國立屏東科技大學學位論文撰寫注意事項

Guidelines for Formatting Theses and Dissertations

一、學位論文計畫書說明

Instruction

本校研究生必須於一年級下學期五月卅日前提出論文題目，同時指定指導教授，並於二年級上學期（八月底前）提出論文研究計畫書；博士班依系所規定於期限內提出論文題目、指定指導教授及提出論文研究計畫書。規格詳如（附錄一），由各系所彙整後送本校註冊組備查。

Graduate students of NPUST shall propose a thesis/dissertation topic and have a thesis/dissertation advisor before the end of the second semester of the first academic year (i.e., May 30th). By the end of first semester of the second academic year (i.e., August), they shall defend their thesis/dissertation proposal. Depending on departmental regulations, doctoral students shall have a dissertation advisor, propose a dissertation topic, and defend their proposal within the designated time frame. See Appendix 1 for the Dissertation Proposal Format. Students' proposals should be collected by each department and sent to the Registrar Division of NPUST for future reference.

二、學位論文編排要點

Formatting Tips

(一) 論文基本結構

Structure of Theses and Dissertations

1. 論文的基本結構，至少應包括下列三部份：

A thesis/dissertation must contain at least the following three parts:

(1)篇前部份（Preliminaries）－封面（含書背）、標題頁、授權書、論文口試委員會審定書、摘要、謝誌、目錄等。

Preliminaries: Cover page (including the Spine), title page, copyright authorization, draft approval/final oral examination form, abstract, acknowledgments, and table of contents.

(2)本文部份（Text）－為論文的主體，依性質區分為合適的章節。

Text: the main text of a thesis/dissertation. Depending on the type of a thesis/dissertation, all relevant chapters shall be included.

(3)參考文獻部份（References）－本文參考資料之引用文獻。

由於研究本身所針對的特定目的，作者可以對研究報告或論文的結構做適當的安排，然而上述三個主要部份不可省略。

References: refer to all cited works within the text.

The structure of a thesis/dissertation can be organized depending on different research purposes.

2. 本校學位論文各部份的名稱，依次排列如下：

Each thesis/dissertation should be organized as follows:

(1)封面（含書背）
　　Cover page (including the Spine)

(2)標題頁
　　Title page

(3)授權書
　　Copyright authorization

(4)論文口試委員會審定書
　　Draft approval/final oral examination
　　form

(5)中文摘要
　　Abstract in Chinese

(6)英文摘要
　　Abstract in English

(7)謝誌
　　Acknowledgments

(8)目錄
　　Table of contents

(9)圖表索引
　　Index of tables and graphs

(10)本文（含前言、文獻回顧、材料與方法、結果與討論、結論－可依各系所之特性加以調整）
　　Main text (including the introduction, literature review, methodology, results and discussion, and conclusion; all can be adjusted accordingly)

(11)參考文獻
　　References

(12)符號索引（依實際需要撰寫）
　　Index of symbols (if necessary)

(13)附錄（依實際需要撰寫）
　　Appendix (if necessary)

(14)作者簡介
　　Vitae/biography

3. 學位論文編排之有關規定如下：

Formatting requirements:

(1)論文封面和題目依附錄二格式撰打。

Refer to Appendix 2 for the Cover page and the Title.

(2)本校研究生學位論文採用橫式由左而右的書寫方式。

Type from the left to the right.

(3)論文寫作的文體為語體文，以文詞簡明暢達為主，儘量避免艱澀偏僻的字眼。

Use the vernacular style and simple expressions for writing. Avoid using words that obscure and seldom used.

(4)本文開始的第一頁應先打上題目名稱，再按章節順序繕打。

Type the title of the thesis/dissertation in the first page and then continue with the chapters.

(5)論文採用單面或雙面（依各院統一規定）打字為原則。

Depending on the guidelines of each college, type or print in single or double sided.

(6)學位論文中文字型須採用word 14 號標楷體黑色、英文字型以Time New Roman 打字。字間或行間自行調整（院有規定者，依院規定）。

Use font size 14 DFKai-SB for Chinese typing and Times New Roman for English typing. The space between lines should be 22pt; automatic paragraph spacing (Abide by the college guidelines if any).

(7)打字時各頁每邊須留 2.5 公分，但在左邊須增加 0.5 公分（即3公分）以供裝訂。

Settings: Top 2.5 cm, Bottom: 2.5 cm, Left: 3.0 cm (for binding), Right: 2.5 cm.

(8)論文打字用紙採用60～80 磅之道林紙，其大小規格以A4 開大小紙張為準（21×29.7 公分）。

The paper size is (21x 29.7 cm) A4.

(9)論文頁次的編定，分為兩部份，篇前部份以羅馬數字大寫(I、II、III……)編排之，其他部份則自本文開始依序以阿拉伯數字(1、2、3、4…….)編排之，其頁碼之位置於每一頁的正下方，離底邊1公分的位置如第五頁則以-5-表示之。

Preliminary sections of the thesis should be numbered using Roman Numerals (I, II, III…). The other sections should be numbered using (1, 2, 3, 4…). Page number be located at the bottom of each page and centered 1 cm from the bottom of each

(10)「摘要」、「謝誌」、「目錄」、「圖表索引」、「本文各章之開始」、「參考文獻」另啟新頁。各新頁之頂邊留 3 公分的空白。

"Abstract", "Acknowledgements", "Table of Contents", "List of Tables", "List of Figures", "Each chapter", and "References" must begin at 3 cm from the top of each new page.

(11)打字完成以後，必須仔細校對，皆採用書本式裝訂。

Before submitting or printing a thesis/dissertation, it is very important to carefully proofread it. A bound copy of your thesis or dissertation is required.

(12)論文口試前及論文口試後，皆採用書本式裝訂。

A bound copy of your thesis or dissertation is required before and after you complete your oral examination.

(13) 論文全文（含摘要）須張貼於本校圖書館「國立屏東科技大學博碩士論文系統」網站。論文繳交至教務處註冊組以呈報國家圖書

館。

Upload your thesis/dissertation (including the Abstract) to the website of National Pingtung University of Science and Technology Theses and Dissertations. Submit your thesis/dissertation to the Registrar Division of the Office of Academic Affairs and it will be submitted to the National Central Library.

以下針對學位論文，各項目加以說明：

The following statements are descriptions about each part of the thesis/dissertation:

(二) 篇前部份

Preliminaries

1. 封面、內頁與標題

Cover page, inside the front cover, and title

論文封面，必須附上題目、研究生姓名、指導教授姓名、學校與系所
名稱、日期及論文題目等資料。（封面、內頁格式如附錄二、附錄三）

The cover of the thesis/dissertation should contain the title of the thesis/dissertation, full name of the student, full name of the advisor, name of institute and department, graduation date, and etc. See Appendices 2 and 3 for the cover and the inside page.

2. 授權書

Copyright Authorization

論文是否同意開放，請於表中註記，並親筆簽名。

Check and sign if you agree that your thesis/dissertation will be open to the public.

3. 論文口試委員會審定書

Draft approval/final oral examination form

論文經口試委員會審定合格以後，全體口試審核委員簽字，以資證
明。（格式如附錄四）

All oral committee members must sign on the draft approval/final oral examination form (Appendix 4) to qualify the thesis/dissertation for passing and meeting department standards.

4. 中文摘要、英文摘要

Chinese abstract and English abstract

(1)論文摘要紙張之大小為長 29.7 公分，寬 21 分，即影印機 A4 紙張
之大小。內容包括：論文名稱、頁數（書寫於論文名稱後）、校名、
系所別、畢業時間及摘要別、研究生及指導教授姓名、論文摘要內
容等項目。（格式如附錄五）

The paper size is (29.7 x 21 cm) A4. It should include: title of the thesis/dissertation, total page numbers, name of institute and department, graduation date, type of abstract, name of student, name of advisor, and abstract (see Appendix 5).

(2)研究生撰寫論文摘要時，宜依研究目的、文獻、研究方法、研究內容及研究結果等加以摘要敘述，約500 至1000 字，即就學校所提供之標準格式紙張，以一頁能打字完成為限。

On writing the thesis/dissertation abstract, please describe the research purpose, research gap, methodology, and results with approximately 500 to 1,000 words within a page limit.

(3)抬頭部份及論文摘要內容均採橫式由左至右書寫，且應以打字或印刷為之，不得以手寫、縮小複印或複印剪貼。

Type the title and the content of the abstract from the left to the right. Handwriting, photocopying, or paper cutting and pasting is not permitted.

(4)論文摘要抬頭之論文名稱、論文總頁數、校名、系所別、畢業時間及論文別、研究生及指導教授姓名，以及論文摘要內容等各部份中文字型應以 word 14 號標楷體、英文字型以Time New Roman 打字。字間或行間距離自行調整（院有規定者，依院規定），以一頁單面能完成為限。校名及系所別應以全銜標明。

Use font size 14 DFKai-SB for typing the Chinese abstract (including the title, school, department, date of graduation, thesis/dissertation type, student's name, and advisor's name) and Times New Roman for English typing. The space between lines should be 22pt; automatic paragraph spacing (abide by the college or departmental guidelines if any). Type the full name of the department and the university.

(5)英文摘要抬頭須註明「Abstract」作為標題。（格式如附錄六）

The title of the English abstract must be "Abstract" (see Appendix 6).

5. 謝誌

Acknowledgments

(1)謝誌文與研究論文的主體並無直接的關係，只是希望藉此表達對各方面的贊助與指導教授的謝忱，其文字內容因協助對象的不同而有所變化。

There is no direct relationship between the contents of acknowledgements and the thesis/dissertation itself since it is written for expressing gratitude for all the people who provide necessary support to make the thesis/dissertation possible. Therefore, there is no limitation for the style of writing.

(2)謝誌之頁抬頭必須註明「謝誌」字樣作為標題，標題與謝誌辭之文字排列間空兩行。

Type "Acknowledgements" as the title. The title and the contents should be double-spaced.

6. 目錄

Table of Contents

(1)目錄為論文中之章節名稱，依文章論述的次序排列，以便於查詢、
檢索。

Table of contents must be organized by chapter for the convenience of consultation and searching.

(2)目錄為一篇文章之主幹，須按章節順序編排，並以虛線註明所屬之
頁碼相連。

Table of Contents is the backbone of a paper. It must be organized by chapter and numbered by a dotted line. The dotted line must be connectted with page number, such as 「.......5」.

(3)目錄之頁必須註明「目錄」作為標題。

The title should be "Table of Contents."

7. 圖表索引

List of Tables/Figures

(1)圖表索引之頁則以「圖表索引」作為標題。

The title should be "List of Tables/Figures."

(2)圖表索引按章節編號，如第一章第一圖則以1-1 為編號，第二章第三圖則以2-3
為編號。（院有規定者，以院為主）

Arrange List of Tables/Figures in order. For example, name the first figure in Chapter 1 as 1-1 and the third figure in Chapter 2 as 2-3, etc. (Abide by the college guidelines if any.)

(3)全文中「附圖」及「附表」同時出現時，則於圖表中先排列圖1-1、
圖1-2、圖2-1‧‧‧，再接著表1-1、表1-2、表1-3，同時以虛線
標定所屬頁碼。（院有規定者，以院為主）

In a text, if a table and a figure appears concurrently, list Tables 1-1, 1-2, 2-1, etc followed by Figures 1-1, 1-2, or 1-3. Use a dotted line for page numbering. (Abide by the college guidelines if any.)

(三) 本文部分

Body of Text

1. 本文必須劃分為適當的章節，同時給予適當的標題。

The content of text must spread to fit different chapters and give an appropriate title.

2. 本文內之標題不加標點符號。

Do not use any punctuation for any title in the body of text.

