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2009

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# Senior Project Guide

Mark Francis - Project Advisor

**Landscape Architecture Program  
Department of Environmental Design  
University of California, Davis**

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# Overview

## **The Senior Project**

The completion of a Senior Project or thesis is a requirement for the receipt of a Bachelors of Science degree in Landscape Architecture; it is also a permanent record of original design, planning or research. Because the program of landscape architecture at UC Davis is committed to the preservation and dissemination of the research contributions of students, the requirements outlined in this guide have been established. While the content of the Senior Project is the prerogative of the student and the Project Committee, the format established by the faculty and set forth in this guide must be adhered to closely.

The following sections outline the format and procedures that make the preparation of Senior Project documentation as straightforward, efficient and inexpensive as possible. Read and adhere to the following instructions and procedures carefully to avoid costly and time consuming format revisions.

## **The Role of the Senior Project Advisor**

The primary responsibility of the Senior Project Advisor is that of an overseer of the project organization and presentation and not as an advisor on your individual project, though she can often be consulted if no one else is available. The Senior Project Advisor sets the guidelines for completing the project process and determines if all requirements have been met. Only after the Senior Project Advisor approves the final document can a student present the project to the Project Committee and have it bound and accepted as a final graduation requirement. Mark Francis is the Senior Project Advisor for 2009. Outside of class times she can be reached by email at: [mofrancis@ucdavis.edu](mailto:mofrancis@ucdavis.edu).

## **The Role of the Project Committee**

It is the responsibility of each student to establish a Project Committee consisting of one faculty member from the Landscape Architecture Program and a minimum of two additional advisors familiar with the specifics of your area of interest. It is expected that you will draw on the unique experience of each member as their expertise relates to your project and that you keep them informed of your progress. You will need the signature of the landscape faculty member of your Project Committee on the final bound copy of your document along with the signature of the Senior Project Advisor, for your project to meet all graduation requirements. Since you will be publishing multiple copies, Get the original signed and then copy it for binding in additional copies. Please invite your Committee members to your final presentation at the end of Spring Quarter.

# Preparation

## Contents and Format of the Senior Project

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This list indicates the suggested order you should follow when laying out your documentation. You may have a different sequence as is appropriate to your project and communication style.

- Title Page
- Abstract
- Biographical Sketch (optional)
- Dedication (optional)
- Acknowledgments
- Table of Contents
- List of Illustrations, Figures, Plans or Photographs
- Preface (optional)
- Text
- References (a complete bibliography including interviews, internet references)
- Appendices (optional)

## Page Orientation

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Senior Projects may be oriented either vertically or horizontally using an 8 1/2" X 11" format only. (If for design purposes you would like to use a no-standard paper size, you should consult the senior project advisor.) You may choose between a single or double sided page for your final bound copies. If you elect to use a double-sided format, please be sure to consider front/back pagination and consistent width of binding margins. Often there is bleed-through in double-sided printing to contend with as well. If you are considering fold out 11" X 17" maps or plans, you must be certain that the binder will be able to accommodate irregular inserts like this. Your other option for oversized sheets is a pocket inside or on the back cover to hold them.

## Font Style and Font Size

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Text fonts should be either 11 or 12 point. Text style is a matter of personal taste and judgment but should be selected for readability after reproduction. Font style and size for chapter headings and captions for illustrations, maps and photographs are also a matter of personal choice but should be consistent throughout the publication.

## **Margins**

The bound margins of the document must be one and one-half inches (1-1/2"). All other margins must be a minimum of 3/4". These margins are absolutely essential so that the document can be easily photocopied. It is recommended that you start with larger margins than stipulated. All printed material — including graphic design and page numbers must fit within the margins.

Be aware that most photocopy machines actually use a 102% enlargement factor which will further reduce your margins. Plan ahead.

