

Format Guidelines

for

 Dissertations

(Trial)

**Zhejiang University of Technology**

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The dissertation is the landmark achievement obtained by the graduate students during their degree study. It focuses on reflecting the new inventions, new theories, new insights or new results obtained by the graduate students. It is the fundamental basis for graduates to apply, and for the universities to grant the corresponding degrees. It is also the literature that can be shared by the academic world. Thesis writing is one of the basic training in the graduate training process, and it must be carefully implemented in accordance with the established unified standards. In order to standardize the format of graduate dissertations of Zhejiang University of Technology and improve the quality of graduate dissertations, the format guidelines for graduate dissertations is hereby formulated in accordance with *Rules for the Writing of Thesis and Dissertations* (GBT7713.1-2006) under the National Standard of the People’s Republic of China and the basic requirements of the Academic Degrees Office of the State Council for the grant of doctoral and master's degrees, and in combination with the characteristics of Zhejiang university of Technology. On the basis of this standard, each college is requested to draft a standardized version of the format of graduate dissertations with characteristics of its specific discipline and report it to the Graduate School for filing.

# Chapter I Basic Structure

The basic structure of a graduate thesis generally includes the following five parts: the front part, the main body of the thesis, the references, the appendix and the end part.

## 1.1 Front part

(1) Cover (Chinese and English)

(2) Statement of originality and authorization for the use of the thesis

(3) Title page

(4) Abstract (in Chinese and English)

(5) Contents

(6) List of illustrations and tables (as required)

(7) Explanation of Notations (as required)

## 1.2 The Body of the thesis

(1) Introduction

(2) Literature review (literature review can also be incorporated in introduction)

(3) Research conditions, tools or methods

(4) Results and discussion

(5) Conclusion and outlook

## 1.3 References

## 1.4 Appendices (as required)

## 1.5 End

(1) Index (as required)

(2) Acknowledgement

(3) Resume of the author and academic achievements obtained during his degree study

(4) Dissertation data set

# Chapter II Content Specifications

Graduate dissertations should be complete, text refined, layered, logical and well grounded in argument, and its statistics should be reliable. The format of the paper should meet the standards and requirements formulated by the state and relevant departments, and comply with the Chinese grammar norms. Except for different requirements in terms of the number of words, depth of research and level of results, the requirements of the format of master's and doctoral dissertations are basically the same.

## 2.1 Front part

### 2.1.1 Cover

Including Chinese cover and English cover. On the cover page, one should fill in the title of the paper, the name of the author, the name of the tutor, the discipline and major, the type of degree, the type of training, the college, and the date of submission.

The title should use concise words to properly, accurately and scientifically reflect the most important specific content of the paper (generally no more than 25 words), and the English title should be corresponding to the Chinese one. The title is usually composed of noun phrases, and the use of uncommon abbreviations, acronyms, characters, codes and formulas should be avoided as much as possible.

For details, please refer to Annex 1 for example of the format of the dissertations, which can be directly copied in electronic version.

### 2.1.2 Statement of the originality of the thesis and statement of authorization for the use of the thesis

The second page of the cover is the original statement of the thesis and the statement of authorization for the use of the thesis. For details, see Annex 1 for example of the format of the dissertations, which can be directly copied and used in electronic version. The author and instructor must sign the name and date on this page.

### 2.1.3 Title page

This page should include: Chinese Library Classification(CLC), Universal Decimal Classification(UDC), school code, confidential level (public or postponed to be public), graduate category, Chinese and English titles, name of the instructor, name of the author, degree type, training unit, discipline, major, research direction, and the date of thesis defense. For details, see Annex 1 for example of the format of the dissertations, which can be directly copied in electronic version.

### 2.1.4 Abstract

(1) Chinese abstract

Abstract is the refinement of the content of the paper. The abstract should be an independent and complete short essay as well. It is generally written in the third person, without comments or supplementary explanations. It mainly expresses the central content of the paper briefly and clearly by extracting the basic information of the paper and reflecting the core ideas of scientific research. The content of an abstract should involve the purpose and significance of the paper, research methods, research results, conclusions, academic significance and application prospects. The innovative results and insights of the paper should be highlighted in an abstract.

The abstract needs to be highly generalized and independent, that is, the necessary information can be received without reading the full text of the paper. Formulas, chemical structural formulas, charts, and non-public symbols and terms should not be used in the abstract, and the reference number should not be appeared in the abstract. The author should be reminded not to make the abstract as a simple extract of the paper.

Keywords: Keywords should be in professional terms, starting with a new line and placed below the abstract. Each paper can list 3-5 keywords. Keywords should reflect the research field and content of the paper.

(2) English abstract

The content and keywords of the English abstract should be corresponding to the Chinese abstract.

2.1.5 Contents

The table of contents is a collection of the titles of each chapter of the paper. The titles should be concise, and the full text of the paper should be clear through the table of contents. Generally, three-level titles should be established and the table of contents should be automatically generated by text editing software.

2.1.6 List of illustrations and tables (optional)

If there are several illustrations and tables in the paper, the author should list them separately and put them behind the table of contents. The list of illustrations should have serial number, title of each illustration and page number. The list of tables should have serial number, title of each table and page number. The list of illustrations and tables can be used as required.

### 2.1.7 Explanation of Notations (optional)

Explanation of Notations is the direction of the meaning, measurement unit (or dimension), abbreviations, terms, etc. of the notations used in the paper. It can be used as required.

## 2.2 Body of the thesis

The dissertation should be a systematic and complete academic treatise, and the content of it should truthfully reflect the research work independently completed by the doctoral/postgraduate students under the guidance of the supervisor. The dissertation is generally composed of the title, table of contents, text (including diagrams, tables or formulas), citation marks and other necessary sections. Structurally, it is generally composed of introduction, literature review, research conditions, tools or methods, research results and discussions, conclusions and prospects. The specific content of writing may vary from disciplines. If the non-generalized new terms, new terms and new concepts exist in the thesis, the author should give explanation accordingly.

### 2.2.1 Introduction

The introduction includes: research background, previous studies on the research at home and abroad, the purpose and significance of the paper, research plan (technical route), expected research objectives, basic framework and main research contents of the paper, etc.

### 2.2.2 Literature review (literature review can also be integrated in introduction)

The literature review should state the historical evolution of this research field, the latest research progress at home and abroad, the main existing problems and the current practical problems to be solved on the basis of extensive literature reading. It requires both broad vision and in-depth analysis. The quoted text should be rephrased in generalized words rather than copied and pasted directly. The intellectual property rights of others should be fully respected and all quoted contents should be marked in the references.

### 2.2.3 Research conditions, tools or methods

The research conditions for dissertations of science and engineering include: instruments and equipment used in the experiment, experimental research methods, calculation methods, standards, models, etc.

The research conditions for dissertations of humanities and social sciences include: survey research methods, statistical methods, research tools, research models, etc.

### 2.2.4 Results and discussion

Results and discussion for dissertations of science and engineering include: analysis of experimental results, discussion of observed phenomena, etc. The summary of research contents of each part is required.

Results and discussion for dissertations of humanities and social sciences include: statistical analysis of data, verification results, etc. The summary of research contents of each part is required.

This part is the core of the thesis. It should be organized in concise text, rigorous structure, clear logic with major points. The parts of the thesis should be related to each other, so as to form an organic whole. The data presented in the paper must be true and reliable, with correct reasoning, clear results, and no conceptual or scientific inaccuracy. When quoting the research results of others, the source should be indicated.

### 2.2.5 Conclusion and outlook

The conclusion should be a summary of the innovative results obtained by the author in the course of dissertation research, and should not be simply repeated with the summary of the abstract and the paragraphs in the text. The conclusion should include the core research results of the paper (such as new insights, new views, method innovation, technological innovation, theoretical innovation or countermeasures and suggestions), and the expressions should be clear, refined, complete and accurate, focusing on the creative and innovative results of the paper. The scientific and accurate assessment of the innovative results should be given from both qualitative and quantitative aspects. Appropriate predictions of the economic and social benefits that may be achieved by applying the results should be made. The research results of this thesis should be strictly distinguished from the scientific research results and outlook of others. The results that were not obtained by the author in the research should not be involved in the conclusion.

