

**The Bartlett**

Centre for Advanced Spatial Analysis

**CASA Dissertations FAQs**

**COPIES**

Q: How many copies of the dissertation do I need to submit?

A: You will need to submit one copy through Moodle/Turnitin and you will also need to submit two hardbound/softbound copies to the Department.

Q: In the UCL Thesis submission guideline website, it notes that we should submit physical copies to UCL Student Centre. Is this the case for CASA? Or do we submit to the department office?

A: The guidance above is for PhD theses, not Masters dissertations. Only two hardbound/softbound copies need to be submitted to the Department CASA Office.

Q: Do we receive one physical copy back? And if so, do we have to pay the postage to get the copy back?

A: Yes one physical copy is sent back to students and CASA pays the postage.

Q: The UCL website note that “ Prior to the receipt of your bound copy, you also need to deposit an electronic copy of your final thesis (and a completed E-Thesis Deposit Agreement form) via UCL's Research Publications Service (RPS). Please ensure that you remove, or blank out, all personal identifiers such as signatures, addresses and telephone numbers from the e-thesis.”, do we have to follow this procedure and submit it via the RPS?

A: These guidelines above are about PhD theses and do not apply to Masters dissertations.

Q: When printing the dissertation should it be one or double sided?

A: Both sides of the paper may be used when printing your dissertation, so it can be either one side or both sides, as you choose.

Q: Should my dissertation be printed in colour or black and white?

A: The advice from the academic team here is that it would be ok for you to print your hard bound copies in Black and White, and submit the online version in Colour, but, if it is not too late, you should put a note into the dissertation to state that this is what you have done so that the markers, who are looking at the hard copies, are aware that they can go to a colour version online if they need to. Ensure the note is clearly visible at the commencement of the dissertation, perhaps on the title page.

Q: What paper size does the dissertation need to be?

A: It needs to be A4 size.

Q: Where do I hand in the two physical copies?

A: The two physical copies need to be handed to us in the CASA office. Only PhD students hand in their theses to the Student Centre.

Q: What are the CASA Office opening hours to hand in the two physical copies to?

A: The Office hours at CASA are 09:30 to 17:30.

Q: How is my dissertation to be binded?

A: Finding a printer and binder:

The companies listed below offer a thesis binding service. It’s your responsibility to make sure that the binding is carried out to the standards UCL expects and that the company has the correct delivery instructions for the thesis if they undertake delivery for you.

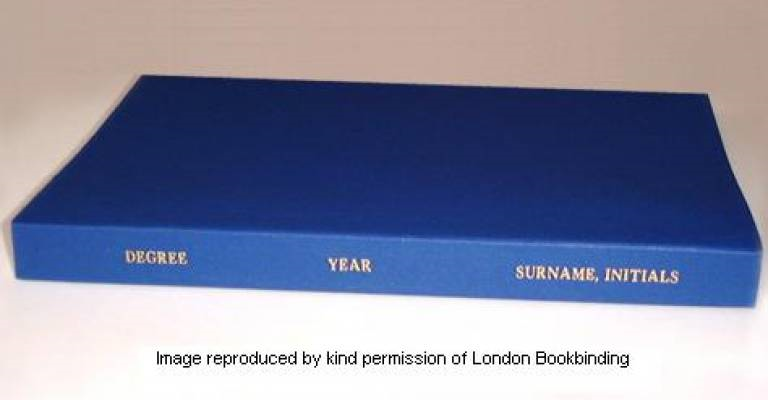
* [The Book Binder](http://www.the-book-binder.co.uk/)
* [Blissett Bookbinders](http://www.blissetts.com/)
* [Bookbinders of London Ltd](http://www.bookbindersoflondon.com/thesis-binding/get-a-quote-and-upload)
* [City Binders](http://www.citybinders.co.uk/)
* [Collis-Bird and Withey](http://www.thesisbookbinding.co.uk/)
* [The Document Centre](http://www.thesis-binding.co.uk/)
* [J. Muir & Company](http://www.jmuirbookbinders.co.uk/)
* [Darwin Press](http://www.darwinpress.co.uk/)
* [London Bookbinding](http://www.londonbookbinding.co.uk/)
* [Walter Newbury Partners Ltd](http://www.walternewbury.co.uk/)
* [Student Bookbinding](http://www.studentbookbinding.co.uk/)
* [The Herts Book Binder](http://www.thehertsbookbinder.co.uk/)
* [Bookobscure](http://www.bookobscure.co.uk/)
* [The Thesis Man](http://www.thethesisman.co.uk/)
* [Otter Bookbinding](http://otterbookbinding.com/)
* [Prontaprint (Russell Square)](http://www.pprussellsquare.com/thesis.php)
* [Hollingworth & Moss Ltd](http://www.mythesis.co.uk/)
* [The Printing Centre](http://theprintingcentre.co/)

