

Beijing Institute of Technology doctoral and master's thesis writing specifications

This specification is formulated with reference to the national standard GB7713-87 Format for Compilation of Scientific and Technical Reports, Dissertations and Academic Papers (GB77B-87) and in combination with the specific situation of our university.

1. Composition of degree thesis

Thesis generally consists of three parts, namely, the **front** part, the **main** part and the **back** part. The specific contents are as follows: cover, title page, copyright use authorization and research results statement, abstract, key words, table of contents, figures and attached list, table, text, reference documents, appendix, list of papers and research results published during the degree study, thanks/acknowledgment, and author profile. Its constituent elements are shown in Figure 1.

Front Part	<ul style="list-style-type: none">• Cover• Title Page• Statement of research results + Copyright License• Abstract (Chinese + English)• Keywords• Table of Contents• List of Figures and Tables (if needed)• Symbols, Notations, Acronyms, Terms/Glossary (if needed)
Main Part	<ul style="list-style-type: none">• Main Text• References / Bibliography• Appendix (if needed)
Back Part	<ul style="list-style-type: none">• List of papers and research results published during the degree• References / Bibliography• Acknowledgements• Author's Profile

Figure 1: Components of a dissertation

2. Content requirements for a dissertation

(A) Cover

The cover is the appearance of the dissertation, which plays the role of providing information and protection. The requirements for writing the cover of the dissertation of Beijing Institute of Technology are as follows:

- 1) Confidentiality level: If necessary, place it in the upper right corner of the cover and mark it in accordance with national regulations. CONFIDENTIAL
- 2) Type: Doctoral or Master's thesis.
- 3) Title: It should concisely summarize and reflect the core content of the thesis, and generally should not exceed 25 words.
- 4) Author: Located just below the title of the paper.
- 5) Time: xxxx year xx month (xxxx 年 xx 月)

(B) Chinese title page

The title page is the basis for the description of the dissertation. The title page is arranged from top to bottom in the following order: Chinese Library classification number, UDC classification number, thesis title, author's name, school name, supervisor, chairman of the defense committee, applied degree level, discipline, degree awarding institute, and thesis defense date.

- 1) Classification number: the classification number must be indicated in the upper left corner of the title page to facilitate information inquiry and exchange. Generally, the classification number of China Library Classification and the classification number of UDC should be indicated. The classification number of the China Library Classification is usually selected by consulting the latest version of the China Library Classification. The International Decimal Classification is the earliest multilingual classification and has been widely used throughout the world. Please refer to the UDC Alliance website for a brief list of international decimal classification numbers <http://www.udcc.org/outline/outline.htm>.

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- 2) Thesis title: The Chinese title is the same as the cover.
 - 3) Author's name: located directly below the thesis title.
 - 4) School name: fill in the full name of the college.
 - 5) Supervisor: fill in the name and title of the supervisor. The signature of the supervisor shall be subject to the approval and filing of the Graduate School. Generally, only one supervisor can be written. If there is co-supervisor approved by the Graduate School, one additional supervisor can be written.
 - 6) Chairman of the defense committee: fill in the name and title of the chairman of the defense committee.
 - 7) Application degree level: fill in "discipline category + degree level", such as Doctor of Engineering, Master of Science, etc; If applying for a professional degree, fill in "Category + Degree Level", such as Master of Engineering, Master of Business Administration, etc.
 - 8) Discipline and specialty: the name of discipline and specialty shall be filled in with reference to the Catalogue of Disciplines and Specialties for Granting Doctoral and Master Degrees and Training Postgraduates issued by the Academic Degrees Committee of the State Council, and the name of engineering master shall be filled in the field of engineering.
 - 9) Awarded by: Beijing University of Technology
 - 10) Date of thesis defense: (xxxx Year xx Month xx Day) (xxxx 年 xx 月 xx 日)

(C) English title page

The English title page includes the English title, author's name, supervisor, degree awarding institute and defense date. English title is a literal translation of Chinese title, generally no more than 15 content words.

(D) Copyright license and research results statement

Authors and supervisors must sign the copyright license and research result statement.

