

Master's degree essay writing rules

# Graduate School of BIGC

**March** **2018**

# preface

The academic position thesis of research students is to study the research ability and cultivation quality of students Concentrated embodiment is an important academic literature that describes the results of his research and represents his research level material. In order to standardize the format of postgraduate dissertation writing in our university, according to the "Science and Technology Report, Degree Essay and Study" Compilation of Treatises on Theory of Writing" (GB/T 7713-1987 The Academic Thesis Writing Rules (GB/T 7713.1-2006) and The Later References to the Literature Rules ( GB/T 7714-2005) and other countries There are relevant standards, specially formulated this specification, each subject can be in This foundation is supplemented to develop a writing specification that meets the characteristics of the discipline.

Directory

### [1 Basic](#_bookmark0) requirements [for](#_bookmark0) [academic](#_bookmark0) [essays ...................................................................................................](#_bookmark0) [1](#_bookmark0)

[**2 Composition**](#_bookmark1) [**and content**](#_bookmark1) [**requirements**](#_bookmark1) [**of**](#_bookmark1) [**the academic position**](#_bookmark1) [**essay ...............................................................................**](#_bookmark1)  [**1**](#_bookmark1)

[2.1 Assembling](#_bookmark2) [into parts ................................................................................................................................](#_bookmark2) [.](#_bookmark2)  [1](#_bookmark2)

[2.1.1](#_bookmark3) [Pre-part .............................................................................................................................](#_bookmark3) [.](#_bookmark3)  [1](#_bookmark3)

[2.](#_bookmark4) [1.2 The main](#_bookmark4) [body](#_bookmark4) [part](#_bookmark4) [... ... ... ...](#_bookmark4) . . [.............................................................................](#_bookmark4) [.](#_bookmark4)  [1](#_bookmark4)

[2.](#_bookmark5) [1.3 References .............................................................................................................................](#_bookmark5) [.](#_bookmark5)  [2](#_bookmark5)

[2.](#_bookmark6) [1.4 Appendix](#_bookmark6) [(if](#_bookmark6) [any). .....................................................................................................................](#_bookmark6) [.](#_bookmark6)  [2](#_bookmark6)

[2.](#_bookmark7) [1.5 The](#_bookmark7) [concluding](#_bookmark7) [part..........................](#_bookmark7) [........................................................................](#_bookmark7) [.](#_bookmark7)  [2](#_bookmark7)

[2.](#_bookmark8) [2 Content](#_bookmark8) [requirements ................................................................................................................................](#_bookmark8) [.](#_bookmark8)  [2](#_bookmark8)

[2.](#_bookmark9) [2.1 Title](#_bookmark9) [page .................................................................................................................................](#_bookmark9) [.](#_bookmark9)  [2](#_bookmark9)

[2.](#_bookmark10) [2.2 Acknowledgements.........................](#_bookmark10) [.......................................................................................](#_bookmark10) [.](#_bookmark10)  [2](#_bookmark10)

[2.](#_bookmark11) [2.3 Excerpt](#_bookmark11) [page ...........................................................................................................................](#_bookmark11) [......](#_bookmark11) [.](#_bookmark11)  [2](#_bookmark11)

[2.](#_bookmark12) [2.4 Preamble](#_bookmark12) [or](#_bookmark12) [Preamble](#_bookmark12) [(if](#_bookmark12) [any). .........................................................................................................](#_bookmark12) [.](#_bookmark12)  [3](#_bookmark12)

[2.](#_bookmark13) [2.5 Directory...........................](#_bookmark13) [..................................................................................](#_bookmark13) [.](#_bookmark13)  [3](#_bookmark13)

[2.](#_bookmark14) [2.6 Figures](#_bookmark14) [and](#_bookmark14) [schedules](#_bookmark14) [(if](#_bookmark14) [any). .....................................................................................................](#_bookmark14) [.](#_bookmark14)  [3](#_bookmark14)

[2.2.7](#_bookmark15) [List of abbreviations](#_bookmark15) [and symbols](#_bookmark15) [(if any). .................................................................................................](#_bookmark15) [.](#_bookmark15)  [3](#_bookmark15)

[2.2.8 Main](#_bookmark16) [body](#_bookmark16) [part.............](#_bookmark16) [..........................................................](#_bookmark16) [.](#_bookmark16)  [3](#_bookmark16)

[2.2.9 References ..............................................................................................................................](#_bookmark17) [.](#_bookmark17)  [4](#_bookmark17)

[2.](#_bookmark18) [2.10 Appendix](#_bookmark18) [(if](#_bookmark18) [any). ...................................................................................................................](#_bookmark18) [.](#_bookmark18)  [4](#_bookmark18)

[2.](#_bookmark19) [2.11](#_bookmark19)  Research [results](#_bookmark19) [achieved](#_bookmark19) [during](#_bookmark19) [the](#_bookmark19) period [of the author's](#_bookmark19) [studies ........................................](#_bookmark19) [.......................................](#_bookmark19) [.](#_bookmark19)  [4](#_bookmark19)

[2.](#_bookmark20) [2.12 Originality .......................................................................................................................](#_bookmark20) [.](#_bookmark20)  [5](#_bookmark20)

[2.](#_bookmark21) [2.13 Degree](#_bookmark21) [thesis](#_bookmark21) [uses](#_bookmark21) [the authorization](#_bookmark21) [statement ...................................................................................................](#_bookmark21) [.](#_bookmark21)  [5](#_bookmark21)

### [3 Requirements for writing](#_bookmark22) [and](#_bookmark22) [typing.............. 5](#_bookmark22)

[3.](#_bookmark23) [1](#_bookmark23) [Face](#_bookmark23) [and](#_bookmark23) [spine (see](#_bookmark23) [template). .....................................................................................................](#_bookmark23) [...](#_bookmark23) [.](#_bookmark23)  [5](#_bookmark23)

[3.](#_bookmark24) [2 Title](#_bookmark24) [page (see](#_bookmark24) [template). ................................................................................................................](#_bookmark24) [.](#_bookmark24)  [6](#_bookmark24)

