**Guidelines on Formatting and Submission of Master's and Doctoral Dissertations**

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**1. Dissertation style guide**

**A. Basic principles**

(1) A dissertation should be written in either Korean, Korean with Chinese characters, or English. Regardless of which language is used in the main text, the dissertation should include two abstracts written in Korean and English each.

(2) The dissertation should be written using general word processing software (Hanword, MS-Word, etc.) and the text should be written from left to right in the vertical frame of B5 pages (4×6).

**B. Text formatting**

(1) Page size: B5(4×6) [width:182mm, length: 257mm]

(2) Size and formatting of pages

- The following are the guidelines on dissertation writing by Hanword.

- page formatting: click “form - paper” on the upper menu bar and format the page

|  |  |
| --- | --- |
| EMB000035780b15 | margins (B5)  top 25.0mm  bottom 25.0mm  left 25.0mm  right 25.0mm  header 0.0mm  footer 15.0mm |

(3) Size and formatting of paragraphs

- The following are the guidelines on dissertation writing using Hanword.

- page formatting: click “form - paper” on the upper menu bar and format the page

|  |  |
| --- | --- |
| EMB0000208014d6 | indentation: 10.0 pt  line spacing: 180%  alignment: both sides  criteria of line separation: letters |

(4) Font and size

- The font and size of front cover and the main text should be in line with the following table.

- font type: When Hanword is used, Ming-style/ new Ming-style/ human Ming-style should be chosen for both Korean and English. If MS-Word is used, Batang-che should be chosen for Korean and Times new Roman for English.

- paragraph: indentation: 10.0 pt, line spacing 180%, alignment: justify (both right and left)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **font size** | **front cover** | **side cover** | **inside cover** | **request for examination** | **approval form** | **main text** | **abstract**  **(English)** |
| 22p | title of dissertation |  | title of dissertation | title of dissertation |  |  |  |
| 16p | subtitle,  university  name |  | subtitle  dissertation title (English)  university  name | subtitle  dissertation title (English)  main text  university  name | main text | big headings | dissertation title (English) |
| 14p | department  major  OO degree dissertation  guiding professor OOO |  | department  major  OO degree dissertation  guiding professor OOO | OO degree dissertation  guiding professor  department  major | date/month/year  examiner | middle headings | abstract |
| 12p |  | dissertation for OO degree  dissertation title,  year of graduation,  name |  |  |  |  |  |
| 11p |  |  |  |  |  | main text | name  department  university  text |
| 9p |  |  |  |  |  | footnote | footnote |
| 9p |  |  |  |  |  | footnote to table |  |

(5) Numbering

- The format of numbering should be chosen among three cases shown in the table below, and whichever case may be chosen, the sequence within the format should be abided by.

- The biggest units of the main text (ex: Chapter 1, 1, I) should start on new pages.

- The numbering used in the table of contents should be consistent with the numbering format used in the main text such as Chapter, Paragraph, 1. 가, ...,㉮.

(Refer to the Appendix:　dissertation formatting samples of the College of Liberal Arts/ Engineering)

- In the table of contents, numbering should be marked down to only the 3rd sub-layer (format (1): Chapter, Paragraph, 1).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **format (1)** | **format (2)** | **format (3)** | **font size** |
|  | Chapter 1 | 1. | Ⅰ. | bold 16p |
| Paragraph 1 | 1.1 | Ａ. | bold 14p |
| 1. | 1.1.1 | 1. | bold 11p |
| 가. | 1.1.1.1 | a. | bold 11p |
| (1) | 1.2. | (1) | bold 11p |
| (가) | 1.2.1. | ⒜ | bold 11p |
| ① | 1.2.1.1. | ① | bold 11p |
| ㉮ | 1.2.1.1. | ⓐ | bold 11p |

(6) Standardization of terminology

- Refer to the following examples.

|  |  |
| --- | --- |
| **Korean dissertation** | **English dissertation** |
| 요약 | Abstract |
| 표 목차 | List of Tables |
| 그림 목차 | List of Figures |
| 참고문헌 | List of References |

**2. Dissertation formatting**

**A. Main text**

(1) Numbering

(a) Numbering of contents

- The contents of the main text should be numbered as Chapter 1, Paragraph 1, etc. Within a paragraph, “1, A, (1)” or “(A), ①, ⓐ” may be used in that sequence for sub-numbering. It is also possible to use only Arabic numbers such as "1" for the numbering of chapters, "1.1, 1.2, etc." for paragraphs, and "1.2.1, etc." for sub-numbering within paragraphs.

