

Thesis Time!

To be used with the Thesis Format Template. To use the template you **MUST** use the styles and formatting task pane. If you do not know how, you can either:

- Set up a meeting with a Format Checker (brilliantcheckers@gmail.com),
or
- Print out and go through 'Style and Formatting Secrets Revealed' PDF

This will then also help you write clean and consistent reports in the future.

If you are copying in text from other documents:

- 1. Clear the formatting in the original document**
- 2. Copy and paste it in**
- 3. Apply appropriate formatting**

This is in order to avoid adding many 'junk' formats to the document.

The thesis styles are formatted to be Times New Roman* throughout, as prescribed.

* The only exceptions to the Times New Roman regulation is in figures and in the appendices

[The following is in point format for easier reading; your thesis should of course not be in point format~~]

National Cheng Kung University
Institute of International Management
Master's Thesis

**Thesis Title must form an Inverted Triangular
Pattern and must be Centered within
the Watermark with All Major
Words Capitalized**

Student: Jack Nicholson
RAXXXXXXX

Advisor: Anne Hathaway

January, 2010

ABSTRACT

Keywords: XXXXX, XXXXX, XXXXXXXXXXXXXXXXXXXXXXX XXXXX, XXXXX XXXXXXXXXXX
XXXXX, XXXXX XXXXXXX XXXXX, XXXXXXXXXXXXXXXXXXXXXXX XXXX.

Keywords:

- Apply the *Keywords* style.
 - It gives you a hanging paragraph (so that no words are under the

Keywords title

- Type in *Keywords:*
- Hit tab
- Select *Keywords Non-italicized* style (or hit Ctrl + i)
- Capitalize all first letters of the keywords listed
- Separated with a comma
- Enter a full-stop/period at the end

Table of Contents (next section):

- All the second level (1.1) and third level (1.1.1) must be included.
- No fourth level subheadings (1.1.1.1) are allowed.
 - **The office will not approve any thesis that has a fourth level sub header in either the table of contents or inside the chapters**
- Do not deviate from the standard chapter titles unless approved by your advisor

- Only five chapters allowed, unless an additional chapter is requested by your advisor

Getting an Advisor:

See <http://www.imba.ncku.edu.tw/curriculum/mastercurriculum/thesis.htm> for information regarding the process of getting an advisor, applying for a proposal time-slot, and regulations on how many copies to submit in hard-copy and soft-copy.



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Note (not part of the thesis):

1. **This is an automatically updated table, as is the list of tables, and list of figures. To update the table:**

- **Right-click anywhere within the table**
- **Choose ‘update field’**
 - **Choose ‘update entire table’ if you have new items or adjusted names of items**
 - **Choose ‘update page numbers’ if you have not made any adjustments to the items, but they have fallen on different pages due to you adding content**
- **Assumes you have been applying the correct styles to the headers as prescribed throughout this text**

2. Regarding level 3 headings:

- **To ensure that all level 3 style headings (1.1.1) are in *italics* in the TOC (and page numbers are not) make sure you use ‘*Heading 3 + Italic*’ or after applying *Heading 3* style to each of your heading 3 levels, apply italics to it**

CHAPTER ONE

INTRODUCTION

1.1 Throughout the entire Thesis (Excluding Appendices).

- Use style *Normal* style for all paragraphs throughout the thesis unless otherwise specified.
 - ***Normal* format: justified and doubled space; font Times New Romans 12 point, non-italics, indented first line**
 - There are no spilt words allowed in any of the paragraphs within the thesis. I.e., the word ‘this’ must appear on the next line, cannot be: ‘t-his’.
 - Unless you have specified otherwise, Microsoft Office Word automatically adjusts the lines for you, without splitting words, so it is not usually something you have to worry about
- All paragraphs must be at least four lines!**

1.2 For Chapter and Main Section Headings (ie Acknowledgements, Appendices etc).

- Use *HEADING 1* style.
 - To enter a new chapter, you must
 1. Make a section break (page layout → breaks → section breaks → next page)
 2. Apply *HEADING 1* style
 3. Type CHAPTER and ONE, TWO or THREE etc

4. Press **Shift+Enter** without pressing space

- This is a soft paragraph break to break the line in the report but so the content of the header is still regarded as in the same paragraph
- This is important for your table of contents to look right!

5. Enter the ‘subheading’ i.e. INTRODUCTION

1.3 Second and Third Level Headings.

- Second level headings are *Heading 2* style
- Third level headings are *Heading 3 + Italic* style
- **All major words of the X.X title must be capitalized**
- **You must have a period at the end of the section title (this applies for both 2nd level and 3rd level section headings)**
- You must make sure that you have a second heading at the same level if you number the heading.
 - For example, if you have a ‘1.1’ heading you must have a ‘1.2’ heading, and if you have a ‘3.1.1’ heading you must have at least a ‘3.1.2’ heading.

