

Wuhan University of Technology

Requirements for Writing and Printing Formats of Master and Doctoral Thesis

(Revised in July, 2009)

1

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7

Cover: (front cover: full-time doctoral thesis refers to attachment 1, doctoral thesis with equivalent education level refers to attachment 2, full-time academic master degree thesis refers to attachment 3, master degree thesis of College teachers refers to attachment 4, master of engineering degree thesis refers to attachment 5, master of business administration and public administration degree thesis refers to attachment 6; Inside Front Cover: general format, refers to attachment 7).

1.

25

Title: It should summarize the most important contents of the whole thesis. It should be detailed and relevant to the subject. It should be short and strictly controlled within 25 characters.

2.

Discipline and majors: it should be filled in according to the discipline catalog approved by Academic Degree Commission of the State Council and generally refers to second-level disciplines; master with professional degree fills in engineering and it should refer to the engineering disciplines approved by Academic Degree Office of the State Council.

3.

Supervisor: Engineering master students must fill in two supervisors and other master students generally fill in one.

4.

Security classification: give clear indication of security classification of thesis, such as public, internal, secret or confidential.

8

Creativity statement and authorization of using thesis (degree thesis must have this page. When submit the printing thesis, postgraduates must sign in the 'signature' column, or they must explain with written material): it is separately listed and layout after cover two (namely the title page, refers to attachment 8).

800 1 000

3~5

9

Abstract in Chinese: The first page of the thesis must be abstract in Chinese with 800-1000 characters. It mainly includes the objective, research methods, achievements and conclusion. It should highlight the new sights of the thesis and be refined. In order to facilitate document retrieval, it should list key words on the other line (3-5) (the format refers to attachment 9).

Abstract in English: It should follow abstract in Chinese and the contents are the same as abstract in Chinese (the format refers to attachment 9).

Table of contents: It should be the outline of the thesis and it is the composition of headlines and subtitles.

GB7714 2005

References: It only lists the references that the author has ever read, referred in the thesis and officially published. The reading amount for a doctoral thesis should no less than 80, 100 for management major and the foreign document shall no less than 1/3. The reading amount for a master thesis should no less than 40 and the foreign document shall no less than 20 (at least 5 foreign references). Master of the same educational level, master of Business Administration and college teachers shall no less than 40 and foreign document shall no less than 1/3. Doctor of the same educational level shall no less than 80, 100 for Doctor of Management major and foreign document shall no less than 1/3. References shall be written in terms of Descriptive Rules for Biographic References (GB7714 2005). References should all be put after acknowledge rather than each chapter.

Catalog of related scientific research achievements during the period of specializing in degree (which includes academic paper, book, scientific research award and inventions).

Appendix: Appendix is the supplementary item of the text. The following contents can be used as appendix:

a.

It can complete the thesis, but it may does harm to the presentation and logicity of the text and it can be acted as a useful supplementary information of the text.

b.

The length of the thesis is large or it is chosen from a copy.

c.

Rare precious data.

d.

It is unnecessary for common readers, but it has reference values to fellow students.

e.

Some important original data, mathematical derivation and calculator program.

Each appendix should be written in another paper.

A B C

A

The order of appendix should be written and ordered in A,B,C..., such as appendix A.

A1

B2

B3

[A5]

1

Picture, graph, formula and references in appendix should be ordered differently and separate from the text. It is uniformly encoded with Arabic numerals. But it should also have sequence code before numerical code, such as Picture A1; table B2; formula B3 and reference [A5]. Please refer to example 1 in Examples of Reference.

Language expression

1

Distinct gradations, reliable data, concise character, thorough explanation, rigorous and reasoning and correct argument. Avoid using non-academic phrases with emotions.

2

If there is a non-universal new noun, jargon or new concept, the author should explain it clearly at the first time.

Arrangement of ideas and title

1

2

Clear arrangement of ideas and the title is prominent and is concise and to the point. Format of the code of arrangement of ideas refers to example 2 of Examples of References.

Page header and page number

1

1

The page header starts from the first chapter (introduction) and should be written in the center by fifth font, Song typeface. The page header of each page should be master (doctoral) thesis of Wuhan University of Technology’.

2

1

Page number is counted from the first chapter (introduction) by Arabic number and the former part is layout by Roman number individually. Page number is at the bottom of each page and should be written in the center.

Picture and Graph

1. Picture

1

Choose carefully and should be self-evident and can't be replicate with literal expression.

2

It should be clear and the coordinate proportion can't be too amplified. Points in different curves of the same picture should be marked by different shape.

3

Terms, symbols and units should in accordance with the expressions in the text.

4

Sequence and title of the picture should be centered and under the picture.

2. Graph

1

Parameters should mark out the symbols of quantity and unit.

2

Sequence and title of the graph should be before the graph.

3

Sequence of the graph all should be ordered by Arabic numbers.

3.

+

< >

=

3

Formula: The number of formula should be separated by the bracket and is written on the right and in the end of the line (if it continues lines, it should mark the last line) and it doesn't need any dotted lines. If long formula needs to transform to another line, it has to be transformed in + < >. The formulas should try to be aligned at ,=' . Please refer to example 3 of Examples of References.

Picture, graph and formula should have at least one line spacing with the text.

2-5

3-2

5-1

Picture, graph and formula should all be ordered by Arabic numbers, such as picture 2-5, graph 3-2, formula (5-1) and so on. If there are remarks on the picture or graph, the sequence number should be marked by Arabic number and brackets and put on top right corner, such as 1 .

() References

1 Methods of compiling reference

et al.

References are organized by numeric references method. It is listed after acknowledge in order. If there are several authors, the name should write to the third one and the rest write ‘, etc.’ or use ‘, et al.’. Some majors which have special requirements for references should carry out the criterion approved by the academic degree committee.

4

Individual author is written by family name plus given name. The given name of European author can use abbreviation letter and the abbreviation point can be leaved out after short name. The Chinese name of European author can only remark its family name: European author who has the same family name and different given name should list its family name and given name together. Chinese author who is written by Chinese phonetic alphabet can't be abbreviated. Examples can refer to attachment Examples of References e.g. 4.

5

Formulas of several references description refer to example 5 of Example of References.

[] . [J]. , , .

Serials: [sequence number] author title[J]., journal name, year, volume number (issue number) start and end page number or year (issue number): start and end page number .

[] . [M]. .

Monograph (translation): [sequence number] author book name[M]. Translator. Place of publication: publisher, publish year: start and end page number.

[] . [C]. .

Collected papers:[sequence number] author name[C]. Place of publication: publisher, publish year: start and end page number.

[] . [C].

Conference proceedings: [sequence number] editor. Name, place, date[C]. Place of publication: publisher, publish year.

[] . [D]. .

Degree thesis: [sequence number] name. title[D]. Place of granting unit: granting unit, year.

[] . . [P]. .

Patent:[sequence number] applicant. Patent name. Country name: patent documentation. Patent number[P]. date.

[] . . [S].

Technical standard: [sequence number] issue unit. Technical standard code. Technical standard name [S]. Place of publication: publisher, publish year.

[DB CP EB / MT DK CD OL].
[].

Electronic documents: author. Title: other title information [DB CP EB / MT DK CD OL]. Place of publication: publisher, publish year (update or modify date) [quote date]. Obtain and access path.

, [M].
// . ,
[].

Precipitation references in monograph: main authors, title[M]. Other authors// main authors of monograph. Title of monograph: other title information. Place of publication: publisher, publish year: page code[quote date]. Obtain and access path.

[] . [J].
[] .

Precipitation references from serials: [sequence number] name. References title[J]. Serials title, year, volume (term); page number[quote date]. Obtain and access path.

2 About the specification of references

1 Unknown information

If the reference doesn't have place of publication, the Chinese reference should remark 'unknown place of publication' and foreign reference should remark S.1. and written in the brackets. If the electronic documents saved from the Internet doesn't have place of publication, it can be skipped.

b.

s.n.

If the reference doesn't have publisher, the Chinese reference should remark 'unknown publisher' and foreign reference should remark s.n. and written in the brackets. If the electronic documents saved from the Internet doesn't have place of publication, it can be skipped.

c.

a b c

6-1

If the year of publishing is unsure, it can successively choose the year of copyright, publishing and estimated year. Estimated year should be written in the brackets. Examples of a,b,c refer to attachment Examples of References e.g. 6-1.

2

//

6-2

Separate out references. Separate out references with independent author and the relations of references and original references use // to mark. Separate out references from newspaper and magazines with independent author and the relations of references and original references use . to mark. Example refers to Example of References eg.6-2.

3

6-3

Methods of the marking of references in the text adopts numeric reference method (sequential coding is to code the references sequentially in order). Example refers to attachment Example of Reference eg.6-3.

Quantity and Unit

GB3100 3102 1993

1996

Strictly follow the provision of quantity and unit (GB3100 3102 1993). Detailed requirements refer to Common Quantities and Units. China Metrology Publishing House, 1996).

The writing style of unit name and symbol adopts international symbols (unit names).

Color of the cover, typeface and word size

MBA MPA MFA MEM

MBA MPA MFA MEM

1

2

3

6

The cover of the thesis for PHD or PHD with equivalent education level should be in red, the cover of the thesis for full-time master (include MBA, MPA, MFA, MEM with two certificates) should be in dark blue and the cover of the thesis for part-time master (includes college teachers, MBA, MPA, MFA, MEM with one certificate) should be in beige. Format of the cover for doctoral thesis refers to attachment 1 and 2 and format of the cover for master thesis refers to attachment 3-6.

1.

1.2

Title in Chinese: 1pt, boldface. It can be layout for two lines and the line spacing is 1.2 line.

2.

Times new roman

English title: 2pt, Times new roman and bold.

3.

Master thesis for applying for xxx, master thesis for applying for xxx, doctoral thesis for applying for xxx: 4pt, song typeface.

4.

1.5

Training unit, student's name: 3pt, imitation Song typeface and the line spacing is 1.5 line.

Typeface and word size requirements of the thesis

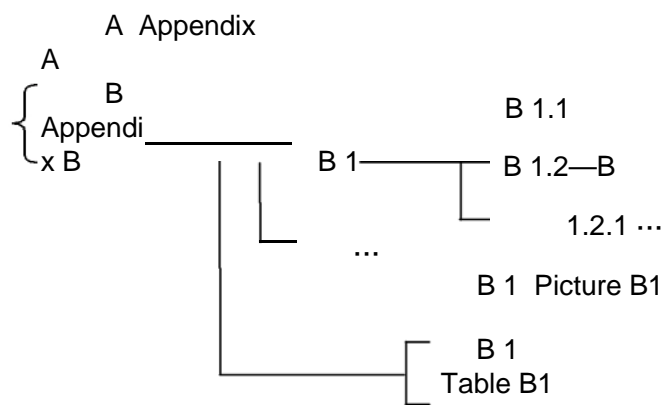
Title	Small 2pt, boldface
First-level title	3pt, boldface
Second-level title	4pt, boldface
Third-level title	Small 4pt, boldface
Text	Small 4pt, Song typeface
Acknowledge	

Attachment:

Example of References

1.

1. Example



2.
2. Example

Master (Doctoral) thesis of Wuhan University of Technology

1 xxxx
Chapter 1 xxxx (write in the center)

1.1 xxxx

1.1.1 xxxx

1.1.1.1 xxxx

3.
3. Example

$$f(x, y) = f(0,0) + \frac{1}{1!} (x - y) f'(0,0)$$

$$\frac{1}{2!} (x - y)^2 f''(0,0)$$

$$\frac{1}{n!} (x - y)^n f^{(n)}(0,0) \quad 1$$

4.
4. Example

a
A. Li Shizhen (Title:Li Shizhen)

b
B. Wager (Title:Volt Wager)

c P S P.S.
C. Unwin PS (Title: PS Unwin)

d Einstein A (Albert Einstein)
D. Einstein A (Title: Einstein A)

5.
5. Example

[1]

[J]. 1994 34(2) 44-46.

1. Zhang Kun, Feng Liqun, Yu Changyu, design study globoid

[8] Online Computer Library Center, Inc. History of OCLC[EB/OL]. [2000-01-08]. <http://www.oclc.org/about/history/default.htm>.

[9] . [M]// , 44 . 1982 505.

9. Marx. Report Notes on Wage, Price and Profit[M]//Marx, Engels. Karl Marx and Frederick Engels: 44th volume. Beijing: the People's Publishing House, 1982 505.

[10] . [J]. 1999 35(1) 101-106.

10. Li Xiaodong. Several Theoretical Issues of the Study of Climatology[J]. Journal of Peking University, 1999 35(1) 101-106.

6-1.

6-1. Examples

a [] 1990

[S.1.] MacMillan, 1975 b

Sat Lake City:[s.n.],1964

c c1990 1995 [1936]

A. [Unclear place of publication] Sanhu Book Publication House,1990

[S.1.] MacMillan, 1975 b Publish:Sat

Lake City:[s.n.],1964 c c1990 1995

Printing.[1936]

6-2.

6-2 Example

a . [M]// . : ,1991 1-23.

A. Lin Suifang. Introduction of American Publishing Industry[M]// Lu Benrui. Overall Introduction of World Publishing Industry. Beijing: Chinese Book Press, 1991 1-23.

b . [J].

1999,10(2):89-90.

B. Zhang Chuanxi. Comments on Knowledge Accumulation of Sci-tech Journal Editing on Knowledge-based Economy Era[J]. Chinese Journals of Scientific and Technical Periodicals, 1999,10(2):89-90.

c Tenopir C. Online databases: quality control[J]. Library Journal, 1987, 113(3): 124-125.

6-3.

6-3 Example

a

A. Quote one reference

..... N [235]

3

[236]

.....German scholar N Kroes studied the control of Third fracture of Jura Mountains on the third fold around Basel, Switzerland^[235]. Later, he described the third large north-south tectonic zone in Silesia and put forward the concept that geosyncline is developed at uneven basement rock^[236].

b

B. Quote from several references at one time

[570,83] [255-256]

.....
Pei Wei^[570,83] put forward....the study of Mollard on Joint Format on Constant Region^[255-256]

c

It is a common view in edition world that editor edits thoughts to control the overall situation^[1]. However, there isn't a clear definition of editing thoughts up to now. So, we may as well put forward a framework to discuss. Because the connotation of thought' is a result that objective reality reflects on human consciousness by thinking activities^{[2]1194}, the connotation of editing thoughts is a reflection of editing practice on the consciousness of editors and is produced by thinking activities..... The high style-rational mature and collection of hotspot of the founder of China Youth shows the high level of the cultural quality of its intended readers..... The guiding principle' means guiding the direction and objectives of the undertaking^{[2]354}.....As for the editing guiding principle, Pei Lisheng, vice-chairman of CAST put forward a scientific judgment in 1981 that natural science academic journal must be guided by Marxism-Leninism and Mao Zedong Thought, carry out providing services for the development of national economy, combining theory with practice and the policies that combining popularize and improvement and 'let a hundred flowers blossom and a hundred schools of thought contend'^[4]. It completely answer the question of services whom, how to service and how to give better services.

References:

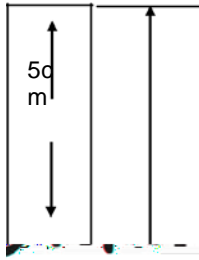
- [1] . [C]//
1997: 3-34.
1. Zhang Zhongzhi. Role Expectations of Chief Editor of Sci-tech Journals[C]// thesis Collection of the Seminar of Anniversary of CESSP. Beijing: CESSP Academic Committee, 1997: 3-34.
- [2] . [M].
1996.
2. Dictionary Editing Unit of the Institute of Linguistic Study of Chinese Academy of Social Sciences.Contemporary Chinese Dictionary[M]. Revised Version. Beijing: Commercial Press, 1996.
- [3] . [J].
1998(5) 38-39.
3. Liu Chedong. Chinese Youth Journal: Driven by Individuality[J]. China Publishing Journal, 1998(5) 38-39.

[4] .
[C]// .
.1981: 2-10.

4. Pei Lisheng. Address on Experiences Sharing Session of Academic Journal Editing in China Association for Science and Technology[C]// Information Collection on Experiences Sharing Session of Academic Journal Editing in China Association for Science and Technology. Beijing: Ministry of Works of China Association for Science and Technology.1981: 2-10.

1

Attachment 1



5.5-6cm

武漢理工大學

doctoral thesis

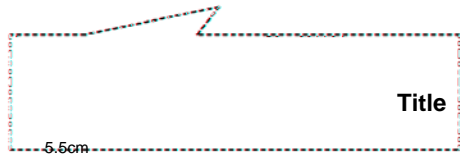
Title

16-17cm



Fill in philosophy, finance, law, education, liberal, science, engineering, medical and management. Typeface is 4pt, Song typeface.

Name



Title



13cm 1.2

The title is in the center and each line can't exceed 13cm. If one line isn't enough, it can be written in two lines. Line spacing is 1.2 line and the typeface is 1pt, boldface.

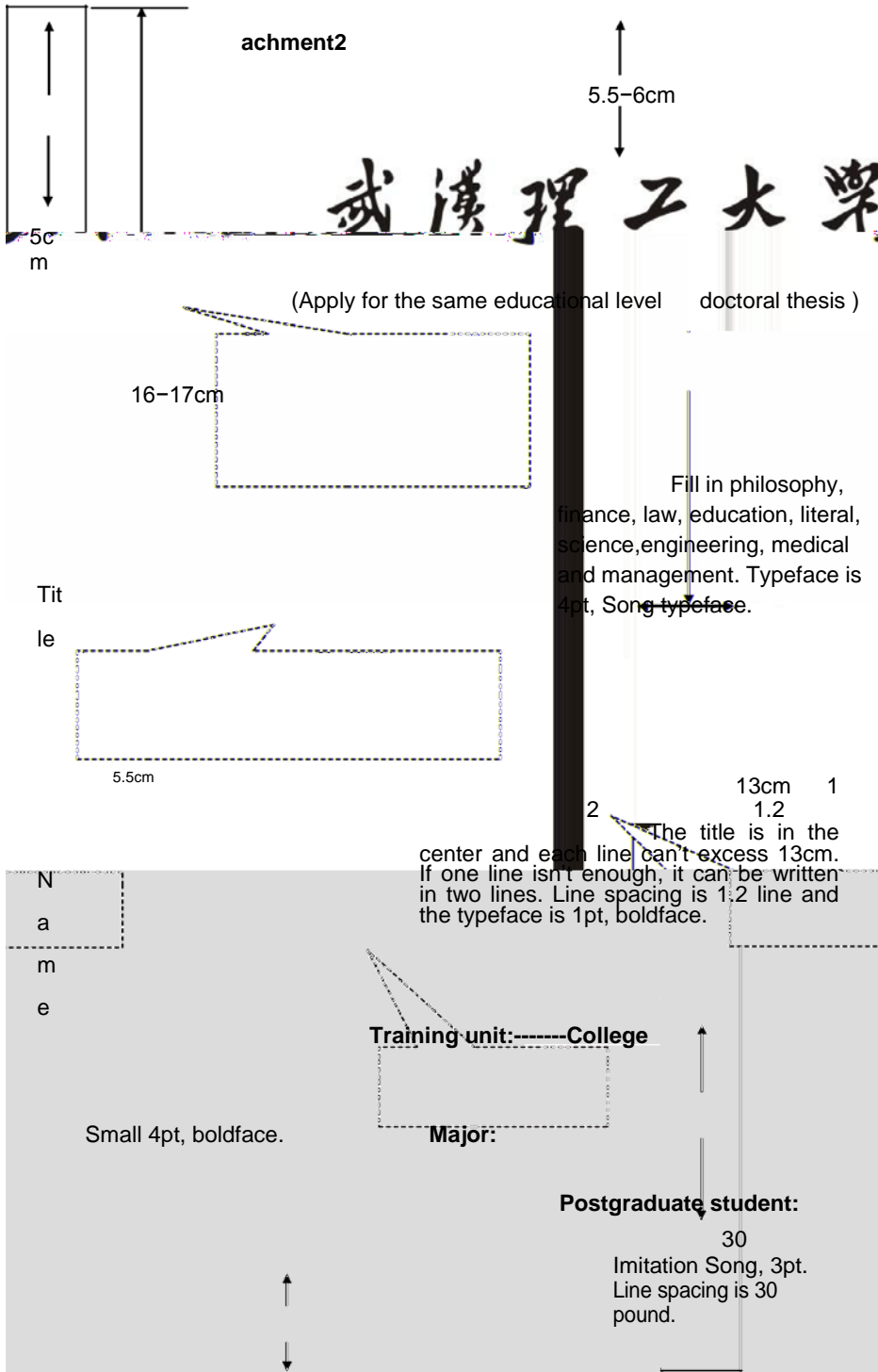
2

College

Major:

Training unit:-----

5cm

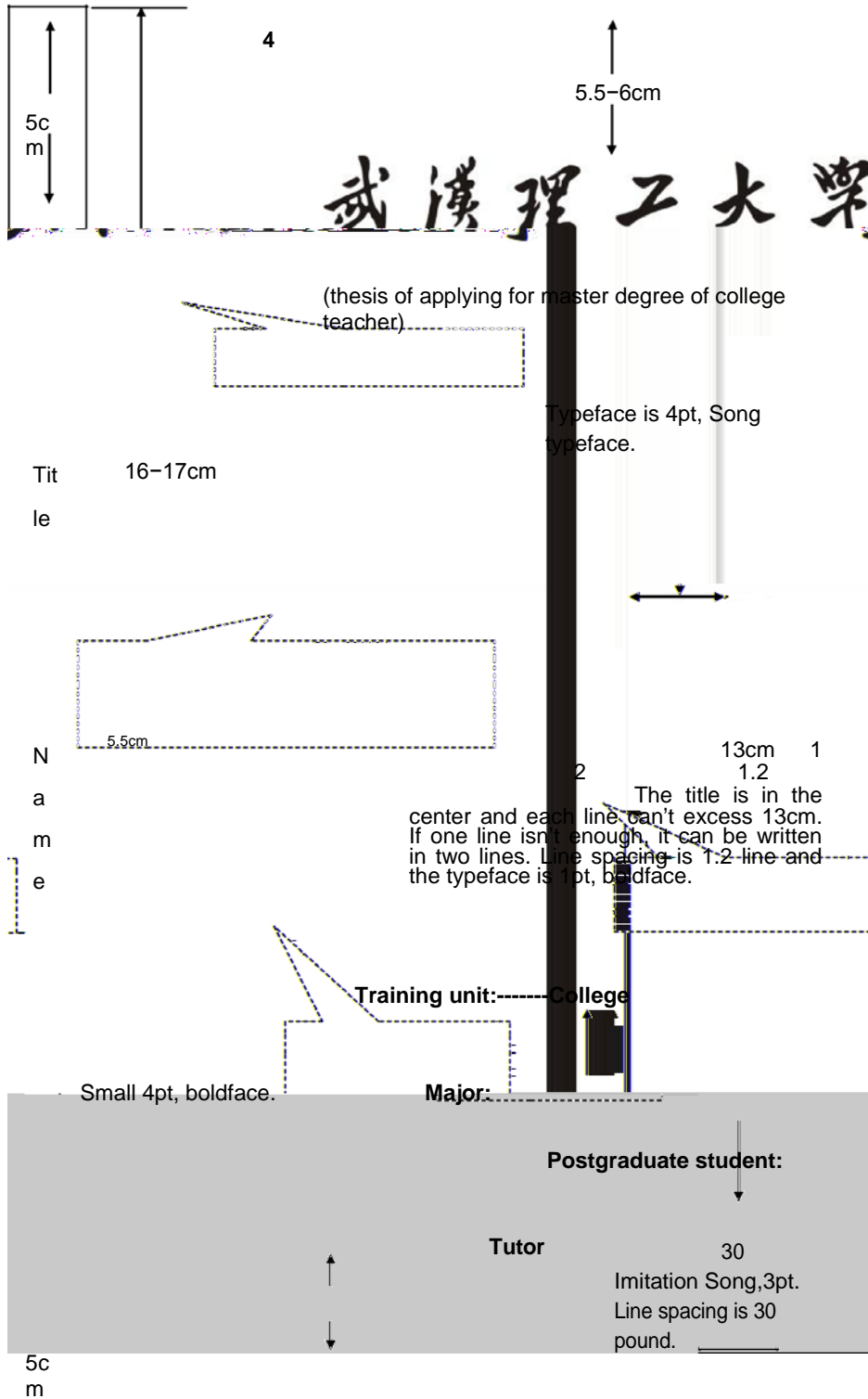


5cm

Year Month

5.5-6cm

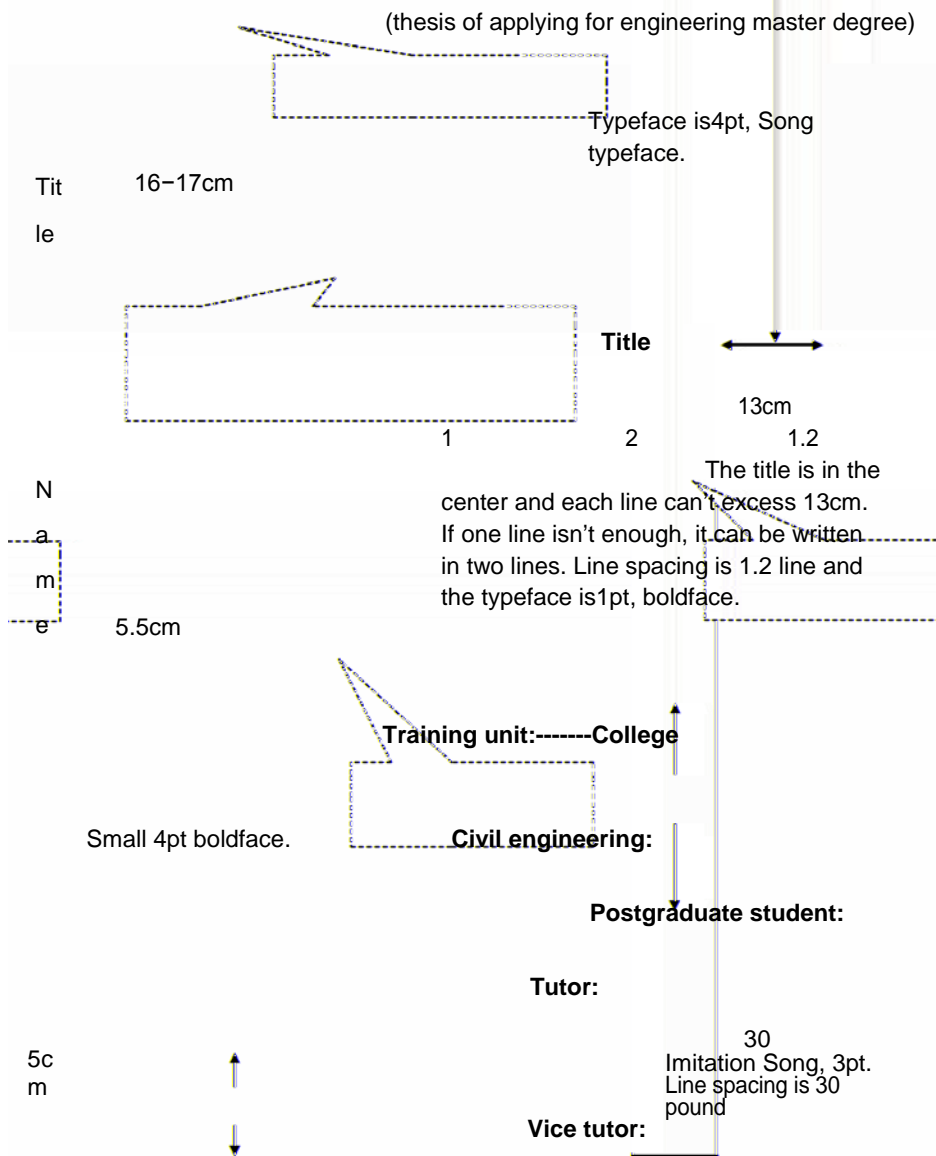
2
A
t
t



This page should use cream bark paper.

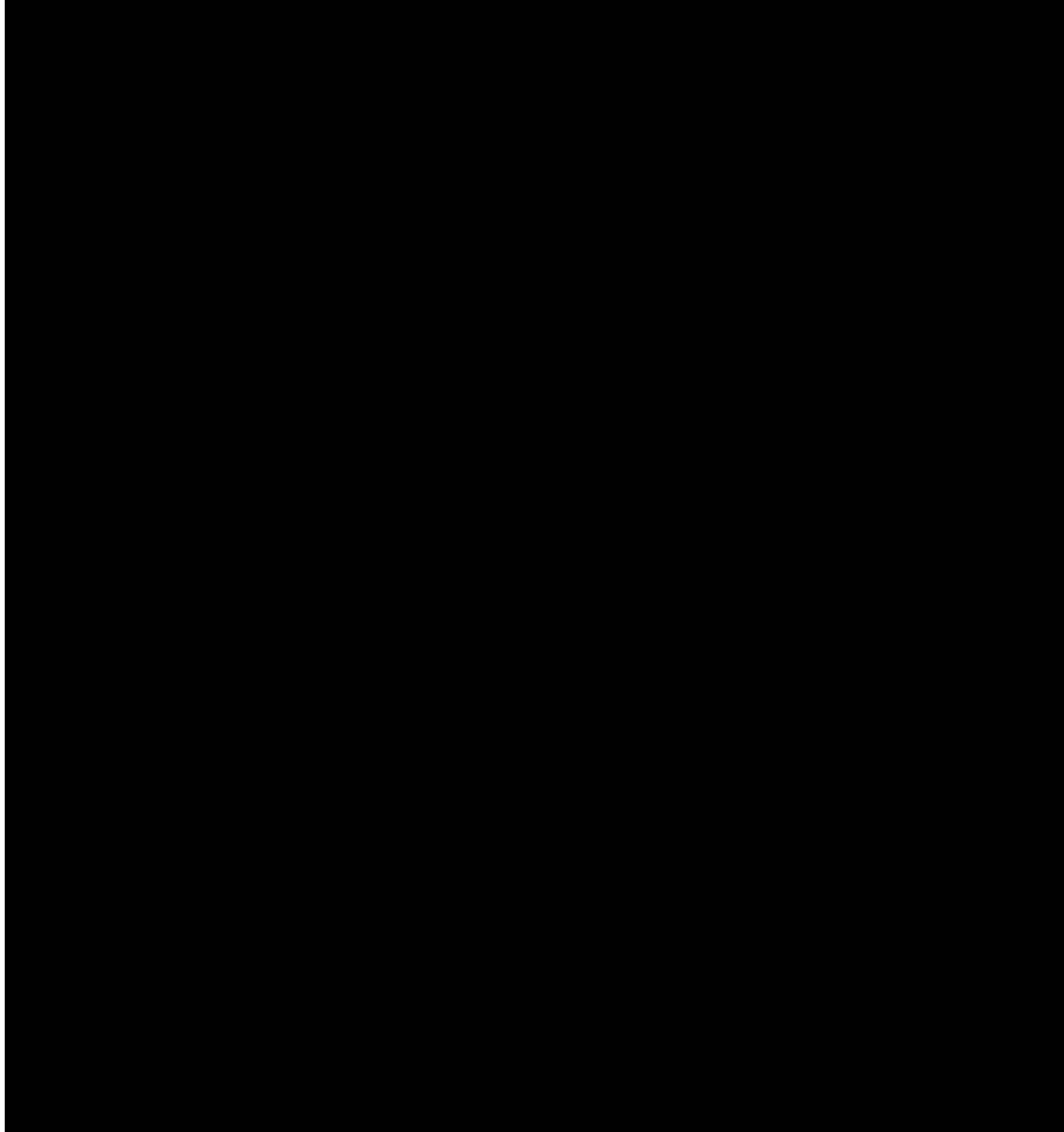
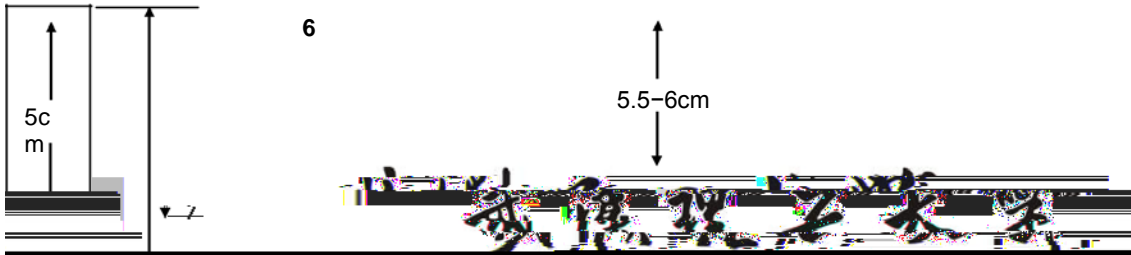
Year Month

5.5-6cm



Full-time postgraduate students use dark blue bark paper and part time postgraduate students use cream bark paper.

Year Month



Full-time postgraduate students use dark blue bark paper and part time postgraduate students use cream bark paper.

Year Month

5.5-6cm

7
Attachment 7

Class number _____

Security level _____

UDC _____

School code 10497

13pt 20 0.5
Typeface is of regular script, 13pt, line spacing is 20 pound and leave 0.5 line before the paragraph.

武汉理工大学

thesis

0.5
Typeface is regular STZhongsong 1pt, in the middle and leave 0.5 line before the paragraph.

Title _____

English title _____

Postgraduate student name _____

Tutor Name _____ Technical title _____ Degree _____

Unit name _____ Post code _____

Vice tutor Name _____ Technical title _____ Degree _____

Unit name _____ Post code _____

Level of applied degree _____ Major _____

Hand in date _____ Defense date _____

Granting unit _____ Wuhan University of Technology _____ Degree granting date _____

Chairman of Thesis Defense Committee _____ Reviewer _____

28
Times new roman
12pt
Typeface is 4pt, regular STZhongsong, line spacing is 28 pound and English uses Times new roman and typeface is 12pt.

Typeface is 4pt, regular script.

