

## **Appendix 2**

### **Requirements and Guidelines for HZAU Thesis and Dissertation (Humanities and Social Sciences)**

A thesis or dissertation is a scientific document presenting the author's findings from their research. This can be done through research and survey, scientific experiments, and engineering designs with the guidance of instructors. The thesis is a vital aspect for college graduation and degree certification. To set a standard for the writing, binding and standardizing of the HZAU thesis and dissertation, students are required to comply with the following specifications in addition to relevant national and departmental standards and norms:

#### **I. Structure**

In general, a thesis or dissertation usually consists of the cover, title page, *Declaration of Originality and Letter of Authorization of HZAU Thesis/ Dissertation Copyright*, table of contents, abstract (both Chinese and English), keywords, list of abbreviations, body, references, appendices, and acknowledgements.

The body of an undergraduate thesis is often comprised of an introduction, research methods, research content, conclusions, discussions and solutions; the body of a master's thesis or a doctoral dissertation is comprised of the background research, significance, objectives, literature review, research ideas and methods, major innovations, research content, conclusions and future prospects.

*Declaration of Originality and Letter of Authorization of HZAU Thesis/ Dissertation Copyright* is placed between the title page and the table of contents.

#### **II. Format**

The thesis or dissertation must be processed with Microsoft Word and be printed on A4 pages (mm: 297×210). Margins should be set to 32mm on the left (for binding), 25mm at top, bottom, and on the right, and 20mm for header and 15mm for footer. Pages with odd and even numbers should have the same margins but in a symmetrical arrangement. Headers and footers should be centered on the page. The font and size of headers should be Times New Roman 9 point. The title of the thesis/dissertation must be placed on the headers of odd-numbered pages and “HZAU XXXX(year of graduation) Bachelor's Thesis/Master's Thesis/Doctoral Dissertation” on the header

of even-numbered pages.

The content of headers on odd-numbered pages must be the title of the thesis/dissertation and those on even-numbered pages must be “HZAU XXXX(year of graduation) Bachelor’s Thesis/Master’s Thesis/Doctoral Dissertation.”

The table of contents must be automatically processed and numbered separately with upper case Roman numerals (I, II, III...). The Chinese and English abstracts and the list of abbreviations must have separate page numbers with lower case Roman numerals(i, ii, iii...). The main body of the text must be numbered consecutively and centered below the bottom line of the portrait page with 9 point Arabic numerals (1, 2, 3...).

Headings, subheadings or titles for different levels must have different fonts and font sizes from those of the main body, as well as table and figure captions. The respective fonts and font sizes of headings at the same level and those of the body should be consistent throughout the text in terms of word or line spacing and font and font size. The headings usually have three levels, the first-level heading must be of 16 point SimHei bold, the second-level must be 15 point bold and the third-level must be 14 point bold. Headings of all levels are required to be aligned to the left and coded in the same format (e.g. “1”“1.1”“1.1.1”). Times New Roman 12 point (12 point SimSum in Chinese) must be used for the text excluding headings. The table or figure captions should be lettered in both Chinese and English (11-point bold SinSum in Chinese; 11-point bold Times New Roman in English); words within the tables or figures must be in Times New Roman with 11-point sizing.

Avoid putting the last line of a paragraph on a subsequent page and the first line on the previous page (especially for headings). Tables and figures along with their captions and notes are to be arranged on one page for clarity and completion. If a table is too long to be contained within one page, the caption of the table should be repeated and the word “continued” should be put in round brackets and placed at the upper right-hand corner of the table on the next page.

Check the document carefully before submission. Make sure to proofread the entire text and see to it that there are no spelling, writing or formatting errors. No handwritten correction is permitted after the document has been printed and bound. The error rate shall meet the requirement of official publications, less than 1/10,000.

### **III. Cover, Spine and Title Page**

The cover should include the level of degree (Bachelor/Master/Doctor) and the

following content in both Chinese and English. This includes the thesis/dissertation title, student name, student number, major, supervisor's name, title and research orientations, the month and year of submission, etc. The title of the thesis/dissertation should be concise and informative, usually less than 25 Chinese characters. A sample cover is provided in the appendices for reference. Classification number is placed at the upper left-hand corner of the cover and classification level at the upper right-hand corner. The format has been created by the Department of Students Affairs and the Graduate School and students need to add the appropriate corresponding information before printing and binding. The relevant parts on the cover of Bachelor's thesis can be handwritten.

A bound thesis/dissertation should have a spine, on which is placed the following, the HZAU Bachelor's Thesis/Master's Thesis/ Doctoral Dissertation (three blank spaces), year of graduation (three blank spaces), and the author's name. These should all be in Chinese characters in Bold typeface 12 point arranged vertically. A condensed typing can be used to adjust to the width of the spine if necessary. A printed spine is not required for Bachelor's thesis if it is not thick enough.

A title page must include the thesis/dissertation title (both Chinese and English), student name, student number, department, major, class, name and title of supervisor, level of degree, research field, etc. (See *The Sample of Title Page* in the appendices)

#### **IV. Table of Contents**

The table of contents is the map for the layout of the thesis/dissertation and should be separate from the other sections. It consists of all the headings of the chapters and sections in the document with their corresponding page numbers, such as abstracts and keywords (both Chinese and English), headings of chapters and sections of the body (usually from the first to third level), references, acknowledgements, appendices, etc. All of the headings and subheadings or titles and their page numbers listed in the table of contents must match exactly with those that appear in the body. Make sure that titles or headings of a corresponding level have the same font and font size though titles or headings of different levels have different ones.

#### **V. Abstract**

The abstract must include both a Chinese abstract with keywords and an English abstract with keywords arranged in the following sequence- Chinese abstract, Chinese keywords, English abstract then English keywords. This should be placed between the table of contents and the body.

An abstract is the epitome of a thesis or dissertation. It is intended to describe clearly and concisely the background research, research objectives, research thoughts and methods, major research content and arguments (results), innovative points and valuable applications, with no notes or comments. The use of symbols, acronyms, abbreviations, etc. must comply with disciplinary norms and regulations. The content of the English abstract shall be basically the same as that of the Chinese one, expressed with correct grammar, idiomatically and free from spelling errors.

Keywords, as a part of an abstract, present the major content and the research scope of the thesis/dissertation. They are also the foundation for the thesis/dissertation classification and index. Keywords are generally composed of 3 to 8 independent words or phrases, which can reflect the main content and research scope of the text. The Chinese key words are placed immediately after the Chinese abstract. The same is applied for the English key words being placed after the English abstract. The English keywords shall have one-to-one correspondence with those in the Chinese version. Keywords are separated from one another with a semicolon “;” and placed right after the abstract in a new line. To increase the quantity of information retrieval, the keywords are better to differ from the keywords in the title.

## **VI. List of Abbreviations**

The list of abbreviations should be placed after the abstract and before the body if necessary (Please see *Symbols and Abbreviations* in Chapter 11 below). The self-defined abbreviations should be listed with their exact meanings used in the document. Abbreviations commonly known to the public shall not be listed. The use of symbols and abbreviations must be in compliance with disciplinary norms and regulations and no deliberate fabrication is allowed.

## **VII. Body**

The main body contains, but is not necessarily limited to, background research, significance, objectives, literature review, research ideas and methods, research content, conclusions, and prospects of the research. In the Bachelor's thesis, the research background, significance, objectives and literature review can be combined into an “introduction”. The “prospects” for the thesis or dissertation of an applied research can be substituted by “discussion and solution”. “Major innovations” shall be added and placed before the “research content” for a Master's thesis or Doctoral dissertation.

### **1. Background research**

The background research clearly raises the theoretical and practical problems in the existent research and introduces the international and domestic research backgrounds of the research topic.

## **2. Significance**

The significance of the research is to clearly define the theoretical and practical meanings of the research.

## **3. Objectives**

The objectives of the research are the goals that the research intends to realize after the academic ideas are elaborated, scientific hypothesis are put forward, and the research questions are raised based on literature review.

## **4. Literature Review**

The literature review shall contain the foreign and domestic research trends, literature review and comments. The author first reviews and assesses the existing research results and identifies their deficiencies concerning the research topic, and on this basis the author puts forward the significance, innovation (including theoretical and methodological innovative points), feasibility and appropriateness (that is, the selected topic is suitable for the author) of the research. The Literature review shows the author's overall understanding and grasp of the relevant research results at home and abroad after reading, reviewing, refining and subliming relevant literature. Therefore, the literature review shall include the author's own views and thoughts, besides summarizing the works of predecessors. It must neither be a copy nor a restatement of the previous works. It should also not be an epistemic introduction of a textbook.