[3.](#_bookmark25) [3 Acknowledgements](#_bookmark25) [(see](#_bookmark25) [template)...................](#_bookmark25) [......................................................................](#_bookmark25) [.](#_bookmark25)  [6](#_bookmark25)

[3.](#_bookmark26) [4 Excerpt](#_bookmark26) [page (see](#_bookmark26) [template). ................................................................................................................](#_bookmark26) [.](#_bookmark26)  [6](#_bookmark26)

[3.](#_bookmark27) [5 Preamble](#_bookmark27) [or preface](#_bookmark27) [(if](#_bookmark27) [any) (see](#_bookmark27) [template). ........................................................................................](#_bookmark27) [.](#_bookmark27)  [6](#_bookmark27)

[3.](#_bookmark28) [6 Directory](#_bookmark28) [(see](#_bookmark28) [template)..............](#_bookmark28) [..........................................](#_bookmark28) [.](#_bookmark28)  [6](#_bookmark28)

[3.](#_bookmark29) [7 Figures and](#_bookmark29) [schedules](#_bookmark29) [(if](#_bookmark29) [any). ........................................................................................................](#_bookmark29) [.](#_bookmark29)  [7](#_bookmark29)

[3.](#_bookmark30) [8 List](#_bookmark30) [of abbreviations](#_bookmark30) [and symbols](#_bookmark30) ([if](#_bookmark30) [any). ....................................................................................................](#_bookmark30) [.](#_bookmark30)  [7](#_bookmark30)

[3.](#_bookmark31) [9 Main](#_bookmark31) [body](#_bookmark31) [part.............](#_bookmark31) [...............................................................................](#_bookmark31) [.](#_bookmark31)  [7](#_bookmark31)

[3.10 References](#_bookmark32) [(see](#_bookmark32) template[). ........................................................................................................](#_bookmark32) [.](#_bookmark32)  [11](#_bookmark32)

[3.11 Appendix](#_bookmark33) [(see](#_bookmark33) [template). ................................................................................................................](#_bookmark33) [.](#_bookmark33)  [11](#_bookmark33)

[3.12 Research](#_bookmark34) results [achieved](#_bookmark34) [during](#_bookmark34) [the](#_bookmark34) period [of the author's studies](#_bookmark34) ([see](#_bookmark34) [template ）.......................................................](#_bookmark34) [.....](#_bookmark34) [.](#_bookmark34)  [11](#_bookmark34)

[3.13 Originality](#_bookmark35) [vocalization](#_bookmark35) [(see](#_bookmark35) [template). ....................................................................................................](#_bookmark35) [.](#_bookmark35)  [11](#_bookmark35)

[3.](#_bookmark36) [14 Degree](#_bookmark36) [thesis](#_bookmark36) [use authorization](#_bookmark36) [description (see](#_bookmark36) [template). .........................................](#_bookmark36) [.......................................](#_bookmark36) [.](#_bookmark36)  [12](#_bookmark36)

[3.15 Page](#_bookmark37) [Requirements ............................................................................................................................](#_bookmark37) [.](#_bookmark37)  [12](#_bookmark37)

[Appendix A Beijing](#_bookmark38)  [Printing](#_bookmark38)  [brush](#_bookmark38)  [college](#_bookmark38)  [academic position](#_bookmark38)  [theory](#_bookmark38)  [essay cover](#_bookmark38)  [reference](#_bookmark38)  [color 13](#_bookmark38)

[Appendix B Titles of](#_bookmark39) [Disciplines](#_bookmark39) [and Titles](#_bookmark39) [of](#_bookmark39) [Specialized](#_bookmark39) [Degree](#_bookmark39) [Categories 13](#_bookmark39)

Appendix [C References](#_bookmark40)  [to](#_bookmark40)  [the Bibliographic](#_bookmark40)  [Grid](#_bookmark40)  [and](#_bookmark40)  [Example 14](#_bookmark40)

# 1 Basic requirements for a degree dissertation

A dissertation is a literature submitted by an author for his or her degree. The master's degree essay should indicate that the author has mastered the discipline A solid foundation of theory and systematic specialization

Have a comprehensive understanding of the development trends, trends and latest research results at home and abroad in this discipline/major, and have new insights into the subject topics studied , and has engaged in scientific research work or undertakes specialized technical work Yes

force.

The degree thesis should be completed independently by the research student under the guidance of the instructor Yes. Except for those contents of the treatise that have been indicated as cited, they may not be copied Raiding and plagiarism of others has yielded fruit. Individuals and collections that make important contributions to the study of academic dissertations

The body should be clearly marked in the text. Academic dissertations should generally be simplified by the implementation of the national formal public distribution Chinese characters, mainly written in Chinese. Learning

The viewpoint is clear, the argument is correct, the reasoning is rigorous, the data is reliable, the levels are clear, and the text is written Correct, smooth language, clear expression, figures, tables, formulas, units, etc. meet the requirements of the specification.

Academic degree research students Master's degree the number of words in the main body of the text should not be Less than 20,000 words. The word count of the main part of the master's degree thesis of the professional degree is required to be implemented with reference to the provisions of each professional training program.

# 2 Composition and content requirements of the degree thesis

The degree thesis generally includes 5 components: the pre-part and the main part Body part, reference literature, appendix and ending part.

## 2. 1 component

* + 1. Front part
       1. cover
       2. Title page
       3. Thanks
       4. Summary page

(5) English summary page

(6) Preamble or Preface (if any).

(7) directory

(8) Figures and schedules (if any).

(9) A table of notes (if any) of symbols, signs, acronyms, acronyms, units of measure, terms, etc

## Main body part

(1) Introduction (Introduction).

1. body
2. conclusion

## Refer to the essay

2. 1. 4 Appendix (if any).

2. 1. 5 Knot tail parts

(1) Indexes, if any

(2) The author's research achievements during his degree studies

(3) Statement of originality

(4) Instructions for the use of dissertations

## 2. 2 Content requirements

The content of the dissertation should be complete and accurate, and the writing should conform to the relevant standards formulated by the state and various professional departments, and conform to the Chinese grammar norms.

## Title page

The title should be in concise terms, appropriate, accurate and scientific reflection of the text The most important special content (generally not more than 25 Word), which should be contrasted in Both Chinese and English. Titles are often composed of noun phrases and should be avoided as much as possible Use uncommon acronyms, acronyms, characters, codes, formulas, etc.

If the title has many levels of content and is difficult to simplify, the title and sub can be used Method of combining titles, vice

The title begins to supplement and explain the role of the title. The Chinese title and the subtitle are connected by dashes, while the English one is Connect with a colon. Titles and subtitles should be consistent when they appear in different places throughout the dissertation.

## Acknowledgements

Placed in front of the excerpt page, the objects include: (1) National Science Foundation, the scholarship fund for research work, is a unit , an enterprise, organization or individual that is funded or supported. (2) Assist in the completion of research work and the organization of convenient conditions or individuals. (3) Those who make suggestions and provide help in research work. (4) Materials, photographs, contributions, and research that are given the right to reprint and cite The owner of thoughts and imaginations. (5) Other organizations and individuals who should be thanked.

## Excerpt page

The abstract is a highly generalized summary of the content of the paper, which should be independent and self-contained, that is, without reading the full text of the paper, the necessary information can be obtained. The abstract should include the purpose of the study, the methodology, the results and the conclusions. In the abstract, we should try to avoid the use of diagrams, tables, chemical structural formulas, non-well-known common symbols and terms.

The key word is the main inscription for inspection and should reflect the special color of the argument , semantic, has a clear source in the paper, and should try to use the "Chinese Theme Thesaurus" or the canonical words provided by the thesaurus of various professional themes.

The general word count of the Chinese abstract of the master's degree thesis is 500-1000 words, and each paper should be selected with 3-5 levels

Key words.

The excerpt page includes a Chinese abstract and an English excerpt. The English abstract should be completely consistent with the content of the Chinese abstract, At the same time, the English keywords corresponding to the Chinese are marked, the grammar and words should be accurate, and the language should be concise and smooth.

## 2. 2. 4 Preamble or preface (if any).

The preface or preface to the degree thesis is generally the author's essay on the paper A brief introduction to the basic characteristics, such as explaining the origin of the research work Background, main idea, purpose, meaning, compilation style, as well as funding and support Holding, collaborating, etc. These can also be explained in the introduction (introduction) of the main text.

## 2. 2. 5 Directory

The order of each chapter and section in the discourse includes the three levels of chapters, sections, and articles in the essay The title and its starting page number. After the preamble or preface, a separate page.

## 2. 2. 6 Figures and schedules (if any).

There are many tables in the treatise, and the list can be listed separately and placed in the directory After that. The list of figures should be sequenced, captioned, and page numbered. The list of tables should be sequenced, titled, and page numbered.

## 2. 2. 7 List of abbreviations and symbols (if any).

Symbols, symbols, abbreviations, initial abbreviations, units of measurement, The explanation of terms, etc., if it is necessary to gather, can be centralized after the chart list.

## The main body part

The main part of the paper includes the introduction (introduction), the main text and the conclusion.

## Introduction (Introduction).

The introduction (introduction) is generally used as the first chapter. The introduction (introduction) should include: the source of the research topic of the paper, the background view, and its theoretical and practical meaning, The results of relevant research at home and abroad have been reviewed, and the existing deficiencies may need to be deepened The theoretical analysis framework, research content, research procedures and methods will be carried out in the research questions.

## Orthodoxy

The main text is the main body of the academic position theory, and it must be realistic, objective, true, and accurate Ready, well-organized, layered, concise and readable 。 It depends on the disciplines, topics, research methods, and work involved in the research work There is a big difference between the progression, the fruit expression formula, etc., which is correct The content of the text is not uniformly stipulated, but it must strictly follow the internationally accepted academic norms of this discipline It is reasonable, the argument is reliable, the facts are realistic, logical, the hierarchy is clear, and it is concise and readable.

## Conclusion

The conclusion of the analects is the final, total conclusion, not the main text A simple repetition of the summary of each chapter should not be confused with the summary. The conclusion should clearly point out the innovation points of this research, put forward the technical key to solving the problem, and the academic value and application value of the essay Values are added to predictions and valuations to illustrate the problems that are still difficult to solve in the research , and put forward opinions, suggestions or hopes for future work. Conclusions should be written in a separate chapter, accurate, complete, unambiguous, and concise.

If a certain conclusion cannot be derived, the necessary discussion can be carried out without a conclusion.

## Refer to the essay

Reference literature is a collection of literary offerings with specific sources of text cited in the text , which should be placed after the original text and started on a separate page.

All cited offerings are included in the reference essays. The text is not cited but is read or supplemented The literature of the information may be included in the appendix, which is titled "Bibliography".

References are listed in the order in which they appear in the text.

## Appendix (if any).

The appendix, as a supplement to the main body, may include the following:

(1) For the sake of the completion of the entire paper material, but the inclusion of the original text is detrimental to the arrangement Organized and logical, this material includes more detail than the main text Information, research methods and a more in-depth narrative of the technique, supplementary information useful for understanding the content of the text, etc.

(2) Materials that are not convenient for inclusion in the main text due to excessive length or reproduction.

(3) Rare and precious materials that are not convenient for inclusion in the main text.

(4) Materials that are not necessary to read for general readers, but are of reference value to their professional peers.

(5) Literature that is not cited in the body of the text but has been read or has supplementary information.

(6) Some important raw data, mathematical derivations, structural drawings, statistical tables, computer printouts, etc.

## 2. 2. 11 Research achievements achieved during the period of the author's academic degree

Includes essays published between the author's study periods/ Works, participating in scientific research projects, obtained Scientific research achievements and professional benefits, awards, etc. Published essays are related to the direction of research issued by research students during their time at school Technical essays (including accepted papers). Awards are academic/research awards received by graduate students at or above the university level related to the discipline.

Example: Last name: XXX

Publication: Refer to item:

Awards:

## 2. 2. 12 Originality

Direct download of this part of the master's thesis template of Beijing Institute of Printing and Printing (hereinafter referred to as "template") without any modification. Signed by the author himself.

## 2. 2. 13 Degree thesis uses the authorization statement

Download this section of the template directly without modification. Signed by the author himself and the tutor.

# 3 Writing and printing requirements

3. 1 Face and spine (see mold plate) Position discourse The cover is a work of equitting and protection of the academic theory Use, should include the topic of the essay, discipline / specialty Karma

Title, author of the paper, instructor, etc. Sealing requirements: The sealing surface is directly connected to the next load mold plate This section is divided into contents. The cover is not the same as the discipline/specialty

There are 4 colors, see Appendix A for specific reference colors.

The cover should include the school code, the classification level, and the cultivation unit , Chinese and English titles, academic/professional titles Title, author, mentor, and date of submission.

In the spine of the dissertation, the name of the training unit, the name of the discipline/professional degree, the graduation class, and the name of the author are marked, and the center of the spine is printed.

Cover Printing Requirements (see Mold Plate): School Code: 10015 (Song Font No.4); Classified (Public /Secret) (No. 4 Song Script); Beijing Institute of Printing (Scanned Body, Center); Master's Degree Thesis (Small No. 2 Song Script, Center) Thesis Title (Bold Body No. 1, Center); TheSis English Title (Small Number Two Times New Roman, centered);

Discipline (Academic Degree Cover)/Professional Degree (Professional Degree Cover) (No. 3 Song Body, Center); Author: ××× (No. 3 Song Body, Center);

Instructor: ××× (including title) (No. 3 Song, center); Thesis Submission Date (No. 3 Song, Center).

Book ridge printing requirements (see mold plate):Beijing printing brush learning Master's degree in literature, subject/professional name Title, graduation class, author's surname (small Number four

Imitation song GB-2312).

3. 2 Title page (see mold plate).

School Code: 10015 (No. 5 Song Script); Classification: Open/Secret (No. 5 Song Script); Beijing Institute of Printing (Scanned Body, Centered); Master's thesis (Song No. 2, bold, centered); Thesis Title (Small No. 3 Song, Center); English Topic (Small No. 3 Times New Roman, center);

Author's name, student number, tutor name, title, subject name, professional degree category (No. 4 Song style): See Appendix B for the name of the discipline and the name of the professional degree category

Degree level: Master 's degree (No. 4 Song script); Thesis submission date (the date on which the thesis is submitted to the conferred degree institution, No. 4 Song script, centered)

3. 3 Acknowledgements (see Mold Plate).

The title is boldface three, centered, haplobine, 24 points before the paragraph and 18 points after the paragraph; the content Chinese is the small four song font, and the English is the small four Tim es New Roman, 20 lbs. row spacing, before segment

Each is 0 points.

3. 4 Excerpt page (see mold plate).

Abstract (Chinese): Titled Bold-three, centered, haploline spacing, 24 points before segment, 18 points after segment;

The content is a small song body with a row spacing of 20 points and 0 points before and after the segment.

Key words (Chinese): Small Number 4 Song Body, 20 pounds in line spacing, 0 pounds in front of and behind the paragraph 。 "Key word" is bolded. Keywords are separated by semicolons.

ABSTRACT:Placed after the Chinese abstract page. Titled Times New Roman, centered , haplo leading, 24 points before segment and 18 points after segment The content is Times New Roma n, 20 points between the lines and 0 points before and after the segment.

KEYWORDS (English key word): Small number four Tim es New Roman, 20 lbs. row spacing, before and after segments 0 points each. "KEYWORDS" is bold. Keywords are separated by semicolons.

3. 5 Preamble or preface (if any) (see template).

The title is bold body three, centered, haplobine, 24 points before the paragraph, 18 points after the paragraph; the content Chinese is the small number four song font, and the English is the small number four Time s New Roman, 20 lbs. row spacing, before segment

Each is 0 points.

3. 6 Table of Contents (see Mold Board) The table of contents shall include all the three-level headings of chapters, sections and articles in the paper and their page numbers. Contains: Abstract, ABSTRACT,

Preamble or preface (if any), list of figures and schedules (if any), list of abbreviations and symbols (if any), introduction (introduction). (Requires a level 3 heading, which is X.) X. X) , main body chapter title (required to be assigned to level 3 headings, i.e. X. X. X), conclusions, references, appendix (if any), period of the author's degree Research results, declarations of originality, and authorizations for the use of dissertations.

Titled In Bold Iii, Center, Haploline, 24 points before the paragraph and 18 points after the paragraph; the content Chinese is the small fourth song font, and the English is the small fourth Ti mes New Roman, haplobine spacing, first 6 segments

Points, 0 points after segment, aligned at both ends, page numbers aligned to the right.

## 3. 7 Figures and schedules (if any).

Titled In Bold Iii, Center, Haploline, 24 points before the paragraph and 18 points after the paragraph; the content Chinese is the small fourth song font, and the English is the small fourth Ti mes New Roman, haplobine spacing, first 6 segments

Points, 0 points after segment, aligned at both ends, page numbers aligned to the right.

## 3. 8 List of abbreviations and symbols (if any).

The title is bold body three, centered, 24 points before the paragraph and 18 points after the paragraph; the content Chinese is the small number four song font, and the English is the small number four Ti mes New Roman, haplobine spacing, first 6 segments

pounds, 0 points after segment.

## 3. 9 Main body part

The format of the main body part begins with the introduction (introduction) and ends On the end of the bundle. The main body section must start from the right page of another page. Wrap between first-level headings and empty lines between second-level headings.

3. 9. 1 Introduction (Introduction) (see Mold Plate).

As Chapter 1. The chapter numbers of the degree papers are coded in Alab digital characters, at each level The sequence numbers are arranged from the top left grid, numbered and marked

There are two empty spaces between the questions.

