# 中国科学院大学留学生博士硕士学位论文撰写规范

# Thesis and Dissertation Guide

University of Chinese Academy of Sciences

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# Thesis and Dissertation Guide

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A thesis/dissertation represents the result of innovative research on existing scientific problems and inquiries in specific scientific fields, based on actual scientific knowledge acquired so far by graduate students with a scientific mindset and following certain scientific methods, technologies, and tools.

A thesis/dissertation directly reflects a student's research achievements and serves as the main basis for evaluating the degree applicant's academic level and accordingly awarding an advanced academic degree. It also makes an important contribution to the scientific research corpus. Dissertation/ thesis writing is part of the basic training to improve the scientific research abilities of a graduate student and is a basic test of the student's academic performance and research achievements and an important representation and indicator of their ability to carry out scientific research and innovation.

In order to improve the quality and standardize the contents and formats of the degree thesis/dissertation, the Guide is formulated based on *Presentation of Theses and Dissertations* (GB/T 7713.1—2006), *Information and Documentation—Rules for Bibliographic References and Citations to Information Resources* (GB/T 7714—2015), and *Academic Publishing Specification—Definition of Academic Misconduct for Journals* (CY/T 174—2019). The Academic Degree Evaluation Sub-committee of each discipline group (hereinafter referred to as “discipline group committee”) can consult the Guide and formulate specific requirements for thesis/dissertation writing to meet the relevant characteristics and requirements of its own respective field of discipline.

## Part I. Parts of a Thesis/Dissertation

In general, a thesis/dissertation should include the following parts and sections: title page; statement of originality and authorization statement for thesis/dissertation use; abstract; contents; description of signs and symbols (if any); main text; references; appendix(es) (if any); acknowledgments; the author's resume; a list of published papers during the study, among other relevant academic achievements.

1. Title Page

The thesis/dissertation title page must comply with UCAS format requirements (see Template 1: Title Page of Chinese version and Template 2: Title Page of English version) and include the following 8 items:

#### 1.1 Classification

The confidentiality level and time period as classified and postponed, respectively, shall be marked on the title page of a thesis/dissertation. This line of description can be omitted if the thesis/dissertation is nonconfidential.

#### 1.2 Thesis Title

A Chinese title should briefly and clearly indicate the main idea of the thesis/dissertation with no more than 25 Chinese characters. An English title should normally have no more than 150 letters. A subtitle can be used if necessary. Abbreviations, acronyms, symbols and formulas should be avoided in the title.

#### 1.3 Author's Name

According to *The Chinese Phonetic Alphabet Spelling Rules for Chinese Names* (GB/T 28039—2011), the surname and the given name on the English title page should be separated by spaces, with the surname first and the forename last. The surname and forename should be written in full. All the letters in the surname should be capitalized, while the initial letter of the forename should be capitalized. The writing order of the names of foreign students should adhere to passport format, and all letters should be capitalized.

#### 1.4 Supervisors

The name, professional and technical titles, and work address of the supervisor must be included. In the case of more than one supervisor (all must be approved by relevant institutes or schools and recorded in the student registration system), the name of the first supervisor should be placed before the name of the second and other supervisors (subject to approval by relevant institutes or schools and the record in the student registration system). If the thesis/dissertation is completed under the guidance of a thesis advisory board, the relevant information of the board members should be indicated and included.

#### 1.5 Degree Category

“Degree Category" includes discipline categories (academic degree) or professional degree categories as well as degree levels. Discipline categories include science, and medicine, among other scientific disciplines; professional degree categories include engineering, business administration, and other professional disciplines. The degree level includes master’s and doctoral degrees.

#### 1.6 Discipline and Major

The full name of the primary/secondary discipline in which the author studies are focused is required. The name should be consistent with that in the student registration system, and not written in abbreviated form.

#### 1.7 Institute/School

The full name of the institute or school/department such as the XX Institute of the Chinese Academy of Sciences or the XX School of the University of Chinese Academy of Sciences must be included.

#### 1.8 Time of Submission

Arabic numerals should be used to mark the year and month that the thesis/dissertation is submitted to the degree conferring institution. Generally, the papers submitted for application of a degree in summer are marked ‘June’, and papers submitted for application of a degree in winter are marked ‘December’, *e.g.*, June 2023; December 2023.

2. Statement of Originality and Authorization Statement

A template is provided for composing the statements (see Template 3); the signature of the author and his or her supervisor should be included. In the case when the supervisor is not able to sign, the relevant institute or school should make proper arrangements.

3. Abstract and Key Words

A thesis/dissertation abstract should include both Chinese and English versions. The abstract should briefly summarize the main contents of the thesis/dissertation, and explain the main purpose, contents, methods, and conclusions of the paper. Innovative achievements or new propositions of the thesis/dissertation should be highlighted. Equations, figures or tables, and illustrations are not recommended, and citations are not required. The number of words in the Chinese abstract is decided by the branches of each discipline group committee per the characteristics of the disciplines involved in each discipline group. The English abstract and the Chinese abstract should be identical in content. For the thesis/dissertation of international students written in other languages, the number of words in the Chinese abstract is specifically formulated by the committee branch of each discipline group; a word count of no less than 5,000 words is recommended.

To facilitate document indexing, three to five keywords indicating the main focus of the thesis/dissertation should be given following the abstract. The keywords shall be written on a line below the abstract, double-spaced if necessary, in notable characters from left to right. Chinese keywords should be separated by Chinese commas. English keywords should correspond to Chinese keywords and be separated by English commas, with the first letters capitalized.

The abstract should be written on a separate page, which should be numbered (with upper case Roman numerals) in sequential order along with the other contents before the main text.

4. Contents

The table of contents should include the titles of all the sections in the main text of the thesis/dissertation, as well as references, appendix(es) (if any) and acknowledgments, excluding the Chinese abstract and English abstract. This page should include chapter number or section number, title and page number of each chapter, section, and appendix in the thesis/dissertation. The headings in the main text should be no more than three levels, (*e.g.*, 1.1.1). The first-level heading does not need indentation, with the second-level and third-level titles indented two spaces and four spaces, respectively. Following the contents page, a list of figures or a list of tables is required should there be any figures or tables in the thesis/dissertation. Lists of figures or tables should include serial numbers, titles, and page numbers.

The table of contents should appear before the main text on a separate page, numbered in sequential order (with upper case Roman numerals) along with any other contents.

5. List of Symbols and Abbreviations (if applicable)

If physics symbols, signs, abbreviations, measurement units, or special terms are used extensively in the thesis/dissertation, a list or separate lists with their corresponding definitions should be constructed. If such symbols or signs are few, a list may not be necessary, but explanations should be provided if and when they do first appear in the thesis/dissertation.

In the case of definitions of symbols in the paper, such definitions should be placed after the table of contents and before the main text. The definitions of symbols should be written on a separate page, numbered in sequential order (with upper case Roman numerals) along with any other contents before the main text.

6. The Main Text

In general, the main text of the thesis/dissertation includes the introduction, main text, conclusion and prospects.

