



NYU

**TANDON SCHOOL
OF ENGINEERING**

Guidelines on Format and Duplication
of the
Master's Thesis and Project Report

Office of the Associate Dean for Graduate Academics
JB 158
March 2016 Version

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NOTE

If any questions arise, kindly inquire at this office:

Contact Prof. Jose Ulerio	or the Office of the Associate Dean for Graduate
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Tel. 646.997.3178	
Fax: 646.997.3433	
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A. INTRODUCTION

The purpose of this document is to state the formal requirements which must be met by NYU Tandon School of Engineering students who are required to submit a bound MS Thesis or MS Project Report to qualify for the Masters degree as described in the [NYU Tandon School of Engineering bulletin](#) for a particular academic program.

A thesis or project report is basically composed of two main parts: the preliminaries and the body. Details regarding the format and content of each of these sections as well as the methods of duplication and binding are described in the contents of this document.

B. THE STANDARD FORMAT

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

Margins settings should be no 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 document, with margins as specified above, can either be **one-and-a-half (1-½) or double spaced**, using **12 point Arial or Times Roman style font**. Footnotes and short quotes may be single-spaced with a double space, every 5 lines as an eye guide.

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

Mathematical or chemical equations must be typed (**not hand 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 project report. Larger drawings or figures may be placed in a pocket at the back inside cover, provided by the Bindery.

C. THE PRELIMINARIES

The thesis and project report must contain the following standardized preliminaries in the order of listing.

1. Cover Page: Standard format for the cover page is shown in [Figure 1](#). The date appearing on the cover page should be the month and year of the expected degree award date and **not the completion date of the work** (e.g., January 20XX or May 20XX or September 20XX). This page represents the cover of your bound document. Blue cover with gold letters.
2. Title Page: Similar to the Cover Page above except that it includes the signatures of both the thesis or project advisor as well as the department chair. On the lower left hand section of the title page you should also include your University ID number. You are required to submit four (4) bound copies of your thesis or project report. The date appearing on the cover page should be the month and year of the expected degree award date and **not** the completion date of the work. Standard format for the cover page is shown in [Figure 2](#).
3. 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 thing as a resume**.
4. Acknowledgment Page: (optional) You may include a brief acknowledgment to those that provided assistance and/or support. This section is optional and is limited to one page in length.
5. Dedication Page: (optional) You may include a brief dedication of your work. This section is optional and is limited to one page in length.
6. Abstract: State the purpose and significance of the investigation being reported and major conclusions. The special caption for the abstract is shown in [Figure 3](#).

7. Table of Contents: List the page number upon which each major division of the thesis or project report begins. Subdivisions may also be included. Appendices should all be listed by title, along with page number on which each begins.
8. List of Figures. List the title and page number of each figure and graph. This section may be included as part of the Table of Contents. The List of Figures may be omitted if the total number of figures and graphs does not exceed ten.
9. List of Tables. List the title and page number of each table. This section may be included as part of the Table of Contents. The List of Tables may be omitted if the total number of tables does not exceed ten.

The preliminaries section page numbers are numbered with small Roman Numerals (e.g., i, ii, iii, etc.). Note that the title page is not numbered.
Refer to [Figure 4](#).

D. 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, and the extent to which tables of data, graphs, and other illustrations are used. The major academic department is the responsible judge of the adequacy of the manuscript as an account of the research performed.
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 (typically displayed in parentheses) 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.

THESIS or PROJECT REPORT TITLE

THESIS or PROJECT REPORT

Submitted in Partial Fulfillment of

the Requirements for

the Degree of

MASTER OF SCIENCE (Degree Title)

at the

**NEW YORK UNIVERSITY
TANDON SCHOOL OF ENGINEERING**

by

Author's Name

January or May or September 20XX

Figure 1: Standard Format of Cover Page for Thesis and Project Report

THESIS or PROJECT REPORT TITLE

THESIS or PROJECT REPORT

Submitted in Partial Fulfillment of

the Requirements for

the Degree of

MASTER OF SCIENCE (Degree Title)

at the

**NEW YORK UNIVERSITY
TANDON SCHOOL OF ENGINEERING**

by

Author's Name

January or May or September 20XX

Approved:

