

Thesis Format approved by the College of Humanities and Social Sciences

Reviewed and approved by Guideline Drafting Committee on November 30, 2005
Revised and approved at the 1st Curriculum Committee Meeting in academic year 2007-08 on October 16, 2007
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Revised and approved at the 1st Curriculum Committee Meeting in academic year 2019-20 on March 26, 2020

I . Preparing to file your thesis/dissertation

Graduate students from the College of Humanities and Social Sciences (hereafter referred to as our college) are requested to give the research topic and thesis advisor's name before May 31st of the second semester of their 1st year. Before October 20th of the 1st semester of the second year, the students are requested to give a research proposal. Doctoral students, complying with the department regulations, are requested to give the research topic, dissertation advisor's name, and the research plan to their individual department office for filing and further review. The students, afterwards, are eligible to file an oral defense. Formatting is as detailed in Appendix A.

II . Formatting requirements

1. Structure

Structure should consist at least the following three parts:

- (1) Preliminaries: front cover (including spine), title page, power of attorney, verification letter from the oral examination committee, abstract, acknowledgments, table of contents and figures, etc.
- (2) Text: body of the paper, in which chapters vary based on the content type
- (3) References: the source of information used in this paper

These three main parts mentioned above are indispensable. Authors are able to make additional arrangements to fulfill the need of a research for specific purposes.

Headings for chapters in order:

- | | |
|-------------------------------|---|
| (1) Front cover (incl. spine) | (8) Table of contents |
| (2) Title page | (9) List of figures and tables |
| (3) Authorization | (10) Body of the paper (incl. Preface, Literature review, Methods, Results and discussion, Conclusion. These are adjustable to meet |

department requirements.

- | | |
|--|---------------------------------------|
| (4) Degree approval form signed by the committee members | (11) Reference |
| (5) Chinese abstract | (12) Table of symbols (if applicable) |
| (6) English abstract | (13) Appendix (if applicable) |
| (7) Acknowledgements | (14) Autobiography or CV |

Contents editing:

- (1) For the format of the thesis/dissertation cover and spine, refer to Appendix B.
- (2) The main text should be typed from left to right and row by row.
- (3) The thesis/dissertation should be typed and printed double-sided. Single-sided printing is an option when page count does not make a book spine to add text.
- (4) Fonts and point size: For Chinese characters, use 14-point BiauKai font on main text in black, or 12-point MingLiU font, except for headings. Use Times New Roman font on English words or numbers. For spacing in the text of body, single-space the lines and keep paragraph space smaller than single space.
- (5) Margins: 3 cm for the left-hand margin for binding and 2.5 cm for the other 3 margins.
- (6) Paper use and size: Use A4 (21×29.7 cm) woodfree printing paper with 60~80gsm
- (7) Pagination: Preliminary pages (abstract, table of contents, list of tables, graphs, illustrations, and preface) should use small Roman numerals (i, ii, iii, iv, v, etc.). For the body of text, use Arabic numbers (1, 2, 3, 4, 5, etc.) starting with page 1 on the first page of text. Page numbers must be centered with 1 cm margin from bottom edge throughout the manuscript at the bottom.
- (8) “Abstract”, “Acknowledgments”, “Table of Contents”, “Table of Figures and Tables”, “Reference ” should be created in a new page with a header within the 3 cm margin.
- (9) Each new chapter must appear on right-hand page. The left-hand page can be a blank page.
- (10) Carefully proofread the document after finishing the thesis/dissertation. For bookbinding, use case binding.
- (11) Prepare a casebound thesis/dissertation before and after the oral defense.
- (12) Upload the E-file of the thesis/dissertation to <http://etds.ncl.edu.tw/theabs/index.jsp>
- (13) Comply with school regulations, submit bound copies of your thesis/dissertation to school offices.
- (14) For matters not mentioned above, please refer to the most updated General APA Guidelines.

Detailed principles in sections:

2. Preliminaries

2.1 front cover, body of text, and headers

Title of thesis, name of student, advisor, school and department, and date should appear on front cover. (for the front cover and inside pages, please see Appendix B and C)

2.2 Authorization

Sign off a form in person to agree that the thesis/dissertation publicly accessible. (See the format in Appendix D)

2.3 Certification of successful Master's Thesis oral Defense

Prepare 5 hard copies of approval of candidacy form. After you have passed your defense, original approval of candidacy forms should be signed by the committee members. (See the format in Appendix E)

2.4 Chinese/English abstract

2.4.1 In the abstract, your student number, title of thesis/dissertation, pagecount (followed up to the title), full name of school and department, graduation date, name of student, advisor, and abstract text of the thesis/dissertation should appear. (Refer to Appendix F for the sample)

2.4.2 Abstract text should briefly state the purpose of the research, references, study methods, study process and results, which is with the word counts of approximately 500 ~ 1000, that is no more than one page of standard format provided by the school.