- Numbering format should be chosen among the abovementioned three examples (p.4) and the sequence of each format should be abided by.

(b) Table

- Tables should be numbered as <table 1-1>, <table 2-1>, etc. The contents of a table should be center-aligned but the title of the table should be left-aligned as shown below.

- The title of the table should come above the table in the form of “<Table 1-2> title” or “<Table 1-2> title” in bold letters.

- The format of the tables should be standardized as either of the following examples.

**<Table 1-2> title**

|  |  |  |
| --- | --- | --- |
|  | A | B |
| Hong Kil-dong |  |  |
| Lee Soon-shin |  |  |
| Taepyoungso |  |  |
| Gayakeum |  |  |

1) additional explanation on the table (9pt)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **<Table 1-2> title**   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **<Table 1-2> title**   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

(c) Pictures and photographs

- Both pictures and photographs should be numbered as [Figure 1] and center-aligned.

- The name of the picture should come below the picture as “[Figure 1-2] title” or “[Figure 1-2] title” in bold letters.

- There should be one line spacing above and below the picture.

EMB0000208014d5

**[Figure 1-2] title**

- When more than one pictures are presented

|  |  |  |
| --- | --- | --- |
| EMB0000208014d3**(a)** | EMB0000208014d4  **(b)** | EMB0000208014d4  **(c)** |

**[Figure 1-2] title**



**[Figure 1-2] title**

(d) Formula

- Formulas should be numbered as Formula (1), Formula (2), etc. and the alignment format should refer to the following examples.

- The format of formulas should be standardized for consistency and may be chosen between the examples below.

DRW0000208014d9formula (1)

DRW0000208014db (1)

(e) Page

- Front cover, inside cover, approval of dissertation submission and the seal of approval of the completion of dissertation evaluation should not mark page numbers.

- In the Korean abstract, the table of contents, the list of tables and the list of figures, page numbers should be marked in lower-case Roman alphabets (ⅰ,ⅱ,ⅲ) at the bottom-center of each page.

- In the main text, the list of references, appendix and abstract, page numbers should be marked in Arabic numbers at the bottom-center of each page.

(2) Formatting content notes

- References and additional explanations should be mentioned in foot note and be numbered in Arabic numbers such as ‘1), 2),...’

- Foot notes should come at the bottom of each page and a 60mm line should be drawn between the main text and foot notes.

- In case the same reference is immediately quoted again, only the quoted page should be marked as “Ibid p.23”

- In case the same reference quoted in a previous page is quoted again later, the author and the quoted page should be marked as “Smith, A.J., op.cit. pp.79”.

- If the same quote is repeated on the same page, the page number of the quoted reference may be omitted. All foot notes should be headed by numbering.

|  |
| --- |
| ......said....[1] .....compounds such as ester1), sulfoxide, sulfide, amide2) are selectively recovered. [2]  1) ibid p.23  2) Smith, A.J., op.cit. p.79 |

**B. List of references**

(1) Order of references

- The list of references should come after the main text and the order of references should be chosen between the following two methods.

(a) Quotations numbered in the main text

- In case quotations are numbered (quotation numbers marked at the end of the quotes) in the main text, references should be numbered by the same quotation numbers and put to the list in the same order of quotation.

|  |
| --- |
| 【 example 】  References should be mentioned in the following form. [1].  References should be mentioned in the following form.[1]-[5].  References should be mentioned in the following form.[2],[4]. |

(b) Quotations not numbered in the main text

- In case no quotation numbers are used in the main text, references should be listed up in the order of domestic documents, foreign documents, others (Internet homepage, etc.). In particular, domestic documents should be listed in the Korean alphabetical order of authors' names (가,나,다..) and foreign documents should be grouped first by region (Asian, Western...) and then listed up in the alphabetical order of authors' names (A,B,C).

- In the main text, authors' names should be mentioned at the end of quoted sentences.

|  |
| --- |
| 【 example 】  References should be mentioned the following form.(Hong Kil-dong, 2008). |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| the order of the list | domestic documents | |  | | | | | | |
|  |  | | | authors (가,나,다..) | | |  | |
| foreign documents | |  | | | | | | |
|  |  | | | Asian, Western, etc. | |  | | |
|  |  | |  | |  | | | author (A,B,C...) |
|  | | |
| others (Internet homepage, etc.) | | | | |  | | | |

< the order of references >

(2) Formatting of references

(a) Books

ⓐ numbering: not obligatory (In case quotation numbers are used in the main text, references should also be numbered.)

ⓑ author: Korean authors' names should be written in the order of "family name + first name". Foreign authors' names should be "first name + family name" when quotation numbers are used, but if quotation numbers are not used the name of lead author should be "family name + first name."

ⓒ name of book: The name of a book or a journal should be either put in double-parenthesis (『』), underlined or italicized.

ⓓ city of publication

ⓔ publisher

ⓕ quoted page: one page is quoted - p.□, several pages are quoted - pp.□～□

ⓖ year of publication: In case quotation numbers are not used, the year of publication may be mentioned after the author's name.

|  |
| --- |
| 【 example 】  [1] Cheong Soo-il, 『Marketing Survey Theory』, Seoul, Hamhyunsa, pp.50～60, 2000.  [2] S. P. Smith, *Marketing Management*, New York: Hillside Ltd., pp.34～43, 1999. |

|  |
| --- |
| 【 example 】  Cheong Soo-il (2000),『Marketing Survey Theory』, Seoul: Hamhyunsa, pp.50～60.  Smith, S. P.(1999), *Marketing Managemen*t, New York: Hillside Ltd., pp.34～43.  Smith, S. P., *Marketing Management*, New York: Hillside Ltd., pp.34～43, 1999. |

(b) Periodicals (academic journals, etc.)

ⓐ numbering: not obligatory (In case quotation numbers are used in the main text, references should also be numbered.)

ⓑ author: Korean authors' names should be written in the order of "family name + first name". Foreign authors' names should be "first name + family name" when quotation numbers are used, but if quotation numbers are not used, the name of lead author should be "family name + first name."

© name of research paper: The name of the paper should be put in quotation marks (“ ”). Depending on departments, it may be italicized with no quotation marks or be omitted.

ⓓ name of journal: The name of the journal should be either put in double-parenthesis (『』), underlined, italicized or abbreviated (if the name of the journal is long).

ⓔ volume number: "Volume" and "Number" should be marked. "Number" is usually put in parenthesis, and may be set in Gothic font depending on departments.

ⓕ quoted page: one page is quoted - p.□, several pages are quoted - pp.□～□ or only the first page of quotation may be mentioned.

ⓖ year of publication: In case quotation numbers are not used, the year of publication may be mentioned after the author's name.

|  |
| --- |
| 【 example 】  [1] Kim Kyoung-ki, “Hybrid Watermarking for Colored Images,” 『Collected Papers by Korean Society for Internet Information』, 5(3), pp.245～249, 2004.  [2] A. Athiyaman, Knowledge Development in Tourism: Tourism Demand Analysis, *Tourism Management*, 18(4), pp. 221-228, 1999. |
| 【 example 】  Kim Kyoung-ki(2004), Hybrid Watermarking for Colored Images, 『Collected Papers by Korean Society for Internet Information』, Volume 5, Number 3, pp.245～249.  Athiyaman, A., Knowledge Development in Tourism: Tourism Demand Analysis, *Tourism Management,* Volume 18, Number 4, pp.221-228, 1997. |

(c) Academic research papers

ⓐ numbering: not obligatory (In case quotation numbers were used in the main text, references should also be numbered.)

ⓑ author: Korean authors' names should be written in the order of "family name + first name". Foreign authors' names should be "first name + family name" when quotation numbers are used, but if quotation numbers are not used the name of lead author should be "family name + first name."

© name: The name of the paper should be put in quotation marks (“ ”). Depending on departments, it may be italicized with no quotation marks or be omitted.

ⓓ name of symposium: The name of the symposium should be either put in double-parenthesis (『』), underlined, italicized or abbreviated (if the name of the symposium is long).

ⓕ quoted page: one page is quoted - p.□, several pages are quoted - pp.□～□ or only the first page of quotation may be mentioned.

ⓖ year of publication

(d) Others (Internet homepage, etc.)

