

Thesis/Dissertation Format for Obihiro University of Agriculture and Veterinary Medicine

The thesis/dissertation must conform to the following items.

1. Language

The thesis/dissertation must be written in Japanese or English in principle. Latin and other languages can be used in part, provided that there are clear explanations in the main language.

2. Printing

- 1) The thesis/dissertation must be written horizontally in printed style for Japanese or English.
- 2) The left margin of the thesis/dissertation must be at least 3 cm for binding. The following points must be observed in the body of the thesis/dissertation:

- Japanese: Use 12-point font for the body, with 38 characters per line and about 7 mm of spacing between lines.
- English: Use 10.5-point font, with about 64 letters per line and about 7 mm of spacing between lines.

Various fonts of various sizes can be used in part for the sake of clarity in either language.

3. Paper, etc.

Use A4-size high-quality paper printed on one side only.

Insert the page number at the center of the bottom margin. (Note: The title page, inside cover and table of contents do not need page numbers.)

4. Formatting of the front and inside covers

- 1) The front cover: The title on the front cover must be written in the language used for the thesis/dissertation.
- 2) The inside cover: The title on the inside cover of a thesis/dissertation written in Japanese must be in English, and of a thesis/dissertation written in English must be in Japanese. (Note: The inside cover is the page immediately following the front cover.)
- 3) The front and inside covers must both have the thesis/dissertation title, date of completion (Gregorian calendar year), the program name (Major, Master's Program or Doctoral Program), the name of the University, and the author's name.

5. Title

- 1) Title should be carefully chosen, clear and brief. If necessary, use a subtitle (include a long dash [—] before and after the subtitle).
- 2) For the title, follow the points in item 7 (Grammar) below, and use 20 point or larger font for

the Japanese title and 16 point or larger font for the English title.

In the title, the first letter, any scientific names and proper nouns must be capitalized.

6. Other formatting

The table of contents page follows the cover and inside cover page. It is followed by the body of the thesis/dissertation, which starts with a preface or foreword, a list of references, and an abstract/summary entitled ABSTRACT or SUMMARY.

The abstract/summary for a thesis/dissertation written in Japanese must be in English, and for a thesis/dissertation written in English must be in Japanese.

7. Grammar

1) Punctuation: The text (Japanese or English) should be written horizontally, with appropriate use of commas (,) and periods (.). When writing in Japanese, the Japanese period (。) can be used instead.

Titles should not be sentences, and must not include a period (.) or (。).

Comma usage differs between Japanese and English. In English theses/dissertations, special care must be taken to use commas appropriately. (For example, unlike in Japanese, the comma is not usually used immediately after the subject, immediately after conjunctions, nor for making breaks in long phrases or breaks based on the writer's preference. In English writing, the comma is used in inverted sentences or to indicate omission of "of," and so on.)

The "center point" (・) is seldom used in English writing.

2) *Katakana*

Generally, in Japanese writing, the Japanese names of animals and plants must be in *katakana*. In English writing, the scientific names must be italicized.

3) When writing in English, observe the rules of capitalization.

4) For Japanese writing, indent the first word of a paragraph one character. For English writing, indent the first word of a paragraph five spaces or leave a blank line between paragraphs.

5) When you need to hyphenate a word at the end of a line in English, consult a dictionary about where to place the hyphen.

6) In Japanese writing, terms such as "and," "or," "further," and "namely" can be written in *kanji* or *hiragana*. In choosing between *kanji* and *hiragana* for these, be consistent. Use them carefully, considering readability in light of the context.

7) In Japanese writing, omit the comma between two sets of brackets (i.e., 「」, 「」 becomes 「」 「」).

8. Binding and submission

Submission of the thesis/dissertation is as follows:

[**The Master's Program:** Submission of the thesis and documents]

(1) Application for Thesis Evaluation	Form No. 1	1
(2) Thesis Index	Form No. 4	4 sets
(3) Thesis		4 sets
(4) Abstract of the thesis	Form No. 5	4 sets

※1 The Master's thesis, with the Application for Thesis Evaluation attached, shall be submitted through your main advisor to the staff of the Student Educational Support Section by the deadline (the end of January for the candidate who enrolled in April, and about July 10 for the candidate who enrolled in October) of the last school year of the program.

※2 Temporary binding can be done using clips or other fasteners, but hard copies must not be punched with binder holes, stapled or glued unprofessionally.

※3 The hard copy of the thesis should be bound as a book and kept in the University Library after evaluation.

