

LIBRARIES' THESIS GUIDE

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Format the Thesis

- **PAPER**

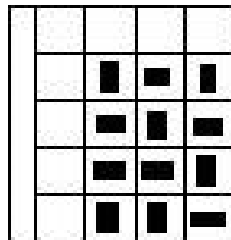
- White
- Watermarked
- Acid-free
- 8.5x11
- Minimum 20lb weight

- **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

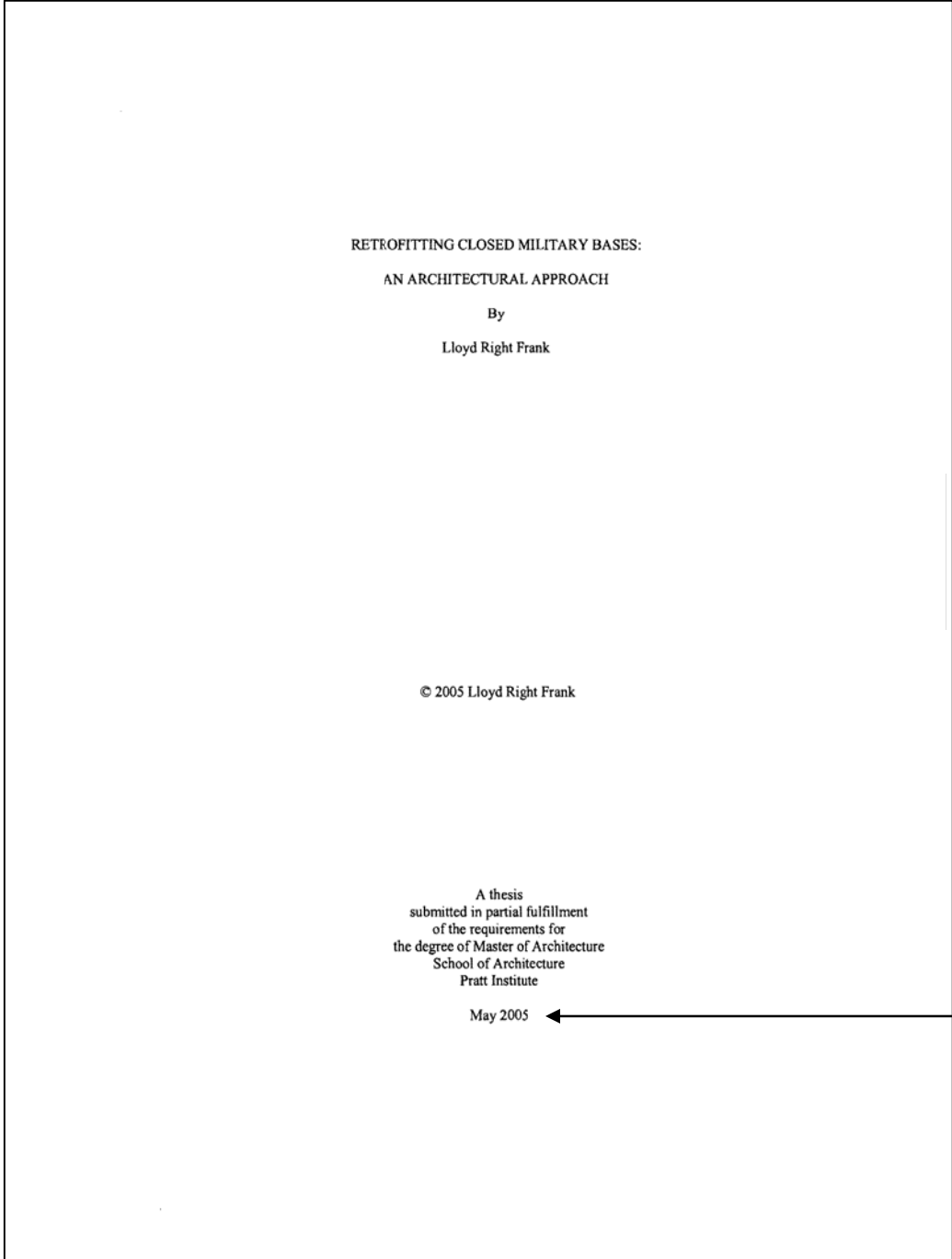
GENERAL THESIS INFORMATION:

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



Format the Title Page

TEMPLATE



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

Note:
Some departments require different formatting.
To see your department's template, scan the QR code
Or visit:
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 \$100 for the thesis binding.
- 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)
- **May 15** for May graduates
(Spring semester)
- **September 15** for October graduates
(Summer semester)

All students are advised to submit their theses as early as possible in order to meet the deadlines.

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

The Libraries accepts completed theses submitted after the Registrar's deadline. The *Late Thesis Submittal Form* is **no longer required** to submit a late thesis.

However, all late thesis submittals are reported to the Registrar. Submitting a thesis late may delay graduation.

Consult your Academic Department and the Registrar's Office to address issues of lateness.