#### 6.1 Introduction

The introduction shall give the background information on the chosen subject and explain the significance of the ideas presented. This section of the thesis/dissertation should also include a literature review of previous research in the field and research area conducted both at home and abroad, scientific and technological research problem(s) that the thesis/dissertation aims to address and resolve, the main theory (or theories), and method(s), logic of reasoning, and paper structure. In a separate chapter, the introduction should give details and should not simply replicate the abstract, but should be realistic and not exaggerate or depreciate the value of the author's own work or that of previous studies.

#### 6.2 The Main Text of the Thesis/Dissertation

The main text is at the core of the thesis/dissertation. In this section, materials and data obtained from reading, observation, and experiments during the study process; research and investigation are examined, processed, sorted, and analyzed to form arguments. In accordance with the norms or requirements of different majors/subjects and selected topics, a thesis/dissertation can be written in chapters and sections or in the structure of "Research Background and Significance—Methods and Process—Results and Discussion". The writings, however, must be realistic and complete. The thesis/dissertation writing should have proper logic, effective reasoning, reliable arguments, clear structure, and also concise and comprehensible language.

#### 6.3 Conclusion and Prospects

The conclusion shall summarize the major findings of the thesis/dissertation clearly, concisely, accurately and completely. It shall not be a simple repetition of every chapter's conclusion. In addition to the major findings, the conclusion should also clarify the originality of the research, and predict and evaluate the thesis/dissertation's academic value and application value. Furthermore, the author must state any limitations and/or unsolved problems in the research, providing suggestions for further research and academic pursuits. The author's own research achievements should be strictly distinguished from those of others.

7. References

The thesis/dissertation should reflect a rigorous and realistic scientific research approach. At the end of the main text, the author should list in the references section any citations, references, or borrowings of the research results or ideas of others, adhering to the required citation method in the discipline. Each entry in the references section should correspond to the cited material in the text. A proper citation must be ensured, and academic misconduct, such as plagiarism, is strictly prohibited.

8. Appendix (if applicable)

The appendix shall mainly include any excessively lengthy formula derivations in the main text, auxiliary mathematical tools or tables required for easy reading, data charts, full texts and descriptions of procedures, questionnaires, experimental instructions, etc.

9. Acknowledgments

The acknowledgments section allows the author to express his or her gratitude to institutions and individuals that have provided various forms of financial assistance, guidance, and help during the research, as well as various favorable conditions that facilitate or contribute to the writing of the thesis/dissertation. Acknowledgments should be realistic and avoid grandiose or otherwise improper wording.

A date consistent with that on the title page of the paper shall also be included at the end of the acknowledgments section.

10. Resume and Relevant Academic Achievements

The author's previous study and work experience from university up until his or her application for the relevant degree should be included in the resume.

Dates of published or employed papers of the author during the study period should be listed in chronological order of publication, with the same format as that described for references. Other relevant academic achievements include patents, rewards and projects completed, among other academic achievements of the author.

## Part II. Writing a Thesis/Dissertation

1. Basic Requirements

The thesis/dissertation must be a systematic and complete academic paper and follow established academic norms and requirements. It should not only conform to relevant norms in form, but also in quality. The following must be ensured: clear academic stances; logical, correct, and sufficient arguments and argumentation; rigorous reasoning; scientific methods; complete and sufficient materials; reliable data; proper citations, reasonable structure; logical arrangement of ideas; clarity and coherence; accurate expression; and rigorous style of research. The research results should reflect the author's unique academic insights, scientific arguments, and innovative conclusions, showing that the author has mastered solid fundamental theories with a thorough understanding of the focused area of study, and demonstrates the capability to independently engage in scientific research.

The topic of a master’s thesis should come from an important field of the author's discipline, with certain theoretical significance or value of application. A master’s thesis should solve an important problem in science or production, and present important research results, proffering social benefits or prospects for application.

The topic of a doctoral dissertation should come from frontier fields of the discipline, with important theoretical significance or value of application. A doctoral dissertation should be fairly innovative in theory or method and resolve an important dilemma or query in science or production, with any and all possible major breakthroughs, and have important social benefits or prospects for application.

2. Requirements for Originality

A thesis/dissertation **must** represent the **author's own original results of** scientific research **completed** independently by the degree applicant under the guidance of his or her supervisor. It shall be the result of investigations and research into a scientific issue, employing scientific thinking and judgment, and scientific methods/tools, *i.e.*, proposing research questions, analyzing, and solving problems, after years of learning and research in a specialized area. A thesis/dissertation should include a clear and complete literature review, but cannot be replaced by a literature review. The citation of papers should be proper and conform to relevant requirements, without irregular behavior, such as forgery, tampering and manipulation of data, plagiarism, ghostwriting, and buying or selling of papers, among other unacceptable academic misconduct.

3. Requirements for Innovation

The research of a thesis/dissertation shall break new ground, that is, innovate, discover, or invent, which constitutes the exploration of the unknown world and its laws. In addition, the thesis/dissertation shall also sort out knowledge, that is to say, analyze the existing body of knowledge in order to make it more standardized and systematic, which constitutes the inheritance of the existing knowledge. Innovative activities should run throughout the whole process of research and writing, such as proposing new academic stances and positions, scientific concepts, hypotheses, theories, theorems or laws; designing new methods of observation and experimental means; establishing new scientific models, developing new products; designing new technological processes; or discovering new species. The value of a thesis/dissertation lies in the exploration of the unknown and uncovering the laws and characteristics in the development of science. A thesis/dissertation should reflect scientific rigor and exploration, move beyond, break through, or subvert existing knowledge, while ensuring originality, discover unprecedented scientific problems, put forward unprecedented demonstration, procedure, and analysis, and derive unprecedented scientific conclusions.

4. Length of a Thesis/Dissertation

The significance of a thesis/dissertation lies in the innovation of its academic research, with top priority given to its quality during evaluation, not merely to word count and length. However, each discipline group committee may formulate and construct corresponding regulations in accordance with the requirements of the relevant discipline.

5. Language, Punctuation, and Numbers

Graduate students (except for international students, students majoring in foreign languages, and students with special needs) should normally write in simplified Chinese characters promulgated by China's State Council. The thesis/dissertation should use punctuation in accordance with *General Rules for Punctuation* (GB/T 15834—2011) and use numbers in accordance with *General Rules for Writing Numerals in Public Texts* (GB/T 15835—2011).

International students studying in China can write a thesis/dissertation in either Chinese or English; however, a detailed abstract in Chinese is also required. For any student majoring in foreign languages, the thesis/dissertation should be written in the language he or she studies, with abstracts written in both Chinese and the corresponding language.

To facilitate international cooperation and exchanges, a degree thesis/dissertation written in Chinese may include a copy in English or other language(s).

6. Main Body of a Thesis/Dissertation

#### 6.1 Chapters and Chapter Titles

The main text of a thesis/dissertation must start on a separate recto page (odd-numbered page). The pages should be numbered with Arabic numerals continuously until the end of the entire body of text. New chapters within the text do not need to start on another recto page (odd-numbered page).

