



## SENIOR THESIS / DESIGN / PROJECT STUDENTS

Students will submit a PDF of their paper to the Library for a formatting check (formatting guidelines are available below). Allow 1-2 business days for a formatting review.

Students must have the Title Page approved **before** they receive their committee's signatures. Formatting examples and templates are available at <https://www.stevens.edu/sample-pages>.

Note the Library is only responsible for approving the formatting of your paper, not the content. Students should consult their advisor if they have any content-related questions.

Refer to the [Academic Calendar](#) for the final submission date.

### SUBMISSION STEPS

- 1.) Carefully review the formatting guidelines below..
- 2.) E-mail a PDF of your paper for formatting review to Ted Houghtaling ([thoughta@stevens.edu](mailto:thoughta@stevens.edu)).
- 3.) Ted will review your paper for any formatting errors and will respond via e-mail if edits are necessary.
- 4.) Once the formatting is approved and after you receive your advisor's signatures on the Title Page, send Ted an e-mail with the following before the deadline:

- PDF of final paper w/ signatures on Title Page. Put your last name in the filename.
- Your eight-digit CWID.

- 5.) Due to storage and preservation concerns, the Library is unable to accept any supplementary materials such as CDs, thumb drives, and memory cards.

There is no binding fee for undergraduates.

### FORMATTING GUIDELINES

Page margins throughout paper are LEFT and TOP 1.5" and RIGHT AND BOTTOM 1".

Order of Sections:

- Title Page (no page number)
- Copyright (no page number)
- Abstract (start using lowercase Roman numerals in top right corner - will start as iii)
- Dedication/Acknowledgments (optional)
- Table of Contents
- List of Figures/List of Tables (if any)
- Main body (start using Arabic numerals in top right corner (1, 2, etc).
- References/Bibliography

Check that all text and images are within page margins throughout paper.

Reminder that your Title Page must be approved **before** you receive your advisor's signatures.

Contact [Ted Houghtaling](#) if you have any questions regarding the formatting and submission of your paper.