



Guidelines on
Format, Duplication & Publication
of
Master's Thesis & Report

Office of Associate Provost for Graduate Academics
Rogers Hall 216
Revised August 2011

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NOTE

If any questions arise, kindly inquire at this office:

Office of the Associate Provost for Graduate
Academics
Rogers Hall Room 216

or contact Prof. Jose Ulerio
Rogers Hall Room 412A
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Email: julerio@poly.edu

A. INTRODUCTION

The purpose of this document is to state the formal requirements which must be met by NYU-Poly students who submit MS Project Report or Thesis to qualify for the Masters degree as described in the [NYU-Poly catalog](#) for a specific program.

A thesis or project is basically composed of two main parts: the preliminaries and the body. Details and the methods of duplication and binding are described in the contents of this document.

Thesis and Projects must be presented as bound copies of typed manuscripts.

High quality bound copies are required.

To assure uniformity in binding and lettering, the following standard is prescribed:

<u>Binding</u>	<u>Lettering</u>
Blue	Gold

B. THE PRELIMINARIES

All thesis and projects must contain the following standardized preliminaries in the order of listing.

1. A Title Page: Standard format shown in [Figure 1](#). The date appearing on the title page should be the month and year of the expected degree award (e.g., January 20XX or May/June 20XX) and **not** the completion date of the work.
2. A Vita Page: Give date and place of birth and a brief educational and professional history. Clearly state period of time devoted to the research or project, the laboratories in which it was performed, and the source of any special support (research contract, research grant, fellowship, assistantship, traineeship, etc.). A vita page is **not** the same things as a resume.
3. A Dedication Page: (optional).
4. An Acknowledgment Page: (optional; usually for assistance given).
5. An Abstract: State the purpose and significance of the investigation being reported and major conclusions. The special caption for the abstract is described in [Figure 2](#).
6. A Table of Contents: List the page number upon which each major division of the thesis or project begins. Subdivisions may also be included as well as appendices.

THESIS or PROJECT REPORT TITLE

THESIS or PROJECT REPORT

Submitted in Partial Fulfillment

of the Requirements for the

Degree of

MASTER OF SCIENCE (Electrical Engineering)

at the

POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY

by

Author's Name

January or May/June 20XX

Approved:

Adviser Signature

Date

Department Head Signature

Date

Copy No. 1

Figure 1
STANDARD FORMAT FOR TITLE PAGE FOR
MASTER'S THESIS or PROJECT REPORT

AN ABSTRACT

THESIS/PROJECT REPORT TITLE

by

John Doe

Advisor: Jane S. Smith, Ph.D., P.E.

Co-Advisor: Michael Jones, Ph.D.

Submitted in Partial Fulfillment of the Requirements
for the Degree of Master of Engineering (Transportation Planning & Engineering)

January or May/June 20XX

A survey of the literature shows that transportation has played a pivotal role in the United States as a form of

Figure 2
STANDARD FORM FOR FIRST PAGE OF ABSTRACT

7. A List of Figures. List the page number of each figure and graph. This table (List of Figures) may be omitted if the total number of figures and graphs does not exceed ten (10).
8. A List of Tables. List the page number of each table. This table (List of Tables) may be omitted if the total number of tables does not exceed ten (10).

All these preliminaries, beginning with the title page, are numbered with small Roman Numerals (e.g., i, ii, iii, etc). The title page, which is page i, does not carry a number.

C. THE BODY

1. Style: There are no general faculty rules regarding the outline to be followed in the composition of the manuscript, the style of exposition, the extent to which tables of data, graphs, and other illustrations are used. The major department is the responsible judge of the adequacy of the manuscript as an account of the research performed. However, undue length of manuscript should be avoided.

Typically, for **Masters' Thesis or Project Report**, the upper limits would be **100 pages**.

2. Arrangement: The sub-division of the body of the manuscript is largely left to the student. Suitable headings of the sections are essential for the guidance of the reader. A moderate use of footnotes or appendices may allow details to be taken out of the main text which would otherwise obstruct the even flow of the presentation. A bibliography is required.
3. Bibliography: The aim of the bibliography is twofold; to list introductory or further reading and to connect the research with similar work. All the papers and books to which references appear in the text should be listed in the bibliography numbered sequentially. References in the text to publications are made by the number, in parenthesis, of the entry in the bibliography.