## **5. Research Ideas and Methods**

The research ideas include the main content, key problems to be solved, analytical framework and technological roadmap of the thesis/dissertation.

The research methods refer to the major methods used in the research. In terms of common methods, the author can cite previous literature and give a brief description with no need to elaborate on details. However, for the methods that were improved or invented by the author, elaborations are needed. These elaborations should explain what parts of the methods have been improved and why they were improved. As for the empirical research, it is necessary to give the sources of data, materials, methods and approaches adopted to get them. The analysis on the authenticity and representativeness of the data and materials should also be included.

## **6. Major Innovation**

Major innovation refers to the academic contribution regarding specific aspects made by the graduate and doctoral students through their research. The author should specify the improvement he/she has made compared with previous studies and clarify the theoretical and methodological values of the research.

## **7. Research Content**

The research content is the main body and can be divided into several chapters for more detailed explanations. It covers the research results, research data, analysis, etc. The content must be clear in thinking, centered on the research questions, complete in structure, rigorous in logic, and thorough in elaboration. It must be expressed fluently with ample materials, sufficient evidence and the combination of qualitative and quantitative analyses.

## **8. Conclusion**

In the conclusion, the author must elaborate the research results. The thesis/dissertation conclusions demonstrate to a large extent the author's logical thinking, capability of comprehensive analysis and ability of conducting innovative scientific research. The conclusion should be concise and explicit rather than the simple repetition of the research content.

## **9. Research Prospects**

The research prospects indicate the direction for future research, with the intention of remedying the deficiencies or inadequacies in the present research.

## **10. Discussion and Solution**

The discussion is an important part of the thesis/dissertation that reflects the author's abilities of comprehensive analysis, logical thinking and innovative scientific research. It intends to sum up and refine major research conclusions based on thorough understanding of the research results, pointing out the improvements in the research and the scientific problems it has solved, elaborating its theoretical and practical values and prospects, and making an in-depth discussion on the important academic views advanced in the research. The content of the discussion should echo the objectives of the research and go further and deeper, rather than duplicate the conclusions. It should also point out the limitations and deficiencies of the research and its results, then offer ideas and suggestions for further research. Students are encouraged to propose new academic views with bold hypothesis on the basis of rigorous and solid research.

The solution (or measures) composes a part of non-basic theoretical research paper. Specific, scientific and feasible solutions (or measures) to the problems should be put forward based on the research results and conclusions for the reference of government and relevant departments involved in decision-making.

## **VIII. References and Footnotes**

### **1. References**

References are listed in the author and publication year format. They are placed right after the main body, and should have one-to-one correspondence with the references cited in the text. If there is an implication between references and others' views, they should also be included in the references section. Chinese references precede English ones. The Chinese references are listed in alphabetic order following the Chinese phonetic alphabet, using the first author's last name. Other Western references are arranged by the alphabetical order, using the first author's last name. When the first authors' names are the same, the references are arranged by the second author's last name, and so on. The references from the same author are listed in sequence by the year of publication with the earlier years preceding the later. If more than one reference of the same author published in the same year is cited, the letters "a", "b", etc. are added after the year, such as "1997a" and "1997b". The names of the authors, if no more than 3, are all listed. If more than three, the first three authors are listed with the words "et al" added to the end indicating the omission of the rest, and a comma should separate the names of the authors. The authors' last names all go before the first names in the references. For the names in foreign languages (including the Chinese phonetic alphabet), the last names should be fully spelt, and the initial letters of both the first and last names should be capitalized. The first name is separated by a half-size space with the last name and no space shall be left between Chinese first names. The first names of foreigners should be abbreviated into initials with the abbreviation dot omitted. Unpublished literature must not be included in the references and it can be given in footnotes when really needed. Bilingual references can be used when necessary. In bilingual references, the information source of the original language is put prior to that of the other language.

All the Chinese references are marked with a Chinese full-width period and comma, namely “.” and “，”. All the references in foreign languages are marked with English punctuation with one blank space behind them.

The references must be written in accordance with the national standard. All the

references must be consistent with the citations that appear in the main body. They should be numbered and aligned to the left with no indentation. The Arabic numerals are put in square brackets and placed before the references, e.g. [1], [2], ... and each entry ends with “.” The format of various references is as follows:

1. When the reference is a journal, the writing format is:

[No.] Author. Article title [J]. Journal name (foreign language title with italics, use initials separated by a space without abbreviation dot; a single-word name needs no abbreviation), Publication year, Volume number (issue number): Starting page number and ending page number.

2. When the reference is a monograph, the writing format is:

[No.] Author. Title [M]. Edition. Publication place: Publication unit, Publication year. Starting page number and ending page number.

3. When reference is a collected work (including a collected work of conference papers), the writing format is:

[No.] Author. Article title [A]. See (In): Editor (chief editor or editor, add “ed.” to an English editor and “eds.” to multiple English editors). Monograph (anthology) name [C]. Publication place: publisher, publication year. Starting page number and ending page number.

4. When the reference is a dissertation, the writing format is:

[No.] Author. Title of the dissertation [D]. Preserving place: Preserving unit, year.

5. When the reference is from a report, the writing format is:

[No.] Reporter. Report Title [R]. Report place: the organizer of the report, the year of the report.

6. When the reference is from a patent, the writing format is:

[No.] Patent owner. Patent name [P]. Patent Country: Patent Number, Release Date.

7. When the reference is from the international or national standards, the writing format is:

[No.] Standard code. Standard name [S]. Publication place: Publication unit, Publication year.

8. When the reference is from a newspaper article, the writing format is:

[No.] Author. Article title [N]. Newspaper name, publication date (Edition).

9. When the reference is from electronic documents, the writing format is:

[No.] Author.Title[electronic document and carrier type identification]. The available address, publication date/update date/ date of access of the electronic document (you can just select one).

Types of References:

- [M]——普通图书(Monograph)
- [C]——论文集(Collected papers)
- [D]——学位论文(Dissertation )
- [R]——报告(Report)
- [J] ——期刊文章(Journal)
- [N]——报纸文章(Newspaper article )
- [S]——标准(Standardization)
- [P]——专利(Patent literature)

Recommended indicator for E-references:

- [DB/OL]——联机网上数据库(database online)
- [DB/MT]——磁带数据库(database on magnetic tape)
- [M/CD ]——光盘图书(monograph on CD-ROM)
- [CP/DK]——磁盘软件(computer program on disk)
- [J/OL] ——网上期刊(serial online)
- [EB/OL]——网上电子公告(electronic bulletin board online)

Formats of references from various sources are as follows:

- [1] He Fan. Wading Through the Dangerous Shoal of WTO[EB/OL]. <http://www.beiwan.com/bbs>, 2000-2-2.
- [2] Huang Hao. Solutions to Problems in the Rural and Small Town Enterprises in the West of China[J]. *Reform of Economic System*. 2001(2): 42-50.
- [3] Jiang Xizhou. Method of Making a Warm Medicine for External Application. China's Patent, 881056073. 1989-07-26. Qi Chunjie.*The Citrus Industry in China: An Economic Analysis and Policy Studies*[D]. Wuhan: Library of Huazhong Agricultural University, 2001.
- [4] GB 6447-86. *Rules for Abstracts and Abstracting*[S]. Beijing: Standards Press of China, 1986.
- [5] Qiu Zeqi. Construction and Division: The Process of Contemporary China's Social Structure[A]. See: Pan Naigu, Ma Rong, *Community Study and Social Development*[C].

- [6] Tianjing: Tianjin Agricultural Science & Technology Publishing House, 1998. 1-10.
- Su Dongshui. *Oriental Management*[M]. Taiyuan: Shanxi Economic Press, 2003, 47-48.
- [7] Yang Guoshu. Chinese Reaction to Modernization: A View from Psychology[A]. See: Qiao Jian, *Chinese Concepts and Behavior*[C]. Tianjin: Tianjin People's Press, 1995. 209-239.
- [8] Aldemita R R. Genetic Engineering of rice: Agrobacterium tumefaciens-mediated transformation of rice and evaluation of a corn pollen-specific promoter using the gusA gene in transgenic rice[D]. West Lafayette: Purdue University, 1998.
- [9] Blatterg, A , Deighten, G. ( 1999 ) . Interactive marketing: exploiting the age of addressability[J]. Sloan Management Review, Vol.23 No. 4: 5-14.
- [10] Kaplan, Norton. The Strategy Focused-Organization[M]. New York: Harvard Business School Press, 2001. 151-159.
- [11] Morison J I L. Intercellular CO<sub>2</sub> concentration and stomatal responses to CO<sub>2</sub>[A]. In: Zeiger E, Farquhar G D, Cowan I R eds.. Stomatal Function[C]. Stanford: Stanford University Press, 1987. 229-251.
- [12] Tian. G , L. Yang. theory of Negative Consumption Externalities with Applications to Economics of Happiness[EB/OL]. <http://econ.tamu.edu/tian/paper/>, 2005.
- [13] Wang X M. Recombinant DNA sequences encoding Phospholipase[P]. USA patent: 5670366, 1997-09-23.

## 2. Footnotes

A footnote is a further explanation or supplement to particular content in the text, which is usually placed in the footer section of the page with a circled number (e.g. ①, ② ...).

E.g. "... that is, the EETC is both an interpersonally- and textually-oriented construction<sup>②</sup>"

Footnotes are added in the footer section of the page as follows:

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<sup>②</sup>By this we do not mean that the experiential metafunction of the EETC is not important. Rather the collaboration of the three metafunctions enables the EETC to function in actual communication. As a result of this combination, the EETC turns out

to be more interpersonally- and textually-oriented.

## **IX. Appendices**

Appendices may include two types of materials:

1. Supplementary materials such as research questionnaires, interview outlines, interviewee information, survey data, formula derivation, data processing procedures, etc.

2. Master's and doctoral students may attach the author's resume, academic achievements related to the research subject before graduation including the projects the author has taken charge of or participated in, published articles and monographs, papers for international conferences, etc.

The appendices must be arranged with capital letters such as "Appendix A, Appendix B, Appendix C ...", the subsections within an appendix may be numbered "Appendix A1, Appendix A1.1, Appendix A1.1.1". Figures, tables and formulas are arranged on the same basis such as "Fig. A1, Table A1, Formula (A1)".

## **X. Acknowledgements**

Acknowledgments express the author's sincere gratitude for the individuals or units who have offered guidance and help in the completion of the thesis/dissertation. Acknowledgements should be extended with honesty and sincerity and without exaggeration and overpraise to the author's supervisor and other individuals. In the acknowledgments section, the author should not leave out the units and individuals who have given considerable help and neither should s/he include irrelevant individuals or units.

## **XI. Notes**

### **1. Citation**

Citation is an auxiliary means for argument, which may be used when necessary to achieve the expected effect. The quotes must be short and proper, faithful to and complete in the original sense, and right to the point. The author must not garble words out of context and make a deliberate misinterpretation of the source text. When the quotes function as the views in the text, no explanation or exposition is needed, but the quotes need to be properly explained or expounded if they act as supporting evidence.

For in-text citations, each quote is followed by a label consisting of the author's last name and the year of publication placed in the round brackets "( )". If the citation labeled by the author's last name only is not clear enough, the author's full name may

be used in Chinese characters as Chinese, Korean and Japanese people often do. A collective work may be labeled with the name of the unit. If the author's name is given in the text, only the year of publication needs to be put in "( )". Two examples "(Li Chongguang, 1998)" and "(Qi Chunjie (1999))" are given here for reference.

When a work of several authors is quoted, if the authors are of Western origin, give the first author's last name and "et al." indicating the rest; if they are Chinese, give the first author's full name in Chinese characters and "et al." indicating the rest. Leave appropriate space between the (sur) name and "et al.", as in (Smith et al., 1990) and (冯中朝等, 2001).

When the same work of the same author is quoted a few times in the body, the page number of the source text must be added in superscript outside the brackets, in which the author's name and the year of publication are provided, as in (李崇光, 2010).

## 2. Tables and Figures

All tables and figures in the text must be numbered and captioned (e.g. Table 1, Table 2, Fig. 1 Fig. 2). The captions must be clear and concise in both Chinese and English languages and be put in center above the tables or below the figures. Data and information for each table or figure should be self-evident (namely, they can be clearly understood without referring to the text).

Tables must be in the format of three-line tables. The table captions should be terse and footnotes, that is, notes for the tables, may be added if necessary (both Chinese and English). Footnotes should be marked with the upper right-hand bracket in Arabic numerals or lowercase letters, such as "1)", "2)", "a)", "b)", etc. Original photos (pictures) with proper contrast and clear image or high quality computer-processed photos are required. A photocopy may not be used. The signs and arrows in the figures shall conform to the specifications of official publication.

The numbers in the same column of a table must be aligned in the same way. Words such as "the same as above" or "the same as the left" are not allowed in the table. All tables are filled with specific numbers or words/characters. A "blank" in the table stands for an item that has not been measured or doesn't exist, "--" stands for no findings and "0" indicates that the measured result is zero. If the data has been plotted in diagrams, it may not be listed in tables. When the figure captions could not fully express the meaning, words may be added briefly under the captions horizontally to illustrate symbols, marks, codes, and experimental conditions.

Tables and figures must be of high quality and beautiful layout. They must be used properly and inserted in the proper place of the thesis/dissertation. It is best to adjust each table or figure properly and set it in a single page.

### 3. Symbols, Abbreviations, Codes, Measurement Unit, and Data

#### 3.1 Symbols and Abbreviations

The thesis/dissertation should adopt Western symbols and standard codes, the correct use of upper- or lower-cases, super- or subscripts, and italics. Italics is used in Latin names of biological genus or species, symbols of gene names, numbers marked by letters, general function and statistical symbols, quantity symbols and super- or subscripts letters representing quantities or variable numbers in quantity symbols, such as V (volume), C (concentration), formula, etc. When a symbol and code appears for the first time in the text, it should be noted with its Chinese name given in round brackets.

For those long terms that appear frequently ( $\geq 5$  times) in the text, they can be used in abbreviations. However, they need to be defined when they first appear in the text and be included in the “List of abbreviations” (or “List of abbreviated nouns”).

#### 3.2 Measurement Units

All measurement units should be the latest legal measurement units in accordance with China’s newly published national standard in *Quantities and Units*. Time units include “s (seconds)”, “min (minutes)”, “h (hours)”, “d (days)”, etc. Concentration units include “mol/L” and “mg/L”, and some previously-used units such as “ppb”, “ppm”, “molelectron concentration(M)” and “normal concentration(N)” are no longer in use. Area units including “m<sup>2</sup>”, “cm<sup>2</sup>” and “hm<sup>2</sup>” are used instead of “mu”. Mass units are expressed with “kg”, “g” or “t” instead of “Jin”. Mass units of DNA and protein fragments in science and technology are expressed with “gram(g)”, “milligram(mg)”, “microgram( $\mu$ g)”, etc. Use the international code or symbol after each Arabic numeral such as “1 mol” instead of “1 mole”. Some units that are conventionally used in Chinese together with digital number should also be substituted by the international code, such as “3 天” by “3 d”, “5 小时” by “5 h”, “10 分” by “10 min”, and “13 秒” by “13 sec”. Coordinated units should be expressed by “mol/L” or “mg/L” and rotation speed is marked with “r/min” instead of “rpm”.

#### 3.3 Data Presentation

Effective bits of experimental data need to be consistent, and should all be written out. For example, “0.8600” or “1.0000” as 4 effective bits cannot be replaced by “0.86” or “1”. Use Arabic numerals for the metering of various units. For example,

“10 years” or “repeated 3 times” cannot be replaced by “ten years” or “triplicate” and parameters that are indicative of the deviation range of values such as “ $20 \pm 2 \text{ }^{\circ}\text{C}$ ” cannot be replaced by “ $20 \text{ }^{\circ}\text{C} \pm 2 \text{ }^{\circ}\text{C}$ ”. “50% -60%” cannot be replaced by “50-60%”; multiplied numbers with dimensions such as “length, width, and height” should be written as “30m  $\times$  20m  $\times$  10m” or “m: 30  $\times$  20  $\times$  10” instead of “30  $\times$  20  $\times$  10m”; increased numbers can be expressed as multiples and percentages, such as “increased by 2 times” and “increase by 10%”; decreased numbers can only be expressed as percentages and fractions, such as “reduced by 10%” or “reducing by the 1/5” and so on; Gregorian calendar, for example, “1999” cannot be written as “99 years”, “last year”, “this year” or “next year”.

#### 3.4 Punctuation

Punctuation used herein should be appropriate. Especially in code input the author should pay attention to the differences between Chinese and English software environments. Chinese texts should follow the Chinese input system and use the symbols and punctuation herein, while English texts should stick to the English input system and adopt the symbols and punctuation herein. There should be a space after English punctuation except for full stops.

#### 4. Specific Notice

The above requirements and specifications shall be in the strict implementation in thesis/dissertation writing and binding. Otherwise, it will be considered as unqualified in format during the thesis/dissertation review and will be returned to the student for revision, which means the student cannot go on with other procedures of thesis/dissertation oral defense.

Refer to the relevant standards and specifications for matters not covered in *Requirements and Guidelines for HZAU Thesis and Dissertation*.