footnotes, or bibliography, you should provide a list of abbreviations and their corresponding definitions. The heading 'List of Abbreviations' should be centered and appear 1" below the top of the page. Arrange your abbreviations alphabetically at the left margin single-space within each entry and double-space between entries.

#### I. List of Symbols

If you use symbols in your practicum project, you may combine them with your abbreviations, titling the section 'List of Abbreviations and Symbols', or you may set up a separate list of symbols and their definitions by following the instructions above for abbreviations. The heading you choose should be centered and appear 1" below the top of the page.

### **Format of the Practicum project**

#### A. Margins

All copies of a practicum project must have the following uniform margins throughout the entire document:

Left: 1 1/4" (to ensure sufficient room for binding the work)

Right: 1" or 1 1/4" for front and back reproduction

Bottom: 1" (with allowances for page numbers, see section on Pagination)

Top: 1"

Exceptions: The title page, abstract, first page of the acknowledgements(s) and preface (if any), first page of the table of contents, and the first page of each section (including the introduction, if any) begin 2" from the top of the page.

#### B. Font Type and Size

To ensure clear and legible text for all copies, choose a medium width font that is 10, 11, or 12 points in size.

Superscripts and subscripts (e.g., formulas, footnote numbers) should be no more than 2 points smaller than the font size used for the body of the text.

For ease of conversion to a PDF document, Marist recommends using standard fonts such as Times New Roman or Arial. If you choose an unusual font, be sure to use embeddable Type 1 or TrueType fonts.

#### C. Spacing and Indentation

The text of a practicum project must appear in a single column on each page and double-spaced throughout.

Exceptions are block quotations, notes, captions, legends, and long headings, which should be single-spaced with a space between items. New paragraphs should be indicated by a consistent tab indentation. For blocked quotations, indent the entire body of quoted text consistently from the left margin.

#### D. Pagination

Use lower case Roman numerals (i, ii, iii, iv, etc.) on all pages preceding the first page of section

one. The title page counts as page i, but the number does not appear. Therefore, the first page showing a number will be page ii (the copyright page or first page of the abstract if not including a copyright page).

Arabic numerals (beginning with 1, 2, 3, 4, etc.) start at section one or the introduction, if applicable, and include the text, illustrations, notes, and any other materials that follow. The first page of each section should be counted when you paginate the practicum project, but should not be identified with any numeral. Thus, the second page of section one is the first to show an Arabic numeral: 2. Do not use page numbers accompanied by letters, hyphens, periods, or parentheses (e.g. 1., 1-2, -1-, (1), and 1a).

Center all page numbers at the bottom of the page 1/2" from the bottom edge. If your document contains landscape pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers nevertheless appear in the same place as they do on other sheets for consistency. Practicum project pages should not contain headers.

#### E. Footnotes

Place the footnote at the bottom of the page, separated from the text by a solid line one to two inches long, beginning at the left-hand margin on the first line below the text. Single-space footnotes that are more than one line long. Double-space between more than one footnote on a page. Divide a footnote if it cannot be accommodated in the space remaining at the bottom of one page. To maintain the required margins, break the note within a sentence and carry the remainder into the footnote area of the next page, where it will precede the footnotes for that page, if any. Do not indicate the continuation of a footnote. Number all footnotes consecutively with Arabic numerals. You may number notes continuously, without repeating any numbers, through the entire practicum project. Alternatively, you may begin repeating note numbers with each new section, numbering the first note in each new section with the number 1. Note numbers should precede the note and be placed slightly above the line (superscripted), leaving no extra space between the number and the note. Alternatively, note numbers can appear on the same line as the note (not superscripted) followed by a period and two spaces. Choose one style to follow consistently.

#### F. Tables and Figures

Tables and figures must generally follow the MHRA Style guide. Headings may appear above or below tables and figures. Tables and figures may be placed within text or grouped together in a separate section. Most importantly, the format you choose for your tables and figures must be consistent throughout the document.

#### G. Appendices

If your practicum project has appendices, they should appear at the end of the document. When there is more than one appendix, assign each appendix a number or a letter heading (e.g., Appendix 1D, Appendix One, or Appendix A) and a descriptive title. The heading(s) should be centered and appear 1" below the top of the page. All headings and titles must appear in the table of contents. All appendix pages should be numbered with Arabic numerals, continued from and subject to the same guidelines as the rest of the document.

#### H. Bibliography/References

You are required to list all of the references consulted in alphabetical order and include annotations. Consult the MHRA style guide for the proper form. Specifications from the Program Director(s) will prevail in all cases. Select an appropriate heading (such as Bibliography, Works Cited, References, or Sources Consulted). It should be centered and appear 1" below the top of the page. All bibliography pages should be numbered with Arabic numbers, continued from and subject to the same guidelines as the rest of the document. Citations are single-spaced within each entry and double-spaced between entries.

#### I. Permission for copyrighted materials

For images, text or other materials used in the practicum project with permission, list the authority or authorities granting permission with official titles and the corresponding practicum project figure or page.

