

# **Fu Jen MBA Program in International Management (imMBA) Thesis Format**

## **Order of Content**

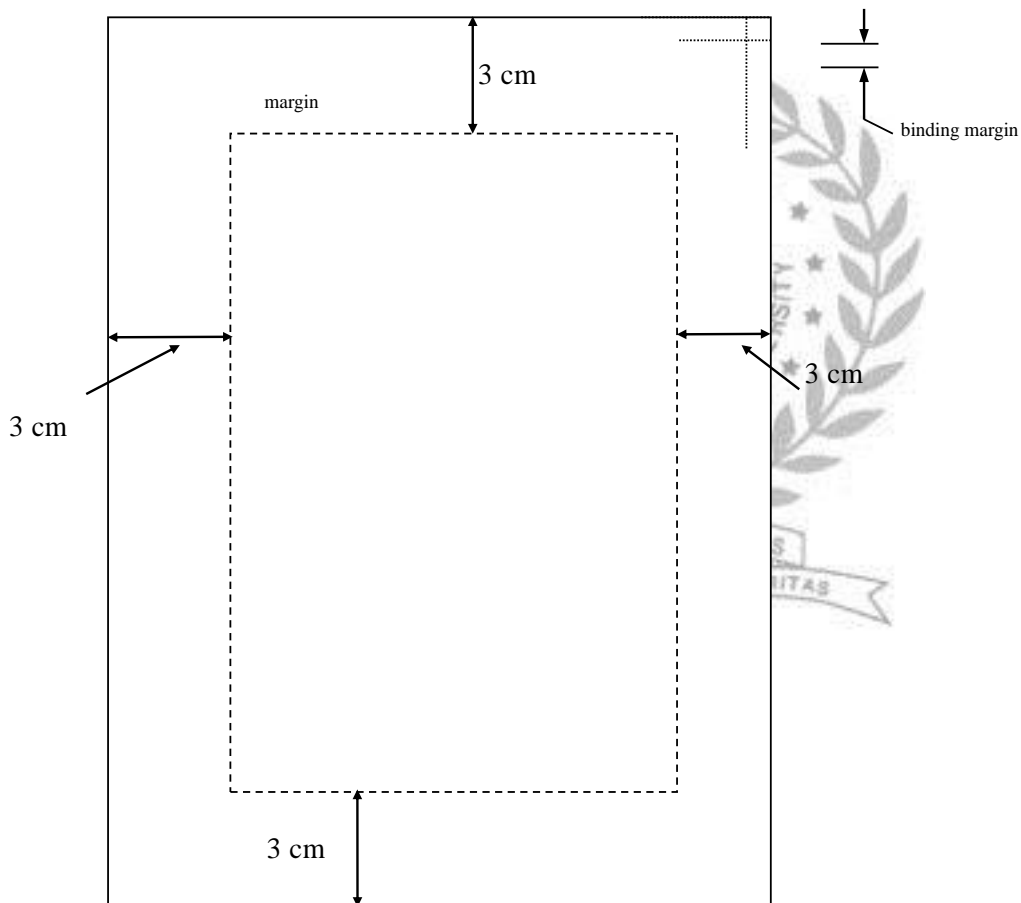
- 1. Cover (See Appendix A)**
- 2. Abstract (See Appendix B)**
- 3. Acknowledgements (optional)**
- 4. Table of Contents**
- 5. List of Tables**
- 6. List of Figures**
- 7. Main body of the thesis**
- 8. References**
- 9. Appendices**



## Format of Text

1. **Cover Page:** See Appendix A
2. **Watermark:** Put FJCU logo on every page
3. **Size of paper:** A4-size paper
4. **Margin**

Margin of the left-hand, right-hand, top, and bottom edge of a recto should be all 3cm;



5. **Font:** Times New Roman
6. **Size of character:** Title 20, subtitle 18, main text 13.

## 7. Word Spacing

For WinWord, around 89 characters printed per line. You can use the WinWord “Text Justify” function dressing the entire page.

## 8. Line Spacing: Double space

## 9. Paragraph Spacing

0 line spacing between paragraphs in the same section; 1 line spacing between different sections.

## 10. Indentation

Five-character space should be indented at the beginning of each paragraph. Two-character space should be indented in your “Table”, “Example” or “Clause”. If the citation is developed in its own paragraph, ten-character space should be indented from the left edge.

## 11. Numbering of Figures and Tables

Place a period after numbering the table or figure.

Examples: Table 2.1.

Figure 2.1.

The title of the **table** should be put **above** it, spacing 6pt. The title of the **figure** should be put **below** it, spacing 6pt.

Other examples:

Table 2.1 Growth of subsidiary companies in Taiwan

	Q1	Q2	Q3	Q4
Taipei	20.4	27.4	90	20.4
Taichung	30.6	38.6	34.6	31.6
Tainan	45.9	46.9	45	43.9

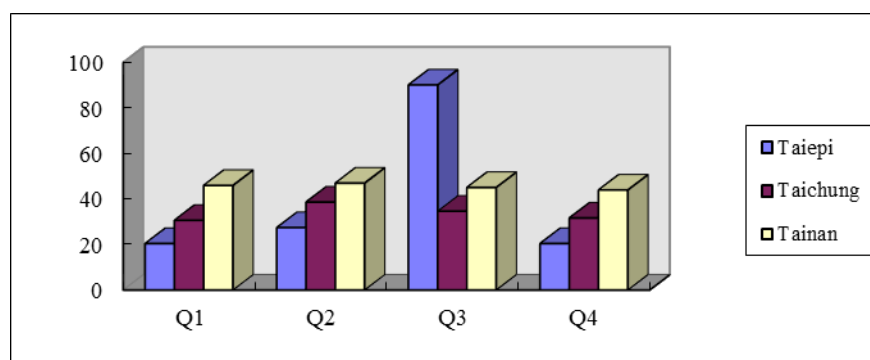


Figure 2.2: Capital accumulation of each season

## 12. Documents, materials quotes

- (1) If the figures and tables are quoted from books or website, please list the original source below the figure and table.

Example: Source: <http://www.fju.edu.tw>

Source: *Book title* (page), by OOO (Author Name), published year, location of the publisher: publisher.

{*The functions of the executive* (p. 26), by C. I. Barnard, 1971, Cambridge, MA: Harvard University Press.}

- (2) Quoted from other studies, references or names, please remark the name and year of publish.

Example: ..... Porter (2001).....or..... (Porter, 2001)

## 13. Reference

- (1) List in order alphabetically by authors' last name

- (2) Format of reference

Example: Author (year of publish). *Book name*. Location of publish: Publisher.

{Argyris, C. & Donald, A. S. (1978). *Organizational learning: A theory of action perspective*.

MA: Addison- Wesley Publications.}

Or you may directly refer to APA Style: <http://www.apastyle.org/>



# FU JEN CATHOLIC UNIVERSITY

## MBA Program in International Management

Advisor: \_\_\_\_\_ Ph.D.

(Print name of thesis advisor)

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(Thesis title in English)

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(Thesis title in Chinese)



Thesis Student: \_\_\_\_\_

(Print name of thesis student)

Date: \_\_\_\_\_

(yyyy/mm/dd)

Thesis title:

Name of Institute: MBA Program in International Management, Fu Jen Catholic University.

Print name of thesis student: \_\_\_\_\_

Print name of thesis advisor: \_\_\_\_\_ Ph.D.

Total Page: \_\_\_\_\_

## Abstract



Keywords: