

Bachelor of Science (S.B.) Checklist for Thesis Preparation

<http://libraries.mit.edu/archives/thesis-specs/> page location in parentheses below

If you need help with formatting – Ellen and Heather can help!

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1. **Be sure to give your thesis supervisor a copy of your thesis for review AT LEAST TWO WEEKS PRIOR to the due date (below).** It's best to work out a schedule for reviewing your thesis with your supervisor in advance, to ensure that you will be able to meet the deadline.

2. **Required submission:**
 - a. **one** S.B. thesis, with original signatures (yours and your thesis supervisor's), on acid-neutral or acid-free paper
 - (2) **one extra** - thesis title page (signatures not required) and
 - (3) **one extra** - abstract page
 - b. Submit to the MechE Undergraduate Office, Room 1-110 by the due date (See Important Dates: <http://meche-thesis-resou.wixsite.com/thesis/>). **USUALLY DUE THE FIRST WEEK OF MAY.** You should also ask your thesis supervisor whether they would prefer a print or electronic copy of your thesis and provide this copy to them in their preferred format. Extensions must be arranged via the thesis supervisor and the Undergraduate Office, to ensure that you thesis supervisor will have enough time to turn in your grade on time. *A late thesis grade may result in a delayed graduation date (and being unable to walk in June).*

3. **Signatures**
 - a. **Your signature (be sure to sign your thesis title page)**
 - b. **Your advisors signature (you need to get this signature)**
 - c. **Prof Karnik's signature (MechE UG Office will get this signature)**

Signature Block:
Accepted by: Rohit Karnik
Associate Professor of Mechanical Engineering
Undergraduate Officer

4. **Title and Abstract Pages** There is an example title & abstract document provided online on the Download Documents page or at: <https://meche.mit.edu/academic/undergraduate/sbthesis/>. There are also thesis examples on the thesis website.
 - a. **Your name:** use your full name on the title page and abstract page.
 - b. **Degree title:** Find the appropriate degree titles for each major below.
 - i. *Course 2:* Bachelor of Science in Mechanical Engineering
 - ii. *Course 2-A:* Bachelor of Science in Engineering as Recommended by the Department of Mechanical Engineering
 - iii. *Course 2-OE:* Bachelor of Science in Mechanical and Ocean Engineering
 - c. **Date on the Title Page:** June [YEAR] (this is when you receive your degree, not when you finish your thesis). (February Degree candidates: February [YEAR].)
 - d. **Copyright:** You can copyright to yourself or to MIT – see the thesis specs or the example title and abstract document.
 - e. **Submit date:** goes on the title page in your signature block and on the abstract page, these dates must match. This is the date you plan to submit your thesis to the Undergraduate Office. You do not have to reprint your thesis and get new signatures if you turn in the thesis a day or two ahead or behind this date.

- f. **Supervisor info:** use your thesis supervisor's full name and their full title on the title page and abstract page. You can find your supervisor's name and their title on the MechE website: <http://meche.mit.edu/people/faculty/>.
5. **Table of Contents:** it's good form to include a table of contents and table of figures and/or tables.
6. **Structure:**
 - i. Title Page – is page 1, however do not print the page number
 - ii. If double sided printing, leave page 2 blank
 - iii. Abstract – page 2 if single sided or page 3 if double sided
 - iv. Acknowledgements – optional
 - v. Biographical Note – optional
 - vi. Table of Contents
 - vii. List of Figures and/or List of Tables
 - viii. The Main Text
 - ix. Appendices – optional
 - x. Bibliography– optional
7. **Use of previously published material:** be sure to contact the publisher to obtain permission to use any previously published material, and include the permission statement in your thesis submission to the Undergraduate Office.
8. **Paper:** thesis must be printed on 20-lb watermarked acid-neutral or acid-free paper (available at CopyTech). You can use the Athena 'thesis' printer in Copy Tech, Room 11-004, which is always stocked with appropriate paper.
9. **Binding:** do not bind, staple, or hole-punch your thesis. Cardboard thesis covers and binder clips are available in the Undergraduate Office.
10. **Page numbering:** page number your thesis starting with the title page as page 1 (but you can omit the page number on this page) and continue, including blank pages, from there. Do not use i, ii, iii, etc.
11. **Figures, Graphs and Tables:** figures, graphs and tables should be numbered and include a legend that explains the symbols, abbreviations, and terminology. (Graphs are generally considered Figures.)
12. **LaTex thesis templates:** on Athena follow the formatting and typeface instructions under the LATEX or FRAME olc stock answer topics by typing the command "olc_answers" on any Athena workstation. You might also find a template here: <http://web.mit.edu/thesis/>. Here is one posted by a student (scroll down to Useful Things): <http://stuff.mit.edu/people/foley/home.html>.

(OPTIONAL)

After submitting your thesis to the ME UG Office, students may also submit an electronic copy to the Libraries via DSPACE. Instructions can be found here: <http://libguides.mit.edu/add-your-thesis>