

# NPUST College of Management Guidelines for Thesis Format

Approved by College Heads Meeting on 2022.09.27

## Thesis Proposal

Master's students of the College of Management must determine thesis topics which meet the professional fields of their departments, agree with assigned advisors, and submit proposals prior to the due date. Please refer to Appendix A for the proposal format.

## Thesis Format

### I. Structure

Three basic parts of a thesis:

1. **Preliminaries:** Cover (including cover spine), title page, authorization page, Chinese certification of the completion of oral exam, English certification of the completion of oral exam, Chinese abstract, English abstract, acknowledgements, table of contents, etc.
2. **Text:** Thesis
3. **References:** Source materials cited

Conducted with a specific purpose, theses may be structured differently; however, the aforementioned Preliminaries, Text and References must be included.

All the parts need to be arranged in order as follows:

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| (1) Cover (including cover spine) | (8) Acknowledgements            |
| (2) Title page                    | (9) Table of contents           |
| (3) Authorization page            | (10) List of tables and figures |

(4) English certification	(11) Body of text (introduction, literature review, materials and methodology, results and discussion, conclusion)
(5) Chinese certification	(12) References
(6) Chinese abstract	(13) Index
(7) English abstract	(14) Appendix

Thesis format guidelines are as follows:

- (1) Refer to Appendix B for the format of the cover and title page.
- (2) Typing should be done from left to right.
- (3) Avoid using any obscure wording.
- (4) Begin with the thesis title on the first page, followed by each chapter.
- (5) Use single-sided printing.
- (6) Use 16-point Times New Roman font for the titles of the Preliminaries or chapters, and 14-point Times New Roman font for the content. The space between lines should be 22pt (automatic paragraph spacing). Do not put any punctuation mark after each title.
- (7) Margins: Top 2.5 cm, Bottom 2.5 cm, Left 3.0 cm, Right 2.5 cm.
- (8) Use wood-free printing paper between 60 and 80 lbs in A4 size (21x 29.7 cm).
- (9) Preliminary sections of the thesis should be numbered using uppercase Roman numerals (I, II, III...). The body of text should be numbered using Arabic numerals (1, 2, 3, 4...), which is located at the bottom of each page and centered 1 cm from the bottom of each page.
- (10) “Abstract”, “Acknowledgements”, “Table of contents”, “List of tables”, “List of figures”, each chapter of the thesis, and “References” must begin 3 cm from the top of each new page.
- (11) Thesis submitted for the oral defense must be carefully proofread and use a soft cover binding.

- (12) Word and PDF formats of the thesis must be uploaded to the NPUST Library at <http://140.127.23.2/cdrfb3/index.htm>.

The following paragraphs provide the details for each section in the thesis:

## **II. The First Part**

### **1. The front cover, inside pages, and title**

The cover of thesis should contain the school and department names, thesis title, advisor's name, student's name, and defense date in English and Chinese. For the formatting of cover and inside pages, please see Appendices B and C.

### **2. Authorization**

Word and PDF formats of the thesis must be uploaded to the NPUST Library at <http://140.127.23.2/cdrfb3/index.htm>. The copy of authorization must be downloaded and signed by advisor and student. Insert copy of authorization must be included after cover page. Please see Appendix D for the format of Authorization.

### **3. Certification of the completion of oral defense**

All committee members of the oral defense must sign on the form (see Appendices E and F) to qualify the thesis for passing and meeting university standards.

### **4. Abstract**

- (1) The paper size of Abstract section is A4 (21x 29.7 cm). This section must include the followings: student ID number, thesis topic, total pages (written after thesis topic), school name, department name, date of oral defense, names of student and advisor(s).
- (2) On writing the thesis abstract, please summarize the purpose,

literature review, methodology, data analysis, and results of research in 500-1000 words with 3-7 keywords. See Appendix G for Chinese abstract and Appendix H for English abstract. The title must be headed “Abstract”.

- (3) Typing should be done from left to right. Copied and handwritten materials are not acceptable.
- (4) Use 14-point Times New Roman font, adjust space between words and sentences. Write down the full names of your school and department.

## **5. Acknowledgements**

- (1) The content of acknowledgements and thesis do not have direct relationship since it is for expressing gratitude to your advisor(s) or any other support received. There is therefore no limitation on the style of writing.
- (2) Use “Acknowledgements” as the title.

## **6. Table of contents**

- (1) Use “Table of Contents” as the title, and the chapters should be arranged in order for easy searching.
- (2) The “Table of Contents” is the backbone of a paper. It must be arranged in the order of each chapter, and you must create a dotted line that connects each entry to its page number, such as 「 .....5 」 .

## **7. List of tables and figures**

- (1) Use “List of Tables” or “List of Figures” as the titles.
- (2) Arrange tables or figures in order. For example, cite Figure 1-1 as the first figure in Chapter 1, cite Figure 2-3 as the third figure in Chapter 2, etc.
- (3) If you use both figures and tables in the body of text, figures should come first in the list.

### III. Body of text

1. The body of text must be arranged in chapters with appropriate titles.
2. No punctuation marks are added in the titles.
3. For in-text citations, only authors' last name and year published are needed, such as (Benedetti and Rossini, 1993) or Benedetti and Rossini (1993); (Hall *et al.*, 1991) or Hall *et al.* (1991).
4. There can be five different levels for each chapter:

Chapter	Section	Sub-section	Paragraph	Each Point
↓	↓	↓	↓	↓
1.	1.1	1.1.1	1.1.1.1	1.1.1.1.1

5. The line spacing should be exactly 22pt, and choose automatic paragraph spacing. Indent for 4 English characters (2 Chinese characters) at the beginning of each paragraph.
6. Acronyms, punctuation marks, and numerals:
  - (1) Follow the rules of punctuation marks when adding to the text.
  - (2) If there are some proper nouns or particular symbols which are not easily understood by readers, they need to be written in full or explained particularly when mentioned for the first time.
  - (3) Use Arabic numerals for the numbers of quantity used in the text.
  - (4) Adopt the metric system for the units of weights and measures.
7. Figures and tables:
  - (1) Figures or tables should be numbered in order and given proper captions.
  - (2) Figures and tables should be placed as close as possible to the related text. If there is not enough space for the figure or table in one page, it can be placed in the next page; however, you must add an annotation of "Continuous Table" at the top of the table. If the table cannot fit due to

the length, adjust page layout to Landscape with margins.

- (3) The size of each figure or table should not go beyond the paper margins.
- (4) The figure or table should be put in the middle if its width is less than that of the paper. If there is more than one line in the title of the figure or table, the second line should be indented and straight with the description of first line after the number.
- (5) Spacing of figures and tables between the text should be exactly 22pt, and choose automatic paragraph spacing.

#### **IV. References**

The principles of writing references are as follows:

1. The sequence of references should be Chinese, Japanese, English, and then other language references. List references in alphabetical order of the first letter of authors' last names. For writing references from websites, see examples below.
2. References do not need to be assigned numbers. The second line needs to indent 4 English characters (2 Chinese characters).
3. The papers cited in the text should be listed in references. Those references listed should also be cited in the text. In other words, citations and references should be consistent.
4. References must be from official sources.
5. For examples of Chinese and English references format, refer to the latest version of APA Style Format.

An example of the English reference format of the APA format 6.0 is as follows:

Cronbach, L. J. (1951). Coefficient alpha and the internal structure of tests. *Psychometrika*, 16(3), p.297-334

Friedrichs, J., Lüdtke, H., & Gallasch, A. (1975). *Participant observation: theory and practice*. Farnborough, UK: Saxon House.

#### **V. Appendix**

1. Appendix gives the readers extra information to understand your thesis.
2. If some complicated figures and tables or technical references are not suitable to be included in the text, the appendix section is another choice.

## **The Format of Thesis Proposal**

### **The Format of Thesis Proposal**

1. Title of Thesis:
2. Department:
3. Student Name:
4. Advisor Name:
5. Chairman Name:
6. Date:

### **The Structure of Thesis**

Thesis Title

Abstract

1. Research Purpose
2. Research Background and Motivation
3. Research Methods and Procedures
4. Expected Results
5. References



