

## **THESIS LAYOUT AND FORMAT REQUIREMENTS**

### **1. Arrangement of the thesis** – Arrange the thesis in following order

- a. Cover
- b. Title page
- c. Secondary title page
- d. Authorization for Online publication
- e. Thesis approval page
- f. Acknowledgement
- g. Abstract
- h. Table of Contents
- i. List of figures and tables
- j. Thesis
- k. References
- l. Appendix
- m. Back cover

### **2. Explanation**

**a. Cover**– Please include your Department, College, Thesis Title, Name, Advisor and Date. Follow the sample form carefully. Pay attention to font case and the approximate size of print.

The date appearing on the cover should be the month when thesis is submitted to the IMICS office or the conferral date for your degree, not the month of the final defense.

Please refer to “Template\_Thesis\_Cover.”

**b. Title Page**– Same as cover page. Add watermark.

**c. Secondary title page**– The secondary title page should contain Thesis Topic, Name, Advisor, Date, and the following statement:

“A Thesis Submitted to International Master’s Program in International Communication Studies, National Chengchi University in partial fulfillment of the Requirement For the degree of Master of Arts.”

Please refer to “Template\_Thesis\_Secondary\_Title\_Page.”

**d. Authorization for online publication**– Available after uploading the thesis into

the University's online registry.

**e. Approval page**– To certify that the student has passed the final defense.

Please refer to “Template\_Approval\_Page.”

**f. Acknowledgement**– An opportunity to acknowledge supporting agents.

**g. Abstract** - An abstract is to be included with each copy of the thesis. In style, the abstract should be a summary of the results, conclusions of main arguments presented in the thesis. (Limit to one page).

**h. Thesis Contents**–

- i. Make the Topic/Section heading **Bold** and do not use colons ( : ). Use Times New Roman for all text. The topic text size is 16. The sub-headings size is 14 and any additional headings size is 13. All other text should be size 12.
- ii. All spacing within the document should be set to 1.5 line spacing. Only footnotes, long quotations, bibliography entries can be double spaced between entries. Figures, table captions and similar special material may be single spaced.
- iii. The first paragraph of each section **does not** have to be indented
- iv. Every topic of each section should be **Centered**. All other subheadings and subtopics should be double-spaced and placed on the left hand side of the page.

**i. Figures & Tables**– Place all titles and detailed information about a graph or chart at the top of the graph or chart. Place all titles and information about a picture at the bottom of the picture. All figures should appear within the text at the point where reference to them is first made.

**j. References**– Use the latest APA format.

### 3. Additional information

**a. Paper**– Use A4 sized paper. The cover color should be in **dark blue**.

**b. Margins**– Ensure a one inch margin on Top, Bottom, and Left and Right margin. Do not punch holes in the margin. Page numbers may fall outside the margin requirement.

**c. Page Numbering**– Roman Numerals (i, ii, iii, iv, etc) must be used for items **a. – i. in 1.** (all preface sections, abstract, and table of contents). The count for these preliminary pages should start with the title page. Regular page numbers (1, 2, 3, 4, etc) are to be used for the main body of your Thesis.

The first page of the first chapter or introduction (not the preface) must begin with the number 1. Page numbers should **NOT** be shown on the Title page, the Abstract, or on the first page of the Acknowledgment, Table of Contents, List of Figures & Tables or the Preface.

Page numbers must be on the bottom center of the page. Only the number should appear (page 9, p.9, #9 are **NOT** accepted). Use size 10 font for page numbers.

**h. Section Numbering**– To signify section numbers, please use regular numbers (1, 2, 3). To indicate a subsection, use the following format: ‘number’ ‘period’ ‘number’ (ex. 1.1, 1.2, 1.3, etc). To indicate any additional subsections, use an additional period (ex. 1.1.1, 1.1.2, 1.1.3, etc.)

**i. Number of Copies**– Upon completion of thesis revision (after pass final defense), you must send 2 hard copies of your completed Thesis to the University Library; 2 hard copies to the IMICS Office to process graduation finalization.

**j. Printing and Binding**– Thesis may be printed out either single-sided or two-sided. Bind the thesis on the left side and have the year of graduation along with full title, topic, college, department and name posed on the front cover and spine (binding edge) of the book.

\* The printing store might need the cover page without NCCU watermark (to make the cover), the spine cover (please refer to the template\_spine\_cover), and the thesis file with the watermark on them.