Whenever extensive use is made of published material which is copyrighted, the student should obtain written permission for its use.

4. Index: An index may be included if desired.
5. Numbering of Pages: The pages of the **BODY** are numbered at the top outer edge of the text, but at least one-half inch below the top of the page, except on pages having a display heading where the numbers may be at the bottom center. Each page, including any appendices, is numbered with Arabic numerals (1, 2, 3, etc). If it is inconvenient to insert a number on a page, for example - a photograph - then the page is counted anyway as if the number had been written on it. Division Title pages also carry an Arabic number.

D. THE STANDARD FORMAT INCLUDING DUPLICATION

The thesis is to be printed on one side of a **standard 20-lb. 8½” x 11” letter size white, high-quality, photocopy paper with crisp, dark black characters.**

Margins are not less than the following:

Left margin (binding edge):	1½”
Right margin (Outer edge):	1”
Top margin (except for page number):	1”
Bottom margin:	1”

The typescript, with margins as specified above, can either be **one-and-a-half (1½) or double spaced**. Footnotes and short quotes may be single-spaced with a double space, say every 5 lines as an eye guide.

Drawings, graphs, and other illustrations are of the same size as the thesis or project paper pages and are numbered consecutively with the pages of the Body.

Mathematical or chemical equations must be printed (not written). Drawings and diagrams should conform to good drafting practice.

Photographs may be used where desirable. Full-page photographs may be bound in with the thesis or report. Larger drawings or figures may be placed in a pocket at the back inside cover, provided by the Bindery.

E. NUMBER OF COPIES REQUIRED

Four (4) bound copies of the final version of the thesis or report.

The student must obtain the necessary original signatures in **black ink** prior to binding. The copies should be numbered 1, 2, 3 and 4 in the space provided on the title page in order of quality if there is a difference.

In case a sponsor has supported the research and requires one (1) or more copies of the thesis under the terms of support, the number of copies required is correspondingly increased.

Also, if more than one Faculty member has played a major role in the direction of the research, either informally or as a co-advisor, and desires a copy of the thesis or dissertation, an additional bound copy should be made for him/her.

F. COPYRIGHT AND BINDING

Binding. The required number of copies of all theses shall be bound in cloth of textbook quality (commercial C grade). Candidates for all degrees will arrange for binding themselves and are responsible for any costs associated with the binding.

The format of the front cover and spine is illustrated in [Figure 3](#).

The date printed on the front cover should always be the month and year of the expected degree award. In addition, **the binding on the spine shall be stamped with the candidate's last name, the title of the thesis in abbreviated form, and the abbreviation of the degree and year.** When the bound copy is standing with the title cover to the right, the spine data should read downward.

For a Project Report, the letter R must be printed on the spine.

The student should prepare for the Binder on a separate sheet of paper the exact wording of the abbreviated material to appear on the spine. A maximum of 60 characters including spaces can be accommodated.

A binder who is accustomed to meeting University requirements is:

