**Zhongnan University of Economics and Law**

**Specifications for Postgraduate Dissertation Writing**

**(Revised in December 2017)**

**Graduate School of Zhongnan University of Economics and Law**

**Specifications for Postgraduate Dissertation Writing of Zhongnan University of Economics and Law**

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# Chapter 1 Basic requirements and contents of the dissertation

## 1.1 Applicable range

This specification applies to the dissertations written by all levels and categories of postgraduates of our university, including students from Hong Kong, Macao and Taiwan, international students, applicants for master's degree with equivalent academic ability and in-service master's degree candidates who are teachers of higher education institutions.

The dissertation of postgraduate students referred to in these specifications includes the doctoral dissertation and the master dissertation(the master dissertation includes the dissertation of academic degree and the dissertation of professional degree).

## 1.2 Basic requirements

In terms of format and requirements, the basic format and requirements for dissertations in economics and management disciplines are the same as those for dissertations in other disciplines, except that the annotation style (including citation and explanatory notes) varies according to their academic traditions.

(1) The doctoral dissertation requires creative achievements on the subject under study in terms of science or expertise, and is of great significance to the construction of the national economy or the development of the discipline theoretically or practically.

(2) The dissertation for the academic master's degree requires new insights or achievements on the subject under study and certain significance in theoretical or practical terms to the construction of the national economy or the development of the discipline.

(3) As for the dissertation for professional master's degree, in accordance with the practical characteristics and requirements of its cultivation objectives, the practical value of its research results should be centered,ranther than its theoretical innovation and theoretical frontier.

(4) All the dissertations of postgraduate students should be written in Chinese, while dissertations of masters in foreign languages and literature, translation or other majors with special requirements (such as international students in English programs) may be written in other corresponding languages.

## 1.3 Contents

The dissertation of our university generally consists of the following parts in the following order.

(1) Cover and title page (the cover should be written in Chinese and the title page should be written in foreign language);

(2) Statement on originality and license to use of academic dissertation;

(3) Abstract and keywords in Chinese;

(4) Abstract and keywords;

(5) Table of contents (Table of figures or tables can be added if necessary);

(6) Description of symbols (used if necessary);

(7) Body text;

(8) Reference

(9) Scientific research results during study (indispensably required for doctoral dissertation);

(10) Appendix (used if necessary);

(11) Acknowledgement (optional)

# Chapter 2 Requirements on specific contents and format of the dissertation

## 2.1 Cover

The cover of the dissertation for the PhD, MA and professional master's degree of our university should be written in Chinese, and different cover templates specified by our university should be used respectively (see the Appendix for specific templates). The contents to be completed in the cover, other than those already given, are required as follows.

### 2.1.1 Classification codes

Adopt *Chinese Library Classification* (fourth edition) or *Classification of Books in Chinese Libraries* (fourth edition) (visit http://www.ztflh.com for inquiry).

### 2.1.2 Security classification

Non-classified (public) dissertations are not marked with classification and this item is left blank.

Classified dissertations must be applied for and approved before they can be marked with a classification, where "Confidential" and "Confidential Period" must be indicated, e.g. "Confidential ★ 2 years".

### 2.1.3 UDC

Mark according to Universal Decimal Classification (visit www.udcc.org and click "outline" for inquiry).

### 2.1.4 Numbering

Blank, to be filled in by the postgraduate cultivation units at the time of filing.

### 2.1.5 Name of the school and category of the dissertation level

The dissertation is marked with "Zhongnan University of Economics and Law" and "Doctoral Dissertation", "Master's Dissertation" and "Master's Professional Dissertation" respectively as the iconic text of the cover.

### 2.1.6 Title of the dissertation

The title of the dissertation should be a logical combination of the most important elements of the dissertation in appropriate and concise terms, usually no more than 20 words. If a short title is not sufficient to indicate the content of the dissertation or to reflect the nature of the study as part of a series, it may be supplemented, extended or qualified by a subtitle.

Uncommon abbreviations, acronyms, symbols, codes and formulas should be avoided in the title. The title should be the same in both Chinese and foreign languages. That is, the content of the title in foreign languages corresponds to the title in Chinese in terms of the substantive content as translated.

### 2.1.7 Name of the postgraduate

Fill in the name of the postgraduate. The name should be the same as the name on the identity document, and for international students, the English name on the passport.

### 2.1.8 Tutor

For academic degrees, there is normally only one supervisor，or it can be two in a dual supervisor system.

For professional master's degree, two supervisors can be filled in and the order is that the intramural supervisor comes first and the extramural supervisor comes second. Information on the supervisor includes: name and title of the supervisor (professor, researcher, etc.).

### 2.1.9 Category of discipline or professional degree

Applicants for academic degrees must fill in the discipline categories to which they belong according to the standard names in the *Subject Catalogue of Degree Awarding and Talent Training* issued by the Academic Degrees Committee of the State Council and the Ministry of Education in 2011, such as economics, law and management.

