

Master's Project Final Document

Requirements & Guidelines

Revised December 2004

The Master's Project final document should accurately and comprehensively describe the process of the master's project investigations, including statement of intent, conceptual development, precedent research, site selection and analysis, program development, schematic design studies, and final design solutions.

Quantities:

Students must prepare a minimum of three (3) physical copies and one (1) CD-ROM of the Master's Project document. Two (2) of the physical copies shall be submitted unbound (in loose sheets) for subsequent binding by the Library. The third physical copy is to be bound for archival storage and use by SACD. (Note: The student's faculty chair may also wish to have a bound copy for his/her personal files).

In addition, students must submit their paid receipt from the USF Tampa Campus Library for the binding of the two (2) sets of the manuscript.

Paper Quality:

For archival permanence, the final copies **MUST** be printed on 8.5" x 11", white, 100% cotton rag or fiber, 20-25 pound paper. (Acid-free paper is preferred, but optional). A watermark indicating the required quality is visible when the paper is held against light.

Photographs must be either dry-mounted or photo-printed on the same quality paper. Paper used for laser reproduction is acceptable.

Oversized, 8.5" x 14" foldouts are allowed, but the oversized paper must be of the same required quality as that used in the rest of the manuscript.

Sheet Orientation:

Students may choose either the "portrait" or the "landscape" orientation.

Sheet/Page Set-Up:

Top, right, and bottom margins are to set at 0.5". For binding purpose, the left margin **MUST** be a minimum of 1.0" to insure readability. (Note: The margins are to remain constant throughout the entire document).

Font Selection and Size:

Students may select from Times-Roman, Helvetica, and Arial. Font size for the text **MUST** be 12 pt.

Enclosures (Optional):

Non-filmable materials, such as floppy discs, CD-ROMs, slides, tapes, microfiche, recordings, transparent overlay, etc., **MUST** be submitted in **three (3) sets** for permanent retention by SACD and the USF Library. Sleeves for slides and CD-ROMs can be purchased at the USF Tampa campus Library at the time that the payment for library binding is made.

Printing:

The manuscript **MUST** be produced on a computer. Printers should be laser or inkjet quality that produces crisp, dark black letters. Illustrations may be in color.

Duplication:

The entire manuscript—text and illustrations--**MUST** be produced by photocopying, offset printing, or computer printing.

Submission Deadlines:

For proof reading purposes, a final “draft” of the completed document **MUST** be submitted to each student’s faculty chair no later than Wednesday of semester Week 15. (SACD’s final exam week).

For graduation purposes, all copies—physical, CD-ROM, and Library receipt—**MUST** be submitted no later and Wednesday of semester Week 16. (SACD’s final jury week).

Typical Sequence of Sections:

- 1 Title Page, to include the following:
 - a. Title of Project
 - b. Name of Student
 - c. Master of Architecture
 - d. School of Architecture and Community Design
 - e. University of South Florida
 - f. Month and Year
 - g. Name of faculty Chair
 - h. Note: Because this is a Master’s Project, the word “Thesis” should not appear.
- 2 Dedication (Optional)
- 3 Acknowledgments (Family, loved ones, Committee Chair, Committee members, etc.)
- 4 Abstract (A concise summary of the entire project, the abstract state the purpose of the study, a brief description of the project and site, delineates the basic method of research, and summarizes the conclusions.
 - a. The abstract **MUST NOT** exceed 350 words.
- 5 Table of Contents
 - a. Name of each following section and corresponding first page number
- 6 List of Tables and/or Figures
 - a. Name of each Table/Figure and its corresponding page number
- 7 Intent (Purpose) of Project
 - a. **MAY** include a “hypothesis” or “thesis.”

- b. MAY include a concept statement
 - c. MUST include the project's academic/intellectual value
- 8 Site Selection and Analysis
- 9 Precedent Studies
- a. Minimum of three (3) that are critically analyzed
 - b. MUST include written and illustrative descriptions
 - c. MUST include written conclusions resulting from the analysis. In other words, the value/influence of each precedent in the development of the final project
- 10 Program
- a. Quantitative aspects of the project's components
- 11 Design Considerations
- a. Includes both qualitative intentions as well as significant pragmatic requirements
 - b. Includes description of the project's major user group(s)
- 12 Final Design Documentation (Graphics – see following list)
- 13 Conclusion
- a. Post-final jury observations
- 14 Notes/Citations
- a. Because the document is part of the requirements to earn a master's degree, it must conform to accepted requirements/standards for academic writing. Any of the following reference texts—available for purchase at the USF Bookstore—may be used, *The Associated Press Stylebook*, *The Chicago Manual of Style*, *The Elements of Style* by Strunk & White, *A Manual for Writers of Term Papers, Theses, and Dissertations*, and the *MLA Handbook for Writers of Research Papers*.
 - b. Students may elect the footnote format, the endnote format, or the parenthetical format, but the format MUST remain consistent throughout the entire document.
- 15 Bibliography
- a. Same as 14a above.

Note 1: Organization of the content is at the discretion of the student in consultation with his/her faculty Chair. Due to the nature of some projects, additional sections may be needed (i.e., history of the project's building type, site history, code/zoning requirements, etc.).

Note 2: Because this is a Master's Project and not a Thesis, signatures of the committee chair and the committee members are NOT required.

Typical Final Design Graphics:

The following graphic materials **MUST** be included in the Master's Project document:

- 1 Site plans
 - a. Shown at various scales, from the general to the specific
- 2 Floor plans
 - a. For all levels of the building
- 3 Elevations of the major facades
- 4 Building sections
 - a. At various scales as necessary to explain the project
- 5 3-Dimensional drawings
 - a. May include perspectives, section-perspectives, axonometrics, isometrics, etc., as necessary to explain the project
- 6 Model(s) photographs
 - a. A minimum of two photographs **MUST** be included
 - b. Computer generated model studies may be substituted for photographs of physical models
- 7 Wall section(s) – as appropriate
- 8 Structural drawings – as appropriate
- 9 Environmental systems drawings – as appropriate

The following graphic materials **MAY** be part of the final document:

- 1 2-D and/or 3-D process diagrams, sketches, etc
- 2 Photos of process models
- 3 Slides, videos, and other media materials
- 4 Other visual materials deemed appropriate to communicate the project

Note 1: Each student **MUST** confer with his/her faculty Chair to determine the minimum graphic requirements for the final presentation and the final master's project document.