The thesis/dissertation can be written with reference to the structure of "Introduction—Research Background and Significance­—Methods and Process—Results and Discussion—Conclusion and Prospects", and the research contents of each section may be stand-alone chapters with corresponding chapter titles.

Abbreviations in the title of each chapter should be avoided whenever possible. For those that must be used, they should be conventional and familiar to people in the specific research area. Punctuation in the title should be avoided.

#### 6.2 Serial Numbers

#### (1) Heading Levels

A thesis/dissertation may have several headings and subheadings depending on the complexity of the paper. It is advisable to use level three sparingly, if the situation permits. Headings at all levels are numbered consecutively with Arabic numerals. It is advisable to have a three-level heading, up to a maximum of four levels. If an additional level is truly necessary, parentheses should be used. The numbers indicating their corresponding levels should be separated by a period, but the last digit should not be followed by "." (*e.g.*, "1.1", "1.1.1", etc.). The title of a chapter should be placed in the middle of the page on which it appears. Numbers for headings at different levels should all be flush left, followed by the title with a space of one character between.

#### (2) Numbering of Figures, Tables, etc.

Figures, tables, notes, mathematical formulas and expressions in a thesis/dissertation should be numbered consecutively with Arabic numerals in their order of appearance. They should be labeled in such a way that makes them distinguishable from each other (*e.g.*, Figure l-1 (the first figure in Chapter 1); Figure 2-2 (the second figure in Chapter 2); Table 3-2 (the second table in Chapter 3), etc.).

#### (3) Page Numbers

Pages for the main text of a thesis/dissertation should be numbered with Arabic numerals consecutively (1, 2, 3…), beginning with the introduction (or preface). A page number should be placed at the lower-left corner of a left page and the lower right corner of a right page. The previous sections (Chinese and English abstracts, table of contents, etc.) should be numbered separately with uppercase Roman numerals (I, II, III…) with the page number placed at the bottom center of the page.

#### 6.3 Headers

The headers begin with the abstract page. The headers of odd-numbered pages indicate the section, such as "Abstract", "Contents", "Table of Figures", etc., and the headers of even-numbered pages indicate the title of the paper. In the main text (*i.e.*, beginning with Chapter 1 to the last chapter), the title of each chapter is inserted in the header of odd-numbered pages, and the title of the thesis is indicated on the header of even-numbered pages. The headers of references, appendices, and acknowledgments shall be "References", "Appendices" and "Acknowledgments", and inserted into the headers on corresponding odd-numbered pages. The thesis title should be inserted into the headers on even-numbered pages. All headers should be centered on their respective pages.

#### 6.4 Special Terms and Terminology

Scientific and technological terms and names of equipment and components used in a thesis/dissertation should be in accordance with those specified in authoritative standards published by China National Committee for Terminology in Science and Technology or from other relevant authoritative sources. If a term is not specified in any of the above standards, then its commonly-used version by the relevant industry may also be used in a thesis/dissertation. The terms used should be consistent throughout a thesis/dissertation. Proper nouns or newly coined nouns should be explained or annotated in appropriate places. Binominal nomenclature-based biological terms should be in Latin and italicized.

When using English abbreviations for the first time, indicate the original English words in full in parentheses, except for the common abbreviations that are most commonly used in practice. New foreign nouns should be used in parentheses to indicate the full English name and abbreviation.

#### 6.5 Measurements and Units

Measurements and units should comply with *SI units and recommendations for the use of their multiples and certain other units* (GB 3100—93) and *Quantities and Units—General Principles* (GB 3101—93). The symbol of quantities should be a single Latin or a Greek letter and should be italicized (except for pH).

#### 6.6 Figures and Tables

A list of all the figures and tables in a thesis/dissertation should be included after the contents page, where figures should come before tables.

#### (1) Figures

A figure should be placed on a page with an appropriate size (the distance between the edge of a figure and the page edge should be greater than the page margin). If a figure contains words, the font size should not be larger than that of the manuscript.

Figures, including graphs, structural maps, sketches, block diagrams, flowcharts, record graphs, maps, photographs, etc., should be inserted in appropriate places in a thesis/dissertation. Figures should be followed by clear in-text citations. Specific requirements are as follows:

① Figures should be "self-explanatory". In other words, a figure should be understood even without referring to the text. Each figure should have a concise and unambiguous title and be placed together with the figure number in the center under the figure.

② Symbols, codes, and experimental conditions in the figure can be horizontally arranged inside or outside the drawing frame (in the same format throughout the text). Titles and legends of figures in a thesis/dissertation are advised to be expressed in both Chinese and English.

③ The main part of the photos used in the thesis/dissertation must be adequately clear to facilitate plate-making. When enlarged and reduced replicas of photos are used, they must be clear and the contrast adequate. The photo should have a ruler and scale indicating the size of the object.

Figures are generally set to be 6cm in height and 8cm in width, and the length and width can also be scaled proportionally according to the number of figures and typesetting requirements. Times New Roman font should be used with a type size of 10.5-point, 1.5 line-spacing in Figure notes. For example:



**图3-1 图题**

**Figure 3-1 Title**

**Note**: ××××××× ×××× ×××××××××× ××××××× ××××××× ×××××××× ×××× ×××××× ××××××××××× ×××××× ××××

It is advised not to use a country or world map in a thesis/dissertation. If such a map is necessary and involves a country’s borders (part of a country, the whole country, part of the world, the whole world), the writer should download the standard base maps authorized by the Ministry of Natural Resources of the People’s Republic of China (<http://bzdt.ch.mnr.gov.cn>). The borders of the base map should not be modified (including the islands in the South China Sea). For the convenience of scaling during typesetting, bar scales should be used instead of using numbers. A note should be added under the figure title indicating that the map is based on the basic map downloaded from the official website of the Ministry of Natural Resources with the map number shown as GS (2021) ×××× and that no modification has been done to the border of the base map.

#### (2) Tables

Contents and test item descriptions of a table are generally arranged horizontally from left to right, data arranged vertically in order, and all should be self-explanatory. To cite a table, the author must indicate the source. Specific requirements are as follows:

① Each table should have a short and precise title, centered above the table together with the table number. When necessary, a brief note below the table to describe symbols, marks, codes; items should be provided of what cannot be understood from the table title or text alone.

② Numbers in the same column must be vertically aligned. Words like "ditto", "same as the left" and the symbol "″" should not be used in a table, and specific numbers or characters should be filled in. An unfilled blank indicates "not applicable”, and symbols "-" or "…" (as"-" may also represent negative reaction) indicate that no test result is found, and "0" indicates that the measured result is zero. “N.D.” should be used if no specific value is determined.

③ The "three-line table" should be used whenever possible; the vertical line and an oversized table should avoid being used. If necessary, landscape format can be used, and the correct orientation should be "top left, bottom right"; that is to say, the top of the table is on the left, and the bottom of the table on the right. If a table is too large to be placed within one page, it is necessary to mark "continued" above the continued table, and the title of the table should also be repeated.