(E) Abstract

Abstract is an independent and complete essay, which should reflect the main content of this paper in a general and concise way. Including the research purpose, research methods, research results and conclusions, etc., especially the research results and conclusions. The Chinese abstract should strive to be concise and accurate. The master's thesis abstract should be 500~800 words, and the doctoral thesis should be 1000~1200 words. References, diagrams, tables, chemical structural formulas, symbols and terms that are not common to the public shall not appear in the abstract. The contents of the English abstract and the Chinese abstract shall be consistent.

(F) Keywords

Keyword is a word or term selected from the paper to express the subject content information of the full text for the convenience of document indexing and retrieval, which is marked in a separate line after the abstract content. Generally, select 3 to 8 keywords or professional terms, separated by semicolon, and the Chinese and English keywords must correspond.

(G) Table of contents

The table of contents consists of the serial number, name and page number of the chapters, sections, appendices, etc. of the thesis, and the other pages are arranged after the abstract, which is generally divided into two or three levels. The contents shall include the introduction, the main body of the thesis, appendices, references, achievements obtained during the degree study, etc.

(H) List of figures and tables

If there are many figures and tables in the thesis, you can list them separately and place them after the table of contents. The list of figures should have serial number, title and page number. The list of tables should have serial number, table title and page number.

(I) Notations

If a large number of symbols, notations, abbreviations, acronyms, special units of measurement and user-defined terms are used in the thesis, a list of notations should be prepared (if required).

(J) Main text

The text includes the introduction, the specific research content and the conclusion.

- Doctoral degree thesis: Generally, 60000 to 100000 words, of which the introduction requires about 10000 words.
- Master's degree thesis: Generally, 30000 to 50000 words, of which the introduction requires about 5000 words.

1) Introduction

The introduction is generally regarded as the first chapter. The introduction should include the academic background and theoretical and practical significance of the research topic; Research progress and achievements at home and abroad in this field, existing deficiencies or problems to be further studied; The source and main research contents of this research topic.

2) Specific research contents

The specific research content is the main part of the dissertation, the specific expression of the research results and their basis, and the concentrated embodiment of the research ability. It should generally include Chapter 2, Chapter 3 and the previous chapter of the conclusion. The specific research content should be reasonable in structure, clear in level, prominent in focus, concise and smooth in writing. It can include the following aspects: research objects, research methods, instruments and equipment, materials and raw materials, experimental and observation results, theoretical derivation, calculation methods and programming principles, data and processed charts, theoretical analysis, formed arguments and conclusions, etc.

The specific research contents can be followed by a "summary of the chapter" (if necessary).

3) Conclusion

The conclusion is written separately as the last part of the thesis, but without chapter number. The conclusion is the summary of the main results of whole thesis. In the conclusion, the innovation points of this research should be clearly pointed out, its application prospects and social and economic values should be predicted and evaluated; and the prospects and assumptions for further research direction should be pointed out. The conclusion should be concise and innovative.

4) Reference

In order to reflect the scientific basis of the paper, the author's serious attitude of respecting the research results of others and the source of providing relevant information to readers, a reference list should be listed. The list of references should list the most important documents that have been read directly by the author and published in official publications. Private correspondence and unpublished materials should not be included in the references, but can be annotated or marked at the bottom of the current page immediately after the quoted content.

5) Appendix

Some materials incorporated into the main body of the thesis will damage the organization and logic of the arrangement, or hinder the compact structure of the article and highlight the theme, etc. These materials can be listed as an appendix on another page after the references, or can be compiled into a single volume. The following contents can be used as appendices:

- a) For the sake of the integrity of whole thesis material, but the incorporation into the text is detrimental to the organization and logic of the arrangement, this kind of material includes more detailed information, research methods and technology, and more in-depth description than the text, as well as suggested bibliography of references that can be read and supplementary information useful for understanding the content of the text.
- b) Materials that are not easy to be incorporated into the text due to excessive length

or copied materials.

- c) Rare and valuable materials that are not easy to be included in the text.
- d) Materials that are not required for general readers to read, but are of reference value to peers in this field.
- e) Some important original data, derivation, calculation procedures, block diagrams, structural diagrams, notes, statistical tables, computer printouts, etc.

