

NCUT
Thesis Format Requirement

Office of Academic Affairs
June 2002

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NCUT THESIS FORMAT REQUIREMENT

I. THE ORDER OF COMPILATION AND PRINTING ITEMS OF THE THESIS

- | | | |
|---|----------------------------|----------------|
| 1. Cover Page | 7. Abstract | 13. Main Body |
| 2. Title Page | 8. Acknowledge | 14. References |
| 3. Authorization Letter | 9. Table of Contents | 15. Appendices |
| 4. Recommendation Letter from Master's Thesis Advisor | 10. List of Tables | 16. Vita or CV |
| 5. Verification Letter from the Thesis Oral Examination | 11. List of Figures | 17. Back Page |
| 6. Chinese Abstract (in Landscape Format) | 12. Description of Symbols | |

II. REQUIREMENTS

- A. Cover Page: Must include department/graduate institute, Thesis title, names of the advisor and student, and submission date. See Annex 1 for template. Use the cover paper designated by the department/graduate institute for production.
- B. Title Page: Must include the Chinese and English titles of the Thesis, author and advisor's Chinese and English names, school, graduate institute, degree to be obtained, English description of the submitted thesis, city of publication, and submission month and year. See Annex 2 for template.
- C. Authorization Letter: The new format is shown in Annex 3. Complete the letter in black ink pen, print, and bind it before the Title Page. Complete Annex 4 and mail to the National Library. See Annexes 19 to 21 before signing.
- D. Recommendation Letter from Master's Thesis Advisor: Optional as each institute determines. See Annex 5 for reference.
- E. Verification Letter from the Thesis Oral Examination Committee: Provided uniformly by the Office of Academic Affairs for graduate institutes to complete. The format is shown in Annex 6. The original copy should be submitted with the Thesis to the Ministry of Education for review.
- F. Abstracts: Description in 500-1000 words of the research purpose, origins of data, methodology, and results (within one page), one in English and one in Chinese, both in landscape format. The pages are to be bound in the Thesis; see Annexes 7 and 8 for formats.

- G. Size and Paper: To be typed and printed on A4 (210 mm × 297 mm) paper. The cover page and back cover should use woven paper or board paper of at least 150 g. The color shall be designated by each department.
- H. Layout specifications: Margins shall be 4 cm at the top, 3 cm at the left, 3 cm at the right, and 3 cm at the bottom. Page numbers shall be placed at the bottom center 1 cm above the bottom edge (see Figure 1 on the next page).
- I. Typeface: For the Chinese manuscript, use MingLiU (細明體) from left to right. Type in landscape format. Use () to cite in the original language.
- J. Pagination: 1) For the preliminary pages from the Chinese abstract to the lists of tables and figures, use small Roman numerals (e.g., i, ii, iii) in continuous order. 2) For the manuscript from chapter 1 to appendices, use continuous pagination in Arabic numbers (1, 2, 3, etc.).
- K. Binding: Bind the paper on the left side with the back cover printed with graduated level, degree, thesis title, school, department/graduate institute, and author name (See Annex 18).
- L. Submission: After oral examination, go to <http://rpa.lib.ncut.edu.tw/cdrfb3/> and upload your thesis. Meanwhile, submit the letter of approval for the e-Thesis file (and authorization letter to the National Library if you choose to) and two hardcopies of the thesis (one to be mailed to the National Library and one to be kept in the school library).

The width of A4 size paper to be the width of the thesis paper (210 mm)

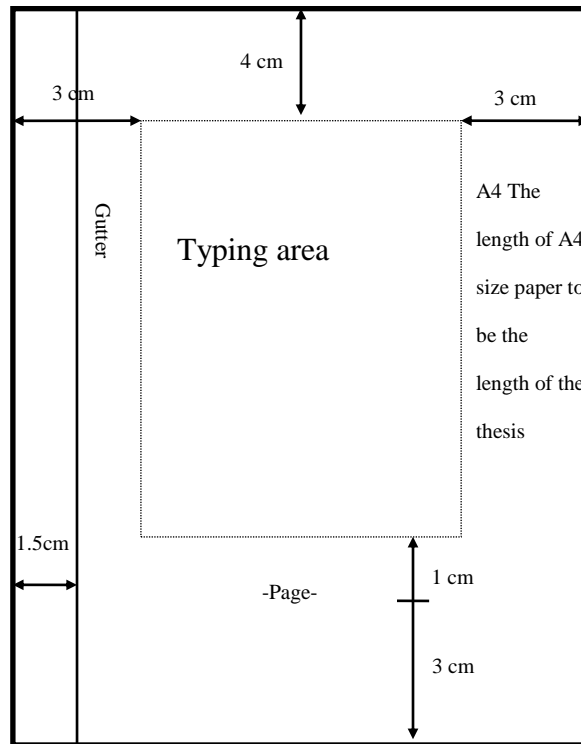


Figure 1 The size of the thesis paper and the typing layout requirements

III. RULES OF WRITING

- A. Table of Contents: As required in the Order of Compilation and Printing Items of the Thesis, each title, chapter, the number of each section, and pagination shall be elaborated in proper order (see Figure 2 and Annex 10).

TABLE OF CONTENTS		Page
CHINESE ABSTRACT	-----	i
ABSTRACT	-----	ii
ACKNOWLEDGEMENT	-----	iii
TABLE OF CONTENTS	-----	iv
LIST OF TABLES	-----	v
LIST OF FIGURES	-----	vi
DESCRIPTION OF SYMBOLS	-----	vii
I. Introduction	-----	1
II. Research Content and Methodology	-----	7
2.1 xxxx	-----	10
2.1.1 xx	-----	11
2.1.2 xxxxx	-----	12
III. THEORY	-----	16
3.1 xxxxx	-----	17
3.2 xx	-----	19
IV. EXPERIMENT	-----	23
V. CONCLUSION	-----	28
VI. xxx	-----	30
REFERENCES	-----	35
APPENDIX 1	-----	36
APPENDIX 2	-----	37
AUTOBIOGRAPHY	-----	40

Figure 2. Template of Table of Contents

- B. List of Figures and Tables: All figures and tables should be listed in the order that they are presented in the thesis, regardless of chapters and sections, in individual pages (see Annexes 11 and 12), respectively.

List of Tables		
Table 1	The Classification of Shape-Memory Alloy.....	30
Table 2	xxx.....	31
Table 3	xxxxxx.....	32

Table 3 Template of the List of Figures and Tables

- C. Description of Symbols: For easy reading, all mathematical and special symbols used in chapters and sections should be listed on one page, without numbering (See Annex 13).

D. Body of Thesis:

- a) Numbering of chapters and sections: use Chinese numerals: 一、二、...
For sections and subsections, use Arabic numerals in levels as: I, (I), A, (A), a, (a)
- b) Chapter and Section Titles and paragraph levels: (see Figure 4 and Annex 14)
 - 1) Chapters and chapter titles should be centered on the top of the typing area.
 - 2) Sections and subsections should start from the left hand edge of the page, and its title should be typed after one and two spaces, respectively.
 - 3) For the numbering and headings after subsections, use spaces in the beginning of each line to signify the levels of each heading.

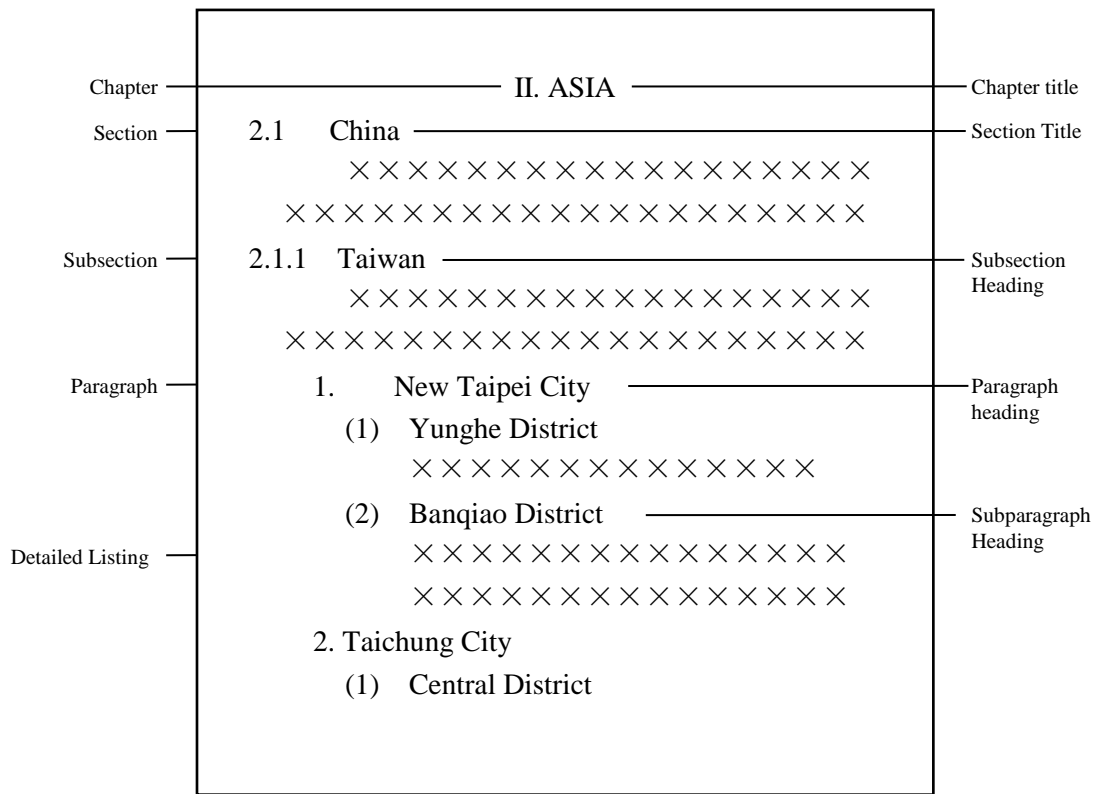


Figure 4 Template for chapters, sections, and text.

- c) Spacing: Single spacing for Chinese text, with at least 32 lines within one page; one and half or double spacing for English text, with a minimum of 28 lines within one page. Leave double spacing under Chapter headings.
- d) Tracking: Tight tracking for Chinese text. Where this Requirement applies tracking, at least 32 characters within one line. No regulations for English.
- e) Digits within the content:
 - 1) For descriptive, non-calculation simple digits and fractions, present in Chinese characters, e.g.,
 - 2) For lengthy digits, use Chinese or Arabic numerals and present in a simple and clean way.
e.g., 3.3 billion (Do not present it as 3,300,000,000)
\$15,349 (Do not present it as fifteen thousand three hundred and forty nine).
- f) Mathematic calculations: All expressions should be continuously numbered in the order that they are presented in the content, and the

number should be placed in parentheses after each expression and in the text.

For example:

$$\begin{aligned} &= & &= & & & (35) \\ &= & &= & & & (35) \end{aligned}$$

Let E(35) and E(36) equal 0 to reach the most suitable condition

g) Footnotes

- 1) Use footnotes for special items and contention.
- 2) Footnotes should be numbered in continuous order in the same chapter, but another series should be started in a new chapter. Mark the footnote number on the top right corner to the relevant text for reference.
- 3) The number of footnotes and the content should be placed at the bottom of the same page within the typing area, divided by a separating line. Continue onto the next page, bottom area, if necessary.

e.g., Passengers' traveling time outside the cars, including walking and waiting for the train¹, is analyzed as follows;

Assume the service belt of the MRT track is W meters², then the walking paths are designed in Grid Type, and travel occurs evenly, as shown in Table 4.

- h) References: All materials referred to in the work, regardless of English, Chinese or chapter and section, the author and publication year should be marked in [] as the reference. Where the author name is mentioned in the text, mark only the publication year after the citation. All materials should be listed after the work in the order of strokes for Chinese authors and alphabetic order for English author names, all serial numbered.

e.g., The most used control model when producing an X control chart is

¹ When considering the reach-ability of the station, assume passengers primarily arrive at the station by walking.

² Strictly speaking, assume the station is the center of the service area of the MRT track, and the circle area of which is the radius W. The W can be found by timing the walking rate with the walking time that passengers can tolerate.

proposed by Duncan [1976], which is established based on certain assumptions of the following process and revenue (Chen, Tung-Hsiung, 1993).

i) Figures and tables arrangement:

- 1) The number and titles of the tables are provided on the top of each table, while those of figures are provided under each figure. The sources and captions are placed under the table/figure.
- 2) The content and digits within the tables/figures should be typed or written in technical lettering.

Table 1 ×××××

.....
.....
.....

Source ×××××

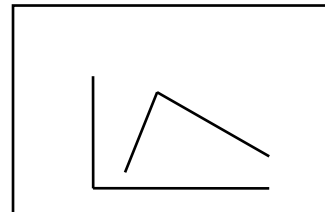


Figure ××××

Source ××××

E. Compilation of reference material

- a) All references should be placed after the main body of the Thesis on separate pages and reference number order. The pagination follows the main text.
- b) The order and format of types of materials:

- 1) Books: Book titles should be underlined, with the following format. Skip an entry if not available.

Author,	Co-author,	co-author,	publication year,	book title,	Volume,	Translator,
1	2	3	4	5	6	7
edition,	collection title,	(editor)	Publisher (or published by author, editor),	City of Publication		
8	9	10	11	12		

e.g., [1] Chang Chi-Chun, Wu Yi, 1970, The Story of Chinese Philosophy, 4th edition, Taipei Published by author.

[2] Jelinek, F., 1968, Probabilistic Information Theory, McGraw-Hill, New York.

[3] Hu Li-ren, Chang Yuan-wei, Huang Ke-tung, 1977, The Digitalized Chinese Dictionary, Shitung Publisher, Taipei.

Description:

A. For more than one author, list according to the order displayed in the material.

B. For more than two authors, display the first author name, followed by “等” or “et al.”

e.g., 1) Yao Tsung-Wu et al. 2) Du, M.W. et al.

C. For an institution or school as the author, display the group’s title the same way as an individual author(s).

e.g., Library Association of the Republic of China (Taiwan), 1965, Library Standards, Cheng Chung Bookstore, Taipei.

D. Where more than one book is written by the same author, use --- to represent the repeated author’s name.

e.g., [1] Lee Chi-Tai, 1962, Diplomacy, Cheng Chung Bookstore, Taipei.

[2] ---, 1963, International Politics, Cheng Chung Bookstore, Taipei.

E. When the author is unknown, start with the book title.

e.g., [1] Beijing University 50th Anniversary Special Edition, 1947, ([Beijing?], publisher unknown).

[2] Sake, 1910, Nonpareil Press, Chicago.

F. Translated work

e.g., [1] Herman Hesse, 1976, Nostalgia, translated by Chen Hsiao-Nan, Shincho Bunko, Taipei.

[2] Lissner, Ivar, 1957, The Living Past, Translated by J. Maxwell Browjohn, G.P. Putnam’s Sons, New York.

G. When an author publishes a work in a pen name, display the pseudonym and follow by square-bracketing the real name.

e.g., [1] Mengyao [Yang Tsung-Chen], 1974, Swallow Comes and Goes, reprint, Crown, Taipei.

[2] Penrose, Elizabeth Cartright. (Mrs. Markben), 1872, A history of France, John Murray, London.

2) Journals, newspapers, essays: underline the title of the material, article headline in “” quotation marks. The format is as follows.

Author,	Co-author,	publication year,	“article headline”,	(newspaper) Title of the newspaper (collection title and number of issue),	volume,	issue,
1	2	3	4	5	6	7
page,	collection publisher,	publication date				
8	9	10				

e.g., [1] Chen, Hui-jung, 1976, “How to solve the difficulties of public servants’ living issues”, China Tribune, Page 38-42, July 25.

[2] Swanson, Don, 1963, “Dialogue with a Catalogue”, LibraryQuarterly, vol. 34, pp.13-25, December.

[3] Chen, Yung-chian, Tsai, Chung-chuan, 1977, “Computer Aided Chinese Printing System”, Science Development, 3 volumes, 7 issues, Page 58~569, July

3) Conference Proceedings

Author Name,	Year of Seminar,	“Title”,	Conference proceedings (conference name),	City of the Conference,	Country,	Date of Conference,
1	2	3	4	5	6	7
page						
8						

e.g., [1] Tsai, Chung, 1978, “The Meaning of Electrical Property of Topological Analysis”, 1978 Seminar on Electronic Material Components and Electronic Circuit Technology, Page A52-57, Taipei, June 23.

4) Degree Thesis

Author Name,	Graduation Year,	Thesis Title,	Graduated from,	Degree to be Obtained,
1	2	3	4	5

e.g., [1] Hsueh, Rung-tao, 1978, Research on Abnormal Chinese Data Storage Method, NCTU, Thesis

- H. For large amounts of data, derivation, notes, or lengthy information, figures, and tables for references, individual appendices for each type of data are recommended.

ANNEX 1. TEMPLATE: COVER PAGE FORMAT

(Author shall complete this page and make a copy of it as the cover. The paper for the cover shall be determined by each institute.)

NCUT

Master's Program in Mechanical Engineering

Thesis

xx(Thesis Title)xx

(Delete the printed text and type in your Title)

Graduate Student

Advisor

DD/MM/YYYY

ANNEX 2. TEMPLATE: TITLE PAGE

**A Study on Tactile Symbols as an Aid to Product Operation for the
Visually Impaired - with Radio Cassette Recorders as a Case Study**

Graduate Student

Advisor

NCUT
Thesis of
Master's Program in Mechanical Engineering
(as an example)

A Thesis

Submitted to
The Department of Mechanical Engineering
(Dpt. name in English)
National Chin-Yi University of Technology
in Partial Fulfillment of the Requirements
for the Master of Science Degree
(Degree in English, according to the actual department/institute)
in
Mechanical Engineering
(as is the department/institute in English)

June 2002
Taiping, Taichung, Taiwan, Republic of China

ANNEX 3. TEMPLATE: APPROVAL LETTER

The Letter must be printed via the NCUT Library Thesis/Dissertation System

Website: <https://cloud.ncl.edu.tw/ncut/>

ANNEX 4. TEMPLATE: APPROVAL LETTER

The Letter must be printed via the NCUT Library Thesis/Dissertation System

Website: <https://cloud.ncl.edu.tw/ncut/>

ANNEX 5. TEMPLATE: RECOMMENDATION LETTER FROM MASTER'S
THESIS ADVISOR

(OPTIONAL, FOR REFERENCE)

NCUT
Master's Program
Recommendation Letter from Master's
Thesis Advisor

The Thesis _____ proposed by the Student _____ of the NCUT Master Program _____ has been written under my supervision, and I agree to submit the thesis for examination.

Advisor _____

DD/MM/YYYY

ANNEX 6. TEMPLATES: VERIFICATION LETTER FROM THE THESIS
ORAL EXAMINATION COMMITTEE

Faculty titles of the oral examiners should be marked, e.g., Prof. or Dr. (Provided uniformly by the Office of Academic Affairs for graduate institutes to complete).

**NCUT
Master's Program
Verification Letter from the Thesis Oral
Examination Committee**

As approved by the Committee, the Thesis
_____ of
The Student _____ of the NCUT Master's
Program _____
has proved him/herself qualified for a Master's Degree

Examiners: _____

Advisors: _____

Department (Institute) Director:

DD/MM/YYYY

ANNEX 7. TEMPLATE: CHINESE ABSTRACT, LANDSCAPE FORMAT

(Chinese Title)

Student:

Advisor:

NCUT Graduate Institute xxxxxx

Chinese Abstract

The research of the Thesis

Department (Institute) Director:

DD/MM/YYYY

ANNEX 8. TEMPLATE: ABSTRACT FORMAT

(ENGLISH TITLE)

Student : xxx

Advisor(s): Dr. xxx

Dr. xxx

Dr. xxx

Department of -----
National Chin-Yi University of Technology

ABSTRACT

The procedure is

ANNEX 9. FORMAT: ACKNOWLEDGEMENT

ACKNOWLEDGEMENT

ANNEX 10. FORMAT: TABLE OF CONTENTS

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	2.1.1 xx-----	11
	2.1.2 xxxxx-----	12
	2.2.1 xxx-----	13
	2.2.2 xxxxxxx-----	14
	2.2.3 xxx-----	15
III	THEORY-----	16
	3.1 xxxxx-----	17
	3.2 xxx-----	19
IV	EXPERIMENTS-----	21
	4.1 xxx-----	22
	4.2 xxx-----	23
V	CONCLUSION-----	24
	5.1 xxxxxxx-----	25
	5.2 xxxxxxx-----	27
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	6.1 xxxxxxx-----	32
	6.2 xxxxxxx-----	34
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LIST OF TABLES-

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TABLE 7	-----	36
TABLE 8	-----	37
TABLE 9	-----	38

ANNEX 12. FORMAT: LIST OF FIGURES

LIST OF FIGURES

FIGURE	Organizational	System	Chart	10
1	-----			
FIGURE	xxxx	-----		12
2				
FIGURE	xxx	-----		15
3				
FIGURE	xxxxxxxx	-----		17
4				
FIGURE	xx	-----		20
5				
FIGURE	xxxxx	-----		22
6				
FIGURE	xxxx	-----		23
7				
FIGURE	xxxxx	-----		26
8				
FIGURE	xxxx	-----		28
9				

ANNEX 13. FORMAT: DESCRIPTION OF SYMBOLS

SYMBOL DESCRIPTION

ANNEX 14. MAIN BODY FORMAT

II. ASIA

2.1 CHINA

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2.1.1 TAIWAN

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TAIPEI COUNTY

YUNGHE CITY

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PANCHIAO CITY

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TAICHUNG COUNTY

DACHIA TOWN

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

CHINGSHUI TOWN

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2.1.2 FUCHIAN

XX

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LIANCHIANG COUNTY

KINMEN

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

MATSU

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

ANNEX 15. FORMAT OF REFERENCES

REFERENCES

- A. Hu Li-ren, Chang Yuan-wei, Huang Ke-tung, 1977, The Digitalized Chinese Dictionary, Shitung Publisher, Taipei.
- B. Chang Chi-chun, Wu Yi, 1970, The Story of Chinese Philosophy, 4th edition, Taipei Published by author.
- C. Jelinek, F., 1968, Probabilistic Information Theory, McGraw-Hill, New York.
- D. -----

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ANNEX 16. FORMAT OF APPENDICES

APPENDIX 1

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ANNEX 17. FORMAT OF VITA OR CV

AUTOBIOGRAPHY

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ANNEX 18. BACK PAGE PRINTING REQUIREMENTS

	2.5 cm	
Date	1 cm	89
	2.5 cm	THESIS
TITLE OF THESIS		Non-linear Analogy Exchange Capacitor Circuit Design
TITLE OF INSTITUTE, COLLEGE, UNIVERSITY	3 cm	NCUT MASTER'S Program of Mechanical Engineering
	1 cm	
AUTHOR'S NAME	2 cm	LIN, MU-SEN
	3 cm	