

國立中正大學學位論文格式規範

90 年 01 月修訂

一、論文編印項目次序

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|--------------|---------|----------|
| 1.封面 | 6. 英文摘要 | 11. 論文本 |
| 2.書背 | 7.誌謝或序言 | 12. 參考文獻 |
| 3.論文口試委員會審定書 | 8. 目次 | 13. 附錄 |
| 4.授權書 | 9. 表次 | 14. 封底 |
| 5.中文摘要 | 10. 圖次 | |

二、規格說明

1. 封面封底採用 150 磅以上布紋紙或卡紙，顏色依畢業年度不同而異（見附件一）。
2. 封面：如附件二，著者繕填系所名稱，學位別，論文名稱（中、英文），指導教授及本人姓名，提送年月等。
3. 書背打印畢業年度，學位論文別，論文名稱，校、院、系所名，著者姓名。自論文本左端裝訂（見附件三）。
4. 口試委員會審定書：如附件四，注意學位別修改。
5. 授權書：如附件五。
6. 中英文摘要：內容應說明研究目的、研究方法及結果、結論與建議等，約 500~1000 字（並以一頁為限），中英文各一份裝訂於論文內，格式如附件六、七。
7. 論文尺寸及紙張：以 210mm * 297mm 規格 A4 紙張繕製。
8. 版面規格：紙張頂端留邊 2.5 公分，左側留邊 3 公分，右側留邊 2 公分，底端留邊 2.5 公分，版面底端 1.5 公分處中央繕打頁次。
9. 文字規格：文章主體以中文為主，自左至右，橫式打字繕排，文句中引用之外語原文以（）號附註。
10. 頁次：中文摘要至圖表目次等，以 i，ii，iii，...等小寫羅馬數字連續編頁；論文本第一章以至附錄，均以 1，2，3，...等阿拉伯數字連續編頁。
11. 論文摘要線上建檔：請依教育部國家圖書館規定將論文摘要上網建檔，請參考 <http://www.ncl.edu.tw/theabs> 說明並洽各系所助理取得上網建檔所需帳號及密碼。

送繳：口試通過論文審定後，繳交十二本論文給所辦人員；其中四份(平裝即可)由所辦彙整後送繳註冊組辦理(將依規定轉送國家圖書館、教育資料館、國科會、政大圖書館)，一份送本校圖書館精裝陳列參考，其餘供所上留存及於他校交換之用。

1. The theses/dissertations must be compiled as follows:
 1. Front cover (including spine)
 2. Title page
 3. Thesis/dissertation verification letter
 4. Letter of Authorization
 5. Preface and acknowledgement (optional)
 6. Abstract and 5-7 keywords (in Chinese)
 7. Abstract and 5-7 keywords (in English)
 8. Table of content
 9. List of figures
 10. List of tables
 11. Text
 12. References
 13. Appendix
 14. Back cover
2. Front cover (including spine): [Attachment 1 and sample]
 1. Front cover: 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: Name of the university, name of the department/institute, academic degree, thesis/dissertation title (in Chinese), author and academic year of graduation.
3. Title page: Same as the front cover.
4. Thesis/dissertation's verification letter: [Attachment 2]
 1. After passing the thesis/dissertation examination from the committee's review, the PhD and postgraduate students who need to modify their thesis/dissertation shall revise it based on the comments of the examination committee members.
 2. The student can only submit the thesis/dissertation after his/her advisor has signed and approved the thesis/dissertation's verification letter.
5. Letter of Authorization (download from the Thesis Retrieval System)
6. Preface and acknowledgement

The student may express his/her appreciation for the inspiration or assistance that other people gave his/her 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.

7. Abstract (in Chinese and English): [Attachment 3]
 1. The abstract shall contain key points of the text, including 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 his/her thesis/dissertation in English
8. Table of content: [Attachment 4]

This page contains titles of each chapter and section, references, appendixes and their page numbers.
9. List of figures: [Attachment 5]

This page contains titles of each figure and their page numbers.
10. List of tables: [Attachment 5]

This page contains tables of each chapter and section and their page numbers.
11. 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: 2.5cm (top), 2.5cm (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.)
12. 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....
13. Table/figure literatures:

For tables/figures extracted from the literature, source of the table/figure must be given in the text right under the table/figure concerned.
14. 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. 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 thesis/dissertations, or the department/institute may provide at most 5 different academic periodicals and allow students to select one of them as format of the references.
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15. Front/back covers: 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.