Beijing Institute of Printing and Printing (degree) thesis normative self-examination form

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| Ordinal number | Contents | | |
| 1 | Cover and spine | Cover color | According to different disciplines/majors, there are 4 kinds of colors. (For specific colors, see Appendix A of the Master's Thesis Writing Specifications). |
| 2 | Covered | School Code: 10015 (Song No. 4); Secret Level (Public/Secret) (No. 4 Song Body Beijing Institute of Printing (scanned body, center);  Master's degree essay (small number two Song style, centered);  Dissertation Title (Bold Body No. 1, Center); Thesis English Title (Small Number Two, Times New Roma n, centered);  Discipline (Academic Degree Cover) / Professional Degree (Professional Degree Cover) (No. 3 Song Style, Centered Author: XXX (Song No. 3, center); Instructor : XXX (including job title) (No. 3 Song script, center); Thesis submission date Period (No. 3 Song style, center). |
| 3 | Spine | Master's degree thesis, discipline/major, graduation class, author's surname (small number four imitation Song GB-2312 ） |
| 4 | Title page | Contents | The title is concise and appropriate, with Chinese and English contrasts; the method of combining the title and the subtitle can be used, Chinese the title and the subtitle are connected by dashes, and the English is connected by colons. |
| 5 | Title | School Code: 10015 (No. 5 Song Body); Classification: Public /Secret (No. 5 Song Body Beijing Institute of Printing (scanned body, center);  Master's degree essay (No. 2 Song style, bold, center); Thesis title (Small No. 3 Song body, centered). ); English title of the paper (Small Three Times New Roman, center). ；  Author's surname, student number, tutor's surname, title, subject name/professional degree category, degree level (No. 4 Song style) (For the names of disciplines and professional degree categories, see Master's Degree  Dissertation Writing Rules Appendix B); Degree Level: Master (No. 4 Song Style);  Date of submission of the paper (Song No. 4, center). |
| 6 | Acknowledgements | Title | Boldface three, centered, haploid, 24 pounds before the segment and 18 pounds after the segment |
| 7 | Text | The small fourth song body, the row spacing is 20 pounds, and the front and back of the segment are 0 pounds each |
| 8 | Summary page | Contents | Avoid graphs, tables, chemical structural formulas, non-well-known common symbols and terms; 3-5 key words should be selected for each paper; Including Chinese summary and English abstract, the English abstract and the content of the Chinese abstract should be exactly the same. |
| 9 | Abstract title | Boldface three, centered, haploid, 24 pounds before the segment and 18 pounds after the segment |
| 10 | Abstract text | The small fourth song body, the row spacing is 20 pounds, and the front and back of the segment are 0 pounds each |
| 11 | Key words | "Key words" are bolded, and keywords are separated by semicolons; small four song script, 20 pounds in line spacing, 0 pounds before and after the segment |
| 12 | ABSTRACT title | Times New Roman Number Three, Center, Haploline, 24 pounds before segment, 1 after segment 8 lbs |
| 13 | ABSTRACT text | Times New Roman, the fourth smaller, has a row spacing of 20 pounds and 0 pounds each before and after the segment |
| 14 | KEYWORDS | "KEYWORDS" is bold. English keywords are separated by semicolons; small number four Times New Roman, 20 pounds in line spacing, before and after the segments For 0 pounds |
| 15 | Preamble or Preface  (if any). | Title | Boldface three, centered, haploid, 24 pounds before the segment and 18 pounds after the segment |
| 16 | Text | The small fourth song body, the row spacing is 20 pounds, and the front and back of the segment are 0 pounds each |

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| 17 | Directory | Contents | (b) Excerpts, ABSTRACT, preamble or preface (if any), Figures and schedules (if any), abbreviations and symbols (if any), Introduction (Introduction ), the title of the main chapter, the conclusion, the reference essay, the appendix, the research achievements achieved by the author during the degree study, and the originality Clear, dissertation use authorization instructions. |
| 18 | Title | Boldface three, centered, haploid, 24 pounds before the segment and 18 pounds after the segment |
| 19 | Text | Small Song Body, Haplotype, 6 pounds before the segment, 0 pounds after the segment; aligned at both ends, right of the page number even |
