

# National Taiwan Ocean University

## Thesis Format Guidelines for Master's and Doctoral Degrees

Established on October 27, 2005

Amended on March 21, 2013

Amended on June 18, 2013

Amended on July 3, 2013

Amended on July 3, 2013

Amended on June 17, 2014 (Removal of the University's Thesis

Postponed Publication Application Form)

Amended on December 21, 2018

Amended on June 7, 2023 (Removal of the University's Thesis Hard Copy and Full-Text Online Authorization Form, and the National Central Library Thesis Postponed Publication/Withdrawal Application Form)

### I. Printing Paper Format

#### A. Cover (Back)

- (1) Paper Specification: 200 g/m<sup>2</sup> colored paper with glossy lamination (shiny).
- (2) Cover Color: The colors chosen by each college are as follows:
  1. College of Maritime Science and Management: Iron Grey.
  2. College of Life Sciences: Light Yellow.
  3. College of Ocean Science and Resource: Dark Blue.
  4. College of Engineering: Earth Yellow.
  5. College of Electrical Engineering and Computer Science: Light Blue.
  6. College of Humanities and Social Sciences: Light Apple Green.
  7. College of Ocean Law and Policy: Purple.

#### B. Main Text

1. Paper Specification: A4 size (210mm\*297mm), 80 g/m<sup>2</sup> white paper.
2. Printing Method: The main text, references, and appendices should be printed double-sided, except for the rest which should be single-sided. However, if the total number of pages is 100 pages or less, single-sided printing may be used.

### II. Thesis Compilation Order, Page Format, and Writing Format

#### A. Thesis Compilation Order

The order of compilation and required documents are as follows:

1. Cover (including spine)
2. Blank page
3. Title page
4. University's authorization form for hard copy and online publication of the master's and doctoral thesis
5. Application form for delayed publication/removal of hard copy thesis (only required if

there are reasons and needs for delayed publication)

6. Degree examination pass certificate
7. Abstract and keywords in Chinese
8. Abstract and keywords in English
9. Table of contents
10. List of figures (if not applicable, not required)
11. List of tables (if not applicable, not required)
12. Glossary or explanation of special symbols (if not applicable, not required)
13. Main text
14. References
15. Appendices (if not applicable, not required)
16. Back cover

## **B. Thesis Page Format**

### **(1) Page Specification**

Top and bottom margins: 2.54 cm; left and right margins: 3.17 cm. Text color should be black, with punctuation included. The entire document must be free from smudges or deletions. Page numbers should be centered at the bottom of each page. Titles or numbering of abstracts, contents, main text, references, etc., should be centered, with the rest of the text justified on both sides.

### **(2) Font**

Chinese text should be written in 12-point DFKai-SB (標楷體), and English text in 12-point Times New Roman. Titles or numbering of abstracts, contents, main text, references, etc., should be bold and centered. If the title or numbering is too long, it may be written in two lines.

That is:

1. Titles of abstract, contents, references, etc.: 14-point font.
2. Chapter titles: 16-point font, sections (or 1.1): 14-point font, main text: 12-point font.

### **(3) Line Spacing**

Single-spaced, but a space should be left between titles or numbering and the text.

### **(4) Page Numbering**

1. The title page, authorization form, application form for delayed publication/removal of thesis, and degree examination certificate should not be numbered.
2. From the Chinese abstract to the beginning of the main text, use uppercase Roman numerals (I, II, III, etc.).
3. Main text, references, and appendices should be numbered with Arabic numerals (1, 2, 3, etc.).
4. Each section of the thesis, such as the abstract, contents, each chapter of the main text, references, etc., should start on a new page and should begin with an odd page number.

## C. Thesis Writing Format

### (1) Cover (Including Spine)

1. Cover: Includes the university name, department/institute name, degree, advisor's name (including co-advisors), thesis titles in Chinese and English, student's name, and the submission date (in the Republic of China calendar, using Arabic numerals). Refer to [Appendix 1 - Degree Thesis Cover] for the format.
2. Spine: Includes the university name, department/institute name, submission year (in the Gregorian calendar, using Arabic numerals), degree, Chinese thesis title, and student's name. Refer to [Appendix 2 - Thesis Spine] for the format.

### (2) Title Page

Bilingual in Chinese and English, includes the thesis title, student and advisor's names, university name, department/institute name, degree, English explanation of the submission and location, submission date (in the Republic of China calendar, using Arabic numerals, consistent with the cover), and the university's logo watermark (centered on the title page). Refer to [Appendix 3 - Degree Thesis Title Page] for the format.

### (3) Degree Examination Pass Certificate

Issued to students who pass the thesis examination and make the required revisions according to the degree examination committee's recommendations. The certificate is signed by the committee members who attended the thesis examination. The date of the thesis examination should be indicated using Arabic numerals. Refer to [Appendix 4 - Degree Examination Pass Certificate] for the format.

### (4) Abstract and Keywords in Chinese and English

Limited to 2 pages each in Chinese and English. Include 4-6 keywords in each language. The abstract should contain key points of discussion, methods or procedures, results and discussions, and conclusions. Students whose thesis is written in English must still include a Chinese abstract. Refer to [Appendix 5 - Chinese Abstract and Keywords] and [Appendix 6 - English Abstract and Keywords] for the format.

