

Checklist for Thesis Submittal

* **Thesis is due on the Department due date** as noted in the Department’s “[ArchThesis](https://archthesis.mit.edu/document-submission-deadlines)” website
* For more details on thesis specification, (see the Library’s “[Thesis Specifications](https://libraries.mit.edu/distinctive-collections/thesis-specs/)” page)
* *The Department* will upload your final thesis in PDF form to MIT Libraries
* After you submit your PDF, submit information to the [MIT Libraries](https://thesis-submit.mit.edu) for the purpose of assisting them to quickly catalog and make your thesis available in DSpace

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|  | **Upload a PDF version of thesis** to the [Department’s Thesis Submission site](https://airtable.com/shrsuvAEmrXqBSNTt) |
|  | [**Thesis title**](https://archthesis.mit.edu/templates)(on title and abstract pages — must match official recorded title listed on the [online Degree application](http://student.mit.edu/cgi-docs/student.html) (click on” Online Degree Application”) |
|  | **No signatures on the title page.** The current Chair of the Committee on Graduate Students and the current Chair of the Undergraduate Curriculum Committee is **Leslie K. Norford**, Professor of Building Technology. Please reference [Catalog website](http://catalog.mit.edu/schools/architecture-planning/architecture/#facultystafftext) for correct titles for your thesis supervisor. |
|  | [**Correct copyright**](https://archthesis.mit.edu/formatting#:~:text=Statement%20required%20on,open%2Daccess%20license.%E2%80%9D) **statement** on title page |
|  | [**Other title page info**](https://archthesis.mit.edu/templates)(**use template provided** to match date degree to be awarded – check both degree date and date submitted, previous degree info, names + faculty titles, etc.) Title page must fit on one single page. |
|  | **Page with committee/reader names,** [**titles**](http://catalog.mit.edu/schools/architecture-planning/architecture/#facultystafftext)**, and highest degree** (no signatures!) inserted after title page and before the abstract (this is an additional Departmental requirement). [BSA/D and SMBT candidates are not required to have a thesis committee; readers for BSAD are optional unless the advisor is not from Course 4] |
|  | [**Abstract**](https://archthesis.mit.edu/templates)(format verified – check date (submission date), supervisor listed at bottom of page with title but no degree, no columns, single spaced) |
|  | [**Point size**](https://libraries.mit.edu/distinctive-collections/thesis-specs/#typeface)Minimum per Institute Specifications is **11 pt. for body text and 10 pt. for captions**, page numbers, foot/endnotes, table text and **text inside images\***. This is essential and non-negotiable for accessibility)  **Table of Contents** Must be included after Acknowledgements (or Abstract page if no Acknowledgements page included). Page numbers must match location of content. *\*We highly recommend using the “Table of Contents” function within word processing application to automatically link page numbers on your table of contents.\** (For example, see this [how to](https://www.ablebits.com/office-addins-blog/create-table-of-contents-word/) tutorial for accomplishing this within Microsoft Word.) |
|  | **List of Figures** Must be included – includes a list of all images or figures with their page numbers (i.e. Figure 2-3, page 37). Preferred to be included after the Table of Contents. |
|  | **Captions** all images and figures must be captioned, and sources credited. If all images/figures in document are by author, a blanket statement within the List of Figures may be added in place of citing each image. All captions must be at least 10 point font. Ensure that you have appropriate copyright permission of image before including in your document. See [copyright permissions](http://archthesis.mit.edu/formatting#copyright). |
|  | [**Margins**](https://libraries.mit.edu/distinctive-collections/thesis-specs/#margins)no minimum margins required since digitally published only – please ensure no text or images are cut off though; Course 4 is given special dispensation to have images that bleed to the page edge as well. |
|  | [**Page numbering**](https://libraries.mit.edu/distinctive-collections/thesis-specs/#pagination)(title page must count as page 1: no roman numerals permitted; you do not have to *display* the page numbers on the Title, Abstract and Committee pages)  **Spreads** – allowed as long as each page is still numbered in a continuous sequence. The page numbers are crucial for peers to cite or reference a thesis in their research. |
|  | **Illustrations and figures** (all have captions, and figure numbers) |
|  | [**Sources credits**](https://libraries.mit.edu/distinctive-collections/thesis-specs/#previously)(Each thesis to include a bibliography and illustration credits)  \*Text within images is mandatory to be at least 10 pt. size font. Options if 10 pt. size font is not feasible given image or figure constraints:   * Alt tags in Word: <https://kb.iu.edu/d/aqjs> * Alt tags in Adobe Pro (PDF) and inDesign: <https://people.utoronto.ca/wp-content/uploads/2023/11/Alt-Text-Best-Practices-Guide-PSEC.pdf> * Describing the text within the image in the surrounding paragraph(s) * Foreign language(s) – if in a foreign language, a translation to English must be included * Describe text in caption * Enlarge image so that text is equal to 10 pt. font * Show entire image, then include insets of parts of image(s) that have text so that text is equal to 10 pt. font * If text is not materially relevant to argument or content of thesis, it may remain at smaller text size |
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