

Wenzao Ursuline University of Languages

Graduate Student Thesis Formatting

I. Sequence of items in the thesis

- | | | |
|--------------------------------------|--------------------------------|---|
| 1. Front cover | 5. Abstract in English | 10. Thesis text |
| 2. Title page | 6. Acknowledgements or preface | 11. Bibliography |
| 3. Thesis oral defense approval form | 7. Table of contents | 12. Appendices |
| 4. Abstract in Chinese | 8. List of tables | 13. Curriculum Vitae or résumé (optional) |
| | 9. List of figures | 14. 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. **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 4 and 5 for layout instructions.
5. **Size and paper:** Use paper measuring 210 mm by 297 mm of A4 size. Use paper of 150-lb or higher weight for front and back covers in the color designated by the graduate institute.
6. **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.
7. **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 BiaoKai 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 BiaoKai 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.

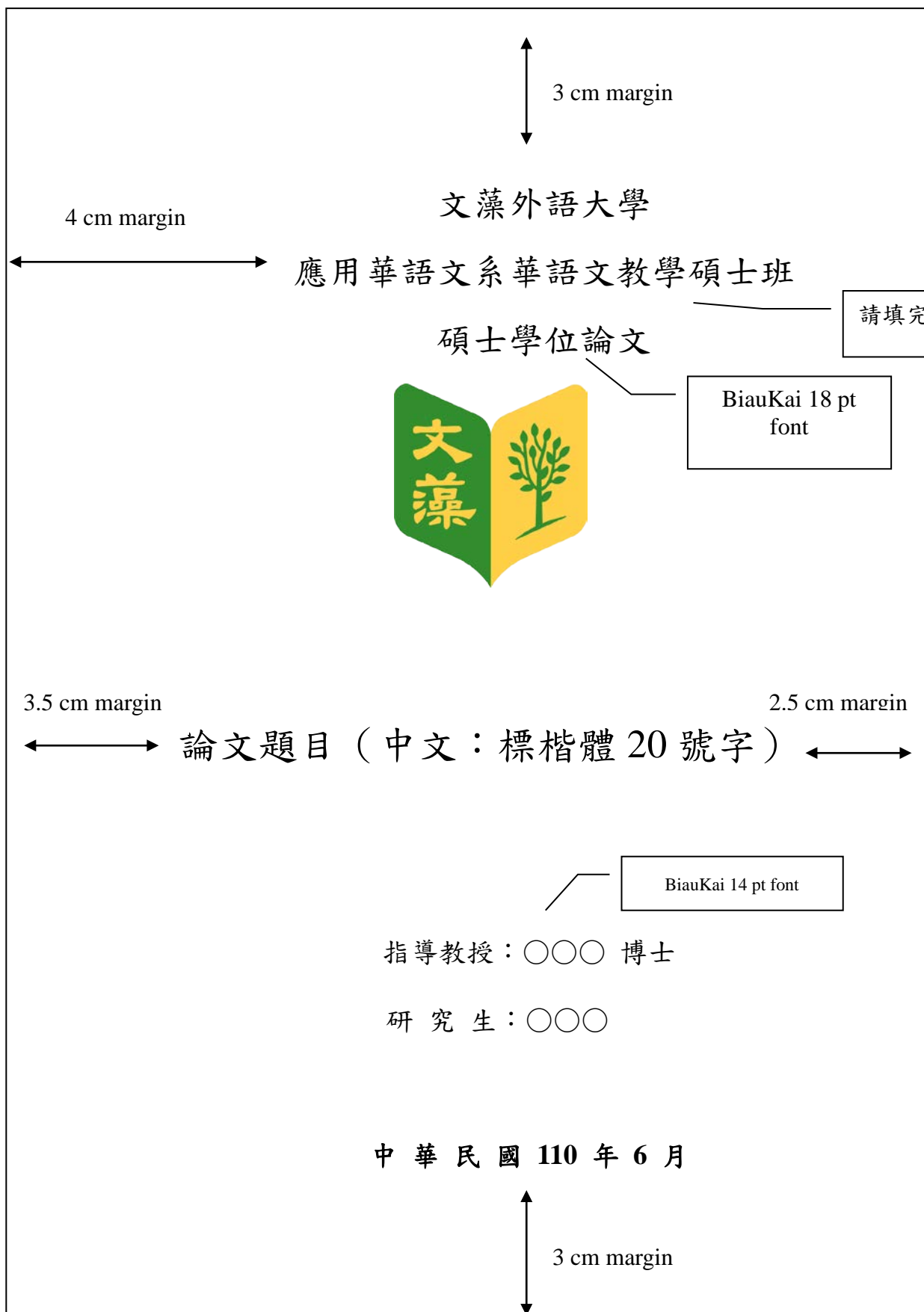
8. **Page numbers:**

- (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.

9. **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 6.)

10. **Online submission:** Upload the complete text and bibliography of the thesis according to the University's regulations.

11. **Filing:** Once approval is obtained after the oral defense, **submit at least 2 copies of the thesis to the library, one copy to graduate institutes.**



3 cm margin

文藻外語大學

4 cm margin

應用華語文系華語文教學碩士班

碩士學位論文

BiauKai 18 pt font

3.5 cm margin

論文題目 (中文：標楷體 20 號字)

2.5 cm margin

BiauKai 14 pt font

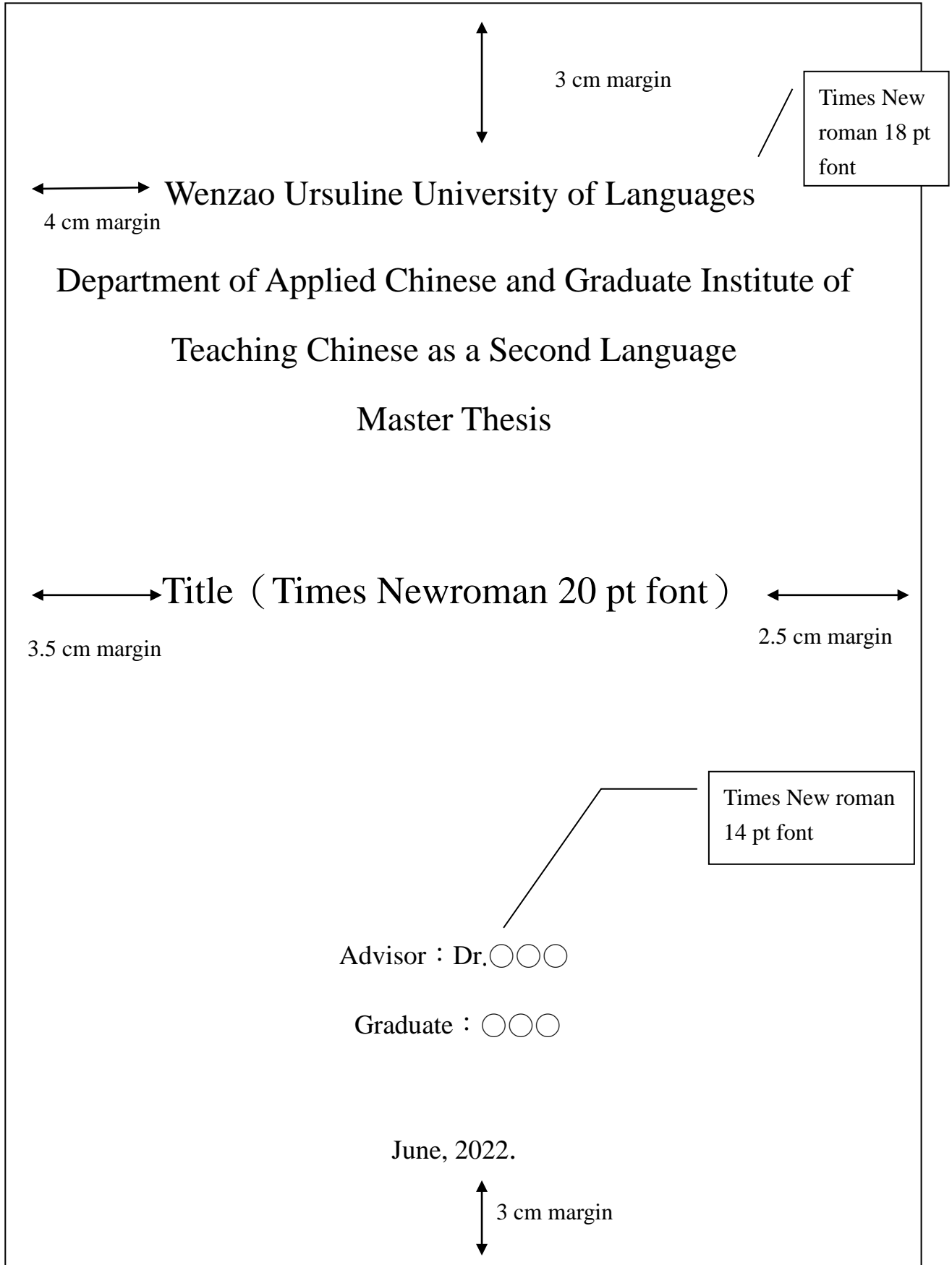
指導教授：○○○ 博士

研究生：○○○

中華民國 110 年 6 月

3 cm margin

The diagram illustrates the layout of a title page template. It features a central text area with specific margins and font requirements. The top margin is 3 cm, and the bottom margin is also 3 cm. The left margin is 4 cm, and the right margin is 2.5 cm. The text is centered and includes the university name, department, and degree program. The title is in a larger font size (20 pt) and is also centered. The supervisor and student information are provided with placeholder circles. The date is given in the Republic of China format.



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

Advisor

Dean of Graduate Institute

Date:

yyyy

mm

dd

XXXXXXXXXXXXXXXXX (Title in Chinese) XXXXXXXXXXXXXXXXXXXX

Abstract

Keywords:

_____ (Title in English) _____

ABSTRACT

Keywords



2.5 公分

Appendix 6. Printing on the spine

文藻外語大學
應用華語文系
華語文教學碩士班

碩士學位論文



○○○
撰

110
年



2.5 公分