



龍
華

龍華科技大學

企業管理系碩士班

碩士學位論文

論文名稱

Optional English Title

研究生：○○○

指導教授：○○○ 博士

中華民國 Y 年 M 月

龍華科技大學

碩士學位考試委員會審定書

本校 _____ 碩士班 _____ 君

所提論文 _____

經本委員會審定通過，特此證明。

學位考試委員會

委 員： _____

指 導 教 授： _____

系主任（所長）： _____



中華民國 年 月 日

ABSTRACT

Thesis Title:

Pages:

University: Lunghwa University of Science and Technology

Graduate School: Department of Business Administration

Date: July, 2020

Degree: Master

Graduate Student:

Advisor:

The abstract is a brief overall description of the paper, the purpose of which is to give readers a general understanding of the content of the entire report. The abstract should include a description of the research question, a specific statement of the research method and design, and the results of the study.

After the blank line below the abstract title, type the summary content, and the summary should be no more than 500 words or one page. The literature may not be quoted, don't use of figures or tables, don't use of acronyms, and the juxtapose Chinese in English. After the summary, 3-5 keywords should be listed, and each keyword should be in bold. The first part of the pre-text begins with abstract with the page number at the end of the page (lowercase Roman numerals).

Keywords: Thesis, Format Specification, Abstract, Keywords

摘要

論文名稱：

頁數：

校所別：龍華科技大學

研究所：企業管理系碩士班

畢業時間：108 學年度第 2 學期

學位：碩士

研究生：

指導教授：

報告或論文篇前或啟始頁面的摘要，雖然在報告或論文中被讀者最先閱覽；但通常是作者在完成所有報告或論文本文後最後才撰寫。摘要撰述目的在讓讀者快速的掌握此研究之梗概，其撰述要點計有**問題**、**方法與發現**等三項，問題指研究所欲處理的問題，方法為解決問題所運用的研究方法，發現則為研究執行後的主要發現與簡要討論 ... 等。摘要內**不得引述文獻**、**不得使用圖表**、**字首縮寫詞**及**中英文並列** ... 等。

無論報告或論文的摘要陳述都應該精簡，通常以一頁篇幅內 2~3 段文字可容納為原則（精簡論文甚至要求在 300 字內！）學術報告或論文通常也要求在摘要文字段落結束後，以「**關鍵詞：**」為標題，列舉 3~5 個與研究議題相關、有助於索引的關鍵詞 (*Keywords*)。篇前部分自摘要開始於頁尾中央編頁碼（小寫羅馬數字）。

關鍵詞：論文，格式規範，中文摘要，關鍵詞

Acknowledgement

Except those not willing to be identified or have confidentiality requirements, the page should be used to express gratitude to all individuals or organizations that have assisted in the research. If there is academic ethical considerations, the author can also use the acknowledgement to replace the named author.



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Format Specification for Project Reports and Thesis of Department of Business Administration and Graduated School Lunghwa University of Science and Technology

1. Process Description

In order to make the project report, technical report or dissertation of the department and graduated school have a writing format standard to follow, this format specification is specially formulated, and the students of the department and graduated school must strictly follow the preparation of the report or the paper.

1.1 Format Review

The format review procedure of this department is only to assist the advising professor to correct the main or obvious format problems of the student reports or the paper. Whether amendment or not or the academic ethics are still the responsibility of the student and his/her advising professor.

To ensure and improve the quality of the student reports or papers, all student reports or papers must be submitted the full report or the the paper to the department office within the prescribed schedule limit (1 week before the format review deadline). The format review committee is appointed by the department head (director) and performs the format review of the student report or thesis. The review comments must be filled out with the **Format Review Comments and Amendment Record Form (Annex 1)** to the advising professor to urge the students to correct.

The purpose of the format review is to nurture the rigorous attitude to complete the last mile of project reports or the research papers: publishing the work. That is, after completing all the content of reports or thesis, students must review the adaptability of the requirements of format, content, and even academic ethics. ..., the advising professor should also be responsible for the supervision before the students submit the documents for review or submission. Therefore, the current format review process of the department is only to assist students and advising professors to correct the obvious format problems. In the future, it should be transformed into the screening gate of the basic quality of the reports or the papers, that is to say, the draft will be rejected if the format is not correct, and no resources will be wasted to review and modify repeated! The ultimate aim is to develop a rigorous attitude of students before submitting a report or paper.

To maintain the openness and impartiality of the format review, the format review opinion and amendment record form should be retained with the submitted report or the paper considered for use in case of dispute until the defense is finalized. The responsibility of the format review committee is completed when submission of the review opinion form; whether the student report or the paper conforms to the format specifications of the department and if there is violation case of academic ethics, ... etc., are the responsibility of the advising professor.

The student report or the paper is approved by the format review committee to help confirm there is no major format problem and the instructor agrees to apply for the oral test. **Student do not complete the format review process within the time limit specified by the department are treated as postponed graduation!**

1.2 Graduation Oral Examination

When students meet the following requirements, she/he may apply for a graduation oral examination:

1. Completion the writing of project report or research paper within the schedule deadline
2. Submit the complete report or paper to the department office for format review within the schedule deadline, and complete the format correction according to the **Format Review Comments and Amendment Record Form (Annex 1)**.
3. Completion of the format review and correction, with the consent of the advising professor, fill out the **Oral Examination Application Form (Annex 2)**, and participate in the graduation oral examination after approval according to the procedure.

Student group or postgraduate should submit three full reports or papers together with the completed format review opinion and amendment record form and the oral test application form.

The revised report or thesis after the oral defense shall be confirmed by the oral examination committee and confirm signature on the **Review Response Form (Annex 3)** and the **Audited Form (Annex 4, provided by the department office)**.

After passing the oral test and completing the amendment, the student should submit three copies of paperback final draft report or paper, a simplified version, a copy of the electronic CD file ... etc. to the office of the department. The cover format of the paperback report or the paper is produced in accordance with the regulations of the department.

2. Paper and Typesetting

This chapter illustrated the format specification of paper selection, text typesetting, page number, school badge watermarking... etc., when student and graduated prepare his/her report or paper.

2.1 Paper and Layout

Paper Selection

1. Student's report or paper shall use 80 lb white A4 (21 cm x 29.7 cm) paper .
2. **Manuscripts**, such as format review, revision and finalization, etc., **should be printed on one side** and **must not be printed on both sides**.

Layout Margins

1. The report or paper of the department should consider the fine decoration side when modulating, so the left edge should be 3.5 cm left for binding, the right edge should be 2.5 cm, the upper edge should be 2.5 cm, and the lower edge should be 2.75 cm.
2. The above layout margins could be set by the "Customized Margins" setting window under the "Margins" selection, further under the "Layouts" menu function.

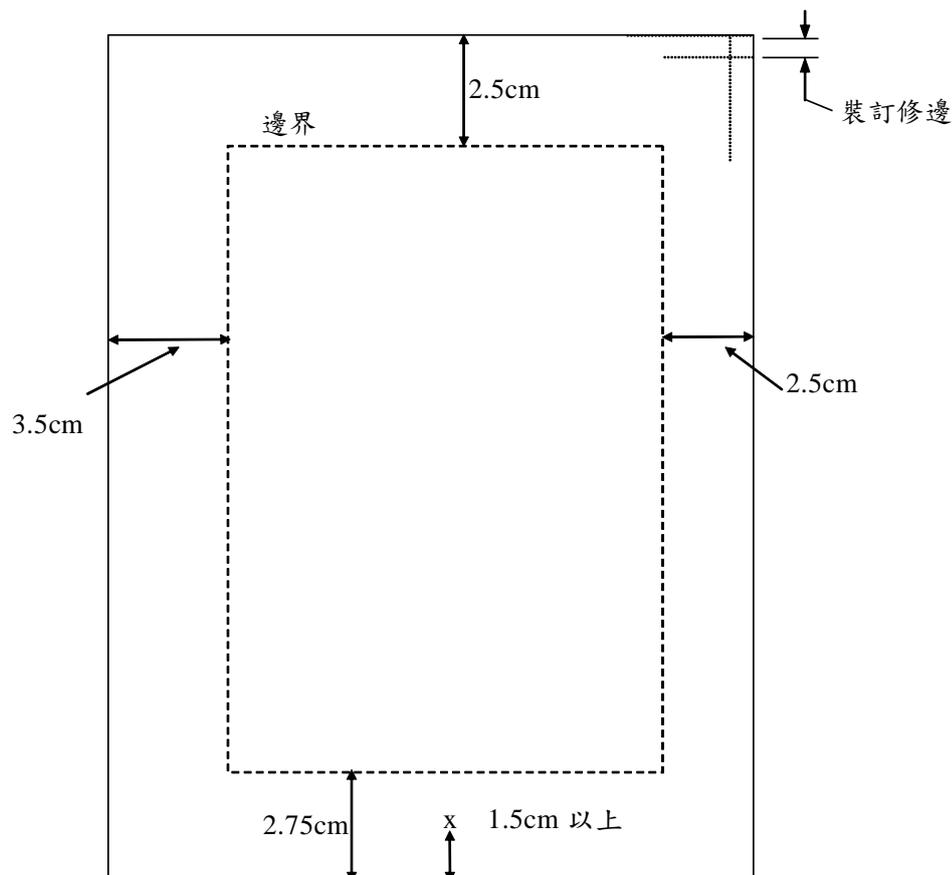


Figure 1. Layout Margins Setting

2.2 Typesetting

Font

1. The full Chinese version of the report or the paper use Chinese “Standard Kai Font” and “Times New Roman” font for English, numerical values and symbols.
2. The font of figures, tables and appendices shall be consistent with the main text. That is, “Standard Kai Font” for Chinese, “Times New Roman” font for English, numerical values and symbols.

Size

1. The report or **the title of the report or thesis is in bold No. 24 size of bold type**. The section title size, depending on the structure of the report. If the text is font No. 12 size, and the report structure is divided into 3 levels of chapters, sections, and subsections, then the subsection title is in size 12 bold type, the section heading is enlarged to No. 14 bold, and the chapter heading is enlarged by two levels to the bold No. 18 bold type, as example shown in Figure 2.
2. If necessary, **the texts, numbers, etc. in the figures, tables and appendices in the report or the paper can be slightly smaller than No. 12 font and reduced to No. 11 or No. 10 font; but not less than No. 10 font**, so as not to affect the readability.