## **Pagination**

The preliminary pages include all sections that precede the text. They are to be arranged and numbered according to the following format, using small Roman numerals centered at least 1/2 inch from the bottom of the page. Titles must be used for all preliminary pages with the exception of the title page (see sample). Page numbering should follow this order:

Title Page	(number not shown on page)
Abstract	(not counted, not numbered)
Biographical Sketch	ii
Dedication (optional)	iii
Acknowledgements	(continue Roman numerals)
Table of Contents	(continue Roman numerals)
List of Illustrations, maps, and photographs	(continue Roman numerals)
Preface	(continue Roman numerals)

If any of the above sections are more than one page in length, give each page the next Roman numeral. For example if the first page of the biographical sketch is on page iii; subsequent pages would be on iv, v, etc. All Roman numerals must be at the bottom center of each page.

## **Page Numbers**

Page numbers begin on the first page of text and continue through the References. Regardless of single or double sided format, page numbering must be continuous. Where blank pages occur — at the beginning of a section or chapter — do not type the page numbers on the page, but count it in a continuous sequence.

## **Text Spacing**

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The Senior Project should be double-spaced throughout except for quotations and footnotes. Bibliographies must be single-spaced within each entry and double-spaced between each entry. The table of contents, list of illustrations, maps or photographs must also be single-spaced.

## **Widows and Orphans**

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Take care to avoid letting your document contain any hanging or unfinished paragraphs, uncompleted lines of type, or only a few words that carry over to a different page or column. These widows and orphans can detract from the professionalism of your publication.

## **List of Figures**

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If your document contains illustrations, maps, plans or photographs you must include an appropriate list in the preliminary pages. It must be single spaced and numbering must be continuous as noted above.

## **Captions for Graphic Elements**

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Illustrations, figures, maps, plans and photographs must be placed as close as possible to their first mention in the text. They should not be placed at the end of the chapter or at the end of the project (unless oversized). Numbering must be continuous throughout the entire document, or in some cases by chapter (Technical numbering system). For example 1.1, 1.2, 1.3, then 2.1, 2.2 etc.

All illustrations, maps, drawings or photographs included in the body of the document must be clear and legible when reproduced.

## **Title, Sub-title and Title Page**

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The words used in the title of your document are important access points to researchers. Consequently, the words in your titles should be selected carefully to represent as accurately as possible the subject area and contents of your document. Note the capitalization used on the model page.

You are required to include a copy of this page in your document. Use your own conventions for layout and style. Include all of the content listed.

## **Abstract**

The abstract should state the problem, describe the methods and procedures used, and give the main results or conclusions. Abstracts may not exceed 350 words. All format requirements that apply to the document, apply to the abstract. The abstract pages are not numbered or counted. The abstract should be single spaced.

## **Biographical Sketch (optional)**

The biographical sketch may contain any biographical information you choose, but can not exceed one page in length.

## **Dedication (optional)**

The dedication is an optional section that allows you to express personal sentiments that acknowledge or thank individuals that have supported you in this effort.

## **Acknowledgments**

It is expected that you acknowledge the members of your Project Committee and others who provided you with information or guidance.

## **Preface (optional)**

Different than the Abstract, the Preface is an optional section that allows you to write an introduction that will help the reader understand the background, history, or setting of the project, or your role and motivation for taking it on. In some ways this is the same as an "Importance or Significance of the Study" section of a Masters Thesis.

# Logistics and Requirements

## **Computers and Printers**

It is assumed that your publication will be produced on a computer using either InDesign or other desktop publishing software. These applications help assemble, format and layout your document so that it can be printed on a laser printer.

You have a variety of options open to you in our computer labs. For drafts, almost any printer will work until you start doing the final formatting of your document, then you should proof your copy and layout on the printer you will use for your camera-ready version. There are several 600+ dpi laser printers available. However, in the spirit of saving trees — do as much editing as possible in digital form - don't print a new version every time you make a few changes, wait till you need to produce a hard copy for your Committee to review or for other outside review purposes. Do keep a series of backups on several removable media ( data stick, CD, etc.). There's no second chance on this project - if you loose it this time, you're sunk! Computer glitches will occur - plan ahead.