#### **Copyrighting**

A copyright is an intangible right granted to the author or originator of certain literary or artistic productions, under which he or she is invested for a limited period with the sole, exclusive privilege of making copies and publishing and selling them. Copyright protection automatically exists from the time the work is created in fixed

form. There is no requirement that the work be published or registered to obtain protection under copyright law. The copyright in the work of authorship immediately becomes the property of the author who created the work unless it is a work-for-hire or unless ownership has been assigned by written agreement. As a condition of your enrollment in Marist College, you have granted the College a limited, non-exclusive, royalty-free license to reproduce your dissertation, in whole or in part, in electronic form to be posted on the Marist Library database and made available to the general public at no charge. While a legal formality, if you wish to copyright your practicum project, Marist College requires that you include a copyright notice following the title page. See Section I or the sample copyright page for the format of this notice.

You may also wish to register your copyright with the U.S. Copyright Office at the Library of Congress. As mentioned above, copyright registration is not a condition to copyright protection. There are, however, advantages to registration, especially if you have a claim of infringement of your copyright. Registration may be made at any time within the life of the copyright, but there are advantages to filing for registration within three months of publication. For more information on registration, consult the website of the U.S. Copyright Office, [www.copyright.gov](http://www.copyright.gov).

#### A. Using Copyrighted Materials

Any copyrighted materials used in your work, beyond brief excerpts, may be used only with the written permission of the copyright owner. Book and journal publishers normally hold the copyright for all materials they publish. Therefore, even if you are the sole or one of several authors of material in a published book or journal, you must obtain written permission from the copyright holder if you are including this material in your practicum project. Remember that use of reproductions or excerpts of other media, such as music, graphic images or computer software may also require permissions. You are responsible for securing all necessary permissions and paying any permission fees.

Your letter to the copyright holder should make clear that you seek permission to microfilm and publish your practicum project through Marist and that Marist may sell, on demand, for scholarly purposes, single copies of your practicum project, which includes the copyright holder's material. Your letter should also seek permission to submit the copyrighted material electronically to be posted and made available to Marist Library database where it will be made accessible to the general public at no charge.

#### B. Use of Your Own Previously Published Materials

The MA in Museum Studies program permits you to include in your practicum project, articles, images and other materials that you have previously published, that have been accepted for publication, or that have been otherwise presented to the public.

In all such instances, the following rules apply:

1. The material, if included in the body of your text, must be rendered in a typeface and citation form consistent with the body of the text.
2. If the material is co-authored, the Advisor and the Program Director(s) must approve its inclusion in your practicum project.
3. If the material is copyrighted (if you are the sole author but the copyright is held by the publisher), you must fulfill the conditions specified above. The date on the title page should be the year in which your practicum project receives approval from the Evaluation Committee.

#### **Practicum Project Checklist**

Fully approved project documents are due by the deadline posted on the MA in Museum Studies program calendar – July of the year after matriculation for graduation within one calendar year.

Title Page



- Does the page have a 2' margin at the top?
- Is your full name 1' below the title?
- Are the names of your advisor and consultant (without signatures) included?
- Have you left the page number off (even though you count this page in numbering)?

#### Copyright Page (optional)

- Does your name appear exactly as it does on the title page?
- Is the copyright page numbered ii?

#### Abstract

- Does the page show a 2' margin at the top?
- Does the second page (if any) return to a 1' margin at the top?
- Is the title worded exactly as it is on the title page?
- Is the text of your abstract no longer than 150 words?
- Is this page numbered in lower case Roman numerals?

#### Acknowledgement(s) and/or Preface (if any)

- Do the acknowledgements(s) and preface each begin on a new page?
- Does the first page of each have a 2' margin at the top?
- Do the second and subsequent pages of each return to the 1' top margin?
- Are these pages numbered in lower case Roman numerals?
- Have all permissions for copyrighted materials been secured?

#### Table of Contents

- Does the first page have a 2' margin at the top?
- Do the second and subsequent pages of the table of contents return to the 1' top margin?
- Are these pages numbered in lower case Roman numerals?
- Is each entry single-spaced, with a double space between entries?
- Are the major subheadings within sections and appendices listed?
- Are the corresponding page numbers accurate?

#### Lists of Tables, Figures, Illustrations, Abbreviations, and Symbols

- Does each list have a heading 1' below the top of the page?
- Are all lists properly numbered, given a title, and listed consecutively?
- Is each entry in the list single-spaced, with a double space between entries?
- Are these pages numbered with lower case Roman numerals?

#### Sections

- Does the first page (only) of each section begin 2' from the top of the page?
- Do the second and subsequent pages of each section begin 1' from the top of the page?
- Is the text double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)?
- Are paragraphs indented consistently throughout?
- Are page numbers of the text centered and in Arabic numerals without any additional punctuation?
- Have you left the page number off the first page of each section (even though you count these pages in numbering)?