The serial number of the appendix is A, B, C..... Series, such as Appendix A, Appendix B. The numbers of formulas, figures and tables in the appendix are indicated by the serial numbers of the appendix followed by 1, 2, 3... series, such as A1, A2,... series; Figure A1, Figure A2,... series; Table A1, Table A2,... series. Each appendix shall have a title.

6) List of papers and research publications during the degree study

The academic papers and research achievements related to the content of the dissertation published during the study of the degree shall be listed in the chronological order of publication. The research achievements can be the research projects, patents obtained, awards, etc. participated during the semester.

7) Acknowledgements

Acknowledgments are appreciations to the following: sponsors and supporters; those who assisted in the completion of the research work and provided convenience; those who made suggestions and provided assistance in the research work; those who granted the right to reprint and quote materials, pictures, documents, research ideas and ideas Owner; Other Dues. Acknowledgments should be sincere, appropriate, and short.

8) About the Author

It is not necessary to provide a brief introduction of the author for the master's dissertation.

A doctoral dissertation should provide a brief introduction of the author, mainly including: name, gender, date of birth, nationality, place of birth; brief educational

background, work experience (position); other research achievements or awards obtained during the degree study.

3. Dissertation Writing Requirements

(A) Text, punctuation and numbers

Except for the English title page and English abstract, the rest of the thesis should be written in Chinese, except for the following two cases:

- 1) The contents, text and acknowledgments of the degree thesis of international students can be written in English; However, the cover, title page, original statement and use authorization shall be written in Chinese, and the abstract shall be written in both Chinese and English.
- 2) The contents, text and acknowledgement of the degree thesis of the international language major shall be written in the corresponding language of the major; However, the cover, title page, original statement and use authorization shall be written in Chinese, and the abstract shall be written in Chinese and the corresponding language of the major.

The use of Chinese characters in the thesis should conform to Chinese norms. The use of punctuation marks shall be subject to the <<use of punctuation marks>> (GB/T 15834-1995). The use of numbers shall be subject to GB/T 15835-1995 <<Regulations on the use of numbers in publications>>.

Dissertations written in non-Chinese are subject to this specification.

(B) Confidentiality level

Confidential writing format: Confidential ★ Confidentiality period.

(C) Hierarchical titles

Hierarchical titles should be short and clear. Multi-level titles are serially numbered with

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(English V1.0 2023-JAN-24)*

Arabic numerals; numbers at different levels are separated by dots ".", and dots are not added after the last number, such as "3.1.1"; chapter titles are arranged in the center, and the serial numbers of other levels are all on the left. The top frame starts the row, and the title is separated by 1 letter space. For example:

Chapter 3 ×××× (Level 1 headings)

3.1 ×××× (Level 2 headings)

3.1.1 ×××× (Level 3 heading)

3.1.1.1 ×××× (Level 4 heading)

The title of the thesis of liberal arts is numbered by Chinese serial number. For example:
一、 …, (一) …, 1. ….

(D) Headers and page numbers

The header is "*Beijing Institute of Technology XX Dissertation*", where XX stands for Doctoral or Master, in the middle; The header is marked from the Chinese abstract, and the odd and even pages of the paper header are the same.

The page numbers are consecutively arranged in Arabic numerals (1, 2, 3...) from Chapter 1 (Introduction), and the previous parts (Chinese abstract, Abstract, Table of Contents, etc.) are separately arranged in capital Roman numerals (I, II, III...).

(E) Figures, Tables, Equations

1) Figures

Figures include curve graphs, structural diagrams, schematic diagrams, block diagrams, flow charts, record diagrams, pictures, etc. The figure should be "self-explanatory", that is, the meaning of the figure can be understood only by looking at the figure, figure title and legend, without reading the text. The layout of the figure in the text should be reasonable, generally arranged along with the text, first see the text and then see the pictures.

Figure sequence and title: the figure sequence shall be numbered in chapters with Arabic numerals, for example, the figure sequence of the second figure in Chapter 3 is "Figure 3.2";

the figure title should be concise, and there should be 1 Chinese character space between the figure sequence and the figure title , centered below the figure.

Each figure should have a short and precise title. When necessary, the symbols, marks, codes, and experimental conditions on the figure should be placed horizontally below the figure title in the most concise text as a legend.

