



GUIDE TO THESIS WRITING FOR GRADUATE STUDENTS

GRADUATE SCHOOL, TSINGHUA UNIVERSITY
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FOREWORD

Congratulations on entering another critical stage in your graduate study—thesis writing. **Before proceeding with this guide, please first consult with your School/Department/Program regarding discipline-specific thesis formatting requirements which you should follow.** If there are no discipline-specific formatting requirements, then international students, especially those given the opportunity to write their thesis in English, should follow this guide developed by the Graduate School.

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CHAPTER 1 GENERAL FORMAT REQUIREMENTS

1.1 Organization and Order

The proper organization and page order for your thesis is shown in Table 1.1. The thesis starts with two title pages in Chinese and English, respectively, and the Chinese title page also serves as the front cover. Following the title pages, other preliminary pages include “学位论文指导小组、公开评阅人和答辩委员会名单” (Thesis Supervision Committee, Reviewers and Defense Committee), “关于学位论文使用授权的说明” (Authorization for Use of Thesis), “摘要” (Chinese Abstract), “Table of Contents,” and two optional sections, i.e., “List of Figures and Tables” and “List of Symbols and Acronyms.” The Main text generally consists of an introduction section, several chapters, and a conclusion section. The main text is often supplemented by the “References” and “Appendix” sections. Your “Acknowledgements,” “声明” (Personal Statement) and “Resume” then follow. “Comments from Thesis Supervisor (Thesis Supervision Committee),” and “Resolution of Thesis Defense Committee” are also enclosed with your thesis. In addition to all of these parts, your Degree Review Sub-committee and School/Department may require other documents related to your thesis to be included.

1.2 Language

For a thesis written in English, it should have a Chinese title page (front cover) and a one-page Chinese abstract (i.e., the “摘要” section). In order to maintain the accuracy of the original information, the “学位论文指导小组、公开评阅人和答辩委员会名单” (Thesis Supervision Committee, Reviewers and Defense Committee), “关于学位论文使用授权的说明” (Authorization for Use of Thesis), and “Personal Statement” (声明) sections must also be written in Chinese. The language used for the “Comments from Thesis Supervisor (Thesis Supervision Committee)” and “Resolution of Thesis Defense Committee” sections, as well as additional documents required by your Degree Review Sub-committee and School/Department, should be the same as that of the original documents.

CHAPTER 1 GENERAL FORMAT REQUIREMENTS

Table 1.1 Organization and language of a thesis

Required order	Language
Chinese title page (front cover)	Chinese
English title page	English
学位论文指导小组、公开评阅人和答辩委员会名单	Chinese
关于学位论文使用授权的说明	
摘要	
Abstract	
Table of Contents	English
List of Figures and Tables (optional)	
List of Symbols and Acronyms (optional)	
Main text	
References	
Appendix (optional)	
Acknowledgements	
声明	Chinese
Resume	English
Comments from Thesis Supervisor (Thesis Supervision Committee)	Same as the original documents
Resolution of Thesis Defense Committee	
Other documents	

1.3 Page Layout and Printing

1.3.1 Page Margins

The same page margins (i.e., 3.0 cm on all sides) apply to your thesis, except for the two title pages where larger margins are used as shown in Table 1.2. For the whole thesis, the binding edge (Gutter position) is on the left, and the gutter margin is set as 0 cm.

CHAPTER 1 GENERAL FORMAT REQUIREMENTS

Table 1.2 Page layout of a thesis

Required order	Page margins	Page headers	Page numbers	Printing
Chinese title page (front cover)	Top: 6.0 cm Bottom: 6.0 cm Left: 4.0 cm Right: 4.0 cm			
English title page	Top: 5.5 cm Bottom: 5.0 cm Left: 3.6 cm Right: 3.6 cm	No page header	No page number	single-sided
学位论文指导小组、公开评阅人和答辩委员会名单				
关于学位论文使用授权的说明				
摘要			Upper case	
Abstract			Roman numerals	
Table of Contents			beginning with “I”;	
List of Figures and Tables (optional)			Footer from bottom: 2.2 cm	
List of Symbols and Acronyms (optional)	Top: 3.0 cm	Same as the		
Main text	Bottom: 3.0 cm	corresponding		
References	Left: 3.0 cm	chapter (or		
Appendix (optional)	Right: 3.0 cm	chapter equivalent) heading;		double-sided
Acknowledgements		Header from top: 2.2 cm	Arabic numerals beginning with “1”;	
声明			Footer from bottom: 2.2 cm	
Resume				
Comments from Thesis Supervisor (Thesis Supervision Committee)				
Resolution of Thesis Defense Committee				
Other documents				

1.3.2 Page Headers

Starting from the “摘要” (Chinese Abstract) section, a page header should appear within the top margin of every page of your thesis indicating the heading of the corresponding chapter or chapter equivalent. For example, the page header for the “摘要” section is “摘要”, and that for the “References” section is “References.” The margin for page headers is 2.2 cm from the top edge.

1.3.3 Page Numbers

Starting from the “摘要” (Chinese Abstract) section, every page must be consecutively numbered. The preliminary pages, including “摘要,” “Abstract,” “Table of Contents,” and the optional “List of Figures and Tables” and “List of Symbols and Acronyms,” should be numbered with centered upper-case Roman numerals (I, II, III, etc.) at the bottom of each page. For the remainder of your thesis, usually beginning with the Introduction chapter, use centered Arabic numerals (1, 2, 3 etc.) at the bottom of each page. Remember to start with page 1, as this is not a continuation of the Roman numeral numbering. The margin for page numbers is 2.2 cm from the bottom edge.

