**Guide for the Formatting, Printing, and Binding of Thesis and Dissertation written in English**

**Chung-Ang University Graduate School**

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※ Acknowledgments (optional/not listed in Table of Contents) – 맨 뒤로 쪽번호 없이

1. **Guidelines for Thesis/Dissertation Format & Composition**

All thesis/dissertation must meet the following format and composition guidelines.

1. **Format guidelines for word processing programs.**
   * 1. **Margins.** All pages in the thesis/dissertation must be formatted with at least 25 mm margin on the left and right; at least 20 mm on the top and bottom; 10mm margin on the header and footer.
     2. **Typing.** Indent 2 spaces when a new paragraph begins.
     3. **Spacing.** 160% ~ 200% (Hangul program) or Double-spacing (2 lines, MS Word): exception: If an entry of Table of Contents or List of Figures/Tables is longer than one line, that entry is 130%~150% (Hangul program) or must e single-spaced (1 line, MS Word). Footnotes, Bibliographic references, and long quotes are spaced closer within (130%~150% or single-space) but double-spaced (160% ~200%) between each entry.
     4. **Justification.** Left or Left/Right justified.
     5. **Font size and style.**

**Main Title (16~21 point, Bold, Times New Roman, Times recommended)**

**Subtitle (13~14 point, Bold, Times New Roman, Times recommended)**

**Body of Text (11~12 point, Times New Roman, or Times recommended)**

**Footnotes (9~10 point, font style consistent with the body)**

* + 1. **Page Numbers.** All page numbers should be placed bottom center with a 2cm margin beneath. Begin the first page of the Introduction or Chapter 1 with Arabic number “1”. All pages are numbered consecutively from that point.

1. **Abstract (including keywords)**

The abstract should include brief summary of research problem, the goal of the research, methods used, results and conclusions/discussion.

1. **Table of Contents**
   1. Refer to Template 5 for detailed formatting guide.
   2. Double space (200% or 2 lines) between each entry but when an entry is longer than one line, that entry is single-spaced (130% or 1 line).
   3. When there is more than one figure or table, use List of Tables/Figures separately. All formats should be the same as Table of Contents (Refer to Template 6)
2. **Body of Text**
   1. The body of text can be organized into sections of Introduction, Methods, Results, Conclusion, and Discussion, or Chapters. When multiple experiments were included, the body can be organized into different experiment and Experiment number and title can be a subtitle for each section, which also divided into subsections of methods, results, conclusion and discussion. Please consult your thesis advisor for appropriate organization of your thesis/dissertation in your field.
   2. **In-text Citation.** When the materials are borrowed from other sources, including books, book chapters, journal articles, magazine, newspaper, internet, or personal communication, you must provide the source of borrowed materials properly according to the publication format used in your field.
   3. **Footnotes.** Add an Arabic number next to the text (use superscript) if additional information needs to be provided. Footnote should appear on the same page of the marked material. But since frequent use of footnotes reduce readability, it is strongly recommended that the use of footnotes should be kept minimum as much as possible.
   4. **Inclusion of Published Materials.** Research papers or scholarly articles already published by the student can be included in the Thesis/Dissertation if they are part of thesis/dissertation research and can be integrated into thesis/dissertation without logical or organizational flaws. In such case, the thesis/dissertation must be formatted consistently throughout the entire manuscript. Also, references of the published materials must be included in both body of text and in References section.
3. **References**
   1. All cited materials must be listed in References (Bibliography or Works Cited). Note that any materials that were read by the author but not cited within the body of text MUST NOT be listed in References.
   2. References must be listed according to English alphabetical order (including Korean materials: use standard romanization and translation) and publication years (oldest to recent)
   3. If more than two references by the same author in the same year were cited, add alphabet next to the publication year and use this convention throughout the entire manuscript (example, Barrack (2010a), Barrack (2010b)).
   4. Your thesis/dissertation should follow the accepted formats in your field. Please consult your thesis advisor. The following list provides a quick reference to manuals and guidelines widely used for Humanities, Social Sciences, and Natural Sciences.
      * Humanities, Arts
        + MLA Style of Manual and Guide to Scholarly Publishing (7th ed., published by Modern Language Association of America).
      * Social Sciences
        + APA Publication Manual (2010, 6th ed., published by American Psychological Association).
      * Natural Sciences
        + ACS Style guide: effective communication of scientific information (2006, 3rd ed., published by American Chemical Society) 🡪 widely used in Chemistry.
        + Scientific style and format: the CSE manual for authors, editors, and publishers (2006, 7th ed., published by Council of Science Editors). 🡪 widely used in Biology and Natural Sciences.
      * CAU library allows CAU users to access Refworks (online citation management tool). Usually, workshops and orientation sessions for these tools are held during the semester. Use of such tool can be very useful in formatting in-text citation and references. Please contact CAU library for more details.
4. **Appendix (or Appendices)**
   1. If needed, survey/questionnaires, materials, tests, maps, chronology, legal documents can be added in the appendix. In such case, appendix page should contain [Appendix I] or [Appendix II] in the header (left justified) of that page.
5. **국문초록**
   1. Korean-translated abstract should be provided at the end of your manuscript. Korean Abstract must be formatted identical to English Abstract.
6. **All other details must be consulted with your advisor and committee members.**
7. **Guidelines for Printing and Binding**
   1. Paper size: 4 x 6 (18cm x 25.5 cm)
   2. Paper type: use papers 80 grams or more.
   3. Outer cover pages: use black or dark blue hemp cloth. Letters need to be printed in gold. Refer to Template 1 for detailed guide.
8. **Templates (1~7) starting on the next page**

