

# 國立中央大學研究生畢業論文格式條例

## Thesis Format Regulations of NCU

### 一、撰寫之語文：

論文以中文撰寫為原則，外國語文學系（所）除外。論文皆需附中、英文提要。

#### 1. Language:

The thesis should be written in Chinese except for the departments or graduate programs of foreign languages. Abstracts in both Chinese and English are required.

### 二、撰寫之原則：

1. 字體宜端正、清晰。
2. 全文不得塗污、刪節。
3. 各頁正下方應註明頁碼。

#### 2. Principles of writing:

- 2.1. The font should be neat and clear.
- 2.2. Any part of the content should not be stained or erased.
- 2.3. A page number should be marked at the center at the bottom of every page.

### 三、次序：

1. 封面：包括論文題目、系所別、研究生姓名、指導教師姓名及離校年月等（請注意7、8月辦理畢業離校之學生，封面之年月請印製\*\*年6月）。

2. 國立中央大學圖書館學位論文授權書。

3. **國家圖書館學位論文延後公開申請書：**

I. 註冊組代收之紙本論文，將送存國家圖書館，如需延後公開者，須裝訂本申請書，檢附之證明文件請夾附於論文。

II. 檢附證明文件說明如下列：

- 涉及機密：相關證明文件，或填寫本校「[送存國家圖書館紙本論文延後公開說明書](#)」。
- 專利事項：申請表填妥專利案號即可，若正在專利申請審核中，請附專利申請回覆影本。
- 依法不得提供：保密合約影本，或因論文投稿，有新技術發表先後之疑慮者，應填寫本校「[送存國家圖書館紙本論文延後公開說明書](#)」。

III. 如符合延後公開之原因，須經指導教授簽署申請書，並由系所確認後於申請書「學校認定/審議單位章戳」之欄位核章。

4. 論文指導教師推薦書。

5. 論文口試委員審定書。

6. 中、英文論文提要：宜說明研究目的、資料來源、研究方法及研究結果，約三百至五百字。

7. 序言或誌謝辭：應另頁繕寫（可免）。

8. 目錄：包括提要、各章節之標題、文獻、附錄及其所在頁數，依次編列。

9. 圖目。

10. 表目。

11. 論文正文。

12. 參考文獻及附錄：應包括文獻名稱、作者姓名、卷數、頁數、出版年月及出版處所。

13. 封底。

#### 3. Sequence:

3.1. Front cover: The title of the thesis, the name of the department or the graduate program, the name of the student, the name of the advisor, and the date of leaving school should be included. For students applying for leaving school in July and August, please put "June, 20\*\*" on the front cover.

3.2. Authorization Letter of My Thesis/Dissertation for the Library of National Central University

3.3. Application to the National Central Library for Deferring the Public Access to the Thesis/Dissertation

3.3.1. Theses and dissertations in printed form collected by the Division of Registrar on behalf of National Central University will be sent to the National Central Library. If anyone needs to defer the publicizing of his or her thesis or dissertation, he or she should include this application in the thesis or dissertation along with related

documentation.

3.3.2. The instructions on the related documentation are as follows:

3.3.2.1. The thesis/dissertation contains national secrets: Please attach related documentation, or fill out this [application form](#).

3.3.2.2. Patent registration: Please fill in the pattern registration number. If the applicant's patent application is being examined, please attach a copy of the reply concerning the patent application from the Intellectual Property Office.

3.3.2.3. The thesis/dissertation is withheld according to the law: Please attach a copy of the non-disclosure agreement. If the author of the thesis/dissertation has concerns in the timing sequence of paper publication or new technology announcement, please fill out this [application form](#).

3.3.3. If the applicant's reason for deferring the public access to his or her thesis/dissertation falls into any of the four categories stated above, his or her advisor has to sign on the application. The applicant's department/institute has to seal the application in the blank marked with "Seal of the Authorization Institute" after confirming the advisor's signature.

3.4. Recommendation Letter from the Thesis Advisor

3.5. Verification Letter from the Oral Examination Committee

3.6. Abstracts in Chinese and English: The abstracts would better contain 300 to 500 words and include research purposes, data sources, research methods, and research results.

3.7. Preface or acknowledgments (optional): the preface and acknowledgments should be written on a separate page.

3.8. Table of contents: The table of contents should include abstracts, the title of each chapter and section, a bibliography, appendices, and page numbers of all items stated above in sequence.

3.9. List of figures

3.10. List of tables

3.11. Body of the thesis/dissertation

3.12. Bibliography and appendices: The bibliography and appendices should include titles of works, authors' names, volume numbers, page numbers, publication months and years, publishers, and their locations.

3.13. Back cover

#### 四、裝訂規格：

1. A4 規格白色紙張。

2. 封面（封底）顏色：碩士班為暗紅色、博士班為墨綠色。

#### 4. Book-binding format:

4.1. White paper of A4 size

4.2. The color for the cover and the back cover: Crimson for master's theses/dissertations; dark green for doctoral theses/dissertations

#### 五、論文份數：

1. 教務處註冊組：繳交平裝論文一本。

2. 就讀之系所辦公室：依各系所規定。

3. 本校總圖書館：依本校圖書館規定。

4. ※相關表件請自行至教務處註冊組領取或至 [中大教務處網頁](#) 下載。

#### 5. The number of copies of a student's thesis/dissertation that should be submitted to a unit:

5.1. Division of Registrar: One copy of the paperbound edition should be submitted to this division.

5.2. The office of each department/institute: The number of copies should be in accordance with the regulations stipulated by each department/institute.

5.3. National Central University Library: The number of copies should be in accordance with the regulations stipulated by the library of the university.

5.4. Related forms and documents are available at the Division of Registrar and on the website at <http://pdc.adm.ncu.edu.tw/>.