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THESIS ERRATA REQUEST SHEET

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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 MIT Libraries. 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 their portion of the form.

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 use to shorten quotation of the passage to be corrected.)
- All errata pages should be formatted in accordance with requirements 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.

Procedure for submission and approval

1. *Author:*
   a) creates one digital copy of this page
   b) completes errata form (attached)
   c) creates errata sheet pages noting corrections (see above)
   d) joins errata form with errata sheet pages and submits both as a single PDF– along with the copy of this page – to thesis supervisor or department chair

2. *Thesis supervisor or department chair:*
   a) signals approval by signing errata form
   b) sends form and errata sheets to Vice Chancellor or their designee (ovc-thesis-holds@mit.edu)

3. *Vice Chancellor or their designee:*
   a) signals approval by signing errata form
   b) sends forms and sheets to the MIT Libraries (mit-theses@mit.edu)

4. *MIT Libraries:*
   a) Inserts errata form and sheet in all copies of thesis, print and electronic
   b) notifies Vice Chancellor or their designee, supervisor or chair, and student when insertion is complete

Questions? **Contact MIT Libraries (mit-theses@mit.edu)**

THESIS ERRATA SHEET

Author

Primary Department

Degree   **Graduation date**

Thesis title

Brief Description of errata sheet(s)

Number of pages   (11 maximum)

Author:

I request that the attached errata sheet be added to my thesis. I have attached a copy prepared as prescribed by the current *Specifications for Thesis Preparation*.

Signature of author   Date

Thesis Supervisor or Department Chair:

I approve the attached errata sheet and recommend its addition to the student's thesis.

Signature   Date

Name   ☐Thesis supervisor ☐Department Chair

Vice Chancellor or their designee:

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

Signature   Date

Name