

# How to Format your ACT Thesis

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## **Pro Tips:**

- Use a clear and easy to read font, Times New Roman 12pt is a good default for most writing.
- Keep a list of the books/journals you refer to; this will make the bibliography and footnote section easy to do.
- Have somebody else read through your final draft, if possible, to identify any spelling or grammatical errors.

You can find the following information along with a guide to submitting your thesis on the MIT Thesis Spec page <https://libraries.mit.edu/distinctive-collections/thesis-specs/>

## **PAGINATION**

- Front matter – title page, abstract, table of contents should all be numbered in Roman numerals
- The body of your thesis should use Arabic numerals.

If you're having trouble switching between numbering styles follow these instructions <https://support.office.com/en-us/article/add-different-page-numbers-or-number-formats-to-different-sections-in-word-for-mac-35e1d683-40e7-4b6a-b0a3-79893d6485de>

# FRONT MATTER

## TITLE PAGE

This page is standardized, so just plug in your name, department, advisor, title, etc.

Use of the Regulated Secretary 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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Signature of Author: \_\_\_\_\_  
Department of Chemical Engineering  
January 14, 1994

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Professor of Chemical Engineering  
Thesis Supervisor

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

Thesis title as submitted to registrar

Author's name as submitted to registrar

Previous degree information

Copy this phrase substituting degree, department and any specializations

Month and year degree will be granted  
(June, September, February ONLY)

Copyright statement

This permission legend MUST follow if copyright is owned by student (**but not if owned by MIT**)

Author's department and the date thesis is to be presented to the department

Full name and title of advisor as it appears in the MIT catalog

The name and title of this person varies in different degree programs and may vary each term; contact the departmental thesis administrator for specific information

## ABSTRACT

The abstract is a brief descriptive summary rather than a lengthy introduction to the thesis, generally less than 350 words, preferably one single-spaced page, but never more than two pages.

Template:

<p>Use of the Regulated Secretory Pathway to Ease Protein Product Recovery in Animal Cell Culture</p> <p>by</p> <p>David M. Stevenson</p> <p>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</p> <p>ABSTRACT</p> <p>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.</p> <p>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.</p> <p>Thesis Supervisor: Gregory Stephanopoulos Title: Professor of Chemical Engineering</p>
---

Thesis title as submitted to registrar

Author's name as submitted to registrar

Copy this phrase, substituting the department, the date the thesis will be submitted, and the degree to be received

Type the word ABSTRACT before the body of the text

Single-spaced summary; keep under 350 words

Full name and title of supervisor as it appears in the MIT catalog

## COPYRIGHT PAGE

As a Masters student, you own the copyright for your thesis whether or not you include a page stating that. If you want to include one, follow the example of the copyright page in any book in your house.

**DEDICATION, ACKNOWLEDGEMENTS, PREFACE** are all **OPTIONAL**

Refer to past theses to see how other students have handled these pages . Here is a link to all the theses from the Department of Architecture - <https://dspace.mit.edu/handle/1721.1/7635>

## TABLE OF CONTENTS

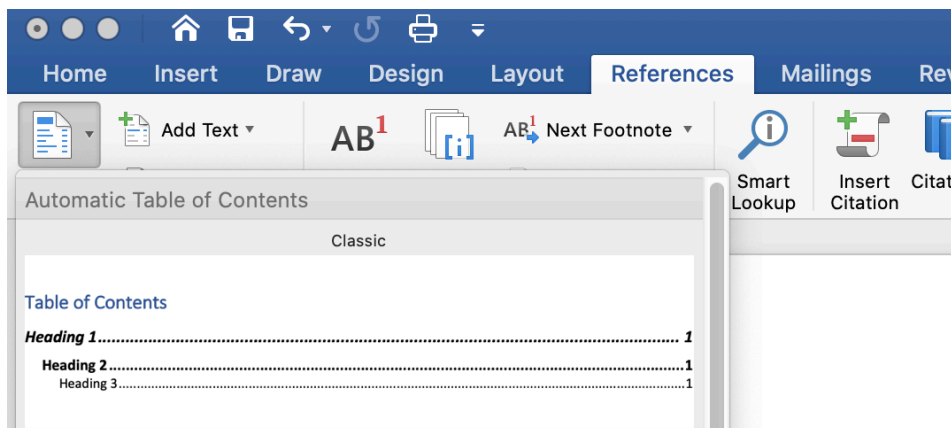
Format all your pages the same way. Each chapter or section title should be formatted as Heading 1

CHAPTER 1 ¶

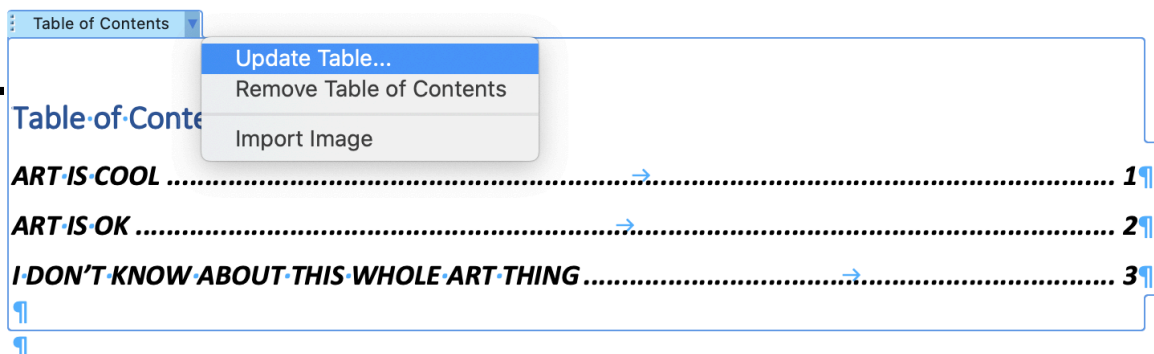
ART IS COOL ¶

Microsoft Office User  
Formatted: Heading 1

To create the Table of Contents go to REFERENCES and click the TABLE OF CONTENTS option to populate yours with the chapter titles.



If you need to update your chapter pages later – which almost always happens – simply go to the upper left corner of your TOC and click update and it will do all the renumbering, etc. to reflect your current draft.



Producing **LIST OF TABLES** and **LIST OF FIGURES** is the same sort of process.

On the REFERENCE tab you can caption an image or a figure, and then click the Insert Table of Figures button.

You can refer here if you have questions about lists of tables and figures

<https://guides.lib.umich.edu/c.php?g=283073&p=1886010>

## CITATIONS (FOOTNOTES & BIBLIOGRAPHY)

Chicago style citation formatting is most widely used, especially in humanities writings. It's also the one you're probably most familiar with from college papers.

You can learn about the style guidelines here

[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/cmoss\\_formatting\\_and\\_style\\_guide/chicago\\_manual\\_of\\_style\\_17th\\_edition.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmoss_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html)

OR you can simply plug in your book data here: <https://www.bibme.org/chicago> and the program will format everything for you. Like this:

Goldring-Piene, Elizabeth, and Ellen Sebring. *Centerbook: the Center for Advanced Visual Studies and the Evolution of Art-Science-Technology at MIT*. Cambridge, MA: MIT Press, 2019.

Copy & Paste x<sup>2</sup> Footnote ✓ Check for Grammar

Edit

Check for Plagiarism

Delete

## FOOTNOTES

To add a footnote, highlight the last word in a section and click on REFERENCES, where you can select INSERT FOOTNOTE. Word will do the formatting for you and will keep the footnote numbers accurate. Here's an example of proper Chicago Style footnote formatting.

“heroic” modernism and was based on the precedent set by romantic thinkers and artists,

In footnotes citing the same source as the one preceding, use a shortened form of the citation, as in note 4 here. The title of the work may also be omitted if the note previous includes the title, as in note 5.

3. David Harvey, *The Condition of Postmodernity: An Enquiry into the Origins of Cultural Change* (Malden, MA: Blackwell, 1990), 12.

4. Harvey, 12.

5. Harvey, 13.

6. Immanuel Kant, “An Answer to the Question: What is Enlightenment?” in *Perpetual Peace and Other Essays*, trans. Ted Humphrey (1784; repr., Indianapolis: Hackett, 1983), 41.

7. Kant, “What is Enlightenment,” 44.

When an editor's or translator's name appears in addition to an author's, the former appears after the latter in notes and bibliography. Bibliographic “Edited by” or “Translated by” should be shortened to “ed.” and “trans.” in notes. Plural forms, such as “eds.,” are never used.

## BIBLIOGRAPHY

This should include all books, films, journals, websites, etc. that you have cited or referenced in your thesis. The simplest way to do this is to cut and paste the citations from Bibme or another citation machine.

## USEFUL EXAMPLES

MIT Thesis Guide <https://libraries.mit.edu/distinctive-collections/thesis-specs/>

If you want to see an example of a paper with all the right Chicago Style formatting you can do so here

[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/cmos\\_formatting\\_and\\_style\\_guide/cmos\\_nb\\_sample\\_paper.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/cmos_nb_sample_paper.html)

Examples of past ACT theses can be found on MIT's D-Space

<https://dspace.mit.edu/handle/1721.1/7635>

Genia, Erin. Wokiksuye : The Politics Of Memory in Indigenous Art, Monuments, and Public Space.

<https://dspace.mit.edu/handle/1721.1/123559>

Zhang, Zhexi (Gary). The Aesthetics of Decentralization.

<https://dspace.mit.edu/handle/1721.1/123614>