

# 論文撰寫格式及離校注意事項 (109 學年度第 1 學期)

## Format of Thesis and Information of Departure Procedure (Fall, 2020)

### 📖 論文裝訂次序：Thesis Binding Order

- |   |   |
|---|---|
| 1. 封面(含書背)，系所名稱全名。Front Cover(including spine), Full name of the department     | 5. 序言或謝辭。Preface or Acknowledgement       |
| 2. 博碩士論文各類授權書。Power of Attorney Regarding Theses or Academic Dissertations      | 6. 目次、圖表目錄。Tables of Contents and Figures |
| 3. 學位考試委員審定書影本。Copy of the Degree Approval Form signed by the Committee Members | 7. 論文正文。Body of the Paper                 |
| 4. 摘要。Abstracts   | 8. 參考文獻。Reference                         |
|   | 9. 附錄。Appendix                            |
|   | 10. 封底。Back Cover                         |

### 📖 論文裝訂注意事項：Binding Precautions

- 一、封面：包括中英文題目、論文別、學系別、姓名、指導教授姓名及日期，一律須加印書背（請參照樣本一）；如以技術報告或專業實務報告代替碩士論文之碩士或碩專班，請加「技術報告」或「創作報告」字樣（請參照樣本二）。以上建議中文字體為標楷體 24 點置中，英文字體 Times New Roman 12 點置中，行距為最小行高，行高為 18pt。

Front Cover: Write on the cover as well as the book spine both the Chinese and English titles, the type of thesis, the name of the department, the names of the student and the advisor, and the date of proposal (Refer Sample 1). If you replace the thesis (master or in-service master) with a "Technical Report" or "Professional Practice Report", please add the words "Technical Report." or "Creation Report" (Refer Sample 2) It is suggested that font of Chinese characters should be 標楷體 of 24pt and align to the center, and that English letters should be Times New Roman of 12pt, with the line space at least 18pt.

- 二、博碩士論文授權書：每本論文均須裝訂，請自行列印並親筆簽名影印裝訂於論文，為促進學術傳播及研究，**請以公開利用為原則**。

Power of Attorney: Each copy of the thesis should include the attorney that shows the author's autograph so that the Thesis can be publicized or applied by others for academic studies or reference.

1. 送存中原大學張靜愚紀念圖書館：

Turn in the CYCU Chang Ching Yu Memorial Library

- (1) 論文電子檔及紙本應填具「中原大學博碩士論文授權書」。

Soft copy and hard copy should be filled with "The Authorization of the Master's

Thesis of Chung Yuan Christian University.”

2. 送存國家圖書館：

Turn in the National Central Library

論文電子檔及紙本若需申請延後公開者，應另填「國家圖書館學位論文延後公開申請書」（請參照樣本三）**(務必於申請書後附證明文件)**。若是立即公開者，則無需附此申請書。

If the soft copy and hard copy need to apply for a delayed disclosure, please apply “Application for Delayed Public Release of Thesis/Dissertation of the National Central Library” (Refer Sample 3) (Make sure to attach supporting documents.) This application is not required, if the Thesis/Dissertation is released immediately.

- 三、學位考試委員審定書：一律登入 itouch->教務處->課註組->學位考試作業系統填報後列印，再請學位考試委員簽名。論文題目以審定書版本為主，且紙本論文封面中英文題目要與審定書一致。題目因故有修正之必要時，於口試且系統未取號前，可登入學位考試系統修正重印；如審定書中委員已簽名，則請另附指導教授簽名之論文名稱更正申請書(格式請至教務處課務與註冊組之網頁表單下載 download)，始可剪貼修正，並與正本併繳。審定書正本繳交至課註組截止日為 110 年 2 月 8 日，以利審核畢業資格，影本則自行裝訂於論文。

Degree Approval Form: Login to i-touch system and go to the Academic Affairs Office online. Then click on the Curriculum and Registration Division to find the Degree Exam an Assignment System, fill out the Degree Approval Form and then print it out. Finally, request the committee members to sign their names on the form. The title of the thesis is mainly based on the Degree Approval, and the English and Chinese titles on the cover should be consistent with the Degree Approval. If there is a need for revision, log in the Degree Examination System to revise it and print out a new form before the Committee Members sign their names. In case the committee members have already signed, ask for a permission note from the advisor with his/her signature on, then cut and paste the correction on and turn it in along with the formal form. The formal form should be sent to the Curriculum and Registration Section in the Academic Affairs Office by **Feb. 8, 2021** for verification. Copies of the form should be made and bound with the Thesis/Dissertation.

