IMPERIAL COLLEGE LONDON

Theses for Imperial College Research Degrees

Checklist, instructions and notes on submission, format, requirements and binding of theses submitted for the degrees of MPhil, PhD, MD(Res) and EngD.

Theses have to be in a suitable format to endure the examination process. They should be easily legible for examiners, provide sufficient room for notes/comments and illustrate information, diagrams, tables etc clearly.

With this in mind, theses submitted for viva voce examination, should also be economical to both the student and the environment.

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 the 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 the Registry.

Once the examination is successfully completed, copies of the thesis are deposited in Imperial College London’s library so that the research undertaken can be publicly available. Further information is available here.

If at any stage you are uncertain what to do, please contact the Research Degrees Team, Registry.

For the requirements of a thesis (including any length limitations), the current Regulations for the appropriate Degree should be consulted.

Every candidate submitting a thesis must do so in accordance with the following instructions (tick when requirement has been met):

1  Number of Copies
Candidates should submit their thesis electronically, via The Elvaston Group’s eThesis website: www.ethesis.co.uk. Two VIVA copies should be ordered (refer to pricing information) and the ‘delivered to Imperial’ free shipping option should be chosen. This ensures Imperial College pays for the delivery of your thesis to the examiners. A candidate may be required to order 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 (this student copy does not need to be produced by eThesis).

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; with the exception 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. Pages may be printed double-sided for theses over 100
pages (for theses under 100 pages, it is recommended that pages are printed single-sided).

4 □ Layout
Page content should be centred, so that margins are equal distant from the edge of pages/binding.
eThesis only require approximately 1cm for binding so centred text should be used. 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 following information:
• The officially-approved title of the thesis
• The candidate's full name, as registered
• Imperial College London, and the name of the Department
• The degree for which the thesis is submitted.

7 □ Declaration of Originality
You must include a short statement in your own words, that the work is your own and that all else is
appropriately referenced. This should appear at the beginning of the thesis.

8 □ Copyright Declaration
So that your thesis is made available for public reference, the College requires the following
statement to be included at the beginning of your thesis.

‘The copyright of this thesis rests with the author and is made available under a Creative Commons
Attribution Non-Commercial No Derivatives licence. Researchers are free to copy, distribute or
transmit the thesis on the condition that they attribute it, that they do not use it for commercial
purposes and that they do not alter, transform or build upon it. For any reuse or redistribution,
researchers must make clear to others the licence terms of this work’

9 □ Abstract
The title-page should be followed by an abstract consisting of no more than 300 words.

10 □ 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, figures, photographs and any other materials.

11 □ Appendices
The appendices should be at the end of your thesis after your bibliography. It should include:
• Any data that the examiners may wish to refer to, but that they will not examine.
• Students must include copies of all permission documents showing that they have
permission to republish all the third party copyrighted works in their thesis. Where no reply
is received, you must append a copy of the letter / email seeking permission (template
document on Library webpages).
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 the Registry.

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.

Copyright, plagiarism and other IP checks
Before submission, you need to ensure that your thesis:

- Does not contain any instances of plagiarism
- Does not infringe on copyright laws and that you have permission to reproduce your own published works and any third party works within your thesis (papers, images, figures, maps etc)
- Adheres to any sponsorship agreements regarding disclosure/acknowledgement of results
- Does not disclose information currently part of a patent application
- Ensures patient confidentiality/anonymity

For further guidance see ‘Preparing your thesis for submission to the Spiral Digital Repository’ or speak to your supervisor.

Thesis Declaration Form
When you are ready to submit your thesis for examination (via eThesis – see below), you must also submit a Thesis Declaration Form directly to the Registry. This can be done by email or by post (see contact details below).

Binding and submission
For the Viva copies (See also point 1 – ‘Number of copies’):
In the first instance candidates should submit their thesis electronically at www.thesis.co.uk and order two VIVA-bound copies of their theses selecting the ‘delivered to Imperial’ free shipping option:

- The theses will be printed, bound (using wire-binding) and sent directly to the examiners by the eThesis team. Registry will receive automatic confirmation of your order and will send eThesis the examiners’ information.
- You need to submit a copy of your Thesis Declaration form. You and your supervisor need to sign the form (typed ‘signatures’ not accepted) and you should email it to: research.degree@imperial.ac.uk

For the Final copy:
Your final thesis must be submitted online by uploading to Spiral (the College’s digital repository). Please note that your submission will be checked by Research Degrees before being released to the Spiral team in the library, and your thesis will only be made available publicly on expiry of any agreed embargo. Bound copies of the thesis and copies on CD are no longer required. You do not need to submit any additional forms at final submission stage, so long as you have already submitted your Thesis Declaration Form.

Theses submitted in any other format will not be accepted and may result in the award of the
After the examination is complete and any required minor revisions have been approved, you should make sure that the final copy of your thesis is submitted to Registry via Spiral as soon as possible. The College will not issue the result of the examination to successful candidates until it has received the final submission and the examiners have confirmed that any amendments to the thesis required by them have been made (please see introductory paragraph of this leaflet).

For any other queries please contact:
Research Degrees
Registry
Imperial College London
Level 3 Sherfield Building
South Kensington Campus
London
SW7 2AZ
Tel: 020 7594 6087
Email: research.degree@imperial.ac.uk

Or also see eThesis FAQ’s

For queries about copyright information, please ASK the Library (www.imperial.ac.uk/library)