

# Thesis Format approved by the College of Management

Original Approved by Board of Directors, College of Management 2002.12.30  
Revision Approved by Board of Directors, College of Management 2015.10.06  
Revision Approved by Board of Directors, College of Management 2018.05.30  
Revision Approved by Board of Directors, College of Management 2018.06.08  
Revision Approved by Board of Directors, College of Management 2021.01.15

## Proposal Format

Master students must hand in their theses which meet the professional fields of departments, advisors, and proposals. Please refer to Appendix A for the format of proposal.

## Thesis Format

### I. Structure

Three basic parts of Thesis:

1. **Preliminaries:** Cover (including back cover), Cover page, Authorization Page, Chinese Certification of the Completion of Oral Exam, English Certification of the Completion of Oral Exam, Chinese Abstract, English Abstract, Acknowledgements, Table of Contents
2. **Text:** Thesis
3. **References:** Citation

Each study is specific for special purpose so the author can adjust the structure of thesis. However, preliminaries, Text and References must be included.

All the parts need to be arranged in order as follows:

- |                |                                   |
|----------------|-----------------------------------|
| (1) Cover Page | (8) Table of Contents and Figures |
| (2) Topic page | (9) List of Tables                |

- |                                                 |                                                                                                                            |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| (3) Transfer of Copyright<br>Authorization Page | (10) Thesis Content (Introduction,<br>Literature Review, Materials and<br>Methods, Results and Discussion,<br>Conclusions) |
| (4) English Certification                       | (11) Reference (Literature cited)                                                                                          |
| (5) Chinese Abstract                            | (12) Index                                                                                                                 |
| (6) English Abstract                            | (13) Appendix                                                                                                              |
| (7) Acknowledgements                            |                                                                                                                            |

Thesis arrangement is listed below:

- (1) Please refer to Appendix B for the format of Cover Page
- (2) Typing should be done from left to right side.
- (3) Please avoid using any obscure wording.
- (4) The title of thesis should be typed on the first page and should be typed on the first page; the chapters should be arranged in the following.
- (5) Please use single-sided printing.
- (6) Font size in the title of the Preliminaries Part or of a chapter should be Times New Roman 16. Font size in the content should be Times New Roman 14. The space between lines should be 22pt; automatic paragraph spacing. Do not put any punctuation mark after each title.
- (7) Settings: Top: 2.5 cm, Bottom: 2.5 cm, Left: 3.0 cm, Right: 2.5 cm.
- (8) The paper should be 60 lbs. to 80 lbs. wood-free printing paper, and the size is A4 (21x 29.7 cm).
- (9) Preliminary sections of the thesis should be numbered using UPPERCASE Roman Numerals (I, II, III...). The page number of thesis content should be numbered using Arabic numerals (for example, 1, 2, 3, 4... ), which is located at the bottom of each page and centered 1 cm from the bottom of each page.
- (10) “Abstract”, “Acknowledgements”, “Table of Contents”, “List of

Tables”, “List of Figures”, “Each chapter of thesis”, and “References” must begin 3 cm from the top of each new page.

- (11) Thesis submitted for the oral exam must be closely examined and bound (soft cover).
- (12) Word and PDF formats of the thesis must be uploaded to the NPUST Library <http://140.127.23.2/cdrfb3/index.htm>.

The following paragraphs provide the details of each section in the thesis:

## **II. The First Part**

### **1. The front cover, inside pages and title**

The cover of thesis should contain the names of school and department; indicate whether the thesis is for master degree, the thesis title, the name of adviser(s), student’s name and defense date in English and Chinese. For the forms of cover and the inside page, please see Appendices B and C.

### **2. Authorization**

Word and PDF formats of the thesis must be uploaded to the NPUST Library <http://140.127.23.2/cdrfb3/index.htm>. The copy of authorization must be downloaded and signed by advisor and student. Insert copy of authorization must be included after cover page. Please see Appendix D for the format of Authorization.

### **3. Certification of the Completion of Oral Exam**

All committee members of the oral examination must sign on the form (see Appendices E and F) to qualify the thesis for passing and meeting university standards.

#### **4. Abstract**

- (1) The paper size of Abstract section is A4 (21x 29.7 cm). This section must include the followings: student ID number, thesis topic, total pages (written after thesis topic), school's name, department name, date of oral examination, names of student and advisor(s).
- (2) On writing the thesis abstract, please follow the objectives of research, literature review, methods of research, contents and results to make a short description, approximately 500 to 1000 words and 3 to 7 keywords. See Appendix G for Chinese abstract and Appendix H for English abstract. The title must be headed "Abstract".
- (3) Typing should be done from left to right side. Copied and handwritten materials are not acceptable.
- (4) Please use font size 14 Times New Roman, adjust distance from words and sentence. Write down full names of school and department.

#### **5. Acknowledgements**

- (1) The content of acknowledgements and thesis do not have direct relationship since it is for expressing gratitude to advisor(s) or any other support received. There is therefore no limitation on the style of writing.
- (2) "Acknowledgement" must be the title.

#### **6. Table of Contents**

- (1) It must cite "Table of Contents" as the title, and the chapters should be arranged in a sequence for the purpose of searching.
- (2) The "Contents" is the backbone of a paper. It must be arranged after the order of each chapter and cite each page number by a dotted line. The dotted line must connect with page number, such as 「 .....5 」 .

## 7. List of Tables and Figures

- (1) It must cite “List of Tables” or “List of Figures” as the titles.
- (2) Arrange List of Figures in order. For example, cite Figure 1 as the first figure, cite Figure 2 as the second figure, etc...
- (3) If you want to make a footnote in the content with figures and tables at the same time, figure should be first.

## III. Body of Text

1. The content of text must spread to fit different chapters and give an appropriate title.
2. No punctuation marks are added in the headings of article.
3. About the references in the text, only authors’ last name and year published are needed; such as (Benedetti and Rossini, 1993) or Benedetti and Rossini (1993); (Hall *et al.*, 1991) or Hall *et al.* (1991).
4. There can be five different levels for each chapter:

Chapter	Section	Sub-section	Paragraph	Each Point
↓	↓	↓	↓	↓
1.	1.1	1.1.1	1.1.1.1	1.1.1.1.1

5. The line spacing should be exactly 22pt, and choose automatic paragraph spacing. Indent two 4 English characters (2 Chinese characters) at the beginning of each paragraph.
6. Directions of acronyms, punctuation marks and numerals:
  - (1) Follow the rules of punctuation marks when adding to the text.
  - (2) If there are some proper nouns or particular symbols which are not easily understood by readers, they need to be written in full or expanded form particularly at the first appearance.
  - (3) Use Arabic numerals for the numbers of quantity used in the text.
  - (4) Adopt the metric system for the units of weights and measures.

## 7. Figures and Tables

- (1) Figures or tables should be numbered in turn and given proper captions.
- (2) Figures and tables should be placed as close as possible to the related text. If there is not enough space for the figure or table in one page, it can be placed in the next page. However, you must add an annotation of “Continuous Table” at the top of the table. However, if the table cannot fit due to the length, adjust page layout to Landscape with margins.
- (3) The size of each figure or table should not go beyond the paper margins.
- (4) The figure or table should be put in the middle if its width is less than that of the paper. If there is more than one line in the title of the figure or table, the second line should be indented and straight with the description of first line after the number.
- (5) Spacing of figures and tables between the text should be exactly 22pt, and choose automatic paragraph spacing.

## IV. References

The principles of writing references are as follows:

1. The sequence of references should be followed by Chinese, Japanese, English, and then other language references. It also must follow in alphabetical order of the letters of authors' last names. For writing references from websites see examples below.
2. References do not need to be assigned numbers. The second line needs to indent 4 English characters (2 Chinese characters).
3. The papers cited in the text should be listed in references. Those references listed should also be cited in the text. In other words, citations and references should be consistent.
4. References must be from official sources.
5. Examples of Chinese and English references format:

**Examples of English References Format**

(1) For Periodicals

Lancaster, D. G., D. Richter, R. F. Curl, and F. K. Tittel. 1998. Real-time Measurements of Trace Gases Using a Compact Difference-frequency- Based Sensor Operating at 3.5 $\mu$ m. *Apply Physics B- Lasers and Optics* 67(3):339-345.

Huang, E., D. R. Rowling, T. Whelan, and J. L. Spiesberger. 2003. High-sensitivity Photoacoustic Leak Testing. *Journal of the Acousical Society of America* 114(4):1926-1933.

Zhu, Z. Y., G. Lin, L. C. Lo, Y. X. Xu, C. Renee, and G. H. Yue. 2006a. Genetic Analysis of Asian Sea Bass Stocks Using Novel Polymorphic Microsatellites. *Aquaculture* 256(1):167-173.

Zhu, Z. Y., C. M. Wang, L. C. Lo, F. Feng, G. Lin, and G. H. Yue. 2006b. Isolation, Characterization and Linkage Analyses of 74 Novel Microsatellites in Barramundi (*Lates calcarifer*). *Genome* 49(8):969-976.

## V. Appendix

1. Appendix gives the readers extra information to understand your thesis.
2. If some complicated figures and tables or technical references are not suitable to be included in the text, the appendix section is another choice.

## **【Appendix A】**

# **The Format of Proposal for Thesis**

### **The Format of Proposal for Thesis**

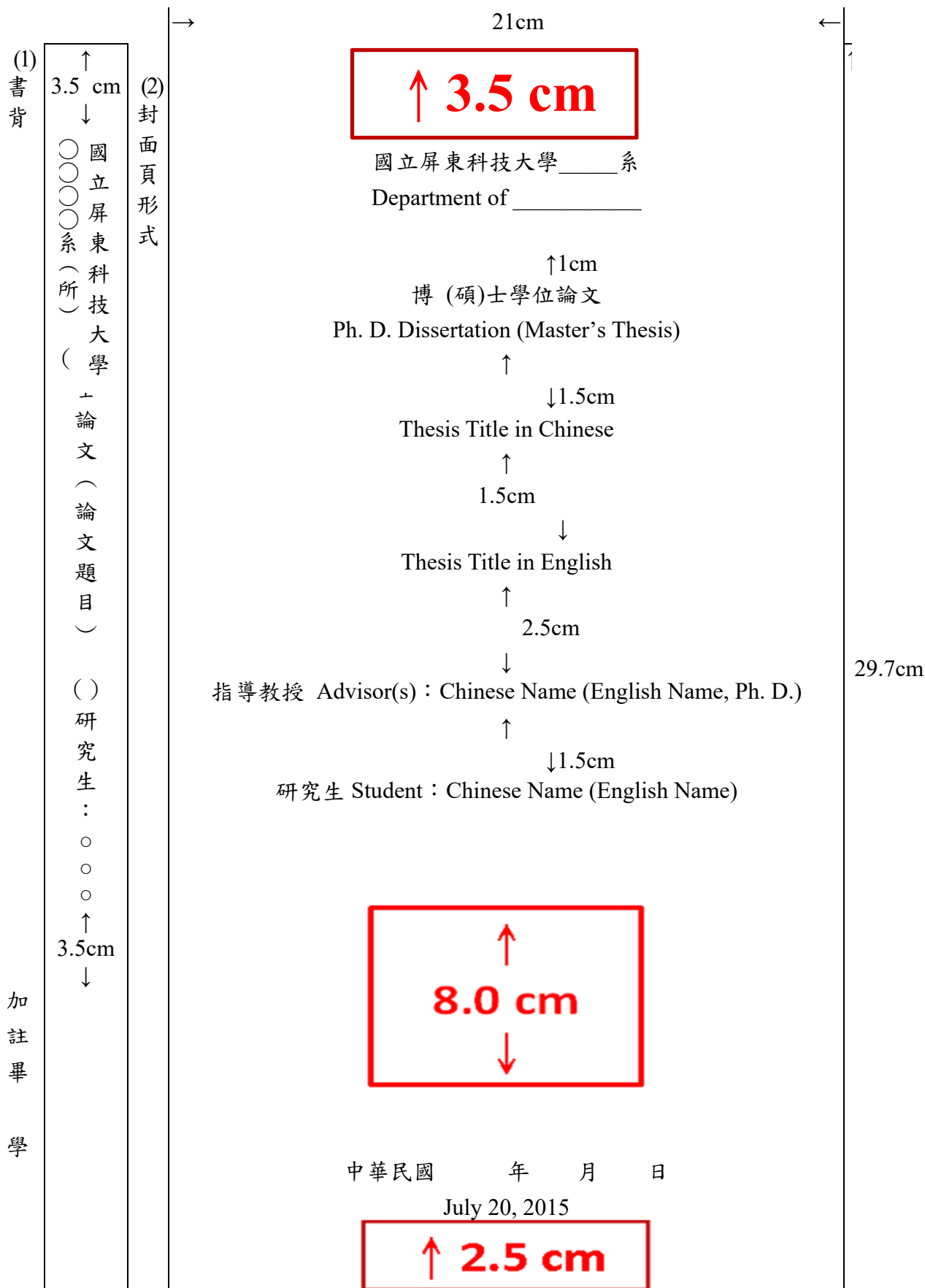
1. Title of Thesis
2. Department:
3. Student Name:
4. Advisor Name:
5. Chairman Name:
6. Date:

### **The Title of Thesis**

1. Abstract
2. The Purpose of Thesis
3. Research Background and Motivation
4. Research Methods and Procedures
5. Expected Results
6. Literature Review

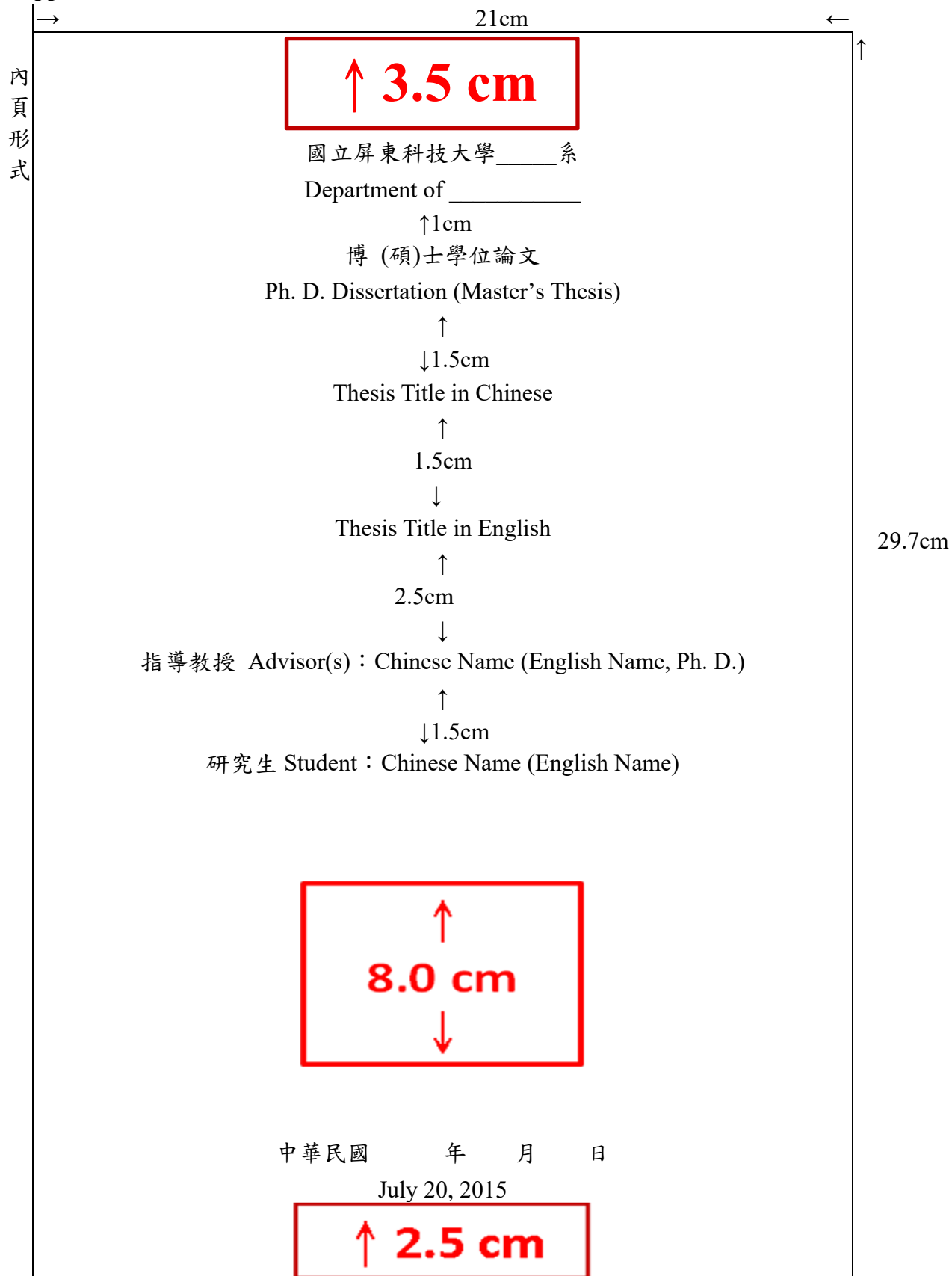


**【Appendix B】**



**Note:** The margin spacing at the top (3.5 cm) and bottom (2.5 cm) and the space between the student's name and the date (8.0 cm) cannot be altered. The other spacing can be slightly adjusted in accordance with the content.

【Appendix C】



**Note:** The margin spacing at the top (3.5 cm) and bottom (2.5 cm) and the space between the student's name and the date (8.0 cm) cannot be altered. The other spacing can be slightly adjusted in accordance with the content.

## 【Appendix D】

### Authorization for Public Access of Thesis/ Dissertation

The thesis/ dissertation authorized by this authorization is associated with

Name of licensor :

School: National Pingtung University of Science and Technology

Department:

Degree:

School Year:

Dissertation/Thesis Record number :

**Thesis/Dissertation Title :**

**Advisor :**

I hereby agree to authorize the printed and electronic versions (including bibliographic data, abstract, and audio/ visual data) of the fore-mentioned thesis/dissertation, research report, technical report, or professional practice report and work to National Central Library and the school library, in a non-exclusive way and without reimbursement, in accordance with the Copyright Act. The fore-mentioned authorized items can be reproduced by the authorized institution in the form of text, video tape, audio tape, disc and microfilm, or converted into other digital formats, without the limitation of time, places, and frequency for non-commercial uses.

- I agree that through intranet
- I agree that through Internet
- I do not agree that the fore-mentioned authorized electronic files can be accessed by the public in the ways indicated below, for readers to retrieve, read, download or print online for non-profit purpose.

As agreed in the previous section, access granted will start, depending on material type, on the dates marked below:

#### ◎**Electronic Fulltext**

- Released for Internet access immediately
- Released for intranet access immediately
- Released for Internet access starting from: (yyyy/mm/dd)
- Released for intranet access starting from: (yyyy/mm/dd)
- Disagree with public
- Others \_\_\_\_\_

#### ◎**Audio/ Visual Data** ( including graphic, model, sculpture, etc. )

- Released for Internet access immediately
- Released for intranet access immediately
- Released for Internet access starting from: // (yyyy/mm/dd)
- Released for intranet access starting from: // (yyyy/mm/dd)
- Disagree with public
- Others \_\_\_\_\_

**Advisor (Signature) :** \_\_\_\_\_ **Date: // (yyyy/mm/dd)**

**Author (Signature) :** \_\_\_\_\_ **Date: // (yyyy/mm/dd)**

(Handwritten signature required, typed or scanned signature not accepted)

【Appendix E】

國立屏東科技大學博(碩)士學位論文口試委員會審定書

\_\_\_\_\_系(所)博(碩)士班 研究生\_\_\_\_\_君  
所提之論文\_\_\_\_\_

經本委員會審定通過，特此證明。

論文口試委員會

委員：	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
指導教授：	_____	○○○ 博士
	_____	○○○○大學○○系教授

中華民國 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

**【Appendix F】**

National Pingtung University of Science and Technology  
Certification of the Completion of Oral Exam  
By the Oral Exam Committee for  
Master's Thesis

Department of Tropical Agriculture and International Cooperation

Student: ○○○○○○○○○○

Title: ○○○○○○○○○○○○○○○○○○○○○

This is to certify that Mr./Ms. ○○○ has successfully passed the oral examination.

Committee:

\_\_\_\_\_ Dr. ○○○  
Professor  
Department of ○○○  
○○○ University

\_\_\_\_\_ Dr. ○○○  
Professor  
Department of ○○○  
○○○ University

\_\_\_\_\_ Dr. ○○○  
Associate Professor  
Department of ○○○  
National Pingtung University of  
Science and Technology

\_\_\_\_\_ Dr. ○○○  
Associate Professor  
Department of Tropical Agriculture  
and International Cooperation  
National Pingtung University of  
Science and Technology

Advisor:

\_\_\_\_\_ Dr. ○○○  
Professor  
Department of Tropical Agriculture  
and International Cooperation  
National Pingtung University of  
Science and Technology

\_\_\_\_\_

Date: June 25, 2009

**【Appendix G】**

摘 要

學號：

論文題目：

總頁數：

學校名稱：國立屏東科技大學 系（所）別：○○○○系（所）

畢業時間及摘要別：○○○ 學年度第 ○ 學期博(碩)士學位論文摘要

研究生：○ ○ ○

指導教授：○ ○ ○

論文摘要內容：

**【Appendix H】**

**Abstract**

Student ID:

Title of Thesis:

Total Page:

Name of Institute:

**Graduation Date:**

Degree Conferred:

Name of Student:

Advisor (s):

The Contents of Abstract in This Thesis: