中臺科技大學碩士論文格式說明

**一、封面**

精裝本及平裝。

紙張尺寸：A4。

**二、內頁**

**※一般規定**

＊版面設定均為左3公分，上下及右各為2公分，紙張大小為A4。

＊文內所有中文字都是以標楷體，英文字則以Times New Roman，中文字標點符號均以全形字，英文之符號則以半形字。

**1.論文內文前置第一部份：**

**(1)空白頁。**

**(2)重覆封面。**

**(3)論文推薦書。**

**(4)論文審定書。**

註：論文考試委員之排名次序，先寫校外，再寫校內的老師，依資歷或年齡排序，指導教授最後。

**(5)論文授權書。**

**(6)致謝。**

**2.論文內文前置第二部份：**

**(1)中文摘要(含關鍵詞)**

**(2)英文摘要(含keywords)**

**(3)目錄、頁次**

**(4)圖目錄**

**(5)表目錄**

註1：誌謝~英文摘要之標題大小為18，粗體，置中對齊；內文為14大小，行距為1.5倍行高，每段第一行將縮排2字元。

註2：中文摘要至表目錄，頁碼編號採羅馬字母(Ⅰ、Ⅱ、Ⅲ)，置於底邊正中間。

**3.論文內文部份：**

**第一章前言**

**第二章文獻回顧**

**第三章研究方法**

**第四章結果與討論**

**第五章結論**

**參考文獻**

**附錄一**

**附錄二**

註1：上述主標題大小為18，粗體，置中對齊；內文副標題大小為16，粗體，靠左對齊；內文為14大小，行距為1.5倍行高，每段第一行將縮排2字元。

註2：內文之頁碼編號採阿拉伯數字(1、2、3)，置於底邊正中間；每章的開始必須由新的頁開始。

註3：實驗結果之圖、表不要與文字內容混合需單獨一頁，同一比較結果，只可選擇以圖或表列出，不應以圖和表重覆列出。且一頁以不超過兩個圖或表為原則。

註4：圖、表之名稱採中英兩種併用，圖、表內之文字中英不限，唯全文應一致只使用一種語文。

例一：圖--- 圖一、×××× 或 Fig. 1. ×××× (放圖的下面)

例二：表--- 表四、×××× 或 Table 4. ×××× (放表的上面)

註5：正文內之參考文獻之寫法，可參考適當期刊或依指導教授之要求寫之。

**註6：其他相關格式規定，請依護理研究所論文寫作與編輯格式檢核表規定辦理。**

### 3. Thesis Format Guide

Thesis Format Guidelines

**(1) Title page**

Hardcover and paperback

Size: A4

**(2) Text**

**※Regular Format.**

＊Margins: For copying and binding purposes, every pages of your thesis must have the following margins: left 3cm; top, bottom, and right 2 cm.

＊Fonts: Times New Roman.

**a. Preliminary documents-part I**

**(a) Blank page.**

**(b) Title page.**

**(c) Thesis Committee Recommendation**

**(d) Thesis Examination Report**

Note: Committee members should sign their names on the examination report in the following sequence: committee member(s) from outside of the school signs first, followed by members from the university in order of seniority or age. The supervisor signs last.

**(e) Permission to Reprint**

**(f) Acknowledgements**

**b. Preliminary documents-part II**

**(a) Chinese Abstract [Not applicable for foreign students]**

**(b) English Abstract (keywords included)**

**(c) Table of Contents**

**(d) List of Figures**

**(e) List of Tables**

Note 1: From acknowledgement to the title of the abstract, use font size 18, bold and center the title. For the thesis body, use font size 14 and 1.5 line spacing for the text. Indent the first line for each paragraph.

Note 2: From the Abstract to the List of Tables, number the pages using Roman numerals (Ⅰ、Ⅱ、Ⅲ). Place the number at the center bottom of the page.

