

# Thesis Format Check Sheet v3

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**Please print off and tick each box to ensure everything is formatted correctly.** See *official template v2 step-by-step* for detailed and complete regulations; to be used with *official template v2* that is required by everyone to use.

## ☐ General

### ☐ Watermark

- ☐ Watermark should be on each page except for scanned pages
  - such as Letter of Authority, Certificate of Passed Oral Examination (both in Chinese and in English), or Appendixes (as of 02 Jan 2007)
- ☐ Watermark should be centered properly (**template v3 uses the ‘insert watermark’ function in word 2007**), and should be **100%** sized (not larger or smaller) (already done in template v3)

### ☐ Margins on all pages

- ☐ Top 1 inch, Bottom 1 inch, Right 1 inch, Left 1.5 inch

### ☐ Paragraphs throughout

- ☐ Use *Normal* style unless doing something special
  - *This is 12 pnt Times New Roman, double spaced, indented first line by 0.33”, justified*

### ☐ All text throughout should use **Times New Roman** (exceptions: within figures and appendices)

### ☐ Chapter content

- ☐ **Chapter one** should be introduction
- ☐ **Chapter two** should be literature review
- ☐ **Chapter three** should be methodology
- ☐ **Chapter four** should be research results
- ☐ **Chapter five** should be conclusion and recommendations
- ☐ **There should be no chapter six unless approved by your advisor**
  - Some advisors require theory chapter, which goes between intro and lit review, or require other ‘random’ chapters, bumping the following chapters back

### ☐ Page numbers (size 10 pnt)

- ☐ Roman Numerals starting from ‘I’ on Acknowledgements page and ending on List of Figures
- ☐ Regular numbers starting from ‘1’ on Chapter One

## ☐ Title page: [There should be a line-space at the top of the page]

- ☐ Use *TitlePage Heading 1* style (centered, double spaced, size 20 pnt); should be:
  - ☐ National Cheng Kung University
  - ☐ Institute of International Management
  - ☐ Master’s Thesis (add Proposal if it is your proposal)
- ☐ Use *TitlePage Heading 2* style (centered, double spaced, size 18 pnt) for your thesis title
  - ☐ The title should be as an inverted triangle with All Major Words Capitalized
  - ☐ The title should be centered within the watermark (between top and bottom)
- ☐ Use *TitlePage Heading 3* style (centered, single spaced, size 16 pnt) (with two line-spaces between student ID, advisor and date if fitting)
  - ☐ Student: Student Name  
Rxxxxxxxx (only one ‘enter’ between after name to get to student ID)
  - ☐ Advisor: Advisor Name
  - ☐ Month, 20XX

## ☐ Keywords (abstract page):

- ☐ Use *keyword style* (has a hanging indent)
- ☐ ‘*Keywords:*’ should be italics, with a tab after it
- ☐ All first letters of the key words should be capitalized and **none of these words should be italic**

- All keywords should be separated by a comma (,) and the list should end with a full stop (.)

#### □ Table of Contents, List of Tables and List of Figures

- All should use the ones already set up in the template – and they should be **updated to follow the content of the report** (*right-click inside the table, and update*; ensure proper styles attached to headers, table and figure titles and numbers so that these can be updated properly)
  - Ensure for Table of Contents, *level 3 headings are italics*, but the **page numbers** are **not** italics (see step-by-step, though this should happen automatically if you follow heading 3 guidelines and use template v2)

#### □ Headers: *No extra space between any of the headers and the text before or after*

- **Chapter headers and all other major section headers like Abstract, References etc**
  - Use *HEADING 1* style (all caps, size 14 pnt, 3 line spacing with 5 line aka 72 pnt before)
  - **Do a soft paragraph break** (shift+enter *without adding a space*) after the chapter number
    - Chapter number must be typed out fully (ie ONE not 1)
  - Do a *section break* before the new chapter to ensure proper spacing before chapter heading (remember to change the page number to follow previous section if this does not happen automatically)
- **Level 2** (do not use automatic numbering)
  - Use *Heading 2* style (double spaced, 12 pnt, bold...links to table of contents)
  - **Format: 1.1 Research Methodology.**
  - Must have full stop (.) at end
  - Must capitalize all major words
- **Level 3** (do not use automatic numbering)
  - Use *Heading 3* style (double spaced, 12 pnt...links to table of contents)
  - Manually apply italics to the whole heading
  - **Format: 1.1.1 Some Sub-Heading.**
  - Must have full stop (.) at end
  - Must capitalize all major words
- **Level 4 and more**
  - There should be no level 4 or 5 level headers etc.
  - If you must use it:
    - **No numbers** (level 4 *Underline-Italic*, level 5 *Underline* is suggested but you have freedom as long as you are consistent) (must be 12 pnt and double spaced)
    - Must have full stop (.) at end
    - Must capitalize all major words

#### □ Tables:

- Table number and title is positioned **above** the table
- Table number and title should use *table number and title* style (double spaced, three line space above, 12 pnt...linked to list of tables)
- After the table number (ie. Table 1-2 where 1 refers to the chapter and 2 refers to the 2<sup>nd</sup> table in the chapter) press **shift+Enter** and then type in the table title (it will move the table title under the number)
  - Do not press the space-bar after the table number and before pressing shift+enter
- Table number should be non-italics, table *title* should be *italic*
- All Major Words in Table Title Should be Capitalized
- **No** full stop (.) at end of name
- **All text within the table should be size 11 and single spaced** (can use *table content* styles)
  - Table headers should be bolded and first letter capitalized
  - All table content should be single spaced and centered (unless it is a sentence, in which case it should be left-aligned and not justified)
  - Only two decimal points should show in numbers (generally)

- Three line-spaces should be between the table and following text (except if it is the *source info*, in which case see source info section); you can use *Paragraph after Figure* style to get proper spacing if it is not a header that follows

#### □ **Figures:**

- **Must have three line-space between text above and figure itself** (automatic if use Figure Format style for the figure itself)
- Figure number and title should be below the figure (in one line) (if do not use figure format style must ensure spacing of figure is single space, not double space...impacts degree of closeness figure number and title can get)
- Use *Figure Number and Title* style for figure number and title (it is 11 pnt, half-line aka 6pnt distance to figure itself...links to List of Figures)
- **Format:** *Figure 1-1*. The most awesome figure ever
  - Figure number (ie *Figure 1-2* where 1 is the chapter and 2 is for the 2<sup>nd</sup> figure in the chapter) should be *italic*
  - There must be a period after the number (ie *Figure 1-1.*)
  - Figure title should be **not** be italic
    - Only first letter and proper nouns are capitalized
    - No full-stop (period) after title
- If no source, then can use *Paragraph after Figure* style for the paragraph after the figure (for proper spacing, as there should be a 3-line space between the figure number and title and the following text)

#### □ **Source info** (for tables and figures)

- Source info should use *Source Info* style (it is 11 pnt, single space between it and figure number and title or table, 3 line space after)
- **Format:** *Source:* Owen (2008), pp. 33-34
- It is placed under the table and figure (and under the figure number and title)
- “*Source:*” should be *italic* while the “Author (year), p. xx” should not be italic
- Text under source should be spaced 3 lines under it (should happen automatically if use the *source info* style)
- NOTE: Must have page number if it is a figure or table that you did not create off of your own research

#### □ **In-text citations and references:**

- Must follow APA guidelines (see Abbreviated APA Manual in thesis zip folder and see online APA resources for more help; responsibility lies with *student* to follow APA guidelines correctly!)
  - If there are multiple citations for one piece of information, these should all be contained within the same set of brackets, **separated by a semi-colon (;) and in alphabetical order by first author**
  - If the authors are outside the brackets you must use ‘and’, ie.
    - Jones and Smith (2006) propose that there is ...
  - If the authors are inside the brackets you must use ‘&’, ie.
    - It is proposed that ... (Jones & Smith, 2006).
- If initials appear in citation, most likely the authors’ were input into EndNote incorrectly; this **MUST** be corrected (**can use EndNote style APA 5<sup>th</sup> IIMBA to get around this problem easily, if not manually do the corrections below**)
  - Ensure same author of different works has name input exactly the same in each reference!
  - Ensure no space or comma at the end of each author’s name
  - Ensure each author’s full name is on a separate line
  - Once the above three are correct, unformat citations and then update references and bibliography in Word document (on EndNote tab in Word)
- In References section: ALL MUST ABIDE BY APA REGULATIONS, in terms of additional formatting:
  - References must be in alphabetical order (if EndNote is not used this must be done manually)
  - Everything should be single spaced and with a hanging indent (automatic if use *References* style)
  - There should be a line-space between each reference entry (automatic if use *References* style)

#### □ **Hypotheses or research questions:**

- Use *hypothesis* style (hanging indent, italics) no matter where it is in your report (except for in tables of course)
- *There should be no extra line-space before or after*

□ **Footnotes:** Must be 10 pnt Times New Roman

□ **Appendices:**

- For *Appendix 1: Some Title* use **Heading 2** style (so that it will show up in the table of contents)
- Everything should be single spaced, or specifically like your survey/questionnaire etc
  - To copy it in without losing formatting – see online tutorial on student council resource webpage

□ **Misc.**

- **(brackets aka parentheses)** In English, there should be no space after opening bracket and no space before closing brackets; as well, there is no space between the closing bracket and a period/full stop, while there is a space before the opening bracket.
- **You should use all English notations, no Asian types – ie.** ( ) not [ ] and . not • or ° etc.
- **You should only have one space between sentences** (one space after the period/full stop) **USE FIND/REPLACE TO CORRECT**
- **Your paragraphs should not be shorter than four lines**

□ **Using the Find-Replace function to correct spacing errors, ‘&’ vs ‘and’ errors, ‘et al’ vs ‘et al.’ errors, and ‘Author, et al.’ vs ‘Author et al.’ errors**

- You can open the function by Ctrl+f
- I would follow the following sequence, and if one of them is not an issue for you, you can just skip it:

NOTE: DO NOT INCLUDE THE SQUARE BRACKETS!! I use words to make it clear what it is – ie when a space is involved I write [Space-OpeningBracket] being: [ (]

Error	Find	Replace	Comment
No space BEFORE opening bracket	[OpeningBracket] being: [(]	[Space-OpeningBracket] being: [ (]	
A space AFTER opening bracket	[OpeningBracket-Space] being: [( ]	[OpeningBracket] being: [(]	You must do this one if you did the one above and have two opening brackets in a row in your report, i.e.: ((
A space BEFORE closing bracket	[Space-ClosingBracket] being: [ )]	[ClosingBracket] being: [)]	
‘&’ between authors outside citations’ brackets <b>This can only be done if you used ENDNOTE software!!!!</b>	[Ampersand] being: [&]	[and]	<b>You must then Update your Citations and References (in Word on the EndNote tab, there is a button for this)...this will undo any &amp;’s that were changed to ‘and’</b>
<i>If you did the ‘Find: &amp; / Replace: and’ above, and used R&amp;D in your report (or something else that requires &amp;), you must now do a Find/Replace to correct it</i>	Ie. Find: RandD	Replace: R&D	
Three spaces (i.e. between words or after a full-stop)	[Space-Space-Space] being: [ ] ]	[Space] being: [ ]	<b>You MUST do this if you have done any of the ‘space fixing’ above, as this most likely has created some three-space errors if you had two-space errors</b>
Two spaces (i.e. between words or after a full-stop)	[Space-Space] being: [ ]	[Space] being: [ ]	<b>You MUST do this if you have done any of the ‘space fixing’ above, as this most likely has created some two-space errors</b>
et al (no full stop)	[et al]	[et al.]	

Error	Find	Replace	Comment
<i>To correct any errors created by fixing the 'et al' above</i>	[et al..]	[et al.]	
<b>Author, et al.</b> (comma after author name)	[comma-space-et-space-al-period] being: [, et al.]	[space-et-space-al-period] being: [ et al.]	
<b>'et al.,' outside citation brackets</b> <b>This can only be done if you used ENDNOTE software!!!!</b>	[et al.,]	[et al.]	<b>You must then Update your Citations and References (in Word on the EndNote tab, there is a button for this)</b>
<b>Asian notations</b> [ ] • or ° etc.	[AsianNotation]	[CorrespondingEnglish Notation]	

□ To delete the 'comments' once your thesis has been checked by the format checkers *and you have made all the corrections regarding any and all of the comments!*

- In word 2007 on Review tab, click the down-arrow on delete and select "Delete all comments in document"
- Or delete each comment one-by-one as you correct them
- [To move to next comment after making one correction, select "Next"]

