

長庚大學碩、博士學位論文（專業實務報告） 格式規範

Chang Gung University Thesis/Dissertation (Professional Practice Report) Format Guidelines

一、論文（專業實務報告）裝訂次序：

Thesis/Dissertation (professional practice report) should be bound in the following order:

1. 封面（含側邊）【詳附件 1、附件 2】 Front Cover (and Spine) (See Appendix A, Appendix B)
2. 書名頁【詳附件 1】 Inside Cover (See Appendix A)
3. 國家圖書館博碩士學位紙本論文【延後公開】申請書（非必備）【詳附件 3】
Thesis Delayed Release Request Form. (optional) (See Appendix C)
4. 指導教授推薦書【詳附件 4】
Recommendation Letter from the Thesis Advisor (See Appendix D)
5. 論文（專業實務報告）口試委員審定書【詳附件 5】
Thesis/Dissertation (professional practice report) Oral Defense Committee Certification (See Appendix E)
6. 序言或謝辭 Preface or Acknowledgments
7. 中文摘要及關鍵詞 5-7 個 Abstract and 5-7 keywords in Chinese
8. 英文摘要及關鍵詞 5-7 個 Abstract and 5-7 keywords in English
9. 目錄【詳附件 6】 Table of Contents (See Appendix F)
10. 圖目錄 List of figures
11. 表目錄 List of tables
12. 論文（專業實務報告）正文 Main text of the thesis/dissertation (professional practice report)
13. 參考文獻 Bibliography or References
14. 附錄 Appendix
15. 封底 Back cover

二、封面（含側邊）：【詳附件 1、附件 2】 Front Cover (and Spine) (See Appendix A, Appendix B)

封面中各行均須置中，包括中、英文校名、系（所）別、學位、論文（專業實務報告）題目、撰者姓名、指導教授及提出論文之年（民國、西元）月。

Front cover: The name of the university (in Chinese and English), name of the department/institute, academic degree, thesis/dissertation (professional practice report) title, author, advisor and date (year and month) of graduation.

側邊：包括校名、系所別、學位、論文（專業實務報告）題目、撰者姓名及提出論文之年（民國）月。

Spine: The name of the university, name of the department/institute, academic degree, thesis /dissertation (professional practice report) title, author and academic year of graduation.

三、國家圖書館博碩士學位紙本論文【延後公開】申請書

Thesis Delayed Release Request Form. (optional) (Appendix C)

論文紙本如因申請專利等原因，有延後公開需求者，請填寫「國家圖書館博碩士學位紙本論文【延後公開】申請書」。申請書正本送繳本校圖書館存查、

影本裝訂於論文首頁。繳交圖書館論文電子檔不需要附申請書。

其他學位論文典藏單位如畢業系（所）、校內圖書館，建議同步申請延後公開。

If you wish to request a temporary delay of the public release of your thesis or dissertation because of the application for patents and other special considerations, please download the Thesis Delayed Release Request form from Application for delayed public release of thesis/dissertation, fill it out, sign it, and then submit it to the CGU library.

Insert the photocopied form in the paper copy of the thesis/dissertation following the title page.

Electronic files for CGU library needless to attach.

四、指導教授推薦書【詳附件 4】

Recommendation Letter from the Thesis Advisor (See Appendix D)

五、論文（專業實務報告）口試委員審定書【詳附件 5】

Thesis/Dissertation (professional practice report) Oral Defense Committee Certification (See Appendix E)

碩、博士班研究生學位論文考試經考試委員評定成績及格，但須修改者，應依考試委員之意見修改論文並經指導教授及所長於論文次頁之「論文口試委員會審定書」簽章核可後，方得繳交論文。

Where the thesis/dissertation defense has passed the review of the examination committee and the thesis/dissertation needs to be modified, the master/doctoral student must make the modification based on the comments of the examination committee members. The student can submit the thesis/dissertation only after the advisor has signed and approved the thesis/dissertation oral defense committee certification.

六、序言或謝辭（依個人意願自行決定是否撰寫）Preface or Acknowledgments (optional)

須另頁書寫，舉凡學生撰寫論文後的感想，及在論文完成的過程中，獲得指導教授及其它老師有實質幫助之研討及啟發，或行政、技術人員、同學及親友等幫忙者，皆可在此項次誌謝，內容力求簡單扼要，以不超過一頁為原則。

The student may express his/her appreciation for the inspiration or assistance that other people gave or thoughts about the thesis/dissertation on this page. The preface and acknowledge shall be concise and not more than one additional page, if needed.

七、中文摘要 Chinese Abstract：

Chinese abstract (Optional if the department/institute allows the student to write the thesis/dissertation or professional practice report in English)

八、英文摘要 English Abstract：

The English abstract shall not be more than one page.

九、目錄：【詳附件 6】Table of Contents (See Appendix F)

包括各章節之標題、參考文獻、附錄及其所在之頁數。

This page contains the title of each chapter and section, references, appendixes and their page numbers.

