

THESIS ABSTRACT SUBMISSION PROCESS

information for STUDENTS

Graduating students are asked to submit an abstract in tandem with submission of their thesis.

- Abstracts are submitted digitally so that they can be included in the library's cataloging record for your thesis, and linked to your Program's web pages.
- Please use the form available at http://www.saic.edu/new/exhibit/artwork/thesis/thesis_formchoose.php
- The data you enter in this form goes to your Program Director for review.
- The Program Director will work with students and/or their Thesis Advisors to complete abstracts per Program requirements.
- If you are submitting a printed thesis, you will also include a printed copy of the abstract in your text to be bound and placed in Flaxman Library.

Instructions to note...

- The abstract should be 300 to 400 words in length, that is:
 - no less than 1,950 characters with spaces
 - no more than 2,800 characters with spaces
- Save your abstract in a Word file named as follows:
 - DEGREE_LastName_First_Initial.doc (use initial if applicable)
 - examples **MAAT_Smith_Rebecca_R.doc**
MAAH_Oulipo_Franzjosep.doc
- Please enter your name and your thesis title exactly as they appear on the title page of your thesis.
- To confirm spelling and titles for your thesis advisor or readers, please consult http://www.saic.edu/faculty/by_dept/index.html .
- More detailed instructions are on the web form.

Please check your PeopleSoft contact information and update it if necessary.

- Does your name in PeopleSoft match the name on your thesis?
- Are your e-mail and permanent addresses correct?
- If there are future requests from outside sources for copies of your thesis, we will forward them to you. In order to do that, we need to be able to find your contact data in PeopleSoft. (We will not give your contact data to anyone.)