Applicants for professional master's degrees should fill in the full name of the professional degree category to which they belong according to the standardized names in the *Catalogue of Professional Degrees Awarding and Cultivating Talents* of the Academic Degrees Committee of the State Council and the Ministry of Education, such as Master's Degree in Business Administration, Master's Degree in Law, etc.

### 2.1.10 Name of the specialty

Must be a discipline in which the University has the authority to award degrees.

The first-level disciplines of academic majors should be filled in accordance with the *Subject Catalogue of Degree Awarding and Talent Training* issued by the Academic Degrees Committee of the State Council and the Ministry of Education in 2011; the second-level disciplines within the catalogue should be filled in accordance with the *Catalogue of Disciplines and Specialties for Doctoral and Master's Degrees Awarding and Postgraduates Cultivating* issued by the Academic Degrees Committee of the State Council; the second-level disciplines established by the university should be filled in accordance with the names of the second-level disciplines established by the university and approved by the Ministry of Education for record.

For professional Master's degree, fill in the name of the professional degree category or the name of the professional field, the name should be in line with the national catalogue of disciplines and related settings (available at http://www.cdgdc.edu.cn/xwyyjsjyxx/gjjl/cjwt/276470.shtml).

### 2.1.11 Research concentration

Fill in the field of study as outlined in the postgraduate programme or prospectus.

### 2.1.12 Enrollment time

Fill in the date of enrollment in Chinese characters, instead of Arabic numbers, for example, 二〇一三年九月(September 2013).

### 2.1.13 Date of the dissertation

Fill in the date on which the dissertation is completed and printed in Chinese characters, instead of Arabic numbers, for example, 二〇一三年五月二十日(May 20, 2013).

## 2.2 Title page

All contents of the title page should be written in foreign languages, including: "Title", "Name of the author" and "Date of printing of the dissertation" (written in Arabic numerals in chronological order).

## 2.3 Statement on originality and license to use

The statement on originality of the dissertation and the license to use are on a separate page after the title page and must be signed by the author of the dissertation when submitting (see Appendix for details).

## 2.4 Abstract and key words in Chinese

The Chinese abstract should summarize the main content of the dissertation, including the purpose of the work, experimental research methods, research results and conclusions, with emphasis on the creative achievements of the dissertation. The abstract is a short, complete text that can be used independently. No pictures, diagrams, tables or other illustrative material should appear in the abstract.

The Chinese abstracts should be concise and precise, with about 1,000 characters for a master's dissertation and 3,000 characters for a doctoral dissertation.

Keywords are words or terms selected from dissertations to indicate information about the subject matter of the full text for the purposes of indexing and searching.

The keywords are indicated on a separate line after the abstract, generally three to five, and are separated by ";".

## 2.5 Abstract and key words in English

The Abstract and Keywords in English should correspond to the abstract and keywords in Chinese.

## 2.6 Table of contents

The contents should include chapter, section and item, and the titles of chapter, section and item in the text should be arranged in turn. For the format of the table of contents, see the examples in Chapter 3.

If there are many diagrams and tables in the dissertation, a special table of diagrams and tables should be attached to the main table of contents.

## 2.7 Description of symbols (optional)

If the dissertation uses a large number of symbols, signs, abbreviations, special units of measurement, self-defined terms and terminology, etc., then these symbols and their meanings should be listed. If the above symbols and abbreviations are not used in a large number, there is no need to set up a special list of main symbols, but they must be explained when they appear in the dissertation. The full name of the abbreviation should be listed in both English and Chinese.

## 2.8 Body text

The body of the dissertation is the main body and core part of the dissertation, and the dissertation must have a considerable amount of information. The body of a doctoral dissertation should normally be no less than 100,000 characters, an academic master's dissertation no less than 30,000 characters, and a professional master's dissertation no less than 20,000 characters. The dissertation begins with an "Introduction" and ends with a "Conclusion" or "Research Summary", which generally includes the following contents.

### 2.8.1 Introduction

This section should include the purpose and significance of the research, the formulation of the problem, the background of the chosen topic, the literature review, the research methodology, and the structural arrangement of the dissertation (professional dissertations may focus on stating their practical value and significance).

The introduction is an independent section and is not included as the first chapter of the dissertation in either the table of contents or the body text.

### 2.8.2 Specific sections

The sections starting from Chapter I are the study of the author, which is the core of the dissertation. The sections starting from Chapter I are the study of the author, which is the core of the dissertation.

### 2.8.3 Conclusion or research summary

This part summarizes of the dissertation, highlighting the author's creative work and the status, role and significance of the research results achieved in the academic field. In this part, the author may also present further issues and suggestions that need to be discussed, which should be clear, concise, complete and precise.

## 2.9 Reference

In order to reflect the scientific basis of the paper and the author's serious attitude of respecting others' research results and to provide readers with the sources of relevant information, a list of references should be given after the full text. The cataloguing items and format are based on the National Standard of the People's Republic of China "Information and documentation-Rules for bibliographic references and citations to information resources" (GB/T7714-2015).

The reference list generally lists the most important documents that the author has read directly and published in official publications and online documents that can be consulted publicly. Generally, unpublished private correspondence should not be listed in references, and those that need to be explained can be annotated immediately after the quoted content or marked on the foot of the page.

All references should be placed after the text, not after each chapter. References cited in the text must be marked with superscript. References included at the end of the text must be authentic and academic misconduct such as false entry or plagiarism should be avoided.

## 2.10 Scientific research results during study

The research achievements during the study mainly include published academic papers, research projects and academic conferences attended. This content must be listed in the doctoral dissertation.

The academic papers published by the author should be written according to the reference format.

## 2.11 Appendix

The appendix is a supplement to the main body of the dissertation and is not necessary. The following contents can be placed in the appendix:

(1) A category of information intended to make the whole report or dissertation complete, but whose inclusion in the body would compromise the organization and logic of the presentation. This category covers information that is more detailed than the text, a more in-depth account of research methods and techniques, additional information useful for understanding the content of the text, etc.

(2) Rare and valuable information that cannot be incorporated easily into the text.

(3) Information that is not necessary for the general reader but is of reference value to the colleagues in the profession.

(4) Certain important raw data, mathematical derivations, calculation programs, block diagrams, structural diagrams, notes, statistical tables, computer printouts, etc.

(5) Key empirical questionnaires or programs, etc.

The serial number of the appendix is A, B, C… such as Appendix A, Appendix B… . The formulas, figures and tables in the appendix are numbered with A1, A2…. ; Figure A1, Figure A2… ; Table A1, Table A2… . Each appendix should have a title.

## 2.12 Acknowledgement (optional)

The acknowledgement which should not exceed 2,000 characters, are mainly to people and organizations that have directly contributed to and helped with the development of the dissertation. Generally, the acknowledgement is:

(1) to the teacher who supervised or assisted in supervising the completion of the dissertation.

(2) to the National Science Foundation, scholarship funds that fund the research, contracted units, enterprises or organizations or individuals that fund or support the work.

(3) to organizations or individuals that assist in completing and facilitating the research.

(4) to those who offer advice and assistance in the course of the research.

(5) to the owners of information, pictures, documents, research thoughts and ideas who give the right to reproduce and cite them.

(6) Other organizations and individuals who should be thanked.

# Chapter 3 Specific requirements for writing and specifications for annotation

## 3.1 Texts, punctuation and numbers

The dissertation should normally be written in standard Chinese characters. Except for special needs, the use of abolished traditional characters, variant characters and other non-standard Chinese characters is not allowed. The use of characters, punctuation marks and figures in dissertations written in Chinese should strictly comply with the *Law on the Standard Spoken and Written Chinese Language of the People’s Republic of China* and the relevant regulations set by China National Language and Character Working Committee.

The title page should be written in English, the abstract and keywords should be written in both Chinese and foreign languages respectively, and the rest of the dissertation must be written in Chinese, except for postgraduate students studying Foreign Languages and Literature, Translation Masters or those with other special requirements (e.g. international students in English programme).

## 3.2 Level headings

The headings should be short and clear and the headings of the same level should be in parallel construction as far as possible. Namely, words (or phrases) of the same type (or similar), with relevant meanings and consistent tone, should be used and it is advisable to have fewer levels. All level headings are numbered consecutively using Chinese numerals e.g.

Chapter I XXXXXX (heading of level-I)

Section I XXXXXX (level- I section heading)

I XXXXXX (level- II section heading)

 The principle of numbering and arrangement of headings at the level below level-III is that the headings of lower-level should be no more conspicuous than that of the superior level and should not repeat or be confused with the headings of superior level. For instance, (I) or 1 and so on can be used.

## 3.3 Header and page number

Starting from the Chinese abstract, the header should be marked with odd and even numbers, in which the header of odd-numbered pages is the title of the paper, such as "Research on Financial Supervision Information Disclosure"; The headers of even-numbered pages are numbers and headings of chapters, such as "Chapter VI Development Direction of Financial Supervision Information Disclosure".

Page of the statements of originality and license to use of academic dissertation is not numbered.

The abstract and catalogue in Chinese are individually and continuously coded with Arabic numerals, while the English abstract is coded with uppercase Roman numerals (I, II, III ...... ); The page number should be centered in the footer.

Page numbers from introduction to "references, appendices and acknowledgement" should be numbered with Arabic numerals (1, 2, 3 ... ). The page number should be centered in the footer.

## 3.4 Figures, tables and formulas

### 3.4.1 Figures

(1) The Figures should be carefully selected and self-evident, and should not be duplicated with tables and texts.

(2) The figures should be clear, but the coordinate scale should not be excessively enlarged. Points of different curves on the same figure should be marked with identifiers of different shapes. Terms, symbols, units, etc. in the figure should be consistent with those used in the text. The layout of the graphs in the text should be reasonable, and it should be arranged after the corresponding text.

(3) Numbering and title of the figures: the figures should all be numbered with Arabic numerals according to the chapters. For instance, the second figure in Chapter III is numbered "Figure 3-2". The title of the figures should be concise. There should be one character spacing between the number and title of figures. The number and title of figures should be centered below the figure.