1.3.4 Printing

The paper copy of your thesis must be printed in one column on white, 210×297mm (A4), 70-80g/m² paper. The title pages both in Chinese and English, “学位论文指导小组、公开评阅人和答辩委员会名单” (Thesis Supervision Committee, Reviewers and Defense Committee), and “关于学位论文使用授权的说明” (Authorization for Use of Thesis) parts should be printed **single-sided**, while the remainder of the thesis, beginning with the “摘要” (Chinese Abstract) section, should be printed **double-sided**. Each chapter or chapter equivalent must begin on a new page, and the first page of the Main text part, usually the Introduction chapter, must be printed on the front side of the sheet of paper (even if you have to add a blank page).

The cover of your thesis must be printed on **YELLOW** paper if you apply for an academic master’s degree and on **BLUE** paper for a professional master’s degree. For doctoral degrees, the cover must be **WHITE** for an academic doctoral degree and **BRIGHT GRAY** for a professional doctoral degree, respectively.

1.4 Typeface and Spacing

1.4.1 Headings

Headings identify the contents within each section of a thesis, and should be descriptive and concise. Normally, there will be not more than four heading levels in a thesis, the format of which is provided in Table 1.3. The headings of chapters in the main text as well as the equivalents in Table 1.1, such as “关于学位论文使用授权的说明” (Authorization for Use of Thesis), “Abstract,” “References,” and “Resolution of Thesis Defense Committee,” apply the format of Level 1 heading. All the words in Level 1 headings are capitalized, while only major words are capitalized in the other levels of headings. You should avoid having only one subsection heading within a section (i.e., if there is only one subsection heading, delete the subsection heading).

Table 1.3 Format of headings of a thesis

Level	Format
1	CENTERED, BOLD, CHAPTER HEADING
2	Flush Left, Bold, Subheading of Level 1
3	Flush Left, Bold, Subheading of Level 2
4	Flush Left, Bold, Subheading of Level 3

1.4.2 Fonts and Point Sizes

Fonts and point sizes for the major components of a thesis are summarized in Table 1.4, and other specific settings will be given in this guide wherever they appear.

1.4.3 Line and Paragraph Spacing

Line and paragraph spacing for the major components of a thesis are also shown in Table 1.4, and other specific settings will be introduced in this guide wherever they appear.

CHAPTER 1 GENERAL FORMAT REQUIREMENTS

Table 1.4 Typeface and spacing of a thesis

Contents	Fonts and point sizes	Line Spacing	Paragraph Spacing
Level 1 headings	Arial 16 pt Bold (English) 黑体 16 pt Bold (Chinese)	20 pt	Before: 24 pt After: 18 pt
Level 2 headings	Arial 14 pt Bold (English) 黑体 14 pt Bold (Chinese)	20 pt	Before: 24 pt After: 6 pt
Level 3 headings	Arial 13 pt Bold, (English) 黑体 13 pt Bold (Chinese)	20 pt	Before: 12 pt After: 6 pt
Level 4 headings	Arial 12 pt Bold (English) 黑体 12 pt Bold (Chinese)	20 pt	Before: 12 pt After: 6 pt
Table headings	Times New Roman 11 pt	Single-spaced	Before: 12 pt After: 6 pt
Text in tables	Times New Roman 11 pt	Single-spaced	Before: 3 pt After: 3 pt
Figure captions	Times New Roman 11 pt	Single-spaced	Before: 6 pt After: 12 pt
Text in figures	Times New Roman 9-10.5 pt	/	/
Equations	Cambria Math 12 pt or Times New Roman 12 pt	Single-spaced	Before: 6 pt After: 6 pt
Notes for tables/figures	Times New Roman 10.5 pt	Single-spaced	Before: 6 pt After: 12 pt
Page headers/numbers	Times New Roman 10.5 pt (English) 宋体 10.5 pt (Chinese)	Single-spaced	Before: 0 pt After: 0 pt
Footnotes	Times New Roman 9 pt (English) 宋体 9 pt (Chinese)	Single-spaced	Before: 0 pt After: 0 pt
Text of references	Times New Roman 10.5 pt	16 pt	Before: 3 pt After: 0 pt
Text (format not specifically indicated)	Times New Roman 12 pt (English) 宋体 12 pt (Chinese)	20 pt	Before: 0 pt After: 0 pt

1.5 Alignment and Indentation

The alignment and indentation requirements are summarized in Table 1.5. Level 1 headings, table headings, figure captions, and page headers/numbers are centered horizontally between the side margins, while Level 2, 3 and 4 headings are left-aligned. Text in a table cell should be centered in the cell wherever appropriate, otherwise it is suggested to be justified and aligned with both sides of the cell. Paragraphs in the main text and references, notes for figures and tables, and footnotes are usually justified and aligned evenly along the left and right margins. Equations could be either centered or indented, but a consistent format must be used throughout the thesis.

The first line of each paragraph in the main text is indented by 0.74 cm from the left margin, and you can use the tab key of your word-processing program to achieve the indentation (the default setting is likely already 0.74cm). Footnotes and references use a hanging indent of 0.37 cm (see footnote)^① and 1 cm, respectively.

Table 1.5 Alignment and indentation of a thesis

Contents	Alignment	Indentation
Level 1 headings	Centered	None
Level 2 headings	Left-aligned	None
Level 3 headings	Left-aligned	None
Level 4 headings	Left-aligned	None
Table headings	Centered	None
Text in tables	Centered (justified)	None
Figure captions	Centered	None
Equations	Centered or indented (consistently used)	
Notes for tables/figures	Justified	None
Page headers/numbers	Centered	None
Footnotes	Justified	Hanging indent
Text of references	Justified	Hanging indent
Text (format not specifically indicated)	Justified	First-line indent

① Put a space between the footnote number and the footnote itself. Footnotes use 9-pt Times New Roman font and are justified and aligned with side margins. The text is single-spaced and uses a hanging indent of 0.37 cm.

1.6 Numbering

Chapters of the Main text are numbered continuously with Arabic numerals as shown in Table 1.6, while appendices are numbered with letters, such as A, B, C, etc.

