

## **Format Description of Theses of the International Master Program in Acupuncture**

I. Please write theses in accordance with the regulations. The theses with inappropriate and non-conforming formats will be rejected.

II. Front cover

Paper-cover: Over 150 pound, white paperboard.

Paper size: A4, the final size of a thesis shall be 20.5×29.2 cm.

Spine: Including affiliation, serial number, thesis title and author.

III. First page

1. Letter of Authorization

2. Letter of Recommendation from the Thesis Adviser, with the page number being Roman numeral ii.

3. Review Form of Thesis Oral Defense Committee, with the page number being Roman numeral iii.

P.S. The Letter of Recommendation from the Thesis Adviser & Review Form of Thesis Oral Defense Committee are provided by the Institute and shall be printed by the graduates themselves.

IV. The order of the thesis contents is as follows:

(i) Table of contents: The page numbers of the List of Headings of various chapters and sections of the thesis content, List of Figures, List of Tables and the abstract in Chinese need not to be listed in the Contents Page, but shall be listed in the order of appearance. The page numbering is to be aligned to single digit(s).

(ii) List of Figures: To be listed in the order of appearance; the page numbers need to be marked. Every figure shall have a title, and the numbering is based on the chapter in which the figure belongs; for example, Figure 1.1 and Figure 2.3 refer to the first figure of the first chapter and the third figure in the second chapter, respectively.

(iii) List of Tables: (Same as (ii))

(iv) The page numbers of the Table of Contents, List of Figures and List of Tables are to be marked with Roman numerals, with the page number of the first page of Table of Contents being iv, and so on.

(v) Abstract in Chinese: The abstract in Chinese shall be limited to one page and five hundred Chinese characters in principle. The content of the abstract shall comprise the research purpose, importance, materials and methods, main results, etc. The page number of the first page of the abstract is Arabic numeral 1, and so on. This page shall include the title, the student's name, the adviser's name, and the names of the school and the institute.

(vi) Order of chapters of a biomedical thesis

Chapter 1 Introduction

Chapter 2 Literature Review

Chapter 3 Materials and Methods

Chapter 4 Results

Chapter 5 Discussion

Chapter 6 Conclusion

References

Appendix (Figures are to be placed here)

Abstract in English (The content shall be consistent with that in Chinese)

Author Profile (It's optional. The student can decide at his/her discretion)

Acknowledgements (It's optional. The student can decide at his/her discretion)

(vii) The page numbers of various chapters of a thesis are to be marked with Arabic numerals; the page number of the first page of the Introduction is Arabic numeral 1, and so on.

(viii) Other notes on writing:

1. Use of a table on inside pages: If a table is to be inserted in the text, there shall be "at least" five lines of text above or below the table, otherwise, the table shall be placed on another page.
2. When a table is quoted on a page, the table shall be inserted at a place below the quotation; if it is impossible to place the table right below the quotation, insert it somewhere as close as possible to the quotation.
3. If a table spans more than one page, list only the table number on the second page, followed by..... (Continued).
4. If a table spans more than one page, the table line over the column of table note(s) may be omitted, or its length shall be no more than 2.5 cm.
5. The size and font of the characters in the table shall be consistent, but may differ from those of the text (the size shall not be smaller than 10pt). The title of the table shall be placed above the table, the title of the figure below the figure, and there shall be an appropriate distance between the title and the figure (table).
6. There shall be at least 2 lines of text on each inside page.
7. There shall be at least 2 lines of text below the title of each main chapter and section.
8. The numerical part in the table, besides the p-value of the statistics (an asterisk \* can be used to indicate the significance), shall be aligned according to the decimal points.
9. The page numbers shall be placed in the middle of the page footer.
10. If only a figure (table) is placed on a page, the content of the figure (table) shall take up more than one-third of the page space.

## V. Inside pages

1. Paper size: Print with A4 paper.
2. Margins: 2.54 cm from the upper and lower edges, 3.2 cm from the left edge, and 2.54 cm from the right edge.
3. Except for the front cover and back cover, all pages of the contents shall be printed on 80 pound wood-free paper or book paper.
4. Single-side printing, size 14pt, thirty lines per page.

VI. When a piece of reference is cited in the text, **a corner number** shall be marked **(the number marked on the upper right)**; the references shall be listed at the end of the thesis in the order of citation; if a piece of reference is cited more than once in the text, it shall appear only once in the list of the references. The abbreviation of the name of a journal shall be based on the format of **JCR**. For the format of the references, **all authors shall be listed (without underlining)**, and the correct order of the information shall be as follows: the surname and given name of each author, title, name of the journal or book, publication year, issue number (volume number omitted), and page number.