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.

Fields:	Example:
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

Haqque-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 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."
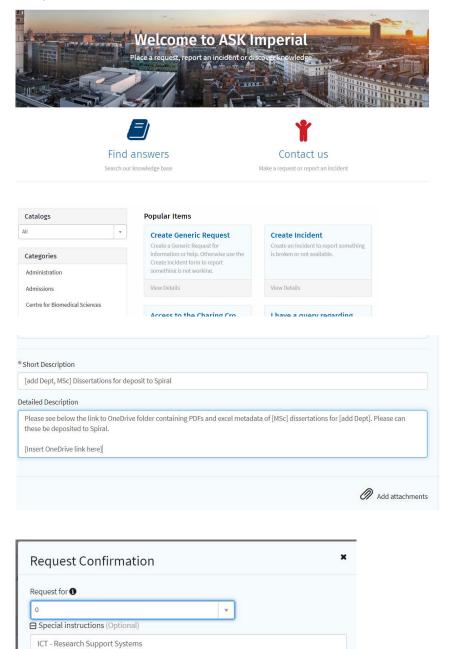
ASK Request

Follow the link below to raise a Generic Request

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

Click on **Contact us** icon, select **Create Generic Request**
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.

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