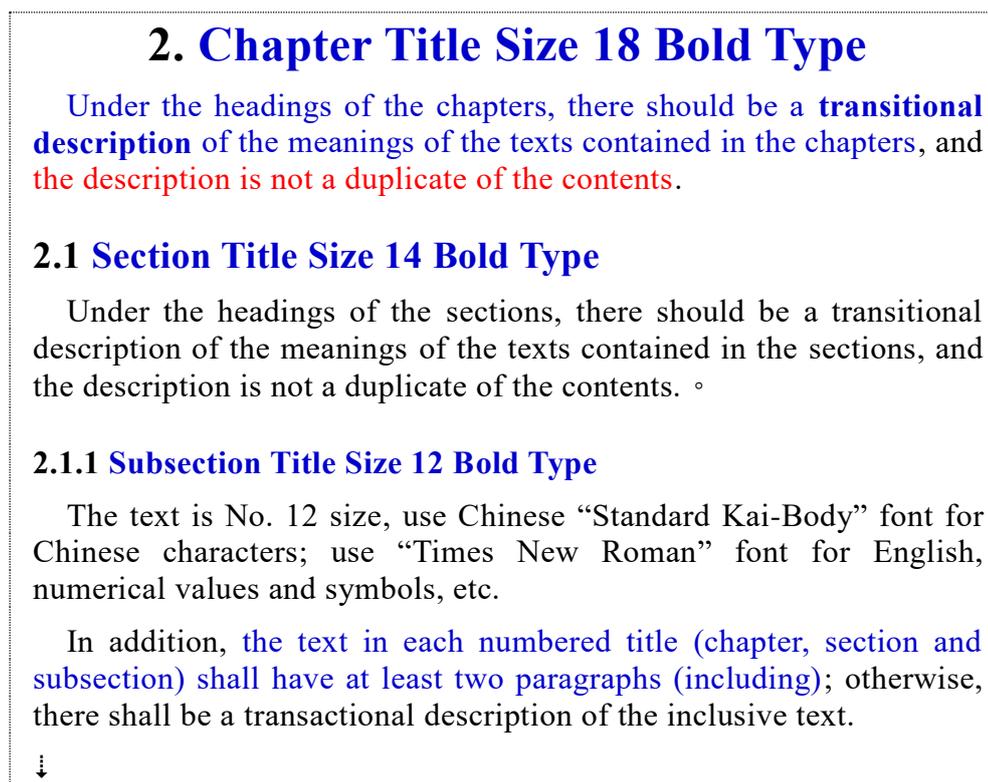


Figure 2. Illustration of Various Levels of Title Size

Text Alignment

1. Text, numbers and symbols in reports or papers, etc., should be arranged from left to right and top to bottom.
2. The text paragraph is aligned both left and right
3. The legend illustrations are centering alignment (professional set by the cartographer).

- The values in the table are aligned to the right, other column descriptions, symbols of significance level, etc. are aligned to the left.
- Chinese references are aligned both left and right; English references are left aligned.

Paragraph indentation

- The first line of each paragraph of the report or the paper should be indented, and the paragraph indentation can be performed directly with the “tab” key preset by WinWord.
- The paragraph citation in the text requires that the first line must be indented in addition to the simultaneous indentation both of the left and right borders.
- The text in the legend or table column does not need to be indented.

Line Spacing and Paragraph Spacing

- The line spacing of the full report or the paper is set by “Single Line Spacing”.
- The paragraph spacing is set to 0.5 line spacing in the “Distance from the Previous Section” (as shown in Figure 3.).



Figure 3. Example of Line Spacing and Paragraph Spacing Setting

- Numbered viewpoints cancels the setting of the " Distance from the Previous Section " 0.5 line spacing
- Numbered headings, Figures, and Tables should have a line spacing with paragraphs above and below to distinguish and improve readability
- Set the "Line Spacing" of the table to "Minimum Line Height" and set the line height to "10 Points". Also, cancel the "When the file grid line is set, paste the grid line" option.
- Between each literatures recorded in the “Reference”, set “Line Spacing” to “Single Line Spacing” to save space.

2.3 Page Number

The formats related to the page number like the place, position, font, and size, etc., are illustrated separately as follows:

Place to set page number: Except the cover page, the authorization page, and the audited page, the page number should be arranged at the centered end of each page from pre-text, main text, to post-text.

Position of Page Number: The page number should be set at least 1.5 cm from the bottom edge of the page (this example is 1.75 cm)

Font of Page Number: The department’s report or the first part (pre-text) of the essay should be in lowercase Roman numerals (i.e. i/ii/iii/...). The main text and the

post-text should be arranged in Arabic numerals (1/2/3 ...). Do not use any symbols before and after the page number (i.e., Do not use "page 2" or "-2-" is not available, only "2" is sufficient).

Size of Page Number: Always uses No. 10 size and “Times New Roman” font for page number.

2.4 School Badge Watermark

All the pages of the report or the paper must be inserted into the school badge watermark. The watermark should be placed in the center of the layout. The steps are as follows:

1. In the “Insert” function option, select “Page Head” then “Edit Page Head”.
2. Select “Image” under the functional option “Tools for Page Head and Page End”.
3. Browse to the image (the watermark) and click Insert.
4. Set the layout as Figure 4. Example showing:

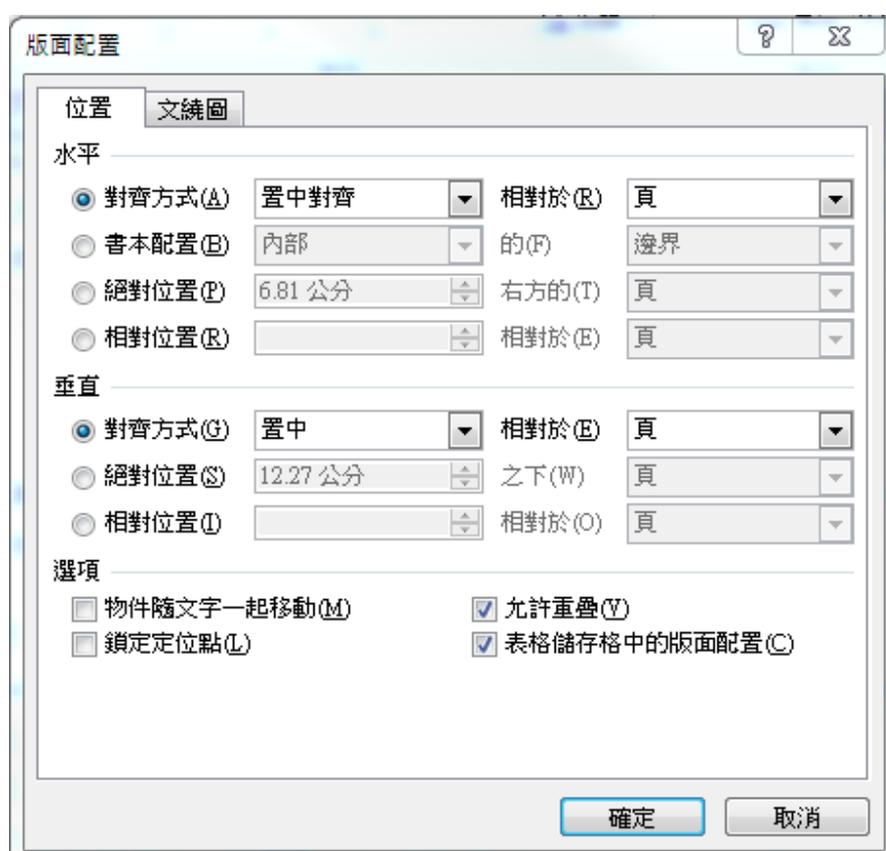
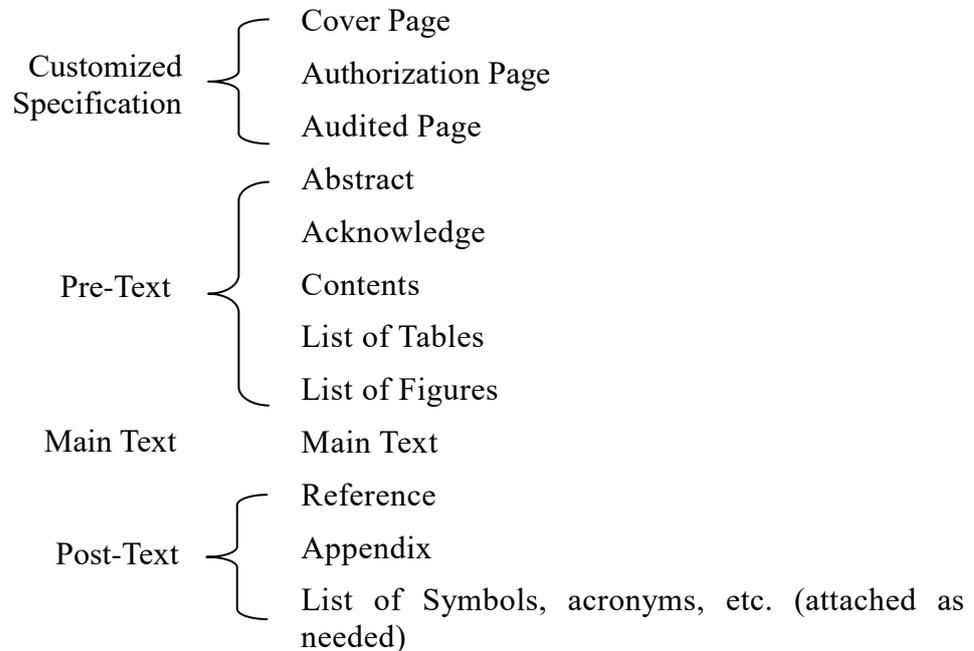


Figure 4. Watermark Location Setting Example

5. Download website for school badge watermark: http://ndltdcc.ncl.edu.tw/new_file_download.php?Pact=FileDownload&Pval=5816

3. General Format Specification

The student report or paper of the department (graduated school) should be bound in the following order (general structure):



This chapter describes the general format of each parts of the report or the paper in the order of the general structure of the paper.

3.1 Format Reference

The student report or thesis of the department (graduated school) is based on the format developed by the **American Psychological Association (APA)** and is modified in accordance with the Chinese characteristics.

If students wants to submit the manuscript for publication, the paper should be prepared according to the format of the submitted subject (such as journals, seminars, journals, etc.). If the format of the submission is not specified, you should refer to this format specification or the format specification developed by APA.

3.2 Customized Specification

The first 3 pages of the student report or the paper of the department (graduated school) are the cover page, authorization and review pages of the special specification format, etc., which can be modulated by the department office or the student by refer to the Annex.

Cover Page: Refer to the example of Cover Page (**Annex 5.**) to modulate the student's own cover page. The cover page should not include a page number.

Authorization Page: The authorization page is a document attached to the final report or paper after the completion of oral examination, and signature by the advising professor and student (**Annex 6.**) The authorization page shall be provided

by the department office. After receiving the page, student shall confirm whether the name is the finalized version of the subject name. If there is an error, immediately notify the assistant to re-produce the page. The authorization page should not include a page number.

Audited Page: After passing the graduation (oral) examination, the audited page must be signed by the oral committee, the advising professor and the department head (the director) and attached to the finalized report or paper (**Annex 4.**) The audited page should not include a page number.

