

IDAS Guidelines for Dissertation Layout

1 – Order / Arrangement of Dissertation

- a. Title page
- b. Abstract
- c. Table of contents
- d. Key Words (List of figures and tables)
- e. Dissertation (Content: For Proposal Defense, include at least Introduction, Literature Reviews and Methodology; For Dissertation Defense include at least Introduction, Literature Reviews, Methodology, Findings and Conclusion)
- f. References

2 – Other Details

- a. **Title Page** – Include department, college, topic, name, advisor and date.
- b. **Abstract** – Include research motivations, objectives, scope, methodology, structure and key points (limit to one page).
- c. **Contents**
 - i. Make the Topic/Section heading **bold** and do not use colons (:). Make topic text size 16. Make sub heading size 14 and any additional heading size 13. All other normal text should be size 12 (use Times New Roman for all the text).
 - ii. Please make all spacing within your document 1.5 lines.
 - iii. The first paragraph of each section **does not** have to be indented. All other subheading and subtopics should be double spaced and placed on the left-hand side of the page.
- d. **Format** – Use 1-inch top page margins, 1-inch right page margins, and 1-inch bottom and 1.5-inch left page margins. Use size 10 font, centered page number at the bottom of the page.
- e. **Page Numbers** – For abstract, table of contents and preface sections, use roman numerals (i, ii, iii, iv, etc). In the main body, use regular page number (1, 2, 3, 4, etc.).
- f. **Illustrations** – Add all titles and detailed information about a graph or a chart at the top of the graph or chart. Add all titles and information about a picture at the bottom of the picture.
- g. **References** – Use the IEEE or ACM or APA citation formats.

3 – Number of copies – Submit two hardback copies and one paperback copy of the completed dissertation to the Main Library (Sec. of Acquisition). Submit one hardback copy to the IDAS office.

Appendix 1: Cover

國立政治大學

Size: 24

亞太研究英語博士學位學程

International Doctoral Program in Asia Pacific Studies

College of Social Sciences

National Chengchi University

Size: 22

Size: 12, double

博士論文

Size: 22

Doctoral Dissertation

Size: 12, 5 space

論文題目

Size: 18. Limit to one line if possible.

Dissertation Topic

Size: 12, 5 space

Student:

Size: 18

Advisor:

Size: 12, 4 space

中華民國 年 月 Month Year

Size: 16

Appendix 2: Inside Cover

論文題目

Size: 18

Dissertation Topic

Size: 16, single space

研究生：

Student:

Size: 16

指導教授：

Advisor:

Size: 12, double space

國立政治大學

亞太研究英語博士學位學程

博士論文

Size: 16

Line space:24pt

Size: 12, 3 space

A Dissertation

Submitted to International Doctoral Program in Asia Pacific Studies

National Chengchi University

I

Size: 12, 3 space

Size: 16

Line space:24pt

中華民國 年 月

Size: 16

Month Year

Appendix 3: Abstract

Abstract

1. Topic size 16.
2. Content size 14.
3. 1.5 line spacing.
4. Time New Roman for all the text.
5. The beginning of each paragraph does not have to be indented.

Appendix 4: Table of Contents

TABLE OF CONTENTS

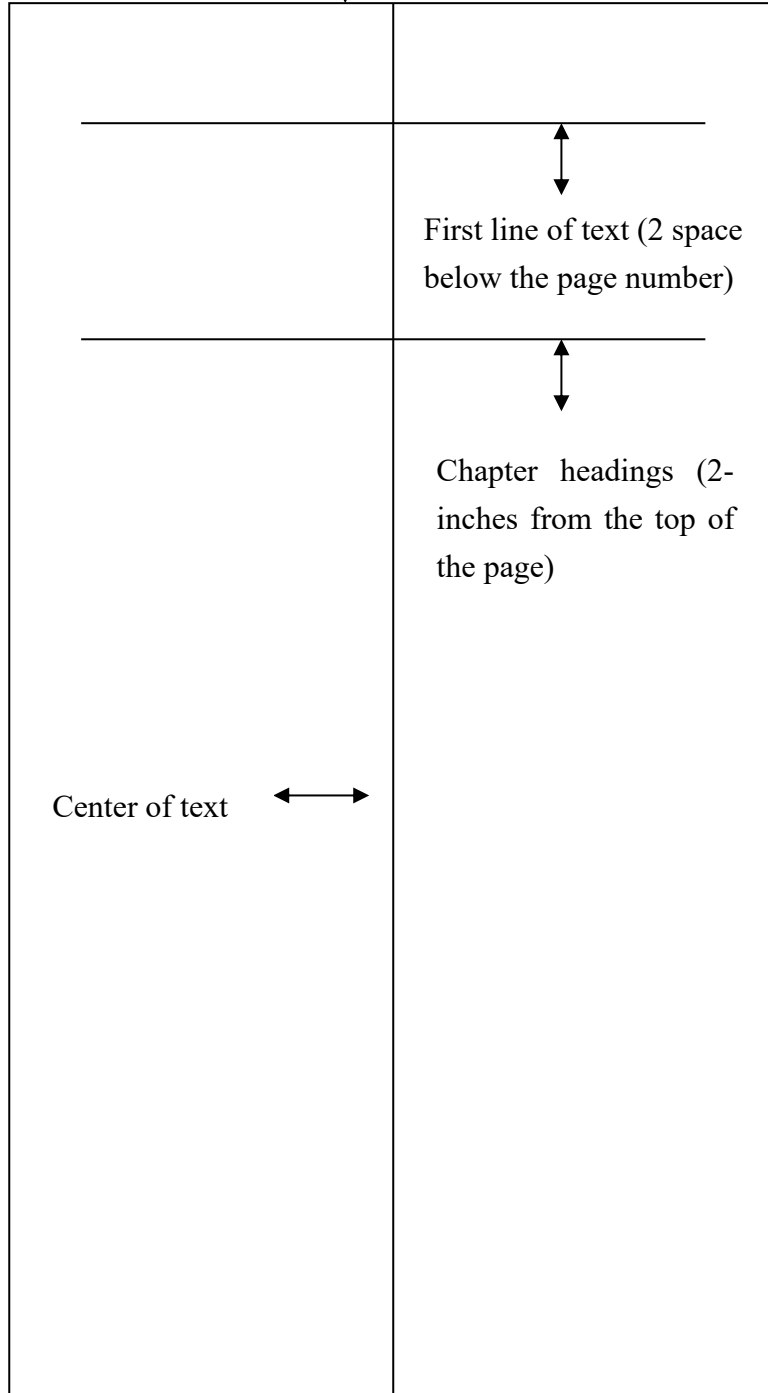
1 Introduction.....1
1.1 XXX.....1
1.2 XXX.....1
2 X X X X
2.1 XXX
2.1.1 XX
2.1.2 XX
2.2 XXX
2.2.1 XX

Size: 16
All capital letters and **bold**

Appendix 5: Format

(頁碼)

Top margin, 1 inch
to page number



Left
Margin
1 1/2
inches

Right
Margin
1 inch

Bottom margin, 1-inch

References

ACM Format

Please go to the following link:

http://www.acm.org/publications/word_style/word-style-toc/

IEEE Format

Please go to the following link:

<http://www.ieee.org/documents/ieeecitationref.pdf>

APA Format

Please go to the following link:

<http://www.apa.org/pubs/authors/instructions.aspx>

CHICAGO MANUAL Format

Please go to the following link:

http://www.chicagomanualofstyle.org/tools_citationguide.html