

LIBRARIES' THESIS GUIDE

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Format the Thesis

- **PAPER**

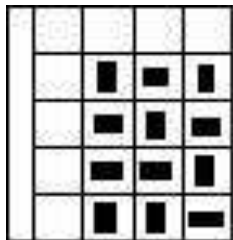
- White
- Watermarked
- Acid-free
- 8.5x11
- Minimum 20lb weight

- **MARGINS**

- At least 1.25" + on binding side
- At least 1" + all other sides

- **ORDER***

1. Title Page (Template on Page 3) ***REQUIRED**
2. Signature Page (Template on Page 4) ***REQUIRED**
3. Acknowledgments
4. Table of Contents
5. List of Illustrations
6. Text / Content ***REQUIRED**
7. Bibliography
8. Appendices
9. List of Works Exhibited
10. Multimedia (CD-roms or slides)
 - A. CD-roms
 - Submit in a plastic jewel case
 - Label CD & case with
 - * Name
 - * Platform
 - * Software applications
 - B. Slides
 - Submit in a soft archival Mylar slide sheet,
 - Leave the first column and top row empty, as shown:



*** REQUIRED** elements are required for library submittal. However, your department may require more. Check with your thesis advisor for details about what to include in your thesis.

PAPER AND PRINTING: INFO & RESOURCES

PAPER

These brands are regularly used and widely available both in office supply stores and online:

- Southworth Exceptional Thesis Paper
- Strathmore 100% Pure Cotton Stationery Paper

CAMPUS THESIS PRINTER:

Theses may be printed at the dedicated thesis printer (with thesis paper for purchase):

- MCC Lab, Machinery Building, Room 108, 1st Floor
→ 718-636-3737
- Pratt Copy Center, ISC Building, 101b, 1st Floor
→ ccenter@pratt.edu

GENERAL THESIS INFORMATION:

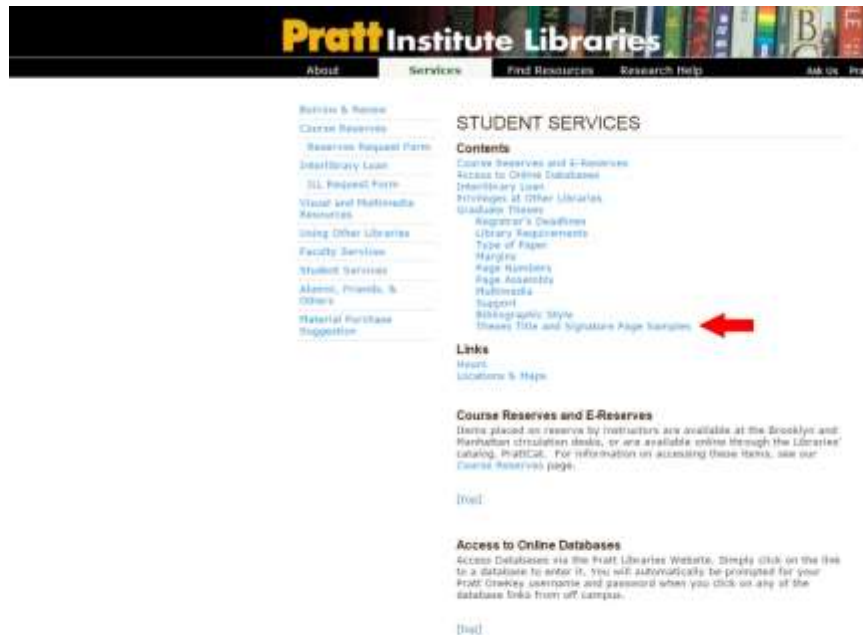
http://library.pratt.edu/services/student_services/#GraduateTheses

Format the Title and Signature Page

TEMPLATES

Every graduate department has their own unique title and signature page format requirements. In order to submit your thesis successfully, you must use the appropriate format. You can download title and signature page templates for your department via our website.

http://library.pratt.edu/services/student_services/#Samples



Month and Year
of Graduation:
must be May,
October, or
February

Note:

To see your department's template, scan the QR code

http://library.pratt.edu/services/student_services/#Samples



Submit the Thesis

STEP 1: LIBRARY

- The student brings (at least) one copy of the thesis to the Library. Students may choose to bring a second, personal copy, for binding at no extra charge.
- A librarian will look over the thesis and make sure it meets the guidelines.
- If the thesis does not meet guidelines, the student may need to reprint the thesis.
- **Note:** The student's department, *not* the Library, approves the actual content of the thesis.
- When the thesis is accepted, the student receives a stamped Thesis Submittal Form to bring to the Bursar and the Registrar.

STEP 2: BURSAR

- The student brings the stamped Thesis Submittal Form to the Bursar and pays the \$100 Thesis Submittal Fee.
- The Bursar stamps the student's Thesis Submittal Form.

STEP 3: REGISTRAR

- The student brings the stamped Thesis Submittal Form to the Registrar.
- The Registrar stamps the Thesis Submittal Form and records that the student has completed his or her thesis.
- The student keeps a copy of the Thesis Submittal Form for their records.

LIBRARY

Pratt Institute Libraries'
Reference Desk
@ The Brooklyn Campus

Phone: (718) 636 - 3704
Email: libref@pratt.edu

**Theses accepted on
weekdays only.**

Hours:



<http://library.pratt.edu/about/hours/>

BURSAR

Myrtle Hall, 6th Floor

Phone: (718) 636 - 3539
Email: bursar@pratt.edu

Hours:



<https://www.pratt.edu/student-life/student-services/services-financial-aid/>

REGISTRAR

Myrtle Hall, 6th Floor

Phone: (718) 636 - 3663
Email: reg@pratt.edu

Hours:



<https://www.pratt.edu/student-life/student-services/office-of-the-registrar/>

Thesis Deadlines

- **January 15** for February graduates
(Fall semester)
- **June 1** for May graduates
(Spring semester)
- **September 15** for October graduates
(Summer semester)

Theses must be submitted prior to the Registrar's deadlines above. Students are encouraged to submit theses as early as possible.

Resources

The primary source of guidance in terms of content, organization, documentation and format is your thesis advisor.

RESEARCH ASSISTANCE

Librarians are also here to help you. We can advise you on research strategies, techniques and sources. We will help you locate materials and arrange access to them. For assistance please ask at the Reference Desk, email us at libref@pratt.edu, or contact a librarian directly.

Brooklyn-campus reference desk: (718) 636-3704

Manhattan-campus reference desk: (212) 647-7547

WRITING ASSISTANCE

Pratt's [Writing and Tutorial Center](#), located on the 1st floor of North Hall, offers one-on-one editorial help. Call (718) 636-3459 for an appointment, or just stop by during scheduled hours. The WTC also offers comprehensive Thesis Assistance.

LATE THESIS

Students who submit late theses are required to register for Thesis in Progress, postponing graduation to a future term.

For additional information about thesis deadlines, contact your academic department and the Registrar's Office.