

# Master's Thesis Document

The Master's Thesis Document represents the final step in the student's graduate studies at the BAC. It is a singular presentation of the Thesis Proposal and its conclusions through both text based and graphical means. The Thesis Document is a reflection of the process and outcomes of the thesis as well as the student's contribution to the collective knowledge of the BAC.

The student must complete the thesis document by presenting conclusions from the thesis experience, relating particularly to the modes of research through design and scholarly study. The entire process, from proposal to Final Review must be thoroughly documented, including the review discussions, research and conclusions. The Thesis Faculty evaluates the document based on the development of the idea basis of the thesis, comprehensiveness of communication, graphic clarity, and the effectiveness of the presentation of the entire process.

The Document must be constructed through the use of archival materials. It is the culmination of the individual design project, a summary of the premises and their resolution, and the fruition of a full architectural education. As a document, it must be able to represent a threshold of academic achievement. The graphical, digital and text based format and quality must be of a high standard. As part of the continuous operation of the school, each document becomes part of a permanent record that is accessible to present and future students, faculty and scholars. In addition to its role in expanding the body of information at the BAC, it acts as a resource of architectural research and design for the greater design community. The Master's Thesis Document is an exposition of the process and nature of the BAC's Master's Thesis Program and is used as a basis for accreditation and other academic standards.

## Thesis Document Requirements and Technical Specifications

The final document presents the complete record of the thesis process and is submitted to the Manager of Thesis by the allotted document due date prior to graduation. As students move through the formal reviews, they need to keep a cumulative record of all written material, drawings, annotated sketches, diagrams, maps, and other resources used in the development of the program and the design. It is strongly recommended that students work on the document as much as possible while they go through the process.

In order to graduate, each student must submit one unbound copy of his/her final Thesis Document with the signatures of the Thesis Faculty, the Advisor (if applicable), the Director of Thesis and the Student, to the Manager of Thesis.

## Content Requirements

Review of thesis documents from the past few years will help students to understand the content, format, and technical specifications more clearly.

The final document must be recorded on archival paper in accordance with technical specifications:

TITLE PAGE: Each final document must include a full title page with the following:

- Name of the school (The Boston Architectural College)
- Title of Thesis

- Name of Student
- Date of Graduating Class (ex. October 24, 2003)
- Degree to be awarded at the BAC (i.e., Master of Architecture)
- Date of Final Review
- Names of the Advisor(s) and Thesis Faculty
- Names of Client Representative, Expert Resource Consultant, and Design Critics
- Signatures of the Student, Advisor(s), Thesis Faculty and Director of Thesis

**TABLE OF CONTENTS:** Include titles and page numbers for major sections and subsections of the document.

**BIOGRAPHICAL NOTE:** Include short vitae or autobiographical summary, which includes previous degrees, awards, publications, teaching and professional experience, and other relevant data.

**DOCUMENTATION OF EACH REVIEW:** Document all drawings, diagrams, models, analysis directions, and conclusions reached at each review. Reduce all materials to the 8 1/2" x 11" final document size.

Give copies to each Review Panel member before the next review. This information should be included in the final document.

**CONCLUSIONS:** The student must summarize all thoughts on the process and outcomes of the thesis and address the relationship of the scholarly and design based work and the resolution of the resultant design with the original premise, including particular aspects of the thesis that have been proven. Any new thinking or information that has been generated by the process should be identified.

**THESIS PROPOSAL:** Include the original proposal, along with any addenda.

## **Technical Requirements**

**PAPER:**

- Non-erasable
- Opaque
- White
- Between 20-24 pound weight.
- Acid-free
- 100% cotton

Use 8 1/2" x 11" paper except for certain drawings when necessary.

**MARGINS:** For text and graphic work, use a 1 1/4" margin on the bound (left) side and 3/4" margins on the remaining three sides. Place no information in the margins.