- 四、摘要：論文摘要內容，宜說明研究目的、文獻、研究方法、研究內容及研究結果，以一頁為原則。必須有中文摘要及英文摘要分頁書寫。

Abstract: State clearly the purpose of the study, reference used, study methods, study process and results. The length of the abstract should not be more than one pages. The Chinese and English abstracts should be printed on separate pages.

- 五、序言或謝辭：須另頁書寫，謝辭自由選擇裝訂與否。

Preface and Acknowledgement: Both should be written on separate pages. Acknowledgement is optional.

- 六、目次：包括中英文摘要、目次、圖表目錄、各章節項目、參考文獻、附錄之順序編排，

篇節分明。

Table of Content: All the content should be clearly presented in the correct order, including the Chinese and English abstracts, tables of content and figures, chapters and sections, references and appendix.

- 七、編排：內容概要以章節項目之順序編排，篇節分明。

Arrangement: Put everything exactly in order stated in the table of content.

- 八、頁碼：封面不加頁碼，中英文摘要、序言或誌謝辭、目次、圖表目錄頁碼為羅馬數字I、II、III、IV，論文正文、參考文獻及附錄為阿拉伯數字1、2、3、4。

Page Numbering: No page numbering is needed on the cover. Number the abstracts, preface or acknowledgement, tables of content and figures with Roman numerals I, II, III, IV, etc. Number the body of the thesis, reference and appendix with Arabic numerals 1, 2, 3, 4 etc.

- 九、紙張：論文除封面封底外，均採用70磅之白色模造紙。論文裝訂後應為A4直式，如樣本。

Paper: Except for the front and the back covers, white printing paper of A4 size weighing 70 pounds is required, as shown in the sample.

- 十、字體：文字大小及行距不拘，一律電腦打字或鉛印、油印，全文加註標點，不得塗污刪節且以中文或英文撰寫為原則，撰寫方式一律由左至右橫寫。如以英文撰寫者，須附中文摘要。

Font and Format: The author is free to choose the character size and spacing. Punctuation is required, and the Thesis should be typed by the computer and printed out. Keep the papers clean without any crossing out or other ways of correction on them. Thesis should be written in Chinese from left to right. If the thesis is written in English, a version of abstract written in Chinese must be included.

- 十一、版面：紙張上邊界為2公分，下邊界為2公分，右邊界2公分，左邊界3公分。

Page Setup: Set the margin to the left 3 cm and 2 cm those to the others.

- 十二、文獻：參考文獻包括作者姓名、文獻名稱卷數、頁數、出版年份、出版者。

Reference: Reference should include the full name of the author, the title and its volume, page numbers referred, publishing date and company.

- 十三、裝訂：論文應裝訂成冊，封面及封底之紙樣及顏色依繳交紙本論文之學院分色或由各學系(所)決定並告知研究生。基於環保，建議雙面印刷以節省紙張。

Binding: Each Thesis should be bound, with the color and style of its front and back covers decided by each department office. For the sake of environmental protection, Thesis should be printed double-side to save paper.

## **線上建檔：Online Filing**

- 一、論文摘要線上建檔及繳交論文全文電子檔：請至中原大學電子學位論文服務系統線上填寫論文摘要及相關欄位，並將預先轉為PDF檔的論文全文電子檔上傳。

### Online Uploading of Abstracts and Electronic Files of Full text:

Go to the website of CYCU Chang Ching Yu Memorial library and find the link of “CYCU Electronic Theses & Dissertations Service” Upload the abstract and all related sections online and convert the full text of the papers into PDF in advance.

各項說明請參考：論文系統相關作業流程圖、論文系統相關作業須知、電子轉檔與上傳說明之相關說明，以免遭退件。

Please follow the guide avoid be rejected.

### 二、關於學年期：與辦理離校手續及領取畢業證書之學年期相同。

About the academic year: the academic year of departure procedure and receiving diploma are the same.