#### Footnotes or Endnotes

- Have you numbered notes consecutively either within each section or throughout the work?
- Are note numbers properly formatted as superscript Arabic numerals or as Arabic numerals placed on the line and followed by a period?
- Is each note single-spaced, with a double space between notes?
- Do endnotes begin on a separate page?
- Are references to human subjects in order and is IRB project approval still valid?

#### Appendices

- Does the page have a 1' margin at the top?
- Have you placed all appendices after the last section and before the bibliography? Have you assigned each appendix a number or letter and title?
- Are page numbers of the text centered and in Arabic numerals without any additional punctuation?

#### Bibliography/References

- Does the page have a 1' margin at the top?
- Are all entries single-spaced, with a double space between entries?
- Have you included annotations?
- Are page numbers of the text centered and in Arabic numerals without any additional punctuation?

## Practicum Project Evaluation

### Public Presentation

At the end of the Spring semester, students will have completed a revised draft of their practicum projects under the guidance of their advisors. This version of the project will be sent on to the consultant, graded within the context of Research and Field methods and presented in a public forum with faculty, students and advisors present.

### Revisions to the Practicum Project

Based on feedback from the consultant, the student will revise the practicum project to the satisfaction of the advisor. When possible, some students will implement their projects under the guidance of the advisor and whomever else would need to be involved. These students will write up the results of the implementation to the satisfaction of their advisors as a final section to their practicum projects.

### Submission of the Practicum Project to the Evaluation Committee

When the revision, implementation, and all sections of the practicum project are completed to the satisfaction of the advisor, he will sign the 'Advisor Approval Form A' which the student will submit to the Program Director(s) and Administrative Coordinator, along with a pdf of the practicum project. Advisor Approval Form A allows the practicum project to be sent to the members of the Practicum Project Evaluation Committee. The Practicum Project Evaluation Committee, which is composed of museum professionals and faculty, meets once per semester, during the months of July, December and April, usually around the middle of the month. The Advisor Approval Form A must be submitted at least three weeks before the Practicum Project Evaluation Committee is scheduled to meet, while the Practicum Project Rubric C, the advisor's evaluation form, only needs to be submitted to the Program Director(s) three days before the Practicum Project Evaluation Committee meets so that it will be available to compare with the Committee's Evaluations. Once the Practicum Project has been approved Practicum Project Evaluation Committee, the committee will issue a completed Practicum Project Rubric B and also notify the student that he should send a hard bound copy to the LdM library. The

student's grade will be an average of the two rubrics. The Practicum Project Evaluation Committee must submit its report and grade sheets by the deadline indicated on the academic calendar. Students must maintain matriculation in the College through the passage of the practicum project to the Evaluation Committee.

### **Failure by the Evaluation Committee**

A graduate student whose practicum project fails to pass the Practicum Project Evaluation Committee may submit a revised version of the project or a different project the following semester, after working closely with his advisor. A student who fails to pass the Practicum Project Evaluation Committee for a second time becomes academically ineligible to continue in the MA in Museum Studies program.

### **Publication of the Practicum Project**

An approved practicum project in the Marist-LdM Graduate Studies program results in the publication of the project by the College, with the practicum project being made available to the public in electronic, paper and potentially other forms. No exceptions will be made to this policy. As a condition of enrollment, each student grants Marist College a limited, non-exclusive, royalty-free license to reproduce the student's practicum project, in whole or in part, in paper and electronic form to be posted on the College's library database and made available to the general public at no charge.

Prior publication is not forbidden if the work is the student's and is judged an adequate contribution to knowledge. However, the student must secure from the publisher (or whoever holds the copyright to the published piece) written permission for the thesis to be submitted in paper and electronic format to the College where it will be placed in a database and may be made available through the Marist Library to the general public at no charge via the internet.

## **The Thesis**

### **Thesis Requirements**

Students in the pre-doctoral track of the MA in Museum Studies program must undertake an original academic investigation into a subject in, or related to, the field of Museum Studies. The thesis is a vehicle for developing the student's research and scholarly capabilities. The thesis must be approved by the Program Director(s) and by an advisor and a reader. Any thesis research involving human subjects must also be approved by the Marist College Institutional Review Board (IRB.)

### **Thesis Advisor**

In early April (see Academic Calendar), students are required to submit their Academic Plan forms which identifies the person who has agreed to be the Thesis Advisor (after the first year, this information is included in the Thesis Progress Report form). The Thesis Advisor provides assistance at every stage of the thesis process. Advisors are typically chosen from among the LdM, Marist and University of Florence communities however outside co-advisors are also possible and can be valuable to specific research projects. Any outside co-advisor must submit his CV for review by the Program Director(s). If the student is unable to select an Advisor in a timely manner, the Program Director(s) will select one for them, based on the proposed area of research and the particular needs of the student.

