FORMATTING GUIDELINES

FOR MRP

FINAL EXIT PROJECTS
TABLE OF CONTENTS

TIMELINE FOR PRODUCING A THESIS, RESEARCH PAPER, OR PROFESSIONAL REPORT .............................................. 1
GENERAL GUIDELINES FOR FORMATTING .................................................................................................................. 2
TEMPLATES ...................................................................................................................................................................... 2
ARRANGEMENT OF CONTENT .......................................................................................................................................... 2
  PRELIMINARY PAGES .......................................................................................................................................................... 2
  THE BODY OF THE THESIS, RESEARCH PAPER OR PROF. RPT.: .................................................................................. 2
  PAGES FOLLOWING THE BODY: ......................................................................................................................................... 2

TYPEFACE .......................................................................................................................................................................... 2

JUSTIFICATION ..................................................................................................................................................................... 3

MARGINS ................................................................................................................................................................................ 3

PAGINATION FOR PRELIMINARY PAGES ............................................................................................................................. 3

PAGINATION FOR THE BODY ................................................................................................................................................ 3

SPACING ................................................................................................................................................................................ 4
  EXCEPTIONS .............................................................................................................................................................................. 4
  EQUATIONS, FORMULAS, SUB- AND SUPERSCRIPTS ........................................................................................................ 4
  CORRECTIONS ......................................................................................................................................................................... 4
  WIDOWS AND HEADINGS SEPARATED FROM TEXT ....................................................................................................... 4

NUMBERING OF PRELIMINARY PAGES .............................................................................................................................. 5

FORMATTING AND CONTENT GUIDELINES FOR SPECIFIC SECTIONS ............................................................................ 5
  TITLE PAGE (SEE APPENDIX A) ........................................................................................................................................ 5
  COPYRIGHT PAGE (SEE APPENDIX B) ................................................................................................................................. 5
  ABSTRACT (SEE APPENDIX C) ........................................................................................................................................... 6
  BIOGRAPHICAL SKETCH (APPENDIX D) ............................................................................................................................... 6
  DEDICATION (OPTIONAL) (APPENDIX E) ........................................................................................................................... 7
  ACKNOWLEDGMENTS ........................................................................................................................................................... 7
  TABLE OF CONTENTS .......................................................................................................................................................... 7
  LISTS OF FIGURES, ILLUSTRATIONS, MAPS, AND TABLES (APPENDIX F – M) .............................................................. 7
  OPTIONAL ELEMENTS ........................................................................................................................................................... 8
    List of Abbreviations ............................................................................................................................................................ 8
    List of Symbols ..................................................................................................................................................................... 8
    Preface .................................................................................................................................................................................. 8

BODY OF THE THESIS/RESEARCH PAPER/PROFESSIONAL REPORT: TEXT, APPENDIX, BIBLIOGRAPHY .................. 8
  Text ........................................................................................................................................................................................ 8
    Appendix (or Appendices) .................................................................................................................................................... 9
    Bibliography (or References or Works Cited) ...................................................................................................................... 9
    Glossary ................................................................................................................................................................................. 9
    Index .................................................................................................................................................................................... 9

ADDITIONAL REFERENCES FOR STYLE AND FORMAT .................................................................................................... 9

DEFENDING AND SUBMITTING THE EXIT PROJECT ........................................................................................................ 10

DEFENSE ............................................................................................................................................................................... 10
  SCHEDULING THE DEFENSE: ............................................................................................................................................. 10
    On the day of the defense .................................................................................................................................................. 10
      • Approval of Thesis Form: .............................................................................................................................................. 10
      • Results of Examination Form (M3) .............................................................................................................................. 10
SUBMITTING THE EXIT PROJECT

COPYING AND BINDING INFORMATION

Full service: ................................................................. 11
Copies Only: ................................................................. 11
Binding: ................................................................. 11
Fees ........................................................................ 11

PUBLISHING ONLINE THROUGH THE LIBRARY'S ECOMMONS ........................................ 11

CRP'S COLLECTION IN ECOMMONS ................................................................. 12

APPENDIX A ........................................................................................................ 13
APPENDIX B ........................................................................................................ 14
APPENDIX C ........................................................................................................ 15
APPENDIX D ........................................................................................................ 16
APPENDIX E ........................................................................................................ 17
APPENDIX F: SAMPLE LIST OF FIGURES .................................................................. 18
APPENDIX G: SAMPLE FORMATTING OF A FIGURE ............................................ 19
APPENDIX H: SAMPLE LIST OF TABLES ................................................................ 20
APPENDIX I: SAMPLE FORMATTING OF A TABLE .............................................. 21
APPENDIX J: SAMPLE LIST OF ILLUSTRATIONS PAGE .................................... 22
APPENDIX K: SAMPLE FORMATTING OF AN ILLUSTRATION ............................. 23
APPENDIX L: SAMPLE FORMATTING OF THE LIST OF MAPS ............................ 24
APPENDIX M: SAMPLE FORMATTING OF A MAP ............................................... 25
APPENDIX N ........................................................................................................ 26
**Timeline for Producing a Thesis, Research Paper, or Professional Report**

This timeline summarizes some of the major steps in the final exit project, and degree conferral process. Full detail for scheduling the defense is later in the document.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Explore ideas, meet with faculty, attend seminars across campus</td>
<td>Begin discussing exit project ideas with chair. Consider background coursework</td>
<td>Begin research or field work – possibly draw upon internship experience for issues to explore/address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall</th>
<th>January</th>
<th>Early February</th>
<th>Late February</th>
<th>March</th>
<th>April</th>
<th>Early May</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Work with chair to address a question by linking relevant literature to your data and methods. Write, write, write</td>
<td>Finish Analysis and Writing if you haven’t in the fall</td>
<td>First Draft submitted</td>
<td>First Draft returned with comments</td>
<td>Final Draft submitted before spring break</td>
<td>Schedule the exit project or thesis examination (See step 3-5 below)</td>
<td>Thesis degree deadline for May graduation</td>
</tr>
</tbody>
</table>


All master’s exit projects are uploaded in PDF format to the Cornell Library Repository.

In formatting your exit project, you must follow the guidelines for page composition presented in this guide. General guidelines are shown first; specific guidelines relative to each section of your final exit project follow.
General Guidelines for Formatting
If in doubt about the acceptability of font size, legibility of equations, spacing, corrections, etc., consult the graduate field assistant. Never use as a precedent a Thesis, Research Paper or Professional Report on file in the Cornell University Library; requirements have changed over the years, and the binding process changes apparent margins.

Templates
I have created a template that originated from the graduate school but with modifications to fit our program. Using this templates from the start will simplify the formatting process. I send it out at the end of your first year, however, if you cannot find it, let me know, I will email it to you.

Arrangement of Content
This list indicates the order in which to place the parts of your final exit project. All sections are mandatory unless designated as optional.

Preliminary Pages:
- Title Page
- Copyright Page
- Abstract
- Biographical Sketch
- Dedication (optional)
- Acknowledgments
- Table of Contents
- List of Figures (if included)
- List of Illustrations (if included)
- List of Tables (if included)
- List of Maps (if included)
- List of Abbreviations (optional)
- List of Symbols (optional)
- Preface (optional)

The Body of the Thesis, Research Paper or Prof. Rpt.:
- Text
- Appendix (or Appendices) (optional)
- Bibliography (or References or Works Cited)

Pages Following the Body:
- Glossary (optional)
- Index (optional)

Typeface
The entire text of the final exit project-including headers, page numbers, and footnotes-must be produced with the same font or typeface. Exceptions are made only for tables and figures.

Footnotes must be single-spaced in a 10-point size but must be in the same font as the rest of the text.
Justification
- Left-aligned, ragged right margins are preferred.
- Use justified margins only if the computer does this well, i.e., does not separate punctuation from characters or leave large gaps in the text.

Margins
Exact margins are absolutely essential so that the final exit project can be digitized in its entirety for interlibrary loan.

Margins for the preliminary pages are already preset in the template that I discussed in the templates section on the previous page. *If you can’t locate the template, please contact me (tmn2) and I will send it to you.*

Margins for the body of the text must be at least (see Figure 1):
- Left margin: 1.5 inches
- Top, bottom, right margins: 1
- Header/Footer: .05

![Figure 1: Sample Page](image)

These margins apply to all pages, including those with tables, figures, maps and illustrations.

Pagination for Preliminary Pages
- Preliminary pages are numbered consecutively, using lower Roman numerals in the same size font as the text, centered between the margins, at least 0.5 inch from the bottom of the page.
- Page numbering starts with the biographical sketch, which is numbered as “iii” (The title page and copyright page are counted but not numbered; the abstract is neither counted nor numbered.) Every preliminary page thereafter is numbered, including multiple pages within a section.

Pagination for the Body
- Use continuous Arabic numbers (beginning with 1) in the same size font as the text for the body of the exit project.
- Page numbers are placed at the bottom of the page, centered between the margins. There should always be at least a 24-point space between the page number and the text.
- Chapters within the text begin on new pages.
There are no format requirements for chapter headings. You should use a format that is standard in your field and be consistent for all chapters.

