

Tongji University Postgraduate Dissertation Writing Standards (Reference)

(University Degree Office, March 2023)

Preface

The dissertation is a concentrated manifestation of the achievements of postgraduate research work, the main basis for postgraduate students to apply for doctoral and master's degrees, and an important documentary material for the society. In order to further promote the standardization of the dissertation of postgraduates in our university and improve the quality of writing, we have revised the Specification for Writing Dissertation of Postgraduates (Reference) of Tongji University for the reference of postgraduates applying for the degree.

Chapter 1 Content Requirements

The dissertation of postgraduates shall be written in Chinese characters (except for foreign language and literature majors which require other characters). The dissertation generally consists of thirteen parts, in order: 1. Chinese cover; 2. English cover; 3. Chinese abstract; 4. Abstract; 5. Table of contents; 6. The statement of originality of the dissertation; 13. Authorization for the use of copyright of the dissertation.

Chapter 2 Format Requirements

Each part of the dissertation starts from a new page, and the requirements of each part are as follows.

2.1 Chinese cover

The cover of the dissertation is uniformly made of cloth-patterned paper. Academic, professional and equivalent master's degree doctorates use separate covers in different formats.

The title of the dissertation in Chinese: it should concisely summarize and reflect the core content of the dissertation and should not exceed 30 words in general.

Cultivation unit: fill in the full name of the faculty (department, department, institute) to which you belong.

The discipline category, discipline name, professional degree category and professional field are filled in according to the latest "Catalogue of Disciplines and Specialties for the Awarding of Doctoral Degrees and Training of Postgraduates in Tongji University".

Supervisor: fill in the name of the supervisor, followed by the title of the supervisor, such as "Professor", "Researcher", etc. Generally, only one supervisor is listed. If the supervisor is officially approved and recorded as an associate supervisor or external supervisor, write down the name of the associate supervisor or external supervisor (limited to one), followed by the title of the supervisor "Professor", "Researcher", etc.

Date of the thesis: fill in the date when the thesis is printed.

2.2 English cover

The content of the English cover corresponds to the Chinese cover.

2.3 Abstract

The abstract should reflect the main content of the thesis in general, including the purpose of the work, research methods, research results and conclusions, and should highlight the creative achievements of the thesis. The abstract should be concise and precise in language, with a maximum of 1000 words recommended for master's theses and 3000 words for doctoral theses. No pictures, diagrams, tables or other illustrative materials should appear in the abstract.

In principle, the dissertation should be written in Chinese. For doctoral and master's degree students who are taught in Chinese and receive Chinese government scholarships, if the dissertation is written in English (German or French), the abstract should be at least 3,000 Chinese characters for the master's degree dissertation and 5,000 Chinese characters for the doctoral degree dissertation. In other cases (including

those taught in English), if the dissertation is written in English (German, French), the Chinese abstract may not be required, but the English abstract must be included.

The keywords are words or terms selected from the dissertation for the purpose of literature indexing and searching, and are indicated on a separate line after the content of the abstract, usually three to five, separated by ",".

2.4 Abstract

The content of the Abstract corresponds to that of the abstract.

2.5 Table of Contents

The table of contents should arrange the chapter headings in the text in order, and the specific format is shown in the "Formatting Examples" of the Graduate School Online Dissertation.

2.6 Explanation of symbols

If a large number of physical quantity symbols, signs, abbreviations, special units of measurement, custom terms and terminology are used in the dissertation, an annotated list of descriptions should be prepared. If the above symbols, etc. are used in small numbers, this section may be omitted, but must be described as they appear in the thesis.

2.7 The main text

The main body of the dissertation is the core part of the dissertation, which generally includes the following aspects.

(1) Introduction (Chapter 1): It includes the purpose and significance of the research, the formulation of the problem, the background of the chosen topic, the literature review, the research method, the structure arrangement of the dissertation, etc.

(2) The specific chapters: This section is the core of the thesis author's research. The chapters are interrelated and in a logical sequence.

(3) Conclusion (the last chapter): It is the final and overall conclusion of the

dissertation and should be clear, concise, complete and accurate. It focuses on the author's creative work and the status, role and significance of the research results achieved in this academic field, and may also further put forward issues and suggestions that need to be discussed.

2.8 References

In order to reflect the scientific basis of the thesis and the seriousness with which the author respects the findings of others and to provide the reader with sources of relevant information, a list of references should be included after the acknowledgement paragraph. The list of references should generally be limited to the most significant literature published in official publications that the author has read directly. Private correspondence and unpublished material should not normally be included in the bibliography, but may be annotated immediately after the citation or marked at the foot of the page. References should be listed in the order in which they appear in the text and should always be placed after the text, not after the chapters. References in the main text should be marked with a superscript [reference number].

2.9 Appendices

Some materials may be included in the main body of the text to the detriment of the organization and logic of the text, or to the detriment of the compactness of the text and the prominence of the theme, etc. These materials may be included as appendices at the end of the text.

The appendices are numbered in the series A, B, C..., e.g. Appendix A, Appendix B.... The formulae, figures and tables in the appendices are numbered with A1, A2... series: e.g. Figure A1, Figure A2... series; Table A1, Table A2... series, etc. Each appendix should have a title.

2.10 Acknowledgements

Acknowledgements are a written record of the author's gratitude to the organisations or individuals who have contributed to the development of the article.

Authorization for the Use of Copyright of Dissertation of Tongji University

I fully understand the regulations of Tongji University on the collection, preservation and use of the dissertation and agree to the following: the university has the right to submit the printed and electronic copies of the dissertation as required by the university; the university has the right to keep the printed and electronic copies of the dissertation and to preserve the dissertation by photocopying, microfilming, scanning, digitizing or other means; the university has the right to provide catalogue search and to provide the full text or part of the dissertation for The university has the right to send copies and electronic copies of the dissertation to the relevant state departments or institutions in accordance with the relevant regulations, and to allow the dissertation to be inspected and borrowed. The university has the right to authorize the compilation of all or part of this dissertation into relevant databases for publication and dissemination, and to preserve and compile this dissertation by such reproduction means as photocopying, microfilming or scanning.

This dissertation is (tick one of the following boxes)

- Confidential, and this authorization will apply after the declassification of ____.
- Not confidential.

Signature of the author of the dissertation:

Signature of the supervisor:

Date: Month of the year

Date: Month of the year

Chapter 3 Writing Requirements

3.1 Characters, Punctuation and Numbers

The use of Chinese characters should strictly enforce the relevant national regulations and, except for special needs, the use of abolished traditional characters, variant characters and other non-standard Chinese characters is not allowed. Punctuation usage should be based on GB/T 15834-2011 "Punctuation Usage". The usage of numbers should be based on GB/T 15835-2011 "Regulations on the Usage of Numbers in Publications".

Except for international students, all dissertations are written in Chinese characters. International students should normally write their dissertations in Chinese characters or English (German or French), and the dissertations should be covered in Chinese.

3.2 Level headings

The headings should be short and clear, and the headings at the same level should be as "prose" as possible, i.e. the words (or phrases) should be of the same type (or similar), related in meaning and consistent in tone.

The headings are numbered consecutively in Arabic numerals; the numbers at different levels are separated by a small dot "." The numbers of the different levels are separated by a small dot "...", without a dot after the last number, e.g. "1", "2.1", "3.1.2", etc.; the general section is centred, and the serial numbers of each section level are arranged from the top left, followed by a blank space of one The headings

第 1 章 ×××× (大标题)

1.1 ×××× (一级节标题)

1.1.1 ×××× (二级节标题)

1.1.1.1 ×××× (根据需要, 也可设三级节标题)

are followed by a space of one word. For example

3.3 Headers and page numbers

The header starts with the Chinese abstract, with the header in the upper right-hand corner of odd-numbered pages and the header in the upper left-hand corner of even-numbered pages. From "Abstract" to the end of the text, except for the "Body" part, the header is "Tongji University Master's/PhD Thesis XXX", e.g. "Tongji University Master's/PhD Thesis Abstract". /D. Thesis Abstract"; "Tongji University Master's/PhD Thesis References", etc. The header of the main text is the chapter title: "Chapter X XXXXXX", and the header of the even-numbered pages is the title of the dissertation: "Master's/PhD Thesis, Tongji University, Chinese title".

Pages are numbered consecutively in Arabic numerals (1, 2, 3) starting from Chapter 1 (Introduction), and the previous parts (Chinese abstract, Abstract, Table of Contents, etc.) are numbered separately in upper-case Roman numerals (I, II, III).

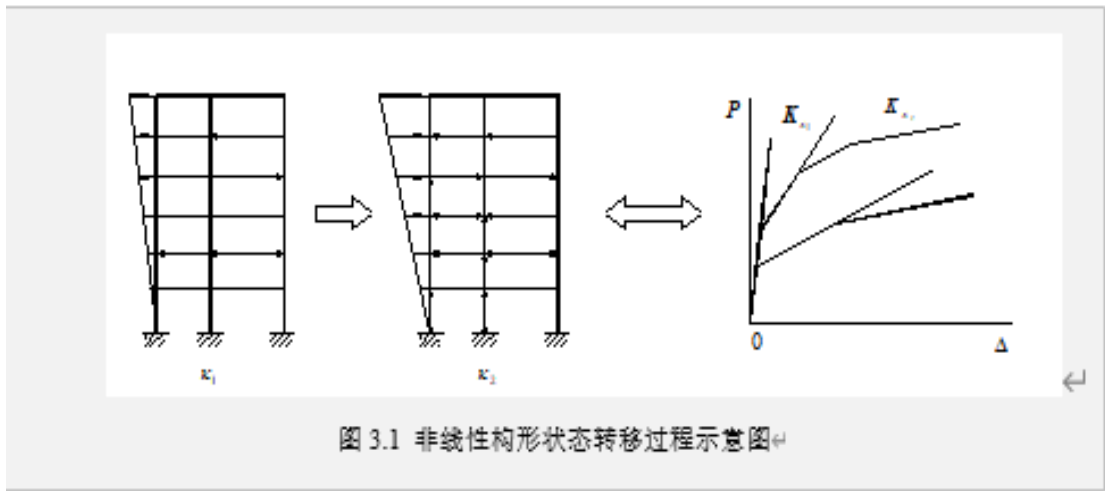
3.4 Relevant figures, tables and expressions

3.4.1 Figures

Figures should be selected and self-explanatory, and should not be repeated with tables and textual expressions.

The diagrams should be clear, but the scale of the coordinates should not be overly enlarged, and the points of different curves on the same diagram should be marked out separately with identifiers of different shapes. The terminology, symbols and units used in the diagrams should be consistent with those used in the text. The layout of the figure in the text should be reasonable, generally following the text, with the figure appearing after the text.

Figure sequence and figure title: all figure sequences are numbered in chapters using Arabic numerals, the figure sequence for the first figure in chapter 3 is "Figure 3.1"; the figure title should be concise. The figure title should be concise. There should be one space between the figure preface and the figure title, centered at the bottom of the figure. For example



3.4.2 Tables

The parameters in the table should be marked with a symbol for the quantity and unit. Tables are generally arranged with the text, with the corresponding text appearing first and then the table.

Table sequence and title: The table sequence is always numbered in chapters using Arabic numerals, e.g. the table sequence of the third table in Chapter 3 is expressed as "Table 3.3"; the table title should be concise. The table title should be concise. The space between the table preface and the table title should be 1 word, centered at the top of the table. Example.

表 3.3 线性五杆结构各自由度随机反应数值特征

x_1 (m)	F_x			x_2		
	均值 (N)	标准差 (N)	变异系数	均值 (m)	标准差 (m)	变异系数
0.000000	0.000000	0.000000	0.000000	0.000000	0.000000	0.000000
0.000100	206.006806	150.245905	0.729325	0.000024	0.000013	0.541667
0.000200	412.013613	215.100090	0.522070	0.000049	0.000018	0.367347
0.000300	618.020419	266.613296	0.431399	0.000073	0.000022	0.301370

If the table is too large to be printed on one page and needs to be transferred to another page, simply state "Continuing table" in the centre above the continuation table, and the header of the continuation table should be repeated.

3.4.3 Expressions

Expressions are mainly numerical expressions, but also include textual expressions. Expressions should be arranged separately and numbered in chapters using Arabic numerals. The number is enclosed in parentheses and arranged right-hand top. Example: Chapter 3, second expression

当广义控制截面 Θ 具有式(3.2)的广义本构关系时,可定义如下的截面示性数 \leftarrow

$$\Phi(\Theta) = \begin{cases} 0, & \text{if } E = E_0 \\ 1, & \text{if } E = E_1 \end{cases} \quad (3.2) \leftarrow$$

3.5 References

If there are no more than three authors, list them all; if there are more than three, list only the first three, followed by the word "et al" or the corresponding foreign language; separate the names of the authors with ",". It is recommended that the references be written according to the requirements of the Chinese Journal of Natural Sciences, and be coded sequentially, i.e. the references are attached to the end of the text in the order in which they are cited in Chinese.

The format of several major reference notation tables is

连续出版物: [序号] 作者. 文题. 刊名, 年, 卷号(期号): 起~止页码 \leftarrow

专(译)著: [序号] 作者. 书名(, 译者). 出版地: 出版者, 出版年. 起~止页码 \leftarrow

论文集: [序号] 作者. 文题. 见(in): 编者, 编(eds). 文集名. 出版地: 出版者, 出版年. 起~止页码 \leftarrow

学位论文: [序号] 姓名. 文题: [XX 学位论文]. 授予单位所在地: 授予单位, 授予年 \leftarrow

专利: [序号] 申请者. 专利名. 国名, 专利文献种类, 专利号, 出版日期 \leftarrow

技术标准: [序号] 发布单位. 技术标准代号. 技术标准名称. 出版地: 出版者, 出版日期 \leftarrow

For example

- [1] 陈建军, 车建文, 陈勇. 具有频率和振型概率约束的工程结构动力优化设计. 计算力学学报, 2001, Vol.18 (1) :74~80
- [2] Nadkarni M A, Nair C K K, Pandey V N, et al. Characterization of alpha-galactosidase from *Corynebacterium murisepticum* and mechanism of its induction. J Gen App Microbiol, 1992, 38: 223~234
- [3] 华罗庚, 王元. 论一致分布与近似分析: 数论方法 (I). 中国科学, 1973 (4): 339~357
- [4] 竺可桢. 物候学. 北京: 科学出版社, 1973
- [5] 霍夫斯塔主编. 禽病学: 下册. 第7版. 胡祥璧译. 北京: 农业出版社, 1981. 798~799
- [6] Timoshenko S P. Theory of plate and shells. 2nd ed. New York: McGraw-Hill, 1959. 17~36
- [7] 张全福, 王里青. “百家争鸣”与理工科学报编辑工作. 见: 郑福寿主编. 学报编辑论丛: 第2集. 南京: 河海大学出版社, 1991: 1~4
- [8] 丁光莹. 钢筋混凝土框架结构非线性反应分析的随机模拟分析:[博士学位论文]. 上海: 同济大学, 2001
- [9] Cairns R B. Infrared spectroscopic studies on solid oxygen: [dissertation]. Berkeley: Univ of California, 1965
- [10] 姜锡洲. 一种温热外敷药制备方法. 中国专利, 881056073. 1989-07-26
- [11] 全国文献工作标准化技术委员会第六分委员会. GB 6447-86 文摘编写规则. 北京: 中国标准出版社, 1986
- [12] GB 6447-86 文摘编写规则

3.6 Quantities and units

The provisions of GB 3100 ~ 3102-93 (issued by the State Bureau of Technical Supervision on 1993-12-27 and implemented on 1994-07-01) concerning quantities and units should be strictly enforced.

The symbols for quantities are generally a single Latin or Greek letter and are always in italics (with the exception of pH). To distinguish between different situations, corner notations may be appended to the quantity symbols.

When expressing quantities, the international symbols for units are always used in formulas, diagrams, tables and textual descriptions, and are always in regular script without exception. Appropriate gaps should be left between unit symbols and values.

Chapter 4 Typesetting and Printing Requirements

4.1 Paper requirements and page setup

1. Cover: Cloth pattern (see thesis cover requirements on the Graduate School website)
2. Paper: A4 (210 x 297), white format
3. page setup: 2.54 cm top and bottom, 3.17 cm left and right, 2.0 cm header and footer, 0 cm binding line
4. page header: Song, size 5, single page: top right corner; double page: top left corner, Times New Roman for the abstract, size 5
5. Page number: Song, five-point, centered

4.2 Chinese and English covers

4.2.1. Chinese cover request

1. Thesis title: bold, 2, centered (may be in two lines), single-spaced
2. Name, number, unit of training: in bold, three point, single spaced, 6 cm from the left border
3. Academic discipline or professional degree category: Same as above
4. Major or field of study: Same as above

5. Supervisor, Associate Supervisor: Same as above
6. Date of dissertation: in Chinese characters, in font size 3, centered, no Arabic numerals

4.2.2 English cover request

1. Thesis title: Arial, small size 2, bold and centered (can be split into two lines), single spaced
2. Name, number, unit of training: Times New Roman, size 3, single spaced, 6cm from left margin
3. Academic discipline or professional degree category: Same as above
4. Major or field of study: Same as above
5. Supervisor, Associate Supervisor: Same as above
6. Date of dissertation: Times New Roman, size 3, centered

4.3 Spine

The spine of the dissertation should be written in four-point font, with 16 pounds spacing and 0 pounds before and after the paragraph. The title of the dissertation is written at the top, the name of the graduate student is written in the middle, and "Tongji University" is written at the bottom, about 5 cm from the top and bottom borders.

4.4 Summary in Chinese and English

4.4.1 Chinese summary

1. Title: Abstract: bold, three point, bold and centered, single spaced, 24 pounds before and 18 pounds after the paragraph
2. Paragraph text: SONG, size 4, line spacing 20 pounds, 0 pounds before and after paragraph
3. Keywords: as above, with the word "keywords" in bold

4.4.2 English summary

1. Title: Abstract: Abstract: Arial 3, bold and centered, single-spaced, 24 pounds before and 18 pounds after the paragraph
2. Paragraph text: Times New Roman, four-point, 20 pounds, 0 pounds before and after the paragraph
3. Same as above, with the words "Key Words" in bold

4.5 Contents

	Example	Requirements
Title	Table of Contents	Bold, three point, bold and centered, single spaced, 24 pounds before and 18 pounds after the paragraph
Table of contents for each chapter:	Chapter 2 Formatting requirements5	Song, small size 4, line spacing 18 pounds, 0 pounds before and after the paragraph, justified at both ends, page numbers right-justified
Table of Contents for Level 1 Section Headings:	3.5 Relevant Figures, Tables, Expressions10	Song, small size 4, line spacing 18 pounds, 0 pounds before and after the paragraph, aligned at both ends, page numbers right-justified, left indent 2 characters
Table of contents for level 2 section headings:	3.5.1 Figures 10	Song, small size 4, line spacing 18 pounds, 0 pounds before and after the paragraph, justified at both ends, page numbers right justified, left indent 4 characters

4.6 Main text

	Examples	Requirements
Chapter headings	Chapter 1 ××××	bold, three point, centered, single spaced, 24 pounds before paragraph, 18 pounds after paragraph, one character between chapter number and chapter title
Primary Section Headings	1.3 ××××	bold, three point, top left, single spaced, 24 pounds before and 6 pounds after the paragraph, one character between the preamble and the title
Secondary section headings	1.3.1 ×××	bold, size 4, top left, single spaced, 12 pounds before the paragraph, 6 pounds after the paragraph, one character between the serial number and the title
Tertiary section headings	1.3.1.1 ×××	bold, top left, single spaced, 12 pounds before the paragraph, 6 pounds after the paragraph, one character between the serial number and the title
Paragraph text	××××××××××××××	Song font, small size four (Times New Roman font small size four), both ends aligned, paragraph first line left indent 2 Chinese characters. Line spacing 20 pounds (when there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the needs of the expression), 0 pounds before and after the paragraph
Figure sequence, figure title	×××××××	Below the figure, centered in Song 5, single-spaced, 6 pounds before the paragraph, 12 pounds after the paragraph, one character width between the figure preface and the figure name text
Table sequence, table name	Figure 2.1 ×××	Positioned at the top of the table, centered in Song 5, single spaced, 6 pounds before and 6 pounds after the paragraph, one character width between the table preface and the table name text
Expressions	Table 3.1 ×××	Serial number in parentheses, top right-hand column

4.7 Others

	Requirements
Description of symbols	The headings are the same as the chapter headings and the text is in five-point Song font (five-point Times New Roman font), 16 pounds spacing, 0 pounds before and after the paragraph.
References	The headings are the same as the chapter headings and the text is in five-point Song font (five-point Times New Roman font), 16 pounds spacing, 0 pounds before and after the paragraph.
Appendices	The headings are the same as the chapter headings, and the text is written in Song font, size 4 (Times New Roman font, size 4), with the two ends aligned and the first line of the paragraph indented by 2 Chinese characters. Line spacing 20 pounds (when there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the needs of the expression), 0 pounds before and after the paragraph
Acknowledgements	The headings should be the same as the chapter headings, with the body of the text written in small, aligned characters, with the first line of the paragraph indented by two Chinese characters. Line spacing 20 pounds, 0 pounds before and after the paragraph
Curriculum vitae, academic publications during the course of study	The title is the same as the chapter headings, and the text is in five-point Song font (Times New Roman font), with 16-pound line spacing and 0-pound pre- and post-paragraph spacing.
Printing and Binding Requirements	Papers are printed on both sides from the Chinese abstract onwards, with the previous sections printed on one side. Papers must be wire bound or hot glue bound, not staple bound