

# 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 preface	12. Bibliography
3. Thesis oral defense approval form	8. Table of contents	13. Appendices
4. Thesis/dissertation release form	9. List of tables	14. Curriculum Vitae or 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, 14 point for subsubsection 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.

3 cm margin

4 cm margin

文藻外語大學外語文教事業發展  
研究所碩士學位論文

BiauKai 18 pt font

3.5 cm margin

Title (Chinese: BiauKai 20 pt font)

2.5 cm margin

BiauKai 14 pt font

指導教授:○○○ 博士

研 究 生:○○○ 撰

中 華 民 國 98 年 6 月

3 cm margin

The diagram illustrates the layout of a title page in Chinese, enclosed in a rectangular border. It specifies margins and font styles for various text elements:

- Top Section:**
  - A vertical double-headed arrow indicates a **3 cm margin** from the top edge to the first line of text.
  - The text **文藻外語大學外語文教事業發展研究所** (Wenzao Foreign Language University Foreign Language Education and Research Institute) is centered.
  - The text **碩士學位論文** (Master's Thesis) is centered below the first line.
  - A box labeled **BiauKai 18 pt font** points to the second line of text.
  - A horizontal double-headed arrow on the left indicates a **4 cm margin** from the left edge to the start of the text.
- Second Section:**
  - The text **Title (Chinese: BiauKai 20 pt font)** is centered.
  - A horizontal double-headed arrow on the left indicates a **3.5 cm margin** from the left edge to the start of the title.
  - A horizontal double-headed arrow on the right indicates a **2.5 cm margin** from the end of the title to the right edge.
- Third Section:**
  - The text **指導教授：○○○ 博士** (Advisor: ○○○ Doctor) is centered.
  - The text **研究生：○○○ 撰** (Student: ○○○ Written) is centered below the advisor line.
  - A box labeled **BiauKai 14 pt font** points to the advisor line.
- Bottom Section:**
  - The text **中華民國 98 年 6 月** (Republic of China 98 Year 6 Month) is centered.
  - A vertical double-headed arrow indicates a **3 cm margin** from the bottom edge to the date line.

The diagram illustrates the layout of a title page with the following elements and specifications:

- Top Margin:** 3 cm margin (indicated by a vertical double-headed arrow).
- Left Margin:** 4 cm margin (indicated by a horizontal double-headed arrow).
- Text Content:**
  - Wenzao Ursuline University of Languages
  - Graduate Institute of Foreign Language
  - Education and Cultural Industries
  - Master Thesis
- Font Specification:** Time New Roman 18 pt font (indicated by a box with a line pointing to the text).
- Title:** Title ( Times New Roman 20 pt font )
- Right Margin:** 2.5 cm margin (indicated by a horizontal double-headed arrow).
- Advisor:** Advisor : Dr. ○○○○
- Graduate:** Graduate : ○○○○
- Font Specification:** Time New Roman 14 pt font (indicated by a box with a line pointing to the text).
- Bottom Text:** June, 2009.
- Bottom Margin:** 3 cm margin (indicated by a vertical double-headed arrow).

## 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 committee members

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Advisor

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Dean of Graduate Institute

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Date:                                      yyyy                                      mm                                      dd

## National Central Library Electronic Thesis/Dissertation Release Form

This release covers the thesis/dissertation written by \_\_\_\_\_ as part of the author's master's/doctorate degree obtained at the Graduate Institute \_\_\_\_\_ of **Wenzao Ursuline University of Languages** in the \_\_\_\_\_ semester of the \_\_\_\_\_ academic year.

Thesis/dissertation Title: \_\_\_\_\_

Advisor: \_\_\_\_\_

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<input type="checkbox"/>	Because this thesis/dissertation has not been published, please do not make it public or available on the Internet until dd/mm/yyyy _____.
<input type="checkbox"/>	Do not make public.

Author:

ID number:

E-mail:

Signature:

Date:                      yyyy                      mm                      dd

xxxxxxxxxxxxxxxx (Title in Chinese) xxxxxxxxxxxxxxxxxxx

### Abstract

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Keywords:



\_\_\_\_\_ ( Title in English ) \_\_\_\_\_

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## ABSTRACT

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Keywords