**c. Body Text**

**Chapter One Introduction**

**Chapter Two Literature Review**

**Chapter Three Methods**

**Chapter Four Results and Discussion**

**Chapter Five Conclusions**

**References**

**Appendixes 1**

**Appendixes 2**

Note 1: First level headings should be 18pt, bold, and centered. Other subheadings should be 16pt, bold, and left justified. The default style for body text is 14pt, 1.5 line spacing, with the first line of each paragraph indented.

Note 2: Numbering the pages of the body text by Arabic numerals (1, 2, 3). Place the number at the center bottom of the page. Start a new page for each chapter.

Note 3: Use a separate page for each type of illustrative material, such as figures and tables. Do not present the same data with different types of illustrative materials. Keep no more than two illustrative materials on a single page.

Note 4: Place titles of figures under the figures.

Place titles of the tables above the tables.

Note 5: In-text citations and references should be formatted according to appropriate peer-review journal standards or according to the directions of the supervisor.

Note 6: **Follow the “Format for Thesis Writing” checklist for more details.**

**中臺科技大學護理系碩士班**

附件一

**Central Taiwan University of Science and Technology**

**Department of Nursing**

**碩士論文**

**Master Thesis**

**指導教授：林麗鳳 博士**

**Supervisor: Li-Feng Lin, Ph.D**

**口腔衛生教育介入之成效探討：以高職學生為例**

**The Effectiveness of the Oral Health Education Intervention at a vocational High School**

**研究生：陳迎鳳 撰**

**Graduate Student: Ying-Feng Chen**

**中華民國一○二年八月**

**(2013)**

**(西元年代)**

|  |
| --- |
| **中臺科技大學**  **護理系碩士班**  **書背** |
| **碩士論文** |
| **(中文題目)** |
| **○○○撰** |
| **(西元年代)** |

|  |
| --- |
| **Central Taiwan University of Science andTechnology Department of Nursing** |
| **Master’e Thesis** |
| **(Title)** |
| **Student name** |
| **(Year)** |

