

# Thesis Preparation Requirements

## MIT program in art, culture and technology

School of Architecture + Planning

### Before you start

- In your third semester, you must submit your thesis committee form with your thesis title.
- For your fourth semester you must register for thesis.
- It is important to keep in mind that your thesis will be a public document, available in the MIT Libraries and on DSpace, an online repository of MIT research.

### Title Page

- Every margin should be 1".
- Fonts may not be script or italic except for short quotations.
- The body of the text must be at least 11 point and captions at least 10 point in size.
- The main text may be single, double, or one-and-a-half lines spaced. All other materials must be single-spaced.
- All pages including the title page and any illustrations should be numbered consistently, either at the center or outside edges of every page using arabic numerals.

When you submit your thesis committee form, **A TITLE MUST BE INCLUDED. You will be charged \$85 by the Registrar if you do not do so. You can change the title later if necessary.**

### Printing and preparation

- All pages must either be uniform in dimensions or fold neatly to fit within the same dimensions
- All paper must be (a) acid-neutral or acid-free, (b) watermarked, (c) at least 20-lb. weight, and (d) contain at least 25% cotton
- Thesis must be submitted unbound between cardboard covers held together with a rubber band or binder clip (no stapling or punching), with a label attached to the front cover with masking tape
- Covers are available outside the Map Room in the Hayden Library basement

### Administrative requirements

- 2 copies must be submitted
- An extra loose copy of the abstract must be submitted
- The signature of the student and Thesis Committee Supervisor must already be affixed
- The thesis must be turned in to Cynthia Stewart (7-337G) by the student who wrote it
- A complete list of the student's thesis committee members must be included on a page between the abstract and title pages

### Sources

- <http://libguides.mit.edu/mit-thesis-faq>
- <http://libraries.mit.edu/archives/thesis-specs>
- <http://architecture.mit.edu/pdfs/thesis-checklist.pdf>
- <http://architecture.mit.edu/handbook/graduate-students>

### Document Formatting

#### For an example see other side of this flyer

The title page should include:

- [Thesis title as submitted to registrar] / by [author's full name as submitted to registrar] / [previous degree of author]
- Submitted to the Department of Architecture in partial fulfillment of the requirements for the degree of Master of Science in Art, Culture and Technology
- June [year] / © [your name]. All rights reserved. / The author hereby grants MIT permission to reproduce and distribute publicly paper and electronic copies of this thesis document in whole or in part in any medium now known or hereafter created. [see guidelines page for copyright details <http://libraries.mit.edu/archives/thesis-specs/#copyright>]
- [Your signature] / Signature of Author / Department of Architecture / May [day], [year]
- Certified by [signature of your thesis advisor] / [name] / [title] / Thesis Supervisor
- Accepted by [name] / [title] / Chair of the Committee on Graduate Students

### Abstract

#### For an example see other side of this flyer

- [Thesis title as submitted to registrar] / by / [Author's full name as submitted to registrar]
- Submitted to department of Architecture on May [day], [year] in partial fulfillment of the requirements for the degree of Master of Science in Art, Culture and Technology
- ABSTRACT
- [abstract text, no more than 350 words]
- [thesis supervisor name]
- [thesis supervisor title]

## Thesis Preparation Templates

MIT program  
in art, culture and  
technology

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A graduate graduation requirement checklist is available at:  
<http://web.mit.edu/registrar/graduation/checklist.html>

Abstract Sample

Use of the Regulated Secretory Pathway  
to Ease Protein Product Recovery in Animal Cell Culture

by  
David M. Stevenson

Submitted to the Department of Chemical Engineering  
on January 15, 1994 in Partial Fulfillment of the  
Requirements for the Degree of Master of Science in  
Chemical Engineering

ABSTRACT

An experimental study was performed to determine methods to improve the cloning efficiency of the BTC3 cell line prior to obtaining clonal cell lines expressing recombinant protein. Polylysine pretreatment of the substrate was found to increase colony formation along with the use of conditioned media. Using the acquired knowledge, clonal lines were obtained from the parental (nonclonal) line, as well as from mixtures of cells expressing recombinant prolactin.

Secretion experiments were carried out on the clonal lines to determine whether the recombinant prolactin could be used in a controlled secretion production scheme. Results show the recombinant prolactin to be partially sorted to the regulatory secretory pathway, however the native insulin appeared to be preferentially sorted by the cells.

Thesis Supervisor: Gregory Stephanopoulos  
Title: Professor of Chemical Engineering

Title Page Sample

Use of the Regulated Secretory Pathway to Ease Protein Product  
Recovery in Animal Cell Culture

by  
David M. Stevenson

B.S. Chemistry  
Angelo State University, 1987

SUBMITTED TO THE DEPARTMENT OF CHEMICAL ENGINEERING IN PARTIAL  
FULFILLMENT OF THE REQUIREMENTS FOR THE DEGREE OF

MASTER OF SCIENCE IN CHEMICAL ENGINEERING  
AT THE  
MASSACHUSETTS INSTITUTE OF TECHNOLOGY

FEBRUARY 1994

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in any medium now known or hereafter created.

Signature of Author: \_\_\_\_\_  
Department of Chemical Engineering  
January 14, 1994

Certified by: \_\_\_\_\_  
Gregory Stephanopoulos  
Professor of Chemical Engineering  
Thesis Supervisor

Accepted by: \_\_\_\_\_  
Robert E. Cohen  
Professor of Chemical Engineering  
Chairman, Committee for Graduate Students

### Submission

- **BEFORE** you print up your thesis on the good archival paper and have your advisor sign the document, please see Tonya Miller or Cynthia Stewart in Architecture HQ for a thesis formatting pre-check.
- It is preferable that you submit your thesis in person to Cynthia or Tonya at HQ. If you are unable to do so, the person submitting on your behalf needs to have a digital copy of your thesis in case any corrections are needed.

### Other important things to remember

- You need to apply for your degree by the designated day (see the MIT academic calendar) at the beginning of February the spring semester you will graduate, or the Registrar's Office will charge you \$50.
- You must have paid all fees owed to the bursar's office to graduate.
- Your cap and gown must be ordered from the COOP by the designated April deadline.