

## Library Theses Office

The Library Theses Office (LTO) is responsible for the administration of theses submissions by ICR doctoral students, in conjunction with Registry. After the Entry Form has been submitted to Registry (see below), the LTO manages the submission process until the award letter is sent.

In order to have your thesis examined, you will need to submit a series of forms prior to submission. Other forms need to be submitted when you hand in your thesis. All the forms are available on iProgress ([iprogress.icr.ac.uk](http://iprogress.icr.ac.uk)), or you can obtain them by contacting the Registry ([researchdegrees@icr.ac.uk](mailto:researchdegrees@icr.ac.uk)).

The LTO is based at the Sir John Beckwith Library, Brookes Lawley Building, Sutton. You can contact the LTO on 020 8722 4230 (extension 4230) or by email ([theses@icr.ac.uk](mailto:theses@icr.ac.uk)).

## Before submission

The MPhil/PhD/MD(res) Entry Form should be completed and submitted to Registry at least four months prior to thesis submission, along with Description of Thesis and Reproduction of the Thesis and Abstract forms. You can apply for a Restriction of Access to the Thesis for up to two years after the award date, this form will require authorisation by the Academic Dean and should be submitted along with the Entry Form.

If there are potential confidentiality issues with your examiners, your supervisor would need to liaise with the examiners and draw up a formal agreement, if required.

## Setting out your thesis

Please read the binding notes (see below) which will give you all the guidance you require on the layout and binding of your thesis. The UoL has produced a recommended list of binders (see below).

One omission is the format of References, and this is because the UoL do not specify how bibliographies should be structured. The advice of the LTO is to consult previous theses from ICR candidates held in both the Sutton and Chelsea libraries. The references list for PhD theses are usually cumulated at the end of the complete text. For MD(Res) theses the references are usually added at the end of each chapter.

A further point not covered in the binding notes is the font style and size, this is because the UoL do not specify. The LTO would recommend Arial, size 12.

## Word Limit

This depends on which degree you are registered for, in all cases the word count includes footnotes, but excludes the bibliography and appendices.

- PhD – 100,000 words
- MPhil – 60,000 words
- MD(Res) – 50,000 words

Please ensure that the Word Limit Form is submitted to the LTO together with your thesis. This form will need to be countersigned by your supervisor.

## Submission

It is extremely important for all students to submit by the deadline set out in the Code of Practice, which is four years from the start of the registration (or as applicable for part-time students). Please note that as of August 2014 theses that are submitted after the deadline will not be accepted.

You should submit two copies of your thesis to the LTO in person. The format should be soft bound in medium blue with gold lettering on the spine. There are three additional forms which need to be completed and handed in with your thesis: Abstract of Thesis, Cover Sheet and Word Limit.

The copies can be submitted to any member of the Library staff at either the Sir John Beckwith Library in Sutton, or Academic Services at 123 Old Brompton Road. The Library staff will hand you a signed and dated copy of the Thesis Submission Form.

The Sir John Beckwith Library (Sutton) is open Monday to Friday, 9am to 5pm. To deposit your thesis at Chelsea, please contact the LTO in the first instance to arrange a suitable time to hand in to Academic Services staff at 123 Old Brompton Rd ([theses@icr.ac.uk](mailto:theses@icr.ac.uk)).

## Viva

The LTO will send the copies of your thesis to the two examiners. When this has been done, you will receive an email stating that the copies of the thesis have been sent, and listing the details of your examiners. The LTO will ask your supervisor to arrange the viva, who will subsequently inform you of the date and venue. When you have been informed of the date of the viva, please notify the LTO of the date.

## Guidance

The Good Viva (<http://ispace.icr.ac.uk/Learning/LearningDevelopment/Pages/Student-OnlyResources.aspx>) is a 30 minute video provided by the Learning and Development Team (only available on the ICR intranet). In addition, there are a number of books on how to study for a PhD, including chapters on preparing for a viva, in the Study Skills section of both ICR Libraries (W 18).

It is your decision whether or not your supervisor attends the viva, and you should specify on the Entry Form

## Outcome

After the viva, the examiners send their report to the LTO. You should wait for the LTO to officially inform you of their decision.

If the result is a pass with minor amendments to your thesis, the LTO will inform you of the amendments required and the details of the examiner(s) to send them to. You will need to inform the LTO when these amendments are submitted.

