Thesis/Dissertation Format

I. Recommended Order of Thesis/Dissertation Contents:

(This section uses quantitative research as an example; qualitative research may be adjusted as appropriate.)

1. Cover
2. Preliminary Pages
   (1) Oral Examination Committee Approval Form ..... (number each page at the bottom center using lowercase Roman numerals)
   (2) Authorization Form ..... (same as above)
   (3) Chinese Abstract ..... (same as above)
   (4) English Abstract ..... (same as above)
   (5) Acknowledgments ..... (same as above)
   (6) Table of Contents ..... (same as above)
   (7) List of Tables ..... (same as above)
   (8) List of Figures ..... (same as above)
3. Main Text
   (1) Chapter 1 Introduction ..... (number each page at the bottom center using Arabic numerals)
   (2) Chapter 2 Review of Related Literature ..... (same as above)
   (3) Chapter 3 Methods ..... (same as above)
   (4) Chapter 4 Results and Analysis ..... (same as above)
   (5) Chapter 5 Conclusions and Recommendations ..... (same as above)
   (6) References ..... (same as above)
4. Back Matter
   Appendices

II. Description of Thesis/Dissertation Contents and Writing Guidelines

All degree theses/dissertations of the Institute shall be written horizontally (from left to right), in Chinese. The standard paper size shall be A4 (21 cm × 29.5 cm).

1. Cover: Follow University regulations.
2. Preliminary Pages
   (1) Chinese Abstract
   a. The abstract must include the thesis/dissertation title, date of completion, graduate student name, academic advisor, and other relevant information.
   b. The content should concisely present the research problem, participants, research methods, major findings, implications of the findings, and conclusions.
   c. As a general rule, the abstract should not exceed one page, including the title, name, date, and other information.
   d. Do not write the results as though they were the conclusions.
   e. Keywords (key words) should be provided at the bottom of the abstract, with no more than five sets.

(2) English Abstract

The requirements are exactly the same as those for the Chinese abstract. It is intended primarily for international scholars who do not read Chinese; therefore, it should be written with particular care so that the meaning is clearly conveyed.

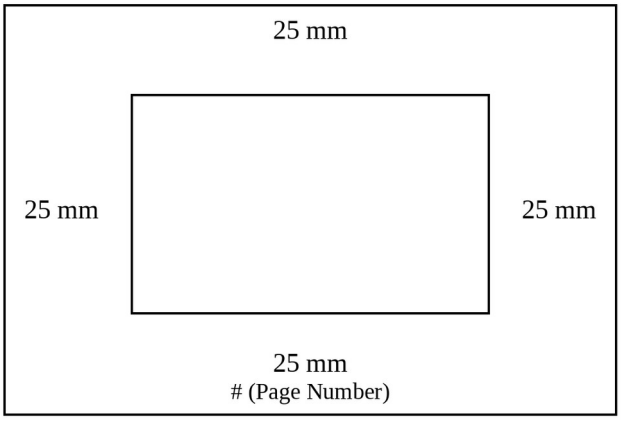
(3) Acknowledgments: This section is limited to one page.

(4) Table of Contents: List the title of each chapter and section together with its page number.

(5) List of Tables: List the title of each table together with its page number.

(6) List of Figures: List the title of each figure together with its page number.

3. Main Text



Main Text Layout (A4 Paper)

4. Reference Formatting

(1) Chinese references: Arrange by the number of strokes in the authors' surnames, from fewer to more strokes. Do not number individual references.

(2) English references: Arrange alphabetically by authors' surnames from A to Z. Do not number individual references.

(3) List only references cited in the main text. References not cited in the main text should not be included.

(4) Use single spacing within each reference and double spacing between references.

(5) Beginning with the second line of the same reference, indent by the width of two Chinese characters.

(6) Journal titles must be written in full and may not be abbreviated.

(7) Follow the latest edition of APA style.

5. Back Matter

Appendices

Appendices may include uncommon documents, literature, informal supporting materials, and similar items. They may be arranged as Appendix 1, Appendix 2, etc.; for example: Appendix 1, Participant Information and Consent Form; Appendix 2, Original Questionnaire; and so forth.

III. Principles for Thesis/Dissertation Manuscript Formatting

(1) Punctuation

Use modern punctuation marks. Chinese corner quotation marks are used for ordinary quotations and third-level quotations; Chinese double-corner quotation marks are used for second-level quotations (i.e., quotations within quotations); book-title marks are used for book titles, such as Zizhi Tongjian; article-title marks are used for article and essay titles; tune-title brackets are used for ci and qu tune patterns, such as Niannujiao; and an underline is used for titles of ci and qu works, such as Chibi Huaigu.

In the main text, when the title of a classical work and a chapter title are used together, the chapter-title marks may be omitted, for example: Huainanzi - Tianwen Chapter.

(2) Subheadings, Paragraphing, and Quotations

1. When a chapter contains multiple levels of subheadings, indicate them in the order of the hierarchy shown below.

2. Indent the first line of each paragraph by two character spaces. Paragraph numbering shall follow the sequence below:

Level 1: Chinese numeral followed by an enumeration comma

Level 2: Parenthesized Chinese numeral

Level 3: Arabic numeral followed by a period (e.g., 1.)

Level 4: Parenthesized Arabic numeral (e.g., (1))

3. When quoting the original text directly, a short quotation may be incorporated into the main text and enclosed in quotation marks.

4. If the quoted passage is relatively long, it may be set as a separate block, with the first character of each line indented by three character spaces.