

Updated in 2022.10.21 : Title page format updated for long titles / footnote example provided / 16pt narrow title page style (for department name) provided / direct quotation example provided

Updated in 2022.11.02: Table of contents style (Title1) changed to express small Roman numerals (i, ii, iii, iv, v...)

Updated in 2022.12.11: Answers for FAQ were added / Change the left and right margins from abstract to 2cm

Updated in 2022.12.22: Answers for FAQ were added / Blank pages were deleted

The cover page, title page, signature page and abstract should follow the format provided by this template, but other parts (e.g., section title size, alignment, figure title, etc.) can be modified as appropriate.

Comments in the template file should be deleted.

For doctoral degree, delete this page and use the next page

Master's Thesis (16pt)

3cm spacing.

Title of Thesis (21pt)

spacing can be adjusted

Gildong Hong (16pt)

0.5cm spacing

Department of OOO (16pt)

A narrow style is used because the English department name is relatively long.
If it takes up more than two lines, please reduce the spacing after the title appropriately.

1.5cm spacing

Graduate School (18pt)

0.5cm spacing

Korea University (18pt)

1cm spacing

the year and month of degree conferment

February 2023 (14pt)

For master's degree, delete this page and use the previous page

Doctoral Dissertation (16pt)

3cm spacing

Title of Dissertation (21pt)

spacing can be adjusted

Gildong Hong (16pt)

0.5cm spacing

Department of OOO (16pt)

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1.5cm spacing

Graduate School (18pt)

0.5cm spacing

Korea University (18pt)

1cm spacing

the year and month of degree conferment

February 2023 (14pt)

For doctoral degree, delete this page and use the next page

The thesis file should be uploaded to the library homepage without student's signature.

Title of Thesis (21pt)

by

Gildong Hong(16pt)

Student's signature here

under the supervision of Professor Chulsu Kim (16pt)

A thesis submitted in partial fulfillment of
the requirements for the degree of
Master of Arts (or Science) (16pt)

Department of OOO (16pt)

A narrow style is used because the English department name is relatively long.
If it takes up more than two lines, please reduce all spacing within the page appropriately.

Graduate School (18pt)

Korea University (18pt)

month and year of the submission deadline for the thesis/dissertation examination copy.

October 2022 (14pt)

For master's degree, delete this page and use the previous page

The dissertation file should be uploaded to the library homepage without student's signature.

Title of Dissertation (21pt)

by

Gildong Hong(16pt)

Student signature, here

under the supervision of Professor Chulsu Kim (16pt)

A dissertation submitted in partial fulfillment of
the requirements for the degree of
Doctor of Philosophy (16pt).

Department of OOO (16pt)

A narrow style is used because the English department name is relatively long.
If it takes up more than two lines, please reduce all spacing within the page appropriately.

Graduate School (18pt)

Korea University (18pt)

month and year of the submission deadline for the thesis/dissertation examination copy.

October 2022 (14pt)

For doctoral degree, delete this page and use the next page

The thesis file should be uploaded to the library homepage without the committee signature and the signature page with the committee signature should be uploaded, separately.

The thesis of Gildong Hong has been approved
by the thesis committee in partial fulfillment of
the requirements for the degree of
Master of Arts (or Science). (16pt)

December 2022

the year and month of including the date the thesis examination was completed

Professor's signature, here

Committee Chair: Chulsu Kim (16pt)

Committee Member: Name (16pt)

Committee Member: Name (16pt)

For master's degree, delete this page and use the previous page

The dissertation file should be uploaded to the library homepage without the committee signature and the signature page with the committee signature should be uploaded,

The dissertation of Gildong Hong has been approved
by the dissertation committee in partial fulfillment of
the requirements for the degree of
Doctor of Philosophy. (16pt)

December 2022 (14pt)

Professor's signature, here

Committee Chair: Name (16pt)

Committee Member: Name (16pt)

Committee Member: Name (16pt)

Committee Member: Name (16pt)

Committee Member: Name (16pt)

Committee Member: Name (16pt)

Title

by Gildong Hong

Department of OOOO

under the supervision of Professor Chulsu Kim

ABSTRACT(Heading 1 (제목 1))

The text of the abstract begins here.

The above title line (ABSTRACT) is styled using Heading 1 (제목 1).

Styles such as chapter titles and section titles can be modified, appropriately.

Paragraph text is styled using Normal (표준), which can be modified, appropriately.

Pages should be assigned from the abstract using small Roman numerals (i, ii, iii, iv, v, etc.)

