

Thesis Format and Requirements of the IPUG

Required Thesis Sections

The following sections are required and must be included in all master's theses:

- Title page
- Acknowledgements (page i)
- Verification letter
- Chinese abstract
- English abstract
- Table of contents
- Main text (separated into chapters)
- Bibliography or references
- Copyright declaration

Watermark of NTPU

- Except the title page, every page should insert the watermark of NTPU

Title Page Requirements

Refer to the master's title page example provided in the sample as you read through the following sections on the format requirements for the title page.

Page Set-up

- Set margins to one inch on all sides of the page.
- Set line spacing for the entire page to single space.
- Do not display a page number anywhere on the page.
- Center all text except the adviser or committee information horizontally between the left and right margins.
- Do not use boldface type on the title page.
- Use italics only for scientific or specialized terminology.

Title (2 inches from the top edge of the page)

- Set the title in all capital letters.

BY and Official Name (3.5 inches from the top edge of the page)

- Set BY in all capital letters.
- Set your name in all capital letters.
- One blank line must separate BY and your name.

The Label THESIS or DISSERTATION (5.5 inches from the top edge of the page)

- Title pages for master's theses should display the label THESIS.
- Title pages for doctoral dissertations should display the label DISSERTATION.
- Set THESIS or DISSERTATION in all capital letters.

Text Block with Degree, Major, and Year of Conferral

- One blank line should separate the label THESIS and the text block.
- The text block will be either 4, 5, or 6 lines long and must be divided into the following lines exactly as shown:

- (1) Submitted in partial fulfillment of the requirements
- (2) for the degree of Master in Urban Governance
- (3) in the College of Public Affairs of the
- (4) National Taipei University, <year>

- Line 2 of the text block must contain: (a) the degree for which the thesis is being submitted and (b) the student's major (not the name of the student's department).
- The major must fit entirely onto line 2 of the text block. (It may be necessary to reduce the font size of the entire text block in order to allow for the major to fit entirely onto the second line.)
- The year in line 4 of the text block must be the year of the degree conferral period for which the student will deposit (e.g., if a student deposits in December 2011 for the May 2012 graduation period, the year in the text block should be 2012).

Location (7.5 inches from the top edge of the page)

- Do not abbreviate National Taipei University.

Adviser or Committee Information (8 inches from the top edge of the page)

- Master's students will use the heading "Advisor:" or "Master's Committee:", depending on which is applicable or preferred. Some master's students have more than one adviser, in which case the heading "Advisers:" may be used.
- The heading "Advisor:" or "Doctoral Committee:" or equivalent must begin at the left margin.
- One blank line should separate the heading "Advisor:" or "Doctoral Committee:" or equivalent and the names of the committee members or adviser.
- Advisor names should be indented approximately half an inch from the left margin.
- Faculty members should be listed with their professorial title (i.e., Professor, Associate Professor, Assistant Professor, etc.).
- The professorial title should be spelled in full (do not abbreviate) and listed before the faculty member's name.
- Affiliations should be listed only for committee members who are not National Taipei University faculty (i.e., departmental affiliations should not be listed).

Abstract Requirements

- An abstract is required for all theses.
- The abstract must be placed immediately after the title page.
- The page number Roman numeral one (i) must appear on the first page of the abstract.
- The abstract must be written in Chinese and English.
- the abstract is one-page long.
- Key words is required.

Table of Contents Requirements

Refer to the Table of Contents examples provided in the sample as you read through the following section.

- A Table of Contents is required for all theses.
- All chapter titles and titles of chapter equivalents (e.g., List of Symbols, Bibliography, Appendix A, etc.) must be listed in the Table of Contents.

- Do not include the Abstract or any other sections that are placed before the Table of Contents in the list of entries in the Table of Contents.
- Headings from within chapters are not required to be listed in the Table of Contents. (We strongly encourages students to keep the Table of Contents as simple as possible. The purpose of the Table of Contents is to be a quick, useful reference for the reader, not to outline the argument of the thesis in detail.)
- Titles (and any headings, if included) listed in the Table of Contents must exactly match the wording found in the text (except that abbreviations or references that appear in the text as parenthetical additions may be omitted from the Table of Contents).
- If headings are numbered, heading numbers listed in the Table of Contents must exactly match the heading numbers found in the text.
- Page numbers listed for headings must be correct.
- List only the page number of the first page of the chapter or section. (Do not list a range of page numbers.)
- Page numbers must be aligned at or near the right margin of the page.
- Leader dots must be displayed between the final word of each title and the page number.

