

**GUIDE FOR  
ENGLISH THESIS PREPARATION**

September 1, 2008

**COLLEGE OF ENGINEERING  
SEOUL NATIONAL UNIVERSITY**

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# **I. GENERAL INFORMATION**

## **1. Introduction**

This publication has been prepared by the College of Engineering (the College) of Seoul National University (SNU) to assist students in the preparation of theses. The College is committed to the adequate handling and formatting of the student's thesis because it is both a requirement for the SNU degree and a record of original research that contains information of continuing value. The following guidelines have been established to fulfill this commitment and represent the minimal standards for professional presentation of a student's work.

A thesis that does not conform to the minimum standards may have to be redesigned and resubmitted, with the possibility of delay in conferral of the degree. Students should not use previously approved theses as a guide for preparation of the manuscript. The current guidelines will be enforced. It is believed that this practice is of value to library patrons, to researchers, and to the author whose work receives wide and accessible dissemination. Questions not answered in this publication should be referred to the appropriate administrative staff of the College.

## **2. What to submit**

### (1) Electronic files

After obtaining the faculty committee's endorsement on his or her thesis, a degree candidate must upload a PDF (portable document format) file of the thesis on a website for online thesis submission: <http://thesisonline.snu.ac.kr>. The file must be identical to the bound paper copy that is to be submitted after finishing the electronic submission. A PDF distilling program is free to download from the above website.

Under inevitable circumstances where the file uploading is not possible, a compact disk (3.5" CD-ROM) containing the whole contents of the thesis that are identical to those in the bound paper copy must be submitted to the SNU Library (the Library). Each file must be able to run on MS Windows, and the recommended word processing software is MS Word or LaTeX. Files that are produced on Macintosh computers and not compatible with Windows must be converted to PDF or PS (PostScript) files. If the thesis needs more than a single disk, multiple disks can be submitted. Large files may be compressed using a software Winzip.

### (2) Paper copies

After online submission of the electronic thesis file, the degree candidate must submit four bound copies of the thesis to the Library by the dates specified by the College – one for the archive, a second for the perusal, a third for National Library of Korea, and a fourth for National Assembly Library. One of the bound copies must contain original seals of all the members of the faculty committee. The department or the interdisciplinary program supervising the thesis may ask for copies in addition to those required for the library.

### **3. Binding**

Copies of the thesis must be bound at the expense of the student. The paper copies must be hardbound with rigid protective black covers. Letters on master's thesis covers must be in silver and those on doctoral thesis covers must be in gold. English title on the backbone cover should be written horizontally with the front cover on top.

### **4. Copyright**

The Library grants permission to use portions of the thesis to third party authors on a case by case basis for use in such authors' works, e.g., permission for use of single images or certain passages. Each

student should include the thesis disclosure agreement in the thesis as explained below.

## **II. MANUSCRIPT PREPARATION**

The thesis manuscript must look professional and have ready-for-publication quality following the requirements in this guide.

### **1. Paper**

Students should use high quality, glossy, pale yellow paper weighing more than 80 g. All the copies of the manuscript must be printed on 182 mm x 257 mm paper (JIS B5). Only double-sided manuscript is acceptable. Sufficiently opaque papers must be used to assure the readability of both sides of the paper.

### **2. Typeface and size**

Use easily readable and clear font avoiding script or ornamental fonts. Font size for the individual parts of the thesis should follow the guidelines summarized in the table. Use 9~10 point font size for footnotes. Set the character spacing to be zero and character scale

must be 1.0 (100%) for the entire manuscript.

Table: Font sizes for thesis

Font size	22 point	16 point	14 point	11 or 12 point
Cover	Title	Subtitle, college, and name	Year and month of degree award date, degree, department, and program	
Backbone cover		Title	Year of degree award date, and name	
Endorsement page	Title	Subtitle	Advisor name, year and month of degree award date, department, program, and committee members	
Main body		Chapter heading	Heading of divisions	Text
Abstract	Title	Subtitle	Name, department, program, and college	Text

### 3. Margins and spacing

All the pages in the manuscript should have 30 mm margin on the side edges, 20 mm on the top edge and 15 mm on the bottom edge for the

182 mm x 257 mm paper (JIS B5). In addition, add another 15 mm margins to the top and bottom edges, respectively, for headers and footers. More than 1.7 spacing is required in the main body of the manuscript. Properly spaced manuscript may have 25 lines per page in the main body of text.

