THESIS/DISSERTATION INFO-SHEET
FALL 2019

Formatting instructions, sample pages, and submission steps can be found on the Library’s website: https://library.stevens.edu/submit

The final deadline for Fall 2019 submission is December 6, 2019. Refer to the Academic Calendar.

Students should allow 2-3 days for the Library to review their paper for formatting edits. Please plan accordingly.

Note: Students must have the formatting of the Title Page approved by Library staff before receiving advisor’s signatures.

### SENIOR THESIS/DESIGN STUDENTS

1. E-mail a PDF of your paper for review to Ted Houghtaling, thoughta@stevens.edu. Senior theses must be approved before submitting in person.

2. Once the formatting is approved, make an appointment with Ted to submit one copy of paper (single-sided) with original signatures from advisors on Title Page, along with an extra copy of the Abstract page.

3. Please note that students are responsible for getting signatures from their advisors before the final submission deadline.

4. Due to storage and preservation concerns, the Library is unable to accept any supplementary materials, such as CDs, thumb drives, and memory cards.

5. **There is no binding fee for undergraduates.**

### MASTER’S and PhD STUDENTS

1. Submit paper through ETD/ProQuest: https://www.etdadmin.com/cgi-bin/school?siteId=320. Library staff will review the paper for formatting errors and will respond via e-mail if any changes are necessary.

2. Once paper is approved in ETD, student will pay the binding fee through the Library Payment Portal. Fill out the patron information, add the ‘Binding Fee’ to your cart, and pay by either credit card or e-check. Current tuition and fee information is available on the Office of Student Accounts website.

3. Three copies of each student’s paper will be bound by a third-party bookbinder and sent to the Library. One non-circulating copy will be housed in Archives & Special Collections, while the other two copies will be delivered to their respective departments.

4. Note that doctoral students are required to fill out the Survey of Earned Doctorates: https://sed-ncses.org

Contact Ted Houghtaling, thoughta@stevens.edu if you have any questions