- Internet homepages should be written in the order of [author, title of article, homepage address]

|  |
| --- |
| 【 example 】  [1] Hong Kil-dong, Research on Internet Search Methods, http://www.amdahl.com/doc/products/bsg/intra/infra/html |

|  |
| --- |
| 【 example 】  Hong Kil-dong, Research on Internet Search Methods, http://www.amdahl.com/doc/products/bsg/intra/infra/html |

- Newspapers should be written in the order of [author, headline, name of newspaper, date, page number]

|  |
| --- |
| 【 example 】  [1] Hong Kil-dong, Current Status of Internet Policies Implementation, Hankidae Daily, Jul 1, 2009, p.5 |

|  |
| --- |
| 【 example 】  Hong Kil-dong, Current Status of Internet Policies Implementation, Hankidae Daily, Jul 1, 2009, p.5 |

- Patents or standards should be mentioned in the order of [patent holder, title of patent, patent (standard) number, date of application (registration)]

|  |
| --- |
| 【 example 】  [1] G. Brandli and M. Dick, “Alternating current fed power supply," U.S. Patent 4 084 217, Nov. 4, 1978. |

|  |
| --- |
| 【 example 】  Brandli, G. and Dick, M., “Alternating current fed power supply,” U.S. Patent 4 084 217, Nov. 4, 1978. |

|  |
| --- |
| 【 example 】  Brandli, G. and Dick, M., “Alternating current fed power supply,” U.S. Patent 4 084 217, Nov. 4, 1978. |

**C. Names of departments (Korean and English)**

(1) Korean names

| 대학원별 | 학위종별 | 학과 | 전공 | 학위 |
| --- | --- | --- | --- | --- |
| 대학원 | 석사학위 | 기계공학과 | 기계공학전공  미래융합공학전공 | 공학석사 |
| 메카트로닉스공학과 | 메카트로닉스공학전공  미래융합공학전공 | 공학석사 |
| 전기·전자·통신공학과 | 전기공학전공  전자공학전공  정보통신공학전공  미래융합공학전공 | 공학석사 |
| 컴퓨터공학과 | 컴퓨터공학전공  미래융합공학전공 | 공학석사 |
| 디자인공학과 | 디자인공학전공 | 공학석사 |
| 에너지신소재화학공학과 | 신소재공학전공  응용화학공학전공  미래융합공학전공 | 공학석사 |
| 건축공학과 | 건축공학전공  미래융합공학전공 | 공학석사 |
| 융합학과 | X-인텔리전스전공 | 공학석사 |
| 산업안전공학과 | 산업안전공학전공 | 공학석사 |
| 창의융합공학협동과정 | 건축ICT융합전공  기전융합형 부품/소재전공  지능형전자기기융합전공  ICT융합전공  미래융합공학전공 | 공학석사 |
| 기술경영학과 | 기술경영전공  경영학전공  MOT전공 | 경영학석사 |
| 산업경영학과 | 기술경영전공  경영학전공  Global TVET Management전공 | 경영학석사 |
| 박사학위 | 기계공학과 | 기계공학전공  미래융합공학전공 | 공학박사 |
| 메카트로닉스공학과 | 메카트로닉스공학전공  미래융합공학전공 | 공학박사 |
| 전기ㆍ전자ㆍ통신공학과 | 전기공학전공  전자공학전공  정보통신공학전공  미래융합공학전공 | 공학박사 |
| 컴퓨터공학과 | 컴퓨터공학전공  미래융합공학전공 | 공학박사 |
| 디자인공학과 | 디자인공학전공 | 공학박사 |
| 에너지신소재화학공학과 | 신소재공학전공  응용화학공학전공  미래융합공학전공 | 공학박사 |
| 건축공학과 | 건축공학전공  미래융합공학전공 | 공학박사 |
| 산업안전공학과 | 산업안전공학전공 | 공학박사 |
| 창의융합공학협동과정 | 건축ICT융합전공  기전융합형 부품/소재전공  지능형전자기기융합전공  ICT융합전공  미래융합공학전공 | 공학박사 |
| 기술경영학과 | 기술경영전공  경영학전공  MOT전공  E-Business전공 | 경영학박사 |
| 산업경영학과 | 기술경영전공  경영학전공 | 경영학박사 |
| 테크노인력개발  전문대학원 | 석사학위 | 인력개발학과 | 인력개발전공  인력경영전공  진로및직업상담전공  고용전공 | 인력개발학 석사  인력경영학 석사  상담학 석사  고용정책학 석사 |
| 박사학위 | 인력개발학과 | 인력개발전공  인력경영전공  진로및직업상담전공  고용전공 | 인력개발학 박사  인력경영학 박사  상담학 박사  고용정책학 박사 |
| IT융합과학경영  산업대학원 | 석사학위 | 기계공학과 | 기계공학전공 | 공학석사 |
| 메카트로닉스공학과 | 메카트로닉스공학전공 | 공학석사 |
| 전기·전자·통신공학과 | 전기공학전공  전자공학전공  정보통신공학전공 | 공학석사 |
| 컴퓨터공학과 | 컴퓨터공학전공 | 공학석사 |
| 디자인공학과 | 디자인공학전공 | 공학석사 |
| 에너지신소재화학공학과 | 신소재공학전공  응용화학공학전공  안전환경공학전공 | 공학석사 |
| 건축공학과 | 건축공학전공 | 공학석사 |
| AI융합교육학과 | AI융합교육전공 | 공학석사 |
| 산업안전공학과 | 산업안전공학전공 | 공학석사 |
| 경영학과 | 경영HRD전공  경영학전공 | 경영학석사 |
| IT융합과학경영학과 | IT융합과학경영전공 | IT융합과학경영석사 |
| 반도체·디스플레이과학경영학과 | 반도체과학경영전공  디스플레이과학경영전공 | 반도체·디스플레이과학경영석사 |
| 안전환경공학과 | 안전환경공학전공 | 공학석사 |
| AI첨단기술학과 | AI첨단기술전공 | 공학석사 |
| 기계설비제어공학과 | 기계설비제어공학전공 | 공학석사 |
| IT융합소프트웨어공학과 | IT융합소프트웨어공학전공 | 공학석사 |
| 스마트팩토리융합학과 | 스마트팩토리융합전공 | 공학석사 |

(2) English names

| **Graduate School** | **Course** | **Department** | **Degree** | **Major** |
| --- | --- | --- | --- | --- |
| Graduate School | Master  Courses | Department of Mechanical Engineering | Master of Science in | Mechanical Engineering |
| Future Convergence Engineering |
| Department of Mechatronics Engineering | Master of Science in | Mechatronics Engineering |
| Future Convergence Engineering |
| Department of Electrical, Electronics&Communication Engineering | Master of Science in | Electrical Engineering |
| Electronic Engineering |
| Information and Communication Engineering |
| Future Convergence Engineering |
| Department of Computer Engineering | Master of Science in | Computer Engineering |
| Future Convergence Engineering |
| Department of Industrial Design Engineering | Master of Science in | Industrial Design Engineering |
| Department of Energy Materials & Chemical Engineering | Master of Science in | Materials Engineering |
| Applied Chemical Engineering |
| Future Convergence Engineering |
| Department of Architectural Engineering | Master of Science in | Architectural Engineering |
| Future Convergence Engineering |
| Department of Future Technology | Master of Science in | X-Intelligence |
| Department of Occupational Health and Safety Engineering | Master of Science in | Occupational Health and Safety Engineering |
| Interdisciplinary Program in Creative Engineering | Master of Science in | Architectural ICT Convergence |
| Mechatronics Convergent Components and Materials |
| Intelligent Electronic Device Convergence |
| ICT Convergence |
| Future Convergence Engineering |
| Department of Management of Technology and Innovation | Master of Science in | Management of Technology and Innovation |
| Business Administration |
| E-Business |
| Department of Industrial Management | Master of Science in | Management of Technology and Innovation |
| Business Administration |
| Global TVET Management |
| Graduate School | Doctoral Courses | Department of Mechanical Engineering | Doctor of Philosophy in | Mechanical Engineering |
| Future Convergence Engineering |
| Department of Mechatronics Engineering | Doctor of Philosophy in | Mechatronics Engineering |
| Future Convergence Engineering |
| Department of Electrical, Electronics &Communication Engineering | Doctor of Philosophy in | Electrical Engineering |
| Electronic Engineering |
| Information and Communication Engineering |
| Future Convergence Engineering |
| Department of Computer Engineering | Doctor of Philosophy in | Computer Engineering |
| Future Convergence Engineering |
| Department of Industrial Design Engineering | Doctor of Philosophy in | Industrial Design Engineering |
| Department of Architectural Engineering | Doctor of Philosophy in | Architectural Engineering |
| Future Convergence Engineering |
| Department of Energy Materials & Chemical Engineering | Doctor of Philosophy in | Materials Engineering |
| Applied Chemical Engineering |
| Future Convergence Engineering |
| Department of Occupational Health and Safety Engineering | Doctor of philosophy in | Occupational Health and Safety Engineering |
| Interdisciplinary Program in Creative Engineering | Doctor of Philosophy in | Architectural ICT Convergence |
| Mechatronics Convergent Components and Materials |
| Intelligent Electronic Device Convergence |
| ICT Convergence |
| Future Convergence Engineering |
| Department of Management of Technology and Innovation | Doctor of Philosophy in | Management of Technology and Innovation |
| Business Administration |
| E-Business |
| Department of Industrial Management | Doctor of Philosophy in | Management of Technology and Innovation |
| Business Administration |
| Global TVET Management |
| Techno-  HRD  Graduate  School | Master Courses | Department of Human Resource Development | Master of Arts in | Human Resource Management |