The content of the first-level title is three in bold, and the content in English is no. 3 Tim es New Roman, center, haplobine, first 24 segments pounds, 18 pounds after segment;

The second-level headings are in small three boldface in Chinese and Ti in English mes New Roman, left, haplobine spacing, first 24 segments pounds, 18 pounds after segment;

The three-level headings are in bold four in Chinese and Time in English S New Roman, left, haplobine spacing, 24 points before segment , 18 lbs after segment.

The contents are in Chinese as The Small Four Song Script, and the English text as the Small Four Tim es New Roman, first line indented 2 per paragraph

character, 20 points line spacing, 0 points before and after the segment.

3. 9. 2 Body text (see mold plate).

The first-level title is in bold three in Chinese and Ti in English mes New Roman, centered, haplobine, front of segment 24 lbs, 18 lbs after segment;

The second-level headings are in small three boldface in Chinese and Ti in English mes New Roman, left, haplobine spacing, front of segment 24 lbs, 18 lbs after segment;

The three-level headings are in bold four in Chinese and Time in English S New Roman, left, haplobine spacing, 24 points before segment , 18 lbs after segment.

The contents are in Chinese for The Little Four Song Script, and the English text is the Little Four Time s New Roman, first line of each paragraph indented 2

character, 20 points line spacing, 0 points before and after the segment.

The labels in the body are listed in the following numerical order: first (1) (2) (3). , 1) 2) 3) after (1) (2) (3), avoid punctuation marks, English letters, P after labels Bullets in the PT.

3. 9. 3 Conclusion (see Mold plate).

The title is in boldface 3 in Chinese and Ti 3 in English mes New Roman, centered, haplobine spacing, paragraph front 24 lbs, 18 lbs after segment;

The content Chinese is the small number four song script, and the English number four is the small number four Times New Roma n, 20 points between the lines and 0 points before and after the segment.

## 3. 9. 4 Illustrations in the treatise

The figure should have "self-evident". Illustrations should work closely with the text, the text and graphics should match, and the content should be correct. The selection of drawings should be refined, and the illustrations and photographs should be complete and clear. The picture diagram requires that the outline of the subject and the main exposed part is clear, convenient in plate making. If a large or reduced replica is used, it must be clear and the contrast is moderate. The photograph should have a scale of the size of the object indicated by the eye.

Figures are numbered by "figures" and Arabic numerals starting with "1". The chapters are numbered sequentially, as shown in Figure 1-1 and Figure 2-1.

The figure should have a picture title, which is the name of the figure, placed after the number of the figure. There is a space between the number and the title. The figure is centered. The number and title of the figure are located at the bottom of the figure, centered in the book Written, Chinese for the Fifth Song script, English

It is Times New Roman.

When citing figures in literature, except for the reference text marked in the original text In addition to the dedication serial number, the reference serial number must also be marked in the upper right corner of the title.

The parts of the figure indicate that the Chinese should be used (except for the cited foreign language diagrams ) or a number of characters, each text says

The light is placed above the plot title (if there is a sub-plot, it is placed above the sub-plot title).

The Chinese characters are in song script (Chinese) or Times New Roman Font (English), the font size as far as possible to use the number of five characters (when the number of words is larger When you can use small five characters, with clear expression as the principle, but within an illustration The font size should be unified).. The use of text within the same diagram should be uniform.

Before the illustration, there must be a reference to this illustration, such as "See Figure 1-1", "As shown in Figure." 1-1 shown" and so on. Illustrations and their titles must not be written on two pages in a split arrangement. 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-charts and too many sub-charts cannot be arranged in one page, yes Go to the next page and place the sub-plot title under the sub-plot

Or under the title, the semicolon is represented by a), b) and so on. The total title appears only on the next page. The upper and lower parts of the illustration and the text Chinese word need to be arranged in a certain position.

Example:

Figure 1-1 XXXXXX

## 3. 9. 5 Interpolations in the Treatise

The table should be "self-explanatory". Tables are numbered by "table" and Arabic numerals starting with "1". Chapters are numbered sequentially, as shown in Tables 1-1

Table 2-1.

The table should have a table title, which is the name of the table, and place it in the number of the table after. The number and title of the table should be placed above the table and written in the center, and the Chinese is the fifth Song script and the English number five Tim es New Roman。

When citing tables in literature, except for the reference in the orthographic text In addition to the document serial number, the reference serial number must be marked in the upper right corner of the title.

The table grid does not add left or right edges. The arrangement of the table proposes to adopt the internationally accepted three-line table. The characters in the table are song

Body (Chinese) or Times New Roman Font (English), the font size as far as possible to use the five word (when the number of words is larger, you can use the small five word, but in an interpolation table the font size should be uniform ）。

Empty numbers in the table with a horizontal line "-" (two half-width characters) 。 The text in the table or the numbers above, down or left and right are the same, and it is not allowed to use the "〃 ", "Ibid." and the like. The text in the table does not have punctuation at the end of the sentence.

The insert must be preceded by relevant text prompts, such as "See Table 1-1" and "Table 1-1" shown", etc. In general, the insert table cannot be separated into two pages, such as a table in one When the page cannot be arranged, the page can be turned to continue

Table form is connected. The table is numbered in the center, followed by "(continued table)", and the table header is repeated. Insert the top and bottom of the table

And the text Chinese words need to be arranged on an empty line.

Example:

Table 1-1 XXXXX

The contents of the test items were visually tested

XXX XXXX XXXX

XXX XXXX XXXX

Table 1-1 (continued) XXXXX

The contents of the test items were visually tested

XXX XXXX XXXX

XXX XXXX XXXX

## 3. 9. 6 The Common Form in the Treatise

The formulas in the paper should be written separately and in the center, leaving enough space to distinguish them from the surrounding text. If there are more than two formulas, they should be numbered with Arabic numerals starting with "1" and numbered

Enclosed in parentheses, the number of the formula is aligned at the right end, and the formula and the number can be used between the "... "Chapter arrangement, such as paragraph 1

The formula in chapter 1 is numbered "(1-1)".

