

National Chung Hsing University

Thesis/Dissertation Format

Part A. Page Contents and Orders

1. Cover
2. Blank Page
3. *Thesis/Dissertation Title in Chinese
4. Thesis/Dissertation Title in English
5. Evaluation
6. Authorization Page by National Library
7. * Acknowledgements
8. Abstract
9. Table of Contents
10. List of Tables and Figures
11. Texts
12. References
 - *Chinese Part
 - (1) *Books
 - (2) *Journal Articles
 - (3) *Electronic Resources
 - (4) *Others
 - English Part
 - (1) Books
 - (2) Journal Articles
 - (3) Electronic Resources
 - (4) Others

Part B. Details of the Items

1. The front portion

(1) Cover

The cover is horizontal and in A4 size. The department may decide its color. The paperback edition should use black characters while the hardback one should use golden characters. The margins on all sides should be 3 cm. The contents should include the following items.

- Official name of the department/institute/program (in accordance with NCHU regulations): Department/Institute of XXXX, National Chung Hsing University (Font: Times New Roman, Size 20, align center)
- Category: Thesis/Dissertation (Font: Times New Roman, Size 20, align center)
- Title: If exceeding one line, the 2nd and the 3rd lines should be shorter accordingly (Font: Times New Roman, Size 20, align center); Chinese title first following with the English title on the next paragraph.
- Advisor: Name should be same as shown on the passport (Font: Times New Roman, Size 20, align center)
- Student: Name should be same as shown on the passport (Font: Times New Roman, Size 20, align center)
- Completion of the thesis/dissertation: Date (Arabic numbers) Month (English letters), Year (Arabic numbers, 4 digits); sample as Appendix A

(2) Blank Page

White blank paper for the usage of inscription.

(3) Thesis/Dissertation Title in Chinese

This page is optional.

(4) Thesis/Dissertation Title in English

Use white paper. Regulations are the same as “Cover”

(5) Evaluation

This page is provided by each department/institute/program with advisor and committee members' signatures of passing the defense.

(6) Authorization page

Authorize the hard copy of the thesis/dissertation to NCHU Library or the National Central Library.

Authorize the electronic version of the thesis/dissertation to be public for search, browsing, downloading, and/or printed. (Reference of the Authorization form is listed in Appendix C)

(7) *Acknowledgements

To express student's gratitude to the advisors, colleagues, or their family members in 1 page and not to exceed 2 pages.

(8)*Abstract in Chinese

Normally in 1 page and not to exceed 2 pages. Briefly describe the research purpose, methods and design, data analysis, results and discussion.

(9) Abstract in English

Instructions are same with the Abstract in Chinese.

(10)Table of Contents

Based on the sequence of the “Page contents and orders”, arrange in order specifying its content and page.

(11) List of Tables and Figures

Arrange each tables and figures with their number, title, and page. Align to the right of the page. Tables first, follow with Figures. If tables and figures exceed 10, separate into Table and Figure category.

2. Text

● Layout of the thesis/dissertation

1. The thesis/dissertation is separated into chapters that start on a new page. Chapter title is centered on the first line of a new page. Section is separated after the chapter, which subtitle in a section is centered in the page but not on a new page.
2. Use Arabic symbol to number the chapters in the thesis/dissertation; leave 1 space between the number and the title.
3. In each chapter or section, please use the following formats.

1.

△△ 1.1. Indent 2 spaces

△△△△ 1.1.1. Indent 4 spaces

△△△△△ 1.1.1.1. Indent 6 spaces

4. Line distance: For Chinese, line spacing is 1 with at least 32 lines per page; for English, line spacing is 1.5 with at least 29 lines per page. Please leave 2 line spacing after each chapter title.
5. Letter distance: For Chinese, at least 32 characters per line; there is no limit for English.

● Processing of Tables and Figures

1. Arabic numbers should be assigned to all tables and figures separately. The number of the tables and figures should be numbered in sequence as in the text.
2. Number of the table and its caption should be centered on top of the table.
3. Number of the figure and its legend should be centered under the figure.
4. References and footnotes of the table and figure should be aligned to the left under the table or figure.
5. Referring to any table or figure in the text should be specific, e.g. Table 1, Figure 1.
6. Tables and figures should be placed in an optimal position, commonly after the paragraph that they were first mentioned. If necessary, a new page with the

figures and tables can be established in the center of the page.

7. If tables or figures are too big to fit in A4 size page, they can be printed on a larger sheet of paper and folded within the thesis/dissertation.

- Footnotes

1. There is no format of a footnote; it can be based on each institute's format. It can be a Pagenote at the end of the page, or Chapternote after the end of each chapter, or Endnote after the conclusion and before the references.
2. Footnotes can be placed after the text without the need to start a new page.
3. When citing a reference, footnotes should always be used.
4. Within a chapter, the numbering is continuous. Between chapters, the numbering is discrete.

3. References

- References

1. All citations used in the text should be listed in the reference section after the main text. The reference section should start on a new page. The page number is continuous with the main text. Chinese references should be in front of English references. References can be textbooks, journals, website resources, etc.
2. Reference format can be decided by each institute, normally using MLA, Chicago Manual, American Psychological Association, etc. styles.

- Appendix

Any large or lengthy data that is not suitable to be placed in the main text, for example raw data, interview reports or questionnaires should be assigned in the appendix after the reference starting with a new page. Page numbering is continuous with the reference.

4. Others

- Page format

1. Margins on all side should be 3 cm.
2. Font type should be determined by each Department/Institute.

- Page numbering

1. Page number should be placed in the center of the end page.
2. Use Roman numeral system for each page before the main text. For example, i, ii, iii, etc.

3. Use 1, 2, 3, numbering starting from the main text.

● **Binding**

1. Binding of the thesis/ dissertation should be on the left side. The book spine should label (1) Name of University and institute; (2) degree of pursued; (3) title of the thesis/dissertation; (4) Student's name; (5) graduation date.
2. The above format should be as diagramed in Appendix 4.