2.4.3 The header and abstract text should be typed from left to right and row by row. Neither hand writing, reduce size printing nor copy and paste work is acceptable.

2.4.4 Use 16-point font in bold on the header "Abstract". Use 14-point BiauKai font in Chinese characters, and for Times New Roman in English words on your student number, title of thesis/dissertation, page count, full name of school and department, graduation date, name of student, advisor, and abstract text of the thesis/dissertation. Word and line spacing is adjustable to make the abstract text fit in two pages. The full name of the school and the department should be given on this page.

2.4.5 On the page of English abstract , Abstract is the header. (Refer to Appendix G for sample)

2.4.6 Write the label “Keywords” on intended line and write keywords in lowercase letters, as presented below:

Keywords: self-esteem, anger, lying, behavior

2.5 Acknowledgements

2.5.1 The contents do not directly relate to research paper. The purpose of it is to express gratitude to the supports from people and advisors. The contents vary based on those to whom you would like to appreciate.

2.5.2 Write “Acknowledgements” to be the header. A space between the header and body text must be double-spaced.

2.5.3 Use 14 point size for Biaukai on the body text. Limit the length to 1 page long.

2.6 Tables

2.6.1 A table of contents is a list, which outlines the chapters and sections names in the order of research discourse. It helps readers retrieve information they are searching for

2.6.2 The table is the backbone of a research paper, organized in a logical order with chapters and sections with their corresponding page numbers.

2.6.3 Use “Table of contents” as the header of the page.

2.6.4 Use 14-point Biaukai font on the text with 1.5 line spacing. Use 16-point on only the header.

2.7 List of figures and tables

2.7.1 Use “ List of figures and tables” as the header of the page

2.7.2 Number all the figures and tables in sequential order. For example, the first figure in Section 1, Chapter 1, is numbered as Figure 1-1-1; the third table in Section 2, Chapter 2, is numbered as Table 2-2-3.

2.7.3 When a chapter has both figures and tables, list and number tables and then figures with their corresponding page numbers.

2.7.4 Use 14-point BiauKai font on text with 1.5 line spacing. Use 16-point font on only the header in bold.

3. Main Text

3.1 The main text must be divided into appropriate chapters and be given suitable titles.

3.2 No punctuation marks are needed of the headings in the article

3.3 Line height of content: single line spacing, paragraph spacing less than one line.

3.4 References, indicate the source, and ordering in number using Arabic numerals in the main text, numbers placed before the punctuation mark, after the sentence or noun that to be explained.

3.5 The chapters of each level in this article are presented as the first section of Chapter One.

3.6 Chapter and section; a paragraph spaced between each section, subsection, and each points. If the content of the section is more than halfway, a new page can be added for the new section.

3.7 5 levels are applied in body content, shown as follow:

Chapter Introduction

(18-point BiauKai in bold, centered. Each chapter starts on a new page.)

(Single spacing)

Section 1 Motivation

(16-point BiauKai in bold, centered. Double line spacing between sections)

(Single line spacing)

I、.....(Single line spacing between sections)

1-1 、(Single line spacing between paragraphs)

1-1-1.....(Don't add space between bullet points)

1.

(1)

Indented 2 in. in each layer down

3.8 Abbreviations, punctuation and numbers.

3.8.1 In the main text, punctuation marks must be assigned in accordance with the punctuation rules.

3.8.2 When technical term or special symbols that are not easy for readers to understand, it must be explained in detail when they first appear. Meaningless or ambiguous sentences are not allowed to appear.

3.8.3 The numbers in the thesis should use Arabic numerals.

3.8.4 The calculation unit of weights and measures should adopt the metric system or the imperial system.

3.8.5 Punctuation marks: Punctuation marks in Chinese should be in "fullwidth form", and "halfwidth form" for western languages

3.9 Chart

3.9.1 Use 12-point font for chart titles; which is not restricted to contents in chart.

3.9.2 Illustrations of the same type should be numbered uniformly, even if there are different types of forms, or only few forms, they should all be numbered uniformly.