The outlook should point out the limitations of the research and put forward suggestions for future research.

## 2.3 References

The author of the dissertation should read abundant relevant literature before and after the topic selection. No less than 50 papers for master’s degree applicants and 100 papers for doctoral degree applicants. The quotations of the dissertation should be the latest(within the last five years) Chinese and foreign literature, which can reflect the latest achievements in the research field. References should be attached at the end of the text and correspond to each other.

References can adopt the sequential coding system (a system of bibliographic references placed at the end of the text, that is, the references are sorted according to the order of citation) or the author-publishing year system(a system of bibliographic references placed at the end of the text, that is, the citations are labeled according to the author’s publication year, and the references are sorted according to the first letter of author’s name and publication year). Please refer to *Rules for Description of Information and Literature References* under the national standard(GB/T7714-2015).

## 2.4 Appendices (optional)

The appendix is helpful for readers to understand the text. It can also be the supplementary instructions required by the text. Data charts, drawings, original materials, questionnaires, derivation process and supporting materials, etc. can be listed in an appendix.

## 2.5 Ending part

### 2.5.1 Index (optional)

Classified index, keyword index and so on can be composed as required.

### 2.5.2 Acknowledgement

This part is mainly about expressing the acknowledgement to the individuals who provided guidance and assistance, organizations and individuals who provided convenience, organizations and individuals who provided financial support for the research, and other organizations and individuals who made this research possible. The acknowledgement should be realistic, sincere and honest.

### 2.5.3 Resume of the author and academic achievements obtained during his degree study

The resume should generally include the name, date of birth, place of origin, undergraduate and graduate students' education and work experience. The academic achievements obtained during the course of studying for the degree should be listed in the reverse order of the time of publication of the academic papers (in the format of references). The research projects, awards and patents involved during the degree study can be listed separately. All scientific research achievements shall be signed by Zhejiang University of Technology as the first right-holder.

### 2.5.4 Dissertation data collection

It consists of 33 items of data reflecting the main characteristics of the dissertation, of which the items with "\*" are required. For details, see Annex 1 for example of the format of the dissertations, which can be directly copied and used in electronic version.

# Chapter III Format Specification

## 3.1 Cover

The cover in both Chinese and English should be correct. The title of the thesis generally should not exceed 25 Chinese characters. If the content of the topic is too complicated to be simplified, the method of combining the topic and subtitle can be adopted. Chinese titles and subtitles are connected by dashes and English by colons. The title and subtitle should be consistent when they appear at different places throughout the thesis.

The format can be directly copied from Annex 1.

## 3.2 Statement of the originality of the thesis and statement of authorization for the use of the thesis

The format of the thesis can be directly copied from Annex 1. After this page is printed, it should be signed by the author and supervisor.

## 3.3 Title page

The format of the thesis can be directly copied from Annex 1.

### 3.3.1 Chinese Library Classification

The dissertation should adopt the *Chinese Library Classification* (4th Edition) in Times New Roman 5 font.

At present, there are three ways to enquire the CLC.

(1) The website of the Editorial Committee of Chinese Library Classification: cct.nlc.cn. After registering and logging in, one can search the classification number of level 2 and above, and the paying account can have more functions.

(2) The master’s and doctoral thesis library of CNKI: [http://kns.cnki.net/kns/brief/result.aspx?dbprefix=CDMD.](http://kns.cnki.net/kns/brief/result.aspx?dbprefix=CDMD) Take the CLC of relevant thesis as a reference.

(3) Use Baidu to search about the CLC.

### 3.3.2 UDC（Universal Decimal Classification）

Mark according to Universal Decimal Classification in Times New Roman 5 font.

Login the website: <http://www.udcsummary.info/php/index.php?lang=chi>or <http://yjsb.zafu.edu.cn/info/1036/9466.htm>to search and download the UDC.

### 3.3.3 School code

The code of Zhejiang University of Technology is 10337, Times New Roman 5 font.

### 3.3.4 Confidential level (public or postponed to be public)

SimSun 5 font. Most academic dissertations should be published according to the principle of academic research publicity. For dissertations whose research results are not included in the confidentiality scope of the state and university but are prepared to apply for patents or technology transfer and involve technical secrets that should not be disclosed for a period of time, or whose background constitutes the major project funded by enterprises and its confidential data can not be avoided during the writing process according to the requirements of the sponsoring enterprises, the confidential level should be filled in the "Postponed to be published till\_(year)".

### 3.3.5 Postgraduate category

SimSun 5 font. The categories of postgraduate include:1.full-time doctoral students; 2. Full-time academic postgraduate students; 3. Full-time professional postgraduate students; 4. Part-time postgraduate students; 5. Vocational school teachers on-the-job study for master's degree; 6. Applicants with education background equivalent to college graduates for master's degree.

3.3.6 Chinese title and English title of the thesis

The Chinese title should be in Boldface 3 font, and be placed in the middle. The English title should be in Times New Roman 3 font, and be placed in the middle.

### 3.3.7 Degree type

SimSun 4 font. According to the provisions of the *Interim Measures for the Implementation of the Regulations of the People's Republic of China* *on Academic Degrees*, there are 12 degree types: philosophy, economics, law, education, literature, science, engineering, medicine, management, art, master of business administration, master of engineering, master of agricultural extension, master of pharmacy, master of education, master of art, master of journalism and communication, master of public administration, master of law, master of Chinese international education, master of applied psychology, master of accounting.

### 3.3.8 Discipline

SimSun 4 font. Fill in the name of the first-level discipline of the degree station determined by the Academic Degrees Committee of the State Council.

### 3.3.9 Training unit

SimSun 4 font. Fill in the full name of the college that the student in.

### 3.3.10 Research direction

SimSun 4 font. Fill in the name of the tertiary discipline set up in this discipline.

## 3.4 Chinese abstract

The Chinese abstract for doctoral dissertation is about 800-2000 words, and for master's dissertations is about 600-1500 words. The content order is the thesis title, the title: abstract, abstract content, and keywords.

(1) The title of the paper is boldface 3 font, which can be divided into 1-2 lines to write in the middle, with 1 line left blank above and 2 lines left blank below to write the word "abstract".

(2) The word "abstract" boldface 3 font, with two spaces between words.

(3) The specific content of the abstract should be placed one line blank under the word "abstract" (SimSun 12 in Chinese, Times New Roman 12 in English, 1.25 times the line spacing). The first line of each paragraph is indented two spaces, with punctuation occupying one space.

(4) In the blank line below the abstract content, write "keywords" (boldface 12), followed by the keywords (SimSun 12). There should be 3-5 keywords, and each keyword should be separated by a comma (full width), and there is no punctuation after the last keyword.

## 3.5 English abstract

(1) The title of the dissertation should be all in capital letters, Times New Roman 3 font. The title can be divided into 1-3 lines and written in the middle. The left and right sides of each line are indented by two spaces, and the upper one line is empty, and the lower three lines are empty. Write "ABSTRACT" in the middle.

(2) "ABSTRACT" is in capital letters, Times New Roman 3 font.

(3) The content of the abstract is written in two blank lines under the “ABSTRACT” (The content of the abstract should be in Times New Roman 12, 1.25 times the line spacing). The indentation of the first line of each paragraph of the summary is the same as that of the Chinese abstract (the indentation of the first line of each paragraph is two spaces, and the punctuation occupies one space).

(4) One blank line below the English abstract is written as “KEY WORDS” (Times New Roman 12, all capitalized, bold), followed by keywords in lowercase (Times New Roman 12), each keyword separated by a comma (half corner), and the last keyword is not punctuated.