Advisor Signature

Date

Department Chair Signature

Date

University ID: N#####

Net ID: _____

Figure 2: Standard Format of Title Page for Thesis and Project Report

ABSTRACT

THESIS or PROJECT REPORT **TITLE**

by

John Doe

Advisor: Prof. 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 Science (**Degree Title**)**

January or May or September 20XX

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

Figure 3: Standard Format of Abstract

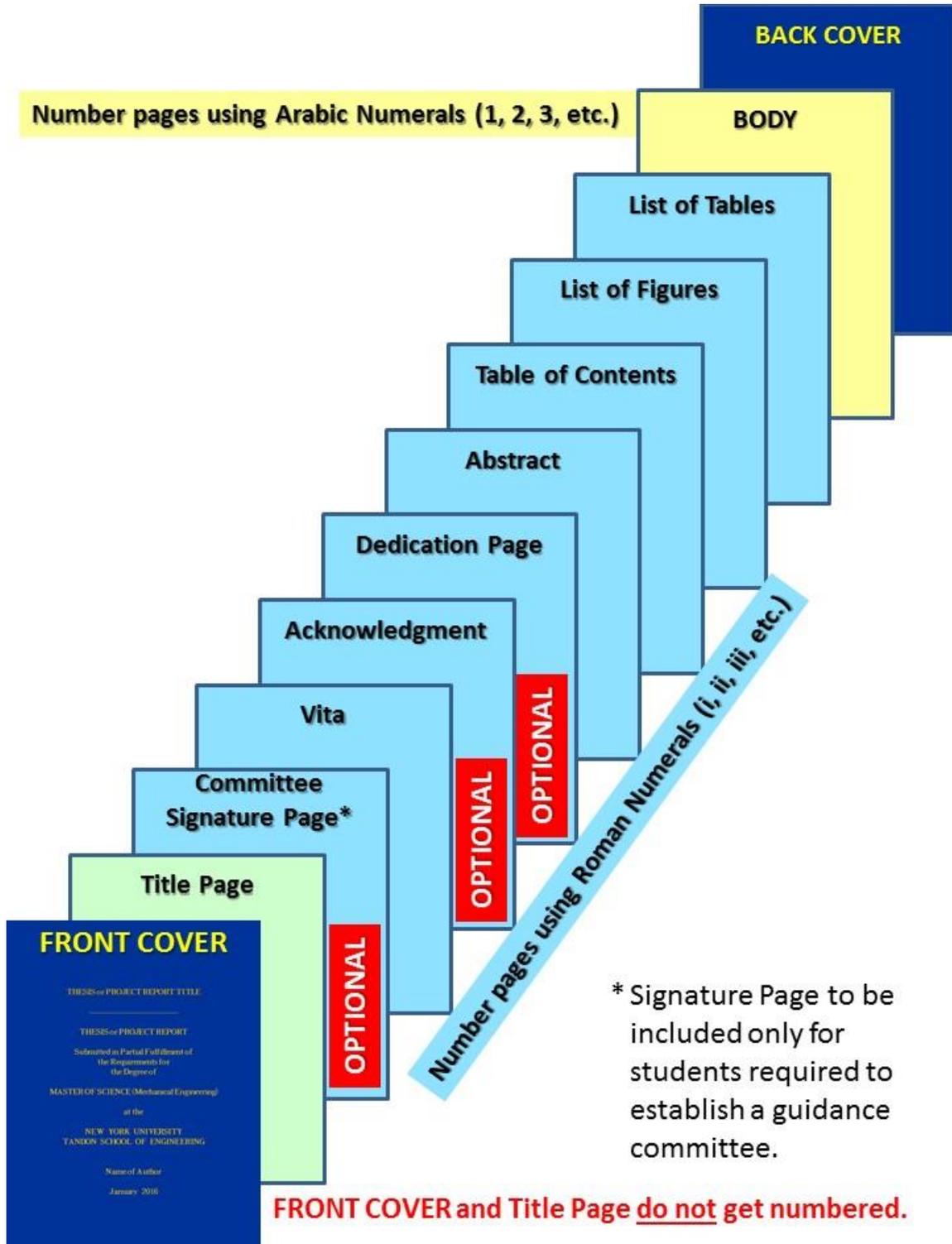


Figure 4: Standard Sequence of Sections for Thesis and Project Report

4. Index: (optional). 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 pages in any appendices, is numbered with Arabic numerals (1, 2, 3, etc.). If it is inconvenient to insert a number on a page (for example, on a page with a photograph) then the page is counted anyway as if the number had been written on it. Division Title pages are also numbered with Arabic number.

