

# Format Guidelines for Theses for the College of Engineering

The Master's student must hand in their thesis topic and choose their advisor in the first year of graduate program. The students must hand in the research proposal in their second year. The Ph.D. student is to submit their thesis topic and research proposal, and choose their advisor, according to the regulations of each Doctoral Program. Thesis specifications for both degrees are detailed in Appendix A. The list of students will be compiled by each department and sent to the college for reference.

## Thesis Format

### I. Structure

There are three basic parts of a thesis:

1. **Preliminaries:** Cover (including back cover), cover page, authorization page, Chinese and English Certification of the Completion of Oral Exam, Chinese and English abstract, acknowledgements, and table of contents
2. **Text:** Thesis
3. **References:** Citation, index

Each study is specific to a special purpose, so the author can adjust the structure of the thesis. However, preliminaries, text, and references must be included.

Contents need to be arranged in the following order:

- |   |  |
|---|--|
| (1) Cover Page                                  | (9) List of Tables   |
| (2) Topic page                                  | (10) List of Figures   |
| (3) Transfer of Copyright<br>Authorization Page | (11) Thesis Content (Introduction,<br>Literature Review, Materials and<br>Methods, Results and Discussion, |

## Conclusions)

- |                           |                                    |
|---------------------------|------------------------------------|
| (4) English Certification | (12) References (Literature cited) |
| (5) Chinese Abstract      | (13) Index                         |
| (6) English Abstract      | (14) Appendices                    |
| (7) Acknowledgements      |                                    |
| (8) Table of Contents     |                                    |

Thesis arrangement is listed below:

- (1) Cover Page (see Appendix B).
- (2) Typing should be done from the left to the right side. Copied and handwritten materials are not acceptable.
- (3) Font size in the title of the Preliminaries Part or of a chapter should be Times New Roman 16. Font size in the content should be Times New Roman 14. The spacing between lines should be 22 pt; use automatic paragraph spacing. Do not put any punctuation marks after each title.
- (4) Settings: Top: 2.5 cm, Bottom: 2.5 cm, Left: 3.0 cm, Right: 2.5 cm.
- (5) Paper size: A4 (21x 29.7 cm).
- (6) Preliminary sections of the thesis should be numbered using UPPERCASE Roman Numerals (I, II, III...). Page number should be located at the bottom of each page and centered 1 cm from the bottom of each page.
- (7) “Abstract,” “Acknowledgements,” “Table of Contents,” “List of Tables,” “List of Figures,” “Each chapter of thesis,” and “References” must begin 3 cm from the top of each new page.
- (8) A thesis submitted for the oral exam must be bound (soft cover).
- (9) The paper in both the draft for the oral test and the final official version must be bound on the left side in the book.

- (10) All papers (including abstracts) must be posted on the website  
「National Digital Library of Theses and Dissertations in Taiwan」  
The Master's graduating student must prepare four copies of the  
bound thesis (hard cover) and Ph.D. graduating student must prepare  
five copies of the bound thesis (hard cover) for the Office of  
Academic Affairs for reporting to the National Library.

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

## **II. The First Part**

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

The cover of the thesis should contain the names of the school and department, indicate whether the thesis is for a Ph.D. or Master's degree, thesis title, name of adviser(s), student's name, and defense date, all in English and Chinese. For the formats of the cover and inside pages, please see Appendices A and B.

### **2. Authorization**

The author of the paper has the right to decide whether they agree to public authorization. Please note in the Authorization page whether to agree or disagree it is to be disclosed, and sign it. Please see Appendix C for the format of the Authorization page.

### **3. Certification of the Completion of Oral Exam**

All committee members participating in the oral examination must sign the form (see Appendices D and E) to qualify the thesis for passing and meeting university standards. There must be at least one original signature.

### **4. Abstract**

- (1) The Abstract section includes: student ID number, thesis topic, total pages (written after thesis topic), school name, department name, date of oral examination, names of student and advisor(s), and thesis abstract; use font size 14 Times New Roman and justify the distance between words and sentences. Write the full names of the school and department. See Appendix F for Chinese abstract and Appendix G for English abstract. The title must be headed “Abstract.”
- (2) In the abstract, include research objectives, literature review, research methods, contents, and results, all in a short description of approximately 500 to 1000 words and three to five keywords.

## **5. Acknowledgements**

- (1) The content of the acknowledgements does not have a direct relationship with the thesis, since its purpose is to express gratitude to the advisor(s) and any other support received. Therefore, there is no limitation on its writing style.
- (2) It must be entitled “Acknowledgements.”
- (3) A Ph.D. thesis must have a publication list.

## **6. Table of Contents**

- (1) It must be entitled “Table of Contents.”
- (2) The Table of Contents is the backbone of a thesis. It must be arranged based on the order in which each chapter comes. Each chapter is to be cited by its page number, separated by a dotted line. The dotted line must connect with the page number, such as 「 .....5 」 .

## **7. Lists of Tables and Figures**

- (1) They must be entitled “List of Tables” and “List of Figures.”
- (2) Arrange the List of Figures in order. For example, cite Figure 1 as the first figure, Figure 2 as the second figure, etc...
- (3) If you want to make a footnote in the content with figures and tables at

the same time, figures should come first.

## 8. Appendix

- (1) An appendix gives readers extra information to understand your thesis.
- (2) If complicated figures, tables, or technical references are not suitable for inclusion in the text, the appendix section is an alternate choice.

## III. Body of the Text

1. The content of the text must be spread out into appropriate and different chapters, and given appropriate titles.
2. Regarding references within text, only the authors' last name and year published are needed, such as (Benedetti and Rossini, 1993), Benedetti and Rossini (1993), (Hall *et al.*, 1991), or Hall *et al.* (1991).
3. 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

4. Line spacing should be exactly 22 pt, and choose automatic paragraph spacing. Indent two Chinese characters (four English characters) at the beginning of each paragraph.
5. Directions for acronyms, punctuation marks, and numerals:
  - (1) Follow the rules of punctuation when adding them to the text.
  - (2) If some proper nouns or particular symbols are not easily understood by readers, they need to be written in full or expanded in form, particularly at their first appearance.
  - (3) Use Arabic numerals for all data points in the text.
  - (4) Adopt the metric system for the units of weights and measures.
  - (5) There must be a space between the number and its unit.

## 6. Figures and Tables

- (1) Figures and tables should be numbered in turn and given proper captions.
- (2) Figures and tables should be placed as closely as possible to the related text. If there is not enough space for the figure or table on the same 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 takes more than one page to complete. If the table does not fit due to its width, adjust the page layout to Landscape with margins.
- (3) The size of each figure or table should not go beyond the paper margins.
- (4) A figure or table should be put in the middle of the page 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 aligned with the description of the first line rather than being aligned with the figure or table number.
- (5) The spacing of figures and tables within the text should be exactly 22 pt, and choose automatic paragraph spacing.
- (6) Two or more pictures can be placed on the same page.
- (7) The figure description is placed below the figure; the table description is placed above the table.

## IV. References

The principles of writing out references are as follows:

1. The sequence of references should be Chinese first, Japanese second, and Western third. References must be sequenced in alphabetical order according to the (first) authors' last names. When writing references obtained from websites, see examples below.
2. References do not need to be assigned numbers. The second line needs to be indented two Chinese characters (four English characters).
3. All papers cited in the text should be listed in References. All

references listed in References should also be cited in the text. In other words, citations and references should be consistent.

4. References must be from official sources.

5. Examples of Chinese and English reference formats:

### Examples of Chinese References

#### ● 學報文章

陳財輝，呂錦明，1988，「苗栗海岸砂丘木麻黃人工林之生長及林分生長量」，林業試驗所研究報告季刊，第 3 卷，第 1 期，第 333-343 頁。

陳財輝，呂錦明，沈慈安，1990，「苗栗海岸地區不同齡級木麻黃防風林生長之調查」，林業試驗所研究報告季刊，第 5 卷，第 1 期，第 17-24 頁。

陳財輝，1987，「臺灣海岸林之生態環境與造林技術」，現代育林，第 3 卷，第 1 期，第 49-63 頁。

陳子英，2000，「坪林臺灣油杉自然保留區植群監測」，行政院農業委員會林務局保育研究系列第 89-1 號，第 94 頁。

陳元昌，2003，「森林健康狀態監測技術體系綜述」，世界林業研究，第 16 卷，第 1 期，第 1-7 頁。

陳明義，陳清義，林信輝，1985，「木麻黃之耐鹽性」，中興大學理工學院報告，第 22 卷，第 41-50 頁。

#### ● 研討會文章

王栢村，陶致均，賴逸少，葉昶麟，李英志，2007，「加速度計質量效應模擬分析之評估與驗證」，中華民國振動與噪音工程學會第十五屆學術研討會，台北，論文編號：B-12。

- 書籍

郭寶章，1989，育林學各論，國立編譯館，台北，第 503 頁。

- 博、碩士論文

陳家玉，2003，棲蘭山老熟檜木健康指標評估法，碩士論文，國立臺灣大學，森林學研究所，台北。

### Examples of English References

- Journal Article (學報文章)

Anderson, E. C., Renard, G. T., Strein, C. V., Cayo, M. L. and Mervin, M. M., 1998, "A New Technique for Rapid Deployment of Rollover Protective Structures," Applied Engineering in Agriculture, Vol. 23, No. 2, pp. 34-42.