#### **4. Style**

Maintain consistent style for footnote, reference citation, quotation, etc. throughout the manuscript.

#### **5. Pagination**

Page number should be placed at the bottom center of each page of the manuscript. Carefully maintain consistent style of pagination. For preliminary pages (including abstract, table of contents, list of tables, and list of figures), page counting starts from the abstract page by using small Roman numerals (i, ii, iii, iv, v...). Remember that title page and signature page do not have numbers nor count as pages. For the rest of the manuscript (including main text, bibliography, appendices, acknowledgement, etc.), use Arabic numbers (1, 2, 3...) starting from 1.

## **6. Oversized pages**

Whenever possible, adjust the size of photos, charts, tables, maps, etc. to fit in standard manuscript paper. If this is not possible, students may use oversized papers, but it must be folded to fit within the text area, so the folds will not be trimmed off after binding.

## **7. Non-paper formats**

Non-paper format materials such as CDs and DVDs may be submitted with the thesis manuscript. They must be nicely packed within the manuscript binding. For example, students may attach a CD pocket inside of the back cover to store a CD. Students should be aware that information in non-paper format may not be possible to retrieve in future when the technology is obsolete. Therefore, it is the responsibility of students to present the contents of non-paper format materials in written text, tables or figures of the manuscript if possible.

## **8. Order and contents**

The manuscript must exactly follow the order presented below.

(1) Front cover

Front cover contains type of thesis degree (e.g., M.S. in XX engineering, Ph.D in XX engineering, etc.), thesis title, degree award date (year and month), college, department, program (if any), and author name. Optional subtitle may be added below the main title. Align all the sentences at the center of the page. It is recommended that most of the information on the cover be written in Korean except the title and the author name. Even though the thesis has English title since it is written in English, a Korean title must appear below the English title on the cover. In the Korean title, Chinese characters or well-known foreign words may be used if it is necessary to deliver the meaning clearly. For foreign author name, it must be written in English.

Backbone cover should have title, graduation year and author name written similar to the front cover *except* that they should be printed horizontally with the front cover on top. Do not print subtitle on the backbone cover. Please refer to the sample format at the end of this guide for more details.

(2) Interleaf

Interleaf is a blank page.

### (3) Title page

Title page must be prepared following the guideline for the front cover.

### (4) Endorsement page

Thesis title, optional subtitle, name of the academic advisor, submission date, college, department, author name, endorsing date, and names and seals of the faculty committee members should appear on the endorsement page. Please refer to the sample format at the end of this guide for more details.

All the members of the faculty committee (three for master's thesis and five for Ph.D thesis) should write their names and stamp their *seal* on the endorsement page. Remember that signatures *cannot* replace the seal. The thesis advisor cannot be the chair of the committee. The submission date refers to the month and year of the thesis submission deadline in each semester according to the university calendar. Endorsing date refers to the month and year of final oral defense date.

### (5) Thesis disclosure agreement

Thesis disclosure agreement must be bound in the original copy of the manuscript in which the original seals of the committee members are

included. Please refer to the sample format.

(6) Abstract

Abstract should be written in the same language used for the main text.

Abstract page contains title, subtitle (optional), name, program (if any), department, college, student number, and six or less keywords representing the thesis contents. Refer to the sample format for the detailed layout. Abstract can be two to seven pages long.

(7) Table of contents, list of tables, list of figures

Titles of chapters, sections, tables, figures and page references must be provided.

(8) Main body

(9) Bibliography or list of references

(10) Appendix, index, etc.

(11) Abstract

Abstract in Korean must be placed here for the thesis written in English. Please refer to the sample format.

(12) Acknowledgments (optional)

Acknowledgment is optional, but should not be included in the copies submitted to the Library.

(13) Interleaf

(14) Back cover

## **9. Check list**

- (1) Is the thesis printed on the proper paper?
- (2) Does the manuscript have correct margins, spacing, font size and consistent style?
- (3) Is the pagination of the manuscript correct (both Roman numbering and Arabic numbering)? Are there any missing pages?  
Is the position of the page number correct on the paper?
- (4) Are the endorsement seals complete?
- (5) Are degree award date, thesis submission date, and endorsement date correct and not confused from one another?
- (6) Is the front cover in a proper format?
- (7) Is the main body properly divided into sections?
- (8) Does the binding have attractive appearance for publication?
- (9) Does one copy of the bindings include original endorsement seals of the committee members and thesis disclosure agreement?

## **10. Sample formats**

- (1) Cover
- (2) Backbone cover
- (3) Endorsement page
- (4) Thesis disclosure agreement (Use the Korean form only. The English translation is given solely for information.)
- (5) Abstract in English
- (6) Table of contents, list of tables, list of figures
- (7) Main body
- (8) Bibliography or list of references
- (9) Abstract in Korean

Sample formats are given in the following pages. Note that they are given in Microsoft Word in this Guide, but students may use other word processors such as LaTeX for the thesis preparation if the format requirements described in this Guide are satisfied.

○학○사 학위논문

**Align Your Thesis Title at the  
Center (22p)**

**- Align the Subtitle at the Center (16p) -**

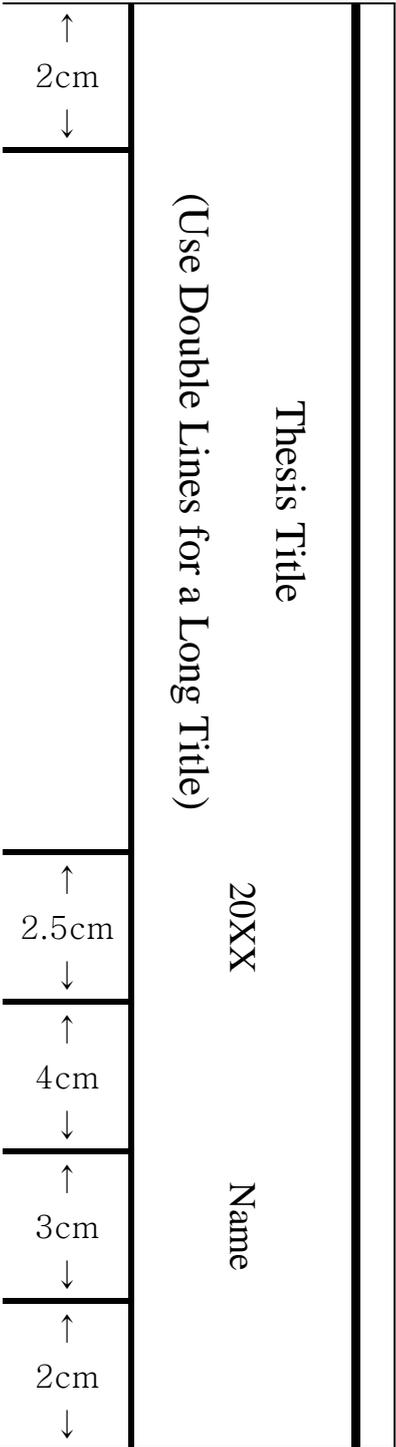
**Korean title must be placed here if the main title is  
in English (16p)**

200X년 X월

서울대학교 대학원

○○○○ (Department and program)

○ ○ ○ (Name)



# Align Your Thesis Title at the Center (22p)

- Align the Subtitle at the Center (16p) -

지도 교수 ○ ○ ○

이 논문을 ○학○사 학위논문으로 제출함  
200 년 월

서울대학교 대학원  
○○○○(Department)  
○ ○ ○(Name)

○○○의 ○사 학위논문을 인준함  
200 년 월

위 원 장 \_\_\_\_\_ (인)

부위원장 \_\_\_\_\_ (인)

위 원 \_\_\_\_\_ (인)

위 원 \_\_\_\_\_ Delete for master's (인)

위 원 \_\_\_\_\_ Delete for master's (인)

# 학위논문 원문제공 서비스에 대한 동의서

본인의 학위논문에 대하여 서울대학교가 아래와 같이 학위논문 제공하는 것에 동의합니다.

