

Graduate School of Engineering and Science

Guidelines for Writing and Submission of Master's and Doctoral Thesis

1. Paper

White, good quality paper, A4 size (210 x 297mm) should be used in portrait form.

2. Front Cover and Spine

Either hard or soft cover can be used. The color of covers is not specified; however, depending on a department, a cover color may be specified. Please ask your supervisor about the cover color. Covers should be printed according to the stipulations of these guidelines (see Sample Front Cover and Spine supplied with these guidelines).

3. Thesis contents

- (1) Text is to be written horizontally from left to right.
- (2) Page numbers should be centered at the bottom of each page. Page numbers are not needed on a front cover and spine. Roman numerals (i,ii,iii...) should be used for preliminary pages (i.e. pages for the Committee Member's signature, Abstract, Authors' Publication List, Acknowledgements and Table of Contents). The rest of the pages should be numbered in Arabic numerals (1,2,3...).
- (3) Figures and Tables used in the thesis should be included.
- (4) The contents should be typed and presented in the most readable form. Text should be single/1.5 lines spaced.
- (5) Font style should be in Times New Roman, 10.5 - 12 points for the English version thesis.
- (6) Printing can be done either single or double-sided.
- (7) Page margins should be set at 2.5 cm (1 inch) for the left, right, top and bottom margins.

4. Arrangement of the contents

- (1) Title page (according to the sample)
- (2) Page for committee members' signatures (according to the sample)
- (3) Abstract
- (4) Author's publication list (Papers must not be used for any other degree applications)
- (5) Acknowledgements [before or after (8) References]
- (6) Table of contents
- (7) Main body text (including Figures and Tables)
- (8) References [or after each chapter]
- (9) Others (Appendix, etc.)

5. Illustrations

All illustrations (charts/figures/photos, etc.) should be digitized and visible with a resolution of at least 300 dpi. Captions for figures/graphs are to be placed below while for charts/tables should either be in the text or end of each chapter, all of which are to be clearly legible.

6. Submission

As stipulated in Article 19 of the Regulations of the Graduate School of Engineering and Science, University of the Ryukyus, students must have their thesis submitted in files to the Faculty Office by the appointed date. Fine quality copies are required for both original and duplicate. Photos should be copies of photo print or printed by color copiers of high quality. Each copy must be bound independently in a moderate or fine quality binding and must be submitted to the Faculty Office by the appointed date, before the Graduation Ceremony.

【Submission Documents • Deadlines】

※Consult your supervisor as these dates are subject to change at any time.

(1) Master Course

①Thesis Review

Thesis Review Documents	Thesis Review Request • Thesis and Author's Publication List • Abstract • Thesis • Curriculum Vitae	
Submission Deadline	Sept. Graduation	March Graduation
	Aug. 10	Feb. 10

※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

②Graduate Course Committee

Submitting Documents	Thesis (original • 1 copy)	
Submission Deadline	Sept. Graduation	March Graduation
	Early Sept.	Middle of Mar.

※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

(2) Doctoral Course

①Preliminary Review

Submitting Documents	Request for Preliminary Review • Dissertation and Author's Publication List • Abstract • Dissertation	
Submission Deadline	Sept. Graduation	March Graduation
	Apr. 20	Oct. 20

※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

②Dissertation Review

Submitting Documents	Dissertation Review Request • Dissertation and Author's Publication List • Abstract • Dissertation • Curriculum Vitae	
Submission Deadline	Sept. Graduation	March Graduation
	Jun. 20	Dec. 20

※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

③Graduate Course Committee

Submitting Documents	1 Dissertation (either a standard fine quality binding or a moderate binding accepted) Statement of Reason	
Submission Deadline	Sept. Graduation	March Graduation
	End of Aug.	End of Feb.

※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

④Repository

Submitting Documents	1 Electronic data of a dissertation (ex. CD-R)	
	2 University of the Ryukyus' Repository Registration	
Submitting Documents	3 Letter of Acceptance	
	4 Consent letters from publishers*	
	5 Dissertation (2 bound copies)*	
	6 University Repository Registration Application* (Submission of the abstract of the doctoral dissertation)	
Submission Deadline	Sept. Graduation	March Graduation
	Early Sept.	Early Mar.

*4 Consent letter: Letters from publishers which published relating articles used in the dissertation to permit presenting the full text of the dissertation.

Dissertation submitter, under the supervision of an advisor, must take the necessary procedures for copyright and personal privacy protection.

*Submission of 5 Dissertation and 6 Application is required for those who cannot present the full text of the dissertation on the university repository immediately.

When the unavoidable reason for being unable to present the full text of the dissertation no longer exists, the dissertation submitter should present his/her entire dissertation on the internet by submitting a University Repository Registration Application (Submission of the full text of the doctoral dissertation).

7. Binding and number of copies

Moderate binding for both original and duplicates are accepted. A fine quality binding for the original thesis is recommended.

〈Standard Fine Quality Binding〉

A standard fine quality binding preferably with back title costs about 6,000 - 8,000 JPY and takes 2 weeks to prepare at the Students' Co-op. An additional expense is charged for data processing.

Size: A4, Quality: paper cloth, hardcover, Title: gold-colored letters, Font style: Times New Roman (bold)

〈Moderate Binding〉

A moderate binding preferably with back title costs 1,000 - 1,500 JPY and takes 1 week to prepare at the Students' Co-op. An additional expense is charged for data processing.

Size: A4, Quality: embossed paper, thick cover, Font style: Times New Roman (bold)

8. Additional information

Students are advised to read the above guidelines in conjunction with the "Detailed Degree Conferral Regulations for the Graduate School of Engineering and Science, University of the Ryukyus" described in the Handbook of Graduate Programs for International Students.

(Sample Front Cover)

**Master's Thesis of Engineering (Science)/
Doctoral Dissertation of Engineering (Science/Philosophy)**
(Times, 16 points, Bold)

Title of Master's Thesis /Doctoral Dissertation
(Times, 18 points, Bold)

March (September) 20xx

(Times, 14 points)

by

(Times, 14 points)

Taro Senbaru

(Times, 16 points, Bold)

Area of Study (Option)

Major (Course)

Graduate School of Engineering and Science

University of the Ryukyus

(Times, 16 points, Bold)

(Sample Title page)

**Master's Thesis of Engineering (Science)/
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**Taro Senbaru
(Times, 16 points, Bold)**

**Area of Study (Option)
Major (Course)
Graduate School of Engineering and Science
University of the Ryukyus
(Times, 16 points, Bold)**

**Supervisor: Prof. Taro Okinawa
(Times, 14 points, Bold)**

(Sample **Reviewing Committee Member's signature**)

Thesis/Dissertation Title:

Name:

We, the undersigned, hereby, declare that we have read this thesis and we have attended the thesis defense and evaluation meeting. Therefore, we certify that, to the best of our knowledge this thesis is satisfactory to the scope and quality as a thesis for the degree of Master/Doctor of Engineering (Science/Philosophy) in Area of Study (Option) under Major (Course), Graduate School of Engineering and Science, University of the Ryukyus.

THESIS/DISSERTATION REVIEW & EVALUATION COMMITTEE MEMBERS

Signature

(Chairman) Printed Name

Signature

(Committee) Printed Name

Signature

(Committee) Printed Name

(Sample of Front cover and Spine)

