

# Guidelines for depositing MSc/MRES Dissertations to Spiral

**Version:** Only the final and marked version of dissertations can be included.

**File format:** This must be PDF, please see below for file naming convention.

**Appendices:** These can also be uploaded and must also be PDF, please see below for file naming convention.

**Do not upload:** Failed dissertations and/or embargoed (confidential\*) dissertations

\*Please note that all MSc dissertations uploaded to Spiral will not be available to the public, but only to those with an Imperial College account.

## Adding details of dissertations to the Excel template:

The first step is to enter the relevant data into the supplied [Excel template](#).

<b>Fields:</b>	<b>Example:</b>
Course	MSc Engineering and Physical Science in Medicine
Qualification	MSc
Surname	Smith
First_name	Fred
Title	Image Registration in Elasticity Imaging
Distinction	Y (or blank)
Date_awarded	2019
Date_issued	2019
Filename 1	Smith-F-2019-Bio-MSc-Dissertation.pdf
Filename 2/3/4 etc.	Smith-F-2019-Bio-MSc-Dissertation-Appendix-1.pdf

1. Make sure that all the mandatory fields are populated
2. Do not use any non-plain characters such as umlauts, diacritics etc.
3. Do not use smart tags in Office
4. Only use vertically straight quotation marks, i.e. " "
5. Use hyphen (-) and not a dash
6. No spaces should be included in file names

## Filenames

Filenames should follow this convention:

**Surname-Initial-Year-Departmental Code-Qualification-Thesis.pdf**

For example:

Alybayev-D-2018-Aero-MSc-Thesis.pdf

Haqqe-M-2017-Med-MSc-Thesis.pdf

For courses within the Business School the following should apply:

- Department should be replaced by Course Name, for example, Management, Finance, etc.
- Variations on the MBA course, e.g. WEMBA, FTMBA, etc., should all be collated under the main MBA qualification heading

## Departmental Codes

### Engineering

Aeronautics	Aero
Bioengineering	Bio
Chemical Engineering	ChemEng
Civil and Environmental Engineering	Civil
Computing	Comp
Dyson School of Design Engineering	Dys
Earth Science and Engineering	ESE
Electrical and Electronic Engineering	ElecEng
Materials	Mats
Mechanical Engineering	MechEng

### Medicine

Institute of Clinical Sciences	tbc*
Department of Medicine	Med
National Heart and Lung Institute	tbc*
School of Public Health	tbc*
Department of Surgery and Cancer	tbc*

## **Natural Sciences**

Chemistry	tbc*
Mathematics	tbc*
Physics	tbc*
Life Sciences	LifeSci
Centre for Environmental Policy	CEP

\*tbc indicates that this department has not previously deposited dissertations to Spiral and so no code has been assigned. Departments can create their own codes, but must ensure that every MSc/MRES etc. course within the department uses the same code. If you are depositing for your department for the first time and are unsure about creating a code, please contact [openaccess@imperial.ac.uk](mailto:openaccess@imperial.ac.uk) for advice.

## **Uploading files and spreadsheet to OneDrive**

Prior to uploading, all PDF files should be collated within a Zip file folder. Then:

- Sign in to OneDrive at <https://onedrive.live.com/about/en-gb/signin/> with your Imperial login details
- From the top banner menu, click on 'New', then 'Folder'
- Name your folder "[Department] [Qualification] Dissertations for Spiral deposit"
  - E.g. Medicine MSc Dissertations for Spiral deposit
- Once the zip file of PDF dissertations/appendices has been uploaded, also upload the Excel spreadsheet with the required data to the same folder in Onedrive.
- Right click on the folder name in Onedrive and click 'Share', then enter [bs\\_academic\\_alerts@imperial.ac.uk](mailto:bs_academic_alerts@imperial.ac.uk) in the e-mail field.
- In the message field please type the text below, then click 'Send':

"This folder contains [Qualification] dissertations from the Department of [Department] for immediate deposit to Spiral."

Example

"This folder contains MSc dissertations from the Department of Chemistry for immediate deposit to Spiral."

## **ASK Request**

Follow the link below to raise a Generic Request

<https://servicemgt.imperial.ac.uk/ask>

C...#... , select # 8 k

Complete the relevant fields as below, amending the qualification type and department as necessary, and inserting the link to your Onedrive folder in the Description field

Click on **Request** and add the text in **Special Instructions** as below and click **Request** to complete.



Find answers

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**Catalogs**  
All

**Categories**  
Administration  
Admissions  
Centre for Biomedical Sciences

**Popular Items**

- Create Generic Request**  
Create a Generic Request for information or help. Otherwise use the Create Incident form to report something is not working.  
View Details
- Create Incident**  
Create an Incident to report something is broken or not available.  
View Details
- Access to the Charing Cro...**
- I have a query regarding...**

\* Short Description  
[add Dept, MSc] Dissertations for deposit to Spiral

Detailed Description  
Please see below the link to OneDrive folder containing PDFs and excel metadata of [MSc] dissertations for [add Dept]. Please can these be deposited to Spiral.  
[Insert OneDrive link here]

Add attachments

**Request Confirmation** ✕

Request for

Special instructions (Optional)

Cancel Request

If you need further assistance please contact your subject librarian:  
<http://www.imperial.ac.uk/admin-services/library/subject-support/>

Alternatively please contact [openaccess@imperial.ac.uk](mailto:openaccess@imperial.ac.uk)