## 1. 동의사항

- ① 본인의 논문을 보존이나 인터넷 등을 통한 온라인 서비스 목적으로 복제할 경우 저작물의 내용을 변경하지 않는 범위 내에서의 복제를 허용합니다.
- ② 본인의 논문을 디지털화하여 인터넷 등 정보통신망을 통한 논문의 일부 또는 전부의 복제, 배포 및 전송 시 무료로 제공하는 것에 동의합니다.

## 2. 개인(저작자)의 의무

본 논문의 저작권을 타인에게 양도하거나 또는 출판을 허락하는 등 동의 내용을 변경하고자 할 때는 소속대학(원)에 공개의 유보 또는 해지를 즉시 통보하겠습니다.

## 3. 서울대학교의 의무

- ① 서울대학교는 본 논문을 외부에 제공할 경우 저작권 보호장치(DRM)를 사용하여야 합니다.
- ② 서울대학교는 본 논문에 대한 공개의 유보나 해지 신청 시 즉시 처리해야 합니다.

논문제목 : (Place thesis title here)

학위구분 : 석사  · 박사   
학 과 : (Department)  
학 번 : (Student number)  
연 락 처 : (Contact info)  
저 작 자 : (Name)                      인)

제 출 일 : 200    년    월    일

서울대학교총장 귀하

## Agreement of Thesis Disclosure

(Do not include this English form in the thesis copy. Use the Korean form in the previous page.)

I approve the thesis distribution service offered by Seoul National University under the following agreement.

### 1. Agreement

- ① I approve the duplication of the thesis for the purpose of archiving or online service via internet as long as the contents of the thesis are not modified.
- ② I approve free duplication, distribution, and transmission of the entire (or partial) thesis in digital format via internet or similar network.

### 2. Author Responsibility

When the copyright of the thesis is transferred to others or is allowed to be published for any reason that may invalidate this agreement, I will immediately notify the College to defer or stop distributing the copyrighted contents.

### 3. University Responsibility

- ① The University must protect the copyright of the thesis under digital rights management (DRM) when providing the thesis to outside individuals or parties.
- ② The University must process the request for the deferment or suspension of the thesis distribution immediately.

Thesis Title : (Place Thesis Title Here)

Degree : **Master's**  **Ph.D.**

Department:

Student number:

Contact info:

Author name: (Stamp)

Submission date : YYYY 년 MM 월 DD 일

Attn: President of Seoul National University

**Abstract**  
**English Title Here**

Name

Department and Program

The Graduate School

Seoul National University

Abstract starts here. Briefly describe the contents and conclusion of the thesis.

**Keywords:** (List six or less keywords here)

**Student Number:**

# Contents

Chapter 1 Introduction .....	1
1.1 Section title .....	1
1.1.1 Subsection title.....	1
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2.1 Section title .....	3
2.2 Section title .....	10
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## List of Tables

Table 1.1	Table title .....	1
Table 2.1	Table title .....	10

## List of Figures

Figure 1.1	Figure title.....	1
Figure 2.1	Figure title.....	10

# **Chapter 1. Introduction**

## **1.1 Section title**

### **1.1.1 Subsection title**

Main text starts here. Be sure to keep a consistent style throughout the main body of the thesis.

This is a footnote example.<sup>1</sup>

## **1.2 Section title**

Main text

---

<sup>1</sup>Footnote example

## **Bibliography**

## 초 록

Place abstract in Korean here.

주요어: (List six or less keywords in Korean here)

학 번: (Put student number here)