佛光大學佛教學系 論文格式

Thesis Format for Postgraduates of Department of Buddhist Studies

一、撰寫之語文：論文（含摘要），以中文撰寫為原則。

Language of Writing: The thesis (including the abstract) should primarily be written in Chinese.

碩士班英文組若以英文撰寫論文，母語非英語者需於論文口考前通過等同多益 750 分以上之英文檢定，但大學接受英語教育者，並能提供撰寫英文學術論文之佐證者，經系務會議審核後，得免試英文檢定。

For the Master's Program in English, if the thesis is written in English, non-native English speakers must pass an English proficiency test equivalent to a TOEIC score of 750 or higher before the thesis oral defense. However, those who have received their university education in English and can provide evidence of having written academic papers in English may be exempted from the English proficiency test upon approval by the department council.

論文撰寫之語言非為母語者，或非用以完成學士（及以上）學位者，論文口考前需通過本系之語言檢定。

If the language of the thesis is not the candidate's native language or was not used to obtain a bachelor's (or higher) degree, the candidate must pass the department's language proficiency test before the thesis oral defense.

二、字體：Font

（一）字體宜端正、清晰，以楷書或新細明體12級字為原則，行距1.5倍行高。

The font should be proper and clear, using Kai or PMingLiU 12-point font, with 1.5 line spacing.

（二）全文不得塗污、刪節。

The entire text must be free from smudges and deletions.

（三）各頁正下方應註明頁碼。

Page numbers should be indicated at the bottom center of each page.

三、論文次序：（由封面至封底依序而下排列〔1-15 項〕）

Thesis Order: (From Thesis Cover Page to Thesis Back Cover in sequential order (Item 1-15))

（一）封面Thesis Cover Page

（二）內頁（整張空白）Flyleaf (Blank Page)

（三）書名頁（與封面相同、單面列印）

Thesis Title Page（Same as Thesis Cover Page, print single-sided）

（四）首頁：論文指導教授推薦書。（單面列印）

First Page: Advising Professor Recommendation Letter (Print single-sided)

（五）次頁：論文口試委員審定書。（單面列印）

Second Page: Oral Thesis Defense Committee Verification Form (Print single-sided)

--------------以下均需加「佛光大學logo浮水印」---------------

---------------Pages below have to add "FGU logo watermark" ---------------

論文加入浮水印說明 Thesis watermarking instruction：http://libthesis.fgu.edu.tw/cdrfb3/watermark2007.pdf

（六）論文摘要：宜說明研究目的、資料來源、研究方法、研究內容及研究結果，約 500 至 1000 字，應打字。(全英文論文仍需寫一篇中文摘要)

Abstract: has to state the research goal, sources of information, research methodology, research content and

outcome in around 500 to 1000 words, has to be typed. (Even theses written fully in English have to include a Chinese abstract)

（七）序言或誌謝辭：應另頁繕寫（依個人意願自行決定是否撰寫）。

Preface or Acknowledgement (optional): has to be written on a new page

（八）目錄：包括摘要、各章節之標題、文獻、附錄及其所在頁數，依次編列。

Table of Contents: includes Abstract, Chapter Titles, Bibliography, Appendices and their corresponding page numbers in ascending order.

（九）圖目

List of Figures

（十）表目

List of Tables

（十一）論文正文

Thesis Content

（十二）參考文獻及附錄：應包括文獻名稱、作者姓名、卷數、頁數、出版年月及出版處所。

Bibliography and Appendices: has to include literature title, author's name, volume number, page number, year and month of publishing and publisher.

（十三）內頁（整張空白）

Flyleaf (Blank Page)

（十四） 封底

Thesis Back Cover

（十五） 書背側條：（格式https://reurl.cc/7oG3Ob）：應包括校名及系（所）名、學位論文級別、論文題目、研究生姓名及取得學位年度（中華民國年度）。

Book Spine: (Format https://reurl.cc/7oG3Ob): has to include school and department names, thesis level, title, postgraduate's full name and year of obtaining the degree (according to the Republic of China calendar).