## 📄繳交授權書：Power of Attorney

### 一、關於授權書 About the Power of Attorney

1. 研究生將學位論文紙本，無償授權中原大學張靜愚紀念圖書館及國家圖書館之讀者，為學術、研究之目的，於圖書館內重製部分或全部著作。

Graduate students should authorize the CYCU Chang Ching Yu Memorial Library and the National Central Library without asking for pay to use their Thesis or academic dissertations for academic studies, allowing partial or complete duplication inside the libraries.

2. 研究生必須同意無償授權中原大學張靜愚紀念圖書館將其論文全文之數位檔案作為數位典藏之用，不提供其他營利服務。

Graduate students should authorize the CYCU Chang Ching Yu Memorial Library without asking for pay to store the digital files of their Thesis or academic dissertations without making any profit of them.

3. 研究生可以選擇同意有償授權或不同意授權中原大學張靜愚紀念圖書館，將其論文全文資料進行微縮、光碟或數位化加值後收錄於廠商資料庫。(有償授權指有權利金回饋，研究生可以選擇本人領取或捐贈學校校務發展基金指定用於圖書館館務使用。)

Graduate students can choose to authorize the CYCU Chang Ching Yu Memorial Library with pay or not to authorize the CYCU Library to miniaturize the Thesis or academic dissertations, make CD of them or store them after digitalization into the database of buyers. (Authorization with pay means the students themselves can get paid for the use of their Thesis and academic dissertations or donate the pay to the School Development Fund for the CYCU library to use.)

4. 如有共同指導教授，則授權書上指導教授皆需簽名。

In case there are co-advisors, all of the co-advisors have to sign their names on the power of attorney in person.

### 二、繳交本校博碩士論文授權書：於辦理離校手續時，授權書正本連同論文精裝本紙本

繳交至張靜愚紀念圖書館諮詢服務台。

Collection of the power of attorney of the thesis: When leaving school, turn in the formal power of the attorney as well as the hardcover copy of the thesis to the consulting service table of the CYCU Chang Ching Yu Memorial library to finish departure procedure.

三、國家圖書館學位論文延後公開申請書：

送存國家圖書館之論文電子檔及紙本若需申請延後公開者，應另填「國家圖書館學位論文延後公開申請書」（請參照樣本三）**（務必於申請書後附證明文件）**。若是立即公開者，則無需附此申請書。

Turn in the National Central Library, if the soft copy and hard copy need to apply for a delayed disclosure, please apply “Application for Delayed Public Release of Thesis/Dissertation of the National Central Library” (Refer Sample 3) (Make sure to attach supporting documents.) This application is not required, if the Thesis/Dissertation is released immediately.

**📖 論文封面日期、電子論文上傳之學年期呈現：**

**The date showed on the cover of the thesis depends on uploading the academic year of the electronic thesis**

- 一、99 學年度(含)前入學者，除學科成績未通過及修習教育學程者外，於學位考試成績及論文審定書送交教務處時，學籍即視為畢業，但電子論文上傳之學年期需以辦理離校手續及領取畢業證書之學年期做為判定基準。論文封面日期呈現，請參照【附件一對照表】。

Before 100 academic years, in addition to those whose subject achievements have not passed and the study of Educational program, when the degree examination results and the thesis validation papers are sent to the Office of Academic Affairs, the academic status shall be regarded as graduation. But the academic period for the soft copy upload shall be based on the period of school departure procedures and the academic period for which the diploma is obtained. The cover date of the paper is presented, please refer to **Annex I**.

- 二、100 學年度起入學者，於學位考試成績、審定書及辦妥離校手續，並領到畢業證書時，學籍始視為畢業。論文封面日期呈現，請參照【附件一對照表】

100 academic year and above, when the degree examination results, the validation of the book and the completion of the school departure procedures, and the completion of the diploma, the academic origin is considered to be graduated. The cover date of the Thesis is presented, please refer to **Annex I**.