1.4 Automatic Numbering.

Because the chapter headings must use letters to spell out the chapter number, while the 2nd and 3rd level headings use 1.1 and 1.1.1 (not One.1 and One.1.1), these will not be automatically generated in this template, and must therefore be typed manually.

- If you are advanced enough to have automatic numbering and make proper adjustments, it can only be used if it does not affect the look of the report, heading and table of contents in any way, shape, or form.

1.5 In Text Citations.

- **Must follow APA guidelines** (use EndNote)
 - **The office will not teach students the APA format**
 - For general guideline information you can visit:
http://www.cuw.edu/tools/resources/lrc/writingcenter/apa_guidelines.html
- For electronic sources please visit these sites:
 - <http://ia.juniata.edu/citation/apa/apa00.htm>.
 - www.apastyle.org/electref.html
- For journal and book sources please visit these sites:
 - <http://owl.english.purdue.edu/owl/resource/560/02/>
 - <http://owl.english.purdue.edu/owl/resource/560/03/>
- NO INITIALS or FIRST NAMES are allowed to appear in citations. If this occurs, most likely you have made an error in EndNote [see *EndNote how-to* to fix it; and/or install and select **APA 5th – IIMBA** reference style on EndNote tab in word].
- If authors are outside parenthesis, use ‘and’, while inside parenthesis use ‘&’.
- To site an **entire web-site** in-text, you only need to give the URL in parentheses, for example (<http://www.wikipedia.org>), and it should not be placed in your reference list

1.6 Direct Quotes.

- You must include page numbers in the citation if it is a direct quote (page number must come after the direct quote).
- If the direct quote is shorter than 40 words you can leave it in line with the text and must use quotation marks
- If the direct quote is longer than 40 words you must use *block quote* style, and omit the quotation marks.

1.7 Watermark.

- The watermark is in the template automatically, and sized at 100%.
- If you delete it from the template, use:
<http://etdncku.lib.ncku.edu.tw/ETD-db/images/watersymbol.jpg>.
- Watermark must be on each page as long as it is not a page that is scanned.
- If you have a picture that covers the watermark, you can set the background (white parts) as transparent color by clicking on the picture, then: Picture tools → Format → Recolor → Set Transparent Color

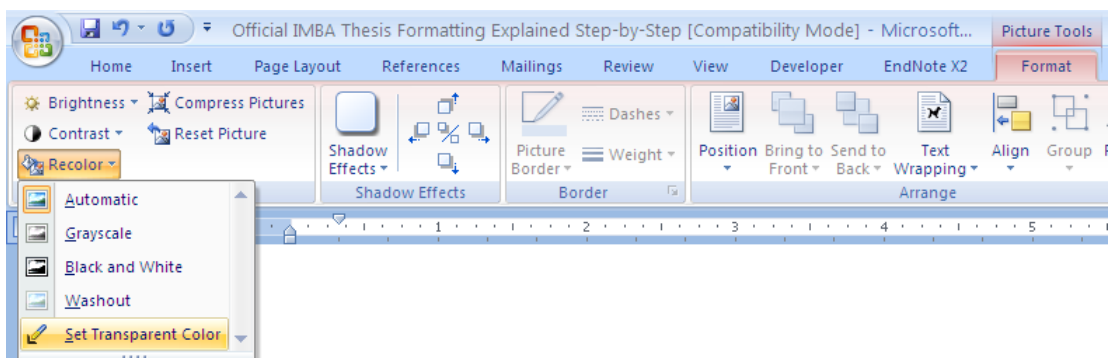


Figure 1-3. Set transparent color

1.8 Footnotes.

- Footnotes must be Times New Roman 10. Both on the paragraph and the footnote located at the bottom of the page.



CHAPTER TWO

LITERATURE REVIEW

2.1 Hypothesis Format.

- Hypothesis list in ANY chapter or anywhere in the thesis must follow this format:

H1: This is my first hypothesis. This sentence must be tabbed. It must be times new roman 12 pt – double space.

H2: The list must be in italics.

H3: No need to capitalize any major words. Treat the statement as a normal sentence.

- For ease of formatting, write up the hypotheses first, and then give them the style ‘*hypothesis.*’

2.2 Table Guidelines.

- Start on a new line
 - Select *Table Number & Title* style
 - This creates triple-spaced buffer above title
- The table name must be divided into two lines
 - Type table ‘Table x-x’ (where 1st x is chapter number, 2nd x is table number in chapter...i.e. first table in chapter 2 would be ‘Table 2-1’)
 - Press Shift-Enter (without a space first!) to get a soft paragraph break

- Allows number and title to be on same line in table of contents
- Remember to italicize the title, i.e. *Sample Table 1* below.