There should be no page breaks between sections or before tables or figures, unless they occur naturally.

**Spacing**
The exit project must contain correct vertical spacing (double space or exactly 24-point spacing) throughout the text.

**Exceptions:**
- Quotations and footnotes should be single-spaced within each entry.
- Lengthy tables may be single spaced.
- Irregular spacing is permitted to accommodate poetry (which might be single spaced, triple spaced, or with variable spacing)

**Equations, Formulas, Sub- and Superscripts**
- All equations and formulas should be typeset.
- All subscripts and superscripts must be large enough to be clearly read.

** Corrections**
- Strikeovers, correction fluid, and correction tape are not acceptable in the filed copies.

**Widows and Headings Separated from Text**
- An exit project will not be accepted if it contains "widows" (short lines ending a paragraph at the top of a page) at the end of a chapter.
- An exit project will not be accepted if it contains a heading or subhead at the bottom of a page that is separate from its respective text on the following page.
Numbering of Preliminary Pages

**Title Page**
page counted but number not typed on page (i)

**Copyright Page**
page counted but number not typed on page (ii)

**Abstract**
page(s) not counted, not numbered

**Biographical Sketch**
type number(s) on page(s) iii (may be more than one page)

**Dedication (optional)**
type number on page iv (may be more than one page)

**Acknowledgments**
type number(s) on page(s) v (may be more than one page)

**Table of Contents**
type number(s) on page(s) vi (may be more than one page)

**List of Figures (if included)**
type number(s) on page(s) vii (may be more than one page)

**List of Illustrations (if included)**
type number(s) on page(s) viii (may be more than one page)

**List of Tables (if included)**
type number(s) on page(s) ix (may be more than one page)

**List of Abbreviations (optional)**
type number(s) on page(s) x (may be more than one page)

**List of Symbols (optional)**
type number(s) on page(s) xi (may be more than one page)

**Preface (optional)**
type number(s) on page(s) xii (may be more than one page)

For List of Figures, Illustrations, Maps and Tables, these pages are not optional if you have these items in your exit project.

(Note: Each page receives its own consecutive page number.)

**Formatting and Content Guidelines for Specific Sections (OBTAIN THE TEMPLATE FROM ME)**
In addition to the general formatting guidelines shown above, the specific guidelines listed below must be followed for each individual section of your exit project. If you use the template on the graduate school website, these will all be preset for you. You would just need to type in the correct information.

**Title Page (See Appendix A)**
- Typeset the title in all capital letters, centered within the left and right margins, correctly spaced, about 1.5 inches from the top of the page
• Carefully select words for the title of the thesis, research paper or professional report to represent the subject content as accurately as possible. Word in the title are important access points to researchers who may use keyword searches to identify works in various subject areas.

• Use word substitutes for formulas, symbols, superscripts, Greek letters, etc.

• Below the title, at the vertical and horizontal center of the margins correctly spaced (24 pt.), position the following five lines (all centered):
  o Line 1: A Thesis [or A Research Paper or A Professional Report]
  o Line 2: Presented to the Faculty of the Graduate School
  o Line 3: of Cornell University
  o Line 4: in Partial Fulfillment of the Requirements for the Degree of
  o Line 5: Master of Regional Planning

• Center the following three lines within the margins, correctly spaced (24 pt.), 1.5 inches from the bottom of the page:
  o Line 1: by
  o Line 2: [name under which you are registered in the University Registrar's Office]
  o Line 3: [month and year of degree conferral, not the date the exit project is submitted; no comma between month and year]

Copyright Page (See Appendix B)

• A notice of copyright should appear as the sole item on the page (there is no page heading), centered vertically and horizontally within the margins: © 20__ [student's registered name]

• The copyright symbol is a lower case "c," which must be circled. (On Macintosh computers, the symbol is typed by pressing the "option" and "g" keys simultaneously. On PCs, in the insert menu choose "symbol," and select the © symbol.)

• The date, which follows the copyright symbol, is the year of conferral of your degree.

• Your name follows the date.

• If you choose not to copyright your dissertation or thesis, insert a blank page in this position.

Abstract (See Appendix C)

• The page heading of the abstract in the MRP exit project is simply the word "ABSTRACT" in all capital letters, centered within the margins at the top of the page.

• The abstract should state the problem, describe the methods and procedures used, and give the main results or conclusions.

• The abstract must not exceed 150 words in length (approximately one page of correctly spaced typing).