3.9.3 The graphs must be numbered sequentially with Arabic numerals and sorted by chapter numbers. For example, the first figure in the first section of Chapter 2 is shown as Figure 2-1-1, and the second table in the second section of Chapter 3 is shown as Table 3-2-2, and name a suitable title.

3.9.4 Figures and tables should be close to the relevant text. Figures and tables can be on the next page when the space is too little on the original page.

3.9.5 The size of the chart should not exceed the size of the paper.

3.9.6 If the width of the chart is smaller than the width of the paper used, it should be placed it in the center.

- 3.9.7 The top and bottom of the chart in the content should be single paragraph spaced.
- 3.9.8 The title of the graph is placed at the middle lower end of the graph; the title of the chart is placed at the upper end of the table and aligned to the leftmost end of the chart.
- 3.9.9 The size of each chart should not exceed one page. If the chart is larger than half a page, it should be placed on a separate page, if it is less than half a page, it can be placed on the same page as the text description.
- 3.9.10 If the size of the chart exceeds one page, the title of the subsequent chart must appear again, and the word "continued" should be enclosed after the title, for example: Title of Table 1-1-1 (continued).
- 3.9.11 Before placing an chart, there must be an explanation of the relevant text; in other words, the explanation text appears first, and then the chart appears.
- 3.9.12 Table footnotes include general, specific and probability notes. The general notes tends to apply to the table as a whole. The specific notes are keyed to specific words within the table. Probability notes are used to indicate the level of significance of a results based on statistics, ex: $*p < .05$.
- 3.9.13 In table footnotes, general notes are usually followed by specific notes. Probability notes then follow specific notes.
- 3.9.14 When you use a figure and a table in your paper that has been adapted or copied directly from another source, you need to reference the original source for its copyright. General formats are shown as follow:
- Figure from a journal article:
- Title of Article, by Author First Initial. Second Initial. Surname, (Year), Journal Title, Volume(Issue), page number.
- Figure from a Book:
- Book Title (page number), by Author First Initial. Second Initial. Surname, (Year), Publisher.
- 3.9.15 Tables in an article show only horizontal lines, shown as follows:

Example :

Chart 4-1-1 Differences in the sense of empowerment of school members in schools with and without teacher associations.

School Types	N	Mean of Staff Empowerment	Standard Deviation	<i>t</i>
Without Teachers' Association	661	136.02	23.302	5.47*
With Teachers' Association	1191	130.00	21.526	

4. References

4.1 References are listed alphabetically by first author's last name.

4.2 Bibliography :

4.2.1 Citation of a journal article:

Author(year). Title of Article. Journal Title, Volume(Issue), page number

Lightfoot, S. L. (1986). On goodness of schools: a Themes of empowerment. *Peabody Journal of Education*, 63(3), 9-28.

4.2.2 Citation of a book:

Author (Year). Title of Book. City: Publisher

Feltham, C. (1998). *Witness and vision of the therapists*. Thousand Oaks, CA: Sage.

4.2.3 Citation from the Internet:

last name, Initial. (Year, Month Day). Article tile. Journal title. Volume (Issue)
Access date.. URL.

4.2.4 For entries with the same author, arrange them in alphabetic order based on the initial of article title. Add a, b, c...after Year to differentiate these 2 entries.

Wu, Chin-shan (1996a), School administration (3rd Edition). Taipei: Shinli

Wu, Chin-shan (1996b), Qualitative research on educational research. Taipei:
Wunan

5. Appendices

- 5.1 The appendices are optional, but the content helps readers to refer to the information related to the body content, but not include in it.
- 5.2 Appendices can include figures and tables that make the layout cluttered and a duplicate of previous document, a lengthy case study, and technical notes.

