Instructions on how to prepare academic works (bachelor's and master's theses, etc.) presented at the Escola Tècnica Superior d'Arquitectura de Barcelona for their deposit in *UPCommons*

Format

- You have to hand in a digital copy of your work (CD/DVD) that contains the same exact information as the original version given in for evaluation.
- It must include all the documents given in for evaluation (memory, plans, etc.)
- The files do not have to bear any technical barrier that could prevent it from being uploaded to the University servers.
- File format should be PDF.
- In case of text documents, each file should not exceed 10Mb otherwise it should be fragmented into smaller files.

As for the maps and plans, the following options are recommendable

- Archive **1 PDF** file **per map or plan** of the work.
- The file size should not exceed **4 Mb** approx.
- Maps and plans have to be saved in the reading orientation so it may not be needed to rotate them once the file is opened.
- Every map or plan has to contain the author's name and the title of the work (for example, in the header or footer of the page).
- Every file name must contain a number indicating its position in the project and a brief title of the map, plan or document. For example:
  00 – Memory
  01 – Front page
  02 – Location
  03 – Ground floor
  04 – ...

Other documentation needed

- Required information form appropriately completed .
- Authorization form to disseminate copyrighted academic works (bachelor's and master's theses, etc.) via UPCommons, appropriately completed and signed by the author of the work
- Confidentiality statement for academic works (bachelor's and master's theses, etc.) appropriately completed and signed by the tutor of the work

Responsibility on the contents of the files is only and exclusive of the author.

Last but not least

- You can read academic works deposited in UPCommons and presented at the Escola Tècnica Superior d'Arquitectura de Barcelona
  at http://upcommons.upc.edu/handle/2099.1/3981
- If you have any doubts and query you may contact biblioteca.etsab@upc.edu
- As soon as your work is available in UPCommons, we will send you an email.

Further recommendations

- **Logos:** if needed, you should use the official UPC logos that are available in different formats at: https://www.upc.edu/comunicacio/ca/identitat/decarrega-arxius-grafics

- **Structure and presentation:** it is recommended to check the webpage Treballs acadèmics: recomanacions d'elaboració.

- **Writing:** in the Servei de Llengües i Terminologia you will find the Manual d'estil i recursos lingüístics de la UPC

- **Citations and bibliography:** it is recommended to check the webpage "Redacció"

- **PDF Converters:** Convert to PDF through DWG to PDF Converter MX http://www.autodwg.com/ or PDFCreator http://www.pdfforge.org/products/pdfcreator/

- **Guide for converting AutoCad files to PDF** written by the Biblioteca de l'Escola Tècnica Superior d'Arquitectura del Vallès (ETSAV) http://www.slideshare.net/slideshow/view/3198661?login=bibliotecaetsav&title=guia-per-passar-documents-dautocad-a-pdf