**(Template 1: Outer Cover)**

↑ ↑

1cm 3cm

↓ ↓

🡨 3cm 🡪 113th Master’s Thesis or 87th Doctoral Dissertation (14 pt)

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**Name**

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1cm

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**Thesis Advisor :**

**A Study on Animal Sleep Habits (Title of Thesis/Dissertation here, center justified, 18~ 21pt)**

**Subtitle here (14 pt, center justified)**

**August 2011 (Month, Year) (14p, center justified)**

**The Graduate School (18p, center justified)**

**Chung-Ang University (18p, center justified)**

**(Major and Department) (14p, center justified)**

**(Author’s name) (14p, center justified)**

↑

3cm

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**(Template 2: Title PageⅠ)**

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3cm

↓

113th Master’s Thesis or 87th Doctoral Dissertation (14 pt)

**Thesis Advisor :**

**A Study on Animal Sleep Habits (Title of Thesis/Dissertation here, center justified, 18~ 21pt)**

**Subtitle here (14 pt, center justified)**

**August 2011 (Month, Year) (14p, center justified)**

**The Graduate School (18p, center justified)**

**Chung-Ang University (18p, center justified)**

**(Major and Department) (14p, center justified)**

**(Author’s name) (14p, center justified)**

↑

3cm

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**(Template 3: Title PageⅡ)**

**A Study on Animal Sleep Habits (Title of Thesis/Dissertation here, center justified, 18~ 21pt)**

**Subtitle here (14 pt, center justified)**

**Presented to the Faculties of the Chung-Ang University in Partial Fulfillment of the Requirement of the Degree of Doctor of Philosophy(박사)**

**Master’s Degree(석사)**

**August 2011 (Month, Year) (14p, center justified)**

**The Graduate School (18p, center justified)**

**Chung-Ang University (18p, center justified)**

**(Major and Department) (14p, center justified)**

**(Author’s name) (14p, center justified)**

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3cm

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**(Template 4: Title Signature Page)**

**[Title]**

by

**[Full Name]**

Department of [Department]

Chung-Ang University

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Committee Chair’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Committee Member’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Committee Member’s Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Committee Member’s Name] (PhD only)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Committee Member’s Name] (PhD only)

[Dissertation or Thesis] submitted in partial fulfillment of

the requirements for the degree of [degree]in the Department of

[Department] in the Graduate School

of Chung-Ang University

[Insert year here]

**(Template 5: Abstract)**

**Abstract**

Name

Deparment, Major

ChungAng University Graduated school

In the abstract, you must (1) present the problem of the thesis/dissertation, (2) discuss the materials and methods used, and (3) state the conclusions reached. Individual chapters should not have abstracts. Note that this should be the first Roman numbered page: it is page *i.*

(All pages are numbered consecutively from that point.)

(ABSTRACT 부터 List of Figures까지 페이지 순서대로 로마자소문자 페이지 번호 부여함)

Keywords: list keywords here (10 maximum)

i (page number at the bottom center)

**(Template 6: Table of Contents, 2 pages)**

**Table of Contents**

Abstract……………………………………………………………………………ⅰ

List of Tables………………………………………………………………………ⅲ

List of Figures…………………………………………………………………… ⅶ

List of Abbreviations (if needed)…………………………………………………ⅸ

1 Introduction…………………………………………………………………….1

* 1. Introduction………………………………………………………………1
     1. Details………………………………………………………………..2
  2. Research problem 1………………………………………………………3
     1. Issue 1………………………………………………………………..4
     2. Issue 2………………………………………………………………..7
  3. Research problem 2……………………………………………………...10

1. Study 1…………………………………………………………………………13
   1. Methods…………………………………………………………………..15
   2. Results……………………………………………………………………18
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   2. Results……………………………………………………………………33
   3. Conclusion and Discussion………………………………………………35

ⅲ (page number at the bottom center)

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국문초록…………...………………………………………………………………...68

**(Template 7: List of Tables/Figures, samples)**

ⅳ (page number at the bottom center)

**List of Tables**

Table 1: Loka and Terno. Note that this very long caption is single-spaced both in the text and in the list of tables…………………………………………………………6

Table 2: Animal Damage…………………………………………………………..10

List of Figures (on a separate page)

Figure 1: Loka and Terno. Note that this very long caption is single-spaced both in the text and in the list of tables…………………………………………………………26

Figure 2: Animal Damage…………………………………………………………..34

(The last page of a Roman number)

**(Template 8: Body of Text)**

1. **Introduction**
   * + 1. **Introduction of introduction**

Introduction begins here and this should be the first numbered page. it is page1. Xxxxxxxxxxxxx xxx xxxx xxxxxx xxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxxxx xxxxxx xxxxx xxxxxxxxxx[[1]](#footnote-1) xxx xxxxxxxx xxxxxxxxxxxxx xxxxxxxxx xxxxxxxxxxxxx xxxxxxxx xxxxxxx xx xxxxxx xxxxx xxxxxx xxxxxx xxxxxxxx xxxxxx xxxx xxxxxxx (Robinson, 2011).

(All pages are numbered consecutively from that point.)

1 (page number at the bottom center)

1. Footnotes: footnotes should be included on the same page with the font size ranging from 9-10 points. [↑](#footnote-ref-1)