

# **Guidelines for Formatting Master Thesis**

**Approved by the IAS faculty meeting on July 26, 2017**

**Master's Program in International Area Studies  
Graduate School of Humanities and Social Sciences  
University of Tsukuba**

## **1. Cover Page**

The cover page and inside cover page of the thesis should be formatted as shown in the samples attached.

## **2. Paper size**

You should use A4-sized paper (portrait orientation) and print the thesis on one side of the page only (do not print on both sides of a page).

## **3. Font and Line Spacing**

The main text of the thesis should be 35 lines per page, in a standard serif font (such as Times New Roman, 11 pt.), with adequate margins (25 mm top and bottom, 30 mm left, and 25 mm right margin). Tables, figures, footnotes, appendices, and references should be written in 10 or 10.5 points. The font and font size should be consistent throughout the thesis.

~~The main text of the thesis should use single spacing.~~ The line spacing of footnotes should be narrower than that of the main text. For formatting purposes, tables should be single spaced and not extend beyond one page.

## **4. Page Numbers**

For the Table of Contents, small Roman numerals (i, ii, iii, iv...) should be used. For the main text, Arabic numerals (1, 2, 3 ..... ) should be used. Page numbers should be set within 8-10 mm from the bottom.

## **5. Tables and Figures**

Each table and figure should be numbered according to the chapter number and the number of the table/figure. Example: Tables in Chapter 2 should be numbered "Table 2-1," "Table 2-2," etc. Tables in Chapter 3 should be numbered "Table 3-1," "Table 3-2," etc. Follow the same format for figures.

The table (or figure) number and the title of the table/figure should be at the top. The source should be at the bottom.

## **6. Paragraphs**

The main text should be composed of paragraphs, and a paragraph should consist of a set of sentences, not of one sentence only. The first line of each paragraph should be indented 3 to 5 characters (3 characters if writing in Japanese; 5 spaces if writing in English) from the left margin. Do not add an extra line between paragraphs.

## **7. Table of Contents**

Please see the samples attached below.

## **8. References**

As each field/discipline has standards for indicating references, each student should consult with his/her main supervisor as to the most appropriate referencing system to use.

All Internet references with URLs must include the access date.

## **9. Copyright Regulations and Serious Penalties for Plagiarism**

You must not fabricate or falsify data obtained in your research, and you are strictly required to respect the originality of others' articles/ books. Each citation should clarify the source of the original data/reference. If your thesis fails to do so, your thesis might be judged as having been plagiarized from other works. If such plagiarism or any other academic misconduct is detected in your thesis, your degree might be revoked even many years after your graduation.

Your thesis outside cover should look like this.

筑波大学大学院修士課程  
人文社会科学研究科修士論文

**Thesis Title:**

**Subtitle**

FAMILY NAME first name

(国際地域研究専攻)

201△年△月

**The inside cover page should look like this.  
Follow this example**

Title in English

(Title in Japanese)

A Thesis Submitted to the Master's Program in International Area Studies,  
Graduate School of Humanities and Social Sciences  
University of Tsukuba

In Partial Fulfillment of the Requirements for the Degree  
Master of Arts in (Area Studies, International Studies, Public Policy, Economics)

[Author's Name: FAMILY NAME first name]

[Month and Year of Submission]

[Supervisor : ..... Name of Supervisor: ..... ] (optional)

[Co-Advisors : ..... Names of Co-Advisors: ..... ](optional)

[Co-Advisors : ..... Names of Co-Advisors: ..... ](optional)

## Sample 1

### Table of Contents (Form A)

|                                      |          |
|--------------------------------------|----------|
| Abstract                             | .....i   |
| Acknowledgements (Optional)          | .....ii  |
| Table of Contents                    | .....iii |
| List of Figures                      | .....iv  |
| List of Tables                       | .....v   |
| List of Abbreviations (if necessary) | .....vi  |
| Introduction                         | .....1   |
| Chapter 1: Chapter Title             | .....15  |
| 1.1 Section Title                    | .....15  |
| 1.1.1 Subsection Title               | .....15  |
| .                                    |          |
| .                                    |          |
| .                                    |          |
| Chapter 2: Chapter Title             | .....30  |
| 2.1 Section Title                    | .....30  |
| 2.1.1 Subsection Title               | .....30  |
| .                                    |          |
| .                                    |          |
| .                                    |          |
| Chapter 3: Chapter Title             | .....60  |
| 3.1 Section Title                    | .....60  |
| 3.1.1 Subsection Title               | .....60  |
| .                                    |          |
| .                                    |          |
| .                                    |          |
| Conclusion                           | .....90  |
| Appendix 1: Title (if necessary)     | .....101 |
| Appendix 2: Title (if necessary)     | .....109 |
| References                           | .....112 |

## Sample 2

### Table of Contents (Form B)

|                                      |          |
|--------------------------------------|----------|
| Abstract                             | .....i   |
| Acknowledgements (Optional)          | .....ii  |
| Table of Contents                    | .....iii |
| List of Figures                      | .....iv  |
| List of Tables                       | .....v   |
| List of Abbreviations (if necessary) | .....vi  |
| Chapter 1: :Introduction             | .....1   |
| 1.1 Section Title                    | .....1   |
| 1.1.1 Subsection Title               | .....1   |
| .                                    |          |
| .                                    |          |
| Chapter 2: Chapter Title             | .....30  |
| 2.1 Section Title                    | .....30  |
| 2.1.1 Subsection Title               | .....30  |
| .                                    |          |
| .                                    |          |
| Chapter 3: Chapter Title             | .....60  |
| 3.1 Section Title                    | .....60  |
| 3.1.1 Subsection Title               | .....60  |
| .                                    |          |
| .                                    |          |
| Chapter 4: Conclusion                | .....90  |
| Appendix 1: Title (if necessary)     | .....101 |
| Appendix 2: Title (if necessary)     | .....109 |
| References                           | .....112 |