

# Thesis Format approved by the College of Veterinary Medicine

Approved by Board of Directors, College of Veterinary Medicine 2021.04.27

Master and Ph.D. students must hand in their thesis/dissertation draft to their advisor to review their theses (including the content and format). Students and the advisors must sign the author agreement form and submit to Department or Program Office. After the oral defense, the final version and format of the thesis must be approved by the supervisor(s) before the hard covered thesis can be printed.

## Thesis Format

### I. Structure

Three basic parts of Thesis:

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

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  |
| (2) Topic page                                  | (9) List of Tables and Figures   |
| (3) Transfer of Copyright<br>Authorization Page | (10) Thesis Content (Introduction,<br>Literature Review, Materials and<br>Methods, Results and Discussion, |

## Conclusions)

- |   |                                   |
|---|-----------------------------------|
| (4) Oral defense Completion certificate | (11) Reference (Literature cited) |
| (5) Chinese Abstract                    | (12) Index                        |
| (6) English Abstract                    | (13) Appendix                     |
| (7) Acknowledgements                    |                                   |

Thesis arrangement is listed below:

- (1) Cover Page (see Appendix A).
- (2) Typing should be done from left to right side. Copied and handwritten materials are not acceptable.
- (3) 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.
- (4) Settings: Top: 2.5 cm, Bottom: 2.5 cm, Left: 3.0 cm, Right: 2.5 cm.
- (5) Paper size is A4 (21x 29.7 cm) (Quality 60-80g/m<sup>2</sup>).
- (6) Preliminary sections of the thesis should be numbered using UPPERCASE Roman Numerals (I, II, III...). The rest should be arranged in Arabic numerals (1, 2, 3, 4.....) throughout. Page number should be located at the bottom of each page and centered 1 cm from the bottom of each page.
- (7) “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.
- (8) Thesis submitted for the oral exam must be bound.
- (9) Thesis in full text (including abstract) should be posted on to portal of National Digital Library of Theses and Dissertations, Taiwan. Ph.D. and Master students should submit 3 copies of bound thesis

with hard cover to Registration division of Office of Academic Affairs and National Library.

- (10) In the electronic file the watermark should be applied to the first page of each item and chapter

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 Ph.D. or 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 after inside 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).

### **4. Abstract**

- (1) The Abstract section includes: student ID number, thesis topic, total pages (written after thesis topic), school's name, department name (Write down full names of Institution and department), date

of graduation, Degree conferred (PhD, Masters), names of student and advisor(s), and the thesis abstract; use font size 14 Times New Roman, adjust distance from words and sentence. See Appendix F for Chinese abstract and Appendix G for English abstract. The title must be headed “Abstract”.

- (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 5 keywords.

## **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) It must be “Acknowledgement” as the title.

## **6. Table of Contents**

- (1) 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 」 .
- (2) It must cite “Table of Contents” as the title.

## **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. 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).
3. 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

4. The line spacing should be exactly 22pt, and choose automatic paragraph spacing. Indent two Chinese characters (4 English characters/Tab) at the beginning of each paragraph.
5. 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.

## 6. 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 (Traditional Chinese first then simplified Chinese), Japanese, and Western (English) references. It also must follow in strokes order of the letters of authors' last names in Chinese and Japanese references and follow alphabetical order of the letters of authors' last names in western references. For writing references from websites see examples below.
2. References do not need to be assigned numbers. The second line needs to indent 2 Chinese characters (4 English 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 Chinese References Format**

##### **(1) For Periodicals**

Writing order: (1) Authors (2) Published Year (3) Article Title (4) Journal (5) Issue/Vol./No. (6) Pages

Ex:

張上鎮、張惠婷 (1996) 以光譜反射曲線評估木材之色澤與耐光性。中華林學季刊 29(1):31-34。

## (2) For Monographs

Writing order: (1) Author (2) Issued Year (3) Monograph Title (4) Edition (5) Publisher (6) Pages

Ex:

劉崇瑞、廖日京 (1980) 樹木學(上冊)。臺灣商務印書館，586 頁。

洪富文、楊政川、陳正豐、沈慈安 (1992) 速生桉樹類之經營研究。八十年度速生樹種育林技術研究成果報告彙編，第 1~12 頁。農委會林業特刊第 41 號。行政院農業委員會。113 頁。

## (3) For Multi-Author Books

Writing order: (1) Author (2) Date of Conference (3) Article Title (4) Conference Title and Organization (5) Location of Conference (6) Pages

Ex:

黃營杉、方文昌、汪志堅 (2000) 網路上資訊價值衡量量表之發展。2000 年國際電子商務理論與實務研討會，台北大學與電子商務學會主辦。台北：圓山飯店。

## Examples of English References Format

The English references should follow the APA (6<sup>th</sup> edition) format similar to most popular veterinary journals like: *Transboundary and Emerging Diseases*, *Zoonoses and Public Health*, *Frontiers in veterinary science*, *Journal of Fish Diseases*. Examples are given below.

(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.

(2) For Monographs

- Bourgeois, R. (2007). *Bio-energy for Achieving MDG's-Powering Rural Poverty Alleviation with Renewable Engergy*. French Agricultural Research Centre for International Development, United Nations Economic and Social Commission for Asia and the Pacific, Concerned Asian Pacific Students for Action.
- Foley, G. (1995). *Photovoltaic Applications in Rural Areas of the Developing World*. World Bank Technical Paper No. 304. Washington, D.C.: World Bank.

(3) For Multi-Author Books

- Lo, W. S. (1991). The Effect of Calcium on Nitrogen Metabolism in



Rice. In: *Biology of Rice*, J. M. D. Sung and J. Liu (eds.), Taipei: Chinese Agronomy Press, 100-110.

Yang, C. M., and Y. C. Chang. (2003). Estimation of Percent Infection of Leaf Blast in Rice Plants from Canopy Spectral Characteristics. p. 1644-1658. In: Proceedings of the 6th International Conference on Precision Agriculture and Other Precision Resources Management. July 14-17, (2002). Minneapolis, MN, USA. Published by Precision Agriculture Center, University of Minnesota, USA.

## 6. Reference from internet or digital resources

Digital references would follow the regular format as above, but the internet references need to indicate the author, publish time, article name or publication name and journal name etc., In case no date mentioned in the reference then the references should note (n.d.) in western references, notes (無日期) in Chinese references. This is regulated in case when the web site feature will be altered or some web site will be modifying the content; Hence, every references should mark the date that you cite it. The formats are as follow:

English Format I (Public Announcement):

Davidson, O., & Johansson, T. (2005). Reaching the Millennium Development Goals and beyond: “Access to Modern forms of Energy as a Pre-requisite. Global Network for Sustainable Energy.[GNESD]. from the World Wide Web: [http://www.gnesd.org/Downloadables/MDG\\_energy.pdf](http://www.gnesd.org/Downloadables/MDG_energy.pdf)

English Format II (Journal Article):

Jacobson, J. W., J. A. Mulick, and A. A. Schwartz (1995).” A History of Facilitated Communication: Science, Pseudoscience, and

Antiscience: Science Working Group on Facilitated Communication.” *American Psychologist*, 50, 750–765. Retrieved on Jan. 25, 1996, from the World Wide Web: <http://www.apa.org/journals/jacobson.html>

Chinese Format I (Public Announcement):

訓委會（2001）建立學生輔導新體制--教學、訓導、輔導三合一整合實驗方案。申請試辦及觀摩實施要點（修正版）[公告]。台北市：教育部。2001年2月20日，取自：  
<http://www.edu.tw/displ/bbs/三合一申請試辦要點修正版.doc>

Chinese Format II (Journal Article):

黃士嘉（2000）發展性之學校危機管理探究。教育資料與研究，37期。2001年2月20日，取自：  
<http://www.nioerar.edu.tw/basis3/37/a11.htm>

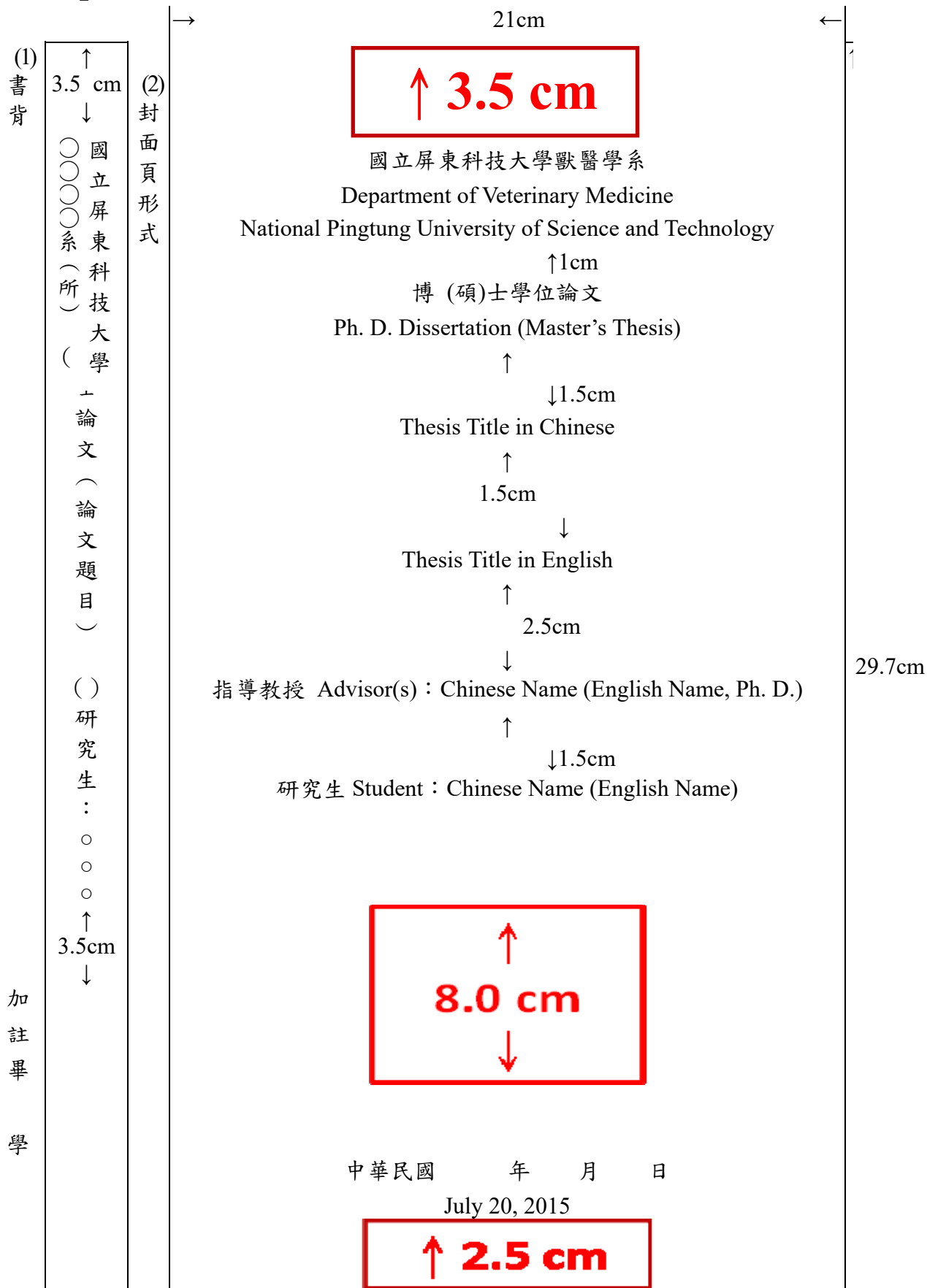
Chinese Format III (Abstract and Database):

葉芷嫻（2001）國民教育階段九年一貫課程政策執行研究—國民中小學教育人員觀點之分析[摘要]。台北市立師範學院國民教育研究所碩士論文，未出版。2001年2月19日，取自「全國博碩士論文資訊網」：<http://datas.ncl.edu.tw/theabs/00/>（編號：89TMTC0576007）。

## V. Appendix

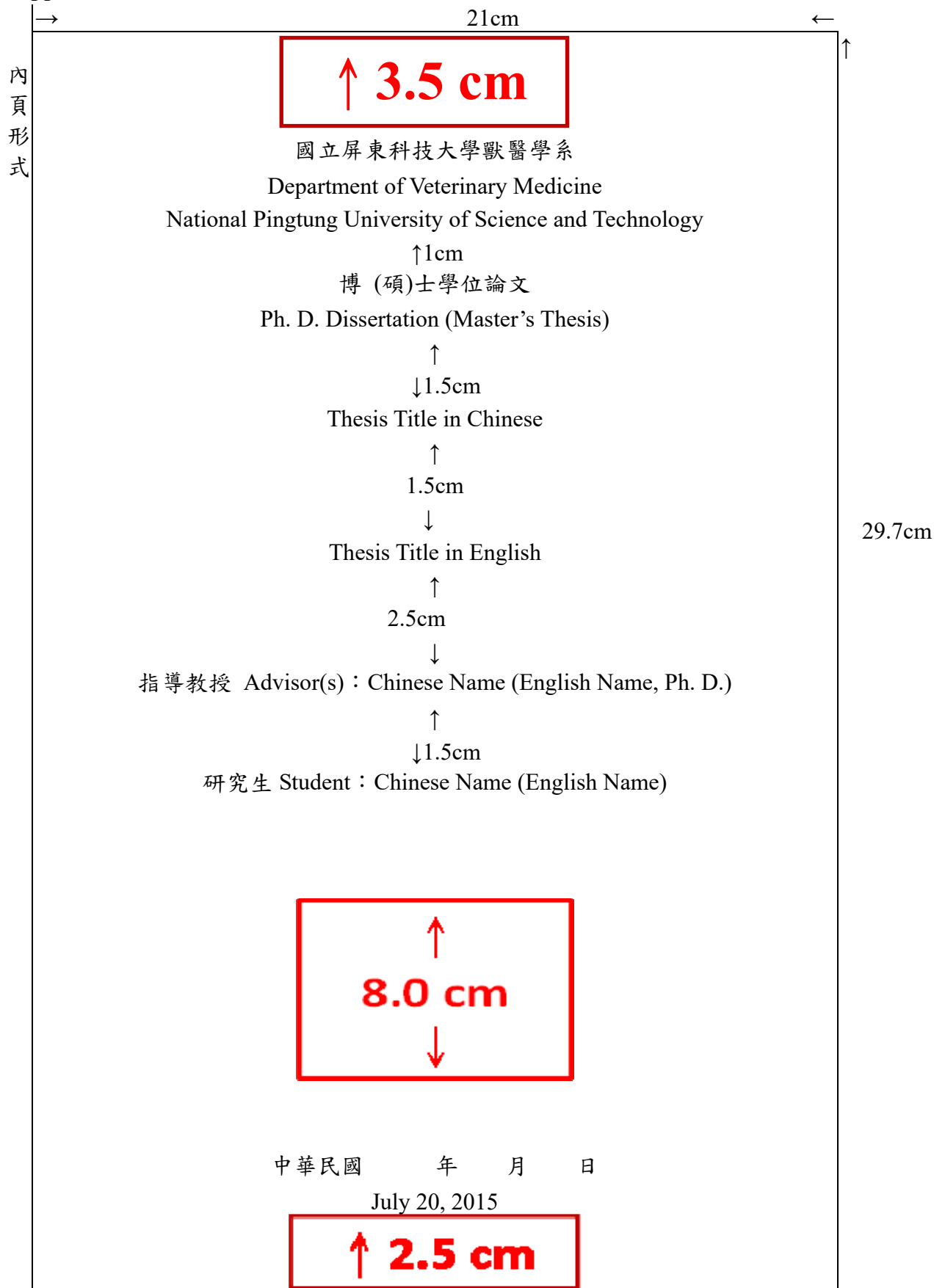
1. Appendix gives the readers extra information to understand your thesis.
2. If some complicated figures and tables or technical references are not suitable to be included in the text, the appendix section is another choice.

**【Appendix A】**



**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 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】

### 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 D】

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 E】**

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 Veterinary Medicine

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 ○○○  
National Pingtung University of  
Science and Technology

Advisor:

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

Date: June 25, 2009

**【Appendix F】**

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 G】**

**Abstract**

Student ID:

Title of Thesis:

Total Page:

Name of Institute:

Graduate Date:

Degree Conferred:

Name of Student:

Advisor (s):

The Contents of Abstract in This Thesis: