Format of Thesis

The format of the final submitted manuscript must conform to the following requirements. Because this final volume will be stored in the University Library and made available to the public, the Graduate School will not accept any thesis not conforming to the following requirements.

1. Physical Requirements

   **Paper.** Use white, standard A4 size paper.

   **Typeface and printing.** The manuscript must be typed or machine-printed in a clear, readable font; the entire manuscript must be neat in appearance and free of mistakes. Use 10, 11, or 12 point size; 1.5- or double-spacing throughout the manuscript.

   **Margins.** Use a minimum of 2.5 cm margins on the top, right, and bottom. Use a wider margin (minimum of 3.5 cm) on the left side for binding. In the case of both-sided printing, make sure the wider margin falls on the binding side (alternate left/right).

   **Page Numbers.** It must be numbered throughout the manuscript with page numbers bottom-centered to the text (not to the paper). Every sheet of paper in the manuscript must be numbered except for the title page (counted but not numbered). Use lower case Roman numerals (i, ii, iii, and so on) for the “preliminary pages” (see below in “Order of the Manuscript”); from the title page through to the last page of abstract. Since the title page is counted but not numbered, the first number used is “ii” and appears on the signature page. The page following the last page of the abstract is the first page of the “text” (see below in “Order of the Manuscript”) and is numbered “1” and this Arabian numerals (1, 2, 3, and so on) continues to the last page of the manuscript, including blank pages (if any).

   **Binding and Cover Board.** A doctoral dissertation must be a clothbound (hardcover binding); a master’s thesis can be either a clothbound or a bound with a soft (paper) cover. The cover must be black for a doctoral dissertation. The cover must be in dark blue for a clothbound master’s thesis and light gray for a softbound master’s thesis. The outside cover of the thesis must follow the format in Appendix 1 (Sample Cover Page), and the lettering must be printed in gold letters. For softbound master’s theses, the cover lettering must be printed in black.

2. Arrangement and Contents

   The contents of the thesis and the internal arrangement of the text and reference sections are determined by the student in consultation with the thesis supervisor. Manuals for the style which governs the format of citations, bibliography, tables, etc., for different fields are provided in the “References” section below.

   The order of the preliminary pages must be exactly same as follows. No exceptions are
allowed. Sample pages follow in the “Appendices” section below. Sample pages allow
differences in master’s and doctoral theses. For cases not addressed in the samples below,
consult your thesis supervisor and the Guidelines for Writing Thesis at Graduate School,

Order of Manuscript

A. Preliminary Pages

1. Title page (counted but not numbered; see Appendix 2)
2. Signature page (see Appendix 3)
3. Dedication or acknowledgements (usually optional; any copyright permissions
obtained must be listed in an “acknowledgements” section)
4. Table of contents
5. List of Figures, Tables (if applicable)
6. Abstract in English (two pages or less)

B. Text

1. Text: divided into Preface (if any), Introduction (if any), body of text (usually
divided into chapters or sections)
2. Appendices (if any)
3. References/Bibliography/List of Works Cited
4. Abstract in Korean (two pages or less)

References

Consult the following references for more in-depth guidelines on form and bibliography. Consult your thesis supervisor for advice on which style is the most appropriate for your field or department.


Day, Robert A. Scientific English: A Guide for Scientists and Other Professionals. 2nd Ed.


Rudestam, Kjell E. and Rae R. Newton. Surviving Your Dissertation: A Comprehensive


Zerubavel, Eviatar. The Clockwork Muse: A Practical Guide to Writing Theses,
Appendices

Below are sample pages for the Cover page (outside cover), Title page, and Signature page. Preliminary pages for all theses must follow these specifications exactly. Consult these sample pages as well as the section on “Format of Thesis” above.

Appendix 1. Sample Cover page
Appendix 2. Sample Title page
Appendix 3. Sample Signature page
Women and the War Effort: Changes in Workplace Regulations in France, 1941-45

Chunhyang Sung

Graduate School of International Studies
Yonsei University
Women and the War Effort: Changes in Workplace Regulations in France, 1941-45

A [Dissertation/Master’s Thesis]
Submitted to
the Graduate School of Yonsei University
in partial fulfillment of the
requirements for the degree of
[Doctor of Philosophy/Master of Arts/Master of xxx]

[Author Name]
Chunhyang Sung

[Month/Year of Submission]
July 2012
This certifies that the [dissertation/master’s thesis] of [Author Name] is approved.

[signature] ___________________________ Thesis Supervisor: [Gil-Dong Hong]
[signature] ___________________________ [typed name: Thesis Committee Member #1]
[signature] ___________________________ [typed name: Thesis Committee Member #2]
[signature] ___________________________ [typed name: Thesis Committee Member #3]
[signature] ___________________________ [typed name: Thesis Committee Member #4]
* Three(3) signatures total in case of masters

The Graduate School of International Studies
Yonsei University
July 2012 [Month/Year]