Waladi, W., Partek, B., and Manoosh, J. 1999, "Regulating Ammonia Concentration in Swine Housing: Part II. Application Examples," Transaction of American Society of Agricultural Engineers, Vol. 43, No. 4, pp. 540-547.

- Book (外文書籍)

Allen, J. S., 1988, Agricultural Engineering Applications, John Wiley and Sons, New York.

Coombs, T. R., and Watson, F. C., 1997, Computational Fluid Dynamic, 3rd ed., Elsevier Science, Wageningen, The Netherlands.

- Part of a Book (書籍中的某一部份)

ASAE Standards, 1989, "S352.1: Moisture Measurement -- Grain and Seeds," ASAE, St. Joseph, Michigan.

Havemeyer, T. F., 1995, "Statistical Methods," in Practical Programming Applications, pp. 223-227, Overstreet Technical Publications, Holland, Michigan.

- Bulletin or Report (通訊或報告)



CDC, 2000, Infection Vectors for E. Coli and Intervention Strategies, CDC Reference No. 9923, Centers for Disease Control and Prevention, Atlanta, Georgia.

Jespersion, D, 1995, United States Fruit and Vegetable Harvest Projections: 1996, USDA-1007, GPO, Washington, D.C.

- Published Paper (研討會或學會文章)

Anthony, W. S., 1998, "Performance Characteristics of Cotton Ginning Machinery," Annual Conference of American Society of Agricultural Engineers, Michigan, Paper No. 981010.

Miller, F. R., and Creelman, R. A., 1980, "Sorghum: A New Fuel," Proceeding of 12th International Alternative Fuels Research Conference, Netherlands, pp. 219-232.

- Dissertation or Thesis (博、碩士論文)

Campbell, M. D., 1991, The Lower Limit of Soil Water Potential for Potato Growth, Doctoral Dissertation, Department of Agricultural Engineering, Washington State University, Pullman, Washington.

Lawrence, D. J., 1992, Effect of Tillage and Crop Rotation on Soil Nitrate and Moisture, Master Thesis, Department of Soil Science, Iowa State University, Ames, Iowa.

- Software (軟體)

SAS, 1990, SAS User's Guide: Statistics Ver. 6a., SAS Institute, Inc., Cary, N.C. SPSS, 2000, SigmaPlot for Windo. Ver. 3.2., SPSS, Inc., Chicago, Illinois.

- Online Source (網路資訊)

USDA, 1999, "Wheat Production in the Upper Plains: 1998-1999", National Agricultural Statistics Database, Washington, D.C., USDA National Agricultural Statistics Service, Available at: [www.nass.usda.gov](http://www.nass.usda.gov), Accessed 23 April 2000.

NSC, 2001, "Injury Facts Online," Itasca, Ill., National Safety Council, Available at: [www.nsc.org](http://www.nsc.org), Accessed 17 December 2001.

- Patent (專利)

Moulton, R. K., 1992, Method for On-Site Cleaning of Contaminant Filters in Livestock Housing Facilities, U.S. Patent No. 32455986.  
Richarde, J., 1983, Process for Protecting a Fluid Product and Installations for the Realization of that Process, French Patent No. 2513087.

**【Appendix A】**

National Pingtung University of Science and Technology  
Dissertation calculation drawing format

1. Cover page for thesis proposal (Appendix B)

Title of Thesis:

Department:

Name of Student:

Advisor (s):

Chairman of department:

Date:

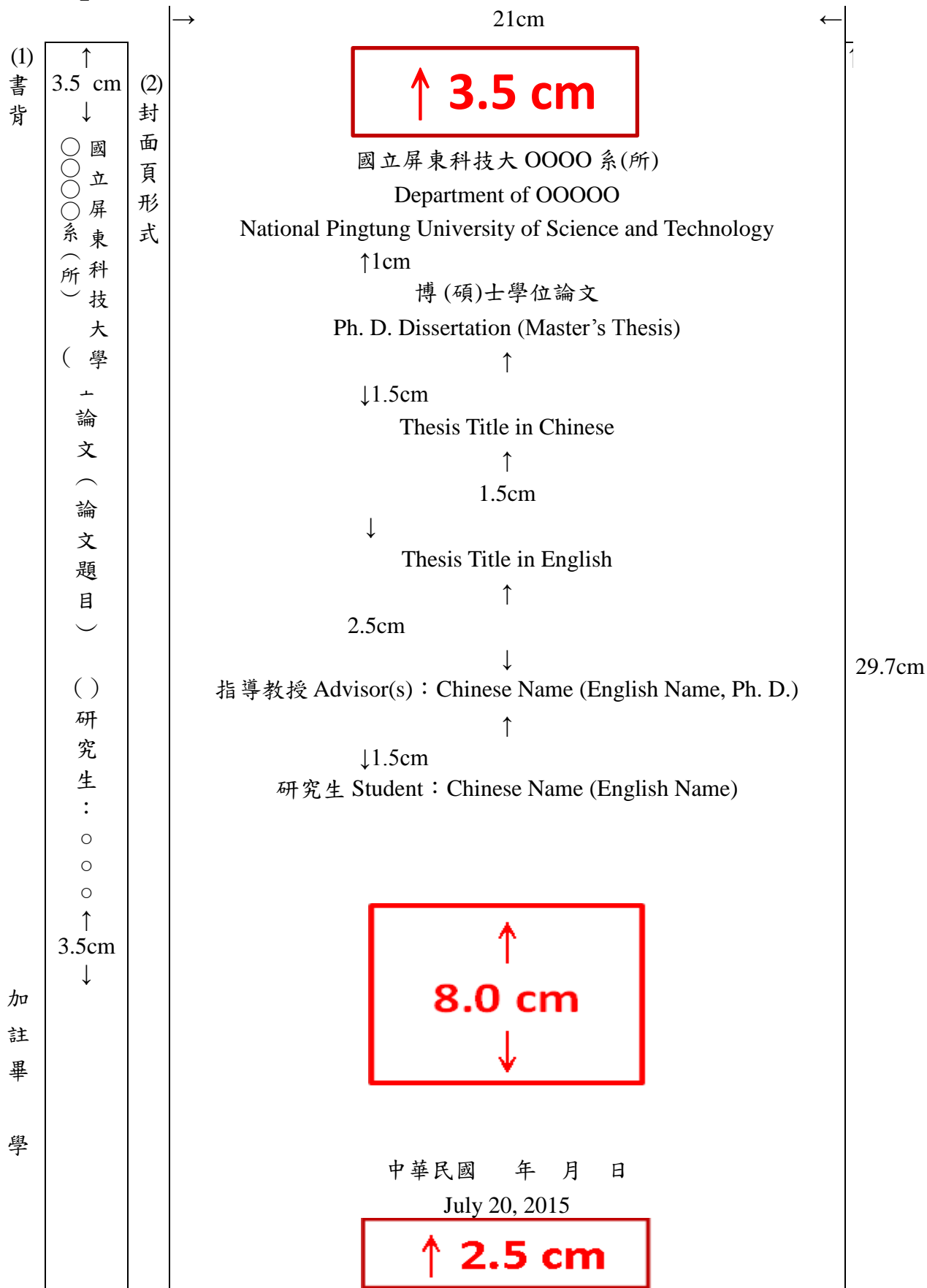
2. The main text of thesis proposal

Title

Abstract

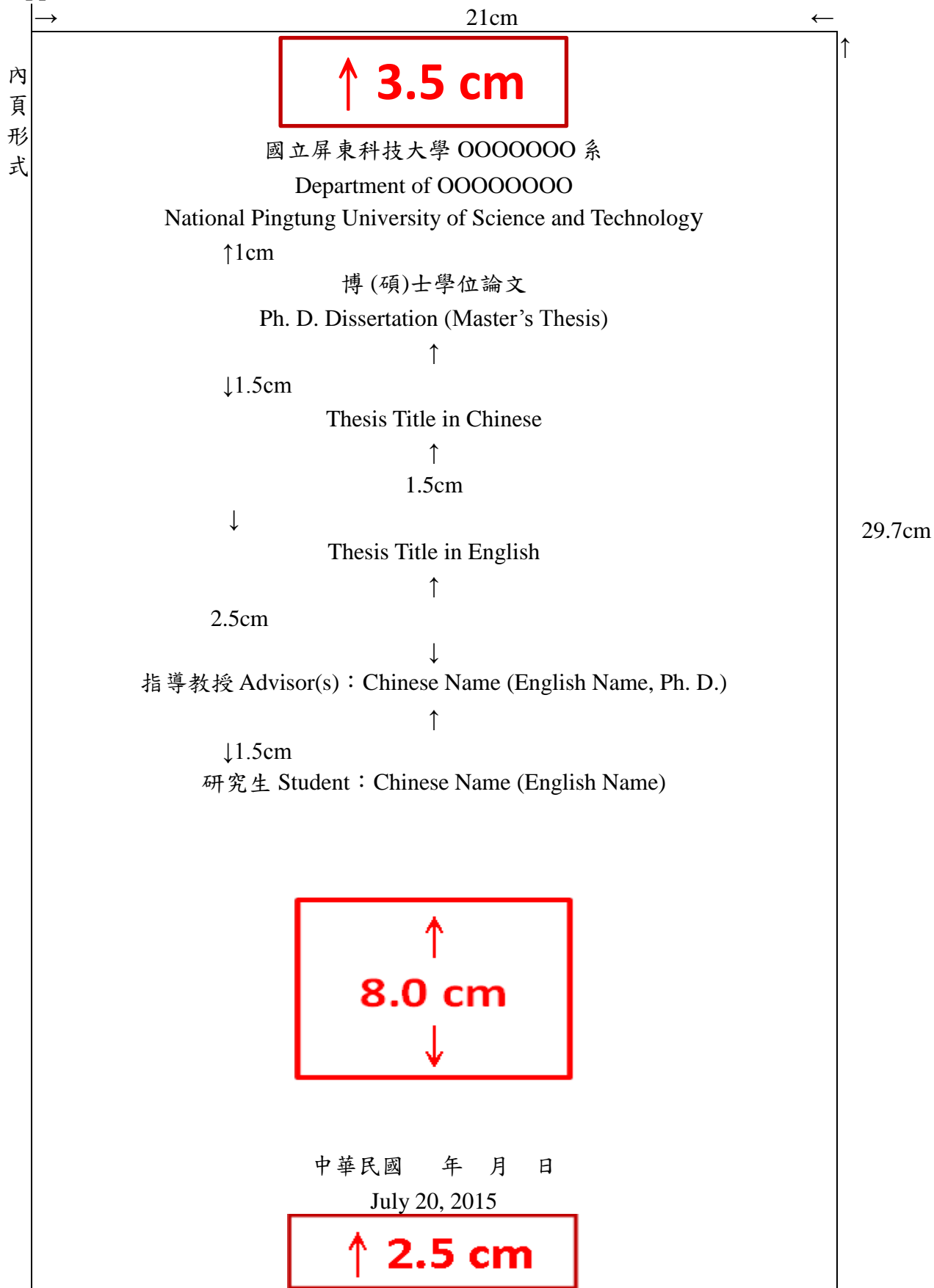
- (1) Research purposes
- (2) Research background and motivation
- (3) Research methods and procedures
- (4) Expected Outcome
- (5) References

**【Appendix B】**



**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】**



**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 of Thesis/ Dissertation**

The thesis/ dissertation authorized herein 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 fore-mentioned thesis/dissertation, research report, technical report, or professional practice report and work to the National Central Library and the school library, in a non-exclusive way and without reimbursement, in accordance with the Copyright Act. The fore-mentioned authorized items can be reproduced by the authorized institution in the form of text, video tape, audio tape, disk, and microfilm, or converted into other digital formats, without limitation in time, place, and frequency, for non-commercial use.

- I agree to the above for the intranet
- I agree to the above for the Internet
- I do not agree that the fore-mentioned 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 purposes.

As agreed in the previous section, access granted will start, depending on material type, on the dates marked below:

**©Electronic Full Text**

- 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 access
- 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 access
- Others \_\_\_\_\_

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

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

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



**【Appendix F】**

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

Department of ○○○○○○○○○○○

Student: ○○○○○○○○○○○

Title: ○○○○○○○○○○○○○○○○○○○○○○○○○○○○○

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

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 Tropical Agriculture  
and International Cooperation  
National Pingtung University of  
Science and Technology

Advisor:

\_\_\_\_\_ Dr. ○○○  
Professor  
Department of Tropical Agriculture  
and International Cooperation  
National Pingtung University of  
Science and Technology

Date: June 25, 2009

## 【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：