3. 參考文獻，註明出處來源，於本文中依次編號，以阿拉伯數字置於
被說明句子或名詞的後面，標點符號之前。

References: all the sources cited in the text must be listed here and numbered. Put the number after each reference and before the period.

4. 本文中各階層章節與細節之代號可依次為五個階層如下：

Use the five levels for each chapter:

章 Chapter

節 Section

小節 Subsection

小段 Paragraph

各點 Each point

章節標示

Examples of the five levels:

- 1.1　1.1.1　1.1.1.1　1.1.1.1.1
- Or use the Chinese version: 壹、一、(二) 1、(1)

5. 各章與各節、各節與各小節、各小節與各小段及各小點之間隔，採固定行高 **22pt** 行高，自動段落間距。每段起始縮排 **2** 個國字(**4** 個字元)。

The line spacing should be exactly 22pt, and choose automatic paragraph spacing. Indent two Chinese characters (4 English characters) at the beginning of every paragraph.

6. 縮寫符號、標點符號與數字

Directions of acronyms, punctuation marks, and numerals:

(1)本文中須按照標點符號規則賦予標點符號。

Follow the rules of punctuation marks when adding to the text.

(2)專有名詞或特殊符號，讀者不易瞭解時，均須在第一次出現時，詳細的加以說明，不容有意義不清或含糊的語句出現。

If there are proper nouns or particular symbols which are not easily understood by readers, these need to be written in full or expanded form particularly at their first appearance.

(3)論文中量的數目字以採用阿拉伯數字為宜。

Use Arabic numerals for the numbers of quantity used in the text.

(4)度量衡的計算單位以採用公制或英制為宜。

Adopt the metric system for the units of weights and measures.

7. 圖表

Figures and Tables

(1)同一類型的解說圖應統一編號，即使不同型的表格，如為數不多也統一編號。

When the figures or tables appear similar, numbers used to label the figures and tables should be standardized. If the figures or tables are different, the numbers used for

labeling should be also consistent.

(2)圖表須依次編號，同時賦予適當的標題。

Figures or tables should be numbered in order and given proper captions.

(3)圖表須儘量接近參考的本文。若該頁不足空間容置圖表，可附於次一頁。

Figures and tables should be placed as close as possible to the related text. If there is not enough space for a figure or table on one page, it can be placed in the next page.

(4)圖表的大小，以不超出本文用紙大小為宜。

The size of each figure or table should not go beyond the paper margins.

(5)圖表的寬度比所用論文紙張寬度小時，則以放置於中央為宜。

The figure or table should be put in the middle if its width is less than that of the paper.

(6)圖表在本文內與上下文所保持的空間以兩行為宜。

The spaces between the figure/table in the text and the context should be double-spaced.

(四) 參考文獻（院有規定者，以院為主）

References (Abide by the college guidelines if any)

參考文獻安排順序為中文、日文、西文，中文、日文以筆劃大小為書寫順序，西文以字母之先後順序為書寫順序。

The sequence of references should be followed by Chinese, Japanese (if any), and then Western languages. For Chinese and Japanese references, the sequence should be listed by the number of strokes of Chinese or Japanese characters. For references of Western languages, it should be listed by alphabetical order.

(五) 附錄

Appendix

1. 附錄雖非論文的必備部份，卻可以用來供讀者閱讀時一些與內容有關而不便載於本文中的資料。

Appendix gives the reader extra information to understand your thesis/dissertation.

2. 可以收在附錄中的材料包括：放在本文中顯得太瑣碎繁雜的圖表，珍貴文件的影印本、冗長的個案研究、技術性的附註。

If some complicated figures and tables or technical references are not suitable to be included in the text, they can be placed in the appendix. The appendix section is another's choice.

(六) 作者簡介

Vitae/Biography

作者簡介的內容應包括作者姓名、籍貫、出生年月日、學經歷、興趣等相關資料。

The vitae/biography of author could include the author's name, e-mail address, educational (or academic) background, and research interests.