E. NUMBER OF COPIES REQUIRED

Four (4) bound copies of the final version of the thesis or project report must be submitted.

The student must obtain the necessary original signatures in **black ink**.

In case a sponsor has supported the research and requires one (1) or more copies of the document under the terms of support, the number of copies required is correspondingly increased. 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 project report, an additional bound copy should be made for him/her.

F. BINDING

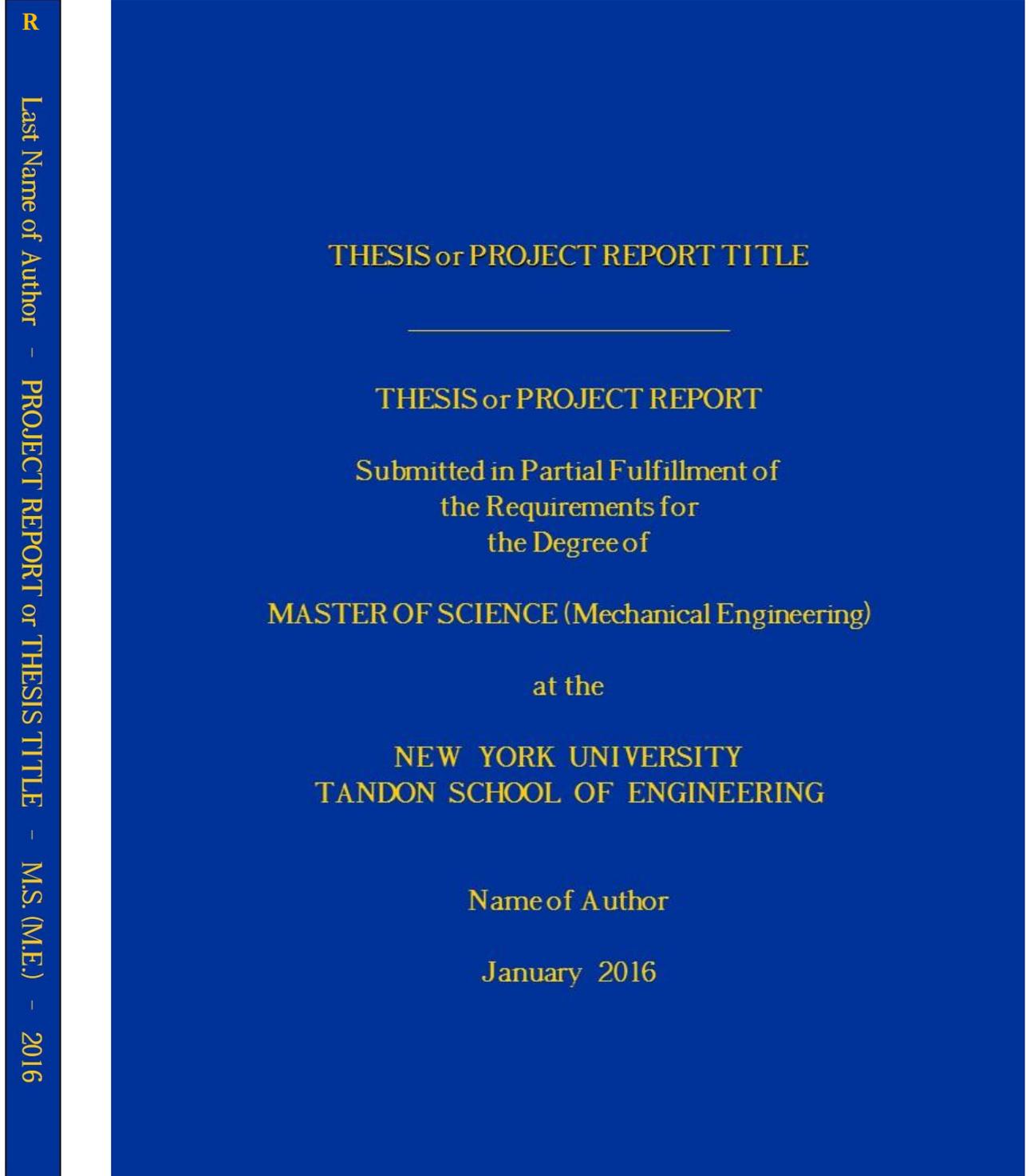
Binding. The required number of copies of the thesis or project report shall be bound in cloth of textbook quality (commercial C grade). Candidates for all degrees will arrange for binding themselves and are responsible for any costs associated with the binding.