Year Month

8
Attachment 8

Typeface is 2pt, boldface, line spacing is 28 pound and paragraph gap is 0.5 line.

Typeface is 4pt, regular STZhongsong, line spacing is 28 pound.

Original statement

I promise that the research work and research achievements in the thesis are guided by the tutor. As I know, except some remarks and acknowledge, there aren't the research achievements published by others or drawn by others and there aren't be used for getting degree or certificate of Wuhan University of Technology or other education institutes. Any achievements of my colleagues have been clearly explained and thanked in the text.

Signature: _____ Date: _____

Typeface is 4pt, regular STZhongsong, line spacing is 28 pound.

Typeface is 2pt, boldface, line spacing is 28 pound and paragraph gap is 0.5 line.

Use authorization of thesis

I fully know the rules of reserving and using thesis, namely the college has the right to reserve the duplicate and electronic edition to related department or institution and be reviewed and borrowed. I authorize to retrieve all the contents into related database and can restore or collect by photoprint, reprint in a reduced format or other methods. Besides, I authorize related institutes or thesis database to use or collect this thesis with the approval of Wuhan University of Technology and provide information services to the public.

(Confidential thesis should follow the rules before deciphering)

Postgraduate student (signature):
Tutor(signature):

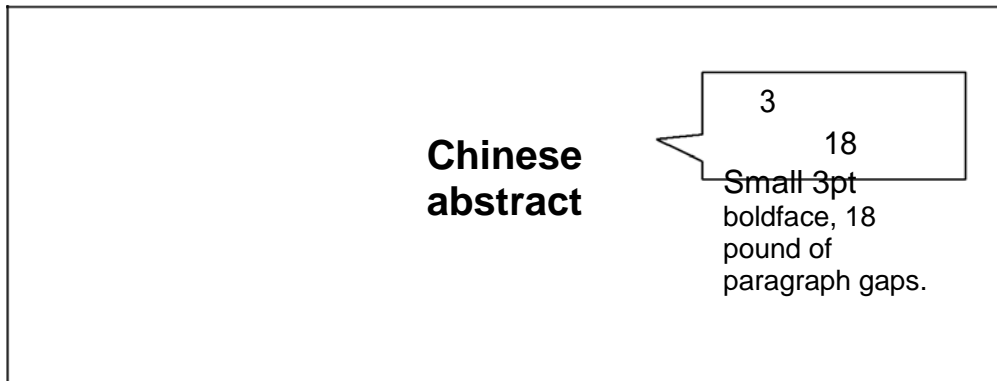
Date:

()

(Note: This page is filed on the last page of the thesis.)

9
Attachment 9

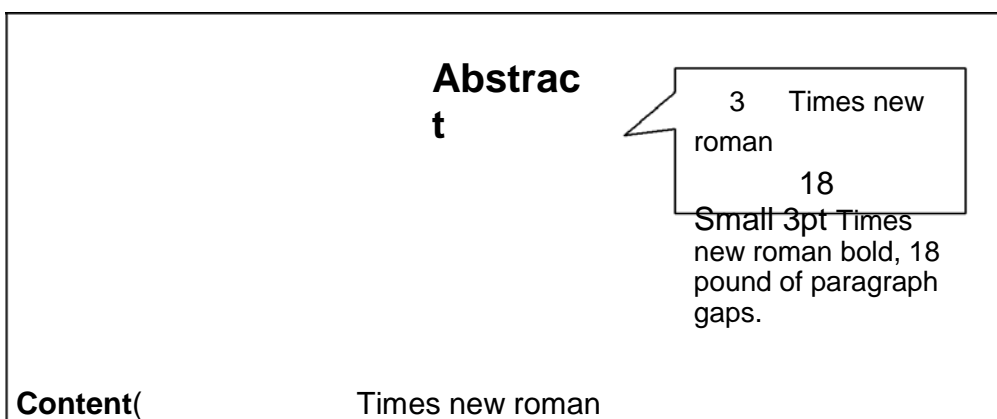
Format of Chinese Abstract



800-1000 (20)
Text: 800-1000(small 4pt Song typeface, line spacing is 20 pound)

3-5 “ ”
Key words:3-5, use “,”o separate every word.

Format of English Abstract



Content(Times new roman
20)
Content(the same as Chinese abstract, Times new roman, small 4pt,
line spacing is 20 pound)

Key words 3-5
3-5

10
Attachment 10

Page header

The diagram shows a page layout with a solid border. At the top, the text 'Page header' is centered. Below it is a large rectangular area representing the page content. Inside this area, a dashed rectangle represents a text block. The text block contains the following text: 'Text uses small 4pt and line spacing is 20 pound. Page header is 2.6cm, page footer is 2.4cm. thesis is printed by A4 paper. Upper and bottom margins are 3.5cm and the right and left margins are 3.2cm.' The text block is surrounded by margins: 2.6cm on the top, 2.4cm on the right, 3.5cm on the bottom, and 3.2cm on the left. The word 'Text' is centered below the dashed box.

Text

Page
footer