◎頁碼：第1～7項不須編頁碼，第8～11頁碼為羅馬數字(I、II、III...)，第12～13論文正文頁碼自「1」開始 3

Page Numbers: items 1 ~ 7 do not need page numbers, items 8 ~ 11 use Roman numerals (I, II, III…), items 12 ~ 13 start from page number "1"

四、論文份數：Number of Thesis Copies:

（一）碩士論文：提繳平裝論文5本，含所屬系（所）辦公室2本、本校圖書館2本及教務處註課組1本（彙轉國家圖書館）。

Master's Thesis: Submit 5 soft-bound copies, including 2 copies for the department office, 2 copies for the university library, and 1 copy for the Academic Affairs Office (which will be forwarded to the National Central Library).

（二）博士論文：提繳平裝論文5本，含所屬系（所）辦公室2本、本校圖書館2本及教務處註課組1本（彙轉國家圖書館）。

PhD Dissertation: Submit 5 soft-bound copies, including 2 copies for the department office, 2 copies for the university library, and 1 copy for the Academic Affairs Office (which will be forwarded to the National Central Library).

五、論文規格：【第一～五及第十三項為規定規格，第六～十二項為參考規格】

Thesis Specifications: [Items 1-5 and 13 are required specifications, items 6-12 are reference specifications]

（一）封面、推薦書、審定書等由學校製發。

The cover, recommendation letter, and approval letter are issued by the school.

（二）內頁：A4規格、80磅白色影印紙（本頁為空白頁，置於封面之後及封底之前各一張）。

Inner pages: A4 size, 80-pound white copy paper (this page should be blank and placed immediately after the cover and before the back cover).

（三）首頁：A4規格、80磅白色模造紙或白色影印紙。

First page: A4 size, 80-pound white bond paper or white copy paper.

（四）版面：以21cm×29.7cm之A4白色紙張繕製。每頁上方空白3公分，下方空白2公分，左右兩邊均空白3.17公分。版面底端1公分處中央繕打頁碼。

Layout: Use A4 white paper sized 21 cm x 29.7 cm. The top margin should be 3 cm, the bottom margin 2 cm, and the left and right margins 3.17 cm each. Page numbers should be centered 1 cm from the bottom of the page.

（五）封皮裝訂規格（平裝）：碩士論文為紅色雲彩紙、博士論文為淺綠色雲彩紙，字體黑色，務必「上亮P」。

Cover binding specifications (soft-bound): Master's theses should use red marbled paper, and doctoral dissertations should use light green marbled paper. The font should be in black and must be "glossy P".

（六）論文體例，請依新式標點：Thesis Format: Please follow the new punctuation style:

    1. 「」用於平常引號，『』用於引號中之引號。

    「」for regular quotation marks, and 『』for quotations within quotations.

    2. 中文書名請用雙鉤符號《》，英文以斜體字表示。

    Use double angle brackets《》for Chinese book titles, and italics for English book titles.

    3. 章節、論文篇名請用單鉤符號〈〉，英文以" " 表示。

    Use single angle brackets〈〉for chapters and article titles in Chinese, and quotation marks "" for English.

    4. 正文中書名篇名連用時，則可省略篇名號，如《論語·學而篇》。

    When both book titles and article titles are used in the text, the article title marker can be omitted, e.g., 《論語·學而篇》.

    5. 論文體例，請依「一、（一）、1、（1）」順序論述。

    Follow the order "一、（一）、1、（1）" for structuring the thesis.

（七）註解請採當頁注釋模式，並以阿拉伯數字1、2、3……依序標示於注釋之右上方。參考書目附於論文之後，徵引專書或論文，請依序註明作者、書名（或篇名）、頁碼。

Annotations should be formatted as footnotes on the same page, marked sequentially with Arabic numerals 1, 2, 3, etc., at the top right of the annotation. References should be listed at the end of the thesis, with citations of books or articles including the author, title (or article title), and page number.

（八）常見古書可免作者，唯涉及版本者請特別註明。腳註徵引專書或論文，請依下列形式，或依各系所專業領域性質自訂：

Common ancient books do not require the author's name, but editions should be specifically noted. Footnote citations of books or articles should follow the formats below or be customized according to the nature of the respective department's field of study:

1. 中日文專書：作者，《書名》（出版資料），卷冊，頁碼。例如：梁嘉彬，《廣東十三行考》（上海：商務印書館，1937年），頁50。

Chinese and Japanese Books: Author, 《Book Title》 (Publication Information), volume, page number. For example: 梁嘉彬，《廣東十三行考》 (Shanghai: Commercial Press, 1937), p. 50.

2. 中日文論文：作者，〈篇名〉，《期刊》，卷期（公元年月），頁碼。例如：張彬村，〈十七世紀雲南貝幣崩潰的原因〉，《中國海洋發展史論文集》，第五輯（1993年2月），頁153。

Chinese and Japanese Articles: Author, 〈Article Title〉, 《Journal Name》, volume(issue) (Year Month), page number. For example: 張彬村，〈十七世紀雲南貝幣崩潰的原因〉, 《中國海洋發展史論文集》, Vol. 5 (February 1993), p. 153.

3. 西文專書、論文亦同上例。

Western books and articles follow the same format as above.

4. 專書Book，例如：Kwang-Ching Liu, *Anglo-American Steamship Rivalry in China, 1862~1874.*Cambridge, Mass: Harvard University Press, 1962, pp.5-6.

5. 論文Article，例如：David Ownby,The Heaven and Earth Society as Popular Religion, *The Journal of Asian Studies 54：4 (November 1995), p.1023.*

（九）每篇論文之後，請列引用書目，中、外文書目資料並存時，中文在前，外文在後。中、日文書目可按作者筆劃或其他方式排列。書目形式亦仿上例。

After each thesis, please list the bibliography. When including both Chinese and foreign language references, list the Chinese references first, followed by the foreign language references. Chinese and Japanese references can be arranged by the number of strokes in the author's name or other methods. The bibliography format should follow the examples above.

（十）第二頁正文開始： The main text begins on the second page:

1. 正文：新細明體12級。 Main text: PMingLiU, 12-point font.

2. 引文：標楷體12級。 Quotations: DFKai-SB, 12-point font.

3. 隨頁注釋：新細明體10級。Footnotes: PMingLiU, 10-point font.

4. 章名：標楷體16級，節名：標楷體14級，小節：標楷體12級。

Chapter titles: DFKai-SB, 16-point font; section titles: DFKai-SB, 14-point font; subsection titles: DFKai-SB, 12-point font.

5. 英文請採Times New Roman字型。

For English text, use Times New Roman font.

（十一）以中文撰稿為原則。The default writing language is Chinese.

（十二）圖版黑色或彩色照片、幻燈片、光碟、磁片皆可。相關版權請作者自行負責。

Illustrations can be black-and-white or color photos, slides, CDs, or disks. Authors are responsible for obtaining the relevant copyrights.

（十三）配合國家圖書館電子論文上傳格式規定，紙本論文全文(封面封底、書名頁、推薦書及審定書除外)皆須加上浮水印，浮水印之大小依本校圖書館「佛光大學博碩士論文系統上傳作業說明」之規定為準。(參考路徑：https:/cloud.ncl.edu.tw/fgu/)

To comply with the National Central Library's electronic thesis upload format requirements, the entire printed thesis (excluding the cover, title page, recommendation letter, and approval letter) must include a watermark. The size of the watermark should follow the regulations outlined in the university library's "Fo Guang University Thesis Upload Guidelines". (Reference link: https://cloud.ncl.edu.tw/fgu/)

六、論文全文電子檔線上建檔注意事項：

Notes for online archiving of the full electronic version of the thesis:

研究生完成學位論文後，應至本校圖書館首頁「博碩士論文系統」進行論文上傳作業，提供讀者基於個人非營利性質之線上檢索、閱讀、下載或列印。詳細步驟，請參閱「博碩士論文系統」之「建檔流程」

與「建檔說明」。

After completing the thesis, graduates should upload their thesis through the "Thesis System" on the university library homepage, allowing readers to search, read, download, or print for personal, non-profit purposes. For detailed steps, please refer to the "Archiving Process" and "Archiving Instructions" in the "Thesis System".

◎系網頁所提供之參考論文範本：

The thesis template is provided on the following website:

中文：https://buddhist.fgu.edu.tw/xhr/archive/download?file=59fab61e02dcf030df000405

English：https://buddhist.fgu.edu.tw/xhr/archive/download?file=59fab60b02dcf030df0003bf

＊除了封面、指導教授推薦書、口試委員審定書之外，每一頁均須有浮水印。

*Besides the **Thesis Cover Page, Advising Professor Recommendation Letter and Thesis Oral Defense Committee Verification Form**, any other pages have to include a watermark.

＊英文撰寫論文者，也需要放中文摘要

*Thesis authors writing in English are required to include a Chinese abstract