中臺科技大學護理系碩士班論文寫作與編輯格式檢核表

96.05.01所務會議通過

研究生姓名： 學號：

| 項目 | 內容 | 查核紀錄 | | 備註 |
| --- | --- | --- | --- | --- |
| 研究生本人 | 審查人 |
| 封  面 | 1.版面格式 |  |  | 1. 紙張尺寸A4 2. 精裝本：暗紅色，燙金字 3. 平裝本：粉紅色，上模，黑色標楷體 |
| 2.校名及所名 |  |  | 1. 中文字體24號標楷體、加粗. 2. 文字置中，中英文對照；中文在上，英文在下 |
| 3.標題：碩士論文 |  |  | 1. 字體22號標楷體、加粗. 2. 論文題目位置自行調整至版面中間，並置中對齊，中英文對照；中文在上，英文在下 3. 列印時距離封面頂4公分（裝訂時裁掉1公分） |
| 4.論文題目 |  |  | 1. 字體20號標楷體、加粗 2. 文字置中，中英文對照；中文在上，英文在下、   每行1公分   1. 列印時距離封面頂16公分 |
| 5.指導教授 |  |  | 1. 字體18號標楷體、加粗 2. 文字置中 3. 列印時距封面頂10公分 4. 共同指導教授列於下一行 |
| 6.研究生 |  |  | 1. 字體18號標楷體、加粗 2. 文字置中 3. 列於論文題目之下 |
| 7.日期 |  |  | 1. 字體20號標楷體、加粗 2. 文字分散、置中 |
| 書  背 | 8.格式 |  |  | 1. 裝訂時封面頂、底上下各裁掉1公分 |
| 9.校名、所名 |  |  | 1. 字體12號字，校名、所名並列 2. 列印時距離封面頂2.5公分 |
| 10.碩士論文題目 |  |  | 1. 字體12號字 2. 列於校名、所名下距離2公分 |
| 11.作者 |  |  | 1. 字體字體12號字  2. 於題目下一行 |
| 12.西元年代 |  |  | 1. 年度距封面底2.5公分，列印時距離封面底3.5公分 2. 字體12號字、置中 3. 位於作者下一行 |
|
| 內  文  前  置  部  分 | 13.附空白頁 |  |  |  |
| 14.重覆封面 |  |  |  |
| 15.論文推薦書 |  |  |  |
| 16.考試委員審定書 |  |  |  |
| 17.致謝※ |  |  | 字體18號字加粗、置中、中間空1小格 |
| 18.中文摘要 |  |  | 1. 標題18號標楷體、加粗、文字置中 2. 摘要16號標楷體加粗、文字置中 3. 內文14號字標楷體、行距1.5倍行高，   每段第一行縮排2字   1. 關鍵詞3~5個字12號字加粗 |
| 19.英文摘要 |  |  | 1. 英文字體Times New Roman  2. 標題18號字體加粗、文字置中  3. 摘要16號字加粗、文字置中  4. 內文14號字Times New Roman、行距1.5倍行高，  每段第一行縮排2字元  5. 關鍵詞3~5個字12號字加粗 |
| 20.目錄、頁次 |  |  | 1. 目錄字體18號字標楷、加粗、文字置中 2. 章的字體為16號字標楷體、加粗 3. 節的字體為14號字 |
| 21.圖目錄 |  |  | 18號字標楷、加粗、文字置中 |
| 22.表目錄 |  |  | 18號字標楷、加粗、文字置中 |
| 23.格式 |  |  | 頁碼編號採羅馬字(I、II、III)書寫，置於底邊置中 |
| 內  文 | 24.邊界(版面設定) |  |  | 1. 上2公分、下2公分、左3公分、右2公分 2. 紙張大小為A4 |
| 25.內文 |  |  | 1. 主標題字體18號字標楷體、加粗、文字置中 2. 內文副標題字體16號字標楷體、加粗，靠左對齊 3. 內文字體14號字標楷體，行距1.5倍行高，每段第一行縮排2字元 4. 雙面列印 5. 頁碼編號採阿拉伯數字(1、2、3)，置於底邊正中間；每章開始必須由奇數頁開始 |
| 26.格式 |  |  | 1. 書名或期刊英文的斜體；中文的加黑 2. 圖、表之名稱採中英文兩種併用，圖、表內之文字中英不限，唯全文應一致只使用一種語文 3. 表的標題置於表上面，置中對齊；說明置於表下方，靠左對齊 4. 圖的標題置於圖下面，置中對齊 |
| 參  考  文  獻 | 27.排序 |  |  | 1. 先中文再英文 2. 中文以姓氏筆畫為順序 3. 英文以姓氏字首為順序 |
| 28.中文書寫格式 |  |  | 參考APA格式 |
| 29.外文書寫格式 |  |  | 參考APA格式 |
| 30.附錄 |  |  |  |

註：文字體皆標楷體，英文字體及數字皆Times New Roman。

### Check list for thesis writing and format editing

Student Name: Student ID:

| Item | Content | Evaluators | | Note |
| --- | --- | --- | --- | --- |
| Student | Reviewer |
| Cover page | 1. Overall Format |  |  | 1. A4 Size Paper 2. Hardcover：dark red cover with bronze- printed word 3. Paperback：encapsulating pink cover with black marked |
| 2. Name of the institution and department |  |  | 1. In boldface DFKai-SB Font and size 24  2. Center alignment, Bilingual (Chinese above English) |
| 3. Master thesis |  |  | 1. In boldface DFKai-SB Font and size 22  2. Bilingual Thesis title center-aligned; Chinese on top and English below;  3. 4 cm from the top of the page (1 cm of this margin will be cropped off during binding) |
| 4. Title of the thesis |  |  | 1. In boldface DFKai-SB Font and size 20 2. Center-aligned; bilingual (Chinese on top), 1 cm line spacing 3. Title of thesis is printed at 16cm distance from the top of the page |
| 5. Name of the supervisor |  |  | 1. In boldface DFKai-SB Font and size 18 2. Center-aligned 3. The name of the supervisor is printed at 10cm distance from the top of the page 4. The name of the joint supervisor is listed below the supervisor |
| 6. Graduate student  The researcher (or the author) |  |  | 1. In boldface Times New Roman Font and size 18 2. Center-aligned 3. The name of the researcher is printed under the title of the thesis |
| 7. Date |  |  | 1. In boldface DFKai-SB Font and size 20 2. Center-aligned and justified |
| The spine | 8. Format of the spine |  |  | 1. Bingding. Leave 1cm space at top and bottom |
| 9. Name of the institution and department |  |  | 1. Font size 12 2. Full title of the school and department 3. Printed at 2.5 centimeter distance from the top |
| 10. Title of the thesis |  |  | 1. Font size 12 2. Printed at 2cm distance under the name of the school and department |
| 11. Author |  |  | 1. Font size 12 2. Printed under the title of the thesis |
| 12. Date |  |  | 1. The Year printed at 2.5cm distance from the bottom t of the cover page 2. Font size 12; center-aligned 3. Below the name of the author |
|
| Preliminary Pages | 13. Blank page |  |  |  |
| 14. Committee Recommendation |  |  |  |
| 15. Duplicate cover page |  |  |  |
| 16. Examination Report |  |  |  |
| 17. Acknowledgement |  |  | Font size 18, boldface, center-aligned, single-spaced |
| 18. Abstract in Chinese |  |  | 1. Title is center-aligned and in boldface DFKai-SB font and size 18 2. Abstract written in boldface DFKai-SB font, size 16, center-aligned 3. In DFKai-SB font size 14, with 1.5 spacing,   first sentence of each paragraph indented   1. 3 to 5 keywords in font size 12, boldface |
| 19. Abstract in English |  |  | 1. English in Times New Roman font  2. Title in English with font size18, boldface,  center-aligned  3. Abstract printed in boldface font size 16, center-aligned  4. Times New Roman font, size 14, 1.5 spacing, first  Sentence of each paragraph indented  5. 3 to 5 words Keywords in fonts size 12, boldface |
| 20. Table of Contents |  |  | 1. Font size 18 marked in italics, boldface, center-aligned 2. Chapter title font size 16, marked in italics, boldface 3. Section title font size 14 |
| 21. List of graphs |  |  | In Font size 18, Times New Roman font, boldface, centered |
| 22. List of tables |  |  | In Font size 18, Times New Roman font, boldface, centered |
| 23. Format |  |  | Page numbering with Roman numerals (I、II、III)， bottom, centered |
| Body Text | 24. Page layout |  |  | 1. Margins: 3cm on left, 2 cm on top, right, and bottom 2. Paper size A4 |
| 25. Text |  |  | 1. Subject title in font size 18, Times New Roman, boldface, centered 2. Subtitle in font size 16, Times New Roman, boldface, left side aligned 3. Body text in font size 14, Times New Roman, spacing 1.5, first sentence of each paragraph indented 4. Double-side printing 5. Page numbering in Arabic numerals (1, 2, 3)， centered, bottom, each chapter must begin on an odd numbered page |
| 26. Format |  |  | 1. Titles of English journal artiles should be printed in italics; Chinese journal articles should be boldfaced 2. The titles of graphs, figures and tables can be bilingual (Chinese and English); however use of one consistent language is requested 3. Titles of tables are centered and placed on the top of tables 4. Title of figures are centered and placed at the bottom of figures |
| References | 27. Order |  |  | 1. Chinese references are listed before English references 2. References in Chinese are arranged according to number of character strokes in the author’s name 3. Reference in English arranged alphabetically according to the author’s name |
| 28. Chinese references format |  |  | According to APA Style |
| 29. English  references format |  |  | According to APA Style |
| 30. Appendix |  |  |  |

Note: All Chinese in DFKai-SB font and all English and numbers in Times New Roman.