

## **Appendix 23: Regulations Governing the Format of Theses**

### **1. Applicability**

- 1.1 Research degree and professional doctorate students who have successfully completed their thesis examination are required to submit to the University an electronic copy of their thesis in accordance with the University's stipulated requirements. The electronic copy will be uploaded onto the University's specified online platform for both internal and public access.
- 1.2 The submission of the electronic copy of the thesis forms part of the graduation requirement. The required formats for the electronic copy are given below.

### **2. Format of the Thesis**

- 2.1 The thesis should be presented in a legible form.
- 2.2 The lower-case x-height of characters should not be significantly larger or smaller than 2mm. Double or one-and-a-half spacing should be used, except for indented quotations or footnotes where single spacing may be used.
- 2.3 Margins should not be less than 20mm. Exceptionally, margins of a different size may be used when the nature of the thesis requires it.
- 2.4 Pages should be numbered through the thesis in Arabic numerals at the bottom center, including appendices but excluding the table of contents and other material preceding the beginning of the general text which may be numbered with lower case Roman numerals.
- 2.5 The thesis should contain the following parts in the order shown:
  - (a) Title page, containing the following information in both Chinese and English:
    - the thesis title
    - the full name of the candidate
    - the degree for which the thesis is submitted
    - the name of the University
    - the month and year of the College's/School's endorsement in recommending the award
  - (b) The abstract of contents
  - (c) Information on Qualifying Panel and Examination Panel
  - (d) Acknowledgment, if any
  - (e) The table of contents and, where appropriate, a list of plates, tables, figures, symbols or other abbreviations
  - (f) The general text

(g) Bibliography

(h) Appendices and other addenda, if any.

2.6 Whenever practicable, diagrams, maps, illustrations, computer printouts, published papers and tables should be included in the thesis adjacent to the corresponding text.

2.7 Notwithstanding the provisions of clause 2.5 of these Regulations, a candidate should present a thesis in an unbound (or electronic) form prior to examination in such a way that could be forwarded to the examiners. It should be the responsibility of the candidate to ensure that the thesis is complied with the Regulations after the examination, and prior to lodgment. No award shall be made until these arrangements have been completed.

### **3. Submission of the Electronic Thesis**

3.1 Students are required to submit their theses in an electronic format in accordance with the specifications given in the Library's Webpage.

3.2 It is the responsibility of the student to ensure that an acceptable copy of his/her thesis in an electronic format is uploaded to the University's specified online platform.

3.3 Students who wish to use newer technologies for their theses, such as digital multimedia, hyper linking, etc. should check early in their thesis production, on the viability of software involved vis-à-vis, library preservation, and incorporation of such theses in the Library's online database.

### **4. Waivers**

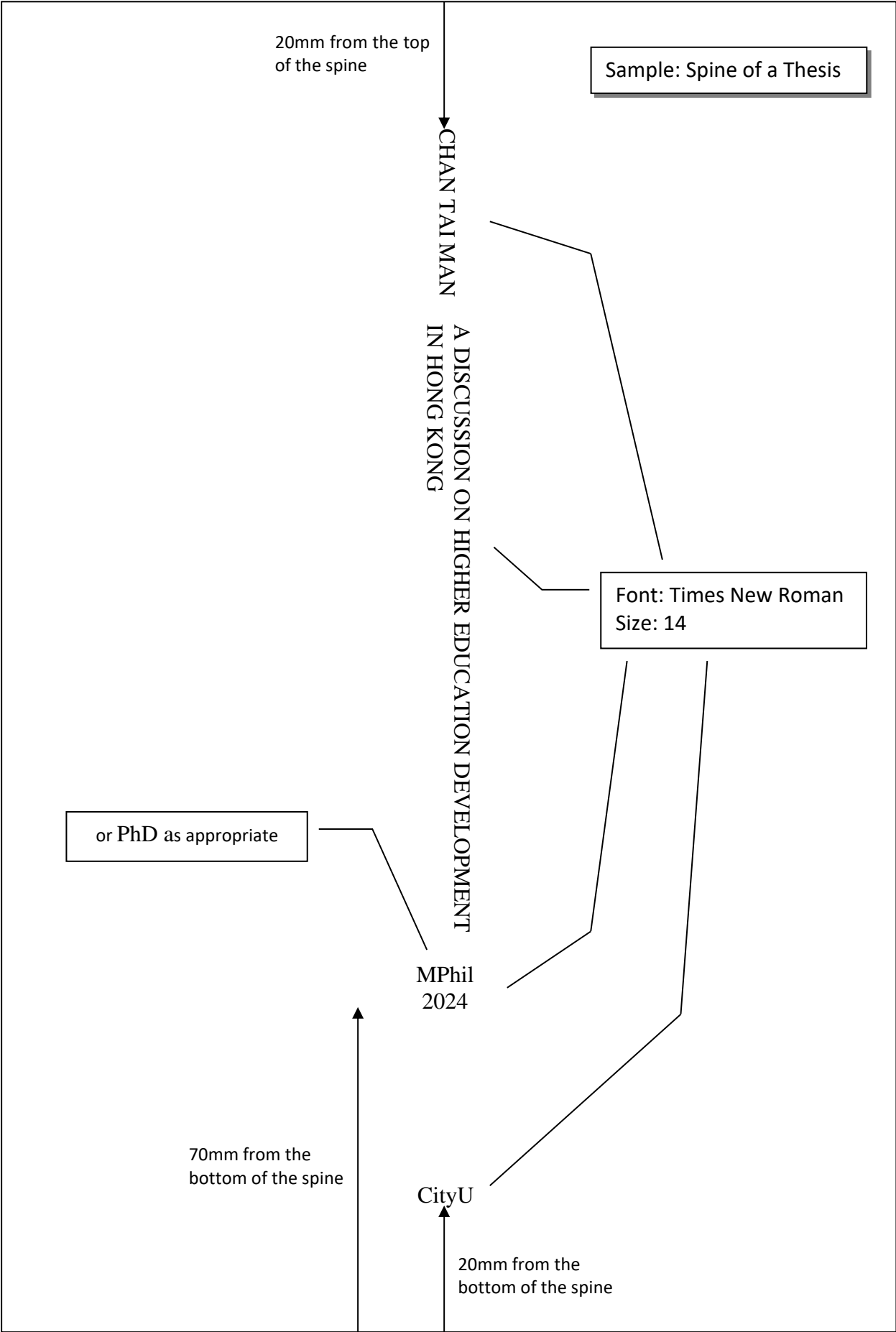
Where a candidate would meet with serious difficulty in complying with the provisions of these Regulations, he or she may apply to SGS for a particular Regulation(s) to be waived.

