

MIT Architecture

Checklist for Thesis Submittal

- **Thesis is due on the Institute due date** as noted in the [MIT Academic Calendar](#) unless otherwise noted
- For more details on thesis specification, also see <http://libraries.mit.edu/archives/thesis-specs>
- Submitting hard copies to the Department is **REQUIRED**; CRON will upload your final thesis in PDF form to DSpace. This ensures that the printed thesis and the online thesis are identical.

_____ **Two copies** thesis text [one copy only for BSA]

_____ **Cardboard covers** with typed labels, each text with a fastener clip

_____ **Paper stock** meets Institute specifications

_____ **Thesis title** on cover, title pages, + abstract corresponds to official recorded title listed on the online Degree

_____ **Online Degree Application**, <https://gradapply.mit.edu/architecture/apply/login/>

_____ **Advisor's signature** and your signature on title page of both copies. The current Chair of the Committee on Graduate Students and the current Chair of the Undergraduate Curriculum Committee for **AY2020** is **Leslie K. Norford**, Professor of Building Technology (students are **not** responsible for collecting Professor Norford's signature — the Department takes care of this).

_____ **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/>