附錄一
Appendix 1

學位論文計畫書寫格式

Thesis/dissertation Proposal Format

1.論文計畫書封面格式（見範本）(Formatting Instructions)
　碩（博）士論文計畫書 (Thesis/Dissertation Proposal)
　論文題目 (Thesis/Dissertation Title)：
　系（所）別 (Department)：
　研 究 生 (Student's Name)：
　指導教授 (Advisor's Name)：
　系（所）主任 (Department Chairperson)：
　中華民國　年　月　日 (Date)

2.論文計畫書主要內容 (Content of the Proposal)：
　題目 (Title)。
　摘要 (Abstract)。
　一、研究目的 (Purpose of the Study)。
　二、研究的背景與動機 (Background of the Study and Research Motives)。
　三、研究之方法與步驟 (Research Methods and Procedures)。
　四、預期結果 (Expected Outcomes)。
　五、參考文獻 (Related Literature)。

附錄二

Appendix 2: Cover Page

↑
3.5cm
↓

國立屏東科技大學生物科技系
Department of Biological Science and Technology
National Pingtung University of Science and Technology
↑1cm
碩士學位論文
Master's Thesis
↑
↓1.5cm
(中文題目名稱) Chinese Title
↑
↓1.5cm
(英文題目名稱) English Title
↑2.5cm
↓
指導教授 (Advisor)：○○○
↑
↓1.5cm
研究生 (Graduate Student)：○○○
↑
8.0cm
↓

中華民國　　年　　月　　日
August 24, 2014

↓　2.5cm

(1) 書背

加註畢業學年度

↑
3.5cm

國立屏東科技大學生物科技系

碩士論文（論文題目）

（101）研究生：○○○
↑
3.5cm
↓

(2) 封面頁形式

→　21cm　←

29.7cm
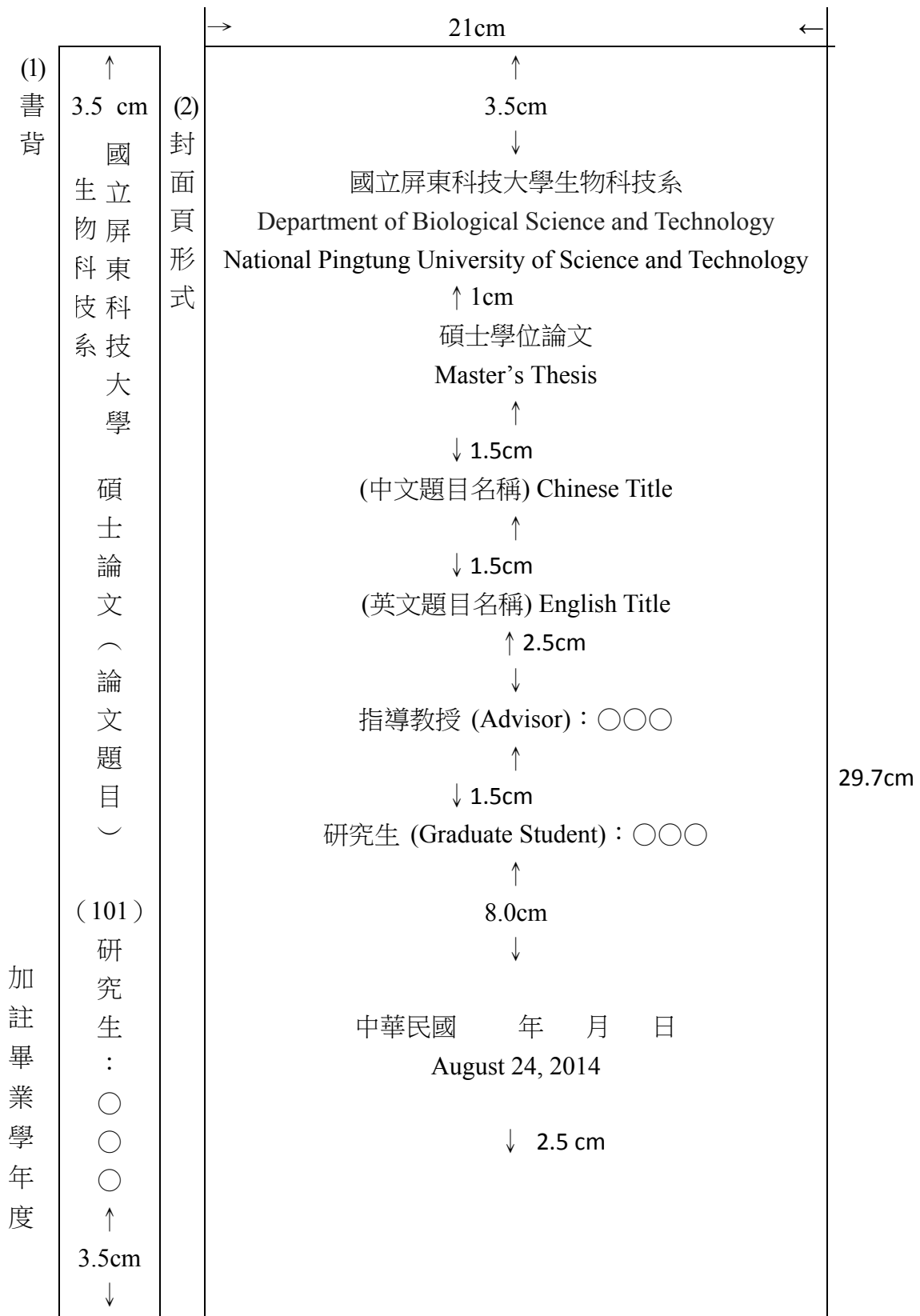
附錄三

Appendix 3: Inside Page

$\rightarrow$ 　　　　　　　　　　　21cm　　　　　　　　　　　$\leftarrow$

↑
3.5cm
↓

國立屏東科技大學生物科技系
Department of Biological Science and Technology
National Pingtung University of Science and Technology
↑1cm
博(碩)士學位論文
Master's Thesis/Ph.D. Dissertation
↑
↓1.5cm
(中文題目名稱) Chinese Title
↑
↓1.5cm
(英文題目名稱) English Title
↑2.5cm
↓
指導教授 (Advisor)：○○○
↑
↓1.5cm
研究生 (Graduate Student)：○○○

↑

8.0cm

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中華民國　　年　　月　　日
August 24, 2014

