

Theses for University of London Research Degrees

1. **Instructions and notes on submission, format and binding of theses submitted for the degrees of MPhil, PhD, MD, MS, MD(Res), EngD.**
 - 1.1. Theses have to be robust enough to endure the examination process and also have to be easily identified: while they are stored in Registry, they are archived on bookshelves and need to have the candidate's name on the spine to distinguish them.
 - 1.2. Once the examination is successfully completed, a copy of the thesis is deposited in the University library so that the research undertaken can be publicly available: one hard-bound copy will be deposited in Imperial College's Library (and will be the archival copy).
 - 1.3. Examiners sometimes require candidates to make minor amendments to otherwise successful theses. They will either give you the theses back after the oral examination or ask Registry to do so. If you are asked directly by your examiners to make amendments, you should check with them whether to give your corrected theses to the examiners, your supervisor or to Registry. If you had originally submitted all copies of your thesis soft-bound, you must now have one copy hard-bound, whether you were required to make amendments or not. It is not possible for the University to issue the result of the examination until it has the final approved copy of the thesis in the required formats.
 - 1.4. If at any stage you are uncertain what to do, please contact Registry – Research Degrees.
 - 1.5. For the requirements of a thesis (including any length limitations), the current Regulations for the appropriate Degrees should be consulted.
2. **Every candidate submitting a thesis must do so in accordance with the following instructions:**
 - 1 **Number of copies**

Two copies must be submitted to Registry – Imperial College London. However, a candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed at any stage in the examination process. Each candidate is required to bring one additional copy to the oral examination paginated in the same way as the copies submitted to the University and adequately bound.

Any formatting information that is not explicitly outlined in these guidance notes is up to the judgement of the student, and reasonable solutions will be accepted
 - 2 **Presentation**

Theses must be presented in a permanent and legible form in typescript or print except that mathematical or similar formulae may be inserted neatly by hand. Photographic and other illustrations should be

permanently mounted on A4 size paper and bound in with the thesis. In no circumstances should 'Sellotape' or similar materials be used for any purpose.

You must make every effort to correct errors before submission. It is not the task of Examiners to act as editors and/or proof-readers of a thesis.

3 Paper

A4 size paper (210 x 297 mm) should be used. Plain white paper must be used, of good quality and of sufficient opacity for normal reading. Only one side of the paper may be used. [See also Section 11 below]

4 Layout

Margins at the binding edge must be not less than 40 mm (1.5 inches) and other margins not less than 20 mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

5 Pagination

All pages must be numbered in one continuous sequence, i.e. from the title page of the first volume to the last page of type, in Arabic numerals from 1 onwards. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc. Any material which cannot be bound in with the text must be placed in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis (see also Section 10 below).

6 Title Page

The title page must bear the officially-approved title of the thesis, the candidate's full name as registered, the name of the College/Institute at which the candidate was registered (i.e. Imperial College London) and the degree for which it is submitted.

7 Declaration of originality

A short statement in your own words, that the work is your own and that all else is appropriately referenced.

8 Abstract

The title-page should be followed by an abstract consisting of no more than 300 words. An extra copy of the abstract typed on the special form provided with the entry form, is required for publication in the ASLIB Index of Theses. You should submit this copy, and the Declaration of Number of Words, to Registry at the same time as you submit your theses.

<http://www3.imperial.ac.uk/registry/exams/thesisandvivas>

9 Table of Contents

In each copy of the thesis the abstract should be followed by a full table of contents (including any material not bound in) and a list of tables, photographs and any other materials.

10 Illustrative material

Illustrative material may be submitted in the following forms:

- a) Audio recordings: Compact cassette tape C60 or C90.
- b) Photographic slides: 35 mm in 2" x 2" frame
- c) Illustrative material in other forms (including videotapes) may be submitted at the discretion of the Academic Registrar. Enquiries should be made well in advance of the submission of the thesis to Registry – Research Degrees.

Any material which cannot be bound in with the text must be placed either in a pocket inside or attached to the back cover or in a rigid container similar in format to the bound thesis. If it is separate from the bound volume it must be clearly labelled with the same information as on the title-page (see Section 6 above).

Each copy of the thesis submitted must be accompanied by a full set of this material.

11 Binding

In the first instance candidates should submit two copies of their theses, **either**

- two which are soft-bound, or
- one which is soft-bound and one which is hard-bound.

All theses (whether soft or hard-bound) must

- be covered in medium blue cloth (eg water resistant material)
 - Hex 0033CC 
 - Decimal 0,51,204
 - Pantone 550REGAL
- be lettered in gold up the spine with Degree, Year, and Surname and Initials in the same form as the College records, with letters 16 or 18 point (.25 inch).

[The date on viva copies submitted in November and December should be that of the following year. Final copies should be dated the current year.]

Hard-bound theses must have the pages sown in (not punched).

Soft-bound theses should have the pages glued in.

Theses submitted in any other form of binding will not be accepted.

Final Copy

After the examination is complete you should make sure that Registry has

one hard-bound copy of your thesis with any required corrections completed. The University will not issue the result of the examination to successful candidates until it has received one final hard-bound and the examiners have confirmed that any amendments to the thesis required by them have been made. [Please see introductory paragraph of this leaflet.]

12 **Binders**

Addresses of binders are available on the Registry website at:

<http://www3.imperial.ac.uk/registry/exams/thesisandvivas#binders>

For any other queries please contact:

Research Degrees

Registry

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