### (5) Table of Contents

Includes Chinese and English abstracts, table of contents, list of figures, list of tables, glossary or special symbols, main text, references, appendices, and their page numbers. Refer to [Appendix 7 - Table of Contents] for the format.

### (8) List of Figures and Tables (if not applicable, not required)

The figures or tables used in each chapter and their page numbers. Numbered continuously in the order of use, not by chapter. Present in a single page of contents. Refer to [Appendix 8 - List of Figures and Tables] for the format. For figures or tables not originally created but taken from references, the source should be cited at the bottom edge of the figure or table in the text.

### (9) Glossary or Special Symbols Explanation (if not applicable, not required)

The vocabulary or special symbols used in each chapter and their page numbers. Numbered continuously in the order of use, not by chapter, and presented in a single page of contents.

(10) Main Text

1. Main Text of Thesis

The thesis should be primarily written in Chinese. Theses that have already been submitted for another degree cannot be resubmitted.

2. Thesis Footnotes

Any discussions referenced or extracted from other sources should be indicated with footnotes. Footnote numbering should be continuous throughout the document, with the number placed at the upper right corner of the relevant text. The footnote number and content should be placed at the bottom of the same page, separated from the main text by a line. If the space on the page is insufficient, continue at the bottom of the next page. Chinese footnotes should be written in 10-point PMingLiU (新細明體), and English footnotes in 10-point Times New Roman. The format should follow the customary style of each department or as specified by the advisor.

(11) References

Any information cited or used from others in the main text, whether from books, journal articles, website articles, theses, technical materials, or articles (books) accepted (in press) but not yet published, must respect intellectual property rights and clearly cite the sources. The content should include the author's name, title of the book/article/thesis/technical material, name of the publishing journal, year of publication, edition, page numbers, etc. All reference materials should be placed after the main text of the thesis, starting on a separate page, with page numbers continuing the sequence from the main text. The order of the reference items should be arranged in ascending order of the author's surname strokes (or alphabetical order for English names). The format should be according to the customary style of each department or as specified by the advisor.

### III. Other Important Notes

A. Citation and Reference Writing Styles

**The format should be according to the customary style of each department or as specified by the advisor.** Recommended reference books include:

- (1) CSE (Council of Science Editors): Suitable for natural and engineering sciences. Refer to *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers (7th ed.)*.
- (2) APA (American Psychological Association): Suitable for social sciences. Refer to American Psychological Association, *Publication manual of the American Psychological Association (6th ed.)*, 2009. Also, visit the APA website: <http://www.apastyle.org/> °
- (3) MLA (Modern Language Association): Suitable for humanities. Refer to Joseph Gibaldi, *MLA Handbook for Writers of Research Papers (6th ed.)*, translated by Huang, Jia-Yin, Taipei: Bookman Books Ltd., second printing, September 2005.

- (4) Law: Refer to The Harvard Law Review Association, *The Bluebook: A Uniform System of Citation* (8th ed.), 2006.

B. Thesis Submission

Graduate students who have completed required courses and credits, met other departmental requirements, passed the thesis examination and review, and completed grade registration, must submit the hard copy of the thesis with the original degree examination pass certificate before the end of the semester as per the university academic calendar. The thesis must be submitted by the specified deadlines to issue the degree certificate. The number of hard copies of the thesis for submission: one for the department (as per departmental requirements), one for the library (softbound), and one for the Division of Registration and Curriculum (Division of Continuing and Extension Education) of Office of Academic Affairs (softbound). Additionally, the thesis must be archived online in the University's Master's and Doctoral Thesis System.

# 國立臺灣海洋大學

○○○○學系

博(碩)士學位論文

指導教授：○○○

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研究生：○○○ 撰

中華民國 112 年 6 月

**【Appendix 2】 Thesis Spine**

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**【Appendix 3】 Degree Thesis Title Page**

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研 究 生：○○○(in Chinese)

Student：○○○

指 導 教 授：○○○(in Chinese)

Advisor：○○○

國立臺灣海洋大學  
○○○○○學系  
博（碩）士論文

A Thesis (Dissertation)  
Submitted to the Department of Electrical Engineering (Department)  
College of Engineering (College)  
National Taiwan Ocean University  
in partial fulfillment of the requirements  
for the Degree of  
Doctor (Master) of Science (Degree)  
in  
Electrical Engineering (Department)  
June 2023 (Submission Date)  
Keelung, Taiwan, Republic of China

中華民國 112 年 6 月 (Submission Date)



國立臺灣海洋大學 系所

君之博（碩）士學位論文

經考試及格特此證明

考試委員： \_\_\_\_\_ 教授

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指導教授： \_\_\_\_\_

\_\_\_\_\_

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





## 【Appendix 7】 Table of Contents

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(And so on)	
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## **【Appendix 8】 List of Figures and Tables**

List of Figures: Figures in the text are numbered continuously in the order of use, not by chapter, and are listed on a single page of contents.

### **List of Figures**

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Note: These guidelines are formulated in Chinese. In case of any discrepancies between the English and Chinese versions, the Chinese version shall prevail.