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

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

The format of the front cover and spine is illustrated in [Figure 5](#).

Project Report and Thesis Cover*



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

Figure 5: Format of Front Cover and Spine of Thesis and Project Report

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 document 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. Refer to [Table 1](#) for a list of degree titles for use on cover and spine.

For a Project Report, the letter R must also 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.

You are free to have your thesis or project report bound by any Bindery. However, a bindery that is accustomed to meeting NYU Tandon School of Engineering's requirements and is relatively close to NYU Tandon School of Engineering is:

Henry Bookbinding Company	<u>Hours of Operation:</u>
135 Henry Street (Basement)	Sunday – 8:30 a.m. to 4:30 p.m.
New York, New York 10002	Monday thru Thursdays - 8:30 a.m. to 4:30 p.m.
Tel. (212) 962-1977	Fridays - 8:30 a.m. to 12:30 p.m.

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

The Bindery should be allowed at least four (4) working days to avoid extra charges. We also recommend that you contact them prior to your visit to the Bindery.

Table 1: Degree Titles for Cover and Spine of Thesis and Project Report

On Title Page and On Front Cover of Binding	On Spine of Binding
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 (Construction Management)	M.S. (Const.Mgmt.)
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 Science)	M.S. (Env.Sci.)
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 (Industrial Engineering)	M.S. (I.E.)
Master of Science (Information Systems Engineering)	M.S. (Info.Syms.E.)
Master of Science (Integrated Digital Media)	M.S. (I.D.M.)
Master of Science (Management)	M.S. (Mgmt.)
Master of Science (Management of Technology)	M.S. (Mgmt. of Tech.)
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.Mgmt.)
Master of Science (Telecommunications Networks)	M.S. (Tele.Net.)
Master of Science (Transportation Management)	M.S. (Trnsp.Mgmt.)
Master of Science (Transportation Planning & Engineering)	M.S. (T.P.&E.)
Master of Science (Urban Systems Engineering And Management)	M.S. (Urb.Sys.E.&Mgmt.)

G. SUBMISSION OF BOUND COPIES

Consult your academic advisor for guidance on when your thesis or project report in final manuscript form is to be submitted for review and grading. Some academic programs require a formal defense of your thesis or project report. You should consult with your academic department as to the date of the defense (if required).

Prior to printing for binding it is highly recommended that the student submit an electronic version of the document to assure that it conforms to the University guidelines. You may email the document to Prof. Jose Ulerio (julerio@nyu.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). At the start of each semester Email notifications are sent to all students regarding the submission deadline. You should plan accordingly to meet the deadline.

After submittal the four (4) copies will be distributed as follows:

- Copy # 1 – Thesis/Project Report **Advisor** (and co-advisor(s))
- Copy # 2 – Student’s Academic **Department**
- Copy # 3 – Bern Dibner **Library** of Science and Technology
- Copy # 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 New York University Tandon School of Engineering 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 (Degree Title)***

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

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