

Thesis Errata Sheet Request

Institute Archives and Special Collections

Instructions

Students and supervisors should check thesis content carefully before submission to avoid errors. On occasion, however, significant errors in content are discovered after delivery to the Archives. Use the following form to request insertion of an errata sheet in your thesis.

Request Form

- The attached form must be submitted as the cover sheet for the errata pages.
- The form is a fillable PDF. The author should complete his/her portion of the form and print it using Adobe Acrobat or Reader.

Errata sheet

- The errata sheet may be up to 11 pages long (including the errata form).
- Each correction should be represented by an entry. Each entry should contain (a) page and line number of the passage to be corrected, (b) text of the passage, and (c) the correct text itself. (Ellipses may be used to shorten quotation of the passage to be corrected.)
- All errata pages should be printed single-sided on the acid-free bond paper and with the formatting required for theses in the current *Specifications for Thesis Preparation*.
- **Pagination:** Please note that the errata form is numbered **Errata - p. 1**. Subsequent pages should be numbered according to the same scheme: **Errata - p. 2**, **Errata - p. 3**, etc.

Errata fee: A fee of \$50 is due after the request is approved (see below).

Procedure for submission and approval

1. Author:
 - a. prints one copy of this page
 - b. completes errata form (attached); prints two copies
 - c. creates errata sheet pages noting corrections (see above); prints two copies
 - d. joins errata form with errata sheet pages and submits both copies – along with the copy of this page – to thesis supervisor or department chair
2. Thesis supervisor or department chair:
 - a. signals approval by signing both copies of errata forms
 - b. sends forms and errata sheets to Vice Chancellor or his/her designee (Room 3-138)
3. Vice Chancellor or his/her designee:
 - a. signals approval by signing both copies of errata forms
 - b. sends forms and sheets to Thesis Coordinator, Institute Archives (Room 14N-118)
4. Institute Archives/MIT Libraries:
 - a. contacts author for fee payment (see “Errata Fee” above)
 - b. inserts errata form and sheet in all copies of thesis, print and electronic
 - c. notifies Vice Chancellor or his/her designee, supervisor or chair, and student when insertion is complete

Questions? Contact Institute Archives (mit-theses@mit.edu or 3-5136).

Thesis Errata Sheet

Author _____

Primary Dept. _____

Degree _____ Graduation date _____

Thesis title

Brief description of errata sheet

Number of pages ____ (11 maximum, including this page)

► **Author:** I request that the attached errata sheet be added to my thesis. I have attached two copies prepared as prescribed by the current *Specifications for Thesis Preparation*.

Signature of author _____ Date _____

► **Thesis Supervisor or Dept. Chair:** I approve the attached errata sheet and recommend its addition to the student's thesis.

Signature _____ Date _____

Name _____ Thesis supervisor Dept. Chair

► **Vice Chancellor or his/her designee:**

I approve the attached errata sheet and direct the Institute Archives to insert it into all copies of the student's thesis held by the MIT Libraries, both print and electronic.

Signature _____ Date _____

Name _____