Biographical Sketch (Appendix D)

• As a page heading, use "BIOGRAPHICAL SKETCH" in all capital letters, centered on the page.

• The biographical sketch must be written in third-person voice and contain your educational background. It may contain additional biographical facts.
• Number this page as “iii”. (This is the first numbered preliminary page.)

Dedication (optional) (Appendix E)
• No title is used on the page.
• The text is centered on the page and can be shown in italic or regular type.
• Text on this page does not need to be in English.

Acknowledgments
• As a page heading, use "ACKNOWLEDGMENTS" in all capital letters, centered on the page.
• The acknowledgments may be written in first-person voice. If your research has been funded by outside grants, you should check with the principal investigator of the grant regarding proper acknowledgment of the funding source. Most outside funding sources require some statement of acknowledgment of the support; some also require a disclaimer from responsibility for the results.

Table of Contents
• As a page heading, use "TABLE OF CONTENTS" in all capital letters, centered on the page.
• List the sections/chapters of the body of the exit project; also list preliminary sections starting with the biographical sketch. (Title page, copyright page, and abstract are not listed.)
• Page numbers must be listed in a column to the right of each section/chapter title; only the first page of each chapter/section is stated (not a range of page numbers, such as 7-22) [see the table of contents for this document as a sample].
• The table of contents may be single-spaced.

Lists of Figures, Illustrations, Maps, and Tables (Appendix F – M)
• As a page heading, use "LIST OF FIGURES," "LIST OF ILLUSTRATIONS," LIST OF MAPS” or "LIST OF TABLES" in all capital letters, centered on the page.
• There must be separate pages for "LIST OF FIGURES," "LIST OF ILLUSTRATIONS," "LIST OF MAPS” or "LIST OF TABLES" even if there is only one example of each.
• The list must contain enough of the titles or descriptions so readers can locate items using the list. (It may not be necessary to include entire figure/illustration/table captions.)
• The list must contain the page number on which each figure, illustration, map, or table is found, as in a table of contents.
• The list of figures/illustrations/maps/tables may be single-spaced.
• Figures/illustrations/maps/tables must be placed as close as possible to their first mention in the text. They may be placed on a page with no text above or below, or placed directly into the text. If a figure/illustration/map/table is placed directly into the text, text may appear above or below the figure/illustration/map/table; no text may wrap round the figure/illustration/map/table.
• If a figure/illustration/map/table appears on a page without other text, it must be centered vertically within the page margins.
• Figures/illustrations/map/tables may not be placed at the end of the chapter or at the end of the final exit project.
• Figure/illustration/map/table numbering must be either continuous throughout the exit
project, or by chapter (e.g., 1.1, 1.2; 2.1, 2.2, etc.). The word "Figure," "Illustration," “Map” or "Table" must be spelled out (not abbreviated), and the first letter must be capitalized.

• A caption for a figure/illustration/map must be placed at the bottom of the figure/illustration/map. However, a caption for a table must be placed above the table. For both - the source is placed below the figure/illustration/map/table. If you are the creator of the figure/illustration/map or table, you do not source it.

• If the figure/illustration/map/table, not including the caption, takes up more than two pages, it must be preceded by a page consisting of the caption only. The first page of the figure/illustration/map/table must include the figure/illustration/map/table (no caption), and the second and subsequent pages must also include, at the top of the figure/illustration/map/table, words that indicate its continuance—for example, "Figure 5 (Continued)"—and on these pages the caption is omitted.

• If figures/illustrations/maps/tables are too large, they may be reduced slightly so as to render a satisfactory product or they must either be split into several pages or be redone. If a figure/illustration/map/table is reduced, all lettering must be clear, readable, and large enough to be legible. All lettering, including subscripts, must still be readable when reduced 25 percent beyond the final version. All page margin requirements must be maintained. Page numbers and headings must not be reduced.

• If you need to landscape the page for a larger figure/illustration/map or table, you will need to make the page an 11x17 page, which will be called a “foldout”. You will need to notify the copy center when you have 11x17 foldouts.

• While there are no specific rules for the typographic formal of figure/illustration/table captions, a consistent format must be used throughout the dissertation or thesis.

• The caption of a figure/illustration/map/table may be single-spaced, but then captions for all figures/illustrations/maps/tables must be single-spaced.

• Horizontal figures/illustrations/maps/tables must be positioned correctly—i.e., the top of the figure/illustration/map/table will be at the left margin of the vertical page of the exit project (remember: pages are bound on the left margin). Figure/illustration/map/table headings/captions are always placed in vertical orientation, regardless of the orientation of the figure/illustration/map/table. Page numbers are always placed as if the figure/illustration/table was vertical on the page.

