

東海大學國際企業管理碩士學位學程(GMBA)論文格式規範

Thesis form of Global Master of Business Administration (GMBA) Program, Tunghai University

一、論文次序 Thesis order

1. 封面(含側邊)Thesis Cover (with side)
2. 學位考試委員審定書 Verification Letter from the Oral Examination Committee
3. 碩士論文學術倫理聲明書 Master thesis academic ethics statement
4. 序言或謝辭 Preface
5. 英文摘要及關鍵字 English abstract and key words
6. 目錄、表目錄、圖目錄 Contents, chart, category
7. 論文正文 Body of the thesis
8. 參考文獻 References
9. 附錄 Appendix
10. 封底 Back cover

二、封面(含側邊)：Thesis Cover (with side)

封面 cover：封面中各行均需置中，包括校名、院別、系所別、學位別、論文題目、指導教授、研究生姓名及提出論文之年(民國)月。

Each line in the cover needs to be centered including school name, department, degree, thesis topic, name of your supervisor, master student name and thesis's published year and month.

側邊 side：包括校名、系所別、學位別、論文中文題目、研究生姓名及提出論文之年(民國)月。Includes school name, department, degree, thesis topic, master student name and thesis's published year.

三、學位考試委員審定書 Verification Letter from the Oral Examination Committee

研究生學位論文考試經考試委員評定成績及格，但須修改者，應依考試委員之意見修改論文並經指導教授及所長於「學位考試委員審定書」簽章核可後，方得繳交論文。

If the postgraduate thesis examination is evaluated by the examination committee and has passed the examination, the student who needs to modify their thesis shall revise the paper in accordance with the opinions of the examination committee and may submit the paper after your supervisors and the director sign off on the "Verification letter from the Oral Examination Committee."

四、序言或謝辭 Preface

須另頁書寫，舉凡學生撰寫論文後的感想，及在論文完成的過程中，獲得指導教授及其它老師有實質幫助之研討及啟發，或行政、技術人員、同學及親友等幫忙者，皆可在此項次致謝，內容力求簡單扼要，以不超過一頁為原則。

Must be written on another page. You can write down your thanks to the people who gave you practical help, for instance, supervisors, other teachers, administrative people, technical personnel, classmates or even your relatives. However the contents can't be more than one page.

五、英文摘要 English abstract：以不超過一頁為原則。No more than one page.

Title of Thesis：○○○

Name of Institute: Global Master of Business Administration Program, Tunghai University

Graduation Time：(MM/YYYY)

Student Name：○○○

Advisor Name：○○○

Abstract：

Keywords：

六、目錄 Contents：包括各章節之標題、參考文獻、附錄及其頁數。

Includes the headings, references, appendices, and pages of each chapter

七、圖目錄 Category：包括各章節之圖及其所在之頁數(若圖擷取自參考文獻，則須標註來源)。

Includes a map of each chapter and the pages it resides in. (If the graph is retrieved from the reference, the source must be labeled.)

八、表目錄 Chart：包括各章節之表及其所在之頁數(若表擷取自參考文獻，則須標註來源)。

Includes tables of chapters and pages they are located. (If the chart is retrieved from the reference, the source must be labeled.)

九、論文正文 Thesis

1. 論文以英文撰寫為原則，單面印刷，但頁數為 80 頁以上得以雙面印刷。

The thesis must be written in English. Single-sided print only for up to 80 pages. If the thesis covers more than 80 pages, than double-sided print will be accepted.

2. 紙張 Paper：除封面、封底外，均採用白色 A4 80 磅之紙張裝訂。

Except cover and back cover, the others need to bind with white A4 80 g/m² paper.

3. 字體 format：英文以 12 號 **Times New Roman** 打字，撰寫以 1.5 行距，本文留白上 3 公分、下 3 公分(含頁碼)、左右各 2.5 公分，字體顏色為黑色，各頁正下方應置中註明頁碼(頁面底端至頁尾 1.5 公分)。

English type: **Times New Roman** 12pt Line spacing 1.5pt leave 3cm space at the top and bottom of each page leave 2.5cm space at the sides of each page color: black number each page at the bottom center leave 1.5cm between each number and the bottom of the page

4. 圖表 chart and picture：圖之圖號及說明列於圖之下方，表之表號及說明列於表之上方。

Type the chart description above the chart, and the picture description underneath it.

十、參考文獻 References

作者姓名、小括號()註明西元年份，論文題目，期刊名稱，期刊之卷(輯)、期，頁數。中文以作者姓名筆劃先後排序，英文以第一位作者 Last Name 之字首字母為準，範例：

1. 中文期刊(參考證券市場發展季刊)：作者姓名(西元年)，「論文題目名稱」，期刊名稱，期刊卷期，頁數。

詹家昌、賴弘程(2003)，「結合技術指標與市場狀態對共同基金操作策略之研究」，證券市場發展季刊，第十五卷，第一期，頁 41-76。

2. 英文期刊(參考 Journal of Finance)：Last Name, First Name, First Name Last Name, and First Name Last Name (Year), Title, Publisher Vol., page.

For monographs:

Fama, Eugene F., and Merton H. Miller, 1972. *The Theory of Finance* (Dryden Press, Hinsdale, IL).

For contributions to collective works:

Grossman, Sanford J., and Oliver D. Hart, 1982, Corporate financial structure and managerial incentives, in John J. McCall, ed.: *The Economics of Information and Uncertainty* (University of Chicago Press).

For periodicals:

Jenter, Dirk, Katharina Lewellen, and Jrold B. (2011), Warner, Security Issue Timing: What Do Managers Know, and When Do They Know It? *Journal of Finance* 66, 413-443.

十一、封面(底)Cover and Back cover：碩士論文報告均應裝訂成冊。

1. 平裝本 Paperback：採用 **米黃色系** 之雲彩紙裝訂之。Binding with **beige** cloud colored paper.

2. 精裝本 **hardcover**：碩士班**黑色底燙金字**。Master **black cover with bronzing words**.

(上留白4公分、以下各行均須置中)

(附件)

東海大學國際企業管理碩士學位學程
(Global MBA)
碩士論文 (字型為25之楷書、1.5倍行高)

(論文中
文題目) (字型為20之楷書、1.5倍行高)

(論文中
英文題目) (字型為18之Times New Roman、1.5倍行高)

指導教授：○○○ (字型為18之楷書、2倍行高)

研究生：○○○ (字型為18之楷書、2倍行高)

中華民國 ○○○ 年○○ 月 (字型為18之楷書、1.5倍行高)

(至封底留白3.5公分)

(4cm space at the top 、 each line must be centered)

(附件) Global Master of Business Administration Program
Master Thesis

(Title) (Times New Roman,18pt 、 Line spacing 1.5pt)

Supervisor : ○○○ (Line spacing 2pt)

Graduate student : ○○○ (Line spacing 2pt)

Year ○○○○ Month○○ (Times New Roman,18pt 、 Line spacing 1.5pt)

(3.5cm space at the bottom)