

# Format Summary of Tongji Dissertation

May 15, 2017

## 4.1 Page Setting

cover	Wove paper
page	A4 (210*297) white
Page setup	Up&down 2.54cm; left&right 3.17cm; header&bottom 2.0cm; gutter 0cm
Page header	Odd page, right-up sider; Even page, left-up sider; Abstract header: Times New Roman, 10.5
pagination	Times New Roman, 10.5, center

## 4.2 Cover Page

	For Chinese cover page	For English cover page
Title of the dissertation	Character :黑体 size 21, bold center, can divide into 2 line if it is too long, 1.0 spacing	Arial, size 18, bold center, can divide into 2 line if it is too long, 1.0 spacing
Name and details	Character :仿宋 size 16, 1.0 line spacing,	Times New Roman, size 16, 1.0 line spacing, page

	page margin to the left:6cm	margin to the left:6cm
Date	Character :宋体 size 16, center use Chinese character for the date, no use Arabic numerals	Times New Roman, size 16, center

### **4.3 Spine**

In Chinese

Character : 仿宋

size 14, spacing 16 pt, 段前段后0 磅

Upper: Topic of the dissertation

Middle: Chinese name

Bottom: 同济大学

Margin to top and bottom: around 5cm

### **4.4 Abstract**

Abstract title	Arial, size 16, bold, center, 1.0 spacing, spacing before 24 pt, after 8 pt
Content	Times New Roman, size 12, spacing 20pt, before& after 0

Key Words	<p>“Key Words” bold</p> <p>Times New Roman, size 12 , spacing 20pt , before&amp; after 0</p>
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#### **4.5 Table of Content**

Title: Arial, size 16, center, single spacing , before 24pt, after 18pt

Every Chapter: Times New Roman, size 12, spacing 18pt, before after 0,

“justify text” to align both side and align the page number

1<sup>st</sup> level subtitle: Times New Roman, size 12, spacing 18pt, before after 0,

“justify text” to align both side and align the page, 2 space before writing

2<sup>nd</sup> level subtitle: same as 1<sup>st</sup> level, just 4 space before writing

#### **4.6 Main Body**

Chapter\_1 –Arial 16, center, 1.0 spacing, spacing before 24 pt, after 18 pt, 1 space btw Chapter & number

- 1st level sub title, 1.1 ××××:–Arial 15, align left, 1.0 spacing, spacing before 24 pt, after 6pt, 1 space between number and subtitle
- 2nd level subtile: 1.3.1 ××× : Arial 14, align left, 1.0 spacing, spacing before 12pt, after 6pt, 1 space between number and subtitle
- 3rd level 1.3.1.1 ××× : Arial 12 , align left, 1.0 spacing, spacing before 12pt, after 6pt, 1 space between number and subtitle

Content essay text : Times New Roman 12, “justify text” to align both side, 1 tab before new paragraph, spacing 20pt , before after 0

*Diagram/figure lables:* Times New Roman 10.5, center, single spacing, before 6 after 12pt. 1 space btw number and lable

*Table labels:* Times New Roman 10.5, center, single spacing, before 6 after 6pt. 1 space btw number and lable

*Table labels on top of the table, diagram and figure are below the figure*

To mention the diagram in the text, Put ( ) for number of lable, for example: In (1.1) we can see xxxxx.....

#### **4.7 Others:**

Reference, label index, appendix, etc : All title are as chapter.

Arial 16, center, 1.0 spacing, spacing before 24 pt, after 18 pt, 1 space btw

#### **Content:**

labels or code/reference/ CV : Times New Roman 10.5 only, 1.5 spacing, before after 0

for appendix and acknowledgement: Times New Roman 12, tab before paragraph, 2.0 spacing before after 0