Table 1.6 Numbering of chapter headings of a thesis

Level	Format
1	CHAPTER 1 INTRODUCTION
2	1.1 The First Subchapter of Chapter 1
3	1.1.2 The Second Section of Subchapter 1.1
4	1.2.3.1 The First Subsection of Section 1.2.3

Figures, tables, and equations are consecutively and consistently numbered chapter by chapter using two numbers separated by a dot, such as Table 1.1, Figure 1.2, and Equation 2.3, in which the first number corresponds to the chapter number and the number after the dot is the number of tables, figures and equations within the chapter. You may also use a hyphen to link the two numbers, e.g., Table 1-1, Figure 1-2, and Equation 2-3. Whichever style you choose, it must be consistent throughout your thesis. Using the same method, tables, figures and equations in Appendix A, B, C, etc. would be labeled as Table A.1, Figure B.2, and Equation C.3, or Table A-1, Figure B-2, and Equation C-3.

Footnotes are continuously numbered within each page, but restart the numbering at 1 on a new page. References should also be numbered or ordered, depending on how these references are cited in your thesis, which will be explained later. If the numeric style is applied, the references are numbered according to the order of appearance in the text, and the numbers in the text refer to the numbers in the reference list. If the author-date style is applied, the references are ordered alphabetically by the surname of the first author.

CHAPTER 2 SECTION-SPECIFIC FORMAT REQUIREMENTS

2.1 Chinese Title Page

Please find the appropriate template for your specific degree in the Thesis Templates accompanying this guide, and replace the example information in the template with your own without changing any format settings.

2.1.1 Academic Degrees

Figure 2.1 shows an example of the Chinese title page of a thesis for an academic doctoral degree. Detailed format requirements are as follows.

① **Chinese title.** The length of the Chinese title of your thesis should **NOT** exceed 25 Chinese characters. Two lines may be used for the Chinese title if one line is insufficient for your Chinese title, but please be careful not to break up the characters of a Chinese word or term onto two lines.

② **English title.** Although there is no specific word limit for English titles, it should be concise and accurate.

③ **Discipline category.** The discipline categories, shown in Appendix B, include “工学” (Engineering), “理学” (Natural Science), “哲学” (Philosophy), “经济学” (Economics), “法学” (Law), “教育学” (Education), “文学” (Literature), “历史学” (History), “管理学” (Management Science), “医学” (Medicine), and “艺术学” (Art).

④ **School/department.** Provide the full name of your school or department, e.g., “计算机科学与技术系” (Department of Computer Science and Technology), “数学科学系” (Department of Mathematical Sciences), and “新闻与传播学院” (School of Journalism and Communication).

⑤ **Discipline.** You may find the lists of authorized first-class disciplines, interdisciplinary programs, and second-class disciplines of the university in Appendices C, D, and E. Please confirm with your school or department regarding the discipline or interdisciplinary program you belong to.

⑥ **Name of graduate.** Write your Chinese name if you have a formally registered one at the university, otherwise please write your name in English letters.

⑦ **Name and title of supervisor.** Write your supervisor's Chinese name, if she/he has a formally registered one at the university, otherwise please write her/his name in English letters. Your supervisor's academic title, such as “教授” (Professor), “副教授” (Associate Professor), and “助理教授” (Assistant Professor), should also be provided.

⑧ **Name and title of associate supervisor or co-supervisor.** If you have an associate supervisor or co-supervisor formally approved and recorded by the university, please write her/his name and title applying the same format as that for your supervisor.

⑨ **Year and month of printing.** Write the year and month when your thesis is printed.

All the format requirements above also apply to the Chinese title page of the thesis for an academic master's degree.

<p>① 此处填入学位论文中文题目且 长度不得超过二十五个汉字</p> <p>② Type the English Title of Your Thesis Here and Keep it Concise and Accurate</p> <p>③ (申请清华大学理学博士学位论文)</p> <p>④ 培 养 单 位: 某某学院/系</p> <p>⑤ 学 科: 某某学</p> <p>⑥ 研 究 生: Your Name</p> <p>⑦ 指 导 教 师: 某某某 教 授</p> <p>⑧ 副指导教师: 某某某 教 授</p> <p>⑨ 二〇二〇年十一月</p>	<p>① Chinese title</p> <p>② English title</p> <p>③ Discipline category</p> <p>④ School/department</p> <p>⑤ Discipline</p> <p>⑥ Name of graduate</p> <p>⑦ Name and title of supervisor</p> <p>⑧ Name and title of associate supervisor or co-supervisor</p> <p>⑨ Year and month of printing</p>
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Figure 2.1 Example of the Chinese title page of a thesis for an academic doctoral degree

2.1.2 Professional Degrees

Figure 2.2 shows an example of the Chinese title page of a thesis for a professional doctoral degree. The format requirements are generally the same as those in Figure 2.1, whereas the professional degree category is used instead of the discipline category and the discipline you belong to is not applicable. The authorized professional degree categories of the university are listed in Appendix F. At the doctoral degree level, for example, “教育博士” (Doctor of Education) and “工程博士” (Doctor of Engineering) are available. These format requirements in Figure 2.2 also apply to the thesis for professional master’s degrees without an officially-defined professional field.

<p>① 此处填入学位论文中文题目且 长度不得超过二十五个汉字</p> <p>② Type the English Title of Your Thesis Here and Keep it Concise and Accurate</p> <p>③ (申请清华大学教育博士专业学位论文)</p> <p>④ 培 养 单 位：某某学院/系</p> <p>⑤ 申 请 人：Your Name</p> <p>⑥ 指 导 教 师：某某某 教 授</p> <p>⑦ 联合指导教师：某某某 教 授</p> <p>⑧ 二〇二〇年十一月</p>	<p>① Chinese title</p> <p>② English title</p> <p>③ Professional degree category</p> <p>④ School/department</p> <p>⑤ Name of graduate</p> <p>⑥ Name and title of supervisor</p> <p>⑦ Name and title of associate supervisor or co-supervisor</p> <p>⑧ Year and month of printing</p>
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Figure 2.2 Example of the Chinese title page of a thesis for a professional doctoral degree

Figure 2.3 shows an example of the Chinese title page of a thesis for a professional master degree with an officially-defined professional field. The format requirements are

generally the same as those in Figure 2.2, except that the specific professional field you belong to should be included. For graduates enrolled in the Master of Engineering programs in 2019 and before, your engineering field should be specified similarly, and the authorized engineering fields of the university can be found in Appendix G. Please confirm with your school or department the name of the correct professional or engineering field.