• Photographs should be treated as illustrations. Photographs can be black-and-white, or color and should be a high-resolution digital version of each photograph.

Optional Elements

List of Abbreviations
• As a page heading, use "LIST OF ABBREVIATIONS" in all capital letters, centered on the page.

List of Symbols
• As a page heading, use "LIST OF SYMBOLS" in all capital letters, centered on the page.

Preface
• As a page heading, use "PREFACE" in all capital letters, centered on the page.

Body of the Thesis/Research Paper/Professional Report: Text, Appendix, Bibliography

Text
• Chapter headings may be included that conform to the standard of your academic field.
• Textual notes that provide supplementary information, opinions, explanations, or suggestions that are not part of the text must appear at the bottom of the page as footnotes. Lengthy footnotes may be continued on the next page. Placement of footnotes at the bottom of the page ensures they will appear as close as possible to the referenced passage.
• Footnotes must be single-spaced in a 10-point size but must be in the same font as the text.
• Footnotes should be numbered with superscripted Arabic numerals. Numbering must be continuous throughout the document.

(Once footnotes have been numbered, any footnotes that are inserted later will require the renumbering of all footnotes to accommodate the newly inserted one. Amending the existing footnote numbers by adding letters to distinguish repeated Arabic numerals—for example, 12a, 12b—is not allowed.)

**Appendix (or Appendices)**
• As a page heading, use "APPENDIX" in all capital letters, centered on the page.
• Place in an appendix any material that is peripheral but relevant to the main text of the exit project, such as survey instruments, additional data, computer printouts, details of a procedure or analysis, a relevant paper that you wrote, etc.
• The appendix may include text that does not meet the general font and spacing requirements of the other sections of the exit project.

**Bibliography (or References or Works Cited)**
• As a page heading, use "BIBLIOGRAPHY" (or "REFERENCES" or "WORKS CITED") in all capital letters, centered on the page. Always starts a new page.
• Bibliographies may be single-spaced within each entry but must include 10 points of space between entries.
• It is recommended that you follow the standard citation format used by a major journal in your academic field and that the style be consistent throughout the exit project. (Also see "Additional References for Style and Format.")

**Glossary**
• As a page heading, use "GLOSSARY" in all capital letters, centered on the page.

**Index**
As a page heading, use "INDEX" in all capital letters, centered on the page.

**Additional References for Style and Format**

Although formats vary among fields, the Graduate School strongly encourages adherence to accepted standards of usage in matters of grammar, punctuation, and mechanics. You should check with your field for specific requirements of format. If the field has none, then use a standard format such as described in one of the following references:


**DEFENDING AND SUBMITTING THE EXIT PROJECT**

**Defense**

When your committee believes that you are prepared, you may schedule a final examination to ‘defend’ your Exit Project. The defense is a discussion between the student and his/her special committee about the student’s project. 

**NOTE:** Some students tape record their defense to capture the conversation for future use when making final edits.

**Scheduling the Defense:**

**AT LEAST ONE WEEK prior to the defense date,** complete a Schedule of Examination Form (M2)


-Submit the form to the Graduate Field Assistant in 106 Sibley with all required signatures.

On the day of the defense, you should bring the following additional form(s):

- **Approval of Thesis Form** (see Tina for the printing of this form) *(See APPENDIX N)*
  a. Print TWO copies on archival paper (see Tina). The original signed copies will be bound into your final exit project.
  b. Typically your second committee member will sign the Approval of Thesis form at your defense. Your chair will sign the form once all required edits have been made for the final draft. Keep these forms safe (no wrinkles, rips, coffee stains, etc) to submit to Olin Copy Center with your final draft.

- **Results of Examination Form (M3):** [http://aap.cornell.edu/sites/default/files/mrp-results-of-exam-form-010614.pdf](http://aap.cornell.edu/sites/default/files/mrp-results-of-exam-form-010614.pdf) *(not on archival paper). Both committee members will sign this form. Turn it in to Tina after your defense.*

**Submitting the Exit Project**

You must email the graduate field assistant (Tina Nelson) a draft of your exit project in the form of a Word .doc for formatting review before it is bound. You should submit your exit project to Tina for final formatting at least two days prior to the Graduate School deadline. She will review your document for formatting issues regarding margins, illustrations, page numbering, etc. and will e-mail it back to you with minor corrections already made or a list of corrections you will need to make.

