

Reference Guide and Checklist for Common Errors in Master's Thesis First Draft Submission

No.	Item	Common Errors and Revision	Check 「✓」
1	Submit the first draft	No need to bind; simply use a long paper clip to hold the pages together.	
2	First draft spine	No need to print; please see page 7 of the attachment.	
3	First draft English	The cover page should indicate "Draft of Master Thesis"; please see attachment (1), page 5.	
4	English name of Institute of Advanced Applied Materials on the cover (Only applicable to Institute of Advanced Applied Materials)	材料與光電科學學系 前瞻應用材料碩士班 Department of Materials and Optoelectronic Science Institute of Advanced Applied Materials	
5	The first draft cover must include the student ID.	Please write the student ID next to the student's name.	
6	Placement of graduate student and advisor's names in English	Need to be aligned with the Chinese name; please see attachment (1), page 7.	
7	How to indicate the date on the initial draft	Chinese: 中華民國 XXX 年 X 月 English: ex: April 2025, see attachment (1), page 7.	
8	Things do not put on the cover page or inner pages	Do not place the abstract on the back of the cover.	
9	Abstract format	The abstract is on a single page without any paragraphs; please see attachment (1), page 13.	
10	Line spacing between figure and main text	There should be a blank line or spacing between the figure explanation and the main text, and also between the figure and the preceding text.	
11	Figure and figure explanation	① The figure must have a figure explanation. ② Put the figure and figure explanation on the same page.	
12	Figure explanation	The figure explanation must indicate the source or reference of the figure; see Attachment (1), page 3.	
13	Figure explanation format	The figure explanation should match the text in the main body, with single line spacing and justified alignment.	
14	Table explanation	The table explanation should be placed above the table; if it is one line or less, it should be left-aligned; if it is more than one line, it should be centered.	
15	Chapter and figure reference numbering	Chapter and figure reference numbering must be consistent and sequential, as shown in Attachment (1), page 3.	
16	Chapter title text format	The font style and size of chapter titles must be consistent.	
17	Chapter title singular & plural	Chapter titles should be in singular or plural form depending on context, and chapters should be numbered sequentially, as shown in Attachment (1), page 6.	
18	Formula format	The format of the formula must match the formula number.	
19	The conclusion should be written in plural form in English.	Conclusion"s"	
20	Reference	The format of the references must be consistent; the line spacing and font style must be uniform. Please refer to Attachment (1), page 3.	

No.	Item	Common Errors and Revision	Check 「✓」
21	Reference format	Please use the abbreviated name for all journal titles, following the format used by ACS or APS, as shown in the attachment (2) "Reference Format".	
22	Reference	Do not include in chapters (reference is not a chapter)	
23	Title of the thesis	The title of the thesis should not contain a period.	
24	The titles of English references should be in plural form.	Reference"s"	
25	Other comments from committee members	Additional formatting corrections identified after review by the review committee.	

Attachments: (1) "Guidelines for the Format of Master's Theses in the Department of Materials and Optoelectronics Science, National Sun Yat-sen University" (2) "Reference Format"

Note: This checklist was approved by the second Research Committee of the 114th academic year and will be implemented starting from the first semester of the 114th academic year.

★The applicant must carefully check the items on the checklist. If the initial draft, after review by the review committee, fails to meet 5 or more (20% or more) of the checklist items, it will be considered unsuccessful and cannot be resubmitted until the following semester.

Please sign after check:

Student ID :

Name :

Date :