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 AY2018 is Sheila Kennedy. The Director of the Undergraduate Architecture Program is Leslie K. Norford.

___ 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/