**附件一對照表 Annex 1**

離校手續日期 School leaving procedures date		論文封面 呈現 The cover of the thesis	論文上傳 學年期 the uploaded academic year	領取畢業證書 Receive diploma
109 年 10 月 16 日-10 月 20 日 (Oct. 16 , 2020~ Oct. 20, 2020)	上班時間至 維澈樓 408 室 課務與註冊組  Time: Office hours  Location: Academic Affairs Office 408 ( Dickson Lee Hall )	109 年 10 月 (Oct. 2020)	109 學年度 第 1 學期 <b>(The first semester of 109 academic year)</b>	❖109 年 10 月 16 日 -12 月 20 日 (Oct. 1 , 2020~ Dec. 20, 2021)每月 20 日前 辦妥離校手續者，於 當月 30 日起，至維澈 樓 408 室課務與註冊 組領取畢業證書 For those who have completed leaving school procedures before the 20 <sup>th</sup> of each month, please receive your degree certificate after 30 <sup>th</sup> of the same month according to the following instruction.
109 年 10 月 21 日-11 月 20 日 (Oct. 21 , 2020~ Nov. 20, 2020)		109 年 11 月 (Nov. 2020)		
109 年 11 月 21 日-12 月 20 日 (Nov. 21 , 2020~ Dec. 20, 2020)		109 年 12 月 (Dec. 2020)		
109 年 12 月 21 日-110 年 2 月 26 日 (Dec. 21 , 2020~ Feb. 26, 2021)  (110 年春節年假及 2 月 22 日註 冊日不受理離校手續和發放畢 業證書) (During the Chinese New Year Festival holiday and the registration day on Feb. 22,2021, the school will not accept school leaving procedures and issue graduation certificates.)		110 年 1 月 (Jan. 2021)		

**109 學年度第 1 學期離校截止日為 110 年 2 月 26 日**

**Expiry date of school leaving procedure for the first semester of 109 academic year is on Feb. 26, 2021**

## 📁 繳交紙本論文：Turn in Paperback/Hard Copy Version of Thesis

繳交論文份數，應提繳畢業論文予下列單位：







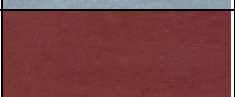
Numbers of Copies: Identical copies of the thesis should be turned in to the following offices:

1. 繳予課註組博、碩士論文一本(平裝本)，以便彙轉教育部規定之國家圖書館。

Academic Affairs Office: Turn in one paperback copy of the master degree thesis or the doctoral dissertation for the office to collect and send to the National Library where is limited by the Ministry of Education.

2. 自行送至本校張靜愚紀念圖書館一本(精裝本)，封面膠裝顏色請依學院分色。

CYCU Chang Ching Yu Memorial Library: A hardback copy is required. Make the cover of the thesis in according to the college.

各院名稱 College of Name	精裝論文顏色 Color (tooled in gold font)	顏色參考
理學院 College of science	藍色 (燙金字體) Blue(tooled in gold font)	
工學院 College of Engineering	黑色 (燙金字體) Black(tooled in gold font)	
商學院 College of Business	綠色 (燙金字體) Green (tooled in gold font)	
設計學院 College of Design	咖啡色 (燙金字體) Brown(tooled in gold font)	
人育學院 College of Humanities and Education	紅色 (燙金字體) Red(tooled in gold font)	
電資學院 College of Electrical Engineering and Computer Science	淺銀灰藍色 (燙金字體) Silver gray blue(tooled in gold font)	
法學院 School of Law	暗紅色 (燙金字體) dark red (tooled in gold font)	

3. 所屬系所另行規定繳交份數。

Department Office: Turn in as many copies as required by your department office.

## 📁 辦理離校手續：Finish and Summit the Graduation Clearance Form

- 一、 提繳期限：依學位考試進度通知辦理。凡學位考試通過者，論文限於當學期繳交。本學期學位考試截止日為 110 年 1 月 31 日，學位考試成績繳交至課註組截止日為 110 年 2 月 8 日，審定書正本繳交至課註組截止日為 110 年 2 月 8 日。

Deadline for Thesis: It varies with the date set for the Degree Examination of the year. Those who have passed the Degree Examination should turn in their theses in that very semester. The last Degree Examination day of this semester is on Jan. 31, 2021. Both the last Degree Examination scores and the Degree Approval Form of this semester must be turn in to the Academic Affairs Office on Feb. 8, 2021.