Q: What details should be on the spine of the physical copies?

A: The spine of the physical copies should have:

* Degree title - (in the past students have put the whole degree title in full e.g. MSc Spatial Data Science & Visualisation OR MSc – depending on how much room they have.
* Year – This is the year in which you would be awarded the degree so for you it would be 2020
* Surname, Initials

See picture below as an example:



Q: How many copies need to be submitted to the CASA Office?

A: You need to submit two copies of your dissertation to the CASA office.

Q: What do you mean by soft copy / hard copy dissertation?

A: Soft copy / hard copy refers to the option you choose when you get them bound by the printer.

Q: What colour binding options are permitted?

A: You can have your dissertations bound in a soft blue binding or a hard blue blinding – if you are unsure you can see what has been done in previous years in the CASA library.

Q: Where do I submit the final dissertation?

A: We will need two copies only of your dissertation to be submitted to the CASA office and these should be bound (blue binding with gold lettering). You will sign a statement, when you submit your two copies to the CASA Office, stating that this is your own work. You will also need to submit one copy of your dissertation via Moodle/Turniitin.

需要向CASA办公室提交两份论文。

问：什么叫论文软拷贝/硬拷贝？

答：软拷贝/硬拷贝是指您在拿到印刷厂装订时选择的选项。

问：可以选择什么颜色装订？

答：您可以将论文装订成蓝色软装或蓝色硬装，如果您不确定，可以到CASA图书馆查看往年的装订情况。

问：我在哪里提交最终的论文？

答：我们只需要将您的论文两份提交给CASA办公室，这两份论文应该装订成册（蓝色装订，金色字样）。 当您向CASA办公室提交两份副本时，您将签署一份声明，说明这是您自己的作品。 您还需要通过Moodle/Turniitin提交一份论文副本。

**WORD COUNT**

Q: Does in-text citation and titles count towards the final word count?

A: The handbook states that the word count includes everything except Figures, Bibliography, Footnotes and Appendices. Therefore in-text citation and all headings are included in the word count.

Q: Does the word count also include abstract, Declaration, list of tables/figures and acknowledgements?

A: The word count does not include abstract, Declaration, List of Tables/Figures, or Acknowledgements.

Q: Are tables included in the word count?

A: Tables are not included in the word count. Also not included in the word count are the Abstract, Declaration, Figures, Acknowledgements.

字数

问：文中引用和标题是否计入最终字数？

答：手册规定，字数包括除数字、书目、脚注和附录以外的所有内容。因此，文中引文和所有标题都包含在字数中。

问：字数是否也包括摘要、声明、表/图和致谢？

答：字数不包括摘要、声明、表/图列表和致谢。

问：字数中是否包括表格？

答：字数中不包括表格。 字数中也不包括摘要、声明、数字、致谢。

**MISC**

Q: Do we have to attach a copy of our ethics form/ approval as part of the appendix?

A: As outlined in the ethics sessions run by Jens, all dissertations should include a clearly identified paragraph reflecting on the ethical issues raised by the research. If formal ethical approval was necessary, this paragraph should include confirmation that approval was received, with the approval reference number (or confirmation that approval was requested, if no response from ethics has been received). The ethics forms do not need to be included as appendices.

Q: What is the hand in process?

