THESIS SUBMISSION CHECKLIST (April 2022)

Official online resources: https://mit.whoi.edu/thesis
MIT Specifications: https://libraries.mit.edu/archives/thesis-specs/
WHOI Specifications: https://mit.whoi.edu/wp-content/uploads/sites/24/2022/04/specifications_April-2022.pdf

Signatures:
Starting in the Spring 2024 Term, the JP will move toward using DocuSign for thesis signatures. During the Spring, use of DocuSign will be optional/recommended (unless required by your MIT department). We anticipate requiring the use of DocuSign beginning in the Summer 2024 term. Instructions can be found here:
https://mit.whoi.edu/wp-content/uploads/sites/24/2024/01/DocuSign-Process-for-Students-and-Faculty-2.pdf

Printed copies:
1. At least one original thesis on archival paper with original signatures in **BLACK INK** to WHOI
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. Your advisor may order additional soft or hardbound thesis copies. WHOI-based advisors must provide an active project number on the thesis reproduction form. MIT-based advisors may pay with credit card. Lea Fraser can contact the MIT department administrator for payment.
5. You may order extra copies of your hardbound thesis using the thesis reproduction form ($50 each as of
6. March 2023). Submit check made out to WHOI (spelled out) and note 'thesis' on the memo line. Send payments to Christine Charette, MS#31.

Electronic copies:
1. Submit electronic thesis to WHOI (Sarah Moriarty), MIT (Tricia Nesti), and your MIT Department administrator.

Reimbursement for thesis processing fee ($115 charge on MITPAY as of October 2020):
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. Thesis reproduction form
   Proof (usually an email) that you have permission to re-print published papers ("copyright approval")
2. Any lab/office keys, WHOI credit card (if applicable).
3. Contact Tricia Gebbie at Tgebbie@whoi.edu to schedule an exit interview with the WHOI Dean and Associate Dean. Exit interviews are held after you have submitted your final thesis.

Additional document for MIT:
1. University Microfilm, Inc. (UMI) Form
   (https://libraries.mit.edu/archives/thesis-specs/images/umi-proquest-form.pdf)

Other notable guidelines:
1. Abstract for thesis needs to be <350 words (
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)