# **GUIDELINE FOR PREPARING THESIS/DISSERTATION**

**INTRODUCTION**

These instructions explain how you should prepare your thesis or dissertation. By following them carefully you will help maintain the uniformity of theses and dissertations published by e3. Please note that these instructions are just guidelines not compulsory. If you find that some of them are not suitable for your thesis/dissertation you can adopt your own style. In this case, please make sure to format the title page of your thesis according to this guideline for the final submission to e3.

**NUMBER OF PAGES**

The body of the thesis or dissertation including tables, figures and photographs, should preferably be no more than 50 and 100 pages respectively. Appendices are additional.

Write concisely. Long thesis/dissertation with less substance is time consuming to yourself and other readers.

**TEXT FORMAT**

The text must be printed on A4 (210 mm x 297 mm) sheets, single-spaced with margins for all sides set at 25mm. Use Times New Roman typeface 11 pt. Margins can be justified or unjustified depending on your preference but should be the same throughout your thesis/dissertation. A digital file of your thesis/dissertation is normally kept by your supervisor (e3 only keeps those of master theses), you should therefore make sure that all the figures, photos, etc. are scanned and included in the file.

**CONTENT**

Traditionally, a thesis/dissertation should comprise the following sections:

(Number these pages with Roman numerals i, ii, iii, etc.)

Title page

Acknowledgements

Abstract

Table of contents

(Number these pages with Arabic numerals 1, 2, 3, etc.)

Introduction

Literature review

Methodology

Results and discussion

Conclusion and recommendations

References/bibliography

Appendices

**STYLE**

**Acknowledgements**

It is up to you to decide the content and phrasing of the acknowledgements.

**Abstract**

Abstract should not be longer than one page for master’s thesis and two pages for doctoral dissertation.

**Table of contents**

Table of contents should show up to third level sub-section headings only. If you use Word to write your thesis/dissertation, use any of the templates that come with Word. Otherwise, adopt a suitable style.

**Spelling**

Spelling may be either British or American, whichever you use you should be consistent throughout your thesis/dissertation.

**Headings**

In the text, all level headings shall be numbered and in bold. Only first and secondary level headings are capitalized. Third level headings may be either title capitalization or sentence capitalization. All headings start at the left-hard margin. REFERENCES and APPENDICES are not numbered. Leave a 2-line space above the first level headings and a 1-line space below. Allow a 1-line space above and below each subheading. An example of headings is given below:

*Example*

**1. FIRST LEVEL HEADING**

* 1. **SECONDARY LEVEL HEADING**

**1.1.1 This is Title Capitalization**

**1.1.2 This is sentence capitalization**

**Paragraphs**

Allow a blank line between paragraphs. All paragraphs start at the left-hard margin. No indentation of the first word of the paragraph.

##### References

References should be indicated in the text by consecutive numbers in brackets, as follows:

Experimental studies have indicated general trends [1], but further ….

The full references are cited in a numbered list of the following styles:

1. S.R. McLean, J.M. Nelson and S.R. Wolfe. Turbulence structure over two-dimensional bed forms: implications for sediment transport. *Journal of Geophysical Research*, 12, 729-747, 1994.
2. M.W. Schmeeckle. *The Mechanics of Bedload Sediment Transport*. PhD thesis, University of Colorado, 1998.
3. International Committee on Concrete Model Code for Asia. *Asian Concrete Model Code, Level 1 and 2 document*, March 2001. <http://www.iccmc.org>

##### Quotations

Short quotations should be included in the text in enclosed quotation marks, e.g. “long thesis with little substance should be avoided”. Long quotations should be indented from both left and right margin.

**Figures, tables and photographs**

Figures and tables must be captioned and appear where they are intended to be in the text. Captions of figures and photographs should appear below them and captions of tables are typed above. They should be positioned in the text leaving two lines of space above and below. Putting text beside illustrations is not recommended but allowable. You should make sure that enough space is provided between the illustrations and the text on the side.

Photographs should be scanned and inserted into or pasted in proper places in the text.

If figures, tables and photographs are taken from other sources, the source must be cited and listed in the References section.

**Equations**

All equations are included in the text and numbered as (1), (2), etc. Equations should be centered, and the equation numbers appear in the right-hand margin. In the text, equations are referred to as Eq.1 and so on. Allow one line spacing above and below equations.

##### Unit of measures

Use the International System of Units (SI).

##### PLAGIARISM

Plagiarism is the presentation of someone else’s ideas or words as your own without providing quotation marks nor crediting the source. At some institutions, plagiarism is grounds for dismissal or denial of your degree. Please pay special attention to this.

##### SUBMISSION OF YOUR THESIS/DISSERTATION

Work out with your supervisor the precise schedule for submission of your doctoral dissertation. As for master thesis, according to e3 rule, the deadline for submission of your draft master’s thesis to your program committee members is one week in advance of your thesis defense. However, if your Division has its own rule and the submission date is earlier than one week, please follow your Division's rule.

The final manuscript of your master thesis (hardcopy and a soft copy (pdf file via e-mail, or brought on usb, cd etc.) should be submitted e3 for binding according to the following schedule:

* Students graduating in March - **5 March**
* Students graduating in September - **5 September**

17 January 2013

Revised: 24 January 2019

**Life and Study at Hokkaido University’s English Engineering Education Program**

by

Name SURNAME

A thesis submitted in partial fulfillment of the requirements for the degree of Master of Engineering

Examination Committee: Your supervisor

 ……

 ……

 ……

Master’s Thesis No. EG-M…

Division of ……

Graduate School of Engineering, Hokkaido University

March/September 20..