| Master of Arts in | Human Resource Development |
| Master of Arts in | Career & Vocational Counseling |
| Master of Arts in | Employment |
| Doctoral Courses | Doctor of Philosophy in | Human Resource Management |
| Doctor of Philosophy in | Human Resource Development |
| Doctor of Philosophy in | Career & Vocational Counseling |
| Doctor of Philosophy in | Employment |
| Graduate School of IT Convergence,  Science, Management and Industry | Master Courses | Department of Mechanical Engineering | Master of Science in | Mechanical Engineering |
| Department of Mechatronics Engineering | Master of Science in | Mechatronics Engineering |
| Department of Electrical, Electronics &Communication Engineering | Master of Science in | Electrical Engineering |
| Electronic Engineering |
| Information and Communication Engineering |
| Department of Computer Engineering | Master of Science in | Computer Engineering |
| Department of Industrial Design Engineering | Master of Science in | Industrial Design Engineering |
| Department of Architectural Engineering | Master of Science in | Architectural Engineering |
| Department of Energy Materials & Chemical Engineering | Master of Science in | Materials Engineering |
| Applied Chemical Engineering |
| Safety & Environmental Engineering |
| Department of Occupational Health and Safety Engineering | Master of Science in | Occupational Health and Safety Engineering |
| Department of AI Convergence Education | Master of Science in | AI Convergence Education |
| Department of Management | Master of Science in | Business HRD Administration |
| Management |
| Department of IT Convergence and Management | IT Convergence and Management Master | IT Convergence and Management |
| Department of Semiconductor, Display and Management | SemicondoctorㆍDisplay Management Master | Semiconductor and Management |
| Display and Management |
| Department of  Safety & Environmental  Engineering | Master of Science in | Safety & Environmental  Engineering |
| Department of  AI Advanced Technology | Master of Science in | AI Advanced Technology |
| Department of Mechanical Facility Control Engineering | Master of Science in | Mechanical Facility Control Engineering |
| Department of IT Convergence Software Engineering | Master of Science in | IT Convergence Software Engineering |
| Department of Smart Factory Convergence | Master of Science in | Smart Factory Convergence |

**3. Submission of a dissertation**

**A. Method of bookbinding**

(1) The dissertation should be printed on B5 white paper (size: 4×6, 182mm wide, 257mm long)

(2) Hard covers should be in black and laying sound (at least 200g).

(3) All pages, except for the front cover, should weigh at least 80g (Printed texts should not be seen through the paper from the other side of the page)

(4) All pages, except for the side cover, should be printed on single-side and in the horizontal format.

(5) The dissertation should be written in full conformity with formatting guidelines shown below.

|  |  |  |
| --- | --- | --- |
| order | Korean dissertation | English dissertation |
| 1 | 논문의 표지 | Front Cover |
| 2 | 백색간지 삽입 | Insert white blank sheet between front cover and inside cover. |
| 3 | 표제지(속표지) | Inside cover |
| 4 | 논문 제출지 | Approval for Dissertation Submission |
| 5 | 논문 판정지 | Seals of Approval of the Completion of Dissertation Evaluation |
| 6 | 감사의 글 | Acknowledgement(in English or Korean) |
| 7 | 국문 요약 | Summary(in Korean) |
| 8 | 목차→표 목차→ 그림 목차 | Table of Contents -> List of Tables -> List of Figures |
| 9 | 본문 | Main body |
| 10 | 참고문헌 | List of References |
| 11 | 초록 | Abstract |
| 12 | 부록 | Appendix |

A) Front cover

- The title of dissertation should be written in Korean (Using both Korean and Chinese characters is possible) in principle. However, an English title may be allowed in case the title cannot be put into Korean.

- In case the title is longer than one line, the second line should be center-aligned.

- A sub-title, if any, should come at the center below the main title.

(B) Side cover

- Only the title of the dissertation should be written. (Sub-title should not be written.)

- The month and year of graduation should be marked in Arabic numbers and printed vertically.

(ex: “2009. 8” indicates the author graduated in August 2009, and “2010. 2” means graduation in February 2010.

(C) Inside cover: The format of the inside cover should be basically the same as the front cover. Yet, the title should be written in both Korean and English in parallel.

(D) Approval for Dissertation Submission: The format should be the same as the inside over. Yet, “This dissertation is hereby submitted for the degree of \_\_\_\_\_." should be written below the English title.

(E) Seals of Approval of the Completion of Dissertation Evaluation

- Dissertations for master's degrees should be evaluated by the Chairman and two examiners of the evaluation committee. Dissertations for doctoral degrees should be evaluated by the Chairman and four examiners.

(F) Acknowledgement

- Acknowledgement should be 1 page at max.

(G) Korean abstract

- Korean abstract should not exceed 2 pages in length. The number of key words for dissertation search should not exceed 5 words.

(H) Main text

- Paragraph alignment, font and size of letters, numbering format, etc. should comply with the "Guidelines". The page number should be marked at the bottom-center of each page.

(I) English abstract

- The title, department, major and name of the author should be written in English and aligned to the top right.

- The main text of the abstract should start two lines below title, department and name.

**B. Submission of the dissertation**

(1) Number of copies: 3 copies (including 1 copy signed by examiners), a PDF file of the dissertation, a written consent on information disclosure

(2) Date of submission: each semester (July and January)

**4. Q&A on dissertation writing**

**A. Dissertation formatting**

Q. It is difficult to follow the Guidelines on Formatting Dissertations. Are there any samples of dissertations to refer to?

A. Dissertation formats produced in full conformity of the Guidelines are available. You may write a dissertation based on the samples.

Q. Where can I find the English name and Chinese characters (in Korean name) of my department?

A. The English and Korean names of all departments are shown above in this "Guidelines".

Q. How should foreign students write a dissertation?

A. A sample of an English dissertation is available, based on which foreign students can write a dissertation, and it is also advised to refer to this "Guidelines."

Q. How wide should the spacing be between letters and lines in the main text?

A. Matters not set forth in the "Guidelines" and the "Sampled format" may be decided by the author of the dissertation at his/her discretion. There is no specific standard of spacing between letters and lines. One may decide the size of spacing on one’s own.

Q. Should the dissertation be always written using Hanword?

A. The dissertation may be written using either Hanword or MS Word. The "Guidelines"　explain how to write a dissertation by either of the programs in detail.

Q. Regarding terminology and the method of citing references, are there any differences between the College of Liberal Arts and the College of Engineering?

A. Yes, there are slight differences in terminology and the way of citing references between the College of Liberal Arts and the College of Engineering. Therefore, one should write a dissertation basically in compliance with the formatting rules of one’s department, and details may be referred to in the "Guidelines". For instance, the College of Engineering requires references be numbered, while the College of Liberal Arts does not. Therefore, the “Guidelines” suggest both the examples of reference marking methods.

Q. What is the specification of the front cover?

A. The front cover should be in black and laying sound.

**B. Dissertation submission**

Q. I would like to apply for a dissertation examination. What are the examination procedures?.

A. The dissertation examination procedures consist of preliminary examination, main examination and comprehensive examination. The examination schedule is decided by the dean of the college(Techno HRD Graduate school : professor of department) and hence is different among departments. More detailed schedules for dissertation submission and examination are explained in the homepage of the graduate school (Information on dissertation -> dissertation examination).

Q. I will graduate in February next year and get dissertation examination in the second semester this year. What should be the year of graduation to be marked in the approval form of the dissertation and the seal of approval of the completion of dissertation evaluation?

A. This is an area many students are confused about. In the approval form of the dissertation and the seal of approval of the completion of dissertation evaluation, February of the next year should be marked as the year of graduation, instead of the second semester of the year when you get dissertation examination.

