



SUBMISSION GUIDELINES FOR SENIOR THESIS / DESIGN / PROJECT STUDENTS

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

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

Students will receive their Title Page signatures electronically. Contact your advisor or program director if you need assistance collecting your signatures.

Students must have the Title Page approved for formatting by the Library **before** receiving signatures.

SUBMISSION STEPS (see next page for formatting checklist)

1. Carefully review formatting instructions on the following page.
2. E-mail a PDF of your paper for formatting review to Ted Houghtaling, thoughta@stevens.edu.
3. Library staff will review paper for formatting errors and will respond via e-mail if any changes are necessary.
4. Once the formatting is approved and after you receive your advisor's electronic signatures, send Ted an e-mail with your Campus-Wide ID number and attach the following documents before the deadline:
 - a. PDF of final paper with electronic signatures on title page
 - b. Separate copy of Title Page with electronic signatures
 - c. Separate copy of Abstract section
5. Due to storage and preservation concerns, the Library is unable to accept any supplementary materials, such as CDs, thumb drives, and memory cards.
6. There is no binding fee for undergraduates.

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

FORMATTING

- Title page follows formatting as outlined on Library website:
library.stevens.edu/submit
- Page margins throughout paper are LEFT and TOP 1.5"; RIGHT and BOTTOM 1"
- Title Page must have formatting approved by Library before receiving electronic signatures. Even if your paper is not finished, send Title Page to thoughta@stevens.edu for formatting approval.
- Starting with Abstract, all front matter sections have lowercase roman numerals in top right (iii, iv...).
- Starting with main body, all page numbers use Arabic numerals in top right (1, 2...)
- All figures, tables, and images are inside margins of paper

ORDER OF SECTIONS

- TITLE PAGE** (no page number). Follow formatting listed on submission website.
- COPYRIGHT PAGE** (no page number)
- ABSTRACT** (350 words or less - start numbering with lowercase Roman numerals iii)
- DEDICATION** (optional)
- ACKNOWLEDGMENTS** (optional)
- TABLE OF CONTENTS**
- LIST OF TABLES** (if any)
- LIST OF FIGURES** (if any)
- Main body of paper* (start using Arabic numerals here)
- REFERENCES/BIBLIOGRAPHY**