

Nanhua University Formatting Guidelines for Ph.D. and Master's Thesis/Dissertation

Passed on April 23, 2018 by the Academic Affairs Meeting
of the 2nd Semester of the 2017 Academic Year
(Amended on December 15, 2019)

I. Layout and order

1. Cover page, including the book spine (red cloud color paper, see Appendix 1)
2. Title page (the same as the cover page, unless some departments have special formats)
3. Oral defense examination form (see Appendix 3)
==== Please do not add page numbers to the 3 items above.
4. 【 Other documents required by departments such as: recommendation letter, intellectual property rights documents, etc. 】
5. 【 Acknowledgement or foreword 】
6. Abstract in Chinese, including Chinese keywords
7. Abstract in English, including English keywords
8. Table of contents
9. Table of contents for figures
10. Table of contents for tables
==== Please use roman lettering for the 7 items above, e.g.: I, II, III, IV.....
11. Thesis/dissertation full text
12. References
13. Appendix
==== Page numbers on the 3 items above should be in Arabic numerals.
Numbering of the first page of the full text should start at 1.
14. Back cover (red cloud color paper without page numbers)

※Please note:

- (1) Items written in parentheses 【 】 are not compulsory, it depends on individual circumstances.
- (2) Items 1 to 10 can be printed single sided or double sided, it depends on the regulations of each department. However, item 11 to 13 must be printed double sided. If the page number on the last page of the thesis/dissertation is less than 100, please print the entire thesis/dissertation single sided to ensure it is thick enough for words to be printed on the spine of the thesis/dissertation.
- (3) Except for the back cover (item 14), all pages must be watermarked (including cover page). The watermark must still be included on pages that

may be obscured by figures, photos, or scanned illustrations.

(4) If you have applied to embargo your thesis/dissertation, please attach the **“Application for Embargo of Thesis/Dissertation”** form to your hardcopy thesis/dissertation. One copy for the Office of Academic Affairs, please attach the original form; **one copy** for school library, please attach the photocopies of the form.

II. Details

1. Cover page and book spine of the thesis/dissertation (see Appendix 1)

(1) Cover page: All text in each line must be centered. This includes the Chinese name and English name of the University, the name of the college, the name of the department, the type of degree, the title of the thesis/dissertation, the name of the author, the name of the advisor/supervisor, and the date (year and month).

※ Regardless of whether the thesis/dissertation is written in Chinese or English, all items stated above must be written in both Chinese and English. **The advisor’s English name is usually followed by the post-nominal letter/title “Ph.D.”. If the advisor would like to use another post-nominal letter/title, please do so in accordance with your advisor’s instructions.**

(2) Book spine: Please include the name of the University, name of the department, name of the degree, Chinese title of thesis/dissertation (use English title if the thesis/dissertation is written in English), name of author, and the date on which the thesis/dissertation was made public.

(3) Cover page and back cover paper: Red cloud color paper (Japanese no. 388 and Japanese new series no. 616, and Taiwanese no. 7132).

(4) Hard copy: Hand in **one copy** to the library, and one copy to the Office of Academic Affairs. The thesis/dissertation must be bound paperback. The cover page and back cover should be laminated with OPP gloss lamination (please do not use matt lamination).

(5) Name of department and college (see Appendix 2)

2. Title page (same format as the cover page, unless your department has special regulations). Except for the Department of Information Management which uses a different format. All departments should use A4 white paper for printing the hard copy.

3. Oral Defense Examination Form (see Appendix 3)

Name of department, title of thesis/dissertation in Chinese and English, signatures of student, oral defense examination committee members, advisor/supervisor, department Chair, and the date of the oral defense examination, please make sure these items are written correctly. **Please do not**

use a fine point pen to sign the form, the signature tends to become unclear after scanning or photocopying.

4. 【Other documents required by some departments include: recommendation letters, intellectual property rights documents, etc.】

Please include additional documents if required by your department. (for example, the Department of Information Management and the Department of Business Administration have additional requirements or different formats).

5. 【Acknowledgement or foreword】

Please include these sections at your discretion.