Our facilities presently offer a variety of choices for printing color maps, plans, drawings and photographs from digital scans or directly from hardcopy. There are color copy machines at the local Kinko's and several types of color printers in the labs, including a color ink-jet plotters in Hunt Hall. For high quality or 11" x 17" color prints, see the program's computer resource specialist (Brad Wilcox).

## **Paper Quality**

It is recommended that you use either "Laser White" or "Laser Bright" paper for the print master. However, colored or textured papers may be used for the bound copies. A coated, high quality laser printer paper will yield much better results on the print master than the normal copy-machine quality of paper we supply in the studios. For good saturation (but short archival period), Great White brand coated ink-jet paper is excellent for draft photographs and computer graphics — however, text bleeds badly and is unreadable under 12 pt. (available at Wall-Mart). For final archival quality ink-jet paper use either HP or Epson or other brands rated for long term retention of the image. There is also a glossy paper available for ink-jets but the image sometimes will not dry completely and chips off over time unless placed in a plastic sleeve. Usually, original ink-jet prints or color laser prints are the clearest and are truer to the original colors, but a color copy machine can also be used to produce copies for binding.

## **Binding and Cover Design**

Your cover design must be reproducible and be included on each document. It should be copied or printed directly onto cover stock. A back cover is also required. A plastic overlay page on top of the cover may be desired.

The senior project must be bound. A thermal binding machine is available for this purpose in the Hunt Hall. We will try to cover the cost of binding for 3 projects for each student out of the course budget. The cost of additional bindings will be determined and students will be charged accordingly. Binding services are also available at other businesses such as Kinko's in town. Spiral binding is not acceptable.

## **Required Copies**

A minimum of two copies are required by the Program of Landscape Architecture. One bound and one unbound copy of your documentation must be submitted to the Landscape Architecture Program. The unbound copy should be placed in an 8-1/2" X 11" envelope with a copy of your title page placed on the front. Both copies and a CD must be given to the senior project advisor no later than the final presentation review day. In addition, a pdf file on CD should be submitted to Brad Wilcox on the final presentation day for posting on our LDA website.

Students also normally supply a copy of the senior project to their faculty committee members. You should confirm with these faculty members, including the senior project advisor, whether or not they would like a copy. You should also offer a copy of your final document to any other committee members.

## **Presentation**

Presentations will be held in the MU. Each presentation will have a total of forty five minutes allotted to it, However, that time includes a ten minute passing and set up period, and at least 10-15 minutes at the end for discussion and feedback. In other words, you will have only about 20 minutes to present your project.

Discussions often become very interesting and it is not unusual for committee members and guests to expand on the background of your project and ask provocative questions while critiquing your presentation. This is the "good stuff" and it is a direct reflection of the inspiration that your project provides for others. Be sure to allow enough time for this feedback and discussion.

Unfortunately, we will have to be ruthless about cutting conversations and dialogues off in midstream, given our tight schedule and the large number of presentations to accommodate. I cannot over-emphasize the need to be organized and rehearsed. You should go through the same kind of narrowing and editing of your presentation as you did with your proposal and working towards a complete but concise set of descriptions.

In the last several years the use of multimedia has been on the rise, with students presenting a synopsis or using live CAD or GIS to illustrate important points and to show process. Of course, the use of graphics, overheads, slides, video, film and multimedia are welcome, but keep it simple so there are fewer possibilities for technological failures — time is of the essence. Be prepared to do a “chalk talk” or use other props if your computerized multimedia show crashes.

## **Suggested Deadlines**

One final bound copy with final signatures and the departmental unbound copy must be in the hands of the senior project advisor no later than Friday, June 12 in order to receive your diploma. Therefore, the following schedule is strongly advised:

- Submit a draft copy to your committee for review and comment by June 1.
- Complete all text, assembled, edited by June 9
- Have signature page circulated to committee members for final approval and signatures by June 9.
- Be ready to bind copies by June 9.
- Final presentations will be held in MU on Friday, June 12.