### 3.4.2 Tables

(1) The parameters in the table should be marked with quantity and the symbols of the unit. The layout of the tables in the text should usually be arranged after the corresponding text.

(2) Numbering and title of the tables: the tables should all be numbered with Arabic numerals according to the chapters. For instance, the first table in Chapter III is numbered "Table 3-1". The title of the tables should be concise. There should be one character spacing between the number and title of the tables. The number and title of the tables should be centered above the tables.

(3) The data source should be marked with "author, data source name and time" and placed at the bottom left of the table.

(4) If the table is too large to be printed on one page and has to be arranged on another page, just center the mark "continued" above the continued table and the header of the continued table should re-appear on the other pages.

### 3.4.3 Formulas

(1) Formulas should be arranged on a separate line, indented by two characters from the left. Longer formulas should be wrapped after the equal sign or wrapped after symbols such as "+"and "-". The length of the transverse line in the fraction line in the formulas should be distinguished, and the length of the main transverse line should be equal to the equal sign.

(2) The number should be indicated after the formula, and the formula number should be placed in parentheses, such as (3-2). It should be written at the end of the line on the right-hand without a dotted line in between.

(3) The characters "式中：(where)" below the formulas should be arranged on a separate line, indented by two characters from the left. The symbols to be explained in the formula are typeset in the order of first left and then right, first up and then down, and then connected with the explanatory note with dashes, and aligned with the explanatory note on the previous line when the line breaks. The dashes of the upper and lower lines should be aligned.

(4) All physical quantities and dimensions in the formula should be marked according to international standard (SI) and symbols and units of measurement stipulated by the state. It is forbidden to use abandoned symbols and units of measurement.

## 3.5 Specifications for annotation

Annotations include citation marks and explanations, clarifications or additions to the relevant parts of the text. Annotations should be usually marked with a superscript (serial number ①, ②... and footnotes (page notes) should be used to illustrate them on this page; all annotation should be numbered consecutively. Footnotes (page notes) on this page should be listed at the bottom of the same page of the corresponding text with a small size five Song typeface, and separated from the text with thin lines (1/4 of the width of the page).

The number of annotations for doctoral dissertations should not be less than 50, and those for master dissertations should not be less than 30, of which foreign language annotations should account for at least one-tenth. The specific standards implemented within colleges can be higher than this standard.

According to its discipline characteristics and annotation mode, the annotation mode of economic and management dissertations can be different from that of other academic dissertations.

### 3.5.1 Citation and annotation paradigms for economics and management papers

The citation of documents (including the original text) in the text can be either annotated or bracketed without annotation. The former is called "annotation method" and the latter is called "bracketing method". Either one can be selected or both can be used at the same time.

(1) When the "annotation method" is adopted, footnotes should be used, which should be displayed at the bottom of the annotation page and numbered consecutively throughout the text.

(2) When the "bracketing method" is adopted, refer to the following ways:

①In brackets there should be: the author's name; year of publication or publishing (no month); If necessary, indicate the page number.

②When the author and page number are not required, only the year of publication or publishing of the author's achievement is required.

③Authors should also indicate the names when quoting their own articles.

④If the author's name and title of the paper directly appear in the text, only the publication year and necessary page number can be noted.

⑤When multiple articles are cited at the same time, they can be indicated together in a bracket, and the articles of different authors should be separated by semicolons.

⑥When quoting several articles of one author at the same time, it can be indicated in a bracket.

### 3.5.2 Basic annotation paradigms for papers on other disciplines

① For dissertations of other disciplines (including those of law, literature, history and philosophy, etc.), the "annotation method" should be adopted when quoting documents (including the original text) for annotation, and the "bracketing method" should not be used unless there is a special need.

② When the "annotation method" is adopted, footnotes should be used, which should be displayed at the bottom of the annotation page and numbered consecutively throughout the text.

 ③ For the annotation format, refer to the reference entry format.

## 3.6 Presentation of references

References should be listed in the form of a reference list at the end of the text, marked with serial numbers [1], [2]…. The number of references for doctoral dissertations should not be less than 80, and those for master dissertations should not be less than 50, of which foreign language references should account for at least one-tenth. The number of foreign language references for professional dissertations can be reduced according to the circumstances.

The references in Chinese, whether works or papers, should be placed before those in foreign languages. The references in Chinese should be ordered according to the sequence of pinyin of the author's surname. The works in English should be ordered according to the sequence of latter of the author's name. For other types of references, the above can be applied.

When listing the references, the cataloguing items and format should be based on the National Standard of the People's Republic of China "Information and documentation-Rules for bibliographic references and citations to information resources" (GB/T7714-2015).

### 3.6.1 Source of information for cataloguing

The source of information for cataloguing is the information source catalogued itself. Monographs, symposium, dissertations, reports, patent documents, etc. can be catalogued according to the title page, copyright page, cover and other main information sources. Articles extracted from monographs, papers and newspapers should be catalogued according to the information of the references themselves, and the sources of the extracted documents according to the main information sources. Electronic resources should be catalogued according to the information in a specific website.

### 3.6.2 Cataloguing texts

In principle, references should be catalogued in the language of the information resources themselves. When necessary, the cataloguing can be done in two languages. The cataloguing in source language should be placed before that in other languages.

When cataloguing the numbers, the original form of the information resources should remain. However, the issue number, page number, year of publication, edition, date of update or modification, reference date, etc. should be expressed in Arabic numerals. The edition of foreign documents should be expressed by the abbreviation of ordinal numbers.

For personal works, the full surname should be catalogued, with all letters capitalized, and the given name can be abbreviated to the first letter. If the initial letter cannot tell the person's name, use the full name.

The name of the province, state, country, etc. after the place of publication, as well as the name of the organization as a qualifier, can be abbreviated according to internationally accepted ways.

The abbreviation of the names of western periodicals can follow the provisions of ISO 4.

When cataloguing western language documents, the use of capital letters should conform to the idiomatic usage of the specific language of information resources.

### 3.6.3 Cataloguing symbols

References should be catalogued with the following symbols:

|  |  |
| --- | --- |
| Symbol  | Use  |
| ． | Used before the title items, title items of extracted documents, other responsible persons, other responsible persons of extracted documents, item of year volume date or other marks of continuous publications, version items, source items of extracted documents in continuous publications, acquisition and access paths and digital object identifier. The end of each reference is marked with "."(not a full stop).  |
| :  | Used before other title information, publisher, page number of citations, page number of extracted documents and patent number.  |
| ,  | Used before the author of the same work, the words "etc." and "translation", the year of publication, the year and the volume number in the annual volume mark of the journal.  |
| ;  | Used before the title of the combined works of the same author and the subsequent year and volume mark and page number of the journal.  |
| // | Used before the source items of the extracted documents from monographs.  |
| ()  | Used for the issue number in the year and volume mark of periodicals, the edition of newspapers, the date of update or modification of electronic resources and the year of publication in non-AD years.  |
| [ ] | Used for document serial number, document type code, citation date of electronic resources and self-designed information.  |
| / | Used in between the issue number of the combined journals and before the document carrier code.  |
| - | Used in between the starting and ending serial numbers and the starting and ending page numbers.  |

### 3.6.4 Detailed rules for cataloguing

①Main author or other author

Personal works should be catalogued according to the order that the surname is before the given name. The names of the author of the European-American works can be abbreviated, and the abbreviated points are omitted after the abbreviated names. For the Chinese translations of the author of European-American works, only the surname is catalogued. For the European-American authors who share the same surname but not given name, not only the surname in Chinese but also the initial letter of the given name should be catalogued. Names written in Chinese Pinyin should be all capitalized, and their names can be abbreviated, taking the initials of each Chinese Pinyin.

When there are no more than three persons responsible for the same works, all of them should be catalogued. When there are more than three responsible persons, only the first three are catalogued, followed by "et al." or the corresponding equivalent words.

For documents without an author or an unknown author, the "main author" should be indicated with "anonymous" or similar words.

Usually, the name of organs or associations responsible for the documents should be catalogued according to the cataloguing information source. The name of organs should be catalogued from top to bottom, with “.” for separating the superior and lower level, except for the name of organs or associations written in Chinese characters.

②Title

The title includes the title of the book, the title of journals, the title of newspapers, the title of reports, the title of standards, the title of dissertations, the title of files, the title of map, the title of the extracted documents and so on. The title should be catalogued according to the contents of the information source.

For title of multiple collective works of the same author, only the first three should be catalogued. For title of multiple collective works of more than one author, only the first or the one in auspicious position can be catalogued. No parallel titles can be catalogued in references.

The other title information should be catalogued according to the specific external characteristics of information resources. Other title information includes a subtitle, description of title text, sub-volume title, volume and volume number for multi-volume books, patent number, report number, standard number, etc.

③ Version

If it is the first version of the book, then the version number cannot be catalogued. If it is the second or more version, the version number should be catalogued. The version should be indicated by Arabic numerals, ordinal abbreviations or other marks. The version of Chinese classics can be described as handwritten, transcribed, engraved and movable type etc.

④ Imprint

The imprint should be catalogued in the order of the place of publication, publisher and year of publication.

⑤ Place of publication

For the place of publication, the name of the city in which the publisher is located should be catalogued. For names of cities with different names or unfamiliar names, it is advisable to append a qualifier such as the name of the province, state or country to the name of the city.

If there are multiple places of publication in the document, only the first or prominent place of publication should be catalogued.

Chinese documents with no place of publication should be catalogued as "unknown place of publication", and foreign documents with no place of publication should be catalogued as S.L. in square brackets. For electronic resources with no place of publication, this item can be omitted.

⑥Publisher

Publishers can be catalogued in the form contained in the bibliographic information source, or in the internationally accepted simplified or abbreviated form.

If there are multiple publishers in the document, only the first or prominent publisher should be catalogued.

Chinese documents with no publisher should be catalogued as "unknown publisher", and foreign documents with no place of publication should be catalogued as s.n. in square brackets. For electronic resources with no publisher, this item can be omitted.

⑦Data of publication

The year of publication should be catalogued with Arabic numerals in AD. If there are other chronological forms, place the original chronological form in "()".

The publication date, announcement date, update date and citation date of the newspaper should be catalogued with Arabic numerals in the format of "YYYY-MM-DD".

When the publication year cannot be determined, copyright year, printing year and estimated publication year can be selected. The estimated publication year should be in square brackets.

⑧ Page

The page should be catalogued with Arabic numerals. The page number quoted from the preface or title page inscription can be catalogued according to the actual situation.

⑨Access path

The access path to the electronic resources should be catalogued according to their actual situation on the Internet.

⑩Digital object identifier

Digital object identifier is a unique global permanent identifier for digital resources, which has the characteristics of permanently naming resources and dynamically resolving links. If the access path does not contain digital object identifier, it can be catalogued according to the original text. Otherwise, the digital object identifier can be omitted.

 ⑪Document type and document carrier code

Document type code (including document carrier code) should be catalogued according to the "Document Type and Document Carried Code". For the electronic resources, both the document type code and the document carrier code should be catalogued.

Document type and identification code

|  |  |
| --- | --- |
| Type of reference  | Document type identification code  |
| Monographs  | M |
| Conference proceedings  | C |
| General  | G |
| Newspaper  | N |
| Journal  | J |
| Dissertation  | D |
| Report  | R |
| Standard  | S |
| Patent  | P |
| Database  | DB |
| Computer program  | CP |
| Electronic bulletin  | EB |
| Archives  | A |
| Chorographic map  | CM |
| Dataset  | DS |
| Other unmarked documents  | Z |

E-resource carriers and identification codes

|  |  |
| --- | --- |
| Carrier type of e-resources  | Carrier type identification code  |
| Magnetic tape  | MT |
| Disk  | DK |
| CD-ROM  | CD |
| Online  | OL |

### 3.6.5 Cataloguing items and examples of cataloguing format

**① Monographs**

Cataloguing format: [Serial number] Main author. Title: Other title information [M]. Other authors. Version. Place of publication: publisher, year of publication: citation page number.

**② Symposium and conference proceedings**

Cataloguing format: [Serial number] Main author. Title: Other title information [C]. Place of publication: publisher, year of publication.

**③ Report**

Cataloguing format: [Serial number] Main author. Title: Other title information [R]. Place of publication: publisher, year of publication.

**④ Dissertation**

Cataloguing format: [Serial number] Main author. Title[D]. City of the university: name of the university, year of publication.

**⑤ Patent**

Cataloguing format: [Serial number] Patent applicant or owner. Patent title: Patent number [P]. Date of announcement or date of disclosure.

**⑥ Standards**

Cataloguing format: [Serial number] Main author. Title of the Standard: Standard No. [S]. Place of publication: publisher, year of publication: citation page number.

**⑦ The literature extracted from monographs**

Cataloguing format: [Serial number] Main author of the extracted literature. Title of the extracted literature [Type code]. Other persons responsible of the extracted literature: Main author of the monograph. Title of the monograph: Other title information. Version. Place of publication: publisher, year of publication: page number of the extracted literature.

**⑧ The literature extracted from journals**

Cataloguing format: [Serial number] Main author. Title: Other title information [J]. Name of the Journal, year, issue: page.

**⑨ The literature extracted from newspaper**

Cataloguing format: [Serial number] Main author. Title: Other title information [N]. Name of the newspaper, date of publishing (sheet No.).

**⑩Electronic resources (excluding electronic monographs, electronic serial publications, electronic dissertations and electronic patents)**

Cataloguing format: [Serial number] Principal author(s). Title: Other title information [Document type code/Document carrier code]. Place of publication: publisher, year of publication: citation page number (date of update or revision) [date cited]. Access path. Digital Object Unique Identifier.

## 3.7 Quantity and measuring unit

The regulations on quantity and units in GB 3100 ~ 3102-93 (issued by the State Bureau of Technical Supervision on December 27, 1993 and implemented as of July 1, 1994) should be strictly implemented.

The quantity symbol is usually a single Latin letter or Greek letter. To distinguish between the different cases, a corner mark can be attached to the quantity symbol.

When expressing the value, the international symbols of the units should always be used in formulas, figures, tables and textual descriptions, and without exception, in regular script. Proper space should be left between the unit symbol and the value.

# Chapter 4 Typesetting and printing requirements

## 4.1 Requirements for dissertation and page setup

|  |  |
| --- | --- |
| Contents  | Requirements  |
| Cover and inner pages  | 150g white leatherette paper should be used for the cover, and 80g imported offset paper should be used for the inner pages.  |
| Paper  | A4(210×297mm), white.  |
| Page setup  | The upper and left sides of each page should be 30mm, the lower and right sides should be 25mm, the binding line should be 0mm and binding should be done on the left side.  |
| Header  | The headers should all be in small size five Song typeface, and the top margin of the header should be 15mm. The bottom margin of the footer should be 15mm.  |
| Page number  | The page number should be small size five Arabic numerals, Times New Roman, and it should be in the center of the footer.  |

## 4.2 Cover

|  |  |
| --- | --- |
| Contents  | Requirements  |
| Security classification  | Times New Roman typeface, size four  |
| Title of the dissertation  | Regular, size one  |
| Name of the postgraduate  | Times New Roman typeface, size four  |
| Name and title of the supervisor  | Times New Roman typeface, size four  |
| Discipline (category of professional degree)  | Times New Roman typeface, size four  |
| Name of the specialty  | Times New Roman typeface, size four  |
| Research concentration  | Times New Roman typeface, size four  |
| Dissertation completion time  | Bold-face, size three, the date must be indicated with Chinese characters |

## 4.3 Spine

The spine of the dissertation should be in small regular font size three, single spaced, 0 pounds before and after the paragraph. The upper part should be indicated with the title of the dissertation and the lower part should be marked with “Zhongnan University of Economics and Law”.

## 4.4 Abstract and key words in Chinese and English

|  |  |  |
| --- | --- | --- |
| Contents  | Abstract in Chinese  | Abstract in English  |
| Title  | Abstract: boldface, small size two, bold, centered, single-spaced, 24 pounds before the paragraph and 18 pounds after the paragraph | Abstract: Arial, small size two, bold, centered, single-spaced, 24 pounds before the paragraph and 18 pounds after the paragraph.  |
| Paragraph text  | Song typeface, small size four, line-spacing 1.25 times, 0 pound before and after the paragraph | Times New Roman, small size four, line-spacing 1.25 times, 0 pound before and after paragraph.  |
| Key words | The same as above. “Keyword” should be bold, and ";" should be used between keywords. | The same as above. “Keyword” should be bold, and ";" should be used between keywords. |

## 4.5 Table of contents

|  |  |  |
| --- | --- | --- |
| Contents  | Example  | Requirements  |
| Headings of the table of contents  | Table of contents  | Boldface, size three, bold and centered, single-spaced, 24 pounds before the paragraph, 18 pounds after the paragraph.  |
| Headings of the chapters  | Chapter I ××××………… 1 | Boldface, size four, single-spaced, 6 pounds before the paragraph, 0 pounds after the paragraph, justified at both ends, indented by two characters on the left, right-justified page numbers.  |
| Headings of the sections  | Section II ××××………… 2 | Song, small font size four, the other requirements are the same as the above.  |
| Headings of the items  | Item I ××××………… 5 | Song, small font size four, single-spaced, 6 pounds before the paragraph, 0 pounds after the paragraph, justified at both ends, right-justified page numbers.  |
| Note:  | The table of contents can be generated automatically through the "Index and Tables" function in the "Insert" menu in Word.  |

## 4.6 Body text

|  |  |  |
| --- | --- | --- |
| Title | Example  | Requirements  |
| Headings of the chapters  | Chapter I ××××  | Boldface, size three, bold and centered, single-spaced, 24 pounds before the paragraph, 18 pounds after the paragraph, two characters' spacing between the chapter No. and the chapter title.  |
| Headings of the sections  | Section I ××××  | Boldface, small size three, bold and centered, single-spaced, 24 pounds before the paragraph, 18 pounds after the paragraph, two characters' spacing between the No. and the title of the section  |
| Headings of the items  | Item I ××××…………  | Indented by two characters before the No. of the item. Song, size four, bold, single-spaced, the first line of the paragraph should be indented by two characters, 0.5 lines before the paragraph, 0 line after the paragraph, no character-spacing between the No. and the title of the item.  |
| Headings of the level-III items  | (I) ××××…………  | Boldface, small size four, single-spaced, the first line of the paragraph should be indented by two characters, no character-spacing between the No. and the title of the item.  |
| Paragraph text | ××××××××××××× ×××××××××  | Song, small size four (Times New Roman for English text, size 12 pounds), the first line of the paragraph is indented by 2 Chinese characters. Line spacing 1.25 times (When a paragraph contains a mathematical expression, the line spacing of the paragraph can be set according to the needs of the expression), 0 pounds before the paragraph and 0 pounds after the paragraph.  |
| No. and title of the figures  | Figure 2-1 ××××  | Placed below the figure, centered in Song, size five, single-spaced, 0 pounds before the paragraph, 0 pounds after the paragraph, one character's spacing between the NO. and the title of the figure. Texts in the figure should be in Song, size five.  |
| No. and title of the tables  | Table 3-1 ××××  | Placed above the table, centered in Song, size five, single-spaced, 0 pounds before the paragraph, 0 pounds after the paragraph, one character's spacing between the NO. and the title of the table. Texts in the table should be in Song, size five.  |
| Formulas  | (3-2)  | Placed in parentheses, set flush on the right-hand  |

## 4.7 Presentation of symbols and appendix

|  |  |
| --- | --- |
| Item | Requirements  |
| Symbol description  | The requirements for the headings are the same as those for the chapter headings, and for the text: Song, small size four (Times New Roman for English text, small font size 4), line spacing 1.25 times, 0 pounds before and after the paragraph.  |
| Reference  | The requirements for the headings are the same as those for the chapter headings, and for the text: Song, small size four (Times New Roman for English text, small font size 4), line spacing 1.25 times, 0 pounds before and after the paragraph.  |
| Appendix  | The requirements for the headings are the same as those for the chapter headings, and for the text: Song, small size four (Times New Roman for English text, small size four), justified at both ends, the first line of the paragraph is indented by 2 Chinese characters. Line spacing 1.25 times (When a paragraph contains a mathematical expression, the line spacing of the paragraph can be set according to the needs of the expression), 0 pounds before the paragraph and 0 pounds after the paragraph.  |
| Acknowledgement  | The requirements for the headings are the same as those for the chapter headings, and for the text: Song, small size four, line spacing 1.25 times, 0 pounds before and after the paragraph.  |
| Research results published during study  | The requirements for the headings are the same as those for the chapter headings, and for the text: Song, size five (Times New Roman for English text, size five), line spacing 1.25 times, 0 pounds before and after the paragraph. Academic dissertations are written in the same format as the references.  |

## 4.8 Printing and binding requirements

The dissertation should be printed on both sides of the paper from the Chinese abstract onwards, and the previous sections should be printed on one side. The dissertation must be wire-bound or hot-glued, not staple-bound.

# Chapter 5 Supplementary provisions

These specifications shall be implemented as of the date of promulgation. In case other provisions previously promulgated are inconsistent with these Specifications, these Specifications should prevail.

The academic degree evaluation committee should be responsible for the interpretation of these Specifications.

# Appendix I: Cover of Doctoral dissertation

(25 mm blank at the top)

Class Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification \_\_\_\_\_\_\_\_\_\_

UDC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(20 mm spacing here) (The above four items are in Song font-4)**

****

**Doctoral Dissertation**

(The title of the dissertation is spaced 25 mm apart from the previous line)

Title of the Dissertation

(The title should be in regular script font-1)

|  |  |  |
| --- | --- | --- |
| **Name of the postgraduate**  | **:**  |  |
| **Name and title of the supervisor**  | **:**  |  |
| **Discipline**  | **:**  |  |
| **Name of the specialty**  | **:**  |  |
| **Research concentration**  | **:**  |  |
| **Enrollment time**  | **:**  |  |

(The above six items should be in Song font-4)

(25mm spacing here)

 **Date (boldface font-3)**

(25 mm margin at the bottom)

# Appendix II: Cover of Master dissertation

(25 mm blank at the top)

Class Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification \_\_\_\_\_\_\_\_\_\_

UDC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(20 mm spacing here) (The above four items are in Song font-4)**

****

**Master Dissertation**

(The title of the dissertation is spaced 25 mm apart from the previous line)

Title of the Dissertation

(The title should be in regular script font-1)

|  |  |  |
| --- | --- | --- |
| **Name of the postgraduate**  | **:**  |  |
| **Name and title of the supervisor**  | **:**  |  |
| **Discipline**  | **:**  |  |
| **Name of the specialty**  | **:**  |  |
| **Research concentration**  | **:**  |  |
| **Enrollment time**  | **:**  |  |

(The above six items should be in Song font-4)

(25mm spacing here)

 **Date (boldface font-3)**

(25 mm margin at the bottom)

# Appendix III: Cover of professional Master dissertation

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Class Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Classification \_\_\_\_\_\_\_\_\_\_

UDC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(20 mm spacing here) (The above four items are in Song font-4)**

****

 **Professional Master Dissertation**

(The title of the dissertation is spaced 25 mm apart from the previous line)

Title of the Dissertation

(The title should be in regular script font-1)

|  |  |  |
| --- | --- | --- |
| **Name of the postgraduate**  | **:**  |  |
| **Name and title of the intramural supervisor**  | **:**  |  |
| **Name of the extramural supervisor**  | **:**  |  |
| **Category of professional degree**  | **:**  |  |
| **Name of the specialty**  | **:**  |  |
| **Research concentration**  | **:**  |  |
| **Enrollment time**  | **:**  |  |

(The above seven items should be in Song font-4)

(25mm spacing here)

 **Date (boldface font-3)**

(25 mm margin at the bottom)

# Appendix IV: Statement on originality and license to use of Zhongnan University of Economics and Law

Statement on originality and license to use of Zhongnan University of Economics and Law

Statement on Originality of Dissertation

The dissertation submitted by me is the result of independent research under the guidance of my supervisor. Except for the quoted content, this dissertation does not contain any published or written works by other individuals or groups. Individuals and groups who have made important contributions to the research of this dissertation have been indicated in this dissertation.

The legal consequences of this statement will be borne by me.

Author of the dissertation (signature):

 Date

Statement on the Authorization for Use

The author of this dissertation fully understands the management measures and regulations of the university on the preservation and use of dissertations. Namely, the university has the right to keep and send copies and electronic versions of the dissertations to the relevant departments or institutions of the country, and allow the dissertations to be consulted and borrowed. I authorize Zhongnan University of Economics and Law to compile all or part of this dissertation into the relevant database, and the university can also save or compile this dissertation by photocopying, reducing or scanning.

Note: For classified dissertations, this authorization applies after declassification.

Author of the dissertation (signature):

 Date