## 【Appendix B】

<p>(1) 書背</p> <p style="text-align: center;">↑ 3.5 cm ↓</p> <p style="text-align: center;">○ ○ ○ ○ ○</p> <p style="text-align: center;">國立屏東科技大學</p> <p style="text-align: center;">系 (所)</p> <p style="text-align: center;">(大學)</p> <p style="text-align: center;">論文 (論文題目)</p> <p style="text-align: center;">( ) 研究生 :</p> <p style="text-align: center;">○ ○ ○ ○ ○</p> <p style="text-align: center;">↑ 3.5 cm ↓</p> <p style="text-align: center;">加註學</p>	<div style="text-align: center; margin-bottom: 10px;"> <p>21cm</p> <div style="border: 2px solid red; padding: 10px; display: inline-block;"> <p style="color: red; font-size: 1.5em;">↑ 3.5 cm</p> </div> </div> <p style="text-align: center;">國立屏東科技大學 _____ 系</p> <p style="text-align: center;">National Pingtung University of Science and Technology</p> <p style="text-align: center;">Department of _____</p> <div style="text-align: center; margin-top: 20px;"> <p>↑ 1cm</p> <p>博 (碩) 士學位論文</p> <p>Ph.D. Dissertation (Master's Thesis)</p> <p>↑</p> <p>↓ 1.5cm</p> <p>Thesis Title in Chinese</p> <p>↑</p> <p>1.5cm</p> <p>↓</p> <p>Thesis Title in English</p> <p>↑</p> <p>2.5cm</p> <p>↓</p> <p>指導教授 Advisor(s): Chinese Name (English Name, Ph.D.)</p> <p>↑</p> <p>↓ 1.5cm</p> <p>研究生 Student: Chinese Name (English Name)</p> </div> <div style="text-align: center; margin-top: 20px;"> <div style="border: 2px solid red; padding: 10px; display: inline-block;"> <p style="color: red; font-size: 1.5em;">↑ 8.0 cm ↓</p> </div> </div> <div style="text-align: center; margin-top: 20px;"> <p>中華民國      年      月      日</p> <p>July 20, 2021</p> <div style="border: 2px solid red; padding: 10px; display: inline-block;"> <p style="color: red; font-size: 1.5em;">↑ 2.5 cm</p> </div> </div>
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**Note:** The margin spacing at the top (3.5 cm) and bottom (2.5 cm) and the space between the student's name and the date (8.0 cm) cannot be altered. The other spacing can be slightly adjusted in accordance with the content.

【Appendix C】

內 頁 形 式	→ 21cm ←	
	<div style="border: 2px solid red; padding: 5px; text-align: center;">↑ 3.5 cm</div>	
	國立屏東科技大學 _____ 系	
	National Pingtung University of Science and Technology	
	Department of _____	
	↑ 1cm	
	博 (碩) 士學位論文	
	Ph.D. Dissertation (Master's Thesis)	
	↑	
	↓ 1.5cm	
	Thesis Title in Chinese	
	↑	
1.5cm		
↓		
Thesis Title in English		
↑		
2.5cm		
↓		
指導教授 Advisor(s): Chinese Name (English Name, Ph.D.)		
↑		
↓ 1.5cm		
研究生 Student: Chinese Name (English Name)		
<div style="border: 2px solid red; padding: 10px; text-align: center;">↑ 8.0 cm ↓</div>		
中華民國      年      月      日		
July 20, 2021		
<div style="border: 2px solid red; padding: 5px; text-align: center;">↑ 2.5 cm</div>		
← 29.7cm ↑		

**Note:** The margin spacing at the top (3.5 cm) and bottom (2.5 cm) and the space between the student's name and the date (8.0 cm) cannot be altered. The other spacing can be slightly adjusted in accordance with the content.

## 【Appendix D】

### Authorization for Public Access to Thesis/ Dissertation

The thesis/dissertation authorized by this authorization is associated with

Name of licensor:

School: National Pingtung University of Science and Technology

Department:

Degree:

School Year:

Dissertation/Thesis Record number:

**Thesis/Dissertation Title:**

**Advisor:**

I hereby agree to authorize the printed and electronic versions (including bibliographic data, abstract, and audio/visual data) of the aforementioned 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 aforementioned 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 aforementioned 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 Fulltext

- ☐ 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 \_\_\_\_\_

**Advisor (Signature) :** \_\_\_\_\_ **Date: / / (yyyy/mm/dd)**

**Author (Signature) :** \_\_\_\_\_ **Date: / / (yyyy/mm/dd)**

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

【Appendix E】

國立屏東科技大學博(碩)士學位論文口試委員會審定書

\_\_\_\_\_系(所)博(碩)士班 研究生\_\_\_\_\_君  
所提之論文\_\_\_\_\_

經本委員會審定通過，特此證明。

論文口試委員會

委員：	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
	_____	○○○ 博士
	_____	○○○○大學○○系教授
指導教授：	_____	○○○ 博士
	_____	○○○○大學○○系教授

中 華 民 國

年

月

日

**【Appendix F】**

National Pingtung University of Science and Technology  
Certification of the Completion of Oral Defense  
By the Oral Defense Committee for  
Master's Thesis

Department of ○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○

Student: ○○○○○○○○○○○○

Title: ○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○

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

Committee:

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

Advisor:

July 20, 2021

## 【Appendix G】

### 摘 要

學號：

論文題目：

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：○ ○ ○

論文摘要內容：

## **【Appendix H】**

### *Abstract*

Student ID:

Title of Thesis:

Total Page:

Name of Institute:

Graduation Date:

Degree Conferred:

Name of Student:

Advisor(s):

The Content of Abstract in This Thesis:

Keywords: