# Wenzao Ursuline University of Languages Graduate Student Thesis Formatting

## I. Sequence of items in the thesis

1. Front cover 6. Abstract in English 11. Thesis text

2. Title page 7. Acknowledgements or 12. Bibliography

preface

3. Thesis oral defense approval 8. Table of contents 13. Appendices

form

4. Thesis/dissertation release 9.List of tables 14. Curriculum Vitae or

form résumé (optional)

5. Abstract in Chinese 10. List of figures 15. Back cover

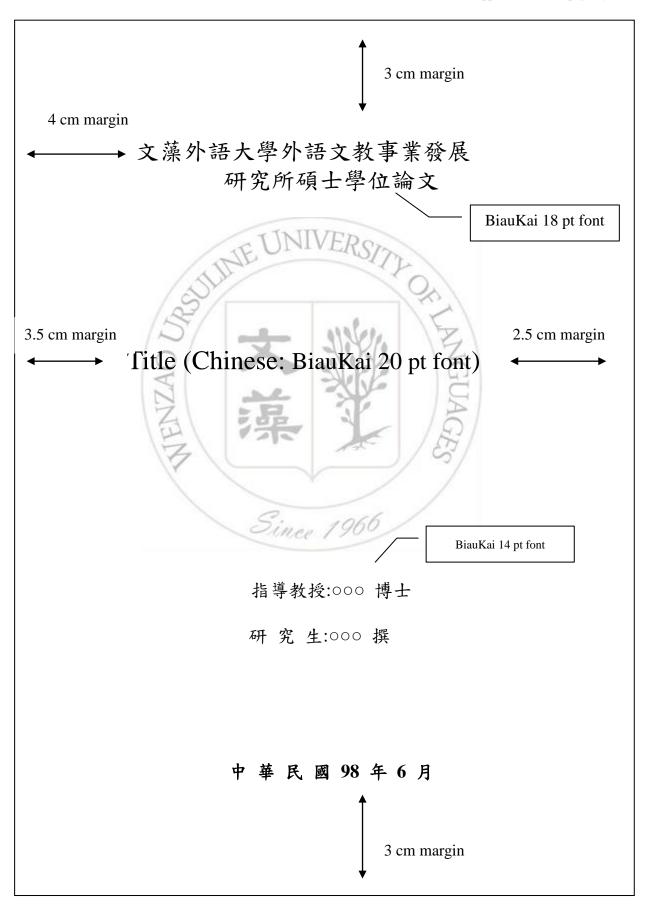
### II. Formatting requirements

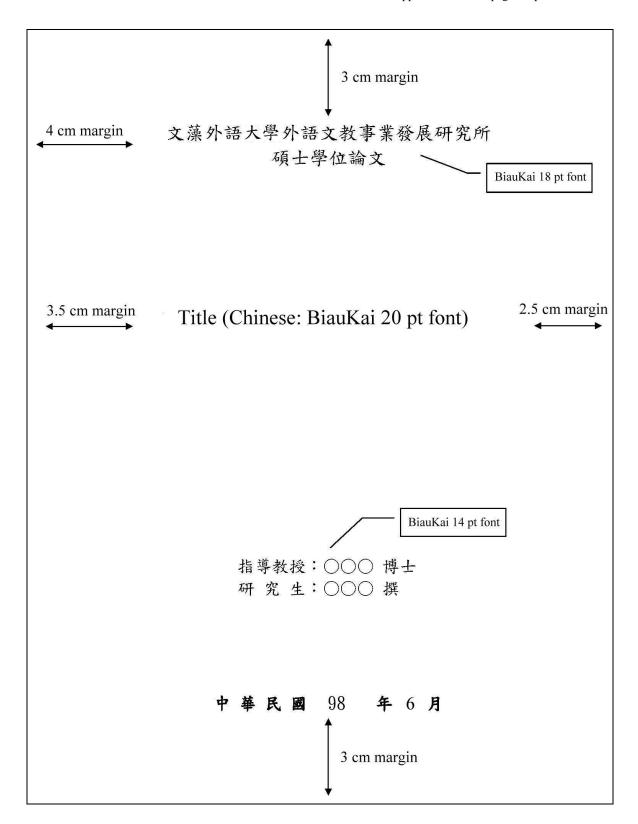
- 1. **Front cover:** See Appendix 1. Include name of graduate institute, degree, thesis title, thesis advisor, name of graduate student, and year and month of submission.
- 2. **Title page:** Include title of thesis in Chinese and English, name of graduate student and thesis advisor in Chinese and English, name of graduate institute, degree, location, and year and month of submission. See Appendix 2.
- 3. **Oral defense approval:** See Appendix 3.
- 4. **Thesis/Dissertation Release Form:** See Appendix 4 for National Central Library Electronic Thesis/Dissertation Release Form.
- 5. **Abstract in Chinese and English:** The abstract should state purpose of the study, source of data, research methodology and results. It should be approximately 300-500 and limited to one page. A version in Chinese and a version in English should be included. See Appendix 5 and 6 for layout instructions.
- 6. **Size and paper:** Use paper measuring 210 mm by 297 mm of A4 size. Use cardboard or linen paper of 150-lb or higher weight for front and back covers in the color designated by the graduate institute.

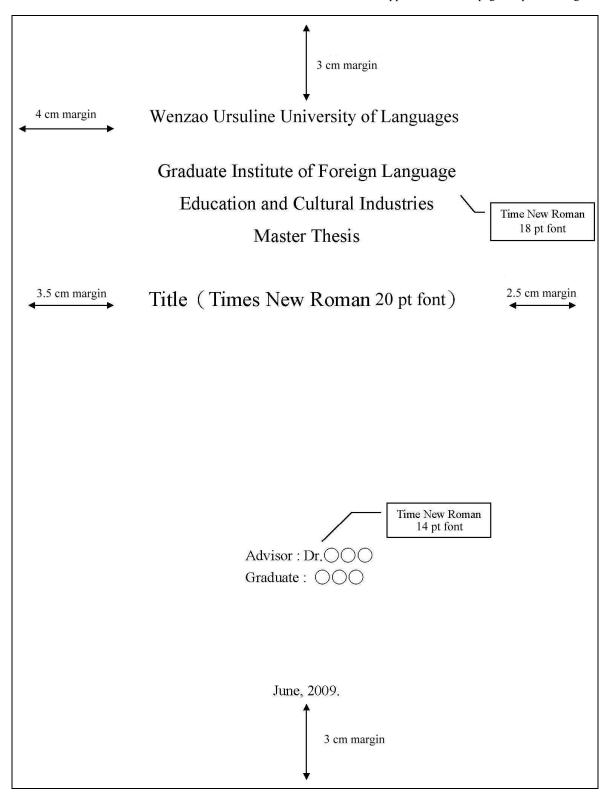
- 7. **Page layout:** Leave a top margin of 2.5 cm, left margin of 3 cm, right margin of 2.5 cm, and a bottom margin of 2.5 cm. Place the page number on the center of the page 1.5 cm from the bottom of the page.
- 8. **Text formatting:** If the text is written in Chinese, it should be written horizontally from left to right. Text in a foreign language should be placed within parentheses. The Chinese font BiauKai should be used in the following sizes: 20 point for chapter headings, 18 point for section headings, 16 point for subsection headings, and 12 point for main text. Use line spacing of 1.5. Use BiauKai also for the cover page. If the text is written in English, use the font Times New Roman in the same sizes as specified for text in Chinese. Use Times New Roman for the cover page, too.

#### 9. **Page numbers:**

- (1) Use sequential Roman numerals i, ii, iii... to number the pages from the abstract in Chinese to the list of figures.
- (2) Use sequential Arabic numbers 1, 2, 3... to number the pages of the thesis from chapter 1 to the appendices.
- 10. **Binding:** Bind the thesis on the left side and print on its spine the year of graduation, degree level, title of thesis, name of the university, name of the graduate institute and name of the author. (See Appendix 7.)
- 11. **Online submission:** Upload the complete text and bibliography of the thesis according to the University's regulations.
- 12. **Filing:** Once approval is obtained after the oral defense, submit at least 2 copies of the thesis. Other regulations may be prescribed by individual graduate institutes.







# Wenzao Ursuline University of Languages Thesis Oral Defense Approval Form

The student	enrolled in the Master's program in		
has	satisfactorily passed	the oral defense	of the
thesis	_·		
Oral defense comm	ittee members		
Advisor			
Dean of Graduate In	nstitute		
Date:	уууу	mm	dd

## National Central Library Electronic Thesis/Dissertation Release Form

	ase covers the thesis/diss			as part of the
	master's/doctorate degre			
	Ursuline University of	<b>Languages</b> in the _	semester of the	·
academic	year.			
Thesis/di	ssertation Title:			
Advisor:				
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Abstract			

Keywords:

-	—— (Title in English) ——	
	ABSTRACT	
Keywords		

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