<p>① 此处填入学位论文中文题目且 长度不得超过二十五个汉字</p> <p>② Type the English Title of Your Thesis Here and Keep it Concise and Accurate</p> <p>③ (申请清华大学资源与环境硕士专业学位论文)</p> <p>④ 培 养 单 位：某某学院/系</p> <p>⑤ 专 业 领 域：某某工程</p> <p>⑥ 申 请 人：Your Name</p> <p>⑦ 指 导 教 师：某某某 教 授</p> <p>⑧ 副指导教师：某某某 教 授</p> <p>⑨ 二〇二〇年十一月</p>	<p>① Chinese title</p> <p>② English title</p> <p>③ Professional degree category</p> <p>④ School/department</p> <p>⑤ Professional field</p> <p>⑥ Name of graduate</p> <p>⑦ Name and title of supervisor</p> <p>⑧ Name and title of associate supervisor or co-supervisor</p> <p>⑨ Year and month of printing</p>
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Figure 2.3 Example of the Chinese title page of a thesis for a professional master degree with an officially-defined professional field

2.2 English Title Page

Please find the appropriate template for your specific degree in the Thesis Templates accompanying this guide and replace the example information in the template with your own without changing any format settings.

2.2.1 Academic Degrees

Figure 2.4 shows an example of the English title page of a thesis for an academic doctoral degree, i.e., Doctor of Philosophy. The contents of this page (e.g., names and titles), although in English, are generally the same as those on the Chinese title page.

<p>① Type the English Title of Your Thesis Here and Keep it Concise and Accurate</p> <p style="text-align: center;">Dissertation submitted to Tsinghua University in partial fulfillment of the requirement for the degree of Doctor of Philosophy in ② Applied Economics by ③ Your Name ④ Dissertation Supervisor: Professor XX XXXX ⑤ Associate Supervisor: Professor XX XXXX ⑥ November, 2020</p>	<p>① English title</p> <p>② Discipline</p> <p>③ Name of graduate</p> <p>④ Name and title of supervisor</p> <p>⑤ Name and title of associate supervisor or co-supervisor</p> <p>⑥ Month and year of printing</p>
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Figure 2.4 Example of the English title page of a thesis for an academic doctoral degree

The format requirements for the English title page of a thesis for an academic master's degree are similar to those in Figure 2.4. It is worth noting that there are two types of academic master's degrees at the university. Choose “**Master of Arts**” only when you belong to the discipline category of Philosophy, Law, Education, Literature, History, or Art. In all other cases, please choose “**Master of Science**.”

2.2.2 Professional Degrees

Figure 2.5 shows an example of the English title page of a thesis for a professional doctoral degree. The format requirements are generally the same as those in Figure 2.4, except that the professional degree category is used instead of “Doctor of Philosophy” and the discipline you belong to is not applicable. These format requirements in Figure 2.5 also apply to the thesis for professional master’s degrees without an officially-defined professional field.

<p>① Type the English Title of Your Thesis Here and Keep it Concise and Accurate</p> <p style="text-align: center;">Dissertation submitted to Tsinghua University in partial fulfillment of the requirement for the professional degree of ② Doctor of Education</p> <p style="text-align: center;">by ③ Your Name</p> <p>④ Dissertation Supervisor: Professor XX XXXX ⑤ Co-supervisor: Professor XX XXXX</p> <p style="text-align: center;">⑥ November, 2020</p>	<p>① English title</p> <p>② Professional degree category</p> <p>③ Name of graduate</p> <p>④ Name and title of supervisor</p> <p>⑤ Name and title of associate supervisor or co-supervisor</p> <p>⑥ Month and year of printing</p>
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Figure 2.5 Example of the English title page of the thesis for a professional doctoral degree

Figure 2.6 shows an example of the English title page of a thesis for a professional master degree with an officially-defined professional field. The format requirements are generally the same as those in Figure 2.5, except that the professional field should be specified, which is similar to the Chinese title page. For graduates enrolled in the Master of Engineering programs in 2019 and before, your engineering field should be included.

2.3 Thesis Supervision Committee, Reviewers and Defense Committee

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(Secretary), should also be listed. The signatures of the members of the Thesis Supervision Committee, Defense Committee, and thesis reviewers are **NOT** needed.

In cases where there is not a Thesis Supervision Committee, the title for this section must be “学位论文公开评阅人和答辩委员会名单” (Thesis Reviewers and Defense Committee). Accordingly, this section only consists of two parts, i.e., “公开评阅人名单” (Non-anonymous Reviewers), and “答辩委员会名单” (Defense Committee). The format requirements are the same as those described above.

If your thesis is reviewed only by anonymous reviewers, the content of the “公开评阅人名单” (Non-anonymous Reviewers) part should be “无（全隐名评阅），” that is, “None (Anonymously Reviewed Only)” in English.

You can find the appropriate template accompanying this guide, and replace the example information in the template with your own without changing any format settings. This section should be limited to one page if possible. If not possible, you may consider separating “学位论文指导小组和公开评阅人名单” (Thesis Supervision Committee and Reviewers) and “学位论文答辩委员会名单” (Thesis Defense Committee) into two pages, and use these two phrases as the titles for the two pages, respectively.

2.4 Authorization for Use of Thesis

The “关于学位论文使用授权的说明” (Authorization for Use of Thesis) section is fixed in format and must be on a single page. You may find the appropriate template accompanying this guide, and insert the page directly into your thesis. Please remember to sign your name and date as well as invite your supervisor to sign before submission.

For your reference, the English translation of the most important contents of the template for a doctoral and master’s thesis, respectively, are provided below. If there is any discrepancy between the English translation herein and the original Chinese version in the template, the Chinese version shall prevail.

2.4.1 Template for a Doctoral Thesis

The English translation of the “关于学位论文使用授权的说明” (Authorization for Use of Thesis) section for a doctoral thesis is given below.

I am fully aware of the regulations of Tsinghua University regarding the preservation and use of theses as follows:

Tsinghua University has the right to use the theses within the scope stipulated in copyright laws, including: (1) graduate students who have obtained a degree must submit their theses in accordance with the provisions of the university, and the university may preserve the submitted theses by means of photocopying, reduction or other reproduction methods; (2) for teaching and scientific research purposes, the university may provide the published theses in libraries and other places for faculty and students to use on campus, or on the intranet of the university for faculty and students to view part of the theses; and (3) according to the “Interim Measures for Implementation of the Degree Regulations of the People’s Republic of China” and the specific requirements of relevant authorities, the corresponding theses must be submitted to the National Library of China.

I promise to abide by the above provisions.

Author’s signature: _____

Date: _____

Supervisor’s signature: _____

Date: _____

2.4.2 Template for a Master’s Thesis

The English translation of the “关于学位论文使用授权的说明” (Authorization for Use of Thesis) section for a master’s thesis is given below.

I am fully aware of the regulations of Tsinghua University regarding the preservation and use of theses as follows:

Tsinghua University has the right to use the theses within the scope stipulated in the copyright laws, including: (1) graduate students who have obtained a degree must submit their theses in accordance with the provisions of the university, and the university may preserve the submitted theses by means of photocopying, reduction or other reproduction methods; (2) for teaching and scientific research purposes, the university may provide the published theses in libraries and other places for faculty and students to use on campus, or on the intranet of the university for faculty and students to view part of the theses; and (3) according to the requirements of relevant authorities, the corresponding theses must be submitted for quality supervision and inspection and other purposes.

I promise to abide by the above provisions.

Author’s signature: _____

Date: _____

Supervisor’s signature: _____

Date: _____

2.5 Chinese and English Abstracts

The abstract is a brief, comprehensive summary of your thesis. The Chinese abstract,

i.e., the “摘要” section, must be limited to one page, and the length should be around 800 to 1,000 Chinese characters. No pictures, tables or graphs are allowed in the abstract. Following the contents of the abstract, 3 to 5 keywords must be provided, with keywords separated by a semicolon (;).

The English abstract follows the “摘要” page, and it must convey the same content as the Chinese abstract. The keywords must also be consistent with those in the Chinese abstract, with each keyword being separated by a semicolon (;).

You may find the templates for the Chinese and English abstracts accompanying this guide, and replace the example information in the template with your own information without changing any format settings.

2.6 Table of Contents

The Table of Contents comprises the headings of chapters or chapter equivalents and their corresponding page numbers, beginning with the “摘要” section and continuing through the end of your thesis. Usually, it is appropriate to display Level 1, 2, and 3 headings in the Table of Contents as demonstrated by this Guide. You may also find an example of Table of Contents in the templates accompanying this guide. Your word processor program can create the Table of Contents automatically and then you can adjust the format according to the instructions in this Guide.

2.7 List of Figures and Tables

If there are many figures as well as many tables in your thesis, a list of figures and a list of tables should be separately provided. The List of Figures section follows the Table of Contents, and consists of the numbers and captions of the figures and their corresponding page numbers in your thesis. Similarly, the List of Tables consists of the numbers and headings of the tables and their corresponding page numbers. A List of Figures and Tables section, combining the list of figures and the list of tables, could be used if there are only a few figures and/or tables used. You may find examples of these three types of lists in the templates accompanying this guide. It is suggested to use your word processor to create the List of Figures and List of Tables automatically and then adjust the format according to the instructions in this Guide.

2.8 List of Symbols and Acronyms

If the thesis contains a lot of symbols, acronyms, special units of measurement, specifically defined nouns and terms, etc. then a List of Symbols and Acronyms section should be added. If only a few symbols and/or acronyms are used then a list is not necessary, and the symbols and acronyms should be explained immediately when they first appear in the thesis. You may find an example of List of Symbols and Acronyms in the templates accompanying this guide, and replace the example information in the template with your information without changing any format settings.

2.9 Chapters, Figures, Tables and Equations

You may find an example of chapters containing figures, tables and equations in the templates accompanying this guide. Figures, tables, and equations must be placed after their first mention in the text. Figure captions must appear at the bottom of the figures, while table headings must be placed at the top of the tables. If a figure or a table is alone on a page, it should be centered vertically and horizontally within the margins on the page. For a large figure or table which takes up more than one page, the full figure caption or table caption should appear on every page, while the full figure caption together with the “(Continued)” notation, should be used on the second and subsequent pages, e.g., “Fig 2.1 Comparison of economic growth rates in developing countries (Continued)” and “Table 3-1 Data from the Fourth National Economic Census (Beijing) (Continued).” Table headers should be repeated on every subsequent pages. In such an instance, the List of Figures or Tables (see Section 2.7) should list the page number of the first page of the figure or table.

Tables should adopt a simple border style, (e.g., Table 1.4), in which only the top and bottom borders of the whole table and the bottom border of the header (first) row are displayed. However, for complicated tables, (e.g., Table 1.1 and Table 1.2), additional borders may be necessary for clear illustration.

2.10 References

2.10.1 In-text Citation

When using information from other sources which is not common knowledge, these

sources must be clearly documented in your thesis, i.e., in-text citations. There are two main styles for in-text citations, namely, the numeric and author-date styles. You should choose one style and apply it consistently throughout the thesis. In-text citations with the numeric style use superscript and bracketed numerals to represent cited references, e.g., “Zhao ^[2] reported that” In-text citations with the author-date style use the surname(s) of the author(s) and the publication year to represent a cited reference, e.g., “Zhao (2019)” and “(Zhao et al., 2019)”. Some examples of in-text citations are given in Table 2.1.

