

# Guidelines for Preparing Thesis for Degree

## <Structure and Format of a Thesis>

### 1. Standards and Organization of a Thesis

- The title of a thesis shall be written in less than 26 letters, and a subheading may be given when necessary, but only the main title shall be written.
- The language of a thesis shall be in Korean in principle, but it may be prepared in foreign languages by obtaining approval from academic advisor when necessary.
- Binding Book Size: 16K [190 x 260 mm]
- Plate Type: B5 (182 x 257 mm)
- Paper Quality: imitation vellum greater than 70 lbs.
- Printing shall be done in 'master printing' or 'offset printing' on both sides, or possibly on one side.
- Color of Cover Page: A Master's thesis shall be in "ultra marine blue", and a Doctoral thesis shall be in "black."
- Binding Method: A thesis shall have cloth binding.
- **Cover Page Printing Method: A thesis should be printed in the myeongjo font type plated with gold.**
- The cover page, cover page repeated and an approval page shall be based on separate forms.

### 2. Order of a Thesis

#### A. Cover Page [Form 1]

#### B. Cover Page Repeated [Form 2]

A separate white sheet of paper shall be inserted following the cover page, and the cover page repeated shall be inserted after that.

#### C. Approval Page [Form 3]

#### D. Acknowledgement: Such may be omitted.

#### E. Abstract

The essential points of a thesis shall be prepared in Korean and English, within about 2 pages, and the abstract in Korean shall precede, and the English abstract shall be inserted after the bibliography in case of the text being in Korean.

At the bottom of the abstract, enter the keywords in no more than 5 words for searching theses for degrees.

#### F. Table of Contents

##### 1) List of Text

Classification	Example	Font Size and Text type
The listing of Contents	I A. 1.	16p boldface type, Center text 14p boldface type 11p boldface type
Subsection	(A) (1) a. ①	11p

\* Inter-items can be omitted, and words spacing is flexible.

## 2) List of Figures

Consecutive numbers, such as picture 1 and picture 2, are assigned in order to correspond with the contents of the text, and the title and page numbers shall be entered.

[Example]

► Figure 1. Fuel and Air Connecting Diagram ..... 16

## 3) List of Photographs

Consecutive numbers, such as photograph 1 and photograph 2, are assigned in order to correspond with the contents of the text, and the title and page numbers shall be entered.

[Example]

► Photograph 1. Experimental Device ..... 16

## 4) List of Tables

Indication of tables shall be in the order of numerical tables and diagrams, and they are indicated as table 1, table 2, .... diagram 1, diagram 2,

[Example]

► Table 1. Performance of the Doubly-encoded Code ..... 12

## 5) List of Symbols

A page explaining symbols that are not popularized, in case of using such symbols, shall be inserted in the text.

## G. Text

### 1) The text shall include the following contents.

Introduction, subject, conclusion

### 2) Titles of figures and photographs shall be specified underneath the figures and photographs, and titles in Korean are required.

[Example]

Fig 1. Experimental Device

### 3) Titles of tables shall be specified underneath the tables, and titles in Korean are required.

[Example]

Table 1. Experimental Parameter Matrix

4) How to write cited references and supplementary explanations

- Because the criteria of how to write cited references and supplementary explanations is different depending on the field of study, we recommend that you consult with your Academic Advisor and refer to the Guide for Thesis Writing from the Ajou University Central Library homepage.

\* Central Library Homepage–Research Support – Thesis Writing Guide – How to write references

5) Names of foreigners or places shall be indicated in Korean, but the original language should be added within a parenthesis.

**H. Bibliography / References**

Because the criteria of how to write a bibliography is different depending on the field of study, we recommend that you consult with your Academic Advisor and refer to the Guide for Thesis Writing from Ajou University Central Library homepage.

\* Central Library Homepage–Research Support– Thesis Writing Guide – How to write bibliography.



4cm

<22pt>

Thesis Title

<16pt>

○ ○ ○, Advisor

<14pt>

I submit this thesis as the  
Master's (Doctoral) thesis in ○ ○.

<14pt>

\_\_\_\_\_ 20\_\_\_\_\_

(Entering the scheduled month for conferment of the degree)

<16pt>

Graduate School of Ajou University

1cm

Department of ○ ○ ○ ○ <16pt>

1cm

○ ○ ○ (Name)

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3cm

6cm

<14pt>

The Master's (Doctoral) thesis of ○○○ (name) in ○○  
is hereby approved.

Doctor's Degree	Master's Degree	Thesis Defense Committee Chair	Signature <14pt>
		Member	Signature
		Member	Signature
		Member	Signature
		Member	Signature

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Graduate School of Ajou University

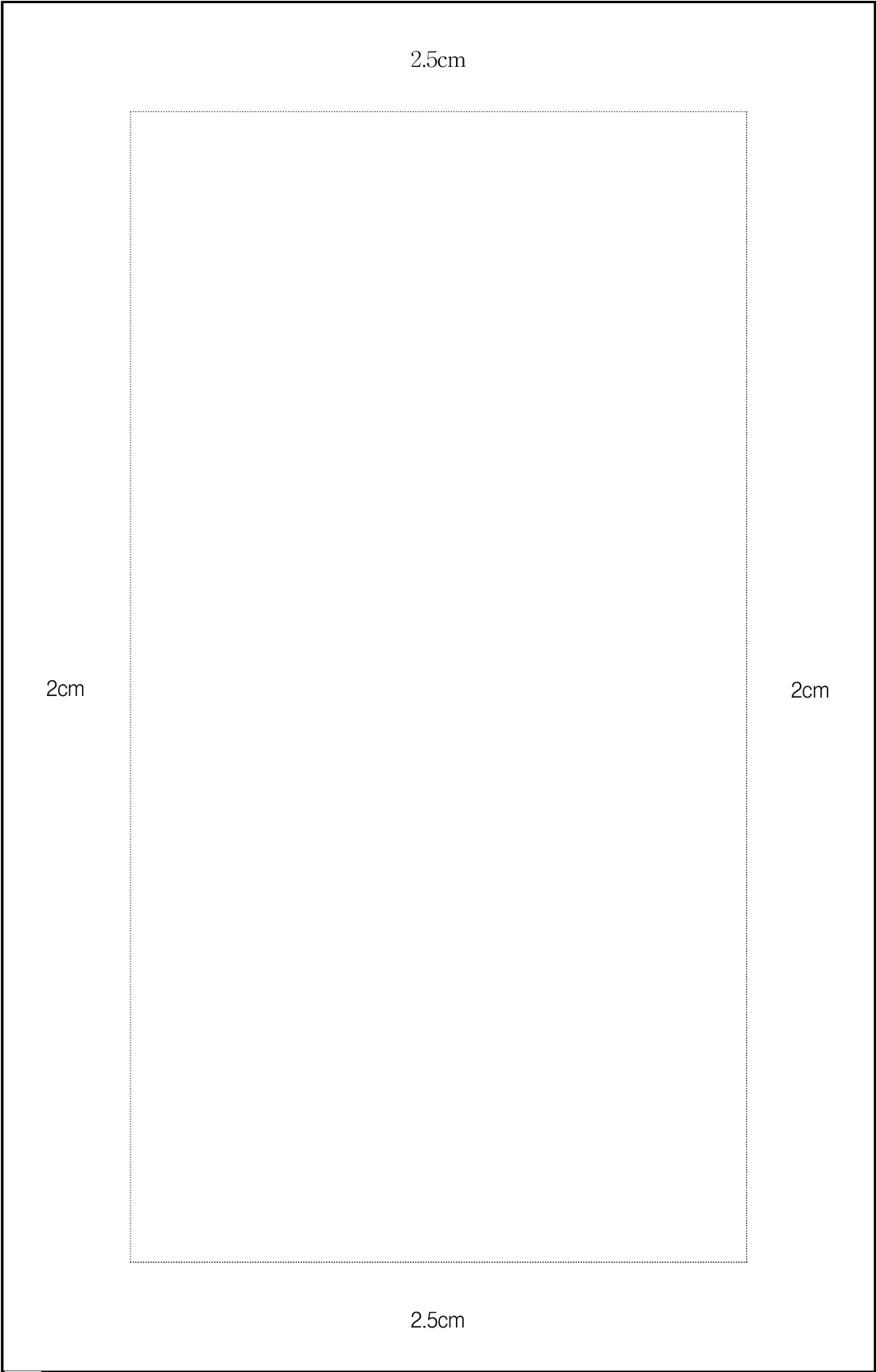
1cm

\_\_\_\_\_, 20\_\_\_\_ <16pt>

(Entering the thesis submission deadline for each semester)

3cm

**(Standard Chart for Text Area Margin)**



※ Haansoft Hangul-10~11pt, Spacing-200%/MS Word-10-12pt, Spacing-1.5 lines (33 letters x 23 lines)