

Items	Supervisor	Graduate School
1. The thesis should be bound in claret red cloth. A bound copy of the thesis should measure 210 by 295 mm.	<input type="checkbox"/>	<input type="checkbox"/>
2. The binding side (left margin) must be at exactly 4 cm wide to allow for binding; other three margins must be exactly 2.5 cm wide. In the text, only the heading in all capitals is centered between the text margins, 3.5 cm from the top of the page; the title goes two spaces below, centered, and in all capital letters. The text begins exactly two spaces below.	<input type="checkbox"/>	<input type="checkbox"/>
3. The text of the manuscript must use 1.5 space; tables, long quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced.	<input type="checkbox"/>	<input type="checkbox"/>
4. The font size should be 12-point. Only Times New Roman font is acceptable.	<input type="checkbox"/>	<input type="checkbox"/>
5. All page numbers of the thesis must appear on the bottom center of the page.	<input type="checkbox"/>	<input type="checkbox"/>
6. For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). Actual page numbering begins with iii on the Abstract page.	<input type="checkbox"/>	<input type="checkbox"/>
7. Use Arabic numerals beginning with "1" on the first page of the text and continue throughout the rest of the thesis.	<input type="checkbox"/>	<input type="checkbox"/>
8. For the preliminary pages, the title must be single-spaced, in all capital letters, and should begin at 3.5 cm from the top of the page.	<input type="checkbox"/>	<input type="checkbox"/>
9. The approval page of the thesis be signed in blue ink.	<input type="checkbox"/>	<input type="checkbox"/>
10. Chapters are numbered consecutively in Arabic numerals and capital letters (CHAPTER 1, CHAPTER 2, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
11. Table numbers and captions are placed one space above the top line of the illustration; figure numbers and captions are placed one space below the last line or bottom of the illustration	<input type="checkbox"/>	<input type="checkbox"/>
12. Illustrations of any kind must be numbered consecutively, including appendices. Use a decimal approach (1.1, 1.2, 1.3,..., A.1, A.2, where the first digit is the chapter or appendix number, and the digit after the decimal point is the illustration number within that chapter or appendix).	<input type="checkbox"/>	<input type="checkbox"/>
13. Mathematical and chemical formulas, equations and expressions must be prepared by using an appropriate equation editor. Each equation must be numbered in parentheses and this must be given next to the right margin.	<input type="checkbox"/>	<input type="checkbox"/>
14. The references in the thesis are cited by number, e.g., Smith [3] or [3]. The listing should be in numerical order. Multiple references are each numbered with separate brackets (e.g. [2], [3], [4]–[6]).	<input type="checkbox"/>	<input type="checkbox"/>
15. If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix B, etc.).	<input type="checkbox"/>	<input type="checkbox"/>

Decision of the Supervisor	Decision of the Head of Department	Decision of the Graduate School
Remarks : <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved* Ground for Objection :  _____ Date                      Name Surname	Remarks : <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved* Ground for Objection :  _____ Date                      Name Surname	Remarks : <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Ground for Objection :  _____ Date                      Name Surname

\*If it is not approved, new checklist form must be filled and submitted to the Graduate School.