Times New Roman font size 10.5-point, 1.5 line-spacing in the notes should be used, *e.g.*:

**表3-1 表题**

**Table 3-1 Title**

|  |  |
| --- | --- |
| ××× | ×××× |
| ×××  ××× | ××××  ×××× |

**Note:** ××× ××××××× ×××××××××× ××××××× ××××××× ×××××××× ×××× ×××××× ××××××××××× ×××××× ××××

If there is a continued table:

**表3-1 表题（续表）**

**Table 3-1 Title (continued)**

|  |  |
| --- | --- |
| ×××× | ×××× |
| ×××  ×××  ×××  ××× | ××××  ××××  ××××  ×××× |

**Note:** ××××××× ×××××××××× ××××××× ××××××× ×××××××× ×××× ×××××× ×××× ××××××× ×××××× ××××

#### 6.7 Mathematical Expressions (Formulas)

Mathematical expressions (formulas) in a thesis/dissertation must be written on a new line and should be centered. If there are more than two mathematical expressions, they should be numbered consecutively with Arabic numerals starting from "1", and the number should be placed in parentheses and right-justified. If a number of expressions are used, they can be numbered separately according to the chapters they appear. For example, the first expression in Chapter 3 can be displayed as:

τ1=α11+μ21μ31 (3-1)

For a lengthy expression requiring more than one line, a new line can be started only after operators +, -, ×, ÷, ＜, ＞, and the sequence number should be right justified on the last line.

7. Reference List

References should be arranged in compliance with *Information and Documentation—Rules for Bibliographic References and Citations to Information Resources* (GB/T 7714—2015). The reference format commonly used in international publications could also be adhered to. Each discipline group committee can formulate a corresponding format for standard requirements of references as necessary.

References at the end of the text and in-text citations could be arranged by using either numeric-references method or author-date method. The format for references and in-text citations should be consistent once the method to be used is chosen.

#### 7.1 In-Text Citations

#### (1) Numeric-References Method

A serial number (an Arabic numeral) will be assigned to an in-text citation in order of its first appearance in a thesis/dissertation, and the serial number should be placed in a square bracket and superscript, for example: [1], [2], [3]. If the numeric-references method is also adopted for the References section, the serial number can be automatically generated by the computer. Footnotes can also be added to an in-text citation at the bottom of a page if additional instructions are needed. Footnotes should be numbered separately for each page with ①, ②, ③, etc.

When multiple references are cited in the same place, the serial numbers of all references cited should be listed in a square bracket, separated by a comma ",". In the case of continuous serial numbers, the starting and ending serial numbers should be connected by a short horizontal line, for example: Pei Wei [70, 83] proposed that...; Morad's study on the joint format of the stable zone [255-256] ....

When a reference is cited several times, the serial number of the reference cited for the first time should be used, and the specific page of the citation should be provided, right following the square brackets "[ ]" containing the serial number of the reference cited. For example: ...strong opponents [2]260, ...Buddhism suffered a great blow [2]326-329.

#### (2) Author-Date Method

The author-date method takes two forms. First, if an author's name already appears in the text, then providing the year of publication in a parenthesis will suffice. Second, if an author’s name is not mentioned in the text, then both the author's name and the year of publication should be provided in a parenthesis, separated by a comma. The full name of Chinese authors should be listed; whereas for European and American authors, only the last name should be listed. However, detailed information on the citations should be provided in the References section at the end of a thesis/dissertation, for example:

The notion of an invisible college has been explored in the sciences (Crane, 1972). Its absence among historians was noted by Stieg (1981) …

If a reference by several European and American authors is to be cited, only the surname of the first author should be listed, followed by "et al.". If a reference is co-authored by two European or American scholars, the surnames of both the authors should be listed, separated by "&". for example: (Johnson & Smith, 2019).

When multiple works are cited parenthetically, the sources, separated by semicolons, will be arranged according to the publication date starting from the earlier works. A space should be added between the punctuation marks and the following words. For example: (Simon & Feenberg, 2003; Wang, 2010).

#### 7.2 End-Text References

If references are organized based on the numeric-references method, the references should be listed in order of their first appearance in a thesis/dissertation. If the author-date method is used, then there is no need to assign a serial number to each reference. When several works by the same author are cited, the reference entries authored by this author alone should come before those co-authored with other scholars.

*References* should be a separate section of the thesis/dissertation with its heading included in the table of contents.

Each work cited in the text must appear in the reference list rather than the end of each chapter or section.

Works not cited in the thesis/dissertation but have been read by the thesis/dissertation author and deemed as valuable can be included in an appendix entitled *Recommended Reading List*.

#### 7.3 Reference Formats

#### (1) Monographs: non-serial publications, including ordinary books, ancient works, dissertations, technical reports, conference proceedings, contributed volumes, multi-volume works, series books, etc.

Format: Name of the first author. Title: [document code] (compulsory for electronic documents; optional for other documents). Other authors (optional). Edition. Place of publication: publisher, year of publication: pages [Date of citation (compulsory for online documents, optional for other electronic literature)]. Access path: (compulsory for online documents, the same below).

Example:

Peebles P Z, Jr. Probability, random variable, and random signal principles[M]. 4th ed. New York: McGraw Hill, 2001.

#### (2) Articles or chapters in edited books: sections of edited books with independent titles.

Format: Chapter author. Title of the chapter [document code]. Other author(s) // Name of the first author of the book. Title of the book. Other title information. Edition. Place of publication: publisher, year of publication: pages of the chapter [Date of citation]. Access path.

Example:

Buseck P R, Nord G L, Jr., Veblen D R. Subdolidus phenomena in pyroxenes[M]//Prewitt C T. Pyroxenes. Washington, D.C.: Mineralogical Society of America, 1980: 117-211.

#### (3) Serial publications: publications with volume numbers or issue numbers. This type of publication includes journals, newspapers, and other materials published in various forms.

Format: First author. Title: other title information [Document code]. Year, Vol. (Issue) – Year, Vol. (Issue). Place of publication: publisher, year of publication [Date of citation]. Access path.

Example:

American Association for the Advancement of Science. Science[J]. 1883,1(1)-. Washington, D.C.: American Association for the Advancement of Science, 1883-.

#### (4) Articles from journals and newspapers

Format: Name of the first author of the article. Title of the article [Document code]. Title of serial publications: other title information, year, Vol. (no.): Pages [Date of citation]. Access path.

Example:

Park J R, Tosaka Y. Metadata quality control in digital repositories and collections: criteria, semantics, and mechanisms[J/OL]. Cataloging Classification Quarterly, 2010, 48(8): 696-715 [2013-09-05]. [http://www.tandfonline.com/doi/pclf/10.1080/01639374. 2010.508711](http://www.tandfonline.com/doi/pclf/10.1080/01639374.%202010.508711).

#### (5) Patents

Format: Name of patent applier(s) or owner(s). Title: nationality, patent number [Document code]. Issue date [Date of citation]. Access path.

Example:

Koseki A, Momose H, Kawahito M, et al. Compiler: US828402[P/OL]. 2002-05-25[2002-05-28]. http://FF&p –1&u – nctahtml/PTO/search-bool. html&r – 5&f – G&l = 50&col = AND&d = PG01&sl = IBM.AS.&RS= AN/IBM/RS=AN/IBM.

#### (6) Electronic materials: information and references containing knowledge or artistic contents, including electronic books and journals, databases, electronic bulletins, etc., whose original information, such as pictures, texts, sound and images, are stored on magnetic, optical, and dielectric media in digital form, and then displayed on computers, the internet, or related devices. Description formats of extracted literature of electronic books and electronic books or newspaper respectively follow the rules previously described.

Format: Name of the first author. Title: other title information [document code/ document carrier code]. Place of publication: publisher, year of publication (updated or revised date) [Date of citation]. Access path.

Example:

Online Computer Library Center, Inc. History of OCLC[EB/OL]. [2000-01-08]. http://www.oclc.org/about/history/default.htm.

#### 7.4 Reference Tips

#### (1) Authors

The author’s name is in the following order: surname first, followed by the first name then middle name initials without a period. If the publication has two authors, the authors' names are listed thus: Smith J L, & Jones T M.

For works written by organizations or committees, such organizations or committees may be treated as authors, in which case their full names should be used instead of abbreviations.

For works of unknown authors, use "Anonymous" as the author.

When the number of authors is less than three, all names shall be listed and separated by commas. For example, three authors, James Lyndon Smith, Terrance Miles Jones and Susan Marie Adams would be listed thus: Smith J L, Jones T M, & Adams S M. Note the use of an ampersand instead of the word "and" as shown in the example above. With more than three authors, the list of the first three authors is followed by "et al.", and "et al." need not be italicized.

#### (2) Journals and Books

Capital letters in foreign language documents should be used and follow the rules of the language.

The name of a journal should be represented in full and in non-italic style.

For journals, the year, volume (issue) number, and start-end page should be listed. Either volume or issue should also be included. If it is a multi-volume book, "Vol" is added (no period).

The editions, volumes, issues, and page numbers of references are all expressed in Arabic numerals. The format "2nd ed", "3rd ed" should be used for referring to editions, in this example the second and third editions, respectively.

#### (3) Punctuation

A comma "," is used to separate author names, the publication year, the issue year, and the volume number of journals.

A full-colon ":" is used before other title information, the publisher, the page of citation, the page of book chapters cited, and the patent number.

Parentheses "( )" are used for the issue number of journals, the page/section of newspapers, modification of electronic sources.

Square-brackets "[ ]" are used to indicate the serial number, the document type, the citation date of electronic sources, and additional information provided by the writer of the thesis/dissertation.

Slashes "//" are used in front of the book title of the cited chapter.

An en dash "-" is used to indicate page range (e.g., 34-56).

A period "." is used in front of the article title, the chapter/section title, the issue number and the volume number of serials, the edition number and the publisher and the end of a reference entry.

## Part III. Formatting Requirements

1. Paper and Page Settings

|  |  |
| --- | --- |
| Item | Requirements |
| Paper | A4 (210mm×297mm), white |
| Page Setting | Margins: left and right 3.17 cm, top and bottom 2.54 cm  Distance of page header and page footer from page edges: 1.5 cm  Title page: the standard format of UCAS |
| Page Header | Times New Roman, 9pt, centered |
| Page Number | Times New Roman, 9pt |

2. Title Page

|  |  |  |
| --- | --- | --- |
| Item | Requirement for Chinese | Requirement for English |
| Title | SimSun 15pt, in bold, single-spaced | Times New Roman 15pt, in bold, centered, single-spaced |
| Author’s Full Name | SimSun 14pt, in bold, double-spaced | Times New Roman 14pt, in bold, double-spaced |
| Supervisor | SimSun 14pt, in bold, double-spaced | Times New Roman 14pt, in bold, double-spaced |
| Degree Category | SimSun 14pt, in bold, double-spaced | Times New Roman 14pt, in bold, double-spaced |
| Discipline | SimSun 14pt, in bold, double-spaced | Times New Roman 14pt, in bold, double-spaced |
| Institute/School | SimSun 14pt, in bold, double-spaced | Times New Roman 14pt, in bold, double-spaced |
| Submission Date | Arabic numeral, Times New Roman 14pt, in bold, centered | Arabic numeral, Times New Roman 14pt, in bold, centered |

3. Spine

Words on the spine of the thesis/dissertation should be written in Times New Roman 12pt (can be adjusted according to the thickness of the thesis/dissertation). The title of the thesis/dissertation should be written at the top, the name of the writer in the middle, and "University of Chinese Academy of Sciences" at the bottom. The distance to the boundaries should be 3cm (see Template 4).

4. Abstract and Key Words

|  |  |  |
| --- | --- | --- |
| Item | Chinese abstract | English abstract |
| Title | Abstract: insert a space between two Chinese characters “摘要”, SimSun 14pt, in bold, centered, and single-spaced, 24pt before and 18pt after for paragraph spacing. | Abstract：Times New Roman 14pt, in bold, centered, and single-spaced, 24pt before and 18pt after for paragraph spacing. |
| Paragraph | SimSun 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing | Times New Roman 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing |
| Key words | SimSun 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing. “关键词” in bold. Insert a blank line between the text of the abstract and the key words. | Times New Roman 12pt, 1.5-spaced, 0 pt for paragraph spacing. “Key Words” in bold. Insert a blank line between the text of the abstract and the key words. |

5. Contents

|  |  |  |
| --- | --- | --- |
| Item | Example | Requirement |
| Title | Contents | Times New Roman 14pt, in bold, centered, and single-spaced, 24pt before and 18pt after for paragraph spacing. |
| Chapter titles | Chapter 1 Introduction.................1 | Times New Roman 14pt, in bold, single-spaced, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots |
| Heading level 2 | 1.2 Literature review……………10, or  2.1 Experimental materials………10 | Times New Roman 12pt, in bold, single-spaced, 2 spaces indent, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots |
| Heading level 3 | 1.2.3 Problems remain unsolved…10, or  2.2.2 Cell cultivation………..……15 | Times New Roman 12pt, in bold, single-spaced, 4 spaces indent, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots |
| Other section headings | References……………………………71  Appendixes…………………………...87  Acknowledgments……………………89  Resume and Academic Achievements during the Author's Degree Study…….91 | Times New Roman 14pt in bold, single-spaced, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots |
| Headings of tables and figures | List of Tables  List of Figures | Times New Roman 14pt in bold, single-spaced, 24pt before and 18pt after for paragraph spacing |
| List of tables/figures | Table 1-1 xxxx…………………..1, or  Figure 1-1 xxxx…………………1, or | Times New Roman 14pt in bold, single-spaced, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots |

6. Main Text

|  |  |  |
| --- | --- | --- |
| Item | Example | Requirements |
| Heading level 1  (Chapter Title) | Chapter 1 ××× | Times New Roman 14pt in bold and centered, single-spaced, 24pt before and 18pt after for paragraph spacing, one space between chapter number and chapter title |
| Heading level 2 | 1.2 ×××× | Times New Roman 12pt in bold, flush left, single-spaced, 24pt before and 6pt after for paragraph spacing, one space between the section number and the section title |
| Heading level 3 | 1.2.1 ××× | Times New Roman 12pt in bold, flush left, single-spaced, 12pt before and 6pt after for paragraph spacing, one space between the subsection number and the title |
| Heading level 4 | 1.2.1.1 ××× | Times New Roman 12pt in bold, flush left, single-spaced, 12pt before and 6pt after for paragraph spacing, one space between the subsection number and the title |
| Paragraphs (main text) | ××××××××××××××  ×××××××××××××× | Times New Roman 12pt, justified; indent the first line of each paragraph 4 spaces. 1.5-spaced, 0 pt for paragraph spacing. (If there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the needs.) |
| Figure number, figure title and notes | Figure 2-1 ××× | Figure number, figure title, and the note are placed under the figure; Figure number and figure title are in bold, Times New Roman 10.5pt, centered, 1.5-spaced；paragraph spacing of Chinese figure title is 6pt before and 0 pt after, while paragraph spacing of English figure title is 0 pt before and 12pt after; one space between the figure number and the title. Put the label “Note*”* in bold, 4 spaces indent, the subsequent lines align with the first word of the previous line after the word “Note*”*. |
| Table number, table title and notes | Table 2-1 ××× | Table number and title are placed above the table, Times New Roman 10.5pt, in bold, centered, 1.5-spaced; paragraph spacing of Chinese title is 6pt before and 0 pt after, while English title is 0 pt before and 12pt after; one space between the table number and table title. The label “Note” should be placed under the table, in bold, 4 spaces indent; the subsequent lines align with the first word of the previous line after the word “Note*”*. |
| Expressions | （3-2） | Expressions: centered, serial numbers in parentheses, right aligned, Times New Roman 10.5pt |

7. Other Sections

|  |  |
| --- | --- |
| Item | Requirements |
| References | The heading: Times New Roman 14pt in bold and centered. Entries: Times New Roman 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing, justified; standard type (non-italic) for both Chinese and English (except for Latin biological terms); *author-date method*: 4 spaces indent in the subsequent lines; *numeric-references method*: the subsequent lines should align with the first word of each entry |
| Appendix | The heading:Times New Roman 14pt in bold and centered. Body part: Times New Roman 12pt, justified, indent the first line of paragraphs 4 spaces, 0 pt before and after for paragraph spacing, 1.5-spaced. (If there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the needs.) |
| Acknowledgments | The heading:Times New Roman 14pt in bold and centered. The text: Times New Roman 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing. |
| Resume and Academic Achievements during the Author's Degree Study | The heading should be of the same format as the other headings. The main part: Times New Roman 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing. (The format of the publication should be the same as the references.) |

8. Printing and Binding

The format features required by the University of Chinese Academy of Sciences for the thesis/dissertation title page should be used. A thesis/dissertation should be printed on A4 standard paper (210mm×297mm) and then bound into book form. Starting from the Chinese abstract, all pages should be printed double-sided. The parts before the Chinese abstract should be printed one-sided. Abstract in Chinese, abstract in English, contents, the main body, references, appendix, acknowledgments, the author’s resume, and a list of published papers and research results during the study should be written on separate pages, respectively. Additionally, the thesis/dissertation must be bound either by a string or hot glue, not by staples. Normally, the title page paper should weigh 150gm and be of good-quality printing, with clear and long-lasting print ink/toner used. In addition, a red title page should be used for a doctoral degree dissertation and a blue one for a master’s degree thesis.

**Appendix 1:**

**Template 1:** Title Page of Chinese version (all content should be in Chinese, except author’s name and supervisor’s name)



Choose “博士” for "Doctor’s" or “硕士” for "Master’s" according to the degree conferred

**博士/硕士学位论文**

**中文论文题目（Chinese Title, SimSun 15pt, in boldface, single-spaced）**

Full name as it appears in the passport

**作者姓名： （Author, SimSun 14pt in boldface）**

**指导教师：** **（Supervisor’s Name, title, affiliation, SimSun 14pt, in boldface）**

e.g., Master of Science, Doctor of Medicine, Master of Engineering, etc.

**学位类别： （Degree, SimSun 14pt in boldface）**

First level discipline, second level discipline or professional degree; the same as the information in the school roll

**学科专业： （Discipline,** **SimSun,** **14pt in boldface）**

**培养单位： （Institute or school, SimSun, 14pt in boldface）**

Full name of the institute or school

**年 月**

SimSun, 14pt in boldface; fill in 6 if degree conferred in summer and 12 if in winter

**Template 2:** Title Page of English version

Times New Roman 15pt, in bold, single-spaced, centered

**ingle-space, centered**

**Title**

**A dissertation/thesis submitted to**

Dissertation for doctoral degree, thesis for master’s degree

**University of Chinese Academy of Sciences**

**in partial fulfillment of the requirement**

Times New Roman, 14pt, in bold, double-spaced

**for the degree of**

**Doctor/Master of [discipline]**

Choose "Doctor’s" or "Master’s" according to the degree being sought; for academic doctoral degree, fill in "Doctor of Philosophy"; for academic master’s degree, fill in field of discipline, such as Master of Natural Sciences; for professional degree, fill in degree categories, such as Doctor of Engineering, Master of Business Administration

**in [major]**

**By**

**[Author’s name]**

Full name as it appears in the passport, Times New Roman, 14pt, in bold, double-spaced

Full name of the institute or school

|  |  |  |
| --- | --- | --- |
| **Supervisor** | **:** | **Professor LI Sitian** |
|  |  |  |

**[institute or school]**

Times New Roman 14pt in bold, fill in June if degree conferred in summer and December if in winter

**June 2023**

**Template 3**

**Statement of Originality**

I declare that this thesis/dissertation is the result of my independent research under the instruction of my supervisor. To the best of my knowledge, this thesis/dissertation does not contain any research results that have been previously published or written by other individuals or groups, except for the citations. Other individuals and groups who have made contributions to the research have been mentioned or acknowledged in this thesis/dissertation.

Signature:

Date:

**Authorization statement for thesis use**

I understand and abide by the regulations of the Chinese Academy of Sciences regarding the preservation and use of the thesis/dissertation, *i.e.*, the Chinese Academy of Sciences has the right to preserve copies of student thesis/dissertation, to allow the thesis/dissertation to be consulted, to publish the thesis/dissertation all or in part in accordance with the principles of openness in academic research and protection of intellectual property rights, and to preserve and compile the thesis/dissertation by photocopying, reprinting in a reduced format, or other means of reproduction. This statement shall apply to classified and delayed thesis/dissertation after the declassification or delay period.

Signature of the author: Signature of the supervisor:

Date: Date:

**Template 4**

Spine (This page is for the spine only, and not to be included in the thesis/dissertation.)

Times New Roman 12pt, in bold

Title Author UCAS

About 3cm

About 3cm

**摘 要**

Abstract in Chinese: insert a space between two Chinese characters “摘要”, Simsun 14pt, in bold, centered, and single-spaced, 24pt before and 18pt after for paragraph spacing.

Simsun, 9pt, centered

摘要文字

Simsun 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing

Simsun 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing. “关键词” in bold. Insert a blank line between the text of the abstract and the key words. Chinese key words should be separated by Chinese commas.

**关键词：**阿尔茨海默病，整合分析，物种形成，侵袭

**Use upper case Roman numerals (I, II, III, etc.) on all pages preceding the first page of chapter one**. Times New Roman, 9pt, centered

Notes：Chinese abstract, English abstract, table of contents, the main body of the thesis/dissertation, references, appendices, acknowledgments, author’s resume, academic papers and research results published during the author's study for the degree should all begin with odd-numbered page.

Running head: insert chapter titles on odd-numbered pages, the title of the thesis/dissertation on even-numbered pages

**Abstract**

Times New Roman, 9pt, centered

Abstract in English: Times New Roman 14pt, in bold, centered, and single-spaced, 24pt before and 18pt after for paragraph spacing.

Abstract text

Times New Roman 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing

**Key Words:** Alzheimer’s Disease, Integrative Analysis, Speciation, Invasion

Times New Roman 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing. “Key Words” should be capitalized and in bold. Insert a blank line between the text and the keywords.

English key words should correspond to Chinese key words and be separated by English commas, with the first letters capitalized.

**Contents**

Title: Times New Roman 14pt, in bold, centered, and single-spaced, 24pt before the and 18 after for paragraph spacing

Chapter title: Title case, Times New Roman 14pt, in bold, single-spaced, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots

**Chapter 1 Introduction**…………………………………………………1

**1.1 Research background**…………………………………………………………1

**1.2 Immune regulation of T cells**…………………………………………………4

……

Section title: Times New Roman 12pt, in bold, single-spaced, 2 spaces indent, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots

**Chapter 3 Title**……………………………………………….….….….46

**3.1 Section title**…………………………………………………………………...46

**3.2 Section title**…………………………………………………………………...47

**3.3 Results**… ……………………………………………………………………...48

**3.3.4 Variability**……………………………………………………………….51

**3.3.5 Neuroimaging of the mutation site and subphenotype Effect** ……….53

subsection: Times New Roman 12pt, in bold, single-spaced, 4 spaces indent, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots

……………………………………………………

**References**………………………………………………………………71

**Appendix**………………………………………………………………87

**Acknowledgments**……………………………………………………89

**Resume and Academic Achievements during the Author's Degree Study**……………………………………………………………………91

Other section headings: Times New Roman 14pt, in bold, single-spaced, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots

Headings: Times New Roman 14pt, in bold, single-spaced, 24pt before and 18 pt after for paragraph spacing

**List of Figure**

**Figure 1-1 Xxxx Xxx**…………………………………………………….5

**Figure 2-1 Xxx**…………………………………………………………...9

**Figure 3-1 Xxxxx**……………………………………………………….51

**Figure 4-1 Xxx Xxx**…………………………………………………….57

**Figure 4-2 Xxxxx**……………………………………………………….64

**List of Tables**

**Table 1-1 Xxxx Xxxx**…………………………………………………….4

**Table 2-1 Xxxxx**………………………………………………………….5

**Table 3-1 Xxxx Xxx**……………………………………………………...7

**Table 4-1 Xxxxx**………………………………………………………...33

**Table 4-2 Xxx Xxxx**…………………………………………………….35

**Table 4-3 Xxxxxxx**…………………………………………………….132

List of figures/tables: Times New Roman 14pt, in bold, single-spaced, 6pt before and 0 pt after for paragraph spacing, justified, right-aligned page numbers with leading dots

**Chapter 1 Introduction**

Heading level 2 (section title): Times New Roman 12pt, in bold, flush left, single-spaced, 24pt before and 6pt after for paragraph spacing

Heading level 1 (Chapter title): Times New Roman 14pt, in bold and centered, single-spaced, 24pt before and 18pt after for paragraph spacing

**1.1 Research background**

**1.1.1 Xxxx (heading level 3)**

**1.1.1.1 Xxxx (heading level 4, when necessary)**

The main text

Heading level 3&4: Times New Roman 12pt, in bold, flush left, single-spaced, 12pt before and 6pt after for paragraph spacing

……

Main text: Times New Roman 12pt, justified; indent the first line of each paragraph 4 spaces, 0 pt for paragraph spacing, 1.5-spaced (If there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the needs.)

The main text of the thesis/dissertation starts from the odd-numbered page, with the page numbers written in Arabic numerals. Insert page numbers in the **lower right corner for** odd-numbered pages **or lower left corner** for even-numbered pages.

**Chapter 3 Xxxx**

Each chapter should be written on a new page

……

**3.1 Section title**

……

Figures are generally set to be 6cm in height and 8cm in width, and the length and width can also be scaled proportionally according to the number of figures and typesetting requirements.

Sample Figure:



Figure number, figure title, and the note are placed under the figure; Figure number and figure title are in bold, Times New Roman 10.5pt, centered, 1.5-spaced；paragraph spacing of Chinese figure titles is 6pt before and 0 pt after, while paragraph spacing of English figure titles is 0 pt before and 12pt after; one space between the figure number and the title. Put the label “Note*”* in bold, 4 spaces indent, the subsequent lines align with the first word of the previous line after the word “Note*”*.

**图3-1 图题**

**Figure 3-1 Title**

**Note:** ××××××× ×××××××××× ××××××× ××××××× ×××××××× ×××× ×××××× ×××× ××××××××××× ×××××× ××××

Sample Table:

**表3-1 表题**

**Table 3-1 Title**

|  |  |
| --- | --- |
| ××× | ×××× |
| ×××  ××× | ××××  ×××× |

**Note:** ××××××××××× ×××××××××× ××××××× ××××××× ×××××××× ×××× ×××××× ××××××××××× ×××××× ××××

**表3-1 表题（续表）**

**Table 3-1 Title (continued)**

|  |  |
| --- | --- |
| ××× | ×××× |
| ×××  ××× | ××××  ×××× |

**Note:** ××××××× ××× ×××××××××× ××××××× ××××××× ×××××××× ×××× ×××××× ××××××××××× ×××××× ××××

Table number and table title are placed above the table, Times New Roman 10.5pt, in bold, centered, 1.5-spaced; paragraph spacing of the Chinese title is 6pt before and 0 pt after, while the English title is 0 pt before and 12pt after; one space between the table number and table title. The label “Note” should be placed under the table, in bold, 4 spaces indent; the subsequent lines align with the first word of the previous line after the word “Note*”*.

……

**3.3.4 Variability**

……

Heading level 3 (sub-section title): Times New Roman 12pt in bold, flush left, single-spaced, 12pt before and 6pt after for paragraph spacing

**References**

The heading: Times New Roman 14pt in bold and centered, single-spaced, 24pt before and 18pt after for paragraph spacing

Entries: Times New Roman 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing, justified; standard type (non-italic) for both Chinese and English (except for Latin biological terms).

**Numeric-References Method**

1. World Health Organization. Factors regulating the immune response, report of WHO Scientific Group[R]. Geneva: WHO, 1970.
2. Bravo H, Olavarria J, Torrealba F. Comparative study of visual inter and intrahemispheric cortico-cortical connections in five native Chilean rodents[J]. Anat Embryol(Berl): 1990, 181: 67-73.
3. Online Computer Library Center, Inc. History of OCLC[EB/OL]. [2000-01-08]. http://www.oclc.org/about/history/default.htm.
4. Betts LR, Taylor CP, Sekuler AB, et al. Aging reduces center-surround antagonism in visual motion processing[J]. Neuron: 2005, 45: 361-366.

Numeric-reference method: the subsequent lines should align with the first word of each entry

**Author-Date Method**

Betts LR, Taylor CP, Sekuler AB, et al. Aging reduces center-surround antagonism in visual motion processing[J]. Neuron: 2005, 45: 361-366.

Bravo H, Olavarria J, Torrealba F. Comparative study of visual inter and intrahemispheric cortico-cortical connections in five native Chilean rodents[J]. Anat Embryol (Berl): 1990, 181: 67-73.

Online Computer Library Center, Inc. History of OCLC[EB/OL]. [2000-01-08]. http://www.oclc.org/about/history/default.htm.

World Health Organization. Factors regulating the immune response, report of WHO Scientific Group[R]. Geneva: WHO, 1970.

Author-date method: 4 spaces indent in the subsequent lines

the subsequent lines align with the first word of each entry

**Appendix**

The heading: Times New Roman 14pt in bold and centered, single-spaced, 24pt before the paragraph and 18pt after for paragraph spacing

……

Body part: Times New Roman 12pt, justified, indent the first line of paragraphs 4 spaces. 0 pt before and after for paragraph spacing, 1.5-spaced. (If there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the needs.)

**Acknowledgments**

Times New Roman 14pt in bold and centered, single-spaced, 24pt before and 18pt after for paragraph spacing

Text

The text: Times New Roman 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing.

June 2023

The date at the end of the acknowledgments section should be consistent with that on the title page of the paper.

**Resume and Academic Achievements**

The heading: Times New Roman 14pt in bold and centered, single-spaced, 24pt before and 18pt after for paragraph spacing

**during the Author's Degree Study**

Resume

Educational and work experience normally included

I received my bachelor’s degree from xx college (department ) of xx university during a study period from xx, xxxx to xx, xxxx (time: month, year).

I received my master’s degree from xx college (department) of xx university during a study period from xx, xxxx to xx, xxxx (time: month, year).

I study for a doctor’s/master’s degree in the xx institute of University of Chinese Academy of Sciences (or xx department of University of Chinese Academy of Sciences).

Awards:

The main text: Times New Roman 12pt, 1.5-spaced, 0 pt before and after for paragraph spacing. (The format of the thesis/dissertation should be the same as the references.)

Work experience:

**Published (or officially accepted) academic papers:** (written in the same format as references)

**Patents applied for or obtained:** (this item need not be listed if there is no patent)

**Research projects and awards:**

**Appendix 2:**

**Table of Degree Categories (Chinese and English)**

| **Degree Categories** | **Chinese** | **English** |
| --- | --- | --- |
| 学术型博士  Academic doctoral degree | 哲学博士 | Doctor of Philosophy |
| 经济学博士 |
| 历史学博士 |
| 理学博士 |
| 工学博士 |
| 农学博士 |
| 医学博士 |
| 管理学博士 |
| 学术型硕士  Academic master’s degree | 哲学硕士 | Master of Philosophy |
| 经济学硕士 | Master of Economics |
| 法学硕士 | Master of Law |
| 文学硕士 | Master of Arts |
| 历史学硕士 | Master of History |
| 理学硕士 | Master of Science |
| 工学硕士 | Master of Science in Engineering |
| 农学硕士 | Master of Agriculture |
| 医学硕士 | Master of Medicine |
| 管理学硕士 | Master of Management Science |
| 专业学位博士  Professional doctoral degree | 材料与化工博士 | Doctor of Materials and Chemical Engineering |
| 专业学位硕士  Professional master’s degree | 金融硕士 | Master of Finance |
| 应用统计硕士 | Master of Applied Statistics |
| 应用心理硕士 | Master of Applied Psychology |
| 翻译硕士 | Master of Translation and Interpreting |
| 工程硕士 | Master of Engineering |
| 电子信息硕士 | Master of Electronic and Information Engineering |
| 机械硕士 | Master of Mechanical Engineering |
| 材料与化工硕士 | Master of Materials and Chemical Engineering |
| 资源与环境硕士 | Master of Resources and Environmental Engineering |
| 能源动力硕士 | Master of Energy and Power Engineering |
| 土木水利硕士 | Master of Civil and Hydraulic Engineering |
| 生物与医药硕士 | Master of Biological and Pharmaceutical Engineering |
| 农业硕士 | Master of Agriculture |
| 药学硕士 | Master of Pharmacy |
| 工商管理硕士 | Master of Business Administration |
| 公共管理硕士 | Master of Public Administration |
| 工程管理硕士 | Master of Engineering Management |

Notes: This table is based on the *Brief Introduction of Disciplines and Specialties for Granting Doctoral and Master’s Degrees and Training Postgraduates* authorized by the State Council's Academic Degrees Committee Office and the Ministry of Education's Graduate Work Office and on the website information of the National Professional Degrees Education Steering Committee.

**Appendix 3:**

**Codes for Document Types and Document Carriers**

|  |  |
| --- | --- |
| **1. Commonly used document types identified by a single letter** | |
| Type | Code |
| monograph | M |
| collected papers | C |
| Newspaper articles | N |
| Journal | J |
| dissertation | D |
| reports | R |
| standard | S |
| patent | P |
| articles from monograph/proceedings | A |
| Other unspecified document types | Z |
| **2. The type of electronic document carrier identified by two letters** | |
| magnetic tape | MT |
| disk | DK |
| database | DB |
| computer programs | CP |
| Electronic Bulletin | EB |
| online | OL |
| **3. Document type identification /carrier type** | |
| database online | DB/OL |
| magnetic tape database | DB/MT |
| monograph on CD-ROM | M/CD |
| computer program on disk | CP/DK |
| Online journals | J/OL |
| Online e-bulletin | EB/OL |

Notes: This table is based on *Chinese national standard Codes for Document Types and Document Carriers* (GB 3469—83)