1. Upload a digital copy to the Turnitin link on the Dissertation page on Moodle – this will be made live close to the Dissertation deadline date.
2. You need to submit 2 physical soft-bound copies to the CASA Office where you will be asked to fill out a submission form and where your name will be ticked off our list.
3. You will be asked to write your correspondence address onto a large label. Once the Exam Board has taken place, we will use this label to post back to you one copy of your bound dissertation. All postage will be paid by CASA.
4. NB: Only PhD theses are submitted to the Student Centre and require an E-Thesis Deposit Agreement Form – this is not a requirement for MSc/MRes students.
5. Only when you have submitted both the digital and physical copies before 5pm on the dissertation deadline day will you have succeeded in handing in on time.

Q: I can’t see my Turnitin score?

A: If you upload before the deadline you won’t see your Turnitin score. This is only visible on the deadline date/time.

Q: Should the title page include the module title and code i.e. CASA0012: MSc SDSV Dissertation?

A: You don’t need to add the module code – CASA0012 – onto your bound copy of the dissertation.

Q: Do I need to provide an electronic signature on the digital copy (pdf format) or just leave it blank?

A: There is no requirement for a digital signature on the version you submit to Moodle/Turnitin, since you will be signing both of the physical copies that you submit to the CASA Office. If you choose to then that is up to you. The signature on the physical copies you submit will be sufficient.

Q: Do I need to include a completed Impact statement?

A: Impact statements relate to PhD students so you don’t need to worry about this.

Q: Is an Examination Entry form required?

A: You will not need to submit an Examination Entry form – this refers to PhD dissertations only.

Q: Do I need to include a signed anti-plagiarism statement?

A: You don’t need to include a signed statement (anti-plagiarism) form with the dissertation you submit via Moodle/Turnitin. You will sign a form here in the office and this will be added to the physical copies you submit.

问：我们是否必须将伦理表/批准书的副本作为附录的一部分？

答：正如Jens主持的伦理学会议所概述的那样，所有的论文都应该包括一个明确的段落，反映研究提出的伦理问题。如果有必要获得正式的伦理批准，该段应包括已获得批准的确认，并附上批准参考号（如果没有收到伦理学的回复，则应确认已申请批准）。伦理学表格不需要作为附录。

问：交稿流程是什么？

1）将一份电子版上传到Moodle上Dissertation页面的Turnitin链接中--这将在接近Dissertation截止日期时上线。

2) 您需要向CASA办公室提交2份实体软装本，在那里您将被要求填写一份提交表格，您的名字将在我们的名单上打勾。

3) 您将被要求在一个大标签上写上您的通信地址。一旦考试委员会举行，我们将用这个标签将您的论文装订成册的副本寄回给您，所有邮费将由CASA支付。所有邮费将由CASA支付。

4) 注意：只有博士论文提交到学生中心，才需要电子论文押金协议书--硕士/硕士研究生不需要。

5）只有当你在论文截止日下午5点前同时提交了电子版和实体版，才算按时交稿成功。

问：我看不到我的Turnitin成绩？

答：如果你在截止日期前上传，你将看不到你的Turnitin分数。只有在截止日期/时间才能看到。

问：标题页是否应该包括模块标题和代码，即CASA0012。MSc SDSV论文？

答：您不需要在论文的装订本上添加模块代码--CASA0012。

问：我是否需要在电子版（pdf格式）上提供电子签名，还是直接留空？

答：您提交给Moodle/Turnitin的版本不需要电子签名，因为您将在提交给CASA办公室的两份实体副本上签名。 如果您选择这样做，那就由您自己决定。 在您提交的物理副本上签名就足够了。

问：我需要附上一份完整的影响声明吗？

答：影响声明涉及到博士生，所以你不需要担心这个问题。

问：是否需要提交考试报名表？

答：您不需要提交考试报名表--这仅指博士论文。

问：我需要附上一份签署的反抄袭声明吗？

答：您不需要在您通过Moodle/Turnitin提交的论文中包含签名的声明（反抄袭）表格。您将在办公室签署一份表格，这份表格将被添加到您提交的物理副本中。