國立政治大學學位論文格式規範
Thesis/Dissertation Format Regulations

一、紙本論文裝訂次序 Thesis/dissertation should be organized as follows:

1. 封面（含書脊）Front cover (including spine)
2. 書名頁(內容同封面)　Title page
3. 國立政治大學博碩士論文全文上網授權書(不需要附在電子論文上傳)
   Thesis/Dissertation authorization letter(Do not attach in PDF file)
4. 論文口試委員簽名頁(113.11.18 起請上傳至全文檔案編號 02)
   Thesis/dissertation validation letter(Do not attach in PDF file)
5. 序言或誌謝（依個人意願自行決定是否撰寫）Preface or acknowledgement (optional)
6. 中文摘要及關鍵詞 Abstract and keywords (in Chinese)
7. 英文摘要及關鍵詞 Abstract and keywords (in English)
8. 目次(含圖、表目次) Table of contents (Table of figures、Table of tables)
9. 論文正文 Text
10. 參考文獻 References
11. 附錄 (非必備) Appendix (optional)

   **紙本論文必須要有「書脊」(不需要附在電子論文上傳)
   　Including spine (Do not attach in PDF file)
   **離校需繳交 2 本論文至圖書館。繳交精、平裝皆可，但平裝本封面必須上光。
   　Submit two copies of the thesis(not limited to hardcover or paperback , but the paperback must has spine and glossy cover) to the Library

二、各項說明 Instructions

(一) 封面(含書脊)(參見附件一及五) Front cover (including spine) See Attachment 1 ＆ 5

1. 封面各行需置中，包括校名、系所名稱、學位別、論文題目(中、英文)、指導教授、研究生姓名及論文口試通過年月
   Front cover: The name of the university (in Chinese and English), department/institute, academic degree, thesis/dissertation title, author, advisor and date (year and month) of passing the thesis oral examination.

2. 書脊：包括校名、系所名稱、學位、論文中文題目、撰寫者姓名及口試通過年月
   Spine: The name of the university, department/institute, academic degree, thesis/dissertation title (in Chinese), author and date (year and month) of passing the thesis oral examination.

3. 系所名稱：系／研究所／學位學程／在職專班，請依校務系統為準勿任意增減文字
   Department name: Department/Institute/Degree Program/On-the-job Specialized Class. Please refer to the school administration system. Do not add or delete words arbitrarily.

4. 學位別：請註明「碩士論文」或「博士論文」
   Degree type: Please indicate "Master's thesis" or "Doctoral thesis"

5. 非中文撰寫論文者，仍必須有中文題名（依政治大學研究生學位考試要點第四條規定）
   Those who write their thesis in a language other than Chinese must still have a Chinese title (according to Article 4 of the National Chengchi University Graduate Degree Examination Points)

(二) 書名頁：與封面同 Title page: same as the front cover.

(三) 國立政治大學博碩士論文全文上網授權書 Thesis Authorization Form

請到「國立政治大學博碩士論文全文影像系統」進行論文建檔上傳作業，依照流程完成建檔作業，待收到審核通過通知單後(約需三個工作日)，再列印「國立政治大學博碩士論文全文上網授權書」。請勿任意變更授權書內容(包含字體及字型)，並請列印成一頁。
Please go to the " National Chengchi University Electronic Thesis & Dissertations " to create and upload the thesis file. Complete the file creation process according to the process. After receiving the approval notice , print the "National Chengchi University Authorization Form for Thesis and Dissertation Full Text Uplod". Please do not change the content of the authorization form (including font and typeface) at will, and please print it on one page.

(四) 論文口試委員簽名頁 Thesis validation letter

1. 碩、博士班研究生學位論文考試經考試委員評定成績及格後，須修改內容者，應依考試委員之意見修改論文。
   Where a thesis/dissertation defense that passed the review of the examination committee needs to be modified, the master/doctoral student must make modifications based on the comments of the examination committee members.

2. 指導教授必須於「論文口試委員簽名頁」簽章核可後，學生方得繳交論文。
   The student can only submit the thesis/dissertation after the advisor has approved and signed the "Thesis Validation Letter".

(五) 謝辭(依個人意願自行決定是否撰寫) Preface or acknowledgement

碩、博士班研究生在撰寫論文期間，獲得指導教授、其他師長及家人或親友們有實質幫助研討及啟發的感想，內容力求簡單扼要，以不超過一頁為原則。
The student may express his/her appreciation for the inspiration or assistance from other people or thoughts about the thesis/dissertation on this page. The preface and acknowledgement should be kept brief and concise. Up to one additional page may be used if necessary.

(六) 中英文摘要及關鍵詞 (參見附件二) Abstract (in Chineseand English) [See Attachment 2]

1. 中文摘要在前，英文摘要在後，以不超過二頁為原則。非中文撰寫論文者，仍必須有中文摘要（依政治大學研究生學位考試要點第四條規定）。

    The Chinese abstract should come first, followed by the English abstract, which should not exceed two pages. Those who write their thesis in a language other than Chinese must still have a Chinese abstract (according to Article 4 of the National Chengchi University Graduate Degree Examination Points).

2. 在中、英文摘要下方必須列出本著作論文之關鍵詞

    Keywords of this work must be listed below the Chinese and English abstracts.

(七) 目次(參見附件三) Tableof contents: [See Attachment 3]

1. 目次：列出各章節之標題、參考文獻及其所在頁碼。This page contains the title of each chapter and section, references, appendices and their page numbers.

2. 圖次：列出各章節之圖及其所在頁碼。Table of figures. This page contains the title of each figure and their page numbers.

3. 表次：列出各章節之表及其所在頁碼。Table of tables. This page contains the title of each table and their page numbers

(八) 論文正文(參見附件四) Text[See Attachment 4]

1. 論文以中文或英文撰寫為原則，以其他語種撰寫者應由系所務會議通過並明定於修業規定中（依政治大學研究生學位考試要點第四條規定）。

    In principle, papers should be written in Chinese or English. Papers written in other languages should be approved by the department meeting and clearly stipulated in the study regulations (according to Article 4 of the National Chengchi University Graduate Degree Examination Key Points).

2. 紙本論文正文部份請雙面印刷，但頁數在 **80** 頁左右可視情況以單面印刷（彩色圖片亦可單面印刷）。

    The main text of the paper should be printed on both sides, but the number of pages below 80 can be printed on one side (color pictures can also be printed on one side).

3. 為使本校論文品質一致，中文以 12 號標楷體，英文以 12 號 Times New Roman 字型為主，間距以 1.5 行高，字體顏色為黑色，內文要加標點，各頁應註明頁碼置中於正下方。

In order to ensure consistent quality of our school's papers, the Chinese version is in 12-point regular script, and the English version is in 12-point Times New Roman font. The spacing is 1.5 lines high and the font color is black. The text must be punctuated and each page should be marked. The page number is centered directly below.

(九) 參考文獻 Reference

列出引用之中英文期刊論文及書目，須包含作者姓氏、出版年次、書目、技術資料或期刊名稱、版序、頁碼等內容。參考文獻格式若系所有規範從系所規定，若無則建議使用 APA 格式。

Cited Chinese/English periodicals must include author, title of article, title of periodical, volume, issue, date published and page.

封面文字　上下留空的高度相同、文字左右置中對齊 2.54cm

國立政治大學○○○學系

18 號字，標楷體
18-point　regular script

(Department) (College)(School)

碩士論文

Master's Thesis

論文中文題名

20 號字，標楷體
20- point　regular script

Thesis Title_Chinese

論文英文題名

16 號字
Times New Roman

Thesis Title_English

指導教授(Advisor)：○　○　○　博士

18 號字，標楷體
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研究生(Student)：○　○　○　撰

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摘要

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關鍵詞：〇〇〇、〇〇〇、〇〇〇　◀┈┈┈┈　下方需列出關鍵詞

Abstract & Keywords page

Abstract

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目　　次

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表次

圖次

第一章　緒論

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第一節　研究動機

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New Roman，行高 1.5。各段落請左右對齊。

書脊 Spine

國立政治大學○○○學系

碩士論文（14 pt）

論文題目（14 pt）

○○○ 撰

○○○年○○月