Table 1-1

Sample Table 1

Checkers	Sex	Age
Kevin	Male	29.00
Vandit	Male	29.00
Marianna	Female	25.00

Source: Author (2007), pp. 105-106

2.2.1 Table Headers.

- Must be **bold**
- Can be left aligned or centered (depending on context)
 - We recommend students not to use any fancy table header (if it can be helped),
- Must be Times New Roman 11 point, single spaced
- The first letter of the header must be capital

2.2.2 Table Content.

- Must be Times New Roman 11 point, single spaced
- Information on the table must be ‘centered’
 - Exceptions:
 - Long sentences can be left aligned
 - First column data (depends on context)
- Maximum numbers of decimal places allowed are 2. That is, one can go for 22.33 but not 22.334
 - Exceptions:

- Significance numbers
- Requests by your professor

If your table is not single spaced, you will have to manually adjust this. This can be done by selecting the whole table, and then on the formatting toolbar select the line spacing button, and select 1.0:

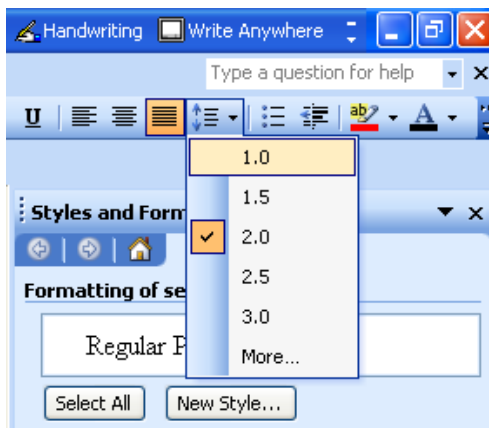


Figure 1-1. How to change line spacing in tables

2.2.3 Table Breaking over Two Pages.

- Click within the first row (or rows) in the table
 - You can:
 - Right-click, and select *Table Properties*
 - Select the *Row* tab, and tick *Repeat as header row at the top of each page*, and untick *allow row to break across pages* (see below); or:
 - You can:
 - Select Table Tools on banner in word 2007
 - Click Layout tab
 - In Data section select 'Repeat row as header'

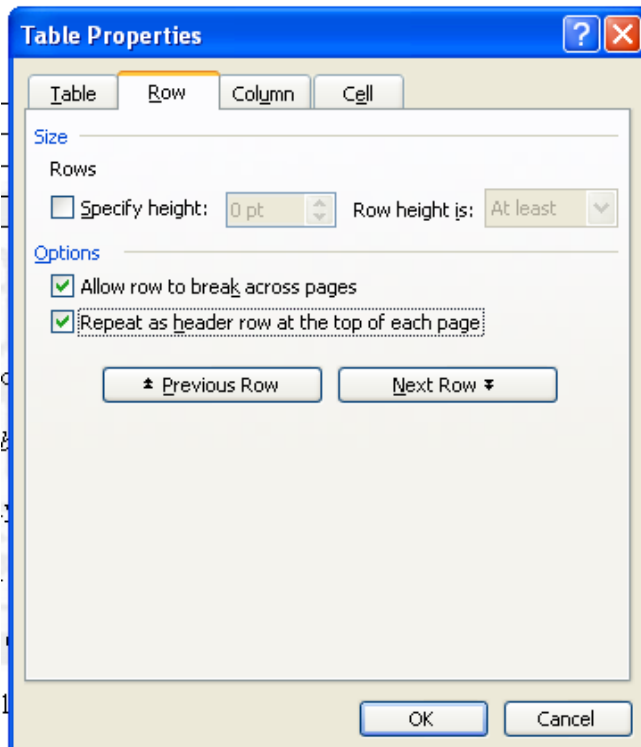


Figure 1-2. How to repeat row as header when table breaks across two pages

2.3 Figure and Table Source Guidelines.

- Format: *Source*: Name of Authors (year), pp. xx-xx.
 - If there is only one page, it would be p. xx.
 - *Source* must be Times New Roman – 11pt – Italics – before spacing 6pt – single space.
 - Name of the source – Times New Roman – 11pt – Before Spacing 6 pt-single space.
- **By using the *Source Info* style, it is automatically formatted in this manner, except you must highlight ‘Source:’ after you type it, and apply italics.**
- If you are using EndNote:
 - Manually type in the author’s name
 - Insert your source
 - Edit it so just the year is included

- Manually type in the page numbers.

➔ This way the source will be included in your reference list.

2.4 Guidelines for Figures.

- Apply *Figure Format* style after figure is inserted (adds proper spacing above (3 single-spaced lines) and below(single-spaced))
- Figure number and title is placed UNDER the figure
- Apply *Figure Number and Title* style to the figure number and title
 - Number and title format: *Figure 1-1*. Some figure title
 - First number = chapter number
 - Second number = title number within the chapter
 - A period or dot ‘.’ must be present after the figure number
 - The figure number must be in italics, while the
 - The first word (only!) in the figure title must be capitalized
 - Figure title must be normal (not italicized)
- If there is a source, select *Source Info* style, and enter the source information.
 - If the figure is from YOU, then you can omit placing a source.
 - The same formatting applies as to the table source.
 - If the source is electronic in nature (like a database) simply put the name of the title of the electronic source (name of the database).

<i>Decision</i>	<i>Decision</i>	<i>J</i>	<i>K</i> ₁	...	<i>K</i> _{<i>j</i>}	...	<i>K</i> _{<i>J</i>}	<i>L</i>
<i>Decision</i>	0	0	0	...	0	...	0	0
<i>J</i>	<i>w</i> ^{<i>J,decision</i>}	<i>W</i> ^{<i>J-{\i j},J</i>}	0	...	0	...	0	0
<i>K</i> ₁	0	<i>W</i> ^{<i>K,J</i>}	0	...	0	...	0	0
...
<i>K</i> _{<i>j</i>}	0	0	0	...	0	...	0	0
...
<i>K</i> _{<i>J</i>}	0	0	0	...	0	...	0	0
<i>L</i>	0	0	0	...	<i>W</i> ^{<i>L,K</i>}	...	0	<i>I</i>

Figure 2-1. Sample figure title

Source: Authors (2007), pp. 105-106

2.5 Spacing Before and After Figure.

- Three single-line spaces before and after figure and info
- If you have source information, this will be automatic by using *Source Info* style.
- If you do not have source information, you can select *Paragraph After Figure* style.

2.6 Skipping Ahead.

We will now skip ahead to references, just make note that Chapter Three is Methodology, Chapter Four is Research Results, and Chapter Five is Conclusion and Suggestions.

REFERENCES

- Achrol, R., & Stern, L. (1988). Environmental determinants of decisional making uncertainty in marketing channels. *Journal of Marketing Research*, 25(1), 36-50.
- Ballou, R. H. (1992). *Business logistics management* (third ed.). Englewood Cliffs, New Jersey: Prentice-Hall.
- Ferdows, K. (1989). Mapping international networks. In K. Ferdows (Ed.), *Managing International Manufacturing* (pp. 3-21). North Holland, Amsterdam: Elsevier.
- Young, A. (1997). *The razor's edge: Distortions and incremental reforms in the people's republic of China* (mimeo): University of Chicago.

Note (not part of the thesis):

- **References must be single spaced with a 12 pnt spacing between them**
 - **You may have to manually adjust to get the space between the references towards the end of writing your thesis**
- **Using EndNote, it will automatically format the full reference (see How-To for EndNote). It will:**
 - Ensure your references are in alphabetical order by first author's last/family name.
 - Italicize the correct parts of the reference (if you have selected correct reference type in EndNote)
 - If the reference is a journal, the issue, volume and page number will be included; i.e. *Journal of Marketing*, 107(18), 20-28.
- **Ensure you follow the proper guidelines in EndNote, as per the EndNote how-to; i.e**

- **Ensure that the author and year are formatted correctly within your EndNote library BEFORE YOU CITE THEM**
- **Ensure country related words like China, USA, mainland China, Japan, Japanese, republic of China, European Union are first-letter capitalized**
- **Ensure you install and select the APA 5th – IIMBA reference style to avoid certain formatting errors which may otherwise appear**
- **Ensure all major words of a journal name are capitalized**
- **Ensure only the first letter of the first word of the journal article title or book title is capitalized, along with the first word after a colon (:). I.e.:**

Delios, A., & Beamish, P. W. (1999). **O**wnership strategy of Japanese firms: **T**ransactional, institutional, and experience influences. *Strategic Management Journal*, 20(10), 915 - 933.

Zhao, H., & Zhu, G. (2000). **L**ocation factors and country-of-origin differences: **A**n empirical analysis of FDI in China. *Multinational Business Review*, 8(1), 60.

APPENDICES

Appendix 1: Perhaps a Questionnaire

Some content~~~

NOTE:

- **You should apply Heading 2 style to the Appendix Titles**
- **Your appendices should be single spaced or in the format of your actual attachments/questionnaires etc.**