Keywords: Keyword, Keyword, Keyword, Keyword, Keyword, Keyword

국문 제목

홍길동

OO학과

지도교수: 김철수

국문 초록 (Heading 1 (제목 1))

The Korean abstract should follow the English abstract. 영어 논문의 경우에도 한글 초록이 작성되어야 합니다.

The abstract should be written in both Korean and English. In addition, a thesis/dissertation written in a foreign language other than English must include the abstract in the relevant foreign language, English and Korean.

중심어: 중심어, 중심어, 중심어, 중심어, 중심어, 중심어

You can dedicate your thesis/dissertation to someone you know either personally or professionally. It is customary to place the dedication text in the center of the page without a title heading.

Style the above line with main center.

If you do not need this page, delete it.

PREFACE(Heading 1 (제목 1))

The text of the preface begins here.

If the thesis/dissertation contains the results of work conducted in collaboration with other people, or if the thesis/dissertation contains previously published content, a preface must be included. The preface may include the following. However, it is also possible to include the contents of the preface in the introduction of the main body.

① a description of the results that were obtained in collaboration with others, indicating the nature and proportion of the contribution of others and in general terms the portions of the work which the student claims as original

② a description of contents that have been published or submitted for publication and the contributions of all authors involved in any multi-authored publications included in the thesis/dissertation

③ your brief personal background, academic motivation, thesis/dissertation target group, acknowledgments, etc. can be included

Example

https://www.grad.ubc.ca/sites/default/files/doc/page/thesis_sample_prefaces.pdf

<https://www.phase-trans.msm.cam.ac.uk/2002/thomas/chapter1.pdf>

ACKNOWLEDGMENTS

The text of the acknowledgements begins here.

If necessary, acknowledgments can be included. If the Acknowledgments are mentioned in the preface, this section may be omitted.

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The table of contents starts with the abstract.

The preliminary pages (abstract, dedication, preface, acknowledgments, table of contents, list of tables, list of figures, nomenclature) should be assigned using small Roman numerals (i, ii, iii, iv, v...). The other preliminary pages (cover page, title page and signature page) should not be numbered. For the main body, use Arabic numbers (1, 2, 3, 4, 5...) starting with page 1.

It is customary to use Arabic numbers (1, 2, 3, 4, 5...) for the chapters in the main body and capital letters (A, B, C...) for the sections in the appendices.

This table of contents (TOC) has been generated in MS Word. Word can generate a table of contents if all the main headings and subheadings have been tagged with the appropriate styles.

To refresh the table of contents, right-click and select “Field Update”.

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A list of tables shall be included when there are tables in the thesis/dissertation. Table numbering can be continuous throughout the thesis/dissertation or by chapter (e.g., 1.1, 1.2, 2.1, 2.2...).

This List has been automatically generated in MS Word. It includes all text tagged with the word style above called Table Title. To refresh the list of tables, right-click and select “Field Update”.

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List of figures should be prepared when figures are included in the thesis/dissertation. Figure numbering can be continuous throughout the thesis/dissertation or by chapter (e.g., 1.1, 1.2, 2.1, 2.2...).

This List has been automatically generated in MS Word. It includes all text tagged with the word style above called Figure Caption. To refresh the list of figures, right-click and select “Field Update”.

NOMENCLATURE

M	original mass matrix
K	original stiffness matrix

Subscripts

b	interface boundary
d	dominant

Abbreviation

CMS	Component Mode Synthesis
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If nomenclature or list of symbols is used, a section describing subscript and abbreviations can be included.

CHAPTER 1. INTRODUCTION(Heading 1 (제목 1))

Normal (표준) is used here.

The following formatting information is intended to illustrate several acceptable ways of preparing a thesis or dissertation for your convenience.

There is no limit to the number of pages in a paper.

The title and order of the chapters within the main text should be modified based on the academic field and the contents of the thesis/dissertation. Chapter 1 is styled with Heading 1 (제목 1). Heading styles (font, size, alignment, etc.) can be modified, appropriately.

From the main body, use Arabic numbers (1, 2, 3, 4, 5...) for the pagination starting with page 1.

1.1 Second Level Heading (Heading 2(제목 2))

The above second level subheading is styled using Heading 2(제목 2) in the style gallery. It will appear in the Table of Contents, automatically.

This template isn't the only way to list titles, subheadings, numbering, etc. It's just one example that may work for you and it is not mandatory or even recommended.

1.1.1 Third Level Heading (Heading 3(제목 3))

The above third level subheading is styled using Heading 3(제목 3) in the style gallery. It will appear in the Table of Contents, automatically.