## 3.6 Contents

The word “Contents” should be in boldface 3 font, and be placed in the middle, and one line is empty above and two lines are empty below. It should include all chapters, sections, and articles in the thesis and their page numbers (SimSun 4 font in Chinese, Times New Roman 4 font in English, 1.25 times the line spacing), including: Chinese abstract, ABSTRACT, Explanation of Notations (if any), introduction (required to be compiled into the third level titles, such as 1.1.1, 1.1.2), chapter titles of the text (required to be compiled into the third level titles, such as 2.1.1, 2.1.2), conclusions, references, appendices (if any), indexes (if any) , acknowledgement, resume of the author, research results obtained during the study of the doctoral/master's degree, and data set of the degree thesis. Empty lines and spaces are not allowed in the contents. The contents must be automatically generated by word processing software.

## 3.7 List of illustrations and tables (optional)

The format of list pf illustrations and tables is the same as the table of contents. This part can be selected as required.

## 3.8 Explanation of Notations (optional)

The format of explanation of notations is the same as the table of contents. This part can be selected as required.

## 3.9 Body of the thesis

The body of the thesis starts with an introduction and ends with a conclusion. The main part must start on the right page of another page. Each first level title (or each Chapter) starts from another page.

The number of words in the main part of the doctoral dissertation is generally 6-100000 words (including charts); The number of words in the main part of the master's degree thesis is generally 30000 to 50000 words (including charts). Standardized and simplified Chinese characters shall be used, and generally written in Chinese or English.

The page number of the dissertation is consecutively coded with Arabic numerals from the beginning of the main part to the end of the thesis. The page number starts from the first page of the introduction, and is the first page, and is odd on the right page. The front part is separately and continuously coded with Roman numerals (starting from the Chinese abstract). The page number is uniformly marked in the middle of the footer of each page. Try to avoid blank pages in the full text layout.

The cover, abstract and content of the dissertation of foreign students and students of college of foreign languages are required to be written in both Chinese and English, and the rest are written in English or the corresponding language of their country/major.

### 3.9.1 Title

First level title (title of each Chapter): boldface 3 font in Chinese, Times New Roman 3 font in English, centered, 1.25 times the line spacing, 0 points before and after the paragraph, 1 line above and 2 lines below.

Second-level title (section number and section title): the section number is marked in the form of X. X (for example, 2.3 is the third section of Chapter II), boldface 4 font in Chinese, Times New Roman 4 font in English, 1.25 times the line spacing, 24 points at the beginning of the paragraph, 12 points at the end of the paragraph, top left grid, two ends aligned, and one space between the section number and section title.

Three-level title (subsection number and subsection title): the subsection number is marked in the form of X.X.X (for example, 2.3.4 is the fourth subsection of the third section of Chapter II), boldface 12 in Chinese, Times New Roman 12 in English, 1.25 times the line spacing, the front and back of the paragraph are 0 points, the left top grid, the two ends aligned, and the space between the subsection number and the subsection title is 1 space.

### 3.9.2 Text

SimSun 12 in Chinese, Times New Roman 12 in English, 1.25 times the line spacing, 0 points before and after the paragraph, align the two ends, and indent the first line by 2 characters.

The numbering format of subheadings after the three-level title in the text is ⑴ ⑵ ⑶.......; ①②③, The font and size are the same as the text.

### 3.9.3 Citations

The marking method of the cited literature in the dissertation shall comply with the requirements of *Rules for the Description of Information and Document References* under the national standard of the People's Republic of China (GB/T7714-2015), and the sequential coding system or the author-publication year system should be adopted. The format of the citations in the paper must be consistent.

### 3.9.4 Illustration

The title of the illustration should be in both Chinese and English, placed at the bottom of the illustration, with SimSun 5 font bold in Chinese, Times New Roman 5 font bold in English, centered, 1.25 times the line spacing, 0 points at the front and 0 points at the back, and 1 line blank below. The reference figure should be marked with [] at the top right corner of the title, or at the bottom of the illustration. The citations in the illustration can be written in either Chinese or English, or in both Chinese and English. The text format is the same as the title.

The illustration should be numbered according to the chapter sequence, for instance, Figure 3-2, refers to the second figure in Chapter 3. There should be two spaces between the number and the title. If the figure is made up of several parts, the subheading of shall be marked and the contents of each part shall be listed under the figure title.

