

特殊教育學系暨復健諮商研究所

碩、博士學位論文（含專業實務報告）格式規範

97學年度第2次系務會議通過

97學年度第4次系務會議修訂通過

98學年度第5次系務會議修訂通過

104學年度第7次系所務會議修訂通過

105學年度第1次系所務會議修訂通過

108學年度第4次系所務會議修訂通過

(110.3.2)109學年度第5次系所務會議修訂通過

一、論文內容次序

1. 封面（含側邊）（論文以中文撰寫，封面為中文；以英文撰寫，封面為英文）
2. 空白頁
3. 書名頁1（內容與封面相同，供圖書館編目用）
4. 書名頁2（論文以中文撰寫，書名頁2為英文；以英文撰寫，書名頁2為中文）
5. 學位論文授權書(圖書館審核通過後補入)
6. 論文通過簽名表
7. 謝辭
8. 中文摘要及關鍵詞5-7個
9. 英文摘要及關鍵詞5-7個
10. 目次
11. 表次
12. 圖次
13. 論文正文
14. 參考文獻
15. 附錄
16. 封底

二、封面（含側邊）：【詳附件1】

封面：封面中各行均須置中，包括校名、院、系所別、學位別、論文題目、撰者姓名、指導教授及提出論文之年(民國)月。

側邊：包括校名、系所別、學位別、論文題目（中文）、撰者姓名及提出論文之年(民國)月。

三、論文通過簽名表

*須使用教務處公告之最新格式。

四、謝辭

內容力求簡單扼要，以不超過一頁為原則。

五、中文摘要：

*不超過三頁，其內容應包含論述重點、方法或程序、結果與討論及結論。

*經系、所同意以英文撰寫論文者，仍需附中文摘要。

六、英文摘要：不超過三頁。

七、目次：【詳附件2】

包括各章節之標題、參考文獻、附錄及其所在之頁數。

八、表次：

包括各章節之表及其所在之頁數(若表擷取自參考文獻，則須本文表之位置標註來源)。

九、圖次：

包括各章節之圖及其所在之頁數(若圖擷取自參考文獻，則須標註來源)。

十、論文正文

* 論文以中文或英文撰寫為原則，雙面印刷，但頁數為80頁以下得以單面印刷（彩色圖片亦可單面印刷）。

* 紙張：除封面、封底外，均採用白色A4 80到100磅的紙張裝訂。

* 字體：原則上中文以14號楷書（細明體及標楷體為主），英文以14號Times New Roman打字，中文撰寫以25pt固定行高，英文則以雙行間距，本文留白上2.8公分、下2公分、左右各2.8公分，字體顏色為黑色，文內要加標點，各頁正下方應置中註明頁碼。

* 若為專業實務報告，其正文內容須依照本系所「專業實務報告正文格式」規範撰寫。專業實務報告主題鼓勵進行特教現場實作，針對特教議題、個案輔導、教材教具研發或課程與教學改進等進行探討。

十一、參考文獻

列出引用之中英文期刊論文及書目，須包含作者姓氏、出版年次、書目、技術資料或期刊名稱、版序、頁碼等內容；格式請參閱特殊教育研究學刊或APA格式。

十二、封面（底）：碩、博士論文均應裝訂成冊。

* 平裝本：碩班淺黃色、博班淺藍色、復諮所淺綠色，採用淺色200磅紙（上亮P）裝訂之（A4）。

十三、頁碼：

1. 不標示頁碼：封面、空白頁、書名頁、授權書、論文通過簽名表
2. 羅馬數字頁碼：謝辭、中英文摘要、目次、表次及圖次
3. 阿拉伯數字頁碼：論文正文、參考文獻及附錄等

十四、本規範未盡事宜，悉依本校教務處及圖書館等單位之規定辦理。

備註：

1. 新增復諮所封面顏色規定(104年6月14日 104年學年第7次系所務會議通過)
2. 新增參考文獻格式規定(105年9月20 105學年度第1次系所務會議通過)
3. 參照學校規定修訂封面及論文次序(109年1月7日108學年度第4次系所務會議修訂通過)
4. 修改參考文獻格式規定，碩、博士學位論文與專業實務報告整併(109學年度第5次系所務會議修訂通過)

**Department of Special Education and
Graduate Institute of Rehabilitation Counseling
Format specifications for Master and Doctoral Thesis
(including professional practice report)**

1. Thesis content order
 - 1.1 Front Cover (include the side; if the thesis is written in Chinese, the front cover should be in Chinese; if the thesis is written in English, the front cover should be in English).
 - 1.2 Blank Page
 - 1.3 Title Page 1 (The content should be the same as the front cover for library cataloging.)
 - 1.4 Title Page 2 (If the thesis is written in Chinese, the title page 2 will be in English; if the thesis is written in English, the title page 2 should be in Chinese).
 - 1.5 Power of Attorney Form (add after the review is approved by the library).
 - 1.6 Thesis Approval Form
 - 1.7 Acknowledgements
 - 1.8 Chinese Abstract and 5-7 Keywords
 - 1.9 English Abstract and 5-7 Keywords
 - 1.10 Table of Contents
 - 1.11 List of Tables
 - 1.12 List of Figures
 - 1.13 Main Text of Thesis
 - 1.14 References
 - 1.15 Appendixes
 - 1.16 Back Cover
2. Front Cover (include the side): **【Refer to appendix1】**

Front Cover: All lines on the cover must be placed in the middle, including the names of the university, college, and department, degree, thesis title, author's name, the name of advisor(s), and the year and month in which the thesis is submitted for approval.

Side: Includes the names of the university and department, degree, thesis title (in Chinese), author's name, the name(s) of advisor(s), and the year and month in which the thesis is submitted for approval.
3. Thesis Approval Form

*The latest format announced by the Office of Academic Affairs must be used.
4. Acknowledgements

The content should be kept simple with the page limit of one page.
5. Chinese Abstract

* Limited to three pages. The content should include the main points of the thesis, method or procedures, results and discussions, and conclusions.

* Those who write the thesis in English with the consent of the department still need to attach a Chinese abstract.
6. English Abstract: Limited to three pages.
7. Table of Contents: **【Refer to appendix2】**

Including chapter titles, references, and appendixes with page numbering.
8. List of Tables:

Including the table(s) of each chapter with page numbering (a citation must be added if the table is taken from the references).
9. List of Figures

Including the figure(s) of each chapter with page numbering (a citation must be added if the figure is taken from the references).

10. Main Text of Thesis

* Thesis should be written in Chinese or English and printed on both sides. The number of pages within 80 pages can be printed on one side (color pictures can also be printed on one side).

***Paper:** White A4 80 to 100 lb paper should be used for binding except for the front and back covers.

***Font:** Chinese thesis should be typed in 14-point regular script (mainly in MingLiU and DFKai-SB), and English thesis should be in 14-point Times New Roman. Fixed line height of 25 pt for Chinese thesis, and double line spacing for English thesis. Top margin 2.8 cm, bottom margin 2 cm, and left/right margins 2.8 cm. The font color should be black, and punctuation should be added to the text. The page numbers must be at the bottom center of the page.

* For **professional practice report**, the content of the text must be written in accordance with this format specifications. The topics of the professional practice report encourages on-site implementation of special education with the investigation of issues in special education, case counseling, development of teaching materials and teaching aids, curriculum and teaching improvement, and so on.

11. References

Citing Chinese and English journal articles and bibliography must include last name(s) of the author(s), publication year, bibliography, name(s) of technical information or the journal, edition, page number, and so on. Please refer to the style guidelines in Bulletin of Special Education (BSE) or APA.

12. Back cover: Both master and doctoral thesis should be bound.

***Paperback:** Cover color for master's thesis is light yellow, for doctoral thesis is light blue, and for Graduate Institute of Rehabilitation Counseling is light green, binding A4 200 lb gloss cover paper.

13. Page numbering

13.1 Do not include page numbers: Front Cover, Blank Page, Title Page, Power of Attorney Form, and Thesis Approval Form.

13.2 Roman numerals: Acknowledgements, Chinese Abstract, English Abstract, List of Tables, and List of Figures.

13.3 Arabic numerals: Main Text of Thesis, References, Appendixes, and so on.

14. Matters not covered in this specification shall be handled in accordance with the regulations of the Office of Academic Affairs and the library of the university.

Notes:

1. Add new regulations on the color of front cover of GIRC (Approved in the 7th Department Meeting of the 2015–2016 academic year on June 14, 2015)

2. Add new reference format regulations (Approved in the 1st Department Meeting of the 2016-2017 academic year on September 20, 2016)

3. Revise the front cover and the thesis order with reference to the school's regulations (Amended and approved in the 4th Department Meeting of the 2020 academic year on January 7, 2020)

4. Revise the format of the reference, merge master's and doctoral thesis and professional practice reports (Amended and approved in the 5th Department Meeting in the 2020 academic year)

側邊

國立臺灣師範大學
○○系(所)

碩(博)士論文(專業實務報告) (12 pt)

論文題目 (14 pt)

○○○
撰

1086
(年月)

(上下留白高度相同、以下各行均須置中)

國立臺灣師範大學○○學院

○○系(所)

學程班別 (限在職專班填寫)

碩(博)士論文/專業實務報告

(字型為18之楷書、1.5倍行高)

(論文中文題目) (字型為18之楷書、1.5倍行高)

○○○ (撰者中文姓名) (字型為18之楷書、1.5倍行高)

指導教授: ○○○ (學位名稱) (字型為18之楷書、1.5倍行高)

中華民國 ○○ 年 ○ 月 (字型為18之楷書、1.5倍行高)

(上下留白高度相同)

(上下留白高度相同、以下各行均須置中)

Continuing Education Master's Program of / In-service Teacher Master's Program of ○○(字型為14之 Times New Roman、1.5倍行高)

Department of ○○(字型為14之 Times New Roman、1.5倍行高)

Graduate Institute of(字型為14之 Times New Roman、1.5倍行高)

College of ○○(字型為14之 Times New Roman、1.5倍行高)

National Taiwan Normal University(字型為16之 Times New Roman、1.5倍行高)

Master's Thesis/Doctoral Dissertation/Professional Practice Report (字型為 16之 Times New Roman、1.5倍行高)

(Thesis Title) (字型為18之 Times New Roman、1.5倍行高)

○○○ (Full Name of Author) (字型為18之 Times New Roman、1.5倍行高)

Advisor: ○○○ (DEGREE) (字型為18之楷書、1.5倍行高)

(Month Year)(字型為18之 Times New Roman、1.5倍行高)
(上下留白高度相同)

範例：論文以中文撰寫，封面為中文

Example: If the thesis is written in Chinese, the front cover should be in Chinese.

國立臺灣師範大學教育學院

特殊教育學系

碩士在職專班/身心障礙特教教學碩士在職專班/特殊教育行政

教師碩士在職專班 (在職專班請選填正確的班別)

碩士論文/博士論文/專業實務報告 (請選填)

○○○○○○之研究

張○○

指導教授：李○○ 博士

中華民國110年6月

範例：論文以英文撰寫，封面為英文

Example: If the thesis is written in English, the front cover should be in English.

Continuing Education Master's Program of Special Education/In-service Teacher
Master's Program of Teaching in Special Education Disabilities/In-service Teacher
Master's Program of Special Education Administration (Please fill in the correct information)

Department of Special Education

College of Education

National Taiwan Normal University

Master's Thesis/Doctoral Dissertation/Professional Practice Report

(Please fill in the correct information)

The Research of ○○○○○○

○-○ Chang

Advisor: ○-○ Lee, Ph.D./ Advisor: Dr. ○-○ Lee

June 2021

(附件 Appendix 2)

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第一節 〇〇〇.....	1
第二節 〇〇〇.....	#
(以下類推)	
參考文獻.....	#
附錄.....	#

(Appendix2)

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2.2 ○○○	#
(and so on)	
References	#
Appendix	#