# References

## **Footnotes**

Footnote numbering can be either continuous throughout the document or start again for each chapter. You may prefer end notes to in-chapter footnotes. Whichever you choose, you must be consistent.

## **Appendix**

Materials that are peripheral but relevant to the main text should be placed in appendices. These may include survey instruments, additional data, data tabulations, details of a procedure or analysis, a relevant paper authored by you or someone else, etc. Appendix material must meet the same requirements of margins, pagination, legibility, and paper quality as the text itself.

## **Bibliography, References, or Works Cited**

The following are standard guidelines to acknowledge the work of others.

If adopting someone else's ideas but you cannot place them between quotation marks because they are not the exact words, you should provide a footnote plus a statement of indebtedness such as "I agree with Blank" or "I have followed the examples presented by Blank". This kind of explanatory footnote can also be included in Endnotes instead. A simple footnote does no more than identify the source from which the writer has derived the material, it does not indicate the arrangement of fact, the sequence of argument or the choice of examples taken from the source as an endnote can.

If acknowledgment within the text or footnote seems inappropriate then furnish the information in a prefatory note or endnote with an appropriate acknowledgment of the exact nature of the assistance you received. The members of the Project Committee and any other person that provided you with information or guidelines can also be acknowledged in this way.

It is recommended that you follow the standard citation format used by Landscape Architectural Journal and that the style be consistent throughout the documentation. Within the text, references should be cited by using the author's name and year of publication (Thompson 2005). If there are more than one article or book by the same author in the same year use: (Thompson 2005a).

When using direct quotations, also include the page number(s) in footnotes and endnotes. Multiple references in the text should be listed chronologically rather than alphabetically.

References, either books or articles, can be listed on separate pages at the end of the text either separately or in endnote sections, keyed in the text by subscript numbers. These should be alphabetized within a single endnote by using the author's last name. When an author has more than one publication, arrange the references by placing the most recent one first. For books, be certain to include the place of publication and publisher; for a journal include volume, month and pages. Do not abbreviate titles or citations and be certain to double space between each entry, but single space the entry itself. Other references such as interviews, lectures, films, TV. programs, personal conversations, interviews and World Wide Web based information should be added to a section following the bibliography but formatted in a similar manner. This could be a single section called "Additional Sources" or if there are enough, broken into headings that group those of a single type, i.e. URLs, or Interviews.

## **Manuals and Reference Books**

You are expected to adhere to accepted standards of usage in matters of grammar, punctuation and mechanics. Use a standard format such as one described in one of the following references:

- Creswell, John W. 1994. *Research Design: Qualitative and Quantitative Approaches*. Thousand Oaks, California: Sage Publications, Inc.
- Day, Robert A. 1988. *How to Write and Publish a Scientific Paper*. 3<sup>rd</sup> ed. Phoenix: Oryx Press.
- Flower, Linda. *Problem Solving Strategies for Writing*. 3<sup>rd</sup> ed. San Diego: Harcourt Brace Jovanovich, Publishers.
- Leedy, Paul D. 1993. *Practical Research, Design and Planning*. 5<sup>th</sup> ed. New York: MacMillan Publishing Company.
- 1982. *The Chicago Manual of Style*. 13<sup>th</sup> ed. Chicago: University of Chicago Press.
- Miller and Taylor. 1987. *The Thesis Writer's Handbook*. West Linn, Oregon: Alcove Publishing Co.
- Sommer, Robert and Barbara Sommer. 2001. *A Practical Guide to Behavioral Research*. New York: Oxford University Press.
- Turabian, Kate L. 1987. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 5<sup>th</sup> ed. Chicago: The University of Chicago Press.
- Zeisel, John. 2006. *Inquiry by Design*. New York: Norton.