

# **MASTER'S DEGREE THESIS**

## **PREPARATION, APPROVAL, AND ON-LINE SUBMISSION PROCEDURE**

### **INTRODUCTION**

Northeastern University requires that students publish their Thesis with UMI Dissertation Publishing. Whereas students previously completed this task by submitting a hard copy of the Thesis to Snell Library, it is now your responsibility to self-publish using the Northeastern University ETD Administrator Site. The ETD Administrator is an on-line tool that enables students to upload their Theses directly to the ProQuest Dissertations & Theses database, which is managed by UMI Dissertation Publishing.

You may access the Northeastern University ETD Administrator at <http://dissertations.umi.com/neu>. Once you have read the introductory material you may create an account and begin submission of your Thesis. Please be advised that your Thesis must be complete and approved by the Director of the Graduate School of Engineering before you may begin your on-line submission. Instructions for the preparation of your Thesis and the approval process are below.

Submission of your Thesis to the ETD Administrator is free of charge; however, you also have the option of publishing your Thesis in various forms, and of registering for copyright using the ETD Administrator. There are additional fees associated with these options. More information about publishing and copyright registration is available on the ETD Administrator.

### **MANUSCRIPT PREPARATION**

You may format and prepare your Thesis as you wish; however, once finished you must be able to produce the document in Portable Document Format (PDF) with embedded fonts. This is the only format you may upload to the ETD Administrator.

You must prepare a Thesis Approval Record to be signed by your Thesis Adviser, all members of the Thesis Committee (or Thesis readers), the Chair of your Department, and the Director of the Graduate School of Engineering. In addition you must create a title page. Both of these documents should appear exactly as shown in the samples below. The number of readers you have for your Thesis may vary; it is not required that you have three, as shown on the sample below.

Each student must also write an Abstract of his/her Thesis. This Abstract must not exceed 350 words, and must appear immediately following the title page. You will upload the Abstract to the ETD Administrator along with your Thesis.

If any supplementary materials (audio, video, spreadsheets, etc.) are part of your Thesis, you may submit them as supplementary files during the on-line submission process. You should not embed media files in the PDF version of your Thesis, as they can significantly increase the size of the PDF and make it difficult to download and access. Rather, upload them as part of the submission process, and provide a description of each supplementary file(s) in the abstract of your Thesis.

In general, the editorial practice you employ in writing your Thesis should conform to that of the learned journal in which all or part of the material is expected to be published. If your department has regulations of its own concerning the style of the Thesis, be sure to follow them. If you find that you require a

reference guide during while writing, the library recommends *The Manual for Writers of Dissertations* published by the University of Chicago Press.

## SUMMARY

1. Prepare your Abstract and Thesis, including the Thesis Approval Record and Title Page (samples below).
2. Have all relevant members of your academic department sign the Approval Record.
3. Bring your thesis to the Graduate School of Engineering for the Director's review and signature. Please note that this review may take up to one week; please plan accordingly.
4. Make any corrections noted by the Director.
5. Create a PDF of your Abstract and Thesis. Embed all fonts.
6. Access the Northeastern University ETD Administrator at <http://dissertations.umi.com/neu>. Create an account and follow all instructions. Extensive FAQs and Help Topics are also available on-line and by phone.
7. Upload your Abstract and Thesis (and supplementary materials, if applicable).
8. The Graduate School of Engineering will send email notification once your submission is accepted and transmitted to UMI Dissertation Publishing.

***SAMPLE APPROVAL RECORD***

**NORTHEASTERN UNIVERSITY**

**Graduate School of Engineering**

Thesis Title:

Author:

Department:

Approved for Thesis Requirement of the Master of Science Degree

\_\_\_\_\_  
Thesis Adviser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thesis Reader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thesis Reader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Thesis Reader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Date

Graduate School Notified of Acceptance:

\_\_\_\_\_  
Director of the Graduate School

\_\_\_\_\_  
Date

**SAMPLE TITLE PAGE**

**TITLE  
OF THESIS**  
*(single spaced)*

A Thesis Presented

by

(full name, including middle name of author)

to

The Department of (department name)

in partial fulfillment of the requirements  
for the degree of

Master of Science

in

(degree name, e.g. Civil, Electrical, Industrial Engineering)

in the field of

(field name [if applicable], e.g. Environmental, Computer Engineering)

Northeastern University  
Boston, Massachusetts

(month and year of submission of completed thesis)

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