The vertical and horizontal axes of a graph must be marked with "quantity, standard symbol, unit". These three items can be omitted only when it is not necessary to indicate (such as dimensionless, etc.). The symbols and abbreviations of the quantities marked on the axes must be consistent with those in the text.

The photo map requires the subject and the main display part to be clearly defined, which is convenient for plate making. If enlarged or reduced reproductions are used, they must be clear and have moderate contrast. The photo should have a scale indicating the size of the object of interest.

2) Tables

The table generally uses a "three-line table". The arrangement of the table is generally that the content and test items are read horizontally from left to right, and the data is arranged vertically in order. The table should be self-explanatory. The parameters in the table should indicate the signs of quantities and units. The table is generally arranged with the text, see the corresponding text first, and see the table later.

Table order and table title: The table order always adopts Arabic numerals and chapter numbers, such as the table order of the first table in Chapter 3 is indicated as "Table 3.1"; Each table should have a short and precise title, with 1 Chinese kerning between the table order and the title, centered on the table. When necessary, the symbols, marks, codes and matters to be noted in the table should be arranged horizontally under the table title in the most concise text, as table notes, or attached to the table.

Three-line samples such as Table 1.

Table 1 Evaluation criteria for stimulus response results

Reaction category	Average points
Very Slight	0.0-0.4

Mild	0.5-1.9
Moderate	2.0-4.9
Severe	5.0-8.0

If the table cannot be printed on one page, when it is necessary to rotate the page, indicate "Continuation Table" at the top right of the continuation table, and indicate the original table order before it, and the header of the continuation table should be repeatedly discharged.

It is not appropriate to use "same as above", "same left", ".,," and similar words in the table, and fill in specific numbers or words. "Blank" in the table means that this item is not tested or not tested, "—" or "..." means that no one is found, and "0" means that the experimental result is indeed zero.

If the data has been plotted, it can no longer be listed.

3) Equations

Equations mainly refer to numeric expressions, but also include literal expressions. Equations need to be arranged separately and numbered in Arabic numerals in chapters. Serial numbers in parentheses, right top grid. Example:

$$\Phi(\theta) = \begin{cases} 0, & \text{if } E = E_0 \\ 1, & \text{if } E = E_1 \end{cases} \quad (3.1)$$

When a numeric expression needs to be trans lined, the upper and lower formulas are aligned as much as possible at the equal sign "=". Example:

$$\begin{aligned} -\frac{8\mu\partial}{N_2} \ln Q &= -\left[\left(1 + \sum_1^4 Z_v\right) - \frac{2\mu}{Z} \right] - \ln \frac{\theta_a(1-\theta_\beta)}{\theta_\beta(1-\theta_a)} \\ &+ \ln \frac{\lambda_a}{\lambda_\beta} - z_1 \ln \frac{\varepsilon_1}{\xi_1} + \sum z_v \ln \frac{\varepsilon_v}{\xi_v} \\ &= 0 \end{aligned} \quad (3.2)$$

(F) References

The bibliographic format of the reference is recorded in accordance with the relevant national standard GB/T 7714-2005 <<Rules for Bibliographic Literature after Text>>. Other types of literature not included in this national standard, but cited in thesis, may be recorded in a format common to society.

1) Formatting the references

The reference format is [serial number], placed before the last full stop of the citation or paraphrase, the serial number of the cited document is placed in square brackets in Times New Roman font with 14 points as superscript, such as: "...results ^[1]".

There are several methods of document labeling:

- (1) Place the document number in square brackets and in the upper right corner of the part to be marked. For example, phase correlation method is a frequency-domain correlation technology based on Fourier power spectrum^[3].
- (2) When quoting multiple documents of the same author, you only need to list the numbers of each document in square brackets, and separate the numbers with commas ", ". In case of continuous numbers, you can mark the starting and ending numbers. For example, Mr. Tang Aoqing^[22, 36, 65] pointed out that ...; Molad^[21-26] pointed out that... .
- (3) If the reference is used as a direct caption for the paper, the document number can be placed in square brackets alongside the main text. For example, it is known by the literature [6],
- (4) When citing multiple documents in the same place, list the serial numbers of each document in square brackets, and use "," between each serial number; In the case of consecutive serial numbers, the number "-" can be marked. For example, the kinetics of formaldehyde reactions^[3,6,15-22].
- (5) When citing the same document in multiple places, mark the serial number of the document cited for the first time in the main text, and record the citation and page number outside the square brackets of the serial number. For example:..... research^{[3]4},..... Results^{[3]26}.