Table 2.1 Examples of in-text citations with the numeric and author-date styles

Citation styles	Cases	Examples
Numeric style	One reference cited	Zhao ^[1] reported that
	Multiple references cited	1. Zhao ^[1,3] reported that 2. was reported ^[2-5,10-11,15] .
Author-date style	One reference with a single author	1. Zhao (2019) reported that 2. (Zhao, 2019).
	One reference with multiple authors	1. Zhao et al. (2019) reported that 2. (Zhao et al., 2019).
	Multiple references for one citation	1. Zhao (2018), Qian et al. (2019), and Sun (2020) reported that 2. (Zhao, 2018; Qian et al., 2019; Sun, 2020).
	Authors with the same surname	1. Zhao Q (2018) reported that..... Zhao S (2019) found that 2. (Zhao Q, 2018). (Zhao S, 2019).
	References from the same author(s) published in the same year	1. Zhao (2019a) reported that..... Zhao (2019b) found that 2. (Zhao, 2019a). (Zhao, 2019b).

2.10.2 List of References

A list of references must be provided following the main text. Please note that the reference list is **NOT** a bibliography. The list only comprises references that are sources for direct (e.g., data, formulae, theories, and viewpoints) or indirect quotations in your thesis. References for background knowledge or further reading, and references you have

read but not quoted in your thesis, should **NOT** be listed. Therefore, each reference cited in the main text (including figures, tables, footnotes, etc.) must appear in the reference list, and each entry in the reference list must be cited in the text. The reading references, if needed, can be included in the appendix with the title “bibliography.”

Table 2.2 shows examples of the format requirements for different types of references according to the latest national standard of China “*Information and Documentation – Rules for Bibliographic References and Citations to Information Resources*” (GB/T 7714-2015). For each reference entry, the identification code for that type of reference must be given. Most types of references and their identification codes are listed in Table 2.2. For various kinds of digital resources, their specific identification codes should also be provided, including “Magnetic Tape” (MT), “Disk” (DK), “CD-ROM” (CD), and “Online” (OL). A reference labeled “N/OL,” for example, indicates that it comes from a newspaper which can be accessed online.

Table 2.2 Format requirements for different types of references

References	Identification codes	Examples
Monograph	M	Lin S D. Water and wastewater calculations manual[M]. New York: McGraw-Hill, 2001.
Proceedings	C	Nath R, Jain R. Insulin chart prediction for diabetic patients using hidden Markov model (HMM) and simulated annealing method[C/OL] // Babu B V, Nagar A K, Deep K, et al. eds. Proceedings of the Second International Conference on Soft Computing for Problem Solving (SocProS 2012), December 28-30, 2012. New Delhi: Springer, 2014: 3-11[2020-11-20]. https://www.springer.com/gp/book/9788132216018 .
Newspaper	N	Gao H, Gallagher K P. World needs stronger financial safety net[N/OL]. China Daily, 2020-11-19[2020-11-20]. http://epaper.chinadaily.com.cn/a/202011/19/WS5fb5a952a31099a234351e21.html .
Journal	J	Jha M, Gassman P W, Secchi S, et al. Effect of watershed subdivision on SWAT flow, sediment, and nutrient predictions[J]. Journal of the American Water Resources Association, 2004, 40(3): 811-825.

Table 2.2 Format requirements for different types of references (Continued)

References	Identification codes	Examples
Dissertation	D	Koechling M T. Assessment and modeling of chlorine reactions with natural organic matter: Impact of source water quality and reaction conditions[D]. Cincinnati: University of Cincinnati, 1998.
Report	R	U.S. Environmental Protection Agency. Guidelines for ecological risk assessment[R/OL]. Washington, DC: U.S. Environmental Protection Agency, 1998[2020-11-20]. https://www.epa.gov/sites/production/files/2014-11/documents/eco_risk_assessment1998.pdf .
Standard	S	U.S. Environmental Protection Agency. 2018 Edition of the drinking water standards and health advisories tables[S/OL]. Washington, DC: U.S. Environmental Protection Agency, 2018[2020-11-20]. https://www.epa.gov/sites/production/files/2018-03/documents/dwtable2018.pdf .
Patent	P	Rowland G, Clinton A. Waste water treatment plant: US, 4526685[P/OL]. 1985-07-02[2020-11-20]. http://patft.uspto.gov/netacgi/nph-Parser?Sect1=PTO1&Sect2=HITOFF&d=PALL&p=1&u=%2Fnethtml%2FPTO%2Fsrchnum.htm&r=1&f=G&l=50&s1=4526685.PN.&OS=PN/4526685&RS=PN/4526685 .
Database	DB	U.S. Environmental Protection Agency. ECOTOX Knowledgebase[DB/OL]. Washington, DC: U.S. Environmental Protection Agency, 2020[2020-11-20]. https://cfpub.epa.gov/ecotox/index.cfm .
Computer program	CP	U.S. Environmental Protection Agency. Environment Fluid Dynamics Code: EPA version 1.01 [CP/OL]. Washington, DC: U.S. Environmental Protection Agency, 2007[2020-11-20]. https://www.epa.gov/ceam/environment-fluid-dynamics-code-efdc-download-page .

Table 2.2 Format requirements for different types of references (Continued)

References	Identification codes	Examples
Electronic bulletin	EB	Environment Agency, Department for Environment, Food & Rural Affairs. Discharges to surface water and groundwater: environmental permits [EB/OL]. (2016-02-01)[2020-11-20]. https://www.gov.uk/guidance/discharges-to-surface-water-and-groundwater-environmental-permits .
Archive	A	/
Map	CM	/
Dataset	DS	/
Other	Z	/

You may find two examples of reference lists for the numeric and author-date styles, respectively, in the templates accompanying this guide. The examples in Table 2.2 show the format requirements for references when the numeric style is used. The author-date style has slightly different format requirements for references, which can be found in the template, and the publication year should follow the name(s) of the author(s). For the numeric style, the references in the list are numbered according to the order of appearance in the text. For the author-date style, the references are ordered alphabetically by the surname of the first author.

