

國立中央大學研究生畢業論文格式條例

National Central University Thesis Format Regulations

一、撰寫之語文：

論文以中文撰寫為原則，外國語文學系（所）除外。論文皆需附中、英文提要。

1. Language:

The thesis should be written in Chinese except for the departments or graduate programs of foreign languages. Abstracts in both Chinese and English are required.

二、撰寫之原則：

1. 字體宜端正、清晰。
2. 全文不得塗污、刪節。
3. 各頁正下方應註明頁碼。

2. Principles of writing:

- 2.1. The font should be neat and clear.
- 2.2. Any part of the content should not be stained or erased.
- 2.3. A page number should be marked at the center at the bottom of every page.

三、次序：

1. 封面：包括論文題目、系所別、研究生姓名、指導教師姓名及離校年月等（**請注意 7、8 月辦理畢業離校之學生，封面之年月請印製**年 6 月**）。

2. 國立中央大學圖書館學位論文授權書。

3. 國家圖書館學位論文延後公開申請書：

- I. 註冊組代收之紙本論文，將送存國家圖書館，如需延後公開者，須裝訂本申請書，檢附之證明文件請夾附於論文。

- II. 檢附證明文件說明如下列：

- 涉及機密：係指國家機密，須檢附相關證明文件，或填寫「國立中央大學送存國家圖書館紙本論文延後公開說明書」。

- 專利事項：申請表填妥專利案號即可，若正在專利申請審核中，或有新技術發表先後之疑慮者，應填寫「送國立中央大學存國家圖書館紙本論文延後公開說明書」。

- 依法不得提供：須提出適用法規或具體事實證據。

- III. 如符合延後公開之原因，須經指導教授及學位考試委員簽署申請書，並由系所確認後於申請書「學校權責單位章戳」之欄位核章。

- IV. 依教育部 114 年 6 月 4 日臺教高通字第 1142201506 號函有關學位論文延後公開（一定期間不予公開）機制，每次申請紙本論文及電子全文延後公開至多為 5 年，且需逐次申請；第 2 次起之申請程序，仍應取得原所有學位考試委員審核確認，或經原就讀系所之系（所）務等會議審核確認，經由學校向國家圖書館提出申請。

4. 論文指導教師推薦書。

5. 著作彙編之學位論文確認書(採著作彙編者，才需要裝訂)。

6. 論文口試委員審定書。

7. 中、英文論文提要：宜說明研究目的、資料來源、研究方法及研究結果，約三百至五百字。

8. 序言或誌謝辭：應另頁繕寫（可免）。

9. 目錄：包括提要、各章節之標題、文獻、附錄及其所在頁數，依次編列。

10. 圖目。

11. 表目。

12. 論文正文。採用著作彙編者，學術著作共同作者貢獻聲明書附於每篇學術著作之前。

13. 參考文獻及附錄：應包括文獻名稱、作者姓名、卷數、頁數、出版年月及出版處所。

14. 封底。

3. Sequence:

- 3.1. Front cover: The title of the thesis, the name of the department or the graduate program, the name of the student, the name of the advisor, and the date of leaving school should be included. **For students applying to leave school in July**

and August, please put “June, 20**” on the front cover.

3.2. Authorization Letter of My Thesis/Dissertation for the Library of National Central University

3.3. Application for Embargo of Thesis/Dissertation

3.3.1. Theses and dissertations in printed form collected by the Registrar Division on behalf of National Central University will be sent to the National Central Library. If anyone needs to defer the publicizing of his or her thesis or dissertation, he or she should include this application form in the thesis or dissertation along with related documentation.

3.3.2. The instructions on required documents are as follows:

3.3.2.1. Confidential matters: Refers to national secrets. Relevant documentation must be attached or the “Statement for Deferred Public Access of Printed Thesis Deposited in the National Central Library” must be completed.

3.3.2.2. Patent matters: The patent application number must be entered in the application form. If the patent is still under review or there are concerns regarding the timing of a new technology release, the “Statement for Deferred Public Access of Printed Thesis Deposited in the National Central Library” must be completed.

3.3.2.3. Prohibited by law: The applicable regulations or concrete supporting evidence must be provided.

3.3.3. If the reason for deferred public access is valid, the application form must be signed by the thesis advisor and members of the degree examination committee, and approved by the department/institute with an official seal affixed under “Authorized Unit of the University.”

3.3.4. According to MOE Letter Tai-Jiao-Gao-Tong No. 1142201506, dated June 4, 2025, regarding the mechanism for deferred public access (temporary embargo) of theses and dissertations, each application for deferred public access of the printed thesis and the full-text electronic version may not exceed five years and must be filed separately. For second and subsequent applications, approval must again be obtained either from all original degree examination committee members or through review by the department/institute affairs committee, after which the university shall apply to the National Central Library.

3.4. Thesis Advisor's Recommendation

3.5. Thesis by Publication (TBP) Confirmation Form (required only if the TBP format is adopted).

3.6. Verification Letter from the Oral Examination Committee

3.7. Abstracts in Chinese and English: The abstracts would better contain 300 to 500 words and include research purposes, data sources, research methods, and research results.

3.8. Preface or acknowledgments (optional): The preface and acknowledgments should be written on a separate page.

3.9. Table of contents: The table of contents should include abstracts, the title of each chapter and section, a bibliography, appendices, and page numbers of all items stated above in sequence.

3.10. List of figures

3.11. List of tables

3.12. Body of the thesis/dissertation. For TBPs, a “Co-author Contribution Declaration Form” must be placed before each academic work.

3.13. Bibliography and appendices: The bibliography and appendices should include titles of works, authors' names, volume numbers, page numbers, publication months and years, publishers, and their locations.

3.14. Back cover

四、裝訂規格：

1. A4 規格白色紙張。

2. 封面（封底）顏色：碩士班為暗紅色、博士班為墨綠色。

4. Book-binding format:

4.1. White paper of A4 size

4.2. The color for the cover and the back cover: Crimson for master's theses/dissertations; dark green for doctoral theses/dissertations

五、論文份數：

1. 教務處註冊組：繳交平裝論文一本。

- 2.就讀之系所辦公室：依各系所規定。
- 3.本校總圖書館：依本校圖書館規定。
- 4.※相關表件請自行至教務處註冊組領取或至 [中大教務處網頁](#) 下載。
5. The number of copies of a student's thesis/dissertation that should be submitted to a unit:
 - 5.1. Registrar Division: One copy of the paperbound edition should be submitted to this division.
 - 5.2. The office of each department/institute: The number of copies should be in accordance with the regulations stipulated by each department/institute.
 - 5.3. National Central University Library: The number of copies should be in accordance with the regulations stipulated by the library of the university.
 - 5.4. Related forms and documents are available at the Registrar Division and on the website at <http://pdc.adm.ncu.edu.tw/>.