Q. I was supposed to submit a dissertation this semester but I could not complete my dissertation for some reasons. If I want to get dissertation examination next semester, what procedures should I take?

A. Since 2009, students are required to register their research in order to receive supervision on dissertation after the completion of courses at the graduate school. Those who do not register research cannot apply for an approval on the dissertation. If you want to receive dissertation examination, you must register your research.

Q. Do I have to submit the soft copy of the dissertation?

A. The dissertation should be submitted in both hard and soft copies. You should submit a soft copy of your dissertation so that it can be available in the library and also a written consent to the disclosure of dissertation whereby you agree to let part or whole of the dissertation be disclosed to users at home and abroad.

Q. How should I submit the dissertation (hard copy)?

A. A total of 3 hard copies of a dissertation should be submitted, with two of them signed by examiners, at July or January.

**■ Contact**

- Graduate School Affairs Team

Tel) 041) 560-2576

【Example of dissertation】

|  |
| --- |
| Dissertation for o o degree (14p)  Advisor ○ ○ ○ (14p) |
| Title of Dissertation (22p) |
| subtitle |
| August 2023 (16p) |
|  |
| Graduate School (16p)  Korea University of Technology and Education  ○○○ department, o o o major (14p)  Hong Kil-dong(16p)] |

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Dissertation for o o degree (14p)

Advisor ○ ○ ○ (14p)

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| Title of Dissertation (22p) |
| subtitle  English title |
| August 2023 (16p) |
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| Graduate School (16p)  Korea University of Technology and Education  ○○○ department, ○○○ major (14p)  Hong Kil-dong(16p) |

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| --- |
| Title of Dissertation (22p)  subtitle  English title |
| **This dissertation is hereby submitted for \_\_\_\_\_\_\_\_\_ degree. (16p)** |
|  |
| August 2023 (16p) |
| Graduate School (16p)  Korea University of Technology and Education  ○○○ department, o o o major (14p)  Hong Kil-dong(16p) |

○○○'s dissertation for o o o degree in o o o major is hereby approved. (18p)

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| --- | --- | --- | --- | --- | --- |
|  |  |  | Chairman of the examination committee | **(14p) (signature)** |  |
|  | examiner | **(**signature**)** |
|  | examiner | **(**signature**)** |
|  | examiner | **(**signature**)** |
|  | examiner | **(**signature**)** |
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| August 2023 (16p) | | | | | |
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| Graduate School  Korea University of Technology and Education(16p) | | | | | |
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Acknowledgements**(16p)**

Acknowledgements should not exceed one page. (11p)

**Korean abstract (14p)**

Title (16p)

Korean abstract should not exceed 2 pages (font size:11p) and up to five key words should be cited at the bottom of the page for the purpose of dissertation search

key words: five words at max. **List of Tables**

<Table 1-1> Title 3

<Table 2-1> Title 6

<Table 2-2> Title 8

<Table 2-3> Title 12

<Table 3-1> Title 16

<Table 3-2> Title 17

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<Table 4-3> Title 37

<Table 4-4> Title 39

<Table 5-1> Title 39

<Table 5-2> Title 40

**List of Figures**

[Figure 1-1] Title 2

[Figure 2-1] Title 2

[Figure 2-2] Title 4

[Figure 2-3] Title 6

[Figure 3-1] Title 10

[Figure 3-2] Title 15

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[Figure 4-2] Title 45

[Figure 4-4] Title 45

[Figure 5-1] Title 48

[Figure 5-2] Title 50

Ⅰ. Introduction(16p)

**A. Human Resources (14p)**

Please write the main text.

**List of References(16p)**

Kim Jeong-won (2005), Voluntary choice of irregular jobs and its impact on the job satisfaction and organizational commitment of irregular workers, 『Autumn Collection of Papers by Korea Academy of Management』, pp.197～219.

Adams, A., Holding out against workplace harassment and bullying, *Personnel Management*, Volume 24, pp.38-50, 1992.

**ABSTRACT (14p)**

**Title (16p)**

Hong, Kil dong

Major of

Department of

Graduate School

Korea University of Technology and Education

English abstract should not exceed two pages (font size:11p) and up to five key words should be cited at the bottom of the page for the purpose of dissertation search

key words: five words at max.

**Appendix (16p)**

**<**Appendix **1> Title (14p)**

**<**Appendix **2> Title (14p)**