6. Chinese abstract and keywords

A Chinese abstract must be included regardless of the language used in the thesis/dissertation. Use the format set out by your department's regulations.

7. English abstract and keywords

An English abstract must be included regardless of the language used in the thesis/dissertation. The format used must be the same as the Chinese abstract. The order of the English keywords must be the same as those written in Chinese.

8. Table of contents

Sections with roman numeral page numbers must be included in the table of contents (recommendation letters, acknowledgement, abstract, table of contents, etc.). Chapter titles, references, appendices must also be included in the table of contents.

9. Table of contents for figures

Please include the page number of all figures in each chapter. If the thesis/dissertation does not have any figures, you may omit the table of contents for figures.

10. Table of contents for tables

Please include the page numbers of all tables in each chapter. If the thesis/dissertation does not have any tables, you may omit the table of contents for tables.

※ The order for no. 9 and 10 can be reversed, depending on the regulations of each department.

11. Full text of thesis/dissertation

The thesis/dissertation should be written in either Chinese or English. Please print the full text of the thesis/dissertation double sided up until the appendix. If the page number on the last page is less than 100, please print the entire thesis/dissertation single sided.

12. References

Please write the reference section according to the thesis/dissertation format provided. The page numbers should be in Arabic numerals, and continued from the text of the thesis/dissertation.

13. Appendix

If there are more than one appendix, **please name them separately**, and number them sequentially (for example, Appendix I: **Pre-test Questionnaire**, Appendix II: **Positive test Questionnaire**). Arabic numerals should be used for page numbers, which follow after the reference section.

14. Back cover

The back cover should be laminated with OPP gloss lamination (please do not use matt lamination).

Thesis/dissertation's cover page must add water mark!

Thesis/dissertation's cover page must add water mark!

Thesis/dissertation's cover page must add water mark!

(The top of the cover page is 3±0.5 cm, **The following lines must be centered**)
(Appendix 1: Doctoral)

○ 南
○ 華
○ 大
系 學

南華大學○○學院○○系○○博士班

博士論文 (The Font is 18 DFKai-SB, 1.5 lines)

Doctoral Program in ○○ (The Font is 14 Times New Roman, 1.5 lines, **The department of the applied by these two lines see Appendix 2)**

Department of ○○ (The Font is 14 Times New Roman, 1.5 lines, **A Doctoral without a special name begins with this**)

College of ○○ (The Font is 14 Times New Roman, 1.5 lines)

Nanhua University (The Font is 16 Times New Roman, 1.5 lines)

Doctoral Dissertation (The Font is 16 Times New Roman, 1.5 lines)

(Chinese Title) (The Font is 18 DFKai-SB, 1.5 lines)

(English Title) (The Font is 18 Times New Roman, 1.5 lines)

○○○(Chinese name) (The Font is 18 DFKai-SB, 1.5 lines)

○○○(English name) (The Font is 18 Times New Roman, 1.5 lines)

指導教授：○○○(學位名稱)或(職銜) (The Font is 18 DFKai-SB, 1.5 lines)

○○○(DEGREE)或(TITLE) (The Font is 18 Times New Roman, 1.5 lines)

中華民國 ○○ 年 ○ 月 (The Font is 18 DFKai-SB, 1.5 lines)

(English Month) ○○○○(Year) (The Font is 18 Times New Roman, 1.5 lines)

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博士論文
(12 pt)

論文中
文題目
(14 pt)

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(The top of the cover page is 3±0.5 cm, **The following lines must be centered**)
(Appendix 1: Master)

南華大學○○學院○○系○○碩士班

碩士論文 (The Font is 18 DFKai-SB, 1.5 lines)

Master Program in ○○ (The Font is 14 Times New Roman, 1.5 lines, **The department of the applied by these two lines see Appendix 2)**

Department of ○○ (The Font is 14 Times New Roman, 1.5 lines, **A Master without a special name begins with this**)

College of ○○ (The Font is 14 Times New Roman, 1.5 lines)

Nanhua University (The Font is 16 Times New Roman, 1.5 lines)

Master Thesis (The Font is 16 Times New Roman, 1.5 lines)

(Chinese Title) (The Font is 18 DFKai-SB, 1.5 lines)

(English Title) (The Font is 18 Times New Roman, 1.5 lines)

○○○ **(Chinese name)** (The Font is 18 DFKai-SB, 1.5 lines)

○○○ **(English name)** (The Font is 18 Times New Roman, 1.5 lines)

指導教授：○○○ **(學位名稱)** 或 **(職銜)** (The Font is 18 DFKai-SB, 1.5 lines)

○○○ **(DEGREE)** 或 **(TITLE)** (The Font is 18 Times New Roman, 1.5 lines)

中華民國 ○○ 年 ○ 月 (The Font is 18 DFKai-SB, 1.5 lines)

(English Month) ○○○○ **(Year)** (The Font is 18 Times New Roman, 1.5 lines)

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(Appendix 1: Graduate Institute of Religious Studies)

南華大學人文學院宗教學研究所

碩士論文 (The Font is 18 DFKai-SB, 1.5 lines)

Graduate Institute of Religious Studies (The Font is 14 Times New Roman, 1.5 lines)

College of Humanities (The Font is 14 Times New Roman, 1.5 lines)

Nanhua University (The Font is 16 Times New Roman, 1.5 lines)

Master Thesis (The Font is 16 Times New Roman, 1.5 lines)

(Chinese Title) (The Font is 18 DFKai-SB, 1.5 lines)

(English Title) (The Font is 18 Times New Roman, 1.5 lines)

○○○(Chinese name) (The Font is 18 DFKai-SB, 1.5 lines)

○○○(English name) (The Font is 18 Times New Roman, 1.5 lines)

指導教授：○○○(學位名稱)或(職銜) (The Font is 18 DFKai-SB, 1.5 lines)

○○○(DEGREE)或(TITLE) (The Font is 18 Times New Roman, 1.5 lines)

中華民國 ○○ 年 ○ 月 (The Font is 18 DFKai-SB, 1.5 lines)

(English Month) ○○○○(Year) (The Font is 18 Times New Roman, 1.5 lines)

(The lowest of the cover page is 3±0.5 cm)

(Appendix 2) Department and College

學院名稱	系所名稱
管理學院	文化創意事業管理學系
College of Management	Department of Cultural & Creative Enterprise Management
管理學院	企業管理學系管理科學碩士班
College of Management	Master Program in Management Sciences Department of Business Administration
管理學院	企業管理學系管理科學博士班
College of Management	Doctoral Program in Management Sciences Department of Business Administration
管理學院	企業管理學系非營利事業管理碩士班
College of Management	Master Program in Nonprofit Organization Management Department of Business Administration
管理學院	財務金融學系財務管理碩士班
College of Management	Master Program in Financial Management Department of Finance
管理學院	旅遊管理學系旅遊管理碩士班
College of Management	Master Program in Tourism Management Department of Tourism Management
人文學院	文學系
College of Humanities	Department of Literature
人文學院	生死學系碩士班
College of Humanities	Department of Life-and-Death Studies
人文學院	生死學系博士班
College of Humanities	Department of Life-and-Death Studies
人文學院	生死學系哲學與生命教育碩士班
College of Humanities	Master Program in Philosophy and Life Education Department of Life-and-Death Studies
人文學院	宗教學研究所
College of Humanities	Graduate Institute of Religious Studies
人文學院	幼兒教育學系
College of Humanities	Department of Early Childhood Education
社會科學院	傳播學系
College of Social Sciences	Department of Communication

學院名稱	系所名稱
社會科學院	國際事務與企業學系公共政策研究碩士班
College of Social Sciences	Master Program in Public Policy Studies Department of International Affairs and Business
社會科學院	國際事務與企業學系亞太研究碩士班
College of Social Sciences	Master Program in Asia-Pacific Studies Department of International Affairs and Business
社會科學院	國際事務與企業學系歐洲研究碩士班
College of Social Sciences	Master Program in European Studies Department of International Affairs and Business
社會科學院	應用社會學系社會學碩士班
College of Social Sciences	Department of Applied Sociology
社會科學院	應用社會學系教育社會學碩士班
College of Social Sciences	Master Program in Sociology of Education Department of Applied Sociology
社會科學院	應用社會學系社會工作與社會設計碩士班
College of Social Sciences	Master's Program of Social Work and Social Design Department of Applied Sociology
藝術與設計學院	視覺藝術與設計學系
College of Arts and Design	Department of Visual Arts and Design
藝術與設計學院	產品與室內設計學系
College of Arts and Design	Department of Product and Interior Design
藝術與設計學院	建築與景觀學系
College of Arts and Design	Department of Architecture and Landscape Design
藝術與設計學院	民族音樂學系
College of Arts and Design	Department of Ethnomusicology
科技學院	資訊管理學系
College of Science and Technology	Department of Information Management
科技學院	自然生物科技學系自然療癒碩士班
College of Science and Technology	Master's Program in Natural Healing Sciences Department of Natural Biotechnology
科技學院	永續綠色科技碩士學位學程
College of Science and Technology	Master Program of Green Technology for Sustainability

The following pages are actual examples.

南華大學管理學院企業管理學系管理科學博士班

博士論文

Doctoral Program in Management Sciences

Department of Business Administration

College of Management

Nanhua University

Doctoral Dissertation

不適隨人體移動被展示之新產品的養價模式

Price Cultivation Model for the New Product Unsuitable for
Moved to be Displayed Along with Its Owner

王憲斌

Hsien-Bin Wang

指導教授：陳森勝 博士

李謀監 博士

Advisor : Miao-Sheng Chen, Ph.D.

Mou-Jian Li, Ph.D.

中華民國 106 年 1 月

January 2017

南華大學管理學院企業管理學系管理科學碩士班

碩士論文

Master Program in Management Sciences

Department of Business Administration

College of Management

Nanhua University

Master Thesis

探討不同促銷方式、產品涉入與品牌態度對消費者購買

意願之影響－以酒類商品為例

A Study on Impact of Liquor Promotion, Consumer Involvement
and Brand Attitude on Purchase Intention

張翔澤

Hsiang-Tse Chang

指導教授：褚麗娟 博士

Advisor: Li-Chuan Chu, Ph.D.

中華民國 106 年 12 月

December 2017

南華大學人文學院幼兒教育學系

碩士論文

Department of Early Childhood Education

College of Humanities

Nanhua University

Master Thesis

有氧舞蹈課程對提升國小一年級學童體適能成效之研究—

以雲林縣某國小為例

The Effectiveness of Aerobic Dance Program on the Physical Fitness
of First-grade Elementary School Children: A Case Study on an
Elementary School in Yunlin County

陳玉珊

Yu-Shan Chen

指導教授：郭春在 博士

Advisor: Chun-Tsai Kuo, Ph.D.

中華民國 106 年 6 月

June 2017

南華大學
企業管理學系

(The top of the book spine is 3 cm)

博士論文

不適隨人體移動被展示之新產品的養價模式

王憲斌

撰

106
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(The lowest of the book spine is 4 cm)

(The top of the book spine is 3 cm)

南華大學
企業管理學系

碩士論文

Investigate The Relationship Among Corporate Image, Teaching Quality,
and Service Quality: Evidence of Language School in Mongolia

杜恩 撰

107
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(The lowest of the book spine is 4 cm)

(Appendix 3)

南 華 大 學

(Department Chinese Name)

碩 士 學 位 論 文

(Chinese Title)

(English Title)

研究生： (Personally sign)

經考試合格特此證明

口試委員： _____

指導教授： _____

系主任(所長)： _____

口試日期：中華民國 年 月 日

南 華 大 學

(Department Chinese Name)

博 士 學 位 論 文

(Chinese Title)

(English Title)

研究生： (Personally sign)

經考試合格特此證明

口試委員： _____

指導教授： _____

系主任(所長)： _____

口試日期：中華民國 年 月 日