### **Thesis Reader**

The Academic Plan (due in early April as per the Academic Calendar) also identifies the person who has agreed to be the Thesis Reader. In addition to the thesis advisor, the thesis will be evaluated by a reader chosen by the advisor in consultation with the student. The thesis reader may be from outside LdM, Marist or the UniFI faculty

but his CV would be subject to prior approval by the Program Director(s). The thesis grade is an average of the evaluations of the advisor and reader. In the case of a wide discrepancy in the two grades, a second reader will be appointed by the Program Director(s) and the final grade will be an average of all three evaluations. Both the thesis advisor and thesis reader are expected to be present at the thesis defense, which must be chaired by a Marist-LdM faculty member (see 'Thesis Defense').

### **Institutional Review Board (IRB)**

Any research involving human subjects must be approved by the Marist College Institutional Review Board (IRB). In accordance with state and federal regulations and professional standards of ethical conduct, it is the responsibility of the College to reasonably ensure that all research conducted under its auspices, adequately protects the rights and welfare of human subjects. The IRB is guided by respect for persons, beneficence and justice. Voluntary consent of the subject is absolutely essential. If possible, the subject should benefit from the process and come to no harm. Vulnerable groups should not be 'over studied' in comparison with more powerful segments of the population. All of the Institution's human subject's research activities, regardless of whether the research is subject to federal regulations, will be guided by the Code of Federal Regulations. The IRB is authorized to review and approve ALL research involving human subjects conducted under the auspices of the College, regardless of the source of funding. A full copy of the IRB policies of Marist College can be found at <http://www.marist.edu/academics/irb/>.

### **IRB Procedures**

Students who plan to conduct research involving human subjects should consult with their advisors and the program director(s) on all aspects of their study in an effort to develop a research proposal that meets the standards for approval. If a student or advisor has questions, they may contact the Marist Italy Program Center or the Marist IRB directly for advice regarding appropriate design and methodology of the study.

Certain categories of research involving little or no risk to subjects may qualify for an expedited reviews, these include:

- Anonymous, mail or telephone surveys on innocuous topics
- Anonymous, non-interactive, non-participating observation of public behavior
- Secondary analysis of existing data
- Research involving the use of records if information taken from these sources is provided to the researcher in such a manner that subjects cannot be identified
- Research on individual or group behavior of normal adults where there are no interviews and interactive surveys on non-sensitive topics

This research generally does not require written documentation of informed consent, but oral consent is required for all research involving direct interaction with subjects. All research in schools requires written permission of the school district administrator who has authority to grant such permission.

Research that may be deemed to put the subject at risk in any way will be subject to a full review. For a list of research that requires a full review please consult: <http://www.marist.edu/academics/irb/pdfs/policies.pdf> Even if a student submits his research for an expedited review, the IRB may require full review of any research submitted under expedited review. All researchers must undergo assurance training prior to conducting any research under the auspices of Marist College. The College has arranged for such training to be provided by the CITI course in The Protection of Human Research Subjects. The Marist Office of Institutional Research & Planning tracks faculty, student, and staff completion of this training. Certification of training completion must be submitted with the IRB Human Subjects Research Form, which can be found at:

<http://www.marist.edu/academics/irb/pdfs/irb.pdf>

### **IRB Instructions**

5. All research involving human subjects must be reviewed and approved prior to initiating the research
6. For questions regarding human subject research please refer to the guidebook entitled: Policy and Procedures for Research Involving Human Subjects
7. The Principal Investigator and, if appropriate, his/her Advisor must sign the Human Subjects Research Review Form
8. The appropriate number of copies as per the type of review should be submitted to the Marist Italy Program Center.

Approval of a project by the IRB applies only to the procedures submitted in the proposal. The investigator must secure prior approval from the IRB for any changes in the procedures that will affect the use of human subjects. Approval for projects is valid for one calendar year only. Investigators must request a continuation for the approval yearly if the activity lasts more than one year. Only two (2) continuations will be granted for a given project. After three years, the project must be resubmitted.

### **Thesis Preparation**

The thesis for the Marist-LdM MA in Museum Studies should be prepared in a form consistent with the MHRA (Modern Humanities Research Association). The thesis must be written in English and conform to high standards of academic writing. The manuscript must be free of mechanical errors and meticulously proofread. Students for whom English is not their mother tongue, must have the thesis proofread by a professional or by a native speaker of English. In special cases, languages other than English may be allowed when the student has sufficient skill at composition and has a thesis topic that is, in the advisor's judgment, especially suited to treatment in the second language. Approval to use a language other than English must be obtained in advance from the Program Director(s) and the Thesis Advisor. Where such special permission is given, a title page must be submitted in English.

### **Thesis Style Guide**

Please read the MHRA style guide carefully before preparing your thesis. It is available at <http://www.mhra.org.uk/Publications/Books/StyleGuide/StyleGuideV3.pdf>. The program expects that students will use footnotes and not (author, date) referencing. Bibliographies therefore will be alphabetically ordered and should be divided between primary and secondary sources.

### **Thesis Order and Components**

- A. Title Page
- B. Copyright Page (optional)
- C. Abstract
- D. Dedication, Acknowledgement(s) and/or Preface (all optional)
- E. Table of Contents, with page references
- F. List of Tables with titles and page references (if applicable)
- G. List of Figures or List of Illustrations, with titles and page references (if applicable)
- H. List of Abbreviations (if applicable)
- I. List of Symbols (if applicable)
- J. Chapters, including:
  - a. Introduction, if any
  - b. Main body (with the larger divisions and more important minor divisions indicated by suitable, consistent headings)
- K. Appendices (if applicable)

## L. Bibliography/References

Note: Many of the components following the title page and copyright page have required headings. Unless otherwise noted, capitalization of those headings is at the discretion of the author. For example, 'LIST OF TABLES' and 'List of Tables' are both acceptable. Choose one style to follow consistently.

### A. Title Page

The title page of a thesis/dissertation should bear the following information:

1. The title of the thesis/dissertation, centered 2" below the top of the page.
2. Your name, centered 1" below the title.
3. The following statement, within the full margins, 1" below your name:

'A thesis submitted to the faculty of Marist College in partial fulfillment of the requirements for the degree of Master of Arts in Museum Studies.'

When indicating degree, use full degree name (i.e., Master of Arts, not M.A.). List your subject area (Museum Studies) in the second blank. One inch below the statement, centered, the words 'Florence, Italy' and one line below that, the year in which your committee approves the completed thesis.

4. On the right-hand side of the page, 'Advisor/s:' and 'Reader/s:' Defense session Chair: followed by each faculty member's name. No signatures are needed on the title page.

### B. Copyright Page

If you wish to copyright your thesis, you must include a copyright page with the following information single-spaced and centered on the bottom half of the page:

© Year Full Name (exactly as it appears on the title page) ALL RIGHTS RESERVED

This page should immediately follow the title page, and should bear the lower case Roman numeral: ii.

### C. Abstract

The word 'Abstract' should be centered 2" below the top of the page. Skip one line, then center your name followed by the title of the thesis. Use as many lines as necessary. Centered below the title include the phrase, in parentheses, '(Under the direction of \_\_\_\_\_)' and include the name(s) of the thesis advisor(s). This abstract should be revised from the one submitted on the form in April to reflect the finished thesis. Skip one line and begin the content of the abstract. It should be double-spaced and conform to margin guidelines. An abstract for a thesis should not exceed 150 words. Because your thesis abstract will be published, please prepare and proofread it carefully. Print all symbols and foreign words clearly and accurately to avoid errors or delays. Make sure that the title given at the top of the abstract has the same wording as the title shown on your title page. Avoid mathematical formulas, diagrams, and other illustrative materials, and only offer the briefest possible description of your thesis and a concise summary of its conclusions. Do not include lengthy explanations and opinions. The abstract should bear the lower case Roman number ii (if you did not include a copyright page) or iii (if you include a copyright page).

### D. Dedication, Acknowledgements, Preface (all optional)

Each of these should appear on a separate page and be numbered with lower case Roman numerals (starting with the page number after the abstract). A dedication is a statement from the author to a person or group to whom the author dedicates the dissertation. Most dedications are short statements of tribute beginning with 'To...'. No heading is required on the dedication page. The text of short dedications should be centered between the left and right margins and 2" from the top of the page. Acknowledgements are the author's statement of gratitude to and recognition of the people and institutions that helped the author's research and writing. A preface is a statement of the author's reasons for undertaking the work and other personal comments that are not directly germane to the materials presented in other sections of the thesis. The acknowledgments and

preface both have headings that begin 2" from the top margin of their respective pages. There is no length limit, and subsequent pages of text return to the 1" top margin.

#### E. Table of Contents

Include the heading 'Table of Contents' and center it 2" below the top of the page. The table of contents should not contain listings for the pages that precede it, but it must list all parts of the thesis that follow it. Be sure to include the bibliography and all appendices and the page numbers at which these divisions begin, though these should not be assigned chapter numbers. Major subheadings within chapters should be included in the table of contents. The subheading(s) should be indented to the right of the margin for chapter titles. The table of contents text should match the wording of titles for the parts, chapters, and subheadings used in the thesis itself. Page numbers in the table of contents should be located just inside the right-hand margin of the paper with leaders (lines of dots) filling out the space between the entry and the page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest of it on a second line, single spacing the two lines. Use double-space between entries.

#### F. List of Tables

Assign each table in your thesis/dissertation an Arabic numeral. You may number tables consecutively throughout the entire work (Table 1, Table 2, etc.), or you may assign each table a two-part Arabic numeral, the first number designating the chapter in which it appears, followed by a period, followed by a second number to indicate its consecutive placement in the chapter (Table 3.2 is the second table in Chapter Three, etc.). Do not include in the text typesetting notations often used when submitting manuscripts to a publisher (i.e., insert table x here.) The heading 'List of Tables' should be centered and appear 1" from the top of the page. Double-space between the heading and the first entry. The table number and title should be located on the left margin. Page numbers should be located just inside the right margin of the paper with leaders filling out the space between the entry and the page number. Single-space a table and its title if it takes up more than one line and double-space between each entry. The table number and title in your list of tables should match the number and title appearing in the thesis itself.