Usually the internal examiner will sign off your amendments, but sometimes both examiners will request to see them. Occasionally the examiners are happy for the supervisor to sign off the amendments. Once the examiners have signed off the amendments, the LTO will inform you and ask for a final submission of the thesis.

If the result is a straight pass, the LTO will inform you and ask for a final submission of the thesis. If the result is a referral, you will need to resubmit your thesis and perhaps attend a further viva within 18 months.

## Final submission and award

Once a final submission has been requested by the LTO, you must hand in a hard bound copy of the final amended version of your thesis in blue binding with gold lettering on the spine, and an electronic version in a single PDF file.

Once the print and e-copy of the thesis have been received by the LTO, an award letter signed by the Deputy Dean will be sent to you informing you of the award of your degree. The award certificate will be arranged to be sent to you from the UoL, the date of the degree award will usually be the last day of the month of the award letter date, or the last day of the following month.

Please note that the UoL may take up to three months to process and send the certificate. Certificates are sent by the UoL via recorded delivery to the address you provided in the MPhil/PhD/MD(res) Entry Form. If you need to change this, please see the note below on addresses for contact.

## Addresses for contact

The address that you provide in your MPhil/PhD/MD(res) Entry Form is where the UoL will post your certificate (once your degree has been awarded). If you would like to change this address, please contact [researchdegrees@icr.ac.uk](mailto:researchdegrees@icr.ac.uk) and also the LTO: [theses@icr.ac.uk](mailto:theses@icr.ac.uk)

The address that you provide in your Entry Form is also the address that Registry will use to contact you regarding the ICR Award Ceremony, which usually takes place around July of each year. Please contact [researchdegrees@icr.ac.uk](mailto:researchdegrees@icr.ac.uk), who will be organising the event for more information.

## Information for supervisors

The supervisor should complete and submit the Appointment of Examiners Form to Registry four months prior to the thesis submission. The Deputy Dean will need to approve the form and once approved, Registry will forward it to the LTO for processing.

## Notes on the appointment of examiners

Please note that it's expected that at least one examiner will have previous experience examining for the relevant research degree from the UoL. Similarly, external examiners from abroad are expected to have experience of examining in the UK. It is expected that none of the appointed examiners have assessed students for the same supervisor in the previous three years.

When applicable, travel and accommodation expenses will be covered for a maximum of £250 for the external examiner, £25 for the internal examiner. If it is likely that expenses will exceed this threshold, the department will need to absorb the costs. The LTO will process examiner expense claims.

## Submission and arrangement of the viva

Once the student hands in the two copies of their thesis to the LTO you will receive an emailed letter asking you to contact the examiners to arrange the viva. You should inform the student and the LTO of the date and venue of the viva.

## Summary of processes for thesis submission and examination

When	Form / Document	Submitted by	Submitted to	Notes
Four months prior to submission	<ul style="list-style-type: none"> <li>• MPhil/PhD/MD(res) Entry Form</li> <li>• Description of thesis</li> <li>• Reproduction of the thesis</li> <li>• Restriction of access to the thesis (if applicable)</li> </ul>	Student	Registry	Once approved by Deputy Dean, form is forwarded to the LTO
Four months prior to submission	<ul style="list-style-type: none"> <li>• Appointment of examiners form</li> </ul>	Supervisor	Registry	Once approved by Deputy Dean, form is forwarded to the LTO
Upon submission	<ul style="list-style-type: none"> <li>• Soft-bound thesis (two copies)</li> <li>• Abstract of the thesis</li> <li>• Cover sheet</li> <li>• Word limit form</li> </ul>	Student	LTO	<p>LTO forwards theses to previously approved appointed examiners. LTO approaches supervisor so that he/she arranges viva.</p> <p>Note that examiner expenses are dealt with directly by LTO.</p>
Final submission	<ul style="list-style-type: none"> <li>• Hard bound copy of the final amended version of the thesis in blue binding (one copy)</li> <li>• Electronic version in a single pdf file (one copy)</li> </ul>	Student	LTO	<p>LTO sends award letters to both student and supervisors. Registry requests UoL to issue certificate.</p> <p>Note that UoL take up to 3 months to issue.</p>

## Thesis binding information

### Costs

Please note that the cost of binding the 2 examiner copies and the final copy for the Library have been included in the studentship budget. They are therefore covered by the stipend and cannot be claimed additionally by the student.

### Introduction

Instructions and notes on submission, format and binding of theses submitted for the degrees of MPhil, PhD and MD(res).

