

## **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/>