Part C. Hand in of the hardcopy and the uploading of the electronic file

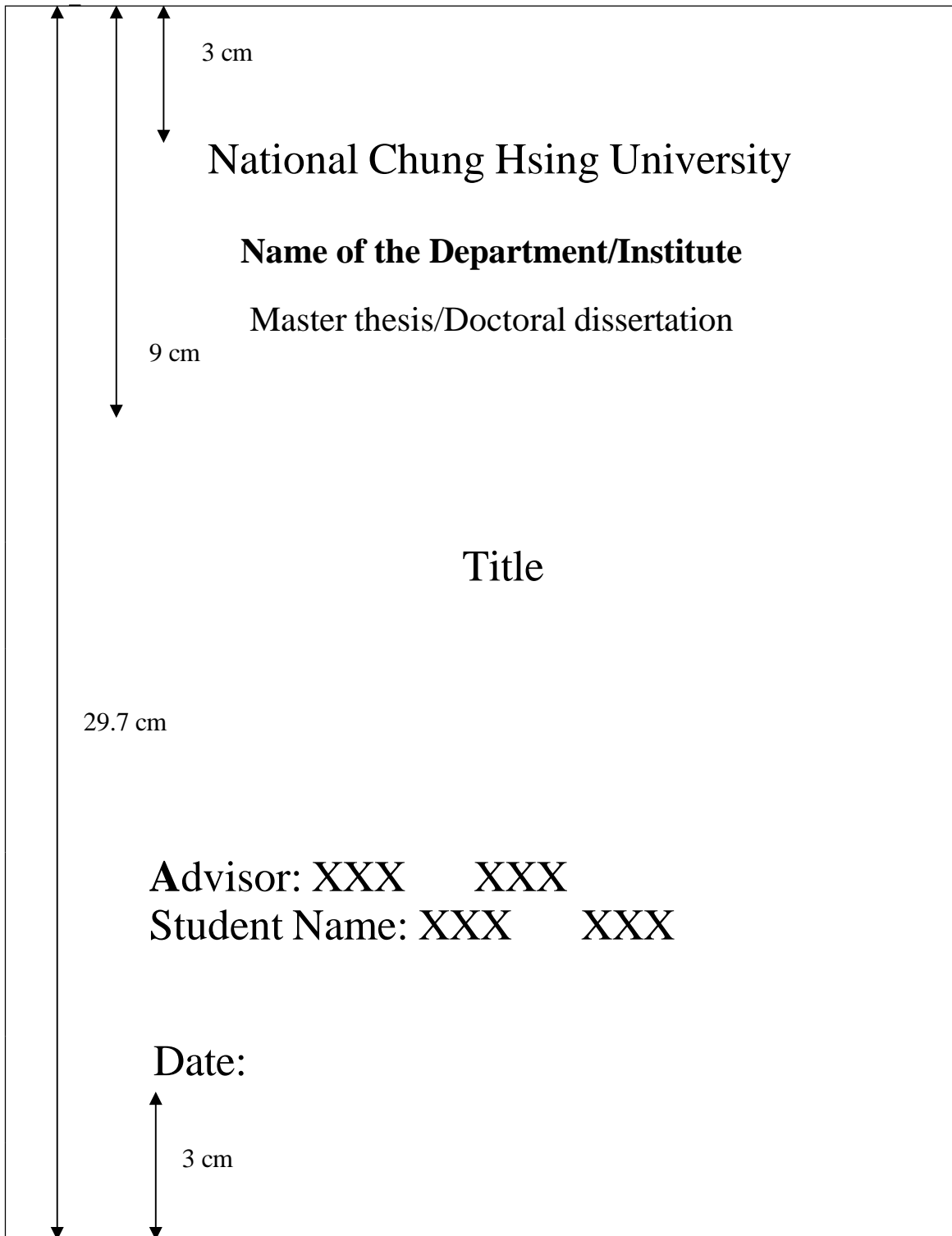
1. Hand in the hardcopy

After passing the defense, students should prepare 2 copies of the thesis/dissertation each enclosed with the page signed by the advisors, committee members, and an official stamp from the department office. Two hardcopies is required to be handed to the Main Library. One will be remained in the University, while the other will be send to related parties.

2. Uploading of the electronic file

Before applying for the departure from school application, students are required to log in to the [National Chung Hsing University Electronic Degree Dissertation System] and enter their personal information and upload the electronic file of the thesis/dissertation that was handed to the University.

Appendix A: Cover page format



National Chung Hsing University

Name of the Department/Institute

Master thesis/Doctoral dissertation

Title: _____

Name: _____ **Student ID:** _____

Certification of pass of the defense

Advisor _____

Committee _____

Date:

Appendix C: authorization page format

NCHU Theses & Dissertation Copyright License Agreement

COLLEGE and DEPARTMENT: **College of** / **Graduate Institute** (or DEPARTMENT) of

TITLE of THESIS/ DISSERTATION:

GRADUATE SCHOOL YEAR:

SEMESTER:

DEGREE:

ADVISOR/ ADVISING PROFESSOR:

CO-ADVISOR:

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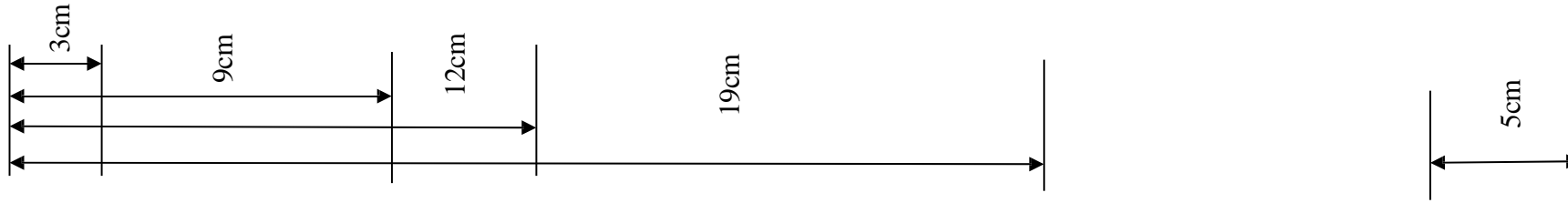
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Appendix D: Book spine format



National Chung University	Master thesis	Title	Student:○○○	yyyy, mm
Name of Department				

National Chung University	Master thesis	Title	Student:○○○	yyyy, mm
Name of Graduate Institute				