#### G. List of Figures or Illustrations

The heading 'List of Figures' or 'List of Illustrations' should be centered and appear 1" below the top of the page. Otherwise, follow the instructions given above for the list of tables.

#### H. List of Abbreviations

If you use abbreviations extensively in your thesis, footnotes, or bibliography, you should provide a list of abbreviations and their corresponding definitions. The heading 'List of Abbreviations' should be centered and appear 1" below the top of the page. Arrange your abbreviations alphabetically at the left margin single-space within each entry and double-space between entries.

#### I. List of Symbols

If you use symbols in your thesis, you may combine them with your abbreviations, titling the section 'List of Abbreviations and Symbols', or you may set up a separate list of symbols and their definitions by following the instructions above for abbreviations. The heading you choose should be centered and appear 1" below the top of the page.

### **Format of the Thesis**

#### A. Margins

All copies of a thesis must have the following uniform margins throughout the entire document:

Left: 1 1/4" (to ensure sufficient room for binding the work)

Right: 1" or 1 1/4" for front and back reproduction

Bottom: 1" (with allowances for page numbers, see section on Pagination)

Top: 1"

Exceptions: The title page, abstract, first page of the dedication, acknowledgements(s) and preface (if any), first page of the table of contents, and the first page of each chapter (including the introduction, if any) begin 2" from the top of the page.

#### B. Font Type and Size

To ensure clear and legible text for all copies, choose a medium width font that is 10, 11, or 12 points in size.

Superscripts and subscripts (e.g., formulas, footnote numbers) should be no more than 2 points smaller than the font size used for the body of the text.

For ease of conversion to a PDF document, Marist recommends using standard fonts such as Times New Roman or Arial. If you choose an unusual font, be sure to use embeddable Type 1 or TrueType fonts.

#### C. Spacing and Indentation

The text of a thesis must appear in a single column on each page and double-spaced throughout. Exceptions are block quotations, notes, captions, legends, and long headings, which should be single-spaced with a space between items. New paragraphs should be indicated by a consistent tab indentation. For blocked quotations, indent the entire body of quoted text consistently from the left margin.

#### D. Pagination

Use lower case Roman numerals (i, ii, iii, iv, etc.) on all pages preceding the first page of chapter one. The title page counts as page i, but the number does not appear. Therefore, the first page showing a number will be page ii (the copyright page or first page of the abstract if not including a copyright page).

Arabic numerals (beginning with 1, 2, 3, 4, etc.) start at chapter one or the introduction, if applicable, and include the text, illustrations, notes, and any other materials that follow. The first page of each chapter should be counted when you paginate the thesis, but should not be identified with any numeral. Thus, the second page of chapter one is the first to show an Arabic numeral: 2. Do not use page numbers accompanied by letters, hyphens, periods, or parentheses (e.g. 1., 1-2, -1-, (1), and 1a).

Center all page numbers at the bottom of the page 1/2" from the bottom edge. If your document contains landscape pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers nevertheless appear in the same place as they do on other sheets for consistency. Thesis pages should not contain headers.

#### E. Footnotes

Place the footnote at the bottom of the page, separated from the text by a solid line one to two inches long, beginning at the left-hand margin on the first line below the text. Single-space footnotes that are more than one line long. Double-space between more than one footnote on a page. Divide a footnote if it cannot be accommodated in the space remaining at the bottom of one page. To maintain the required margins, break the note within a sentence and carry the remainder into the footnote area of the next page, where it will precede the footnotes for that page, if any. Do not indicate the continuation of a footnote. Number all footnotes consecutively with Arabic numerals. You may number notes continuously, without repeating any numbers, through the entire thesis. Alternatively, you may begin repeating note numbers with each new chapter, numbering the first note in each new chapter with the number 1. Note numbers should precede the note, be placed slightly above the line (superscripted), and leave no extra space between the number and the note.



Alternatively, note numbers can appear on the same line as the note (not superscripted) followed by a period and two spaces. Choose one style to follow consistently.

#### F. Tables and Figures

Tables and figures must generally follow the MHRA Style guide. Headings may appear above or below tables and figures. Tables and figures may be placed within text or grouped together in a separate section. Most importantly, the format you choose for your tables and figures must be consistent throughout the document.

#### G. Appendices

If your thesis has appendices, they should appear at the end of the document, not at the end of chapter to which they pertain. When there is more than one appendix, assign each appendix a number or a letter heading (e.g., Appendix 1D, Appendix One, or Appendix A) and a descriptive title. The heading(s) should be centered and appear 1" below the top of the page. All headings and titles must appear in the table of contents. All appendix pages should be numbered with Arabic numerals, continued from and subject to the same guidelines as the rest of the document.

#### H. Bibliography/References

You are required to list all of the references consulted in alphabetical order and divided between primary and secondary sources. Consult the MHRA style guide for the proper form. Specifications from the Program Director(s) will prevail in all cases. Select an appropriate heading (such as Bibliography, Works Cited, References, or Sources Consulted). It should be centered and appear 1" below the top of the page. All bibliography pages should be numbered with Arabic numbers, continued from and subject to the same guidelines as the rest of the document. Citations are single-spaced within each entry and double-spaced between entries.

#### I. Permission for copyrighted materials

For images, text or other materials used in the thesis with permission, list the authority or authorities granting permission with official titles and the corresponding thesis figure or page.

#### **Copyrighting**

A copyright is an intangible right granted to the author or originator of certain literary or artistic productions, under which he or she is invested for a limited period with the sole, exclusive privilege of making copies and publishing and selling them. Copyright protection automatically exists from the time the work is created in fixed form. There is no requirement that the work be published or registered to obtain protection under copyright law. The copyright in the work of authorship immediately becomes the property of the author who created the work unless it is a work-for-hire or unless ownership has been assigned by written agreement. As a condition of your enrollment in Marist College, you have granted the College a limited, non-exclusive, royalty-free license to reproduce your dissertation, in whole or in part, in electronic form to be posted on the Marist Library database and made available to the general public at no charge. While a legal formality, if you wish to copyright your thesis, Marist College requires that you include a copyright notice following the title page. See Section I or the sample copyright page for the format of this notice.

You may also wish to register your copyright with the U.S. Copyright Office at the Library of Congress. As mentioned above, copyright registration is not a condition to copyright protection. There are, however, advantages to registration, especially if you have a claim of infringement of your copyright. Registration may be made at any time within the life of the copyright, but there are advantages to filing for registration within three months of publication. For more information on registration, consult the website of the U.S. Copyright Office, [www.copyright.gov](http://www.copyright.gov).

## B. Using Copyrighted Materials

Any copyrighted materials used in your work, beyond brief excerpts, may be used only with the written permission of the copyright owner. Book and journal publishers normally hold the copyright for all materials they publish. Therefore, even if you are the sole or one of several authors of material in a published book or journal, you must obtain written permission from the copyright holder if you are including this material in your thesis. Remember that use of reproductions or excerpts of other media, such as music, graphic images or computer software may also require permissions. You are responsible for securing all necessary permissions and paying any permission fees.

Your letter to the copyright holder should make clear that you seek permission to microfilm and publish your dissertation through Marist and that Marist may sell, on demand, for scholarly purposes, single copies of your dissertation, which includes the copyright holder's material. Your letter should also seek permission to submit the copyrighted material electronically to be posted and made available to Marist Library database where it will be made accessible to the general public at no charge.

## B. Use of Your Own Previously Published Materials

The MA in Museum Studies program permits you to include in your thesis, articles, images and other materials that you have previously published, that have been accepted for publication, or that have been otherwise presented to the public.

In all such instances the following rules apply:

1. The material, if included in the body of your text, must be rendered in a typeface and citation form consistent with the body of the text.
2. If the material is co-authored, the Advisor and the Program Director(s) must approve its inclusion in your thesis.
3. If the material is copyrighted (if you are the sole author but the copyright is held by the publisher), you must fulfill the conditions specified above. The date on the title page should be the year in which your defense is successfully completed.

## Thesis Checklist

Fully approved documents are due by the deadline posted on the MA in Museum Studies program calendar. You are encouraged to submit your document as early as possible to provide ample time for necessary revisions. The time between initial submission and final approval may also vary due to factors such as proximity to deadlines, projected graduation date, etc.

### Title Page

- Does the page have a 2' margin at the top?
- Is your full name 1' below the title?
- Are the names of your committee members (without signatures) included?
- Have you left the page number off (even though you count this page in numbering)?

### Copyright Page (optional)

- Does your name appear exactly as it does on the title page?
- Is the copyright page numbered ii?

### Abstract

- Does the page show a 2' margin at the top?

- Does the second page (if any) return to a 1' margin at the top?
- Is the title worded exactly as it is on the title page?
- Is the text of your abstract no longer than 150 words?
- Is this page numbered in lower case Roman numerals?

#### Dedication, Acknowledgement(s) and/or Preface (if any)

- Do the dedication, acknowledgements(s) and preface each begin on a new page?
- Does the first page of each have a 2' margin at the top?
- Do the second and subsequent pages of each return to the 1' top margin?
- Are these pages numbered in lower case Roman numerals?
- Have all permissions for copyrighted materials been secured?

#### Table of Contents

- Does the first page have a 2' margin at the top?
- Do the second and subsequent pages of the table of contents return to the 1' top margin?
- Are these pages numbered in lower case Roman numerals?
- Is each entry single-spaced, with a double space between entries?
- Are the major subheadings within chapters and appendices listed?
- Are the corresponding page numbers accurate?

#### Lists of Tables, Figures, Illustrations, Abbreviations, and Symbols

- Does each list have a heading 1' below the top of the page?
- Are all lists properly numbered, given a title, and listed consecutively?
- Is each entry in the list single-spaced, with a double space between entries?
- Are these pages numbered with lower case Roman numerals?

#### Chapters

- Does the first page (only) of each chapter begin 2' from the top of the page?
- Do the second and subsequent pages of each chapter begin 1' from the top of the page?
- Is the text double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)?
- Are paragraphs indented consistently throughout?
- Are page numbers of the text centered and in Arabic numerals without any additional punctuation?
- Have you left the page number off the first page of each chapter (even though you count these pages in numbering)?

#### Footnotes or Endnotes

- Have you numbered notes consecutively either within each chapter or throughout the work?
- Are note numbers properly formatted as superscript Arabic numerals or as Arabic numerals placed on the line and followed by a period?
- Is each note single-spaced, with a double space between notes?
- Do endnotes begin on a separate page?
- Are references to human subjects in order and is IRB project approval still valid?

#### Appendices

- Does the page have a 1' margin at the top?
- Have you placed all appendices after the last chapter and before the bibliography? Have you assigned each appendix a number or letter and title?

- Are page numbers of the text centered and in Arabic numerals without any additional punctuation?

#### Bibliography/References

- Does the page have a 1' margin at the top?
- Are all entries single-spaced, with a double space between entries?
- If references are included at the end of each chapter, does each set begin on a separate page?
- Are page numbers of the text centered and in Arabic numerals without any additional punctuation?

## Thesis Defense

In the MA in Museum Studies program, both a thesis and an oral defense are required. All other degree requirements must be successfully completed prior to the defense. The Thesis Advisor is responsible for determining that the draft is in an appropriate form (all substantial revisions should be completed) to be presented to the Reader for evaluation. When he/she does so, they will sign the 'Advisor Approval Form A', which the student will submit to the Program Director(s). The form needs to be submitted according to the academic calendar, at least three weeks before the defense to allow the reader adequate time to review a draft of the thesis. After this document has been submitted, it is the student's responsibility to make sure that copies of the thesis have been distributed to Reader.

The Advisor, Reader and student are all expected to be at the defense, which takes place on certain days according to the academic calendar. A thesis defense consists of two parts: 1) the student presents his or her research in a public forum, and 2) the student responds to questions posed by the Reader, the Advisor, Program Director(s) and the audience. At the time of the final oral defense, but no later than the oral defense, the advisor and reader may require a final set of alterations and corrections

After the oral defense, the student will make the final corrections requested by the Chair based on the Reader's and Advisor's commentary. The Thesis Advisor is responsible for verifying that the changes required by the committee have been made. The student should submit the thesis in final form designed to meet the standards as defined in the MA in Museum Studies Program Thesis Guide.

### Failure of Examinations

A graduate student who fails a thesis defense may not schedule another until at least three months after the first attempt. The student should work with his or her Advisor to identify areas needing additional emphasis and to establish an action plan to prepare for the second defense. A student who fails an oral defense for a second time becomes academically ineligible to continue in the MA in Museum Studies program.

### Rescheduled or Remote Thesis Defense

MA in Museum Studies program permits examinations to be rescheduled or held via distance-based capabilities in cases of extreme hardship. Students desiring to defend using remote technologies must appeal to the Program Director(s) several months in advance of the defense stating the reasons for requesting the remote defense. If the Program Director(s) gives the approval, the thesis defense must be held on one of the normally scheduled thesis defense days.

### Submission of the Thesis

The thesis must be submitted according to the schedule in the Program Calendar in final form designed to meet the standards defined in this handbook. It is strongly suggested that every thesis be submitted well before the deadline to ensure ample time for format revisions. After the defense, theses in their final revised Advisor-approved form must be submitted to the advisors and readers and the Program Director(s) in pdf form and in

hardbound copy to the LdM library. Advisors and Readers must submit their reports and grade sheets by the deadline indicated on the academic calendar. Students must maintain matriculation in the College through the defense and up to final submission of the thesis.

### **Publication of the Thesis**

An approved thesis in the Marist-LdM Graduate Studies program results in the publication of the thesis by the College, with the thesis being made available to the public in electronic, paper and potentially other forms. No exceptions will be made to this policy. As a condition of enrollment, each student grants Marist College a limited, non-exclusive, royalty-free license to reproduce the student's thesis, in whole or in part, in paper and electronic form to be posted on the College's library database and made available to the general public at no charge.

Prior publication is not forbidden if the work is the student's and is judged to be an adequate contribution to knowledge. However, the student must secure from the publisher (or whoever holds the copyright to the published piece) written permission for the thesis to be submitted in paper and electronic format to the College where it will be placed in a database and may be made available through the Marist Library to the general public at no charge via the internet.