

# Checklist for Completing Your Senior Thesis

Department of Mathematics  
Harvey Mudd College

Your thesis will be archived in both printed and electronic form. You must follow the guidelines in this document to ensure that we can archive your thesis efficiently.

## 1 Deliverables

The exact due dates for components of your thesis are specified in the calendar, available from <http://www.math.hmc.edu/seniorthesis/current/calendar/>.



### 1.1 Your Address

Make sure that the department has an address for you to which we can send your copy of your bound thesis. The bound theses will be ready sometime in mid-to-late summer or early fall, so be sure that the address you give us will be valid for that period. If your address changes during that time, please notify us.

The form is available on the senior-thesis website, at <http://www.math.hmc.edu/seniorthesis/tools/address-form.pdf>.



### 1.2 Signed Title Pages

You must deliver six (6) copies of the title page of your thesis to the department's administrative aide, Jocelyn Olds-McSpadden, by the deadline listed in the calendar.

Each title page must be

- Printed on a color laser printer on the designated archival paper supplied by the department.<sup>1</sup>
- Individually signed in blue or black permanent ink by
  - Your thesis advisor(s)

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<sup>1</sup>We use 28-pound Mohawk Superfine Ultrawhite Smooth as our archival paper; this paper is acid-free and includes an alkaline buffer to further protect the paper from acid-related deterioration.

## 1.3 Copyright Forms

- Your second reader(s)

Remember that you may need to start the signature gathering procedure early if one or more of your advisors or readers is not resident in Claremont.

### 1.2.1 Obtaining the Signature Pages

The current version of the hmcthes class file does not generate the signature page by default to facilitate the creation of ready-to-use copies of the thesis.

To get a signature page, you should temporarily modify your master L<sup>A</sup>T<sub>E</sub>X document by adding the sigpage document-class option to the \documentclass command in the preamble of your document.

The \documentclass command should look like

```
\documentclass[sigpage]{hmcthes}
```

The easiest way to have the title pages printed on the correct paper is to submit a PDF file containing only your title page to the mathematics department's administrative aide, Jocelyn Olds-McSpadden.

## 1.3 Copyright Forms

Since 2006, math department theses include a copyright statement that confirms the author's copyright in the work (which you are entitled to under U.S. and international copyright law) and adds a note to the effect that you are granting the department a license to share your thesis for educational and nonprofit use. Beginning in 2010, we have also asked thesis students to grant similar permissions to the Claremont Colleges Library so that theses can be published through the Library's digital repository.

The deposit agreement form is available from our website, at <http://www.math.hmc.edu/seniorthesis/tools/deposit-agreement.pdf>.

Turn the deposit form in to Claire Connelly when you have completed and signed them.

## 1.4 Mathematics Subject Classification

The CCDL takes part in a larger indexing effort for online materials, and part of its metadata is a keyword field. For theses, having up to three (3) classifications from the Mathematics Subject Classification (MSC) will make your thesis more easily findable and categorizable.

The Mathematics Subject Classification is available online at <http://www.ams.org/mathscinet/msc/msc2010.html>.

Turn the MSC classifications in to Claire Connelly when you have them. (E-mail is ideal.)



## 1.5 Reference Copy

You must submit a single, unbound, copy of your thesis printed on standard laser-printer paper. This copy will be kept by the department as a reference until the bound copies have been returned from the bindery.

## 1.6 Electronic Copies

You must also submit two (2) electronic copies of your thesis.



One copy is a Portable Document Format (PDF) file containing your final version of your complete thesis, which should be submitted to the thesis coordinator, Nick Pippenger.



The second copy is the  $\LaTeX$  source code needed to typeset your thesis, which will be archived by the department and used to create the printed and electronic copies of your thesis, and to maintain a copy of the code should you wish to continue working on your topic and need to use that code as the basis of any future articles, books, or presentations. Because your source code is the source for the printed and electronically published versions of your thesis, it is vital that your code produces the same results as the PDF you turn in to the thesis coordinator, Nick Pippenger.

Section 2 outlines the steps you should take to prepare your thesis code for archiving; check the thesis handbook for details.



## 1.7 Copies for Binding

We will use a version of your thesis compiled from your source code (see Section 1.6) to print four copies of your thesis for binding on archival paper.

Once we have the bound theses back from the bindery, we will send one copy to you at the address you have provided (see Section 1.1). One of the remaining copies will be given to your thesis advisor, and one will be placed in the the mathematics department's library.

# 2 Archiving

The department's systems administrator will archive your thesis in consultation with the thesis coordinator. To make the process as streamlined as possible, follow the instructions in this section.



## 2.1 Thesis Source Code

- Create a directory at the top level of your home directory on the math Linux cluster to contain the  $\LaTeX$  code for your thesis. The directory must be named *username-year-thesis*; where *username* is your math department Linux cluster login name and *year* is the year of completion of your thesis.

## 2.2 Thesis Website

- Inside this directory, put
  - All the files needed to typeset your thesis (*except* for the thesis class and any packages that you have used that are installed on the system)
  - Any additional L<sup>A</sup>T<sub>E</sub>X packages you had to download and install
  - The source code for any images or figures that appear in your thesis
  - Instructions about any nonobvious requirements for typesetting your thesis: generating figures, glossaries, or indexes; scripts that have to be run, and so forth (i.e., anything beyond “Run PDFL<sup>A</sup>T<sub>E</sub>X on my master file”)

Do *not* include any data files, extra images, source code not being typeset in your thesis, e-mail messages, movies, or other files or directories in the thesis directory except for the files needed to typeset your thesis.

If you have data, code, or other materials related to your thesis that you think we should hang on to (in case, for example, you’re planning to work more on the same topic with your advisor or readers), please place that material in a directory called *username-year-thesis-data*, also at the top level of your home directory.



## 2.2 Thesis Website

- Rename the file that you run L<sup>A</sup>T<sub>E</sub>X or PDFL<sup>A</sup>T<sub>E</sub>X on (your “master” file) to match the directory: *username-year-thesis.tex*, where the variables are the same as those for your thesis directory. Naming your file in this way allows us to typeset your thesis and get a PDF file with the correct name. (It also helps us script the process.)
- In the *thesis* directory that you created inside your *public\_html* directory at the beginning of the year, put PDFs of your thesis proposal and your thesis. Name them *username-year-thesis.pdf* and *username-year-prop.pdf*, respectively, and make sure that any links in your *index.html* point to those new filenames.
- Remove any extraneous material from your *~/public\_html/thesis/* directory—if it isn’t linked to from your *index.html* file, it shouldn’t be in that directory.
- Remove any links (and the associated files) to drafts, midyear reports, or other material from your *index.html*.

### **3 Create Personal Backups of Your Thesis Data (Optional)**

If you want to keep a copy of your thesis work, you may burn CD-ROMs or DVD-ROMs using the machines in the scientific-computing lab (Olin B143).

Blank CD-ROMs and DVD-ROMs are available from Huntley, Target, your favorite office supply store, and quite possibly your preferred grocery store. The department does not supply blank media.

There's more information about burning CD-ROMs and DVD-ROMs on the math computing website, at <http://www.math.hmc.edu/computing/support/burning-cds/>.