十、圖目錄：包括各章節之圖及其所在之頁數（若圖擷取自參考文獻，則須標註來源）。

List of figures: This page contains the title of each figure and their page numbers.

十一、表目錄：包括各章節之表及其所在之頁數（若表擷取自參考文獻，則須本文表之位置標註來源）。

List of tables: This page contains the table of each chapter and section and their page numbers.

十二、論文（專業實務報告）正文 Main text of the thesis/dissertation (professional practice report)：

1. 各系（所）得依其學術領域之特殊性另訂各系（所）統一格式，惟主體架構仍請依本規範訂定。

The department/institute may develop a special format to meet the requirements of specific academic disciplines, but the main structure of the format must comply with the Regulations.

2. 論文以中文或英文撰寫為原則，雙面印刷，但頁數為 80 頁以下得以單面印刷（彩色圖片亦可單面印刷）。

The thesis must be printed on both sides of A4 white paper if the thesis exceeds 80 pages. For thesis less than 80 pages, single sided printing is acceptable.

十三、參考文獻 Bibliographies / References

各系（所）得依其學術領域之特殊性另訂各系（所）統一格式。

The department/institute may develop a special format to meet the requirements of specific academic disciplines.

十四、封面（底）：碩、博士論文（專業實務報告）均應裝訂成冊。

Back cover: The thesis/dissertation (professional practice report) must be well bound in the form of a book.

十五、紙張 Paper

1. 除非另有規定，封面使用 180 磅模造深藍色硬質厚紙。

180lb paper should be used for the front cover and the back cover. Color for the front and back covers: dark blue (), except otherwise specified.

2. 除封面、封底外，均採用白色 A4 70 磅之白色模造紙裝訂。

Paper used for the thesis printing should be A4, white, 70lb paper (front and back covers excluded).

3. 邊界 Margins

一律橫書，裝訂於左。

Please left-bind the thesis/dissertation.

左-3.8 公分、右-2.5 公分、上-3.2 公分、下-2.5 公分。

Four margins of the page must be: Top: 3.2cm, Left: 3.8cm, Right: 2.5cm, Bottom: 2.5cm.

十六、字體 Font：

原則上中文以 14 號楷書（細明體及標楷體為主），英文以 14 號 Times New Roman 打字，中文撰寫以 1.5 間距，字體顏色為黑色，文內要加標點，各頁正下方應置中註明頁碼。

Chinese: Kaiti No. 14 (MingLiU and DFKai-SB) with 1.5 spacing. English: Times New Roman No. 14.

十七、頁碼 Page number：

1. 摘要至表目錄以小寫羅馬數字依序編碼，均獨立各起一頁。

Use lower-case Roman numerals to number the pages: Abstract, Table of Contents, List of Figures and List of Tables, each of which begins on a new page.

2. 論文（專業實務報告）正文至附錄以阿拉伯數字編碼。

Use Arabic numerals to number the rest of the pages: Main text of the thesis (professional practice report), Bibliography or References, and Appendix.

3. 各頁下方應置中註明頁碼。

Page number should be centrally placed at the bottom of each page.

(4 cm Margin from the top, **all text must be centered**)

(附件1) Appendix A

長庚大學○○學系(所)
碩 (博) 士論文 (專業實務報告) (字型為18之楷書、1.5倍行高)

Department or Graduate Institute of ○○ (Times New Roman and font size 14, 1.5 lines spacing)

Chang Gung University (Times New Roman and font size 16, 1.5 lines spacing)

Master Thesis/Doctoral Dissertation (Professional Practice
Peport) (Times New Roman and font size 16, 1.5 lines spacing)

(中文題目) (Title) (字型為18之楷書、1.5倍行高)

(英文題目) (Times New Roman and font size 18, 1.5 lines spacing)

研究生：○○○○ (撰者中文姓名) (字型為18之楷書、1.5倍行高)

Graduate Student: ○○○○ (撰者英文姓名) (Times New Roman and font size 18, 1.5 lines spacing)

指導教授：○○○○ 博士或教授 (字型為18之楷書、1.5倍行高)

Advisor: ○○○○ (Degree) 或 (Title) (Times New Roman and font size 18, 1.5 lines spacing)

中華民國 ○○ 年 ○ 月 (字型為18之楷書、1.5倍行高)

(英文月) ○○○○ (西元年) (Times New Roman and font size 18, 1.5 lines spacing)

(3cm Margin from the bottom)

(附件 2)

○ 長
○
學 庚
系
(大
所
) 學

(9-11pt)

(專業實務報告)
碩(博)士論文

(12-14pt)

(中文題目)

(12-14pt)

得依論文題目調整一至二行

○
○
○

撰

(12-14pt)

110.
6.

(12-14pt)

口試通過年月，阿拉伯數字，民國
年

Appendix B

(name of the department/institute) 長庚大學 (專業實務報告) (title) author 撰 ○(Year). ○(month).	(9-11pt) name of the department/institute (in Chinese)
	(12-14pt) academic degree (in Chinese)
	(12-14pt) 1 or 2 rows
	(12-14pt)
	(12-14pt) Oral Defense, Chinese year, Arabic numerals

長庚大學暨國家圖書館學位論文延後公開申請書

Application for Embargo of Thesis/Dissertation

申請日期：民國_____年_____月_____日

Application Date: _____/_____/_____ (YYYY/MM/DD)

申請人姓名 Applicant Name	學位類別 Graduate Degree	☐ 碩士 Master ☐ 博士 Doctor	學號 Student ID Number	
系所名稱 School / Department			畢業年月 Graduation Date (YYYY/MM)	民國_____年_____月 _____/_____
論文名稱 Thesis / Dissertation Title				
延後公開原因 Reason for Embargo (請檢附相關證明文件， 文件需申請人及指導教授 簽名) Please attach relevant supporting document that includes the applicant's and advisor's signatures.	☐ 涉及機密，請說明： Contains information pertaining to the secret. <u>Please specify.</u> ☐ 專利事項，申請案號： Filing for patent registration. Registration number: ☐ 依法不得提供，請說明： Withheld according to the law. Please specify.			
申請項目 Options	☐ 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public.			
公開日期 Delayed Until	民國_____年_____月_____日 _____/_____/____ (YYYY/MM/DD) 依「教育部臺高(二)字第1000108377號函文」，延後公開須訂定合理期限，請依實際需求設定延後公開日期，建議延後公開年限最長為5年。申請延後公開以一次為限，論文一經授權，不得變更。 The postponement of publication period should be no longer than five (5) years. Only one application for a postponement of publication is permissible. Following thesis authorization, no alterations to the power of attorney form are permitted.			

申請人簽名：

Applicant Signature: _____

指導教授簽名：

Advisor Signature: _____

所長簽名：

Director Signature: _____

學校認定/審議系所章戳：

Seal of the Authorization Institute: _____

【說明 Notes】

1. 以上所有欄位請據實填寫並檢附證明文件，缺項或簽章不全者，恕不受理。

Please ensure that all supporting documents have been correctly completed and signed. Incomplete or unsigned documents will not be accepted.

2. 本申請書及證明文件免裝訂於紙本論文內頁，申請校內紙本延後公開請於本校圖書館博碩士論文系統上傳申請書及證明文件；

若申請於國家圖書館延後公開，請辦理離校流程時將申請書正本及證明文件併同紙本論文繳交至圖書館流通櫃檯。

The Embargo application form for CGU need upload into CGU Digital Library of Theses & Dissertations System. If want to Embargo for NCL, when completing school-leaving procedures, the original of the application form, and all supporting documentation(but not bound), should be submitted alongside the thesis to the CGU Library circulation desk.

(以下由國圖填寫 For Internal Use)

承辦單位_館藏組：_____ 日期/處理狀況：

典藏地：_____ 登錄號：_____ 索書號：

會辦單位_知服組：_____ 日期：_____ ☐ 移送並註記，原上架日期：

論文系統：_____ 日期：

(附件 4)

長庚大學碩（博）士學位論文（專業實務報告）

指導教授推薦書

_____系（所）_____君所提之論文

_____(題目)

係由本人指導撰述，同意提付審查。

指導教授_____ (簽名)

_____年_____月_____日

(附件 4) Recommendation Letter from the Thesis Advisor (Appendix D)

Chang Gung University
Recommendation Letter from the Thesis (Professional
Practice Report) Advisor

This thesis is by _____ (Author) of the graduate program

in _____,

entitled: _____,

which is written under my supervision, and I agree to propose it for

examination.

Advisor _____ (Signature)

_____ Year _____ Month _____ Day

(附件 5)

長庚大學碩（博）士學位論文（專業實務報告）

口試委員會審定書

_____研究所 _____君所提之論文

（中文題目）

（英文題目）

係本委員會審議，認為符合碩（博）士資格標準。

論文口試委員會

召集人_____（簽名）

委 員 _____

系主任、所長 _____

中 華 民 國 _____ 年 _____ 月 _____ 日

(附件 5) Thesis/Dissertation Oral Defense Committee Certification (Appendix E)

Chang Gung University
Thesis/Dissertation (Professional Practice Report)
Oral Defense Committee Certification

This thesis is by _____ (Author) of the graduate program

in _____,

entitled: _____,

who is qualified for master/doctorate degree through the verification of the
committee.

Convener of the degree examination committee _____(Signature)

Committee members _____

Department Chair/Program Director _____

_____Year_____Month_____Day

(附件 6)

目 錄

中文摘要.....i

Abstractii

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 第一節或 2.1○○○.....#

(以下類推)

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 Section 2 or 1.2 ○○○.....#

Chapter 2 ○○○.....#

 Section 1 or 2.1 ○○○.....#

(and so on)

Bibliography or References.....#

Appendix.....#