

# Thesis Format 2022

## 1. Page setup 页面设置

Size and Orientation	页面设置 A4 Portrait A4纸纵向
Margins 页边距	Up 3.5 cm, bottom 2.6 cm, left 3 cm, right 2.6 cm
Head 页眉	2.4 cm, Footer页脚: 2 cm, Gutter装订线: Left, 0cm
Head text 页眉文字	“Beijing Institute of Technology Bachelor’s Thesis”, Times New Roman, font size 14 (四号), Center Text. Spacing字距加宽: Extended by 0.5 pt
Footer页脚	page number, Times New Roman, size 10.5 (五号).

## 2. Paragraph Format

Heading 1章 节一级标题:	Arial, Bold, 16 pt (三号) . Center Text. Spacing: Before 0.5 line, After 1 line. Line Spacing: 1.5 lines
Heading 2:	Arial, Bold, 14 pt (四号). Align to Left. Spacing: Before 0.5 line, After 0 line. Line Spacing: 1.5 lines
Heading 3:	Arial, Bold, 12 pt (小四号). Align to Left. Spacing: Before 0.5 line, After 0 line. Line Spacing: 1.5 lines
Body:	Times New Roman, 12 pt (小四号). Justify Text. First line Indents: 2 ch(字符). Spacing: Before 0 line, After 0 line. Line Spacing: at least 22 pt.

## 3. Numbering of Headings

Heading 1	Chapter 1, Chapter 2
Heading 2	1.1
Heading 3	1.1.1

## 4. Figures and Tables

Every figure and table should have a label, number, and meaningful caption.

Figure	Center Text. Spacing: Before 0 line, After 0 line. Line Spacing: at least 22 pt.
Table	Center Text. Spacing: Before 0 line, After 0 line. Line Spacing: at least 22 pt.
Figure Caption	Figure 1-1, Figure 2-3. First number is the chapter number, second number is the number of figures in the chapter. Font size 10.5 pt (五号). Center Text. Spacing: Before 0 line, After 0 line. Line Spacing: at least 22 pt. Placed under figure. One blank line before the figure and after the caption.
Table Caption	Table 1-1, Table 3-2. Font size 10.5 pt (五号). Center Text. Spacing: Before 0 line, After 0 line. Line Spacing: at least 22 pt. Placed above tables, One blank line before the caption and after the table.
Equation	(1-1), (2-2), placed to the end of the line of equations, aligned to the right. Referred in the body as Equation (1-1)

## 5. References

References are listed using GB7714 - 87 Chinese Standard.

All referenced literatures should be cited with numbers in body of thesis.

Reference of URLs is not recommended.

### **Types of references and markers:**

Book: M

Proceedings of Conference paper: C

Journal paper: J

Dissertation and thesis: D

Standards: S

Patent: P

Database: DB

Archives: A

### **Examples:**

#### **Journal papers**

[3] Heider, E.R.& D.C.Oliver. The structure of color space in naming and memory of two languages [J]. Foreign Language Teaching and Research, 1999, (3): 62 – 67.

#### **Books**

[5] Gill, R. Mastering English Literature [M]. London: Macmillan, 1985: 42-45.

#### **Proceedings of conference papers**

[9] Spivak,G. “Can the Subaltern Speak?”[A]. In C.Nelson & L. Grossberg(eds.). Victory in Limbo: Imigism [C]. Urbana: University of Illinois Press, 1988, pp.271-313.

[10] Almarza, G.G. Student foreign language teacher’s knowledge growth [A]. In D.Freeman and J.C.Richards (eds.). Teacher Learning in Language Teaching [C]. New York: Cambridge University Press. 1996. pp.50-78.

## **Binding and Final Submissions of Thesis**

### **Book 1 - Thesis**

Order:

Thesis Cover Page, Thesis Specifications (Signed), Assessment forms, Statement of originality and authorization, Abstract, table of contents, body of thesis, Conclusion, References, Appendices, Acknowledgement.

### **Book 2 – Supplementary Materials**

Order:

Cover Page (Title, Table of Materials), Thesis Specification (signed), proposal report, literature review, intermediate report, translation (Cover page, Original paper, Chinese translation), weekly reports.

### **Book 3 - Engineering Drawings**

Print out and properly folded.

### **CD Disk**

Copy thesis (word and PDF format), Design models and drawings, software codes, experimental data, and other materials, etc., into one CD disk.

The thesis, other materials, drawings, and CD, should be packed into the big thesis file bag obtained from the school of mechanical engineering.