2.11 Appendix

Some content, such as figures, tables, and formula-derivation processes, are important but not appropriate to be incorporated into the main body of the thesis because it will impact the organization and logic of the thesis. In such cases, these supplementary materials could be provided in appendices.

The format requirements for appendices are the same as those for chapters except that the numbering rules are different, as described in Section 1.6. An example of appendices containing figures, tables and equations is provided in the templates accompanying this guide.

2.12 Acknowledgements

In this section, you should acknowledge the organizations and individuals that have made significant contributions to the completion of your thesis, e.g., institutions that provided funding for the research, and individuals or organizations that gave you key suggestions or assistance and/or granted you the right to use or cite materials (e.g., figures and data) and/or ideas. The Acknowledgements section must be limited to one page. You may find the template accompanying this guide, and replace the example information in the template with your information without changing any format settings.

2.13 Personal Statement

Academic integrity is critical, and a statement on the academic integrity of your thesis must be provided in the “声明” (Personal Statement) section. This section is fixed in format and must be on a single page. You may find the template accompanying this guide, and insert the page directly into your thesis. Please remember to sign your name and date before submission.

For your reference, the English translation of the most important contents of the template is provided below. If there is any discrepancy between the English translation herein and the original Chinese version in the template, the Chinese version shall prevail.

I solemnly declare that the thesis submitted is the result of my independent research work under the guidance of my supervisor. To the best of my knowledge, the research results do not contain contents of any others who have claimed copyrights except for those cited in the thesis. Other individuals and organizations, who have contributed to the research work, have been clearly identified in the thesis.

Author's signature: _____

Date: _____

2.14 Resume

The Resume section mainly includes the date and place of birth, and the university and time you started and got your previous degree(s). Academic achievements, such as monographs, journal articles, and patents, completed during your recent study, if there are any, should also be provided in this section. They should be listed in the standard format

of a reference (see Section 2.10) and numbered consecutively according to their type. You may find the appropriate template of Resume accompanying this guide, and replace the example information in the template with your own without changing any format settings.

2.15 Comments from Thesis Supervisor

Your supervisor's comments on your thesis must be included in your thesis, but her/his signature is **NOT** needed. Please note that it is your responsibility to keep the contents of the comments **EXACTLY** the same as those appearing in your Degree (Graduation) Approval Documents. If there are any inconsistencies, you will be held responsible for any consequences. If you have a Thesis Supervision Committee, "Comments from Thesis Supervision Committee" can also be included in your thesis following "Comments from Thesis Supervisor." The language (i.e., Chinese or English) of this section should be the same as the original document.

2.16 Resolution of Thesis Defense Committee

The resolution of the thesis defense committee must be included in your thesis, but the signatures of the committee members are **NOT** needed. Please note that it is your responsibility to keep the contents of the resolution **EXACTLY** the same as those appearing in your Degree (Graduation) Approval Documents. If there are any inconsistencies, you will be held responsible for any consequences. The language (i.e., Chinese or English) of this section should be the same as the original document.

2.17 Other Documents

You may also be required to include other documents in your thesis following the instructions from your Degree Review Sub-committee and/or School/Department. They should be placed at the very end of your thesis, following the "Resolution of Thesis Defense Committee" section. The format for these documents should be consistent with the rest of the thesis.

APPENDIX A THESIS TEMPLATES

The following list indicates the example template for the major components of a thesis accompanying this guide, and can be downloaded from this web address: <http://yjsy.cic.tsinghua.edu.cn/docinfo/board/boarddetail.jsp?columnId=001050603&parentColumnId=0010506&itemSeq=5365> .

- 01 Chinese Title Page (Front Cover)
- 02 English Title Page
- 03 Thesis Supervision Committee, Reviewers and Defense Committee
- 04 Authorization for Use of Thesis
- 05 Abstract (Chinese)
- 06 Abstract (English)
- 07 Table of Contents
- 08 List of Figures and Tables
- 09 List of Symbols and Acronyms
- 10 Chapters, Figures, Tables and Equations
- 11 References
- 12 Appendix
- 13 Acknowledgements
- 14 Personal Statement
- 15 Resume
- 16 Comments from Thesis Supervisor
- 17 Resolution of Thesis Defense Committee

APPENDIX B LIST OF DISCIPLINE CATEGORIES

Chinese names of discipline categories	English names of discipline categories
工学	Engineering
理学	Natural Science
哲学	Philosophy
经济学	Economics
法学	Law
教育学	Education
文学	Literature
历史学	History
管理学	Management Science
医学	Medicine
艺术学	Art

APPENDIX C LIST OF FIRST-CLASS DISCIPLINES

Chinese names of first-class disciplines	English names of first-class disciplines
哲学	Philosophy
理论经济学	Theoretical Economics
应用经济学	Applied Economics
法学	Science of Law
政治学	Politics
社会学	Sociology
马克思主义理论	Theory of Marxism
教育学	Education
心理学	Psychology
体育学	Physical Education and Sport Science
中国语言文学	Chinese Language and Literature
外国语言文学	Foreign Languages and Literatures
新闻传播学	Journalism and Communication
中国史	History of China
世界史	History of the World
数学	Mathematics
物理学	Physics
化学	Chemistry
天文学	Astronomy
大气科学	Atmospheric Sciences
生物学	Biology
科学技术史	History of Science and Technology
生态学	Ecology
统计学	Statistics
力学	Mechanics

