



GUIDELINES

FORMAT OF PhD THESIS

1. Purpose:

This document is intended to present guidelines on the scientific writing of PhD thesis as help to students and as an attempt to harmonize the style of PhD thesis writing within the Graduate Institute.

It is recommended that students check with GIBMTE secretary office before submitting a PhD thesis as legal regulations (such as submission forms or copyright statements) from Taipei Medical University and GIBMTE may be subject to change from time to time.

2. Language:

The PhD thesis must be written in English unless the PhD Committee and the Director of GIBMTE has given special permission for another language to be used.

3. Length of thesis:

The PhD thesis should not normally be longer than 80,000 words or be longer than 400 pages when bound with its appendices and references.

4. Paper size and typographical detail:

- International A4 size paper must be used. Paper must be of good quality and of sufficient opacity for normal reading (of weight 70 gm-2 to 100 gm-2). One side only of the paper must be used (but see also 5.8 and 6.2 below).



- Margins at the binding (left-hand) edge must be 40 mm and other margins 20 mm. The page format should be single column with 1.5 line spacing used between the lines.
- The recommended font is Times New Roman and the recommended text font-size is 12 point.
- Page numbering:
 - Pages must be numbered consecutively through the thesis, starting at the first page of the Introduction (see 5.6 below), including all pages whether textual or otherwise, and finishing at the final page of the index, if any. For multi-volume theses a single sequence of numbering must be used for all pages containing chapters, appendices etc.
 - Page numbers shall be in Arabic numerals and shall be located centrally at the bottom of the page, approximately 10 mm (0.4”) above the edge. Preliminary pages, starting at the first Contents Page, may be numbered using lower-case Roman numerals, if desired.

5. Preliminaries

Title page: The title page should have the following information

- Name of the Graduate Institute in Chinese
- Name of the Graduate Institute in English
- Full Title of the PhD thesis and the sub-title if any
- The total number of volumes if more than one and the number of the particular volume
- The full name of the author
- The qualification for which the thesis is submitted
- Name(s) of Advisor and Co-advisor (when applicable)
- Country and date of presentation

Abstract:

The thesis must contain an abstract, comprising preferably between 250 and 350



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words.

The abstract should appear on its own, on a single page. The abstract should provide a synopsis of the thesis and shall state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the subject treated. There should be a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached. The abstract must follow the Title Page. Therefore the abstract should preferably follow the following scientific flow: Background; Aims; Material and Methods; Results; Conclusions

The abstract does not usually have references and does not include Tables or Figures.

Dedication:

If a dedication is included then it should be immediately after the Abstract page.

Acknowledgements:

Any acknowledgement should be on the page following the Dedication page, or the Abstract page if there is no dedication.

Declaration statement / Thesis Submission Form

This form should be placed after the Acknowledgements and bound into every copy of the thesis. TMU will be unable to accept your thesis if the form is not bound into each submitted copy.

Table of content

The table of contents should follow immediately either the Acknowledgements page (or Declaration page, if present). It must list in sequence, with page numbers, all relevant subdivisions of the thesis, including: the titles of chapters, sections and subsections, as appropriate; any appendices; the list of references; the bibliography (if any); the index (if any); and any other functional parts of the



whole thesis. If a thesis comprises more than one volume, then the Title page, Abstract and Table of Contents of the whole thesis must appear in each volume.

List of Tables and Figures, Glossary/List of abbreviations, List of publications by the Candidate

It is optional, but recommended, to provide these lists. If provided, then they should start on the page following the table of contents and be in the order Tables, Figures, Glossary (list of abbreviations), Publications. Items in lists of Tables and Figures should be in the order in which they occur in the text.

6. Text

Introduction:

Chapter 1 of the thesis must be an “Introduction” defining the relation of the thesis to other work in the same field and referring appropriately to any findings, propositions or new discoveries contained in the thesis and to any important points about sources or treatment.

Headings:

It is recommended that all headings be emboldened. The recommended style is: 14-point with capitalised initial letters for chapter headings; 12-point with capitalised initial letters for section headings; 12-point italicised for subsection-headings. All headings should be on separate lines from the text. Each chapter must begin on a new page and the heading should be preceded by the word Chapter and the appropriate number.

Chapter, Section and Subsection Numbering:

Arabic numerals should be used in the format 1, 2 etc (for chapters), 1.1 etc for sections and 1.1.1 etc for subsections. There should be no further subdivision.

Chapter, Section and Subsection Numbering:



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References cited in the text should be identified by numbers, preferably typed on the line, in square brackets, immediately following the relevant word or phrase in the text.

For footnote identification, superscripts are recommended.

Identifications of references, footnotes and any endnotes (with comments at the end of a chapter rather than the foot of a page) must be distinguishable.

For this reason it is recommended that references are **not** identified by superscripts.

6. Tables, Figures and Equation

Tables and Figures:

Tables, figures etc. shall be numbered either consecutively throughout the thesis – Table 1, Figure 1 etc., or within individual chapters Chapter – Table 1.1, but not within sections or subsections.

Captions:

The numbers (of the above form) and captions should be at the bottom of the illustrations. The top of an illustration that is bound sideways must be to the left of the page (the binding side).

Use of colour:

Colour may be used in diagrams and figures. However, it is recommended that such use be kept to a minimum, being reserved for situations where it is essential for clarity. The use of colour must be the same in all presentation copies of the thesis.



7. Illustrations, computer printouts, published papers

Binding:

Whenever possible diagrams, maps, illustrations, computer printouts and tables should have a binding margin of at least 40 mm (1.5") and should, if possible, be bound into the thesis near the appropriate text.

Photographic prints:

Photographic prints should be on single weight paper or permanently mounted on cartridge paper for binding and should be securely fixed in the thesis.

8. End Matter

Appendices:

Appendices, labelled A, B etc., should be treated as additional chapters and should normally follow the main text.

Appendices may consist of supporting material of considerable length or of lists, documents, commentaries, tables or other evidence that if included in the main text, would interrupt its flow.

The style of appendices must be consistent with the style of the main text. Long appendices may be divided into sections, labelled as Appendix A.1 etc., with corresponding subsection numbering, which must be entered in the table of contents. Alternatively, short appendices may be attached to individual chapters, as an extra section with a heading of style 3.7 Appendix.

Published papers:

If publications of the author are to be bound into the thesis then they should appear after the Appendices and before the list of references, as if they were additional Appendices, and so-cited in the Contents list.



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They should have a binding margin of at least 40 mm.

List of references

Lists of references, arranged in the order in which the references are identified in the thesis should appear at the end of the thesis. Each listed reference should enable the reader to identify the work cited and to locate the specific passage referred to. In the case of journal publications, titles of papers should be included and both initial and final page numbers. An example style is: [72] D.G. Jones, *Title of paper*, *Title of Journal*, **3**, 64-75 (1998).

References ordered by surname of the first author is also acceptable if this is the preferred style.