### **5. Further Advice**

Candidates requiring further advice on the interpretation of these regulations should consult SGS.

## Appendix 24: Sample of the Front Cover/Spine/Title Page of a Thesis

	<div>Sample: Front Cover of a Thesis</div>	
	50mm from the top of the page	
45mm from the left margin	<b>A DISCUSSION ON HIGHER EDUCATION DEVELOPMENT IN HONG KONG</b>	45mm from the right margin
		Font: Times New Roman Size: 20
	CHAN TAI MAN	
or DOCTOR OF PHILOSOPHY as appropriate		Font: Times New Roman Size: 16 <b><i>Name should be identical to the one printed on the student ID card</i></b>
	MASTER OF PHILOSOPHY	
	CITY UNIVERSITY OF HONG KONG	
	JULY 2024	Font: Times New Roman Size: 12
50mm from the bottom of the page		Month & year of the College's / School's endorsement on the oral examination decision and the completion of revisions, if so required.



Sample: Title Page of a Thesis

50mm from the top of the page

CITY UNIVERSITY OF HONG KONG  
香港城市大學

45mm from the left margin

45mm from the right margin

A Discussion on Higher Education  
Development in Hong Kong  
論香港高等教育的發展

Font: Times New Roman  
Size: 18  
字體：細明體  
大小：18

Submitted to  
Department of Public Policy  
公共政策學系  
in Partial Fulfillment of the Requirements  
for the Degree of Master of Philosophy  
哲學碩士學位

by

Chan Tai Man  
陳大文

July 2023  
二零二三年七月

or  
Doctor of Philosophy  
as appropriate  
或哲學博士學位

Font: Times New Roman  
Size: 12  
字體：細明體  
大小：12  
*Chinese and English names should be identical to the one printed on the student ID card.*

50mm from the bottom of the page

Sample: Title Page of a Thesis  
under a joint PhD Programme

50mm from the  
top of the page

CITY UNIVERSITY OF HONG KONG  
香港城市大學

45mm from the  
left margin

45mm from the  
right margin

A Discussion on Higher Education  
Development in Hong Kong  
論香港高等教育的發展

Font: Times New Roman  
Size: 18  
字體：細明體  
大小：18

Submitted to  
Department of Public Policy  
公共政策學系  
in Partial Fulfillment of the Requirements  
for the Degree of Doctor of Philosophy  
哲學博士學位  
awarded by City University of Hong Kong  
for successful completion of the joint programme with  
<<name of the partner university>>\*

by

Chan Tai Man  
陳大文

July 2023  
二零二三年七月

50mm from the  
bottom of the page

Font: Times New Roman  
Size: 12  
字體：細明體  
大小：12  
*Chinese and English  
names should be  
identical to the one  
printed on the student  
ID card.*

\* Name of the Partner University only. There is no need to show the country name.