Presently, M.R.P. students CANNOT submit the exit project electronically through Graduation Manager; bound paper copies must be submitted to the Graduate Field Assistant, Tina Nelson.

Please note that the copying and binding process can take up to two to four weeks, so allow plenty of time for each step, but note that the final deadline for submission is at the very end of the semester.

To submit your exit project, complete the following steps: *(NOTE THAT OLIN LIBRARY COPY CENTER, LISTED BELOW, WILL COMPLETE STEPS 1-3 FOR YOU!)* Olin Copy Center is located in the basement of Olin Library in B41.

1. Print 2 copies of your formatted thesis on archival paper (acid-free or neutral; 20-24 lb. weight, 25% cotton).
2. Take the two copies of the exit project AND the two Approval of Thesis forms to a Book Bindery. The binding is black, library quality. Allow 2 to 4 weeks for the binding process. If you are having Olin Copy Center handle the printing and binding, bring them a digital file of your exit project. They will print out two copies on archival paper and send it directly to the bindery, and once complete, send it to Tina. Make sure to get a receipt from Olin Copy Center and bring it to Tina as proof of exit project submittal.

3. 1 copy of the Approval sheet needs to be placed between the Title page and copyright page of each of the two copies.

4. Submit bound exit project (2 bound copies) to Tina Nelson in 106 W. Sibley

Students typically have the two bound copies sent directly to Tina. If you are no longer in Ithaca she can get your adviser to sign the abstract page of your bound copies. One copy of your bound exit project will be held in the Fine Arts Library and the other is retained in University archives.

Copying and Binding Information

Full service: Olin Library Copy Center (B41 Olin Library, 255-4700) You can submit an electronic copy to libcopycenter@cornell.edu, however, you will still need to have original Approval of Thesis forms already on archival paper delivered to Olin to be bound into your exit project.. Olin Library has a bindery service that picks up every 2 weeks and for a small fee will also deliver them to me when they receive the bound copies back.

Copies Only: Gnomon Copy (722 South Meadow St., Suite 700, 273-3333, www.gwecopy.com) Copy Center (B-59 Day Hall), 255-2326 Kinko’s (409 College Ave., 273-0050; 605 W. State ST, 272-0202)

Binding: There is no longer an alternative local bindery in Ithaca.

Fees

Please check with the Bursar’s Office, 260 Day Hall or online via NetPay to be sure you don’t owe the university any fees. (If you do not pay owed fees, a hold will be placed on your bursar account, and neither your transcript nor diploma will be released until all fees are paid.)

PUBLISHING’ ONLINE THROUGH THE LIBRARY’S ECOMMONS (AN ADDITIONAL OPTION THAT DOES NOT SUBSTITUTE FOR THE REQUIRED BOUND COPIES)

Cornell Library has a digital archiving space called eCommons that is a permanent online repository for academic work of students and faculty. Documents uploaded to eCommons are searchable through the CU catalogue AND Google Scholar.

What this means:
Did you write an interesting policy brief for a class? Did your group produce a good report for your client? Are you excited about your exit project and want to share it with the world, but passively? And most importantly for students: Did you produce anything substantial that you would use as a writing sample for prospective employers? eCommons can hold onto it for you, and all you need is the link!

How it works:
Anyone affiliated with Cornell can upload work themselves, including all the metadata (date of publication, keywords, client or sponsor if any, etc.) for that document, and it is housed in a collection in the system. Any format is allowed, but for archival purposes PDF is highly recommended.

Benefits of using eCommons:
- Your document will have a stable, permanent URL that will always link to that document
- The staff at eCommons will update the file type to make sure our documents are always readable and accessible (i.e. when pdfs are obsolete, staff will update to whatever new standard file type is the new standard)
- You can share a document with others that is too large to be emailed
- Your document can be accessed by anyone including those not affiliated with Cornell
eCommons home page
http://ecommons.cornell.edu/

How to Submit, Best Practices for Uploading a Document
http://ecommons.library.cornell.edu/submit.html
http://ecommons2.library.cornell.edu/eCommons_Best_Practices.pdf

These are really important: You are the archiver, and as is the case with GIS data, you should provide as much good metadata as possible!

