**MASTER’S DEGREE**

**THESIS**

**MANUAL**

**The Graduate School**

**SEJONG UNIVERSITY**

Last Updated

September 2, 2017

**1. How to Arrange the Contents**

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| --- |
| ① Cover page  ② Title page  ③ Submission page  ④ Approval page  ⑤ Abstract in English  (if the thesis is written in a foreign language, the Abstract should also be written in that language)  ⑥ Table of contents (including list of Tables and Figures)  ⑦ Chapters  ⑧ References  ⑨ Appendix, Index, and others (if it is needed)  ⑩ Abstract in Korean  (if the thesis is written in a foreign language, the Abstract should be written in Korean)  ⑪ Acknowledgments (optional) |

**2. What are Formatting Requirements?**

- Formatting: 4x6 size (width 18.5 cm x height 25.5cm) is required.

- Use black cloth hard cover – ‘gold foil printing’ is required.

- Printing on both sides of the paper with 80g or more, white or ivory color paper is required (it should be invisible when you hold it up to the light). Master’s thesis is available to print on a single side of paper.

- Horizontal writing is required except for the side of a cover.

- Writers can use any standard font such as Myeongjo, Shin-Myeongjo, or Human-Myeongjo. Times New Roman is recommended in English font.

- The color of letters is required in black (other colors available in tables, figures, and photos, etc.).

**3. Cover Page: See [Appendix 1]**

- When you write your thesis in a foreign language, you should use only that language. However, note that a Korean Abstract is required.

- All texts on the page including the title should be aligned to the center. If you have a subtitle, it should be located in the bottom-center of the title.

- The thesis publication year is required including year and month based on the date of the conferment of a degree.

- The side of a cover: The title of thesis should be indicated (subtitle is not included). The graduation date and author’s name are required to be written vertically.

**4. Title Page**: Use the same way as the cover page.

**5. Submission Page: See [Appendix 2]**

- It should be made by following [Appendix 2].

- All texts on the page should be aligned to the center.

**6. Approval Page: See [Appendix 3]**

- Approval page should include three committee members for a master’s thesis.

- Committee members’ approvals are required to put their signatures.

- The chair of committee should sign on the highest line while the advisor on the lowest line in the approval page.

**7. Abstract in Foreign Languages, Abstract in Korean: See [Appendix 4]**

- When you write your thesis in a foreign language, you should write a foreign language Abstract before the body chapters and a Korean Abstract should be located after the body chapters.

- Abstract is allowed two to five pages.

- Keywords should be indicated in the bottom of the Abstract. Keywords may be no more than six items.

- Keywords should be selected as appropriate words to search. Also keywords should be represented the theme of the thesis.

- Author’s name, department, and university are located under the title in the Korean Abstract and two lines should be skipped before writing the main body.

**8. Body Chapters**

- Font size: The writer can use 11pt in main body contents, 16pt in chapter title, 14pt in sub-chapter title, and 9pt in foot note. Any other font sizes are determined by the writer.

- Line spacing: Use double space or more for the text of all body chapters.

- Page margin: When you use the ‘MS-Word’ program, the page margins should be 5.7cm from the top, 4.2cm from the bottom, left 2.5cm, and right 5.0cm. After setup, a footer of 2.8cm is required in page lay-out banner.

For using ‘Hangeul’ program (hwp), you can click the F7 key and set up A4 in paper type, vertical in paper direction, single or both sides, top in 47mm, header in 15mm, left in 25mm, right in 50mm, and footer in 15mm.

- Page number should be located in the bottom-center of each page.

**9. Item Number at Each Chapter**: It should be made by fixed order.

|  |  |  |  |
| --- | --- | --- | --- |
| Remarks | Example (2) | Example (1) | Font size and range |
| Sub-chapter omit and word spacing is adjustable | Ⅰ.  1.  A.  1)  a.  (1) | Ⅰ.  1.  1.1  1.1.1  1.2  1.2.1 | 16pt bold and centered  14pt bold  11pt (bold)  11pt  11pt  11pt |

**10. Writing Formatting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 11pt | 14pt | 16pt | 22pt | Sections |
| - | Graduation month and year | Subtitle, Name, Department/Program, The Graduate School, University | Title of thesis | Cover page |
| - | - | Title (possible to adjust by length),  Graduation month and year, Name | - | Side of a cover |
| - | A thesis submitted to the Faculty of the Sejong University in partial fulfillment of the requirements for the degree of master in xxx(major),  Graduation year and month, Advisor | Subtitle,  My name | Title of thesis | Submission page |
| Committee members | My name,  Approved | Title of thesis | - | Approval page |
| Contents | Sub-chapter title | Chapter title | - | Chapter |
| Contents | Abstract in Korean(국문초록), Abstract, Name, Department, University | Title of thesis, Subtitle | - | Abstract |

**11. Submission**

- A thesis must be submitted to the ‘Academic Information Center’ online no later than the announced date after evaluation.

- Three copies of the printed thesis should be submitted to the office of Graduate school.

- One copy should be signed originally.

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| [Appendix 1] SAMPLE THESIS TITLE PAGE: 4x6 size (18.5cm x 25.5cm)  The title of my thesis (22pt)  Subtitle (16pt) |
| My Name (16pt)  February/August 20xx (14pt) |
| Department/Program (16pt)  The Graduate School (16pt)  Sejong University (16pt) |

[Appendix 2] SAMPLE THESIS SUBMISSION PAGE: 4x6 size (18.5cmx25.5cm)

The title of my thesis (22pt)

Subtitle (16pt)

My Name (16pt)

A thesis submitted to the Faculty of the Sejong University in partial fulfillment of the requirements for the degree of Master in xxx(major).

February/August 20xx (14pt)

Approved by xxx (14pt)

[Appendix 3] SAMPLE THESIS APPROVAL PAGE: 4x6 size (18.5cmx25.5cm)

The Title of the thesis (16P)

by

My Name (14pt)

Approved -----------------------------------------------

Name, Chair of the committee

Approved -----------------------------------------------

Name, Member of master committee

Approved -----------------------------------------------

Name, Advisor

[Appendix 4] SAMPLE ABSTRACT PAGE: 4x6 size (18.5cmx25.5cm)

**Abstract (14pt)**

Contents (11pt)

**Keywords: no more than 6 items (11pt)**

[Appendix 4] SAMPLE KOREAN ABSTRACT PAGE: 4x6 size (18.5cmx25.5cm)

**국문초록(14pt)**

논문제목(16pt)

세종대학교 대학원(14pt)

학과/협동과정(14pt)

이름(14pt)

여기부터 본문을 한글로 작성하시기 바랍니다.(11pt)

**주요어 : 6단어 이내(11pt)**