↓　2.5 cm

29.7cm

附錄四

Appendix 4
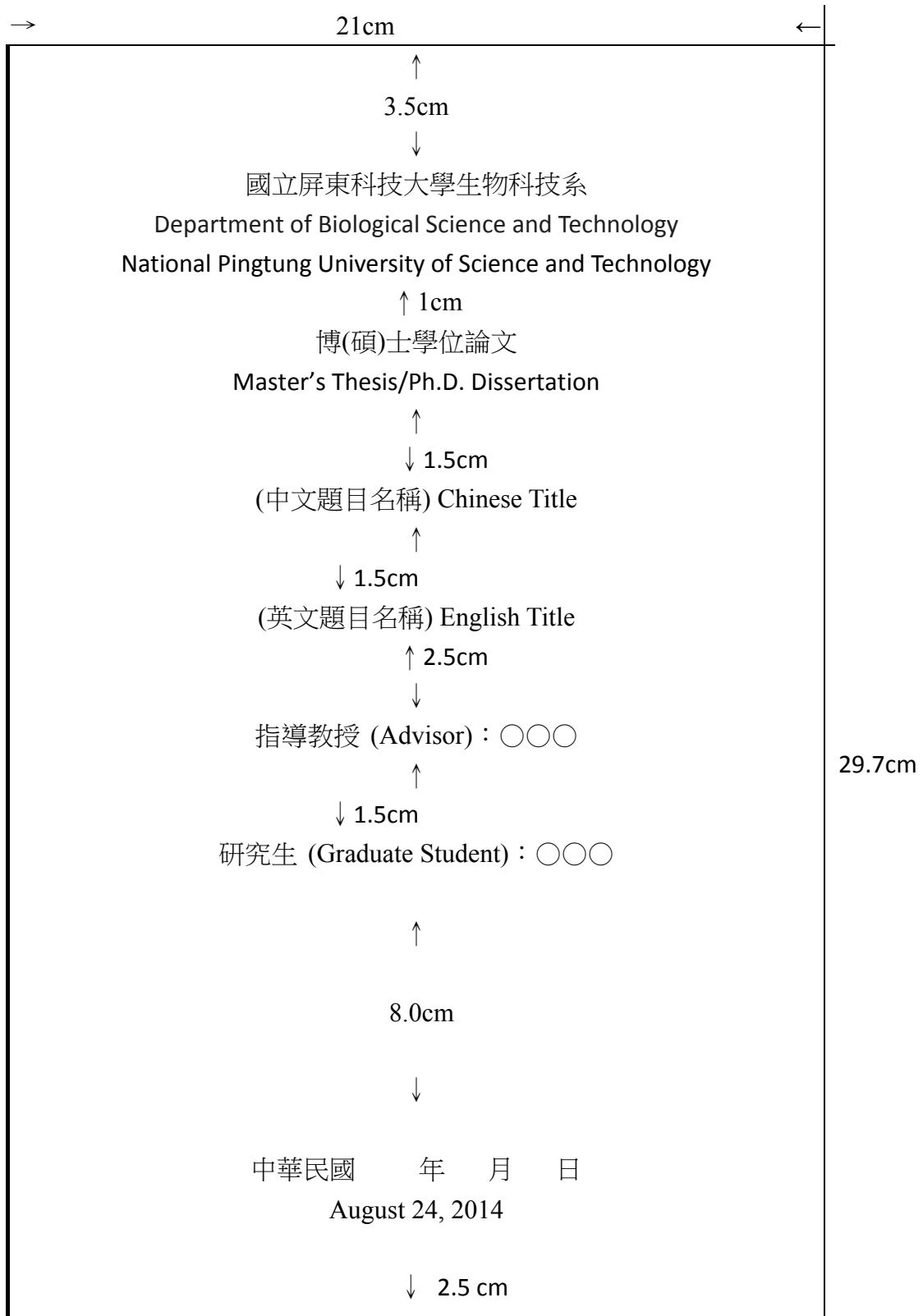
國立屏東科技大學

博（碩）士學位論文口試委員會審定書

National Pingtung University of Science and Technology
Draft Approval/Final Oral Examination Form

＿＿＿＿＿＿＿＿＿＿＿＿＿＿系（所）博（碩）士班 研究生＿＿＿＿＿＿＿＿君

所提之論文＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ 經本委員會

審定通過，特此證明。

This is to certify that Mr./Ms. ＿＿＿＿＿＿＿＿＿＿ has successfully

completed his/her doctoral/master's final oral examination in the Graduate

Institute of ＿＿＿＿＿＿＿＿＿.

論文口試委員會（須加註職稱及服務單位）Committee (Title and Institution)

委　　員 (Committee)：＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿＿＿＿

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指導教授 (Advisor)：＿＿＿＿＿＿＿＿＿＿＿＿＿＿

中　華　民　國　　　　　　年　　　　　　月　　　　　　日

August 24, 2014

附錄五

Appendix 5

摘 要

Abstract

學號 (Student ID)：

論文名稱 (Title of Thesis/Dissertation)：　　　　總頁數 (Total Page)：

學校名稱：國立屏東科技大學 系（所）別：○○○○系（所）

Name of Institute: National Pingtung University of Science and Technology

　　　　　　Department of ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

畢業時間及摘要別：○ ○ ○ 學年度第 ○ 學期博（碩）士學位論文摘要

Graduation Date and Type of Abstract: ＿＿＿ Academic Year ＿＿＿＿ Semester

Thesis/Dissertation Abstract

研究生 (Name of Student)：○ ○ ○ 指導教授 (Name of Advisor)：○ ○ ○

論文摘要內容 (Contents of Abstract in this Thesis/Dissertation)：