3.3 General Format Specification of Pre-Text

This section describes the format specifications for the pre-text parts of the report or the paper, such as topic, abstract, keyword ... etc. as following:

Topic

1. It is strongly recommended to use a simple and powerful short sentence topic; avoid using long sentences with punctuation in the topic sentence.
2. If you still decide to use long sentence topic, pay attention to the meaningful segmentation of the keywords when you branch lines.
3. No acronym, Chinese and English juxtaposition ... in the topic sentence.

Abstract (Annex 7.)

1. Explain the theoretical (problem), methods, and conclusions of the study in short paragraphs.
2. As concise as possible, with no more than one page (two paragraphs of text or 300~500 words).
3. Should not quoted the literature, not use of Figures or Tables, don't use acronyms, and juxtapose Chinese and English ... etc., in Abstract.
4. The numbers in the Chinese Abstract are always expressed in Arabic numerals; the first sentence starting with a number must be spelled out for the English Abstract, and the rest are always expressed in Arabic numerals.
5. Page numbered at the centered end of page with lowercase Roman numerals i/ii/iii/..., for pre-text pages started from Abstract.

Keywords (Annex 7.)

1. Not "Keyword" or "Key Word"! List 3~5 keywords that are distinguished by commas and are good for indexing the paper.
2. Keywords should be able to echo and highlight the topic theme.
3. English keywords should be bold and italic like ***Keywords*** ◦

Acknowledgement (Annex 8.)

1. Except those not willing to be identified or have confidentiality requirements, the acknowledgement should be used to express gratitude to all individuals or organizations that have assisted in the research.
2. The person who being acknowledged can also be used to replace the named author.

Contents (Annex 9.)

1. Except the cover page, authorization page and audited page, started from Abstract, the beginning page of the rest parts of pre-text, each chapters, sections and subsections of main-text, and the post-text parts of article should be recorded in the Contents.
2. The pages of pre-text should be coded in lowercase Roman numerals (i/ii/iii ...);

- Arabic numerals for the main-text and post-text parts (1/2/3 ...).
3. The structure of the report or the paper content is limited to 3 levels of chapters, sections and subsections. The paragraphs or viewpoints below the subsection should not be recorded in the Contents.
 - (1) There has a “.” follow immediately behind the chapters number; but there have no “.” behind sections and subsections number.
 - (2) The beginning number of the next level should be aligned with the left edge of the first character of the title of the previous level.
 4. There must be at least two secondary numbered titles (corresponding sections and subsections) under the superior numbered title (such as chapters and sections). If there is only one secondary connotation or opinion, it should not numbered and should be replaced by a paragraph of text.
 5. Similar with above point 4. There should be at least two paragraphs of text in each numbered title (chapter, section, and subsection); if there is only one paragraph, it should not be a numbered title.
 6. The Contents pages can be indented to display the hierarchical structure; however, in the main text, the title below the section is aligned with the left edge of the page, except for the chapter title.
 7. The font size of the titles headings in the Contents should be the same; however, the size of titles should be enlarged 2 points and bold type by levels start with the size of the text.
 8. If the Contents exceeds one page, there is no need to list the title of “Contents (Continued)” after the second page (inclusive).

List of Tables (Annex 10.)

1. If the number of Tables is too few (fewer than 3 inclusive), no need to make a page of List of Tables.
2. The tables in the main text is numbered sequentially by the Arabic numeral serial numbering system.
3. The page number appearing in the list of Tables should be right-aligned.
4. If the List of Tables exceeds one page, there is no need to list the title of “List of Tables (Continued)” after the second page (inclusive).

List of Figures (Annex 11.)

1. If the number of Figures is too few (fewer than 3 inclusive), no need to make a page of List of Figures.
2. The figures in the main text is numbered sequentially by the Arabic numeral serial numbering system.
3. The page number appearing in the list of Figures should be right-aligned.
4. If the List of Figures exceeds one page, there is no need to list the title of “List of Figures (Continued)” after the second page (inclusive).

3.4 General Format Specification of Main Text

This section describes the format specifications for the main text parts of the report or the paper, such as titles, spacing, punctuation ... etc. as following:

Titles

1. Chapters, sections, and subsections should use short sentence titles without punctuation, and the title should reflect the main points of the chapter, section or subsection respectively.
2. The title of each chapter in main text begins with a new page and place in the

- horizontal middle of page, the sections, subsections, numbered viewpoints and paragraphs are all aligned by the left edge of the page.
3. There must be at least two (inclusive) sub-numbered headings (corresponding sections and subsections) under the parent-numbered headings (such as chapters and sections); **if there is only one sub-notation or view point, do not numbering, replace with paragraphs of text.**
 4. There should be at least two paragraphs of text in each numbered title (chapter, section and subsection); **if there is only one paragraph, it should not be a numbered title.**

New Page

1. Each chapters of main text should begin with a new page.
2. If the space of the end of page is not enough to accommodate a numbered title with two lines of text, start with a new page.
3. If the space of the end of page is not enough to accommodate a figure or table, start the figure or table with a new page, and the text paragraph originally follow could be placed forward the figure or table when the space allowed.

Spacing

1. For readability and aesthetic considerations of the main text, **there should be a separation by half- shaped space between Chinese, English, numeric and symbols.**
2. Under the setting of both the left and right alignment of the text paragraph, if there is a situation in which the content is squeezed, a half- shaped space can be artificially placed at the appropriate place to improve the readability and aesthetics of the printed effect.
3. **There should be a half-shaped space between the percentage value and the percentage symbol, such as 5 % instead of 5%.**
4. **There should be a half-shaped space between the number and title of each numbered title.**

Punctuation

1. **All titles should have no punctuation.**
2. If you don't know the difference between comma, pause and semicolon, always use comma.
3. For quote or emphasizing, the English quotes sign are “”, and the Chinese quotes sign are 「 」. In quotes, if it is again quote or emphasizing, use double quotes sign 『 』 for Chinese, uses ‘ ’ for English.
4. Always use〈 〉for book name sign; do not confuse with miscellaneous signs such as underline ____, wavy bottom line ~~~~~, double arrow bracket 《 》 etc.
5. **Chinese report should use full-shaped Chinese punctuations; if there are consecutive English sentences in the (Chinese) sentence, half-shaped English punctuations can be used, and a half-shaped spaces should follow immediately behind the punctuation.**
6. The common Chinese and English punctuations are compared as Table 1:

Table 1. Common Chinese and English Punctuation Comparison Table

Name	Chinese Symbol ¹	English Symbol ²	Usage
Period	。	.	Indicates the completion of a complete sentence.
Commas	，	,	Used for break reading places in the sentence.
Pause	、	,	1. Used in the continuing word, words or short sentence. 2. There is no pause sign for English, so use commas instead.
Semicolon	；	;	Used in the middle of a parallel sentence or a simultaneous compound sentence.
Colon	：	:	Used for enumeration and after quotation, title, etc.
Question Mark	？	?	Used after questioning or doubtful sentences.
Exclamation Mark	！	!	After the words such as sigh, command, request, and exhortation.
Quote Signs	「『』」	“ ””	Used for quotation or emphasis, Chinese first single then double, English first double then single.
Dash	—	--	Indicates that there is a turning point in the following semantics or a comment on the above.
Hyphen	—	-	1. Used to indicate the start and end of the number, time, location, etc., full-shaped hyphen “—”. 2. For compound phrases and various models, grades, chart numbers, etc. ’ half-shaped hyphen “-”.
Abridged Sign	half-shaped	Used in places where the sentence is omitted or the meaning is not finished.
Brackets	(())	([])	Used in the sentence to add meaning or comment. First () then [].
Book Name	〈 〉	Underline	Used in book titles, article titles, newspaper titles, magazine names, etc.

1. Chinese punctuation are always full-shaped if otherwise mentioned.

2. English punctuation are always half-shaped and follow immediately with a space.

In-Text Citation

1. Focal point of review! **The literature for each in-text citation should be included in the References.** Vice versa, **all literatures recorded in the References must be quoted in the text.**
2. The period of the quotes and references should be in the near term (10~20 years); **Do not cite the literature that is too old (more than 20 years!)**
3. Adapt APA Author-Date System:

- (1) **Sentence Tail Quote:** ... (Author, year). Used for collection and classification of theories and viewpoints, also known as “weak author quotes”.
- (2) **Sentence Head Quote:** Author (year)... Used to highlight recent research activities or propositions directly related to the study, also known as “strong author quotes”.
4. Principle of quoting order: Sentence Tail Quote for collection and classification of theories and viewpoints ⇒ Sentence Head Quote for recent research activities.
 - (1) **The author should classify and summarize the literature (Sentence Tail Quote).**
 - (2) **Recent research activities:** Refers to research activities that are mainly related to research topics within 5~10 years.

General Format for Figures & Tables

1. Follow the “One chart is worth than thousand words” streamlining principle: Focus on visual, professional and streamlined expression. Figures and tables should be produced in a meaningful way; avoid repeating the meaning of the figures and tables in words.
2. The diagrams and tables should be produced by the researcher to avoid directly copying the works produced by others. If you do need to use someone else's work directly, you should obtain written consent in advance and cite the source.
3. **The texts size in the figures and tables should be consistent with the main text,** but the font size can be reduced slightly according to the situation (11/10 pts); it should be **absolutely avoided that the font size of figure the table are larger than the main text.**
4. The size of the chart or table is half a page in principle. If it exceeds half a page, then follow “one page one chart” principle. In other words, **the chart or table should not exceed one page!** If the chart length exceeds one page, it should table treated as an appendix.
5. After the text is called, if the page space is sufficient, the chart or table should follow the paragraph after the call; if the page space is insufficient, the next paragraph can be advanced before the chart or table, but after the new page and the paragraph ends, the chart or table should appear immediately.
6. The charts and tables should all be numbered. Figure title below the figure, and table title above the table. **Figures and tables, and their title should all be placed at the horizontal centered.**

Numbering of Figures & Tables

1. Figures and tables should be numbered separately, as the typesetting of figure or table does not necessarily appear on the following pages, so avoid using the expression of “following table” or “the chart in the following page”. The correct expression is “as shown in Table 2.” or “as illustrated in Figure 3.”.
2. The tables and figures shall be numbered sequentially using the serial number system of the Arabic numerals. For example, “Table 12.” refers to the 12th table of the entire report.
3. If several subgraphs are included in a graph, each subgraph can be distinguished by (a)/(b)/(c) or (1)/(2)/(3) etc.

Position of Figures & Tables

1. **The figure or table should be placed immediately after the first mention (call) paragraph.** If there is not enough space at the bottom of the page to

accommodate the figure or table, you can advance the next or several paragraphs of text first, but the figure or table should appear immediately after the end of the preceding paragraph on the new page.

2. If there are two tables or diagrams in the same page, they should be arranged in the order in which they appear. A table or diagram that is more than half a page should be placed on a separate page and placed in the center of the page (vertical and horizontal). A table or figure that is less than half a page, together with the text, is placed on one same page. Both the table and the figure should be centered (horizontal) and one line spacing between the top and bottom of text or other chart.

Size of Figures & Tables

1. **The figures or tables should not be paged**, but if it is absolutely necessary and must be placed in text, and its length is more than one page, it can be divided into several pages, and the title of the next page (or the next few pages) should be added the representation of the continuation page, such as “Table 2. OOOO (Continued)”.
2. If the figure or table is too large and not suitable for sorting into several pages, you can use the folding method to process in smaller fonts such as 10/9 pt. If it is still not properly placed in the text, it should be handled as an appendix.

Titles of Figures & Tables

1. **Each figure and table should have a unique, concise title.** The title of the figure or table uses the same font as the text, and **best not to use English acronyms or abbreviations.**
2. The table title should be placed above the table and placed in a row with a distance of 0.5 lines from the table. The figure title should be placed in the bottom of the graph and arranged in a row with a line spacing of 0.5 lines. The example is shown in Figure 5.

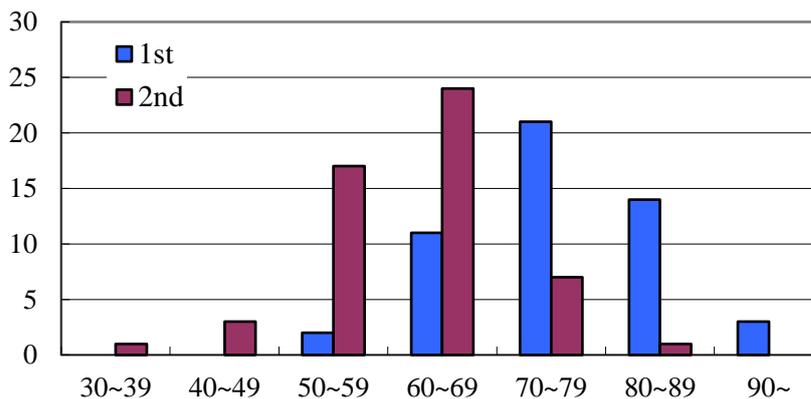


Figure 5. Histogram Comparing of 1st and 2nd Tests

3. The length of the title should not exceed the width of the figure (or table). If the title do exceed one line, the inverted trapezoidal arrangement should be performed. The line spacing should be reduced to a single line spacing and the “distance from the previous paragraph” should be set to 0, as shown in Figure 6.

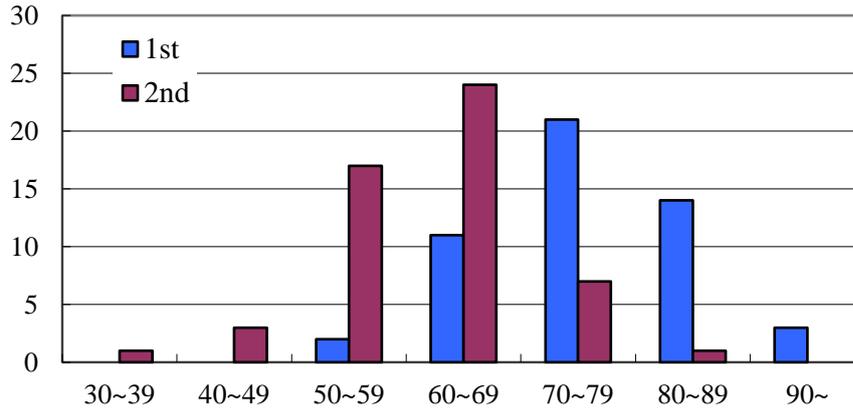


Figure 6. Histogram Comparing the Score Trend of 1st and 2nd Tests;
 Title length should not exceed the width of the figure. If the
 title do exceed one line, use this example.

Specific Format for Tables

1. The table should be used to illustrate trend of the number, and the comparison direction of the data is up and down instead of the left and right. **Don't use the table to summarize the literature or to make a discussion (you should describe by text paragraphs directly!)**
2. There are no straight lines for the periodical papers, and three horizontal lines and up to four horizontal lines are appropriate. If you need to distinguish each row, you can set the dashed horizontal line.
3. **The number of decimal places in the same row (and every row) of the table should be the same (general statistics such as μ , σ ... etc. take two decimals; influential statistic such as t , F , χ^2 and p ..., etc., take three decimals.)**
4. An example summarizes all the above is shown as follows:

Table 1. Subsidiary Growth Rate Comparison Table^a

	Q1	Q2	Q3	Q4
Taipei	20.4	27.4	90.0	20.4
Taichung	30.6	38.6	34.6	31.6
Tainan ^b	15.2	16.7	N/A	N/A
Kaohsiung	45.9	46.9	45.0	43.9

a. Annotation of the table in whole (e.g. all data are in %)

b. Annotation for specific row or column (e.g. the data for Tainan SBU has the data for first two seasons only.)

c. Express significance/probability levels such as $\alpha = .05$ or * $p < .05$, ** $p < .01$, *** $p < .001$.

5. Notes for the Tables:

- (1) Align to the left edge of the table at the bottom of the table.
- (2) First note is used to describe the Table in whole, such as sources of information, descriptions of columns, etc.
- (3) Second note is used to describe specific column or row.
- (4) Third note is usually used for **default probability/significance levels** as * $p < .50$, ** $p < .01$, *** $p < .001$, + $p < .10$.

Graphic Production Principle

1. Clearly show the trend of variables or the interaction between variables.
2. Present necessary and important information only.
3. Concise, concise, and understandable.
4. Because each person may has a different interpretation, **avoid using photos unless necessary**. If a photo is indeed required, legends should be added to the photo.

Numerical Value and Statistics

1. Use of “0” before the decimal point:
 - (1) Add “0” before the decimal point for value usually less than zero, such as 0.03, 0.24, etc.
 - (2) Values that cannot be greater and equal to 1 (correlation coefficient, ratio, probability, etc.) do not add “0” before the decimal point, such as $r(24) = .26$, $p = .03$, etc.
2. Unless the accuracy requires, **the general statistic takes two decimal places; integer for the percentage value**.
3. The accuracy of the expression in the table or the full text should be consistent.
4. The integer part of numerical value is three digits a commas, and the decimal point is not separated such as 9,876.54321.
5. Italicized for statistic symbols, but do not italic for statistic acronyms such as ANOVA, MANOVA, etc.
6. **Inferential statistics should indicate the degree of freedom** such as:
 - (1) Default significance level: $p < .05$
 - (2) Test probability: $p = .031$
 - (3) Chi-square test: $\chi^2(4, 24) = 12.4, p = .015$
 - (4) t test : $t(8) = 2.35, p = .043$
 - (5) F test (ANOVA) : $F(2, 50) = 9.35, p = .000$

Acronym

1. The English acronym appears in the main text of Chinese report or paper should be treated in the following manner:

First appeared in the text, should indicate the full spells of English, such a MBA (Master of Business Administration) or Master of Business Administration (MBA).

After the second (inclusive) appeared in the text, only noted the acronym and the full English spells can be omitted, such as MBA.
2. The query website of English acronym: www.acronymfinder.com

In-Text Paragraph Arrangement

1. **Do not use the PowerPoint style of bullets**.
2. **Numbered paragraphs**: paragraphs written in order. The first level uses 1./2./3. ..., and the second level uses (1) / (2) / (3).... After the second line of the paragraph, the text is aligned with the first word in the first line.
3. **Title paragraphs**: less orderly relationship between paragraphs, unnumbered paragraphs, with bold short sentences to emphasize paragraphs after writing the main points, followed by a colon.

Avoid juxtaposition in Chinese and English

Unless you want to add the original term or difficult vocabulary specified in the original text, you can explain in English after the Chinese; other **well-known or common vocabulary, mainly in Chinese, should not be juxtaposed in English**.

Mathematical Symbols and Equations

1. The mathematical equations in the text shall be encoded in Arabic numerals in the order in which they appear in the text, enclosed in parentheses ().
2. The equation should be placed in the middle of the layout with a blank line spacing from the text. The code of each equation is always aligned with the right boundaries as shown in the example below:

$$S_x = \frac{M_3}{\sigma_x^3} = \frac{E[(x - \mu_x)^3]}{\sigma_x^3} \quad (1)$$

3. Mention the equations in the text as “(1)” or “equation (3)” ... etc. Mathematical symbols are always in Greek italic fonts such as x , y , μ , or ω ... etc.

3.5 General Format Specification of Post-Text

This section describes the format specifications for the post-text parts of the report or the paper, such as Reference and Appendix ... etc. as following:

General Post-Text Format

Reference and appendix are not numbered, but must start with a new page and continue with the page number succession the main text.

Reference

1. After the end of main text, the list of reference should begin with a new page. The reference is the most important and indispensable part of the post-text of the article, and its purpose is to enable the reader to follow the record of the reference to acquire the literature.
2. The format of reference title is the same as chapter title.
3. Arrangement: Chinese literature first, then the English literature; however, do not add the titles such as “Chinese Literature” and “English Literature”.
4. Both Chinese and English literatures are sorted by the first author's last name. The Chinese literature is arranged first, in the order of increasing the number of strokes of the first author's surname; English literature follows the Chinese literature, and arranged in alphabetical order according to the first author's last name; if surnames are the same, compare first name/second name/letters, and so on.
5. According to the APA reference format, the cantilever type is arranged, not numbered, and is recorded in the order of author, publication date, title, source, page order, etc. The short form example is as followed:

Brief Format of Reference Records

First author, second author ... (publication year). Title. Source, pp-pp.
20YY/MM/DD accessed from Website <http://www.websites>.

6. Adapt the literature that is not too old, generally in the past 20 years.
7. Examples of various types of references, please refer to **Annex 12 & 13**.

Appendix

1. Place information, forms, messages or documents that are relevant to the content of the paper, but that are too large or distracting such as:
 - (1) Charts or tables that are more than one page.
 - (2) Source code of computer programs

- (3) Questionnaire or interview plan
- (4) Mathematical and logical proof
- (5) Laboratory/test equipment's or material description, etc.
2. Multiple appendices are numbered sequentially by 1./2./3. ...
3. The appendix must have a title. The title of the appendix in the table of contents is aligned to the left side of the page; the format of the appendix title at the post-text is the same as the chapter title and is centered placed.
4. If the content of any appendix exceeds one page or more, then the pages after the second page (inclusive) should have the title of the appendix, and add "(continued)" after the title.
5. If many mathematical formulas, symbols, professional terminologies, or acronyms are used in the paper, for the convenience of the reader, the records and explanations should be compiled in the form of an appendix.

Binding Style

1. Graduation report or thesis cover: pink orange (please check the cover color first with the department office).
2. Size & Material: Bright film on A4 cloud paper.
3. Font size: Refer to the sample description of cover page and the back ridge.
4. The cover page is provided by the department office.
5. Font color: black.
6. Back Ridge (**Annex 14**): The back ridge can be adjusted according to the actual thickness of the report or the paper.
7. Spare more than 4.5 cm from the bottom for the academic year to paste the book mark.