

MIT Department of Architecture Checklist for Thesis Submittal

- _____ Two copies thesis text
- _____ Cardboard covers with typed labels, each text with a fastener clip
- _____ One additional copy of abstract on 8 1/2" x 11" archival paper
- _____ Paper stock meets Institute specifications
- _____ Thesis title on cover, title pages, + abstract corresponds to official recorded title listed on the online Degree Application, <http://student.mit.edu/cgi-docs/student.html>
- _____ Advisor's signature on title page of both copies
- _____ Correct copyright logo and statement on title page
- _____ Other title page info (date degree to be awarded, previous degree info, names + faculty titles, etc.)
- _____ Page with committee/reader names and titles (no signature required) inserted after title page and before the abstract
- _____ Abstract (format verified)
- _____ Point size (minimum per Institute Specifications is 11 pt. with 10 pt. for table text)
- _____ Margins (top, bottom, and both side margins must be at least 1")
- _____ Page numbering (title page must count as page 1: no roman numerals permitted)
- _____ Illustrations and figures (all have captions, and figure numbers, where appropriate)
- _____ Sources credited (Each thesis to include a bibliography and illustration credits)

For PhD only:

- _____ UMI form is completed and an extra copy of the title page and abstract stapled to it. The form can be found in the Specifications for Thesis Preparation publication
- _____ Survey of Earned Doctorates (hard copy or online)