

Check List before Handing in Your Thesis

1. Follow the parts in the [Check List before Handing in Your Papers](#) that fits for a Chinese thesis.
2. Reduce the use of English as much as possible, unless the terminology is a well-accepted acronym. You may write Chinese first and explain it right after it in English when the terminology first appears. For example, “主成分分析 (Principal Component Analysis, PCA)”. Note that reduce English not only in body texts, but also in figures and tables.
3. Each math equation should end with either comma or period (in English style), depending whether the sentence ends there. If the content right following the math equation is to continue the sentence, it must not start a paragraph, i.e., there must not be indention at the beginning of the content.
4. For brackets and norms in math expressions, \left and \right should be used in order to enclose the math expression in between.
5. The reference to equation number should include parentheses, e.g., “(2.1)” rather than “2.1”.
6. The inline math symbols and expressions must be in math mode, such as “ m , n ” rather than “m, n”. Also note that the negative sign should also be in math mode and the multiplication sign should be \times .
7. Math functions should not be in the italic style, e.g. “sin” rather than “*sin*”.
8. Pay attention to the style of punctuations. Except in equations, the punctuations must be 全角. Moreover, pay special attention to the correct use of 顿号, which is for enumeration and is often mistakenly written as 逗号.
9. Make sure that the figures are of high visual quality. Typically they should be in vector mode rather image mode, unless the figures are pure images. To achieve this, you should output the figure in EPS or PDF (if you generate them by your own), or use Foxit to extract the figures and save them in PDF directly (if you adapt for other papers).
10. When referring to figures and tables, always use figure or table number, rather than “如图”. This is because the position of figures and tables may not be right below the text.
11. Make sure that the style of references is consistent, e.g., names of authors and publications, capitalization, publication information. Especially, the same journal or conference must have the same name.
12. Avoid using arXiv. Replace it with formal publication information whenever possible.
13. Cite frequently, including in the captions of figures which are adapted from other papers.
14. Pay attention to the extra vertical spaces and try to reduce them to normal distance.
15. There should be space before parentheses.
16. Remove excessive blank lines.
17. There should be a “小结” at the end of each chapter.
18. Remove all possible typos and grammatical errors. Cross-check with other classmates.