Bachelor of Science (S.B.) Checklist for June 2012 Thesis Preparation
http://libraries.mit.edu/archives/thesis-specs/ page location in parentheses below

1. Required submission: (1) one S.B. thesis, with original signatures, (2) one extra - thesis title page (signatures not required) and (3) one extra - abstract page all on acid-neutral or acid-free paper to the MechE Undergraduate Office (ME-UGO), Room 1-110 by Friday, May 11, 2012.

2. First copy: we will obtain Professor John Lienhard’s signature and submit the first copy to the library for archiving. The department also requests that you give a copy to your thesis supervisor (page 5), be sure to ask whether he/she would prefer to have a hard copy, an electronic copy, or both.

3. Thesis title: select an appropriate title to reflect your research (page 10). Title page and abstract page must have the same title (pages 9-10).

4. Full name: use your full name on the title page and abstract page.


   Course 2: Bachelor of Science in Mechanical Engineering
   Course 2-A: Bachelor of Science in Engineering as Recommended by the Department of Mechanical Engineering
   Course 2-OE: Bachelor of Science in Mechanical and Ocean Engineering

6 Publication date: June 2012

7. Copyright: determine copyright © 2012 ownership, yours (use appropriate copyright permission statement) or MIT’s (pages 6-7).

8. Submit date: goes on the title page and the abstract page, these dates must match. This is the date you submit your thesis to the ME-UGO.

9. 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 in the MIT Bulletin http://web.mit.edu/catalog/degre.engin.mecha.html#fac. We will obtain Professor Lienhard’s signature for you, his information goes at the bottom of the title page: Accepted by: John H. Lienhard V; Samuel C. Collins Professor of Mechanical Engineering; Undergraduate Officer. View proper title page layout (page 11) and abstract page layout (page 12). We have a title page and abstract page template you may use. https://meche.mit.edu/academic/undergraduate/sbthesis/index.html.

10. Abstract: use block formatting and single-spacing for the text.

11: Table of Contents: include a table of contents. This is informative to the reader, view sample at https://meche.mit.edu/academic/undergraduate/sbthesis/index.html.
12. **List of Figures:** include a list of figures. This is informative to the reader, view sample at [https://meche.mit.edu/academic/undergraduate/sbthesis/index.html](https://meche.mit.edu/academic/undergraduate/sbthesis/index.html).

13. **List of Tables:** include a list of tables. This is informative to the reader, view sample at [https://meche.mit.edu/academic/undergraduate/sbthesis/index.html](https://meche.mit.edu/academic/undergraduate/sbthesis/index.html).

14. **Structure:**
   - Title Page – is page 1, however do not print the page number
   - Page 2 – leave blank, with page 2 (centered at bottom)
   - Abstract – begins on page 3 (centered at bottom)
   - Acknowledgements – optional and begins with an odd page number, if necessary leave previous page blank with page number
   - Biographical Note – optional
   - Table of Contents – begins with an odd page number, if necessary leave previous page blank with page number
   - List of Figures – do not leave a blank page before this page
   - List of Tables – do not leave a blank page before this page
   - The Main Text – begins with an odd page number, if necessary leave previous page blank with page number
   - Appendices – begins with an odd page number, if necessary leave previous page blank with page number
   - Bibliography – begins with an odd page number, if necessary leave previous page blank with page number

15. **Acknowledgement and Biographical Note:** are optional, if you include, single-spaced (page 13).

16. **Use of previously published material:** obtain permission to use previously published material (page 8).

17. **Paper:** thesis must be printed on 20-lb watermarked acid-neutral or acid-free paper (page 14). The ‘thesis’ printer in Copy Tech, Room 11-004, has appropriate paper.

18. **Binding:** do not bind, staple, or hole-punch your thesis (page 6). Cardboard thesis covers and binder clips are available in the ME-UGO.

19. **Page numbering:** page numbering at bottom centered. Thesis must be collated with no missing pages and numbered correctly in one sequence (page 9). Do not use i, ii, iii, etc.

20. **Writing style:** keep your writing style consistent (page 13). View MIT Writing Center reference: [http://writing.mit.edu/wcc/citation](http://writing.mit.edu/wcc/citation)

21. **Typeface:** main body of text, minimum 11-point font size. Do not use script or italic.
   - **Margins:** one inch minimum at the top, bottom, and both sides
   - **Spacing:** abstract, biography, notes, bibliography, and acknowledgement should be single-
spaced. The main body of the text may be single-, double-, or one-and-a-half-spaced. **Print:** double-sided (preferred) or single-sided (page 12).

22. **Graphs:** graphs should always include a legend that explains the symbols, abbreviations, and terminology.

23. **Figure:** include the figure number and title *below* the visual display, e.g. **Figure 1.** Shows the relative position of each sample in relation to the magnet.

24. **Table:** include the table number and title (in caps) *above* the visual display, e.g. **TABLE 1.** Shows the date, location, and type of beans planted in the greenhouse.

20. **LaTeX thesis templates:** on Athena (page 9, 14) 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/](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](http://stuff.mit.edu/people/foley/home.html).

21. **Sample title pages and abstract:** (pages 17-20).