Theses have to be robust enough to endure the examination process and also have to be easily identified: while they are in the Library Theses Office (LTO), they are stored on bookshelves and need to have the candidate's name on the spine to distinguish them.

Once the examination is successfully completed, copies of the thesis are deposited in the ICR library so that the research undertaken can be publicly available: one hard-bound copy and one electronic copy will be required.

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 LTO 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 LTO.

It is not possible for the LTO to issue the result of the examination until it has two final approved copies of the thesis in the required formats (one hard bound and one electronic copy).

If at any stage you are uncertain what to do, please ask the LTO. For the requirements of a thesis (including any length limitations), the current Regulations for the relevant degree should be consulted. Every candidate submitting a thesis must do so in accordance with the following instructions:

### Number of copies

Two soft-bound copies must be submitted to the LTO, Brookes Lawley Building, Room 01E5, 15 Cotswold Road, Sutton, Surrey, SM2 5NG. Please note you will also be able to deposit your thesis at the ICR Offices in 123 Old Brompton Rd: please hand them in to a member of Academic Services staff, this will then be sent to the LTO.

However, a candidate may be required to provide a third copy of his/her thesis if a third examiner is appointed, or 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 LTO and adequately bound.

### Presentation

Theses must be presented in a permanent and legible form in typescript or print except 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.

## 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. Only one side of the paper may be used.

## Layout

Margins at the binding edge must be not less than 40 mm (1.5 inches) and other margins not less than 20 mm (0.75 inches). Double or one-and-a-half spacing should be used in typescripts, except for indented quotations or footnotes where single spacing may be used.

## 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.

## Title Page

The title page must bear the officially-approved title of the thesis, the candidate's full name as registered, the name of the Institute and the degree for which it is submitted.

The title page should be followed by a signed declaration that the work presented in the thesis is the candidate's own.

## Abstract

The signed declaration should be followed by an abstract consisting of no more than 300 words. You should submit this copy to the Library Office at the same time as you submit your theses.

## 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, photographs and any other materials.

## Illustrative material

Illustrative material may be submitted in the following forms and should be listed in the table of contents:

- Audio recordings: Compact cassette tape C60 or C90.
- Photographic slides: 35 mm in 2" x 2" frame
- A reliable brand CD-R with phthalocyanine dye (clear light green or light green disc hue), DVD-R or DVD+R.
- Illustrative material in other forms (including videotapes) may be submitted. Enquiries should be made well in advance of the submission of the thesis to the LTO.

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.

Each copy of the thesis submitted must be accompanied by a full set of this material.

## Practice / Performance PhDs

A candidate who is undertaking practice/performance in accordance with the provisions of the relevant MPhil and PhD regulations should have sought approval from the ICR of the form of the retainable documentation

in advance of submitting the thesis. A thesis may be submitted in A3 format where provision has been made in the relevant regulations or where the College of registration has agreed there is a demonstrable need. Requests for the thesis to be printed on both sides of the page should also be submitted to the LTO.

## Binding

Candidates should submit two copies of their theses. Both theses copies are to be submitted as soft-bound during the examination period. Addresses of binders are available from the LTO.

All theses (whether soft or hard-bound) must be covered in medium blue cloth (e.g. water resistant material), and lettered in gold up the spine with Degree, Year, and Surname and Initials in the same form as the College records, with letters 16 or 18 point (0.25 inch).

If the thesis has to be bound in two volumes, the spine should indicate this clearly, eg Vol. 1 and Vol. 2.

The date on the copies of the thesis submitted for examination in November and December should be that of the following year.

Hard-bound theses must have the pages sewn or be mechanically fixed in a permanent manner. Soft-bound theses should have the pages glued in.

After the examination is complete you should make sure that the LTO has one hard-bound copy and an electronic copy of your thesis with any required corrections completed. The ICR will not issue the result of the examination to successful candidates until it has received one final hard-bound and one electronic copy and the examiners have confirmed that any amendments to the thesis required by them have been made.

## Submitting your thesis

Please submit your thesis to the LTO.

Sir John Beckwith Library, Brookes Lawley Building, Room 01E5, 15 Cotswold Road, Sutton, Surrey, SM2 5NG

Tel: 020 8722 4230

Fax: 020 8722 4323

E-mail: [theses@icr.ac.uk](mailto:theses@icr.ac.uk)

Opening hours: Monday to Friday, 9:00 a.m. to 5:00 p.m.

