THESIS SUBMISSION CHECKLIST (April 2019)

Official online resources: https://mit.whoi.edu/thesis
MIT Specifications: https://libraries.mit.edu/archives/thesis-specs/
WHOI Specifications: https://mit.whoi.edu/fileserver.do?id=274224&pt=10&p=130613

Signatures:
1. You need to collect at least 4 copies of original signatures that include your advisor, Joint Committee Chair, and department head as applicable (check with your MIT department for signature requirements) in **BLACK INK** on the cover page on archival paper.

Printed copies:
1. At least two printed copies to WHOI on archival paper with original signatures in **BLACK INK**
2. At least two printed copies to MIT on archival paper with original signatures in **BLACK INK**
    a. Check with your MIT department administrator for the number of copies
3. Archival paper is available at APO, the MIT Copytech, and some of the MIT departments
4. Print however many copies your advisor wants on regular or archival paper—to be charged to advisor's project number if WHOI based advisor. Credit card, check, or cash can be used for those with an MIT based advisor. Lea can contact the MIT department administrator for payment.
5. You may print extra copies to be hardbound by APO for $45 each, you pay WHOI —check made out to "WHOI", cash, or credit card.

Electronic copies:
1. Submit electronic thesis to WHOI (Lea Fraser) and your MIT Department administrator.
2. Submit 200 word abstract in a Word document (.docx) to WHOI (Lea Fraser)

Reimbursement for thesis processing fee ($115 charge on MITPAY as of November 2018):
1. Done at MIT—will be charged to your MITPAY account—pay it.
2. Bring proof of payment to your MIT Department Administrator for reimbursement (at least for EAPS students)

Additional documents/tasks for WHOI:
1. 200 word abstract in a word document (.docx)
2. thesis reproduction form (appendix Di in WHOI thesis guidelines)
3. proof (usually an email) that you have permission to re-print published papers ("copyright approval")
4. any lab/office keys, WHOI credit card (if applicable)
5. Contact Martha Bridgers at mbridgers@whoi.edu to schedule an exit interview at WHOI with Meg Tivey and Delia Oppo. Exit interviews are held after you have submitted your final thesis.

Additional documents for MIT:
1. University Microfilm, Inc. (UMI) Form (https://libraries.mit.edu/archives/thesis-specs/images/umi-proquest-form.pdf)
2. 2 copies unsigned title page and abstract

Other notable guidelines:
1. Abstract for thesis needs to be <350 words (200 word shortened version must also be submitted to WHOI, see above)
2. Acknowledgements must include funding sources
3. When you print your title page, you should print the page number 2 on the back of the page (the title page should not have a page number, but every page after that should)