CHAPTER 2. ORGANIZING AND FORMATTING

2.1 Paper Size and Margins

The paper size of the thesis/dissertation shall be B5.

For the first three preliminary pages (including the cover page, title page and signature page) before the abstract, all margins (top, bottom, left and right) shall be at least 3 cm.

From the abstract on, the top and bottom margins shall be at least 3cm and the left and right margins shall be at least 2 cm.

Table 1 Organizing and formatting thesis/dissertation

Order	Note	Margin	Pagination
Cover page		top, bottom, left & right at least 3 cm	None
Blank page			
Title page			
Abstract	both English & Korean	top & bottom at least 3 cm	I, ii, iii, iv...
Dedication page	optional		
Preface	if necessary		
Acknowledgments	optional		
Table of contents			
List of tables	if there are tables or figures in the main body		
List of figures			
Nomenclature (or List of symbols)	optional	left & right at least 2 cm	1,2,3,4...
Main body			
References (or Bibliography)			
Appendices	optional		
Index	optional		

2.2 Fonts and Size

The thesis/dissertation should be typed using Myeongjo or Gothic or similar fonts in Korean and Times New Roman or Calibri or similar fonts in English. The font size shall be 10-12 points for the main body. Paragraph text is styled using Normal (표준), which can be modified, appropriately (e.g. indentation, letter spacing, etc.). Line spacing is also adjustable, and it is common to set it between 1.5 and 2.5 lines (or 150% and 250%).

This document was written using KoPub font for Korean and Times New Roman font for English.

<https://www.kopus.org/biz-electronic-font2-2/>

YoonSeo or YoonGothic fonts are also available in Korea University.

YoonSeo(YDYMjO), YoonGothic(YDYGO) Fonts in the 윤소호 2012 통합본 folder

http://www.korea.ac.kr/mbs/home/mbs/university/file/KoreaUNIV_YoonSeo_Font_ttf.zip

Table 2 Requirement for font size and the style used in this manuscript

	Size Requirements	Style
Thesis title	21	21pt title page
The school name (Graduate School, Korea University,	18	18 pt title page
Year, month and day	14	14 pt title page
All other parts are 16 points (department, name, advisor, master's thesis, ...submitted, ...completed, etc.)	16	16 pt title page
Main text	10-12	Normal (표준)
Heading	None	Heading 1,2,3
Figure caption	None	Heading 6, Table Title
Table caption	None	Heading 7, Figure Caption

2.3 Figure, Table and Equation

Numbering of figures, table and equations can be continuous throughout the thesis/dissertation or by chapter (e.g., 1.1, 1.2, 2.1, 2.2....).

The font, size, alignment method, numbering method, etc. of table or figure titles can be modified, appropriately. For example, <Table 1> and <Figure 1> can also be used. Also, the style of the table (thickness and color of the border, etc.) can be modified. It is common to place figure titles below the figure and table titles above the table.



Figure 1 Korea University Global Symbol

$$E = mc^2 \quad (1)$$

2.4 Footnotes and Endnotes

Footnotes¹ can be included to provide additional information about the content. Footnotes should be placed at the bottom of the page separated from the text by a solid line and is referenced through a superscript number.

¹ The usage of footnotes is different or limited depending on the field of study. The usage of footnotes is recommended only when you're sure how a footnote should be used in your field.

2.5 Direct quotation

Direct quotations are sometimes necessary to truly convey the author's meaning to the reader.

“Learn from yesterday, live for today, hope for tomorrow. The important thing is not to stop questioning.” the universe.”

— Albert Einstein

CHAPTER 3. DISCUSSION

Discussion starts here.

CHAPTER 4. CONCLUSION

Conclusion starts here.

REFERENCES

Reference (or bibliography) starts here.

References are a detailed list of sources that are cited in your thesis/dissertation. A bibliography is a detailed list of references cited in your thesis/dissertation plus background or other material you have read but have not actually cited.

References should be prepared in a consistent format using bibliographic management tools (Endnote, Mendeley, etc.) in the order of author name or citation according to your academic field.

Bibliographic management tools

<https://library.korea.ac.kr/research/writing-guide/endnote/>

<https://library.korea.ac.kr/research/writing-guide/mendeley/>

APPENDICES(or SUPPLEMENTARY MATERIALS)

A. Appendix Title

Appendix starts here if required.

It is customary to use capital letters (A, B, C...) for the sections in the appendices.

INDEX

Index starts here if required.