Students wanting to include larger drawings in their thesis documents must use the following guidelines:

- Please note your document may contain a maximum of 12 folded pages
- Documents being bound on the 11" side - sheets measuring 11" on the binding side and up to 17" wide can be included. These sheets must be folded so they maintain the 8 1/2" x 11" format AND cannot overlap either the 1 1/4" binding margin or the 3/4" margin on the unbound side (two folds may be necessary to prevent pages from being sewn into the binding, or cut through their fold when the unbound edge is trimmed).
- Documents being bound on the 8 1/2" side - sheets measuring 8 1/2" on the binding edge and up to 17" wide may be included. These sheets must be folded

so they maintain the 8 1/2" x 11" format AND cannot overlap either the 1 1/4" binding margin or the 3/4" margin on the unbound side (two folds may be necessary to prevent pages from being sewn into the binding, or cut through their fold when the unbound edge is trimmed).

- Foldout sheets must be folded to the margin, not the edge of the page. Neither the loose end, nor the folded edges may extend beyond the margins on either side.

**Example of folds:**

7 3/4"

12 1/2"

11"

17"

**PAGE NUMBERS:** Number pages consecutively, **starting with the title page**. If both sides of the page are used, every leaf of the thesis, including blank sheets, must be numbered. If the document printing is single sided, only number the front of each sheet. Place page numbers at top or bottom of sheet, a minimum of 2" away from binding edge, and not in the margins.

**ORIENTATION OF PAGES:** Orient pages in the same direction, using either a horizontal or vertical format, for all charts, drawings, maps, etc.

**SLIDES & PASTE-UPS:** Documents that contain slide transparencies or paste-ups will **not** be accepted. Text and images, whether drawings, charts or photos, **must** be printed on a single sheet.

**PRINTING & REPRODUCTION:** The quality of the thesis copy must be excellent and archival, because the BAC library microfilms the Thesis Document before it is bound and added to the library's collection. Submit one (1) original, proofread and typed copy and one (1) digital (PDF) copy (a fine quality original copy may be submitted). All text should be typewritten in either 10 or 12 point. Charts, footnotes, bibliographical notes, long quotations, tables, and figures may be reduced, if still legible. Submit a document with no errors, spell check the full document.

For drawings and text, acceptable printing methods include: laser and color laser, Itek, electrostatic, and photo offset (must be a positive image, black on white); multilith; archival silver prints; pro 480 (if final print is hand-washed), photostat positive print, or electropoint. Do **not** use: ink-jet, verifax, sepia tone prints, trace, diazochromes, diazos, blueprints, PMT, Kodak or other resin coated (RC) photographic paper.

CITATIONS & REFERENCES: Use appropriate citations for quoted and paraphrased material. For proper format and usage, see Kate L. Turabian's A Manual for Writers of Term Papers, Theses, and Dissertations in the reference section of the BAC Library.

## **Copyright and Fair Use Guidelines**

BAC students shall follow copyright protection and fair use standards when writing term papers, research papers, Thesis Documents, etc.

## **Printing Notes**

The IT Department (4<sup>th</sup> floor) has black & white and color laser printers available for use by students. All students receive a printing credit every semester, which can be used for printing of thesis related documents. Contact the IT Department for more information at 617-585-0191.

## **Digital Requirements**

Please submit a digital copy of your Thesis to the Manager of Thesis, the preferred format is Portable Document Format (PDF).

You may submit this via a CD/DVD, a USB portable drive or a file sharing site such as Dropbox, Google Docs, iCloud, etc.

## **Personal Thesis Document Binding**

As a service to students, the BAC Library will send copies of Thesis Documents to our bindery for those who would like to have their thesis bound for their personal collections. Students must provide the library with the extra copies to be bound (3 max). The library charges \$25 per copy for this service. All personal copies to be bound, payment, and a completed order form, must all be submitted together. Please allow 6-8 weeks for the bound Thesis Document to be returned.