Minimum Requirements for Main text

Margins

- For every page in the thesis, margins must be a minimum of (but may be greater than) 1 inch on all sides.
- Theses with any material (other than page numbers) extending into the 1-inch margin on one or more sides will not be accepted for deposit.

Word Type and Fonts

- Type: Times New Roman
- Font size for body text is 12-point and should remain consistent throughout the front matter and main text and must be easily legible.
- footnotes, figure captions, table data, references, and material in an appendix should be 10-point.
- Script and ornamental fonts will not be accepted.

Line Spacing

- Spacing of the body text should be 1.5 lines and must remain consistent throughout the main text.
- Single-spacing within the main text is allowed for titles, headings, footnotes, endnotes, references, lengthy quotations, bulleted or numbered lists, figure or table captions, or material in an appendix.

Pagination

- All pages (other than title page) must display page numbers.
- Pages prior to the main text should be numbered with Roman numerals (beginning with the abstract as page i).
- Pages in the rest of the thesis should be numbered with Arabic numerals (beginning with 1 and continuing through the end of the document).
- Page numbers must be placed at least half an inch from the edge of the page.
- Each chapter or chapter equivalent must begin on a new page.

Format Requirements for Figures, Tables and Other Illustrative

Material

A thesis may include tables, figures, photographs, musical examples, charts, graphs, line drawings, maps, and other illustrative materials. For discussion purposes, these media will be called figures.

- All figures must fit within the minimum 1-inch margins. Theses with any material extending beyond these margins will not be accepted for deposit.
- Figures must be numbered consecutively throughout the entire thesis. Students may choose from one of two options:
 - A straight sequence (1, 2, 3, etc.). (Using this method, continue figure numbering from the previous chapter. Do not re-start the numbering at 1.)
 - The decimal system (1.1, 1.2, 1.3, 2.1, 2.2, etc.), in which the first digit corresponds to the chapter number and the digit after the decimal point is the figure number within the chapter. (Do not number figures by section (e.g., 1.2.1, 1.3.2, or the like. Using this method, figures in Appendix A, B, C, and so forth would be numbered A.1, A.2, B.1, B.2, C.1 and so on.)
- Tables should be numbered independently from figures.

- Figure captions may be single-spaced and are not required to be set in the same font style or size as that of the main text.
- Figure captions should appear on the same page as the figure to which they refer.

Figure Placement

- Figures should not be placed out of the order in which they are numbered.
- If figures are grouped at the end of a chapter or the main text, each figure may be placed on a separate page.
- Multiple figures may be placed on the same page as long as doing so does not compromise their legibility.
- Figures grouped at the end of a chapter are considered a section, the first page of which should display the appropriate section heading (i.e., “Figures”, “Tables”, “Figures and Tables”, etc.).
- Figures grouped at the end of the main text are considered a chapter, the first page of which should display the appropriate chapter title (i.e., “Figures”, “Tables”, “Figures and Tables”, etc.).
- Do not add figure callouts (i.e., <place Figure 2.1 about here>) anywhere in the thesis.

Multiple-Page Figures

- Every page containing part of a multiple-page figure must include at least an abbreviated figure label such as “Figure 2.5 (cont.)”.
- The figure caption is only required to appear once; an abbreviated label may be used on subsequent pages.

Rotated Figures

- Figures that are rotated should be rotated counterclockwise so that the top of the figure faces toward the left (inside) edge of the page.
- Page numbers, headings, captions, and titles may be rotated with the figure.

Color Figures

Use of color in the thesis is acceptable. However, because theses may be converted to black-and-white if they are archived on microfilm or partially reproduced on a black-and-white printer, labels, symbols and other data within figures should be identified through other means than the use of color.

Bibliography or References

- Please refer to Harvard Style