UAF GRADUATE SCHOOL

University of Alaska Fairbanks

UAF PROJECT FORMATTING
AND
SUBMISSION HANDBOOK

For UAF graduate students preparing a

Master's Project

Reviewed and revised by the UAF Graduate School

Updated: Spring 2022

Introduction

Projects can be an alternative to the thesis option for students pursuing a research-based Master's degree Master's level (depending on the catalog requirements for the specific degree program). The projecttrack, which requires a maximum of 6 project research credits (F698) allows students to focus more immediately on their research results.. Master's Projects also offers students the opportunity to share their research in a variety of formats and media (upon approval from the committee and/or department as needed). Despite this variability in form, all projects must be captured in a stable format to allow the students and the public to access the material both now and in the future. Projects that take the form of a paper or report may be more straightforward in this manner, whereas other formats may require additional guidance.

This manual was created to help University of Alaska Fairbanks (UAF) graduate students prepare their project research for submission to the Graduate School and for archiving with the UAF Rasmuson Library, ScholarWorks@UA. In addition to general graduation information, this handbook will also discuss project formatting standards and submission processes. Students who use the Project Formatting Handbook have far fewer formatting errors on their first submission and are often approved earlier in the clearance stage of graduation. Should the student have any questions regarding this content, please contact the Graduate School for clarification.

Graduation Paperwork
The following forms are required paperwork for graduation in a Master of Art/Master of Science program: Advancement to Candidacy, Report on Comprehensive Exam, Report on Project Defense, Application for Graduation, and Project Approval Form. Please be advised that select programs (i.e. Interdisciplinary Studies or Anthropology may require additional forms in order to graduate. As of Fall 2021, all required forms may now be completed and routed for signature online. Please visit the Graduate School's Forms webpage to route new documents for approval. For the most up-to-date information regarding dates and deadlines for these forms, please visit the Graduate School's Ready to Graduate: Master's with Project webpage.

Graduation Policies
Responsibility: The student is responsible for meeting all requirements for graduation. The Advancement to Candidacy must be received by the Graduate School *the semester before* the student intends to graduate.

Registration Requirements: A student must be registered for a minimum of 3 graduate-level credits within their discipline the semester that they successfully defend their project and plan to graduate. If the student has already successfully defended but missed the previous semester's graduation deadline, then they must be registered for a minimum of 1 graduate-level credit within their discipline the semester that they plan to graduate.

Diplomas and Commencement
UAF issues diplomas to graduates three times each year: in September following the summer sessions, in January at the close of the fall semester, and in May at the end of the spring semester. All students who

complete degree requirements during the academic year are invited to participate in the annual commencement ceremony at the end of the spring semester.

Names of students receiving degrees appear in the commencement program and are released to the media unless a written request not to do so has been received by the graduation department. Students who do not want their names to be released may so indicate on the application for graduation form. Graduates are responsible for ordering caps and gowns through the UAF bookstore in early spring. Master's students also must order hoods; the color of the hood is determined by the graduate's school or college.

Project Formatting Standards

All project submissions, regardless of medium, must meet the following standards to be accepted by the Graduate School for degree completion:

1. Have a properly formatted title page (see example)
2. Have an abstract following the title page.
3. Submitted in a format that is able to be archived in perpetuity with the UAF Rasmuson Library.

If projects are submitted without the proper formatting or in a medium that is not able to be archived, the Graduate School will contact with more information for the necessary revisions. In these instances, students will be given clear instructions for revisions and expectations for resubmission of the project in order to meet graduation deadlines. It is important that students monitor their official alaska.edu email until their project has been formally approved.

Title Page

The title page is the one feature of any dissertation/thesis/project that standardizes all UAF graduate student research. For this reason, the Graduate School closely monitors title page formatting and will return projects for revision if needed. The Graduate School has provided a sample formatted project title page on page 4 for reference. A project title page template is also available for download and use on the Ready to Graduate: Master with Project webpage.

Considerations for Title Page Formatting
1. The title page is page "i" of the project, but a page number should not appear on the page.
2. Avoid using acronyms or abbreviations in titles, unless they are commonly understood, (e.g., USA, DNA). It is also acceptable to use an acronym or abbreviation if it is much more widely recognized than the written-out version (e.g., the MODIS sensor).

3. Please note that the date of the degree must be the month and year the degree will be awarded (e.g. August 2016). UAF degrees are awarded only in May (Spring graduation), August (Summer graduation), and December (Fall graduation) of each year.
4. The approval block will include the names of the student's Chair(s)/Co-Chair(s), all committee members, and the department chair (with department title listed below in italics).
5. Please ensure that all text on the title page is consistent with the rest of the document (e.g. font type and size) and do not use bold or italics.

INVENTING THE SUIT, SAVING THE WORLD: ONE MAN'S STORY OF UNPARALLELED GENIUS,

INTERMINABLE COURAGE, AND GENERAL AWESOMENESS

By

Anthony E. Stark, B.S.

A Project Submitted in Partial Fulfillment of the Requirements

for the Degree of

Master of Science

in

Mechanical Engineering

University of Alaska Fairbanks

August 2016

APPROVED:

Bruce Banner, Committee Chair
Thor Odinson, Committee Co-Chair
Natasha Romanova, Committee Member
Samuel T. Wilson, Committee Member
Clinton F. Barton, Committee Member
Nick Fury, Chair
    Department of Anger Management

Abstract

An abstract is a brief summary of the student's research that can help readers determine the work's relevance to their own interests. Abstracts also provide key details for archivists to be able to properly process projects to the library's searchable collection. Typically, a constructive abstract will be no more than one page. While there is no formal limit for length, we recommend limiting the abstract to no more than 350 words or two pages for the ease of online discovery. Abstracts should be placed on page ii immediately after the title page.

Considerations for crafting the Abstract

1. What topic and/or problem was addressed in the research?
2. Why is this research important?
3. What transpired?
4. What are the most important results and their implications (a.k.a. the"take-home" message)?
5. Citations are not allowed in the abstract.
6. Avoid using abbreviations or acronyms in the abstract. If an abbreviation or acronym must be used, they must be commonly known (e.g., USA, DNA).

Project Format

Projects may take various forms depending on the committee and department requirements. What is most important is that a record of the student's research can be archived and made accessible to future UAF students and the public through proper archiving with the UAF Rasmuson Library.

The following table outlines how different types of projects may be formatted for archiving with the UAF Rasmuson Library. This list is by no means exhaustive. If the student plans to submit a project in a format that is not represented, please contact the Graduate School for guidance.

Project Format	Formatting Suggestions
Research Paper	Project papers may reference the Thesis/Dissertation Formatting Handbook for general formatting guidance. While projects will not undergo the formal formatting review for theses, these standards are clearly outlined and easy to follow. If the student would like the Graduate School to review the formatting of their project paper prior to submission, please submit a meeting request to our 1:1 Formatting Session form.
Slide Deck	Slide decks should be printed to PDF as full-page slides. (Printing more than one slide to a page decreases the readability of the research.)
Website	1: Screenshot each webpage of the site and combine them in a PDF document. 2: Download a full HTML file of the website for filing with the PDF. (The student may choose to use a web browser extension such as the Google Extension for full-page screen capture.)
Exhibition/ Showcase/ Performance	MFA students often complete an art exhibition or performance as their final project. Historically, these project shows/performances were documented in photographs and/or video and were accompanied by a formal paper writeup. Photographs of exhibitions may be combined with the write-up and submitted in PDF format.
Video/ Sound Recording	1: Export the media file in the highest resolution/quality available. 2: Media files should be accompanied by a PDF document including the title page, abstract, and any other program/departmental requirements.

(**All formatting suggestions listed must include a PDF document with the required title page and abstract referenced earlier in the manual.)

Project Approval

Once the project is successfully defended and the post-defense copy (incorporating any committee feedback) is prepared, the student must circulate the Project Approval Form. As of Fall 2021, all Graduate Student forms may be completed online from the [Graduate School Forms webpage](). The Project Approval form will take the place of physically collecting approval block signatures on the title page. The approval form will need to be signed by the full committee and the department/program chair prior to submission to the Graduation School.

Graduate School Project Submission Deadlines

Submission deadlines by semester are listed below.

1. Fall Graduation: December 15
2. Spring Graduation: April 24
3. Summer Graduation: August 10

If the posted date falls on a Saturday or Sunday, the deadline will shift to the following Monday. For example, if the deadline is December 15 and that falls on a Saturday, then the actual deadline will be Monday, December 17. Please note that departments have their own deadline for thesis review which is often several weeks to a month prior to the Graduate School's deadline.

Project submission deadlines are intentionally scheduled after the Thesis deadline and are therefore not eligible for additional extension requests.

Project Submission Process

Projects must be submitted to the Graduate School for review through the "Project Submission Form" (posted on the [Ready to Graduate: Master's with Project]()webpage). The submission form will ask for the student's information, project details, and graduation plans, and will prompt the student to upload their project document. Project file names should be titled as follows: LAST, FIRST_PROJECT FILE

When the Graduate School has reviewed the project submission, signed the approval form, and sent the project to the Library for archiving, the student will receive a notification via the email listed in the form.