| 20 | Figures and schedules (if any).  , abbreviations and list of symbols (e.g., | Title | Boldface three, centered, haploid, 24 pounds before the segment and 18 pounds after the segment |
| 21 | Text | Small Song Body, Haploline, 6 pounds before the segment and 0 pounds after the segment |
| 22 | Introduction (Introduction), Orthodox Text  Conclusion | Contents | Introduction (Introduction) as Chapter 1. |
| 23 | Ordinal number | Coded with Arabic numerals, the numbers of each level are arranged in the top left grid, and there are two spaces between the number and the title. |
| 24 | Title | Level 1 title: 3th boldbody, center, haplo line spacing, 24 pounds before the segment, 18 pounds after the segment; secondary standard Question: Small three blackbody, left, haplo line spacing, 24 pounds before the segment, segment Rear 18 lbs. Title 3: Boldbody Iv, Left, Haplometric Spacing, 24 pounds before the segment and 18 pounds after the segment. |
| 25 | Text | Small song body, line spacing 20 pounds, 0 pounds before and after the paragraph; the first line of each paragraph is indented by 2 characters. |
| 26 | Label | First (1)(2)(3), then 1)2)3), then (1)(2)(3) ; Avoid punctuation marks, English vowels, and item symbols in PPT after labeling 。 |
| 27 | Illustrations | Figures are numbered by "figures" and Arabic numerals starting with "1"; , as shown in Figure 1-1, Figure 2-1; |
| 28 | The figure is centered, and there is a space between the number of the figure and the title of the figure; |
| 29 | The numbering and title of the figure are located at the bottom of the figure, written in the middle, and the Chinese is the Fifth Song script, and the English is the Fifth Times New Roman; |
| 30 | Before the illustration, there must be a hint about this illustration, such as "See Figure 1-1" and "Figure 1-1." shown in", etc. |
| 31 | Illustrations and their titles may not be written in two pages in a split arrangement; |
| 32 | Figure Chinese is in Song script (Chinese) or Times New Roman font (English), and the font size is as large as possible (When the number of words is large, you can use a small five-sized character, which is clearly expressed as the principle, but the font size should be uniform within an illustration); |
| 33 | When the page blank at the illustration is not enough to write the whole figure, you can arrange the text part behind it in advance and move the figure to the secondary page. When there are sub-plots and too many sub-plots cannot be arranged in one page, you can go to the next page, and the total picture title only appears on the next page. If there is a sub-plot in the figure, the sub-plot title is placed under the sub-plot or under the sub-plot, written in Chinese and English, and the sub-plot number is a )、 |
| 34 | Insert the table | Tables are numbered by "table" and Arabic numerals starting with "1"; , as shown in Table 1-1, Table 2-1; |
| 35 | The number and title of the table are placed above the table, and the middle book is written, and the Chinese is the fifth Song script, and the English is the fifth Times New Roman; |
| 36 | The arrangement of the table is recommended to use a three-line table, without adding left and right lines; |
| 37 | Table Chinese in Song script (Chinese) or Times New Roman font (English), and the font size should be as far as possible in five Word (when the number of words is large, you can use a small five-digit word, but the font size should be uniform in an interpolation table); |
| 38 | Before inserting the table, there must be relevant text prompts in the text, such as "see Table 1-1" and "Such as Table 1-1." shown", etc.; |
| 39 | Under normal circumstances, the interpolation table cannot be split into two pages, such as when a table cannot be arranged in one page, it can be transferred and arranged in the form of a continuation table. The number is indicated in the upper right corner of the table, followed by "(continuation of the table)", and the table header is repeated. |
| 40 | Metric | The formula shall be separately and written in the center; |
| 41 | If there are more than two equations, they should be numbered with Arabic numerals starting with "1" and numbered in parentheses, with the formula numbered at the right end aligned, and the formula and the numbering are available" ... "Arrangement, as in Chapter 1, The number of formula 1 is" (1- 1）”； |
| 42 | When citing formulas in the text, it is generally used "see formula (1-1)" or "by the common formula ( 1-1）”； |
| 43 | If the formula is preceded by a text word (such as "solution", "false determination", etc.), the text is preceded by 4 Half-width characters, the formula is still written in the center, and the end of the formula is not punctuated; |

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| 44 |  |  | When a formula needs to change lines, it should be back at "=" or "+", if possible -", "×", "/" and so on. |
| 45 | Citation | Citations must be marked with citations and uniformly numbered in the form of references; |
| 46 | Citation annotations are encoded sequentially; |
| 47 | The indication of the cited documents in the body of the text should be placed in the upper right corner of the last word of the quoted content, numbered in Arabic numerals in square brackets "[]", and marked in the upper corner of the smaller four font |
| 48 | References | Contents | The references for academic degree master's degree dissertations are generally not less than 40, and the references for professional master's degree dissertations are generally not less than 30, of which foreign language literature is generally not less than the total number 1/3. The number of references in the past five years should generally not be less than 1/3 of the total, and there should be references from the past two years; |
| 49 | The documents listed in the references are all top gridded; |
| 50 | The bibliographic format and examples of references are shown in Appendix C. |
| 51 | Title | Boldface three, centered, haploid, 24 pounds before the segment and 18 pounds after the segment |
| 52 | Text | Song No. 5, row spacing of 16 pounds, before and after the section is 0 pounds |
| 53 | Appendix (if any). | Title | Boldface three, centered, haploid, 24 pounds before the segment and 18 pounds after the segment |
| 54 | Text | Song No. 5, row spacing of 16 pounds, before and after the section is 0 pounds |
| 55 | The author's research during his studies was fruitful | Contents | Including the papers/works published by the author during the degree study, the scientific research projects participated, the scientific research achievements and patents obtained, the awards, etc |
| 56 | Published papers are academic papers (including accepted papers) related to research directions published by graduate students during their time at the university. If a published academic paper is included in the EI or SCI, please indicate the inclusion number SCI papers should generally indicate the cause of influence in the year of publication; for academic papers that have been accepted but have not yet been published, please indicate whether it is EI or SCI Source; |
| 57 | Awards are awarded to graduate students who have received academic/scientific research awards related to the discipline at or above the university level during their time at the university level. |
| 58 | Title | Boldface three, centered, haploid, 24 pounds before the segment and 18 pounds after the segment |
| 59 | Text | Song No. 5, row spacing of 16 pounds, before and after the section is 0 pounds |
| 60 | Originality is evident  , dissertation make | Title | Boldface three, centered, haploid, 24 pounds before the segment and 18 pounds after the segment |
| 61 | Text | The small fourth song body, the row spacing is 20 pounds, and the front and back of the segment are 0 pounds each |
| 62 | Page requirements | Print requirements | A4 standard size white paper printing, left side of the glue; |
| 63 |  | The paper is printed on a single side; |
| 64 | Margins | Top margin: 30mm; bottom margin: 25mm;  Left margin, right margin: 25m; binding line: 10mm;  Header: 16mm; Footer: 15mm. |
| 65 | Header | From the abstract page to the last page of the paper, it is necessary to set up; |
| 66 | The left alignment is "Master's Thesis of Beijing Institute of Printing"; the right alignment is the title of each chapter; |
| 67 | Fifth song style, with an underscore under the header. |
| 68 | Page number | The prepended part is continuously encoded in Roman numerals from the Chinese title page; |
| 69 | The main part begins with the end of the series and is encoded consecutively with Arabic numerals, and the page number begins with the first page of the preface (or introduction) as the first page, as the 1st page, and as the right page page; |
| 70 | The page number must be uniformly marked in the middle of each page footer; |
| 71 | Small five Times New Roman font. |