

## **MIT Department of Architecture Checklist for Thesis Submittal**

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

Submitting hard copies is no longer required; after your thesis has been approved by the department, we encourage you to submit to DSpace: <http://libraries.mit.edu/docs/about-theses/add-your-thesis.html> The version you upload must be the approved (legal) version.

\_\_\_\_\_ **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>

\_\_\_\_\_ While no **e/signatures** are required, you must include the signature lines. *Note: The Chair of the Committee on Graduate Students and Director of the Undergraduate Architecture Program for AY2022 is Les Norford.*

\_\_\_\_\_ **Correct copyright logo** and statement on title page

\_\_\_\_\_ **Other title page info** (date degree to be awarded, previous degree info, names + faculty titles confirmed against <http://catalog.mit.edu/schools/architecture-planning/architecture/#facultystafftext>, etc.). *Note: The date below the author's signature is the institute deadline for turning in the thesis: i.e., January 14, 2022 for a February 16, 2022 graduate.*

===== **Page with committee/reader names and titles** (no e/signatures 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, including single line spacing for abstract and bibliography)

\_\_\_\_\_ **Point size** (minimum is 11 pt. with 10 pt. for table OR CAPTION text – this includes text on/in images)

\_\_\_\_\_ **Margins** (top, bottom, and both side margins must be at least 1"). Only page numbers and images (without captions) are excepted.

\_\_\_\_\_ **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** (include a bibliography and illustration credits, including author's own work)

### **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/>