2) Reference standards and formats

The bibliographic description should be complete, complete in content, correct in order, and correct in punctuation. Specific requirements are as follows:

- (1) Description format: the serial number of the reference is in the top left box, and it is represented by a number and square brackets, such as [1], [2], ..., and there is a terminator "." at the end of each reference entry. The punctuation marks in the references are all in the form of "half-width punctuation marks + spaces".
- (2) Sort order: Increases according to the order in which the first citation appears in the text, or by the English alphabet of the first author's last name or the pinyin alphabet, consistent with the indicated serial number in the text.
- (3) Author's name: only 3 or less authors, their names are all listed, Chinese and foreign authors are all surnamed after the first name, the foreigner's name can be replaced by the first letter of the capitalization, such as: William E (first name) Johns (last name) should be written as Johns W E in the reference; If there are more than 3 authors, only the first 3 are listed, followed by ", etc." or ", et al".
- (4) Reference type and identification: According to GB/T3469 <<Document Type and Document Carrier Code>>, all kinds of references should be identified by square brackets and single letters after the title. The various reference types and identifiers are shown in Table 2.

Table 2 Document type and identification code

Document Type	Code
General book	M
Meeting minutes	C
Compilation	G
Newspaper	N
Journal	J
Dissertation	D

Report	R
Standard	S
Patent	P
Database	DB
Computer Program	CP
Electronic Bulletin	EB

- (5) When citing traditional paper-based documents as references, it is not necessary to specify the carrier type, while electronic documents that are not paper-based carriers need to indicate their carrier type in the reference type identification when they are cited as references, see table 3.

Table 3 Electronic document carrier types and identification codes

Carrier Type	Code
Tape	MT
Disk	DK
Compact Disc	CD
Online Network	OL

The reference type identification format of non-paper carriers is: [electronic document type identification/carrier type identification], such as:

[DB/OL]	Online Database
[DB/MT]	Database on magnetic tape
[M/CD]	Book on CD-ROM
[CP/DK]	Computer Program on disk
[J/OL]	Online Journal Disk Software
[EB/OL]	Electronic Bulletin Board online

- (6) Other notes on bibliographic format: When an item is missing from the document, it

can be omitted along with its corresponding punctuation; Page numbers cannot be omitted, and the starting and ending page numbers are connected by "-", and different reference ranges are separated by ",". Journals often have different subject editions, such as natural science edition, social science edition, when marking, please add a colon after the title, for example: Journal of Beijing Institute of Technology: Natural Science Edition.

(7) The format and examples of the various citation reference entries are shown in Table 4.

(G) Quantities and units

The units used in the thesis shall all adopt the "Legal Units of Measurement of the People's Republic of China" issued by the State Council, and the writing method of unit names and symbols shall adopt international common symbols. The name of the unit can be written with international symbols or Chinese names, but the full text should be unified, and the two should not be mixed.

The unit of quantity should strictly follow the regulations on quantity and unit in GB 3100~3102-93.

Quantity symbols are generally single Latin letters or Greek letters, and all are in italics (except for pH). In order to distinguish different situations, a superscript can be added to the quantity symbol.

When expressing quantities, in formulas, diagrams, tables and text descriptions, the international symbols of the units are all used, and the regular font is used without exception. Appropriate spacing should be left between the unit symbol and the value.

Table 4 Formatting of references

S.NO.	Document Type, format and example
1	Academic journals (Total description 8 items)
	<i>[Serial Number] Author. Title of Document[J], Journal Title, Year of Publication, Volume Number (Issue Number): Start-End Page Number.</i>

Example:

[1] Ozgokmen T M , Johns W E , Peters H, et al. Turbulent mixing in the red sea outflow plume from a high-resoluting nonhydrostatic model[J]. Journal of Physical Oceangraphy, 2003, V33(8):1846-1869.

2 Academic works (at least 7 items)

[Serial number] Author. Book Title[M] . Edition (first time without annotation). Translator. Place of publication: Publisher, Year of publication: Start and end pages.

Example:

[2]Yu Min. Publication Group Research [M]. Beijing: China Book Press, 2001: 179-193.

3 Proceedings with ISBN numbers (Co-authored 9 items)

[Serial Number] Author. Topic. Chief editor. Proceedings name[C]. Place of publication: Publisher, Year of publication: Start-end page number.

Example:

[3] Mao Xia. Analysis of Affective Characteristics and Evaluation of Harmonious Feeling of Image Based on 1/f Fluctuation Theory. International Conference on Industrial & Engineering Applications of Artificial Intelligence & Expert Systems (IEA/AIE) [C]. Australia Springer Publishing House, 2002: 17-19.

4 Dissertation (6 items in total)

[Serial number] Author. Title[D]. Storage place: storage unit, year.

Example:

[4] Zhang Hesheng. Geomechanical system theory[D]. Taiyuan: Taiyuan University of Technology, 1998.

5 Patent documents (6 entries in total)

[Serial number] patent owner. Patent Title[P]: Patent Country, Patent Number, Date of

Publication.

Example:

[5] Jiang Xizhou. Preparation scheme of warm external compress[P]: China, 881056078, 1983-08-12.

6 Technical standards (6 items in total)

[Serial number] standard code, standard name[S]. Place of publication: Publisher, year of publication.

Example:

[6] GB/T 16159-1996, Basic rules of Hanyu Pinyin orthography[S]. Beijing: Standards Press of China, 1996.

7 Newspaper articles (6 items in total)

[Serial Number] Author. Title [N]. Newspaper name, publication date (edition).

Example:

[7] Maoxia. Emotional engineering cracks the mystery of 'comfort'[N]. Guangming Daily, 2000-4-17 (B1).

8 Report (6 items in total)

[Serial Number] Author. Title of the article [R]. Place of presentation: Organizer, Year.

Example:

[8] Feng Xiqiao. LBB analysis of nuclear reactor pressure vessel[R]. Beijing: Nuclear Energy Technology Design and Research Institute, Tsinghua University, 1997.

9 Electronic literature (6 items in total)

[Serial Number] Author. Electronic Literature Title [Document Type/Carrier Type]. (Date of publication or update) [Date Quoted] . Literature URL or source.

Example:

[9] Wang Mingming. Standardized Database System Engineering for Chinese Academic Journals[EB/OL]. (1998-08-16) [1998-10-04] <http://www.cajcd.cn/pub/wml.txt/980810-2.html>.

4. Typesetting and printing requirements for dissertations

(A) Paper requirements and page setup

Manuscripts are required to be printed on both sides on A4 paper, with single-page printing before the abstract. The page setup requirements are shown in Table 5.

Table 5 Page setup for dissertations

Item	Requirement
Paper	A4 (210×297), white paper
Page Setup	Top 3.5cm, Bottom 2.5cm, Left 2.7cm, Right 2.7cm, Header 2.5cm, Footer 1.8cm, Gutter 0 cm
Header	Times new roman, normal, 10.5pt, centered with content “Beijing Institute of Technology Doctoral Dissertation” or “Beijing Institute of Technology Master’s Dissertation”
Page number	Times new roman, normal, 10.5pt, centered at bottom of page.

(B) Cover

Chinese cover page printing requirements are shown in Table 6.

Table 6 Chinese cover page printing requirements

Item	Requirement
Confidential level	Times New Roman, 10.5pt
Title	Bold, 18pt
Author	Bold, 18pt
Time	Times New Roman, normal, 14pt, Arabic numerals are used for year, month, and day.

(C) Title page

The printing requirements for Chinese title page are shown in Table 7. The printing requirements for English title pages are shown in Table 8.

Table 7 Printing requirements for Chinese title pages

Item	Requirement
Chinese Library Classification No	Times New Roman 10.5pt
UDC class number	Times New Roman 10.5pt
Thesis title	Bold, 18pt
Author name	Bold, 18pt
School name	Bold, 16pt
Supervisor	Bold, 16pt
Defense committee	Bold, 16pt
Apply for degree level	Bold, 16pt
Major	Bold, 16pt
Degree conferring Institute	Bold, 16pt (北京理工大学)
Defense date	Normal 14p, Arabic numbers for year, month and day.

Table 8 Printing requirements for English title pages

Item	Requirements
Thesis title	Times New Roman, Bold, 18pt
Author name	Times New Roman, Bold, 15pt
Supervisor	Times New Roman, Bold, 15pt
Degree conferring Institute	Times New Roman, Bold, 15pt (BEIJING INSTITUTE OF TECHNOLOGY)
Defense date	Times New Roman, 14pt

(D) Thesis Spine

The spine of the thesis is written in bold typeface 16pt, with the thesis title on the top and "Beijing Institute of Technology" on the bottom. The distance between the thesis

title and "Beijing Institute of Technology" is 2cm; the thesis title is 5cm from the upper boundary and "Beijing Institute of Technology" from the lower boundary.

(E) Abstract in English and Chinese

The requirements for printing abstracts in both English and Chinese are shown in Table 9.

Table 9 Chinese and English abstract printing requirements

Item	Chinese Abstract	English Abstract
Title	Abstract: 黑体 16pt, centered, single line spacing	Abstract: Times New Roman, 16pt, Bold, centered, single line spacing
Paragraph text	Normal, 12pt, line spacing 22pt	Normal, 12pt, line spacing 20pt
Keywords	Normal, 12pt, line spacing 22pt	Normal, 12pt, line spacing 20pt.
	“关键词” Bold, 16pt	“Key Words” two words, Bold.

(F) Table of contents

See Table 10 for table of contents printing requirements.

Table 10 Table of contents printing requirements

Item	Requirement
TOC Title	Times new roman, bold, 16pt, centered, single line spacing.
Chapter heading	Times new roman, normal, 14pt, justified, single line spacing, page numbers right aligned.
Level-1 heading	
Level-2 heading	Times new roman, normal, 12pt, justified, single line spacing, page numbers right aligned and left indented by 2 characters.
Level-3 heading	Times new roman, normal, 12pt, justified, single line spacing, page numbers right aligned and left indented by 4 characters.

(G) Main text

The requirements for printing the main text are shown in Table 11.

Table 11 Main text printing requirements

Item	Requirement
Chapter title	Times new roman, bold, 16pt, centered, single line spacing, a blank character between chapter number and chapter name.
Level-1 heading	Times new roman, bold, 14pt, top-left aligned, single line spacing, a blank character between the number and heading.
Level-2 heading	Times new roman, bold, 12pt, top-left aligned, single line spacing, a blank character between the number and heading.
Level-3 heading	Times new roman, bold, 12pt, top-left aligned, single line spacing, a blank character between the number and heading.
Paragraph text	Times new roman, normal, 12pt, justified, first line of the paragraph is left indented with 2 characters, line spacing of 22pt, (When there is a mathematical expression in a paragraph, you can set the line spacing of the paragraph according to the expression needs), 0 spacing before and after paragraph.
Figure caption	Placed below the figure, Times new roman, normal, 10.5pt, centered, single line spacing, an empty character between the figure number and caption.
Table caption	Placed above the table, Times new roman, normal, 10.5pt, centered, single line spacing, 6pt spacing above and below the caption, an empty character between the table number and caption.
Equation number	Equation number placed in round brackets, right-top justified.

(H) Others

The printing requirements for the other parts are shown in Table 12.

Table 12 Other parts of the printing requirements

Item	Requirements
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Notations tables	Title requirement is the same as the title of each chapter, Body part: Times New Roman 10.5pt, line spacing 22pt, 0 spacing before and after text.
References	Title requirement is the same as the title of each chapter, Body part: Times New Roman 10.5pt, line spacing 22pt, 0 spacing before and after text.
Appendix	Title requirement is the same as the title of each chapter, Body part: Times New Roman 12pt, justified, first line of the paragraph is left indented by 2 characters, line spacing 22pt, 0 spacing before and after text (When there is a mathematical expression in a paragraph, you can set the line spacing of the paragraph according to the expression needs).
Acknowledgement	Title requirement is the same as the title of each chapter, Body part: Times New Roman 12pt, line spacing 16pt, 0 spacing before and after text.
Publications / List of papers and research achievements	Title requirement is the same as the title of each chapter, Body part: Times New Roman 10.5pt, line spacing 22pt, 0 spacing before and after text, academic papers are written in the same format as references.
