

## 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

Department of Brain Sciences	DBS
Department of Immunology and Inflammation	DII
Department of Infectious Disease	DID
Institute of Clinical Sciences	ICS
Metabolism, Digestion and Reproduction	MDR
National Heart and Lung Institute	NHLI
School of Public Health	SPH

Department of Surgery and Cancer DSC

## **Natural Sciences**

Chemistry	Chem
Mathematics	Maths
Physics	Phys
Life Sciences	LifeSci
Centre for Environmental Policy	CEP

## **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

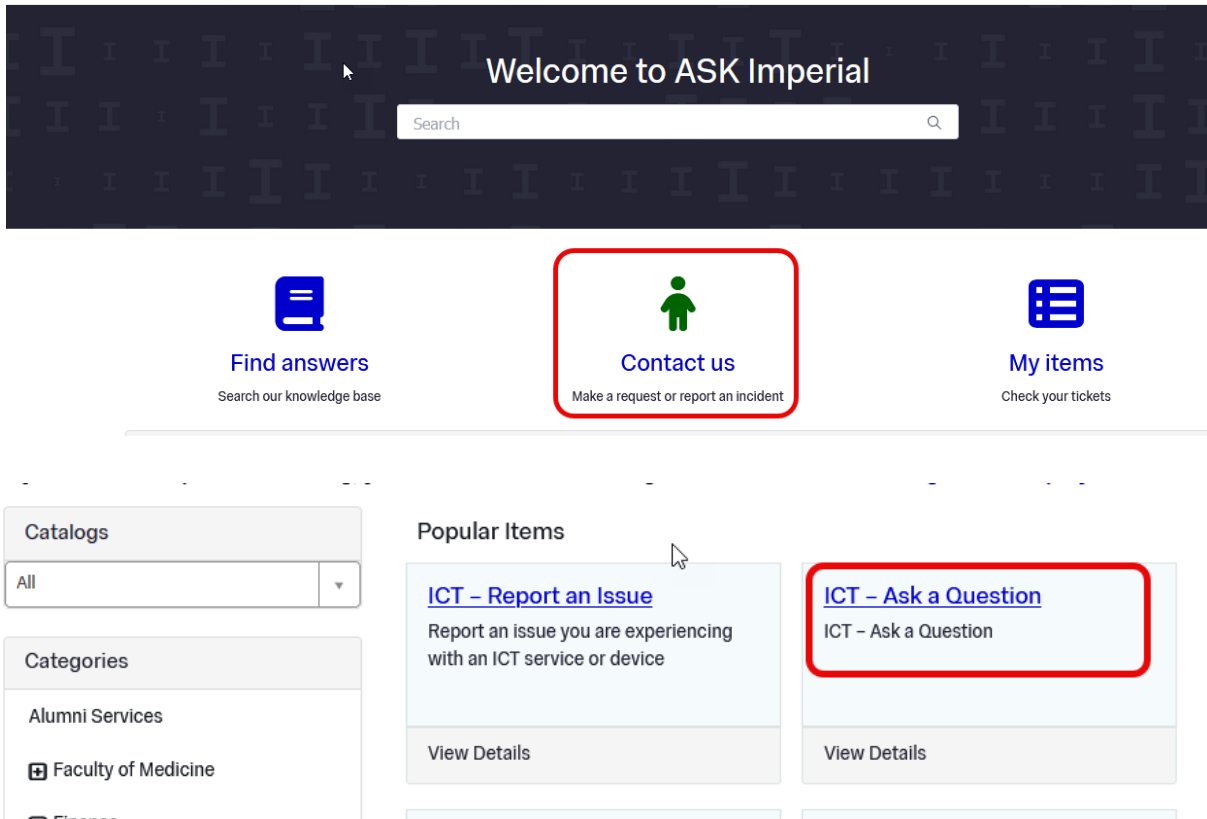
"This folder contains MSc dissertations from the Department of Chemistry for immediate deposit to Spiral."

## **ASK Request**

Follow the link below to raise a ticket

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

Click on **Contact us** icon, select **ICT- Ask a Question**



Complete the relevant fields as below. In the **Short description** field, add the **department** and relevant **qualification type** as in example (using the abbreviated dept code in the guidance above). For example: Aero, MSc Dissertations for deposit in Spiral. In the **Additional information** field add "Please see below the link to Onedrive folder/ Sharepoint folder (remove as applicable) containing PDFs and excel metadata of [MSc] dissertations for [add dept code]. Please can these be deposited in Spiral. [insert the link to your Onedrive folder/Sharepoint folder]". Add your location and Click on **Submit**.

Home > All Catalogs > ICT Catalogue > ICT > Can We Help You? > ICT - Ask a Question

Search Catalog

**\* Short Description** ?  
Please provide a brief description of your question. ✖

[add dept, MSc] Dissertations for deposit in Spiral

**\* Additional Information** ?  
Please provide any additional details or context that may help us answer your question effectively. ✖

Please see below the link to Onedrive folder/ Sharepoint folder (remove as applicable) containing PDFs and excel metadata of [MSc] dissertations for [add dept code]. Please can these be deposited in Spiral.

[insert the link to your Onedrive folder/Sharepoint folder]

**\* Please select your Location**

South Kensington

**Contact Number** ?  
Please provide the most convenient phone number we can reach you on. You can write "Teams", if you prefer us to call you using Microsoft Teams. ✖

**Asset Tag (if applicable)** ?  
If you are using a college device, please provide the asset tag number associated with it. This is usually an eight-digit number on a blue tag on your device. ✖

**Submit**

Last updated 29 Nov 2024

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)