APPENDIX C LIST OF FIRST-CLASS DISCIPLINES

Chinese names of first-class disciplines	English names of first-class disciplines
机械工程	Mechanical Engineering
光学工程	Optical Engineering
仪器科学与技术	Instrument Science and Technology
材料科学与工程	Materials Science and Engineering
动力工程及工程热物理	Power Engineering and Engineering Thermal Physics
电气工程	Electrical Engineering
电子科学与技术	Electronics Science and Technology
信息与通信工程	Information and Communication Engineering
控制科学与工程	Control Science and Engineering
计算机科学与技术	Computer Science and Technology
建筑学	Architecture
土木工程	Civil Engineering
水利工程	Hydraulic Engineering
化学工程与技术	Chemical Engineering and Technology
交通运输工程	Transportation Engineering
航空宇航科学与技术	Aerospace Science and Technology
核科学与技术	Nuclear Science and Technology
环境科学与工程	Environmental Science and Engineering
生物医学工程	Biomedical Engineering
城乡规划学	Urban and Rural Planning
风景园林学	Landscape Architecture
软件工程	Software Engineering
安全科学与工程	Safety Science and Engineering
网络空间安全	Cyberspace Security
基础医学	Basic Medicine
临床医学	Clinical Medicine
药学	Pharmaceutical Science
管理科学与工程	Management Science and Engineering

APPENDIX C LIST OF FIRST-CLASS DISCIPLINES

Chinese names of first-class disciplines	English names of first-class disciplines
工商管理	Business Administration
公共管理	Public Administration
艺术学理论	Art Theory
美术学	Fine Art
设计学	Design

APPENDIX D LIST OF INTERDISCIPLINARY PROGRAMS

Chinese names of interdisciplinary programs	English names of interdisciplinary programs
信息艺术设计	Information Art and Design
环境科学与新能源技术	Environment Science and New Energy Technology
数据科学和信息技术	Data Science and Information Technology
精准医学与公共健康	Precision Medicine and Healthcare
全球领导力	Global Affairs
工程教育学	Engineering Education

APPENDIX E LIST OF SECOND-CLASS DISCIPLINES

Chinese names of second-class disciplines	English names of second-class disciplines
大地测量学与测量工程	Geodesy and Survey Engineering

APPENDIX F LIST OF PROFESSIONAL DEGREE CATEGORIES

Chinese names of professional degree categories	English names of professional degree categories
金融硕士 (MF)	Master of Finance
应用统计硕士 (MAS)	Master of Applied Statistics
法律硕士 (JM)	Juris Master
社会工作硕士 (MSW)	Master of Social Work
教育博士 (Ed.D)	Doctor of Education
体育硕士 (MSPE)	Master of Science in Physical Education
应用心理硕士 (MAP)	Master of Applied Psychology
新闻与传播硕士 (MJC)	Master of Journalism and Communication
建筑学硕士 (M.Arch.)	Master of Architecture
工程硕士 (ME)	Master of Engineering
工程博士 (D.Eng)	Doctor of Engineering
城市规划硕士 (MUP)	Master of Urban Planning
电子信息博士	Doctor of Electronic and Information Engineering
电子信息硕士	Master of Electronic and Information Engineering
机械博士	Doctor of Mechanical Engineering
机械硕士	Master of Mechanical Engineering
材料与化工博士	Doctor of Materials and Chemical Engineering
材料与化工硕士	Master of Materials and Chemical Engineering
资源与环境博士	Doctor of Resources and Environmental Engineering
资源与环境硕士	Master of Resources and Environmental Engineering
能源动力博士	Doctor of Energy and Power Engineering
能源动力硕士	Master of Energy and Power Engineering
土木水利博士	Doctor of Civil and Hydraulic Engineering

APPENDIX F LIST OF PROFESSIONAL DEGREE CATEGORIES

Chinese names of professional degree categories	English names of professional degree categories
土木水利硕士	Master of Civil and Hydraulic Engineering
生物与医药博士	Doctor of Biological and Pharmaceutical Engineering
生物与医药硕士	Master of Biological and Pharmaceutical Engineering
风景园林硕士（MLA）	Master of Landscape Architecture
临床医学博士（MD）	Doctor of Medicine
临床医学（MM）	Master of Medicine
公共卫生硕士（MPH）	Master of Public Health
工商管理硕士（MBA）	Master of Business Administration
公共管理硕士（MPA）	Master of Public Administration
会计硕士（MPAcc）	Master of Professional Accounting
工程管理硕士（MEM）	Master of Engineering Management
艺术硕士（MFA）	Master of Fine Arts

APPENDIX G LIST OF ENGINEERING FIELDS FOR MASTER OF ENGINEERING

The following list applies to graduates enrolled in the Master of Engineering programs in 2019 and before.

Chinese names of engineering fields	English names of engineering fields
机械工程	Mechanical Engineering
光学工程	Optical Engineering
仪器仪表工程	Instrument and Meter Engineering
材料工程	Material Engineering
动力工程	Power Engineering
电气工程	Electrical Engineering
电子与通信工程	Electronics and Communication Engineering
集成电路工程	Integrated Circuit Engineering
控制工程	Control Engineering
计算机技术	Computer Technology
软件工程	Software Engineering
建筑与土木工程	Architectural and Civil Engineering
水利工程	Hydraulic Engineering
化学工程	Chemical Engineering
交通运输工程	Communication and Transportation Engineering
安全工程	Safety Engineering
核能与核技术工程	Nuclear Energy and Nuclear Technology Engineering
环境工程	Environmental Engineering
生物医学工程	Biomedical Engineering
航空工程	Aeronautical Engineering
航天工程	Aerospace Engineering

APPENDIX G LIST OF ENGINEERING FIELDS FOR MASTER OF ENGINEERING

Chinese names of engineering fields	English names of engineering fields
车辆工程	Vehicle Engineering
制药工程	Pharmaceutical Engineering
工业工程	Industrial Engineering
工业设计工程	Industrial Design Engineering
生物工程	Biotechnology Engineering
项目管理	Project Management
物流工程	Logistics Engineering