Example:

d(rad / mm)

... ... （1-1）

*f* d*l*

When citing formulas in the text, it is generally used "see formula (1-1)" or "by formula (1-1)." ”。 If there is a text word before the gongshi (e.g. "solution", "false." Fixed", etc.), 4 half-width characters in front of the text , the formula is still written in the center,

There is no punctuation at the end of the formula. When longer formulas need to be changed, they should be back at "=" whenever possible, or at "+", " －”、“×”、

Line back at the "/" and other signs.

## 3. 9. 7 Commentary in the Treatise

A brief explanation of a certain problem, concept, point of view, etc. in the essay Explanations, appraisals, indications, etc., if they are not suitable to appear in the main text, may be numbered in the text plus "footnote." " in the form.

When a word, word, or phrase is in the discourse, it needs to be further clarified , and there is no specific literature source

When, use a comment. Annotations are generally used more often in the social sciences. The number of notes in the paper should be controlled, not too many.

## 3. 9. 8 Citations in the Treatise

Any material quoted in any form in the treatise must be marked with a citation and uniformly numbered in the form of reference essays. Citations are noted in accordance with the National Standard of the People's Republic of China (GB/T 7714-). 2005),, using a sequential coding system. The indication of the cited documents in the body of the text shall be placed in the upper-right corner of the last word of the quoted text, and the number of the cited documents shall be placed in square brackets with Arabic numerals"[ ]", with the upper corner of the small number four font. The specific requirements are as follows:

(1) When citing a single document, such as "dissociation [1]".

(2) When multiple documents are cited in the same place, the serial numbers of each document are all listed in square brackets, and ",", is used between the serial numbers In the case of consecutive serial numbers, the serial number can be marked. Such as, "... The dissociation effect of electric fields on excitons [1,3-5]... ”。

(3) When citing the same contribution multiple times, mark the page number of the citation after the "[ ]" of the document serial number 。 Such as, "... electricity

Dissociation of the field on excitons [1]15-19... 。 ... The main quenching process [1] 25-27... 。 ”

(4) When the references mentioned are directly stated in the text, they are arranged with a small number 4 character with the main text, such as "by the document [ 2,4-7] knowable".

Citations must not be placed at titles at all levels.

## 3. 9. 9 Nouns in the Analects

Scientific and technical terms and the names of equipment and components should be adopted from the national family The term or name specified in the standard or ministerial standard. Phrases not specified in the standards should be used in industry-common terms or names. The terminology of the full text must be uniform. Some special or new nouns should be described or annotated in the appropriate place.

When using English abbreviations, except for the general abbreviations that are widely used in the industry In addition to writing words, the first abbreviation words in the text should be marked with parentheses in the original English word.

## 3. 9. 10 Quantitative annotations in the Treatise

The names, units and symbols of physical quantities shall comply with the provisions of GB3100~3102-86. The names, units, and symbols of a physical quantity in the paper should be uniform. The symbols of the physical quantity must be italicized. Where national standards are not specified, international standards or industry standards shall be implemented.

The units and symbols of measurement of physical quantities shall be in accordance with the "Statutory Measurement of the People's Republic of China" issued by the State Council in 1984

Units" and GB 3100 ~ 3102 are executed without the use of non-statutory units of measure and symbols. The unit of measurement may be chinese characters or symbols, but should be uniform. The unit of measurement symbol number, except for the single first word mother of the name of the person

In addition to uppercase, always use lowercase letters.

3. 10 References (see mold plate).

The references for academic degree dissertations are generally not less than 40, and the references for professional master's degree dissertations are generally not less than 30 Chinese and foreign literary contributions are generally not less than 1/3 of the total number. The number of references in the references for the past five years should generally not be less than 1/3 of the total, and there should be references for the past two years.

The title is boldface three, centered, haplobine, 24 points before the paragraph and 18 points after the paragraph; the content Chinese is the fifth song font, and the English is the fifth Times New Roman, 16 lbs. row spacing, each front and back of the segment

is 0 points.

References are presented in the order in which they appear throughout the paper [1], [2], [3]... The forms are uniformly arranged and listed sequentially. The documents listed in the references are all arranged in the top grid.

Reference bibliographic formats and examples are shown in Appendix C.

3. 11 Appendix (if any) (see Mold Plate).

The analects are in alphabetical order using the capitalized orthographic English letter A 、B、C...... Serial numbers, e.g. Appendix A. The appendix number and the appendix title each occupy one line, and are placed in the center above the appendix provisions.

Each appendix should usually start from a separate page, or if there are multiple shorter appendices, they can also be arranged. Titled Bold Three, Centered, Haploline Spacing, 24 points before segment, 18 points after segment;

The content is in the Fifth Song script, with a line spacing of 16 points and 0 points before and after the segment.

## 3. 12 Research results achieved during the period of the author's studies (see Mold plate).

If the published academic essay is included by EI or SCI, please Indicate the admission number; SCI essays should generally be marked Impact factor for the year of publication; for academic papers that have been accepted but not yet published, indicate whether they are EI or SCI sources.

The title is boldface three, centered, haplobine, 24 points before the paragraph and 18 points after the paragraph; the content Chinese is the fifth song font, and the English is the fifth Times New Roman, 16 lbs. row spacing, each front and back of the segment

is 0 points.

3. 13 Declaration of Originality (see Template) The author may download the electronic version of this section directly. Printed and signed by the author.

Titled Bold Three, Centered, Haploline Spacing, 24 points before segment, 18 points after segment;

The content is a small song body with a row spacing of 20 points and 0 points before and after the segment.

3. 14 Degree Thesis Use Authorization Instructions (see Module) The author can download the electronic version of this section directly. Printed and signed by the author and tutor.

Titled Bold Three, Centered, Haploline Spacing, 24 points before segment, 18 points after segment;

The content is a small song body with a row spacing of 20 points and 0 points before and after the segment.