CRP's collection in eCommons
http://ecommons.library.cornell.edu/handle/1813/485

Note that there is a separate section for MRP exit projects now, and also for student work. Workshops which produce papers could also make their own subcollection.
APPENDIX A

[REPLACE THIS WITH THE ACTUAL TITLE USING ALL CAPS]

A Thesis [A Research Paper or A Professional Report]
Presented to the Faculty of the Graduate School
of Cornell University
In Partial Fulfillment of the Requirements for the Degree of
Master of Regional Planning

by

[Replace with your name exactly as you are registered]

[Replace with Month and Year of Conferral without comma, i.e. January 2015, May 2015, or August 2015]
APPENDIX C

ABSTRACT

[The master’s research degree abstract is placed here. It must not exceed 150 words in length.)
APPENDIX D

BIOGRAPHICAL SKETCH

{Place biographical sketch here.}
APPENDIX F:

SAMPLE LIST OF FIGURES

LIST OF FIGURES

Figure 1: Comparison of Mean Hourly Wages of Early Childhood Educators with Mean Hourly Wages of Other Teachers................................................................. 7
Figure 2: Total Combined Child Care Spending (in billions), 1997-2012............... 16
Figure 3: New York State Total Child Care Funding......................................... 18
Figure 4: Average Monthly Percent of Children Receiving Subsidies by Type of Care in New York State ................................................................. 28
Figure 5: Child Care Providers Receiving CCDF in New York State ................. 29
APPENDIX G:
SAMPLE FORMATTING OF A FIGURE

Smith (2007) describes how providers “care for pennies,” explaining that, “the child care industry has more workers whose earnings fall below the poverty line than any other industry, and more than fifty percent of all providers earn poverty-level incomes” (Smith, pg. 333). According to the Bureau of Labor Statistics, the median pay for child care workers in the United States was $19,510 per year in 2012 and $9.38 per hour (Bureau of Labor Statistics, 2014). Figure 1 compares the mean hourly wages of early childhood educators with other teachers in 2009. Even though early learning is crucial for long-term human development (Barnett & Ackerman, 2006), child care workers are paid significantly less than other teachers (Center for the Child Care Workforce, 2009). Due to the fragmented and isolated nature of the workforce, the Bureau of Labor Statistics does not collect data on legally-exempt home-based providers. Informal home-based providers earn even lower wages.

![Bar chart comparing mean hourly wages of early childhood educators with other teachers](image)

**Figure 1: Comparison of Mean Hourly Wages of Early Childhood Educators with Mean Hourly Wages of Other Teachers**

APPENDIX H:
SAMPLE LIST OF TABLES

LIST OF TABLES

Table 1: Interviewees ........................................................................................................... 23
Table 2: Types of Care in New York State .......................................................................... 26
Table 3: Average Cost of Care Per Year in New York State Regions .............................. 30
Table 4: Maximum Annual Subsidy Reimbursement (Child Care Market Rates 2014-2015, 69th percentile) by Social Service District Groupings ........................................... 31
Table 5: Child Care Subsidy Eligibility Levels by County ............................................... 32
Table 6: Co-payment Disparities by County ..................................................................... 33
Table 7: The Roles of CCR&Rs: Example--Child Development Council, Tompkins County ................................................................................................................................. 36
Table 8: Pathway to Unionization Timeline ..................................................................... 37
Table 9: Representation Units ......................................................................................... 40
Table 10: New York State Adult to Child Ration .............................................................. 53
APPENDIX I:
SAMPLE FORMATTING OF A TABLE

<table>
<thead>
<tr>
<th>Group</th>
<th>Family Child Care</th>
<th>Group Family Child Care</th>
<th>Legally-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nassau, Putnam, Rockland,</td>
<td>$13,361</td>
<td>$14,470</td>
<td>$8,708</td>
</tr>
<tr>
<td>Suffolk, Westchester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Columbia, Erie, Monroe,</td>
<td>$8,864</td>
<td>$9,321</td>
<td>$5,775</td>
</tr>
<tr>
<td>Onondaga, Ontario, Rensselaer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saratoga, Schenectady,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tompkins, Warren</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allegany, Broome, Cattaraugus,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cayuga, Chautauqua, Chemung,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chenango, Clinton, Cortland,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delaware, Essex, Franklin,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fulton, Genesee, Greene,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hamilton, Herkimer, Jefferson,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lewis, Livingston, Madison,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Montgomery, Niagara, Oneida,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orleans, Oswego, Otsego,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schenectady, Schuyler, Seneca,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Lawrence, Steuben, Sullivan,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tioga, Washington, Wayne,</td>
<td>$7,431</td>
<td>$7,665</td>
<td>$4,836</td>
</tr>
<tr>
<td>Wyoming, Yates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Albany, Dutchess, Orange,</td>
<td>$10,128</td>
<td>$10,806</td>
<td>$6,583</td>
</tr>
<tr>
<td>Ulster</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