[The Doctoral Program: Submission of the dissertation and documents]

(1) Application for Dissertation Evaluation	Form No. 2	1
(2) Dissertation Index	Form No. 4	6 sets
(3) Dissertation		5 hard copies and the electronic file saved in USB memory or other media
(4) Abstract of the dissertation	Form No. 5	6 sets
(5) Curriculum vitae	Form No. 6	1
(6) The candidate's supportive academic paper(s) on which the dissertation is based, and other reference papers		6 each
(7) Letter(s) of approval (must be attached when a supportive academic paper was co-authored)	Form No. 7	1 original of each
(8) Certificate of publication (must be attached when a supportive academic paper has not yet been published).		6 each
(9) Other, when necessary		

※1 The Doctoral dissertation, with the Application for Dissertation Evaluation attached, shall be submitted through the main advisor to the staff of the Student Educational Support Section by the deadline (about December 10 for the candidate who enrolled in April, and the end of June for the candidate who enrolled in October) of the last school year of the program.

※2 Temporary binding can be done using clips or other fasteners, but hard copies must not be punched with binder holes, stapled or glued unprofessionally.

※3 Except for "a case of unavoidable circumstances", the entire contents and abstract of the dissertation, with a summary of the results of evaluation, will be published on the website of Obihiro University Archives of Knowledge.

※4 If it is impossible to publish the entire contents of the dissertation due to "a case of unavoidable circumstances", a statement explaining the reason(s) must be submitted to the staff of the Students Educational Support Section no later than 3 days before submitting the dissertation.

(Example of the title page and inside cover page (A4 size))

北海道における農業の発展に関する研究

平成〇〇年
(20〇〇)

帯広畜産大学大学院畜産学研究科
修士課程 資源環境農学専攻
十 勝 未 来

Study on agricultural development
in Hokkaido

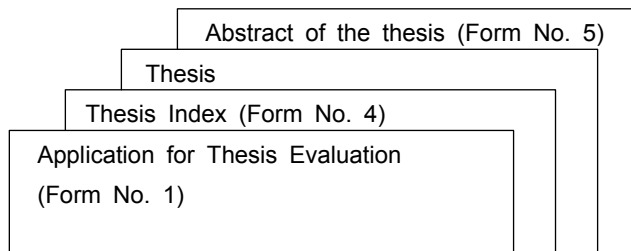
20〇〇

Mirai TOKACHI
Master's Program in
Agro-environmental Science
Graduate School of Animal Husbandry
Obihiro University of
Agriculture and Veterinary Medicine

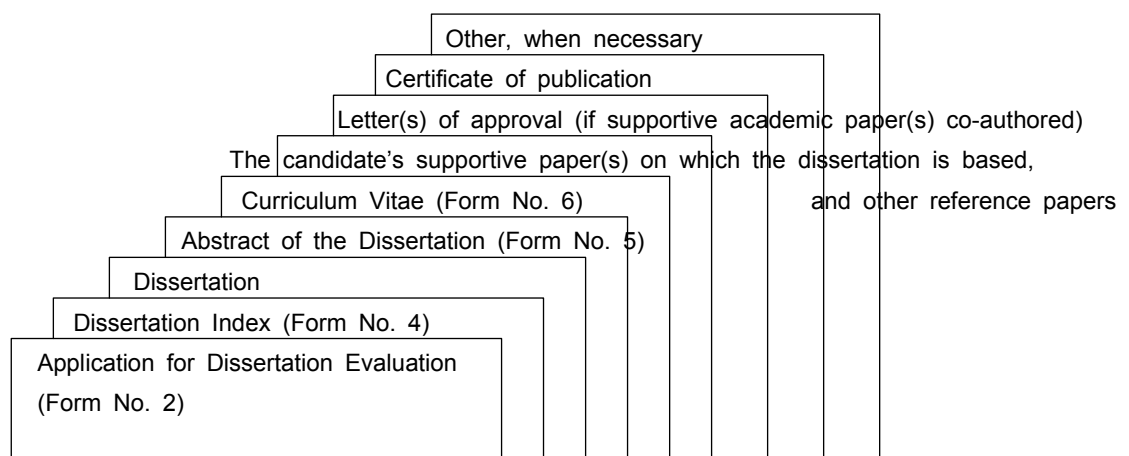
Notes:

1. The front cover must be written in the language that is used for the thesis/dissertation.
2. The inside cover of a thesis/dissertation written in Japanese must be in English, and the inside cover of a thesis/dissertation written in English must be in Japanese.
3. The front cover and inside cover must have the thesis/dissertation title, the year of completion, (Gregorian calendar year), program name (Major, Master's Program or Doctoral Program), name of University and author's name.
4. In the title, the first letter, any scientific names and proper nouns must be capitalized.
5. The author's name should be written as follows (first name and FAMILY NAME):
Mirai TOKACHI
6. The thesis/dissertation needs a 3 cm left margin for binding.
7. Temporary binding can be done using clips or other fasteners, but hard copies must not be punched with binder holes, stapled or glued unprofessionally.

Documents to be submitted for Master's thesis evaluation (Article 4 of the Detailed Regulations)



Documents to be submitted for Doctoral dissertation evaluation (Article 7 of the Detailed Regulations): Doctoral Program



Documents to be submitted for Doctoral dissertation evaluation (Article 9 of the Detailed Regulations): Doctoral Degree by dissertation only

