

# MIT Architecture

## Checklist for Thesis Submittal

- **Thesis is due on the Institute due date** as noted in the [MIT Academic Calendar](#) unless otherwise noted on the thesis website. [add link]
- *For more details on thesis specification, also see <http://libraries.mit.edu/archives/thesis-specs>*
- *Submitting hard copies to the Department will not be required for May 2020; CRON will upload your final thesis in PDF form to DSpace as part of the thesis submission process.*

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

\_\_\_\_\_ **Thesis title** on cover, title pages, + abstract corresponds to official recorded title listed on the online degree application

\_\_\_\_\_ Your thesis advisor has reviewed the final version and has submitted the final grade. The submission of the final grade is in lieu of their signature. No signatures are needed on the thesis.

\_\_\_\_\_ 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 (no signature is required)

\_\_\_\_\_ **Correct copyright symbol** 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)

\_\_\_\_\_ **Naming your thesis document** Save your final thesis document as a PDF using the following file naming convention: **authorLastName-degree-department-year.pdf** (i.e. **Montgomery-mcp-dusp-2019.pdf**)

### For PhD only:

\_\_\_\_\_ **ProQuest UMI form**: Students submit their Proquest form and extra copy of their abstract electronically directly to the libraries. Forms can be submitted via [Thesis submission at MIT Libraries](https://library-thesis-dropbox.mit.edu). <https://library-thesis-dropbox.mit.edu>

\_\_\_\_\_ **MIT Doctoral Student Exit Survey** to be completed online. Please send Renée Caso a copy of your digital receipt as proof that you have completed the survey: <http://web.mit.edu/surveys/grad/phdexit/>