The width of the illustration is about 10cm. The drawing must be neat, clear and standard. The schematic diagram should clearly reflect the contents of the diagram, the photo should give a magnifying scale in the lower right corner, and the experimental result curve should be made into a block diagram. Generally speaking, computer screenshots, BMP format and other pictures that can not guarantee enough pixels should not be used. It is recommended to use jpg format for photos, SEM, TEM and other pictures. The vector map made by origin and other software is recommended for the experimental result curve chart. The pictures should be inserted into the text in an embedded way (the first line is not indented, and the text should be centered). Color curves should be set reasonably to ensure that content can be clearly distinguished when printed in black and white.

### 3.9.5 Tables

The table title should be in both Chinese and English, placed at the top of the table, with SimSun 5 font bold in Chinese, Times New Roman 5 font bold in English, centered, 1.25 times the line spacing, 0 points before and after the paragraph, and 1 line above. The table should adopt a three-line table, with the first and last lines of 1.5 pounds, and the second line of 0.5 pounds. The table text is single-spaced, and the table row height is generally 0.7-0.8 cm.

The table number is numbered according to the chapter sequence, for instance, Table 5-4, refers to the fourth table in Chapter 5. There should be two spaces between table number and table title. The upper right corner of the table is marked with the necessary unit of measurement. The cited table should indicate the source of literature with brackets [] after the table title. For tables with more than one page, parentheses are added after the table title on the next page (continuation table).

### 3.9.6 Formulas

The formula should be written in another line in the text, with two blank spaces to the left. The formula shall be marked with serial number and arranged in chapter order.

It is recommended to use ACS Document in Chemraw (a drawing software) for writing chemical formula.

### 3.9.7 Terms and notations

Abbreviations, abbreviations or codes of professional terms shall be indicated or explained when they first occur in the paper.

The physical quantity shall be italicized, and spaces shall be added between numbers and units. Common notations are as follows: mathematical operators+, -, ×， ÷，＝，＜，＞，≤，≥，±； Chemical bond -,=, ≡; Ratio No.:; Middle dot •; Other ℃, ', °; When using Greek letters or inserting notations, Greek letters in the Western font should be selected. The physical quantities and units shall refer to the provisions of *Quantities and Units* under the national standard of the People's Republic of China(GB 3100-3102-93). When combined units appear, use one of the forms such as J · K − 1 · mol − 1 or J/(K · mol), and once the form is pinpointed, it should be used in the whole text. If the physical quantity needs to be annotated with the upper and lower corner marks, the character positions should be distinguished clearly, such as SBET, *r* *n,* etc.

## 3.10 References

The title "References" should be placed in the middle, boldface 3 font, with 1 line blank above and 2 lines blank below. The front and rear of the paragraph are 0 points each. The content should be in Simsun 5 font in Chinese, Times New Roman 5 font in English, 1.25 times the line spacing, and 0 points before and after the paragraph.

References can adopt sequential coding system or author-publishing year system. When sequential coding is used for labeling, the reference list is arranged according to the coding order. The serial number of the reference is in the left top space, hanging with 2 characters indented, and expressed with numbers and square brackets, such as [1], [2],..., to be consistent with the format of the indicated serial number in the text. Each reference ends with ".".

The format and examples of the sequential coding system of references (brackets, commas, and colons are in half-width format, and one space should be left after the brackets, commas, and colons, and the English initials are capitalized).

### 3.10.1 Periodicals

[Serial number] Author Title [J] Title, year, volume (issue): start-stop page.

### 3.10.2 Monographs

[Serial number] Author Title [M] Place of publication: publisher, year of publication: start-stop page.

