

# 國立成功大學

## 各系所博碩士撰寫論文須知

### National Cheng Kung University

### Guidelines on Writing Dissertations for PhD and Master's Students

Based on the decision made at the Academic Affairs Meeting in the fall semester of 2005, in order to make NCKU more international, the dissertations written by PhD and master's students must have both Chinese and English titles. Synopses written in Chinese must be accompanied by English synopses.

#### One

The specifications of the dissertation cover and inside pages: width - 21cm, height 29.6cm (A4 size) 80-pound die paper.

#### Two

Cover margin:

Vertical: top 2.3cm, bottom 3cm, left 2.8cm, right 2cm.

Horizontal: top 3.7cm, bottom 3.2cm, left 2.8cm, right 2cm.

#### Three

Cover color: as per the stipulations set by the university.

#### Four:

Words written on the cover:

1. Name of the University
2. The department
3. Dissertation title
4. Subtitle in both Chinese and English
5. Name of the author
6. Name of the professor
7. Date: day, month, year

#### Five

The passing certificate is bound on the second page with the signature of the examiner, advising professor and the department head.

#### Six

Page margins:

Vertical: top 2.3cm, bottom 3.5cm (including page number), left 2.5cm, right 3cm.

Horizontal: top 2.3cm, bottom 3.5cm (including page number), left 3cm, right 2.5cm.

## Seven

The order of the content

1. The passing certificate
2. Both Chinese and English synopses
3. Acknowledgements
4. Contents
5. Lists of tables
6. List of figures
7. Symbols
8. Main body
9. References
10. Appendix

Note: please pay attention to the presentation of the references:

- a. The order for Chinese books for the College of Liberal Arts should be based on the classification and year published. The order of the references being listed in Masters and PhD dissertations of other colleges should be based on the first letter of the family name (or the strokes of the family name if it is Chinese) and in chronological order .
- b. The written order for journals should be: author name, name of the article, name of the journal, volume, issue, pages, and year.
- c. The order for the books: author name, name of the book, publisher, issuing place, pages, year.

## Eight

Print the name of the university on the back of the dissertation, the department, title of the dissertation, name of the author, academic year.

## 教務處 書函

### Letter from The Office of Academic Affairs

Recipient:

Type: Urgent

Issuing date: 03/26/2009

Issue number: (2009) Teaching Information # 009

Attachment: as enclosed

Objective: Please handle the Master's and PhD degree exams of the second semester in the 2008-2009 academic year according to the related regulations.

Explanation:

One

For internationalization, the title, synopsis and key words of Master's and PhD dissertations, have to include English versions.

Two

For more information about the exam regulations for graduate students and the related forms, please go to the following website:

<http://www.ncku.edu.tw/~course/chinese>.

Three

Each department should inform its graduate students that they can apply online (<http://campus4.ncku.edu.tw/wwwmenu/program/mou/>), and the department should submit the form to the related unit for verification after verifying the materials in the test system, and printing out the materials that have been collected from the students

Four

Each department should ask graduated students to convert files, sign in to upload dissertations and authorization according to the "Guidelines on Digital Degree Dissertation Collection" and "Procedures on Submission of Digital Dissertations" (<http://etds.lib.ncku.edu.tw/main/index>).

Five

Dissertations have to be submitted to both the registrar and library. The specifications are as follows:

1. PhD students: Hard copy - black cover with white characters.
2. Master's students: Paper copy to the registrar – cover color (reference colors # CMYK: C0, M40, Y80, K0 or RGB: R247, G181, B115). Hard copy to the library, with a dark red cover and white characters.

Six

Each examiner can host an exam with two candidates; however, the total number of external examiners hired by each graduate school should not exceed the total numbers of candidates.