

TKU Guidelines for Thesis and Dissertation Writing Format

Secretariat Regulation No. 1080000012 (06/13/2019)

1. TKU Guidelines for Thesis and Dissertation Writing Format is formulated for the graduate students whose required credits are completed and who apply for the qualification assessment.
2. The cover paper: 100 lb orange paper for master's thesis with black font printing; black hardcover for Ph.D. dissertation with bronzing font printing.
3. Thesis/dissertation cover and spine format:
 - (1) The thesis/dissertation cover paper can employ either vertical or horizontal font with A4 size paper as below:

(a) Vertical Type:

(論文題目)	指導教授：	淡江大學(系、所名稱)碩士論文
中華民國	研究生：	
年	月	
月	撰	

(b) Horizontal Type

淡江大學(系、所名稱) 碩士論文 Tamkang University (Name of Department or Institute)Master's Thesis (Title of Thesis) Name of Student Year Month

(2) The thesis/dissertation spine must clearly indicate the school's name, the department or institute's name, title of the thesis/dissertation and the student's name.

4. The thesis/dissertation title page should attach the Doctoral (Master) Degree Examination Committee's Signature Form and Power of Attorney as follows:

_____ (Title of Thesis) compiled by _____ (Name of Student), _____ (Graduate Institute) passes the doctoral review. Chair of Committee _____ (Autograph) Commissioner _____ _____ _____ _____ Year / Month / Day Form Number: ATRX-Q03-001-FM039

5. The thesis/dissertation should incorporate Chinese and English abstracts respectively, which involve the research purpose, references, methodology, research contents and conclusion in 500 to 1,000 words.

(1) The Format for the Chinese Abstract

論文名稱：	頁數：
校系(所)組別：淡江大學	學系(研究所) 組
畢業時間及提要別：	學年度 學期 學位論文提要
研究生：	指導教授：
論文提要內容：	
<u>關鍵字：</u>	
	表單編號：ATRX-Q03-001-FM030

(2) The Format for the English Abstract

Title of Thesis :	
(Triple space)	
Key word :	
(Double space)	
Name of Institute :	
(Double space)	
Graduate date :	Degree Conferred :
(Double space)	
Name of student : (in English)	Advisor :
(Double space) (in Chinese)	
Abstract :	
Key words:	
	Form Number: ATRX-Q03-001-FM031

6. If the contents of the thesis/dissertation involve national security, patent application or special law regulations, and the department, graduate institute or study program consider that there is a need for the paper version of the dissertation/thesis to have delayed exposure or off-shelf, then the student should fill out the National Library Dissertation/Thesis “Delayed Exposure/Off-shelf” Application Form and affix supporting documents in the dissertation/thesis. The Office of Academic Affairs will then submit the files to the National Library for processing.

7. A full-text digital file of the thesis/dissertation should be uploaded to the Tamkang

University Digital Thesis/Dissertation Service System database.

8. After being approved by the review committee, three paper copies of thesis/dissertation (one of them should contain the original copy of the Doctoral (Master) Degree Examination Committee's Signature Form) should be submitted for a review and approval of the format by the corresponding department, graduate institute or study program and the TKU Chueh Sheng Memorial Library. Then the final procedure for leaving the school should be transacted at the Office of Academic Affairs.
9. Master's or doctoral degree students in the artistic, technological applications or athletic research fields, who used innovative works or proof of achievement together with a written report or a technical report as a substitute for a thesis, or master's students who submitted a technical report as a substitute for a thesis, should on the cover page, spine and abstract of the report indicate "Written Report", "Technical Report" or "Professional Practical Report". They should provide an abstract and the format of the report shall be determined by the department, graduate institute or study program.
10. If any parts of the listed regulations are not clear, please refer to the related degree conferring principles.
11. The guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.