☞ 99 學年度(含)前入學者，除學科成績未通過及修習教育學程者外，於學位考試成績及論文審定書送交教務處時，學籍即視為畢業。畢業生應依本校規定辦理離校手續，未依規定者，不得領取畢業證書，亦不得作為延緩畢業之理由。

Before 100 academic years, apart from those who have failed in their academic achievements and who are taking the course of education, the academic status will be regarded as graduate upon the time the degree examination results and the thesis validation papers are sent to the Office of Academic Affairs. Graduates shall go through the procedures for leaving school in accordance with the provisions of the school, and those who fail to comply with the provisions shall not receive their diplomas or be used as reasons for delaying graduation.

☞ 100 學年度起入學者，除學科成績未通過及修習教育學程者外，於學位考試成績、審定書及辦妥離校手續至教務處領取畢業證書時，學籍始視為畢業。通過學位考試研究生如未能於次學期補註冊日前辦妥離校手續，必須於次學期辦理註冊。

100 academic years and above, apart from those who have failed in their academic achievements and who are taking their educational courses, the academic status will be regarded as graduate when they have completed the degree examination results, the Degree Approval and the completion of the school leaving procedures to obtain their diplomas at Office Of Academic Affairs. Postgraduate students who passed the degree examination have to register in the next semester if they fail to complete the school leaving procedures before the next semester's supplementary registration.

二、辦理離校手續要件：完成離校手續單程序、精裝畢業論文一本(張靜愚紀念圖書館)、平裝論文一本(課註組彙轉教育部規定之國家圖書館)、學生證、操行成績 (生輔組)

The most important procedures for leaving school: Finish the Graduation Clearance Form, one hardback copy (the CYCU Chang Ching Yu Memorial library), one paperback copy (the Curriculum and Registration Division 408 to collect and send to the National Library where is limited by the Ministry of Education.), Student card, Conduct Grade (the Student Advising Division)

三、領取畢業證書地點&時間：Receive diploma place & time

請參照附件一對照表 Please see the Annex 1



☺如果您仍有疑問：If any inquiry, please contact us.

<b>問題類別</b> <b>Inquiry type</b>	<b>洽詢單位</b> <b>Contact Office</b>	<b>連絡分機</b> <b>Telephone Extension</b>
畢業論文撰寫格式 Thesis Format	課註組各系承辦人或 各學系(所)助理 Department Undertaker in Curriculum & Registration Division or Department Assistant(s)	課註組各系承辦人或 各學系(所)助理分機 Ext. number of Department Undertaker in Curriculum & Registration Division or Ext. number of Department Assistant(s)
離校程序 Graduation Procedure		校內分機 2851 Ext. 2851
本校論文摘要線上建檔 Thesis Abstract Online Filing	張靜愚紀念圖書館系統組 CYCU Chang Ching Yu Memorial Library—System Development Division	
繳交論文全文電子檔 Thesis Electronic Full Text Submission		
論文轉 PDF 檔 Thesis Conversion to PDF		

書背(spine)

中原大學  
室內設計學系  
碩士學位論文

樣本一

空間構成形式對高齡者居住行為及意識之影響  
—以台北市福德、安康兩平價住宅社區為例—

The influence of Arrangements on Elderly People's Behavior and Consciousness Fu-Deh and An-Kong Low Cost Low Rent Public Housing Communities as Examples

中英文論文名稱務必要與審定書一致

指導教授：聶○○

研究生：鄭○○

同封面之月份

依【附件一對照表】呈現

中華民國109年 月

書背(spine)

中原大學  
室內設計學系  
碩士學位論文

樣本二

申請以技術報告代替論文者，封面須加註技術報告。

(技術報告)

空間構成形式對高齡者居住行為及意識之影響  
—以台北市福德、安康兩平價住宅社區為例—

The influence of Arrangements on Elderly People's Behavior and Consciousness Fu-Deh and An-Kong Low Cost Low Rent Public Housing Communities as Examples

中英文論文名稱務必與審定書一致

指導教授：聶○○

研究生：鄭○○

依【附件一對照表】呈現

同封面之月份

中華民國109年 月

# 國家圖書館學位論文延後公開申請書

## Application for Embargo of Thesis/Dissertation

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申請日期：民國\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日  
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