【Appendix A】

Thesis/Dissertation Proposal

1. Front cover

Thesis/Dissertation Proposal

Title :

Department :

Full name :

Advisor :

Head of Department :

Date : Month, Year

2. Body of the paper :

Title ◦

Abstract ◦

I. Motivation and objective ◦

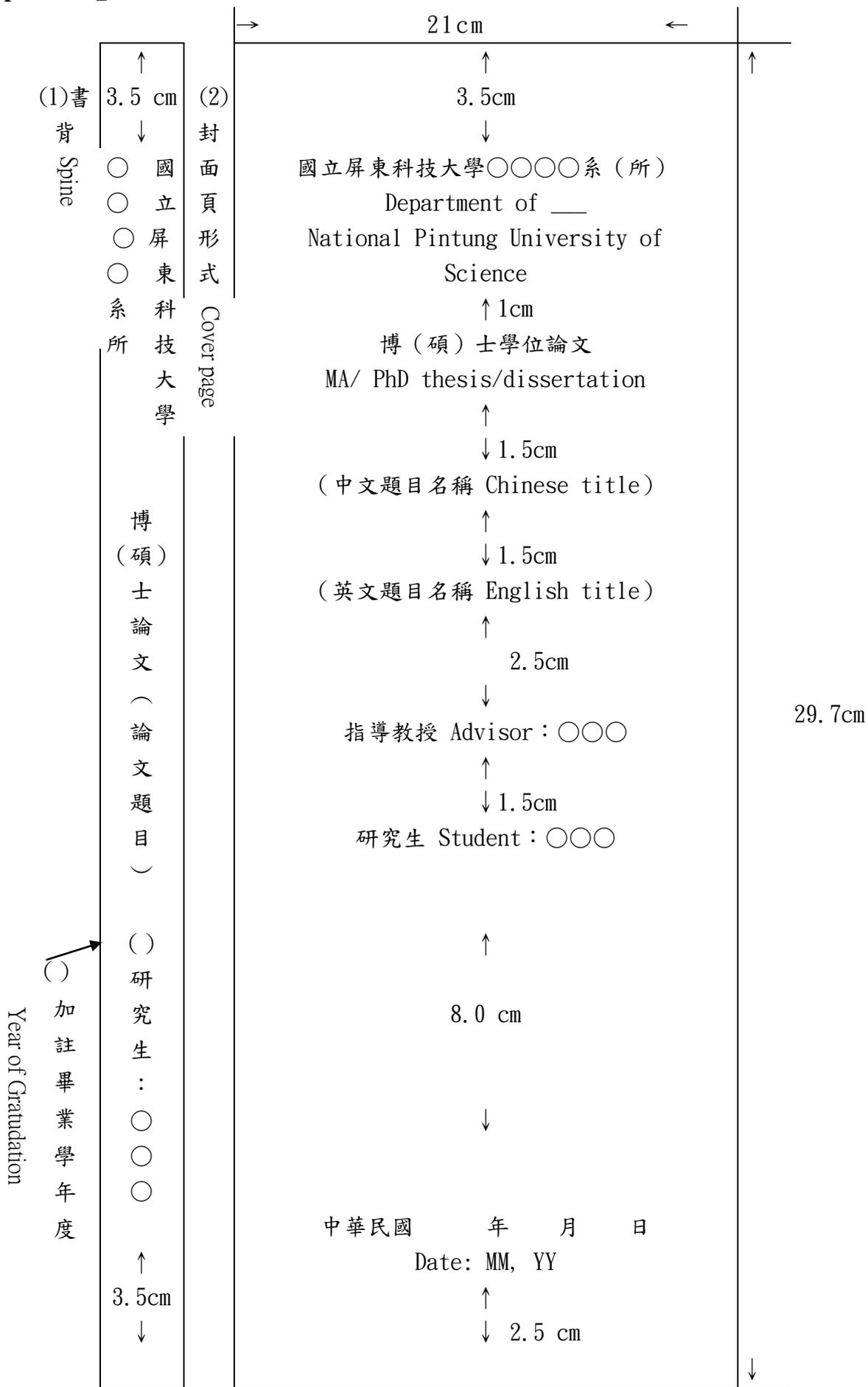
II. Literature review ◦

III. Methods ◦

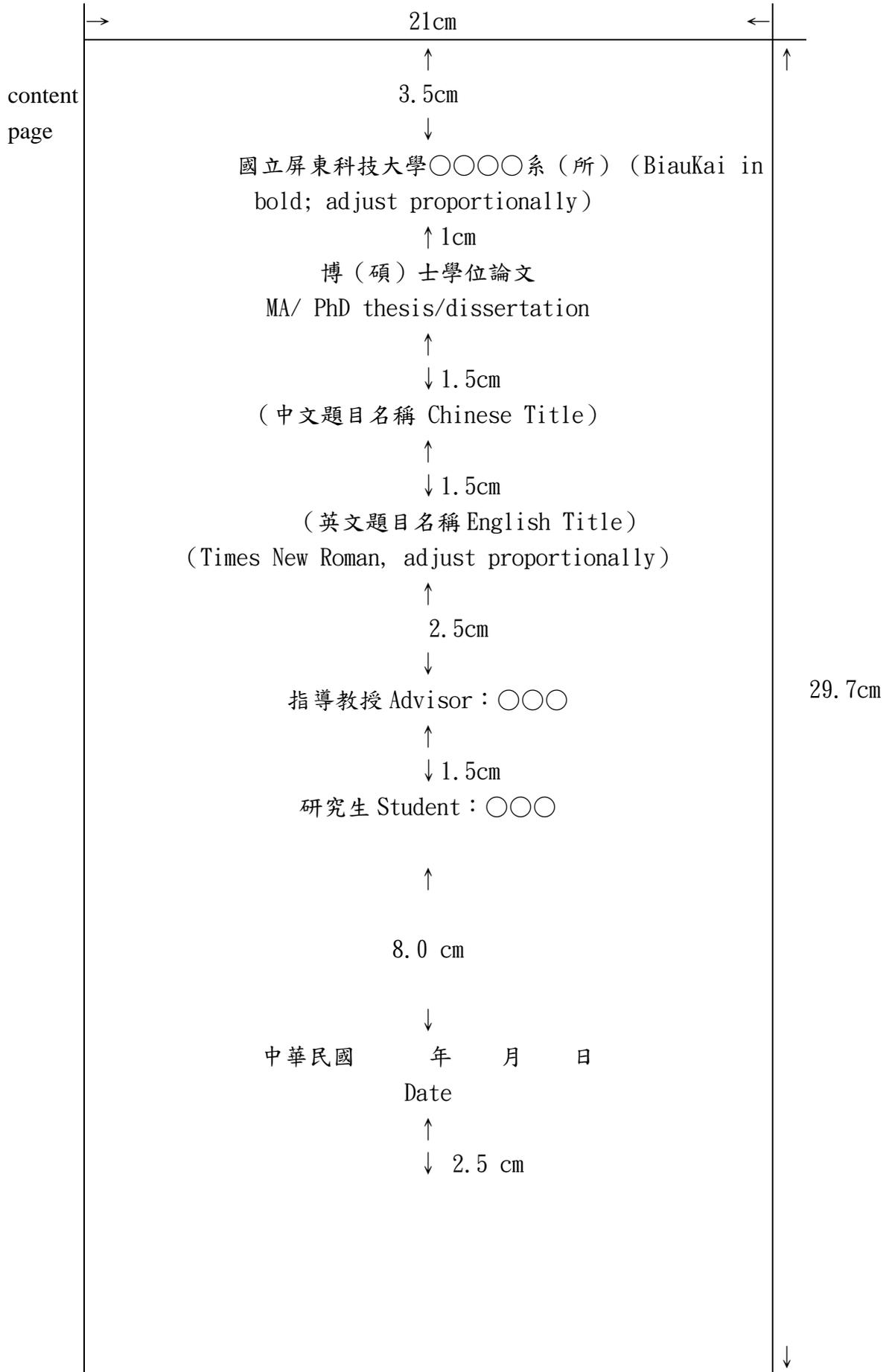
IV. Preliminary results ◦

V. Bibliography ◦

【Appendix B】



【Appendix C】



【Appendix D】

Authorization for Public Access of Thesis/ Dissertation

The thesis/ dissertation authorized by this authorization is associated with _____'s (name of licensor) _____ (master/doctoral) degree conferred by _____ (name of department), National Pingtung University of Science and Technology on the _____ semester of the academic year of _____.

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 Full text**

- 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 _____

Signature : _____ **Date:** _____/_____/_____(yyyy/mm/dd)

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

【Appendix E】

National Pingtung University of Science and Technology
Certification of Successful Master's Thesis Oral Defense

Department: _____

Student's Name: _____

Thesis Title: _____

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

Committee:

Dr. ○○○
Professor
Department of ○○○
National ○○○ University

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

Date(yy/mm/dd):

【Appendix F】

摘 要

學號：

論文名稱：

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：

關鍵詞：(3 至 5 個)

【Appendix G】

Abstract

Student ID:

Title of Thesis:

Total Pages:

Department/Graduate Institute

National Pingtung University of Science and Technology

Date of Graduation:

Degree Conferred:

Name of Student:

Advisor:

Abstract:

Keywords: (please provide 3 – 5 words)