### 3.10.3 Proceedings of conferences

[Serial number] Author title. In collection name, conference name, conference address, conference time, Editor, Eds., place of publication: publisher, year of publication: page range

### 3.10.4 Precipitates of symposium

[Serial number] Author Title [C]// editor. Collection name Place of publication: publisher, year of publication: start-stop page

### 3.10.5 Dissertation

[Serial number] Author Title [D] Place of conferring degree: the unit conferring degree, year of publication

### 3.10.6 Electronic literature

[Serial number] Author Title [EB/OL] (Date of publication or update) [Date quoted] website. Example:

### 3.10.7 Patents

[Serial number] Author Patent title [P] Patent number, announcement date or publication date

References should be noted in the upper right corner of the quotation in the article. Each item in the reference should be complete. The first three authors in the literature should be listed, and the names of the authors are separated by commas; Both Chinese and foreign names adopt the description method of surname first and first. The format of author-publishing year refers to *Rules for the Description of Information and Document References* under the national standard (GB/T7714-2015).

## 3.11 Appendix

The appendices of the thesis should be numbered as Appendix 1, Appendix 2... in order. The figures and formulas in the appendix are numbered separately from the text.

## 3.12 Acknowledgements

The word “Acknowledgements” should be in boldface 3 font, and be placed in the middle, with one line above and two lines below,1.25 times the line spacing, and 0 points before and after the paragraph. The content of the acknowledgement should be in Simsun 12 in Chinese, Times New Roman 12 in English, 1.25 times the line spacing, and 0 points before and after the paragraph.

## 3.13 Resume of the author and academic achievements obtained during his degree study

The format of the catalogue of academic papers and other achievements published during the course of studying for the degree is the same as that of Article 3.10 above. The format of the title is the same as that of the first level title of the main part. The difference is that the content of it should be in Simsun 12, 1.25 times the line spacing, and 0 points before and after the paragraph.

## 3.14 Dissertation data set

Please refer to Appendix 1 for the example of the format of the dissertation data set, which can be directly copied in electronic format and filled in according to the format.

## 3.15 Requirements for printing, binding and archiving

The Chinese cover is used as the outer cover to decorate and protect the thesis. Printing requirements for outer cover: The outer cover of the dissertation is divided into three colors according to the degree type: academic master's dissertation is white glossy coated paper, professional master's dissertation is light yellow cover paper (color card number: B160-21), and doctoral dissertation is light blue cover paper (color card number: B160-18).

(1) The contents of the graduate dissertations are all on standard white 70g A4 paper, printed on both sides, with the default margin of 2.54cm on the top and bottom, and 3.17cm on the left and right. The size of printed paper after binding is 205 × 285mm。

Header: The header should be set from the beginning of the Abstract page to the last page of the thesis. Other pages should not be set.

Header content: the center of the left page (even pages) is “doctoral (or master's) thesis of Zhejiang University of Technology”, and the center of the right page (odd pages) is the title of the thesis. The font size of the header is Simsun 5 font (or Times New Roman), and there is an underline under the header.

Footer: From the introduction of the body of the paper, the pages are consecutively numbered in Arabic numerals, and the page number is in the middle of the footer of each page. The front part can be consecutively paginated with Roman numerals, and the page number is in Arabic numerals in 12, without other symbols.

Spine: The name of the author, doctoral (master), major, Zhejiang University of Technology and the year of applying for the degree should be noted, with the upper and lower margins of 3cm respectively, and use boldface 4 font, bold, single-spaced lines. The font can be adjusted according to the number of words (Times New Roman in English).

(2) Relevant requirements for submission of dissertation.

Paper manuscript: The doctoral dissertation is made in one copy (even if the publication is postponed, it also needs to be submitted), and the original statement page needs to be checked and signed.

Electronic manuscript: Doctoral and master's dissertations are in one copy (no need to be submitted if the publication is postponed). Doctoral and master's dissertations are separated into two folders, in the format of pdf (the original statement page needs to be checked and signed), and named by the student number. At the same time, the word version should be kept by the college for future random examination of dissertations.

# Chapter IV Supplementary Provisions

The format guidelines for dissertations will be implemented from the spring of 2020 for graduate students. Dissertations that do not meet the requirements are not allowed to enter the defense procedure and apply for degrees.

**Annex** **1: Example of the format of the dissertations of Zhejiang University of Technology**

**Annex** **2: Example of the spine of the dissertation**