

Northeastern
University

Graduate School of
Engineering

**[A GUIDE TO THE
PREPARATION AND
SUBMISSION OF THESES AND
DISSERTATIONS]**

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INTRODUCTION

Northeastern University requires that each student publish his/her thesis/dissertation with UMI Dissertation Publishing. It is each student's 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/dissertation directly to the ProQuest Dissertations & Theses database, which is managed by UMI Dissertation Publishing.

You may access the Northeastern University ETD Administrator at <http://www.etsadmin.com/coe.neu>. Once you have read the introductory material you may create an account and begin submission of your thesis/dissertation. Please be advised that your thesis/dissertation must be complete and approved by the Associate Dean of the Graduate School of Engineering before you may complete your on-line submission. Instructions for the preparation of your thesis/dissertation and the approval process are below. More information about publishing and copyright registration is available on the ETD Administrator.

IMPORTANT CONTACT INFORMATION

[Graduate School of Engineering \(130 Snell\)](#)

Phone: (617) 373-2711

[Northeastern University Commencement Office](#)

Email: commencement@neu.edu

Phone: (617) 373-4098

[UMI ETD Administrator](#)

Phone: (800) 521-0600 x77020

DEADLINES

For deadline information on submission of thesis/dissertation, please see the Graduate School of Engineering website: <http://www.coe.neu.edu/student-services/graduation/commencement>

Please refer to the checklist provided in last section of this document. Following the checklist will ensure that you complete all of the steps necessary for graduation.

Preparing Your Thesis

You should allow adequate time for your committee to review your manuscript and schedule the final defense with enough time for any needed corrections. You should be aware that if you are planning to graduate in August, it may be difficult to assemble your committee for a summer defense, so plan accordingly. Also, make sure to allow enough time to complete the final steps

of the submission process before leaving the state or country. If unexpected problems are uncovered in the final stages of the submission process, your graduation could be delayed.

Commencement Ceremony Participation

Please refer to the guidelines published on the Commencement Office website:
<http://www.coe.neu.edu/student-services/graduation/commencement>.

APPLY TO GRADUATE

In order to initiate the graduation process, select the ‘Apply to Graduate’ link within the ‘Self-Service’ tab of your [myNEU account](#). The clearance process may take several months, so it is imperative that you apply early in order to ensure that your name appears on the commencement list. Do not wait until after you have defended your thesis to apply to graduate. If you apply to graduate and do not meet the program requirements by the specified graduation date, the Registrar’s Office will automatically update the expected graduation date within your application to the next available graduation date.

MANUSCRIPT PREPARATION

Introduction

You must format your thesis/dissertation according to the style guide recommended by your department. If your department does not have a recommended style guide, you may utilize the *COE Style Guide for Theses and Dissertations*. Once you have completed your thesis/dissertation, 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/Dissertation Signature Page to be signed by your thesis/dissertation advisor, all members of your thesis/dissertation committee, the chair of your department, and the Associate Dean 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 examples below. Please note the number of committee members may vary.

If any supplementary materials (audio, video, spreadsheets, etc.) are part of your thesis/dissertation, 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/dissertation, 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/dissertation.

If you find that you require a reference guide, the Graduate School of Engineering recommends that you consult the [Publication Manual of American Psychological Association](#).

THESIS SUBMISSION PROCEDURES

PhD & MS Students

1. Consult your thesis/dissertation advisor regarding your department's thesis/dissertation defense policies.
2. Prepare the final version of your thesis after receiving suggested revisions from your thesis/dissertation committee.
3. Once you have successfully completed your thesis/dissertation, your chair and examining committee members will sign the Graduate School of Engineering Signature Page.
4. The original, signed Signature Page will be the first item in your thesis/dissertation.
5. You must deposit an unbound hard copy of your thesis by the deadline established by the Graduate School of Engineering for the term in which your degree will be conferred (see Deadlines).
6. Each thesis/dissertation is reviewed by the Graduate School of Engineering to ensure compliance with the format requirements and to ensure that professional publication standards are met. Theses/dissertation, which do not meet the standard are returned to the student for revision. This will delay the student's graduation.
7. Deadlines for thesis/dissertation submission are established by the Graduate School of Engineering for each term and are normally one week prior to the last day of final exams.
8. A thesis/dissertation may not be edited or altered once it has been submitted to the Associate Dean of the Graduate School of Engineering, unless the Graduate School requests the edits.

NATIONAL OPINION RESEARCH CENTER (NORC) SURVEY - PH.D. CANDIDATES ONLY

Doctoral students must complete the National Opinion Research Center (NORC) [Survey of Earned Doctorates](#) before being cleared to graduate. The results of the survey are used by government and academic institutions to make decisions about graduate education funding, developing new programs, and supporting existing ones. Once your dissertation has been reviewed and approved by the Associate Dean, the Graduate School of Engineering will contact you with directions on how to complete the NORC Survey.

ELECTRONIC THESIS DEPOSITS (ETD) -

Once you've been approved to submit your thesis/dissertation ETD, you will receive an email from the Graduate School. The following procedures apply:

- a) Access the NEU College of Engineering ETD site and establish a personal account: <http://www.etdadmin.com/coe.neu>.
- b) Select 'Create an Account.'

- c) Confirm your account through the automated ETD email.
- d) Complete the submission steps.
- e) Please note, the Graduate School of Engineering recommends that candidates select the “Do not file for copyright” option under the “Register for U.S. Copyright” tab, unless your thesis/dissertation advisor instructs you to file for a copyright.
- f) Do not include signature page in the final ETD submission.
- g) Upload thesis/dissertation.

CHECKLIST

- 1) 'Apply to Graduate' using the link within the 'Self-Service' tab of your [myNEU account](#).
- 2) **PhD Students:** Successfully defend your dissertation. All members of your committee should sign your Signature Page. Please note, some committee members may not wish to sign your Signature Page until requested changes have been made in the dissertation.

MS Students: Successfully complete your thesis. All thesis readers should sign your Signature Page.

- 3) **PhD Students:** Once your advisor, the department chair, and each committee member have signed your Signature Page, ensuring the highest publication standards have been met, submit the unbound, hard copy of your dissertation to the Graduate School of Engineering (130 Snell). Theses must be submitted by designated [deadline](#).

MS Students: Once your advisor, the department chair, and each thesis reader have signed your Signature Page, ensuring the highest publication standards, submit the unbound, hard copy of your thesis to the Graduate School of Engineering (130 Snell). Theses must be submitted by designated [deadline](#).

- 4) The Graduate School of Engineering will notify you if your thesis/dissertation does not satisfy the format or publication standards. In this case, you will need to make appropriate revisions Engineering before re-submitting the edited pages. This will delay your graduation.
- 5) Your final approved thesis will be reviewed by the Associate Dean of the Graduate School of Engineering. If your thesis/dissertation is approved by the Associate Dean, you will be contacted via email by the Graduate School of Engineering to publish the manuscript in the ProQuest publishing system.
- 6) Access the Northeastern University ETD Administrator at <http://www.etdadmin.com/coe.neu>. Create an account and follow all instructions.
- 7) **PhD Students Only:** Complete the Survey of Earned Doctorates.

REQUIRED DOCUMENTS

TITLE OF MS THESIS

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 the field of

(field name, e.g. Civil Engineering, Electrical & Computer Engineering, etc.)

Northeastern University
Boston, Massachusetts

(month and year of degree conferral)

TITLE OF DISSERTATION

A Dissertation 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

Doctor of Philosophy

in the field of

(field name, e.g. Environmental, Computer Engineering)

Northeastern University
Boston, Massachusetts

(month and year of degree conferral)