## 3. 15 Page Requirements

The dissertation must be packed on A4 standard-size white paper with the left side glued. The paper is printed on a single side. The margins of the academic papers are set according to the following standard: the upper margin is: 30 mm; bottom margin: 25mm; left

Margins and right margins are: 25mm, gutter: 10mm, header: 16mm, footer: 15mm. Header: The header needs to be set from the abstract page to the last page of the paper.

Header content: The left alignment is "Beijing Institute of Printing Master's Degree Discourse", and the right alignment is the title of each chapter. page

The eyebrow print size is in the fifth song font, and an underline is set under the header. Page Number: The page number of the bit paper, the front part from the middle The title page begins with Roman numerals and continues to be coded. host

The beginning to the end of the body is encoded continuously with Arab numerals, and the page number is determined by the preface ( or Introduction) begins as page 1 and is the right page Another page. The page number must be uniformly noted in the middle of each footer. Printing

Font size is smaller than the Times New Roman font.

## Appendix A Peking Printing Institute Degree Thesis Cover Face Reference Face

The cover of the Academic Position Theory of the Beijing Printing brush academy is different according to the photo Disciplines/specialties are divided into 4 colors. The following figure shows the cover reference color for each discipline/major.



## Appendix B Subject Name, Professional Degree Class Alias

|  |  |  |  |
| --- | --- | --- | --- |
| Degree type | The name of the subject | Degree type | The name of the professional degree category |
| Academic degree | Journalism and Communication | Professional degree | publication |
| Media Economics and Management | Journalism & Communication |
| Management | Art design |
| Fine Arts | Electronics and Communication Engineering |
| Design | accounting |
| History of Science and Technology |  | |
| Materials Science and Engineering |
| Image Science and Engineering |
| mechanical engineering |
| Logistics engineering |
| Information and Communication Engineering |

## Appendix C Reference bibliographic format and examples

1. Bibliographic format of references

|  |  |
| --- | --- |
| Literature type | Bibliographic grid |
| Monograph | Primary responsible Title: Other title information [Document Type Marker]. Other responsible persons Version entry: Published  Place: Publisher, Edition Year: Citation Page Number [Citation With the date] Access and Access Paths |
| Analysis in monographs | Isolate the main responsible person of the contribution Extract the title of the dedication [literature type mark]. Other responsible persons ∥ |
|  |
|  | Dedicated to the Lord's responsible Monograph Title: Other Title Information Edition of this item Place of publication: Publisher, Edition year: Analysis |
| Contributed |  |
| The page number of the contribution [citation date] Access and Access Paths |
| Consecutive editions | The Lord is responsible Title: Other title information [Essay Type Logo]. . Year, Volume (Period)-Year, Volume (Period). Published  Place: Publisher, publication year [citation date]. Get picked up and visited trails |
| Continuous publication | The devotees of the text are responsible Extract the title of the text offering [Wen Xian class type marker]. The title of the serial version is: other questions |
|  |
| The divergence in |  |
|  | Name Information, Year, Volume (Period):Page Number [Date of Citation.] Period] Access and Access Paths |
| offer |
| Dedicated to the text | Patent applicants or owners Title: Monopoly Country, Monopoly [Text Dedication Type Logo] Announcement date  or the public date [citation date] Access and Access Paths |
| Telegrams are presented | The Lord is responsible Title: Other titles letters [Literature donation type standard Zhi/Wen Xian Carrier Logo]. Place of publication: Out of the version  , publication year (newer or revised date) [cited Date] Access and access |

Note: 1 The spaces and punctuation that appear in the table are all west Grammatical

2. The "citation date" in the table frame is dedicated to the joint machine Alternatively, other telegrams are dedicated to the selection. "Obtaining and Visiting Paths" is a joint document Sacrifice must be prepared.

2. Document type and electronic document carrier logo code

1. Literature type and logo code

|  |  |
| --- | --- |
| Literature type | Logo code |
| Puton Book | M |
| Proceedings | C |
| Compilation | G |
| Newspaper | N |
| Periodicals | J |
| Academic Position Treatise | D |
| Report | R |

|  |  |
| --- | --- |
| Standards | S |
| Monopoly | P |
| Database | DB |
| Calculate the sequence of the machine | CP |
| E-announcement | EB |

2. Telegraphs are dedicated to the carrier and the logo code

|  |  |
| --- | --- |
| Carrier type | Logo code |
| Magnetic band (magnetic tape). | MT |
| Magnetic disk (disk). | DK |
| Optical disc (CD-ROM). | CD |
| Online | OL |

III. Rules for Bibliographic Bibliography of References

(1) Refer to certain phrases and phrases in the bibliography of the examination essays Definition

1. The Main Responsible Person: The knowledge of the offering or The art of art contains individuals or groups that are responsible for the main responsibility Body. The main responsible persons include the author, the editor, and the editor Writer of academic theory essays, applicants for exclusive benefits or institutes There are those who report, those who write reports, those who raise standards , the author of the essay, etc.

2. Monograph: In the form of a single book or a multi-volume book , a non-continuous version that is released within the limited period Sexual plates. It includes a variety of carrier-shaped versions Putongtu books, ancient books, academic essays, techniques Technical reports, conference anthology, compilations, and more Volumes, series, etc. 3. Serial editions: Contain volume numbers or years The monthly sequence number and the plan are continued indefinitely The publication of the published version. It encompasses various carrier forms Editions of periodicals, newspapers, etc.

4. Precipitate Offering: A tool that is extracted from the entire text offering There are dedications with unique titles.

5. Telegram offering: Use the numeral square to draw pictures, texts, and texts Audio, video and other information are stored in magnetism, light and electricity Medium-on, through the computer, network or The records related to the use of equipment have knowledge content or the content of the art of the literary dedication of the source of information, It includes e-books, databases, and e-books Sue, etc.

(2) Detailed rules of the bibliography of reference texts

1. The Lord is responsible or others

(1) Individual authors adopt surnames in the former and last names Bibliographic form. The names of European and American authors can be abbreviated as mothers , omit the abbreviation dot after abbreviation. The Chinese translation of European and American authors can be recorded only His surname, the Author of Europe and the United States with the same surname and the same name, Its translated name should not only be bibliographed by its surname, but also Its name needs to be bibliographed.

Example 1: Li Shizhen (original title: Li Shizhen).

Example 2: Wegger (Original title: Voltaire Example 3: Angwin P S (Original Title ：P.S. Aung Win).

Example 4: EINSTEIN A (Original Title: Alb ert Einstein）

(2) The person responsible for the same style of writing is not excessive 3 hours, all recorded. When more than 3, only the first 3 responsibilities are recorded Any, followed by ", etc.", ", e t al" or a corresponding word.

Example 1: Marx, Engels

Example 2: YELLAND R L, JONES S C , EASTON K S, et al

(3) The surname of the Chinese author written in the Pinyin Writing Method It is only divided into two paragraphs: "surname" and "first name", no Abbreviations. The full characters for "surname" are capitalized," The first word of the word "name" is capitalized, the rest of it Lowercase.

Example: WANG Dazhong;

2. Edition

The first edition is not bibliographic, and other editions indicate that they need to be bibliographed. The edition is abbreviated with Arabo numerals and ordinals Forms or other symbols indicate, editions of ancient books Can be bibliographed "written version", "codex", "Engraving", "Movable Type", etc.

Example 1:3 Edition (Original Title: 3rd Edition) Example 2 : New Version 1 (Original Title: New Version 1).

Example 3: 5th ed (Original title: Fifth edition) show Example 4: Rev ed. (Original title: Revised edition). Example 5: 1978 ed (Original title: 1978 edition).

3. Out of the plate

(1) The dedication contains a number of publications, but only Record the first or prominent version Ground.

(2) The Chinese literature dedication bibliography that has no published version is "out." The place of publication is unknown", the foreign language dedication bibliography "S. l. ", juxtaposed in square brackets, if the result is passed The connected computer network access of the tyrant message No version, this entry can be omitted.

4. Publisher

(1) The bibliographic information source contains multiple publishers Only the first one or in the prominent position is recorded Publisher.

(2) The Chinese literature of the person who has not published the version is "out." Edition unknown", foreign language dedication "s. n. ", juxtaposed in square brackets, if the result is passed The connected computer network access of the tyrant message If there is no copy, this entry can be omitted.

5. Date of publication

(1) The year of publication shall adopt the Gregorian era and use A Laber's digital bibliography. If there are other chronological patterns, there will be original ones The chronology of the date is placed in the "()".

Example: 1947 (Thirty-six Years of the Republic of China).

(2) Newspaper papers and dedicated essays should be carefully recorded and published Day, which is shaped "YYYY-MM-DD" .

(3) When the year of publication cannot be determined, it can be selected according to the order The year of copyright, the year of printing and brushing, the estimated year of publication 。 The estimated publication year needs to be enclosed in square brackets 。

Example 1: c1988 Example 2:1995 Print brush show Example 3: [1936].

4. Examples of bibliographic formats for references

1. Ordinary Drawing Book [1] Jiang Youxu, Guo Quanshui, Ma Juan, etc Classification of Forest forests in China and their community characteristics [M]. Beijing: Science and Technology Publishing Society, 1998 [2] Tang Xujun Newspaper economics and newspaper operations [M]. Beijing: Xinhua Publishing House, 1999: 117-12 1.

[3] CRAWFPRD W, GORMAN M. Future libraries:dreams,ma dness,& reality[M]. Chicago:American Library As sociation,1995.

2. Collection of papers

[1] Chinese National Strength Society The 3rd National Society of Empirical Flow Ergonomics Treatise [C]. Tenzu: [Publisher unknown], 1990 [2]ROSENTHALL E M. Proceedings of the Fifth Canadian Mathematical Congres s, University of Montrea l, 1961[C]. Toronto:University of Toronto Press,1963.

3. Science and technology reports

[1] World Health Organization, Factors regulating the imm une response:report of WH O Scientific Group[R]. Geneva:WHO,1970.

4. Degree Essay [1] Zhang Zhixiang. Random disturbance of intermittent dynamic systems and their conservation law Applications in the process [D]. Beijing: School of Mathematics, Peking University, 1998

[2] CALMS R B. Infrared spectroscopic st udies on solid oxygen[D ]. Berkeley; Univ. Of California, 1965.

5. Patent literature contribution

[1] Liu Jialin Multi-function primary tongue depressor: China, 922149 85.2[P]. 1993-04-14.

6. The literary dedication [1] han jiren extracted from the monograph On the characteristics of vocational education[G] ∥ Vocational education in China Research Seminar A Collection of Research Papers on Vocational Education and Labor Beijing: Renmin Education Publishing Press, 1985:9 0-99.

[2] BUSECK P R, NORD G L, Jr. , VEBLEN D R. Subsolidus phenomena in pyroxenes[M]∥PREWITT C T . Pyroxense. Washington, D.C. : Mineralogical Society of America, c1980:117-211 . 7. The abstract of the journal [1] Li Bingmu Imaginary librarian and courier Qualities and images[J]. Illustrated Love Story Work, 2000(2):5- 8.

8. The literary dedication [1] Ding Wenxiang in the newspaper The Revolution of The Digital Revolution and the Internationalization of Competition[N]. China National Youth Annual Report, 2000-11-20(15). 9. Electronic contributions (including electronic contributions that are isolated from monographs or serial publications).

[1] River to the east Information processing under the context of interconnection network [J/OL]. . Engrosser, 1999, 18(2):4[2000 -01-18]. http:∥ [www.chinainfo.](http://www.chinainfo.gov.cn/periodical/qbxb/qbxb99/qbxb990203) [gov.](http://www.chinainfo.gov.cn/periodical/qbxb/qbxb99/qbxb990203) [cn/periodical/qbxb/qbxb99 /qbxb990203.](http://www.chinainfo.gov.cn/periodical/qbxb/qbxb99/qbxb990203)