

National Taiwan Ocean University

Format Guidelines for Doctoral and Master's Degree Theses and Dissertations

Enacted on October 27, 2005

Amended on March 21, 2013

Amended on June 18, 2013

Amended on July 3, 2013

Amended on July 3, 2013

Amended on June 17, 2014

“Application Form for Delayed Public Release of Thesis/Dissertation of the University” deleted

Amended on December 21, 2018

Amended on June 7, 2023

“Authorization Form for Printed Thesis/Dissertation and Full-Text Online Publication of the University” and
“Application Form for Delayed Public Release/Withdrawal of Thesis/Dissertation of the National Central Library”

deleted

Amended on August 6, 2025

Cover color for the International College thesis/dissertation added

I. Format of Printing Paper

1. Cover and Back Cover

(1) Paper Specifications

200-pound colored paper, laminated with glossy film.

(2) Cover Colors

The colors selected by each college are as follows:

1. College of Maritime Science and Management: iron gray.
2. College of Life Sciences: light yellow.
3. College of Ocean Science and Resource: dark blue.
4. College of Engineering: khaki.
5. College of Electrical Engineering and Computer Science: light blue.
6. College of Humanities and Social Sciences: light apple green.
7. College of Law and Politics: purple.
8. International College: light grayish blue. (*The International Master's Program in Applied Artificial Intelligence (AAI) belongs to the International College.*)

2. Main Text

1. Paper specifications: A4 size, 210 mm × 297 mm, 80-pound white paper.
 2. Printing method: The main text, references, and appendices shall be printed double-sided, while the remaining sections shall be printed single-sided.
However, if the total number of pages of the thesis/dissertation is 100 pages or fewer, single-sided printing may be used.
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II. Order of Compilation, Page Layout Format, and Writing Format of the Thesis/Dissertation

1. Order of Compilation

The order of compilation and required documents are as follows:

1. Cover, including spine
 2. Blank page
 3. Title page
 4. Certificate of Passing the Degree Examination
 5. Chinese abstract and keywords
 6. English abstract and keywords
 7. Table of contents
 8. List of figures, if applicable
 9. List of tables, if applicable
 10. Explanation of terms or special symbols, if applicable
 11. Main text
 12. References
 13. Appendices, if applicable
 14. Back cover
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2. Page Layout Format

(1) Page Layout Specifications

The top and bottom margins shall be 2.54 cm, and the left and right margins shall be 3.17 cm. The font color shall be black. Punctuation shall be used throughout the text. The entire thesis/dissertation shall not contain stains, corrections, or deletions. Page numbers shall be placed at the bottom center of each page. Titles or section headings such as the abstract, table of contents, main text, and references shall be centered, while all other text shall be aligned evenly on both the left and right sides.

(2) Font

Chinese text shall be written in 12-point DFKai-SB font. English text shall be written in 12-point Times New Roman. Titles or section headings such as the abstract, table of contents, main text, and references shall be bold and centered. If a title or heading is too long, it may be written in two lines.

Specifically:

1. Titles such as Abstract, Table of Contents, and References: 14-point font.
2. Chapter titles: 16-point font; section titles, or 1.1 headings: 14-point font; body text: 12-point font.

(3) Line Spacing

Single spacing shall be used. However, one blank line shall be inserted between a title or section heading and the following content.

(4) Page Numbers

1. Page numbers do not need to be marked on the title page, the University's Authorization Form for Printed Thesis/Dissertation and Full-Text Online Publication, the Application Form for Delayed Public Release/Withdrawal of Printed Doctoral/Master's Thesis/Dissertation, or the Certificate of Passing the Degree Examination.
2. From the Chinese abstract to the page before the main text, pages shall be numbered consecutively using uppercase Roman numerals, such as I, II, III, and so on.
3. The main text, references, and appendices shall be numbered consecutively using Arabic numerals, such as 1, 2, 3, and so on.
4. The beginning of each part of the thesis/dissertation, such as the abstract, table of contents, each chapter of the main text, and references, shall start on a new page and shall begin on an odd-numbered page.

3. Writing Format of the Thesis/Dissertation

(1) Cover, Including Spine

1. Cover: The cover shall include the name of the university, the name of the department/institute, the degree type, the name of the advisor, the Chinese and English titles of the thesis/dissertation, the name of the graduate student, and

the month and year of submission. The year shall be written according to the Republic of China calendar and shall use Arabic numerals. For the format, please refer to **Appendix 1: Thesis/Dissertation Cover**.

2. Spine: The spine shall include the name of the university, the name of the department/institute, the year of submission according to the Gregorian calendar using Arabic numerals, the degree type, the Chinese title of the thesis/dissertation, and the name of the graduate student. For the format, please refer to **Appendix 2: Thesis/Dissertation Spine**.

(2) Title Page

The title page shall present Chinese and English information side by side, including the title of the thesis/dissertation, the names of the graduate student and advisor, the name of the university, the name of the department/institute, the degree type, the English statement of thesis/dissertation submission, the location, the month and year of submission, and the University logo watermark placed at the center of the title page. The month and year of submission shall be written according to the Republic of China calendar using Arabic numerals and shall be consistent with the month and year of submission shown on the cover. For the format, please refer to **Appendix 3: Thesis/Dissertation Title Page**.

(3) Certificate of Passing the Degree Examination

After passing the thesis/dissertation examination and revising the thesis/dissertation according to the comments of the Degree Examination Committee members, the graduate student shall submit the revised thesis/dissertation to the convener of the Degree Examination Committee for review and approval. The Certificate of Passing the Degree Examination, signed by the Degree Examination Committee members who attended the thesis/dissertation examination, shall then be issued by the respective department/institute. The date of the thesis/dissertation examination on the certificate shall be written using Arabic numerals. For the format, please refer to **Appendix 4: Certificate of Passing the Degree Examination**.

(4) Chinese and English Abstracts and Keywords

The Chinese abstract and English abstract shall each be limited to two pages. The Chinese and English keywords shall each contain four to six keywords. The abstract shall include the main points of discussion, methods or procedures, results and discussion, and conclusion. For theses/dissertations approved by the department/institute to be written in English, a Chinese abstract is still required. For

the format of the Chinese abstract and keywords, please refer to **Appendix 5: Chinese Abstract and Keywords**. For the format of the English abstract and keywords, please refer to **Appendix 6: English Abstract and Keywords**.

(5) Table of Contents

The table of contents shall include the Chinese and English abstracts, table of contents, list of figures, list of tables, explanation of terms or special symbols, main text, references, appendices, and their corresponding page numbers. For the format, please refer to **Appendix 7: Table of Contents**.

(8) List of Figures and Tables, If Applicable

The list shall include the figures or tables used in each chapter and section, as well as their corresponding page numbers. Figures and tables shall each be numbered consecutively according to the order in which they appear, regardless of chapters or sections, and shall be listed on a separate contents page. For the format, please refer to **Appendix 8: List of Figures and Tables**.

If a figure or table is not created by the author and is taken from a reference, the source shall be indicated below the figure or table in the main text.

(9) Explanation of Terms or Special Symbols, If Applicable

The terms or special symbols used in each chapter and section, as well as their corresponding page numbers, shall be listed. They shall be numbered consecutively according to the order in which they appear, regardless of chapters or sections, and shall be listed on a separate contents page.

(10) Main Text

1. Main Text of the Thesis/Dissertation

As a general principle, the thesis/dissertation shall be written in Chinese. A thesis/dissertation that has already been submitted for another degree may not be submitted again.

2. Notes in the Thesis/Dissertation

Any discussion quoted or excerpted from references shall be explained using footnotes. Footnotes shall be numbered consecutively throughout the entire thesis/dissertation, and the footnote number shall be placed at the upper right of the relevant text. The footnote number and content shall be placed at the

bottom of the same page, separated from the main text by a horizontal line. If there is insufficient space on the same page, the footnote may be continued at the bottom of the next page. Chinese footnotes shall be written in 10-point PMingLiU font, and English footnotes shall be written in 10-point Times New Roman. The format shall follow the customary format of the academic field of each department/institute or be designated by the advisor.

(11) References

Any use or citation of others' materials in the main text, whether from books, journal articles, website articles, theses/dissertations, technical materials, or articles/books that have been accepted for publication but have not yet been published, shall respect intellectual property rights and clearly indicate the source. The reference information shall include the author's name, the title of the book/article/thesis/dissertation/technical material, the name of the publishing journal, year of publication, edition, page numbers, and other relevant information.

All references shall be placed after the main text of the thesis/dissertation, beginning on a separate new page, with page numbers continuing from the main text. The arrangement of different types of references shall be sorted in ascending order according to the number of strokes in the authors' surnames, and English references shall be sorted alphabetically. The format shall follow the customary format of the academic field of each department/institute or be designated by the advisor.

III. Other Notes

1. Writing Format for Thesis/Dissertation Notes and References

The format shall follow the customary format of the academic field of each department/institute or be designated by the advisor. Reference books are provided as follows:

(1) CSE, Council of Science Editors

Applicable to natural sciences, science, and engineering disciplines. Please refer to *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers*, 7th edition.

(2) APA, American Psychological Association

Applicable to social sciences. Please refer to *Publication Manual of the American Psychological Association*, 6th edition, 2009. The APA website may also be consulted.

(3) MLA, Modern Language Association

Applicable to humanities disciplines. Please refer to Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 6th edition, translated by Huang Chia-yin, Taipei: Bookman Books, second printing, September 2005.

(4) Law

For legal studies, please refer to The Harvard Law Review Association, *The Bluebook: A Uniform System of Citation*, 8th edition, 2006.

2. Submission of Thesis/Dissertation

Graduate students who have completed the required courses and credits, fulfilled other requirements of their department/institute, passed the thesis/dissertation examination and thesis/dissertation review, and completed grade registration shall submit printed copies of the thesis/dissertation with the original Certificate of Passing the Degree Examination attached before the end of the semester specified in the University academic calendar for the semester in which the degree examination was

passed. The degree certificate shall be issued only after the student has completed the school-leaving procedures.

The number of printed copies of the thesis/dissertation to be submitted to the department/institute shall follow the regulations of the respective department/institute. In addition, one paperback copy shall be submitted to the University Library, and one paperback copy shall be submitted to the Registration and Curriculum Division of the Office of Academic Affairs, or the Continuing Education Division. The thesis/dissertation must also be uploaded and completed online through the University's Doctoral and Master's Thesis/Dissertation System.

【附件一】學位論文封面

國立臺灣海洋大學

○○○○學系

博(碩)士學位論文

指導教授：○○○

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○○○○○○○○○○○○○○○○(英文名稱)

研究生：○○○ 撰
中華民國 112 年 6 月

【附件二】學位論文書背

○ 國立臺灣海洋大學
○ 學系

2013
年

博（碩）士學位論文

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（論文名稱）○○○○○

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【附件三】學位論文書名頁

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○○○○○○○○○○○○○○○○○○ (論文英文名稱)

研 究 生：○○○

Student：○○○

指導教授：○○○

Advisor：○○○

國立臺灣海洋大學
○○○○○學系
碩(博)士論文

A Thesis (Dissertation)
Submitted to the Department of Electrical Engineering (系所英文名稱)
College of Engineering (學院英文名稱)
National Taiwan Ocean University
in partial fulfillment of the requirements
for the Degree of
Doctor (Master) of Science (學位英文名稱)
in
Electrical Engineering (系所英文名稱)
June 2013 (提送年月)
Keelung, Taiwan, Republic of China

中華民國 112 年 6 月 (提送年月)

國立臺灣海洋大學 系所

君之博（碩）士學位論文

經考試及格特此證明

考試委員： _____ 教授

指導教授：

中華民國 _____ 年 _____ 月 _____ 日

中文摘要及關鍵詞

摘要

本論文○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
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○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
○○○○○○○○○○○○○○○○○○○○○。

關鍵詞：○○○○、○○○○、○○○○、○○○○、○○○○。

Abstract

The purpose of this thesis ○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○○
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Keywords : ○○○○, ○○○○, ○○○○, ○○○○, ○○○○.

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表次：文內表格，各依其應用順序，不分章節連續編號，表列一頁目次。

表次

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