In 2012, over 234,000 children in New York State received child care subsidies (New York State Office of Children and Family Services, 2013). New York State law authorizes local social service districts to serve families up to 200% of poverty level. Each local social service district calculates and distributes subsidies and can also change eligibility levels depending on funding availability (The Assembly Child Care Workgroup, 2013). Table 5 shows the eligibility levels for counties in New York State. While many counties serve families up to 200% of the poverty level, many of these social service districts have stopped taking new applications for subsidy. Thus some families who qualify for the eligibility level are unable to receive assistance (Empire Justice Center, 2013). For example, instead of changing eligibility levels, Cortland County closed 70 cases (Empire Justice Center, 2013). Many of these
APPENDIX J:

SAMPLE LIST OF ILLUSTRATIONS PAGE

LIST OF ILLUSTRATIONS

Illustration 1: Early 20th Century Perspective of R. H. Simon Silk Mill .................. 2
Illustration 2: Demolition Plan .................................................................................. 5
Illustration 3: 1919 Silk Mill Plan ............................................................................... 7
Illustration 4: Current State of Buildings, Aerial View from the East ....................... 8
Illustration 5: Floor Plans .......................................................................................... 9
Illustration 6: Masonry Condition, Building N (2012) ............................................. 10
Illustration 7: Masonry Condition, Building P (2012) .............................................. 11
Illustration 8: Easton Made Concept Diagram .......................................................... 14
Illustration 9: Rendering of Top View with Main Walls and Corridors .................... 15
Illustration 10: Floor Plan ......................................................................................... 16
Illustration 11: Phasing Diagram .............................................................................. 17
Illustration 12: Food Incubator Floor Plan ................................................................. 22
Illustration 13: Coworking Space Floor Plan ............................................................ 24
Illustration 14: Historic Location of Greenhouses ................................................... 26
Illustration 15: Lehigh Valley MSA ......................................................................... 32
APPENDIX K:
SAMPLE FORMATTING OF AN ILLUSTRATION

THE SITE

**History**

Through the latter 19th century and for part of the 20th century, Pennsylvania’s Lehigh Valley region was a manufacturing powerhouse. While better known for raw construction goods like steel and cement, the Lehigh Valley was also a significant producer of textiles. Silk mills dotted the map and represented a significant contribution to the region’s economic health. Their heyday was short-lived, however, because synthetic fabrics and overseas manufacturing spelled doom for most of these textile mills by the mid-20th Century. Yet many of the mill structures remain, serving as artifacts of the area’s textile manufacturing past.

An especially well intact mill complex is located in Easton. The approximately 15-acre site, as shown below in Illustration 1, was the home of R. and H. Simon Silk Mills, a leading producer of silk and velvet fabrics. The company moved its operations to Easton in 1883 and expanded aggressively over the next 30 years, adding new buildings to the site to increase production.¹

![Illustration 1: Early 20th Century Perspective of R. H. Simon Silk Mill](image)

*Source: Historic Postcard*

APPENDIX L:
SAMPLE FORMATTING OF THE LIST OF MAPS

LIST OF MAPS

Map 1: District of Columbia Food Deserts ................................................................. 3
APPENDIX M:
SAMPLE FORMATTING OF A MAP

Map 1: District of Columbia Food Deserts
APPENDIX N

PLEASE NOTE: This form must be printed on archival paper, SEE TINA
(Name of Candidate, Graduate Field, Degree & Title of Research Paper, Prof. Rpt. or Thesis MUST BE TYPED.)

(Name of candidate must be exactly as registered at the University.)

CORNELL UNIVERSITY GRADUATE SCHOOL

APPROVAL OF THESIS/DISSERTATION

Name of candidate: __________________________________________________________

First Name Middle Name Family Name

Graduate Field: ____________________________________________________________

Degree: ____________________________

Title of Thesis/Dissertation: ________________________________________________

COMMITTEE SIGNATURES:

Chairperson: ___________________________ Date: __________

Member: ___________________________ Date: __________

Member: ___________________________ Date: __________

Member: ___________________________ Date: __________

Member: ___________________________ Date: __________

LICENSE TO USE COPYRIGHTED MATERIAL

I do hereby give license to Cornell University and all its faculty and staff to use the above-mentioned copyrighted material in any manner consonant with, or pursuant to, the scholarly purposes of Cornell University, including lending such materials to students or others through its library services or through interlibrary loan, and delivering copies to sponsors of my research, but excluding any commercial use of such material. This license shall remain valid throughout the full duration of my copyright.

________________________________________
(Student Signature)