

## Thesis Crunch-Time Tips

Some of you may have gotten these tips already, and other faculty can add to these, but here are my main ones for crunch-time:

1. Leave yourself time to deal with some of the minutiae of getting your thesis ready for copying (2 days? 4 days?). See the link to Thesis Format and Style guidelines at the MFA Documents page, and check out a recently completed thesis from the library as a guide to how someone like you interpreted those guidelines during a previous semester.
2. Have your front matter be a separate Word file from your text file. This way you can have your first page of text, or the inside cover page that precedes the first page of text, be Arabic numeral 1, and you won't go crazy trying to program page numbers for roman numerals to precede all that in the front matter. (A recent graduate did just such a thing, i.e. went crazy temporarily, because she was too stubborn to put the front matter in a separate file and program that file for roman numerals.)
3. Once you have the thesis the way it's supposed to be, print out all the front matter and the first page of text on regular paper and go to the Grad Office to have them "bless" the look and format. That way, if you go the trouble of spending a lot of money on expensive copying and later get grief for the results, you can say you had vetted it with them beforehand.
4. Once you have the thesis the way it's supposed to be, and you've had it blessed, print it out on regular paper. Have that original be copied onto the approved type of paper for thesis. This will save you money, since all the screw-ups leading up to this will have been on regular paper.
5. Do not get the signatures before you copy, since at least one of those pages has to have the signatures in the original ink.