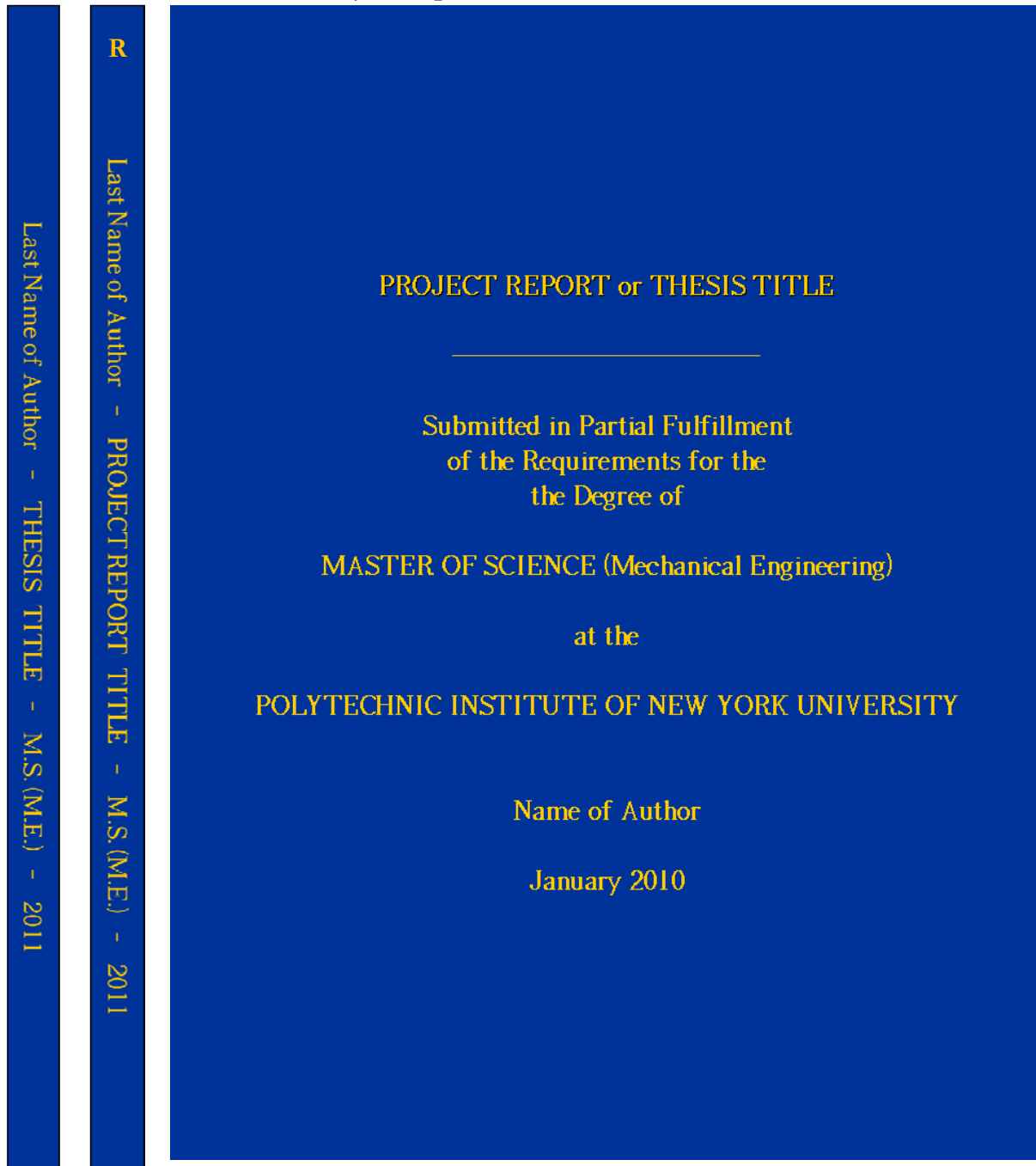
Henry Bookbinding Company
[135 Henry Street](#) (Basement)
New York, New York 10002
Tel. (212) 962-1977

Hours of Operation:
Sunday – 8:30 a.m. to 4:30 p.m.
Monday thru Thursdays - 8:30 a.m. to 4:30 p.m.
Fridays - 8:30 a.m. to 12:30 p.m.

Directions: Take the F train at Jay Street (take middle car) to **East Broadway** (two stops from NYU-Poly). Henry Bookbinding is less than half ($\frac{1}{2}$) a block away; it is located between Pike Street & Rutgers Street.

The Bindery should be allowed at least four (4) working days to avoid extra charges.

Project Report and Thesis Covers*



*Note: Project Reports must contain an “R” on the upper portion of the spine.

Figure 3
FORMAT OF FRONT COVER AND SPINE OF THESIS OR PROJECT REPORT

M.S. Degrees

On Title Page and On Front Cover of Binding

On Spine of Binding

Master of Science	(Aeronautics & Astronautics)	M.S. (Aero.&Astro.)
Master of Science	(Biomedical Engineering)	M.S. (Biomed.E.)
Master of Science	(Chemical Engineering)	M.S. (Ch.E.)
Master of Science	(Chemistry)	M.S. (Chem.)
Master of Science	(Civil Engineering)	M.S. (C.E.)
Master of Science	(Computer Engineering)	M.S. (Comp.E.)
Master of Science	(Computer Science)	M.S. (Comp.Sc.)
Master of Science	(Electrical Engineering)	M.S. (E.E.)
Master of Science	(Electrophysics)	M.S. (E.P.)
Master of Science	(Environmental Engineering)	M.S. (Env.E.)
Master of Science	(Environmental Health Science)	M.S. (Env.H.Sci.)
Master of Science	(Environment-Behavior Studies)	M.S. (Env.Bhvr.Stds.)
Master of Science	(Financial Engineering)	M.S. (F.E.)
Master of Science	(History of Science)	M.S. (Hist.of Sci.)
Master of Science	(Industrial Engineering)	M.S. (I.E.)
Master of Science	(Information Systems Engineering)	M.S. (Info.Syms.E.)
Master of Science	(Management)	M.S. (Mgmt.)
Master of Science	(Management of Technology)	M.S. (Mgt. of Tech.)
Master of Science	(Journalism & Technical Writing)	M.S. (Jrnlsm.&Tech. Writing)
Master of Science	(Mathematics)	M.S. (Math.)
Master of Science	(Mechanical Engineering)	M.S. (M.E.)
Master of Science	(Manufacturing Engineering)	M.S. (Manuf.E.)
Master of Science	(Materials Science)	M.S. (Mtrl.Sci.)
Master of Science	(Organizational Behavior)	M.S. (Org.Bhvr)
Master of Science	(Physics)	M.S. (Phys.)
Master of Science	(Polymer Science & Engineering)	M.S. (P.S.&E.)
Master of Science	(Specialized Journalism)	M.S. (Sp.Jrnl.)
Master of Science	(System Engineering)	M.S. (S.E.)
Master of Science	(Telecommunications and Information Management)	M.S. (Tele.Info.Mgt.)
Master of Science	(Telecommunications Networks)	M.S. (Tele.Net.)
Master of Science	(Transportation Management)	M.S. (Trnsp.Mgt.)
Master of Science	(Transportation Planning & Engineering)	M.S. (T.P.&E.)

For other disciplines contact the Prof. Jose Ulerio (julerio@poly.edu).

G. SUBMISSION OF MANUSCRIPTS AND BOUND COPIES

Consult your academic adviser for when submission of your thesis/report in final manuscript form is to be submitted for review and grading. Some academic programs require a formal defense of your thesis/report. The deadline for submitting your final bound thesis or report to the Office of the Associate Provost for Graduate Academics is one (1) week prior to the end of the semester (consult the University Calendar for the end of semester date).

PLEASE CHECK WITH YOUR MAJOR ACADEMIC ADVISER.

Prior to binding the thesis the student should submit an electronic version of the thesis to assure that it conforms to the University requirements. You may email it to Prof. Jose Ulerio (julerio@poly.edu) in either PDF or MS Word format.

The final bound and signed copies must be submitted by the student to Prof. Jose Ulerio (RH412A). **The deadline is one (1) week prior to the end of the semester.** The distribution of the four (4) copies in the order of quality is as follows:

- Copy No. 1 – Thesis Advisor (and co-advisor(s))
- Copy No. 2 – Student's Academic Department
- Copy No. 3 – NYU-Poly Library
- Copy No. 4 – The student retains the last copy.

H. PUBLICATION

The University urges publication of the more important Master's Thesis in a recognized technical or scientific journal. Specific requirements may be imposed by individual departments. The title of the printed article must be footnoted with the "submitted" phrase used in the thesis as follows:

*"Taken from the thesis submitted to the Faculty of the Polytechnic Institute of New York University in partial fulfillment of the requirements for the degree **Item A**, **Item B**."*

Item A (type in full description of degree)
e.g. ***Master of Science (Civil Engineering)***

Item B (type in degree award date)
e.g. ***January 20XX***

Publication as a jointly authored paper is allowed and the thesis advisor is frequently a co-author.