

## Depositing Master's dissertations in Spiral

The deposit of Master's dissertations is managed by departments and is not mandatory.

Administrators in each department are responsible for collating all dissertations as PDF files and for creating their bibliographic data. ICT then upload the files and data to Spiral.

If your department would like to do this, please note:

- your departmental administrators will be responsible for the data entry
- you must use the Masters dissertations template (Excel) MetadataTemplate.csv for data entry
- you must follow the data entry and upload guidelines, see below
- you must upload the files and completed spreadsheet to OneDrive, as per the upload guidelines

For further assistance contact [your librarian](#)

## Guidelines

### 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](#). These are the fields to be populated:

**icadmin.description.coursename** → the name of the course *i.e. Sustainable Energy Futures*

**dc.publisher.department** → the name of your department *i.e. Biongingeering*

**dc.type.qualificationname** → MSc - this is a fixed value

**dc.creator** → surname and first name of the thesis' author in the format "surname, first name"  
*i.e. Smith, John*

**dc.contributor.author** → same as per dc.creator

**dc.title** → title of the thesis

**dc.description.note** → *Distinction* or leave it blank- this is a fixed value

**dc.date.awarded** → thesis awarded year

**dc.date.issued** → thesis issued year

**filename** → the name of the thesis file with this format “Surname-Initial-Year-Departmental Code-Qualification-Thesis.pdf” *i.e. Smith-J-2018-Aero-MSc-Thesis.pdf*

**dc.description.version** → *Imperial Users only* - this is a fixed value

**dc.type** → *Thesis or dissertation* - this is a fixed value

**dc.type.qualificationlevel** → *Masters* - this is a fixed value

**dc.format.mimetype** → *application/pdf* - this is a fixed value

**dc.publisher.institution** → *Imperial College London* - this is a fixed value

Also:

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

**NOTE:** In case of multiple values, these need to be concatenated in the same column using ||  
(double pipe character)

## 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 [Microsoft OneDrive](https://www.onedrive.com/) with your Imperial login details
- From the top banner menu, click on 'New', then 'Folder'
- Name your folder "[Department] [Qualification] Dissertations for Spiral deposit" o 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.”

## 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, FT MBA, etc., should all be collated under the main MBA qualification heading

## 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**

The screenshot shows the 'Welcome to ASK Imperial' page. At the top is a search bar. Below it are three main navigation icons: 'Find answers' (a book icon), 'Contact us' (a person icon, highlighted with a red box), and 'My items' (a list icon). Below these are three buttons: 'Find answers' with the subtext 'Search our knowledge base', 'Contact us' with the subtext 'Make a request or report an incident', and 'My items' with the subtext 'Check your tickets'. On the left side, there are 'Catalogs' and 'Categories' sections. The 'Categories' section lists 'Alumni Services' and 'Faculty of Medicine'. In the center, under 'Popular Items', there are two cards. The first card is 'ICT – Report an Issue' with the description 'Report an issue you are experiencing with an ICT service or device' and a 'View Details' button. The second card is 'ICT – Ask a Question' with the description 'ICT – Ask a Question' and a 'View Details' button. This second card is highlighted with a red box.

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

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)