

# National Sun Yat-Sen University

## Thesis/Dissertation Format Regulations

Approved at the 126<sup>th</sup> meeting of academic affairs during the 1<sup>st</sup> semester of the 2010 academic year, December 13, 2010

1. The Regulations are established to make uniform the format for graduate student theses/dissertations, to ensure the quality of the studies and to respond to the internationalization tendency.
2. The department/institute may develop a special format to meet the requirements of specific academic disciplines, but the main structure of the format must comply with the Regulations.
3. The theses/dissertations must be compiled as follows:
  1. Front cover (including spine)
  2. Title of the book
  3. Thesis/dissertation verification letter
  4. Preface and acknowledgement (optional)
  5. Abstract and 5-7 keywords (in Chinese)
  6. Abstract and 5-7 keywords (in English)
  7. Table of contents
  8. List of figures
  9. List of tables
  10. List of symbols (optional)
  11. Text
  12. References
  13. Appendix
  14. Autobiography or curriculum vitae (optional)
  15. Back cover
4. Front cover (including spine): [Attachment 1 and sample]
  1. Front cover: The name of the university (in Chinese and English), name of the department/institute, academic degree, thesis/dissertation title, author, advisor and date (year and month) of graduation.
  2. Spine: The name of the university, name of the department/institute, academic degree, thesis/dissertation title (in Chinese), author and academic year of graduation.
5. Title of the book: Same as the front cover.
6. Thesis/dissertation verification letter: [Attachment 2]
  1. Where the thesis/dissertation defense has passed the review of the examination committee and the thesis/dissertation needs to be modified, the master/doctoral student must make the modification based on the comments of the examination committee members.
  2. The student can submit the thesis/dissertation only after the advisor has signed and approved the thesis/dissertation verification letter.

7. Preface and acknowledgement  
The student may express his/her appreciation for the inspiration or assistance that other people gave or thoughts about the thesis/dissertation on this page. The preface and acknowledge shall be concise and not more than one additional page, if needed.
8. Abstract (in Chinese and English): [Attachment 3]
  1. The abstract shall contain the key points of the text, including the purpose, method, procedure and conclusion of the study.
  2. Both the Chinese and English abstracts shall not be more than one page.
  3. An abstract in Chinese must be attached if the department/institute allows the student to write the thesis/dissertation in English
9. Table of contents: [Attachment 4]  
This page contains the title of each chapter and section, references, appendixes and their page numbers.
10. List of figures: [Attachment 5]  
This page contains the title of each figure and their page numbers.
11. List of tables: [Attachment 5]  
This page contains the table of each chapter and section and their page numbers.
12. List of symbols:  
All mathematic and special symbols referred to in each chapter and section are listed and defined here.
13. Page format:
  1. Paper: White A4, 80lb simili paper binding (front and back covers excluded).
  2. Font:
    - Chinese: Kaiti No. 12 (MingLiU and DFKai-SB) with 1.5 spacing.
    - English: Times New Roman No. 12 with double spacing.
  3. Margin: 2.54cm (top), 2.54cm (bottom), 3cm (right), 3cm (left); black font color with punctuation marks, no alteration allowed; page number right down in the center and 1.5cm above the bottom edge.
  4. The thesis/dissertation is written in Chinese or English. The text is printed on both sides, and printing on one side is allowed for texts of not more than 80 pages. (Color pictures can be printed on one side.)
14. Compilation of page numbers:
  1. The pages before the text are numbered continuously in the center using Roman numerals (lowercase) i. ii. iii....
  2. The pages from the first page of the text to the “Appendix” page are numbered continuously in the center using ciphers 1, 2, 3....
15. Table/figure literatures:  
For tables/figures extracted from the literature, the source of the table/figure must be given in the text right under the table/figure concerned.

16. References:

1. Cited Chinese/English books: Author, publishing year, title and version of the book, location, publisher and page number.
2. Cited Chinese/English periodical: Author, title of the essay, title of the periodical, volume, issue number, date and page number.
3. The format of the references must be the same. The department/institute shall refer to the conventional academic format and select a general citation format (such as APA, MLA, Chicago) for all theses/dissertations, or the department/institute may provide at most 5 different academic periodicals and allow the student to select one of them as the format of the references.

17. Front/back cover: The thesis and dissertation must be well bound in the form of a book. The college must select a solid color for the cover of the thesis/dissertation and ask the department/institute to use such accordingly.

18. Hand-in of thesis/dissertation:

1. When leaving the University after the graduation, the master/doctoral student must hand in at least 3 copies of the thesis/dissertation. One is for the Office of the Library and Information Services (hardback or paperback as determined by the Office) as a collection for the University; one is for the Registration Division (paperback) which is forwarded to the National Central Library as a collection; and one is for the department/institute (hardback or paperback as determined by the department/institute) for reference.
2. The department/institute or program may ask for additional copies of the thesis/dissertation or request an English version from the student.

(Margin 2.54cm)

(Attachment 1 and sample)



國立中山大學○○系(所)

碩(博)士論文 (Kaiti No. 18, 1.5 spacing)

Department/Institute of ○○ (Times New Roman No. 16, 1.5 spacing)

National Sun Yat-sen University (Times New Roman No. 16, 1.5 spacing)

Master Thesis/Doctorate Dissertation (Times New Roman No. 16, 1.5 spacing)

(論文中文題目) (Kaiti No. 18, 1.5 spacing)

(Thesis/Dissertation Title in English) (Times New Roman No. 16, 1.5 spacing)

Graduate student: ○○○ (撰者中文姓名) (Kaiti No. 16, 1.5 spacing)

○○○ (English Name) (Times New Roman No. 16, 1.5 spacing)

Advisor: ○○○ (學位名稱) 或 (職銜) (Kaiti No. 16, 1.5 spacing)

(DEGREE) or (TITLE) ○○○ (Times New Roman No. 16, 1.5 spacing)

中華民國○○年○月 (Kaiti No. 16, 1.5 spacing)

(Month)○○○○ (Year) (Times New Roman No. 16, 1.5 spacing)

(Margin 2.54cm)



國立中山大學資訊管理學系  
碩士論文

Department of Information Management  
National Sun Yat-sen University  
Master Thesis

**Web2.0 服務應用於 E 化學習歷程檔案管理系統之設計  
與實作**

Design and Implementation of an ePortfolio Management System  
Using Web2.0 Services

研究生：梁○○

○○-○○ Liang

指導教授：陳○○ 博士

Dr.○○-○○ Chen

中華民國 97 年 6 月

June 2008

國立中山大學研究生學位論文審定書(標楷體 18 號字)

本校。 。 。 。 。 學系(研究所)碩(博)士班(16 號字， 以下同)  
研究生。 。 。 (學號：00000000) 所提論文

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於中華民國○○○年○○月○○日經本委員會審查並舉行  
口試，符合碩(博)士學位論文標準。

學位考試委員簽章：

召集人○○○\_\_\_\_\_ 委 員○○○\_\_\_\_\_

委 員○○○\_\_\_\_\_ 委 員○○○\_\_\_\_\_

委 員○○○\_\_\_\_\_ 委 員○○○\_\_\_\_\_

委 員○○○\_\_\_\_\_ 委 員○○○\_\_\_\_\_

委 員○○○\_\_\_\_\_ 委 員○○○\_\_\_\_\_

指導教授○○○\_\_\_\_\_

(鍵入姓名) (簽名)

(若為雙指導教授時，請自行增列)



(Attachment 4)

## Table of Contents

Thesis/dissertation verification letter.....	i
Acknowledgement.....	ii
Abstract in Chinese .....	iii
Abstract in English.....	iv
Chapter 1 ○ ○ ○ .....	1
Section 1 or 1.1 or ○ ○ ○ .....	1
Section 2 or 1.2 ○ ○ ○ .....	5
Chapter 2 ○ ○ ○ .....	18
Section 1 or 2.1 ○ ○ ○ .....	18
(and so on)	
References .....	100
Appendix .....	105



(Attachment 5)

### List of Figures/Tables (Sample)

List of figures: The figures in the text are numbered continuously. The figures in the first chapter are numbered as 1-1, 1-2, 1-3..., and the figures in the second chapter are numbered as 2-1, 2-2, 2-3....All figures are listed under the List of Figures.

List of tables: The tables in the text are numbered continuously. The tables in the first chapter are numbered as 1-1, 1-2, 1-3..., and the tables in the second chapter are numbered as 2-1, 2-2, 2-3....All tables are listed under the List of Tables.

Sample:

List of Figures	
Fig. 1-1 Organizational system.....	8
Fig. 2-1 ××××.....	12
Fig. 2-2 ××××××.....	32

List of Tables	
Table 1-1 Network Learning Classification List....	10
Table 1-2 ××××.....	12
Table 3-1 ××××××.....	25

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)