Alternatively, you can deposit your thesis at 123 Old Brompton Rd, which will be forwarded to the LTO in Sutton.

Academic Services, ICR, 123 Old Brompton Road, London, SW7 3RP

Tel: 020 8722 4430

Email: [theses@icr.ac.uk](mailto:theses@icr.ac.uk)

Opening hours: Monday to Friday, 9:00 a.m. to 5:00 p.m.

## List of binders

All the binders listed below offer a theses binding service. Most of these are in the Greater London area but a few outside London are listed at the end.

### London

A.J .Bookbinding Co. Ltd  
5 Athole Terrace, Bensham Grove, Thornton Heath, Surrey, CR7 8DX  
Tel: 020 8653 5877  
<http://ajbbookbinding.co.uk/>

Alinea Bindery  
6 Porchester Road, London, W2 6ET  
Tel: 020 7727 6659

BJ Heard  
41 Pickford Road, Bexleyheath, Kent, DA7 4AG  
Tel: 020 8304 1229

Blissett Bookbinders  
Roslin Road, Acton, London, W3 8DH  
Tel: 020 8992 3965  
<http://www.blissetts.com/>

The Book Binder  
72 Southampton Row, London, WC1B 4AR  
Tel: 020 7242 3252

City Binders  
1st Floor, 39 Ludgate Hill, London, EC4M 7JN  
Tel: 020 7248 7990  
<http://www.citybinders.co.uk/>

Collis-Bird & Withey  
1 Drayton Park, London, N5 1NU  
Tel: 020 7607 1116  
<http://www.collisbirdandwithey.co.uk/>

Danillo Cooper  
Studio One, 46-52 Church Road, Barnes, London, SW13 0DQ  
Tel: 020 8748 0261

The Document Centre  
92 Southwark Bridge Road, Southwark, London, SE1 0EX  
Tel: 020 7928 9738  
<http://www.document-centre.co.uk/>

eThesis  
9 Elvaston Mews, London, SW7 5HY  
Tel: 020 7581 0334

Grays Bookbinders  
Windsor House, 26 Willow Lane, Mitcham CR4 4NA  
Tel: 020 8640 1449.  
<http://www.graysbbb.co.uk/>



J Muir Bookbinders  
64-68 Blackheath Road, Greenwich, London, SE10 8DA  
Tel: 020 8692 7565  
<http://www.jmuirbookbindersltd.co.uk/>

Keypoint Bookbinders Ltd  
9 Railway Street, London, N1 9E  
Tel: 020 7837 4833

Otter Bookbinding  
Suite 231, Railway House, 14 Chertsey Road, Woking, Surrey, GU21 5AH  
Tel: 01932 845 976  
<http://otterbookbinding.com/>

The Printing Centre  
30 Store Street, Bloomsbury, London, WC1E 7BS  
Tel: 020 7636 8723  
<http://theprintingcentre.co/>

Walter Newbury Ltd  
Dagenham Business Centre, Unit 19, 123 Rainham Road North, Dagenham, Essex, RM10 7FD  
Tel: 020 8472 0526  
<http://www.walternewbury.co.uk/>

The Wyvern Bindery  
56-58 Clerkenwell Road, London, EC1M 5PX  
Tel: 020 7490 7899  
<http://www.wyvernbindery.com/>

## Bath

Period Bookbinders  
Tollbridge House, Tollbridge Road, Batheaston, Bath, BA1 7DF  
Tel: 01225 858217

## Bristol

Alfred Harris Bookbinders  
30 St Matthew's Road, Kingsdown, Bristol, BS6 5TT  
Tel: 0117 942 4337  
<http://www.alfredharris.net/>

## Chelmsford

Avalon Associates  
23 Dunmore Road, Chelmsford, Essex, CM2 6RY  
Tel: 01245 468 706  
<http://www.avalon-assoc.co.uk/>

## Farnborough

Priory Bindery  
18 Whites Road, Farnborough, Hampshire, GU14 6PD  
Tel: 01252 515 843  
<http://www.priorybindery.com>

## Leeds

Hollingworth & Moss

Manor Street Industrial Estate, Enfield Terrace, Leeds, LS7 1RG

Tel: 01132 438 642

<http://www.hollingworthmoss.co.uk/>

## St. Albans

The Binding Store

D2 The Courtyard, Alban Park, Hatfield Road, St Albans, Hertfordshire, AL4 0LA

Tel: 01727 834 293