MIT Department of Architecture Checklist for Thesis Submittal

For more details on thesis specification, also see http://libraries.mit.edu/archives/thesis-specs

Submitting hard copies to the Department is REQUIRED; we also encourage you to submit your thesis to DSpace: http://libraries.mit.edu/docs/about-theses/add-your-thesis.html

____ Two copies thesis text [one copy only for BSA]
____ Cardboard covers with typed labels, each text with a fastener clip
____ Two additional copies 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 and your signature on title page of both copies. The Chair of the Committee on Graduate Students for AY2017 is Sheila Kennedy. The Director of the Undergraduate Architecture Program is John Ochsendorf
____ 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 (this is an additional Departmental requirement) [BSA candidates are not required to have a thesis committee; readers are optional unless the advisor is not from Course 4]
____ 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 credits (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 online (go to “Submission of Doctoral Abstract to International Database”): http://libraries.mit.edu/archives/thesis-specs
____ MIT Doctoral Student Exit Survey to be completed online. Please print and submit the final page to the Department along with your dissertation as proof that you have completed the survey: http://web.mit.edu/surveys/grad/phdexit/