TAIPEI TECH 國立臺北科技大學
National Taipei University of Technology

Library's Thesis/Dissertation Submission Guide

Contact: 8:30-12:00 & 13:00-17:00, Mon.-Fri.

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1. Workflow for Thesis/Dissertation Submission

Finish Online

Before Oral Defense

Finish thesis draft

↓

Upload full-text to Turnitin

Upload a **complete full-text** (include **thesis cover and references**) or you will get a **return**.

↓

Get report — **want to revise** → Modify thesis content

okay

↓

Go to library website to apply for Turnitin review

↓

Library review — **returned** →

pass

↓

Provide required document to the advisor

Document:
1. **Originality Comparison Checklist**
2. **Review result** (print out the email)
3. Complete **similarity report**

2 weeks before graduation due date

↓

Complete Oral Defense and finalize the thesis

↓

Register ETD System account

↓

Upload thesis full-text

↓

Print out **Authorization Agreement**, sign and upload the scan file to the system

(Optional) Upload the embargo application forms with the relevant supporting document attached at Step 2.

↓

Library review — **returned** → Follow the instruction to modify

pass

before the due date

↓

Print out paper copies

↓

Go to library to submit thesis and forms

Required items:
- **Paper copies *1**
- **Authorization agreement *2**
- **Thesis Validation Approval email *1**
- (optional) Application Form of Embargo + relevant supporting document *2

↓

Finish all the graduation procedure

2. Formatting and Editing

2.1 Thesis Format

▶ Format Specification

For the detailed specifications, please refer to NO. J1 & J2 documents on the Office of Academic Affairs website. These documents are general specifications where the department and institute may specify relevant specifications based on the format commonly used in the academic field.

▶ Font Choices

Recommended fonts: **DFKai-SB(標楷體)** for Chinese and **Times New Roman** for English. For other fonts, please ensure the text can be properly presented after the file is converted to PDF.

▶ Thesis Content Requirements

Electronic Full-Text	Hard Copies	Watermark	Page Numbering
×	• Cover Page • Blank Page	×	None
• Title Page	• Title Page	○	
• Oral Defense Committee Signature Form (photocopied)	• Oral Defense Committee Signature Form (photocopied)	×	
• Chinese Abstract • English Abstract • Acknowledgements • Table of Contents • List of Tables • List of Figures	• Chinese Abstract • English Abstract • Acknowledgements • Table of Contents • List of Tables • List of Figures	○	Roman numerals (i, ii, iii …)
• Main Body • References • Appendices • List of Symbols (Formulas)	• Main Body • References • Appendices • List of Symbols (Formulas)	○	Arabic numerals (1, 2, 3 …)
×	• Blank Page • Back Page	×	None

Note:

(1) Templates and formats for cover page, abstract pages, table of contents, etc. refers to "Download/Thesis Formatting & Editing/Thesis/Dissertation Template (English Ver.)".

(2) The content of electronic full-text and hard copies in blue rows should match to each other.

2.2 Page Numbering

▶ Notices for Page Numbering

(1) Page numbers are **NOT** required for the cover page, title page, and the Oral Defense Committee Signature Form.

(2) The content before the main body (normally "ABSTRACT" to "List of Figures") shall be numbered in sequence starting with the Roman numeral "i."

(3) The main body (from Chapter 1) and contents such as references and appendices shall be numbered in sequence starting with the Arabic numeral "1."

▶ Steps to add page number in MS Word

(1) To insert different types of page numbers, use "**Section Breaks**" feature in MS Word to divide the document into three "sections." Then assign different page numbers to the different "sections."

[Section 1] Cover/Title Page (No page number)	[Section 2] ABSTRACT ~ List of Figures (Roman numeral i, ii, iii...)	[Section 3] Chapter 1 ~ The End (Arabic numeral 1, 2, 3...)

(2) How to insert a section break:

❶ move the cursor to the place you wish to insert the section break

❷ select "Breaks" on the "Layout" tab

❸ add a Next Page section break.
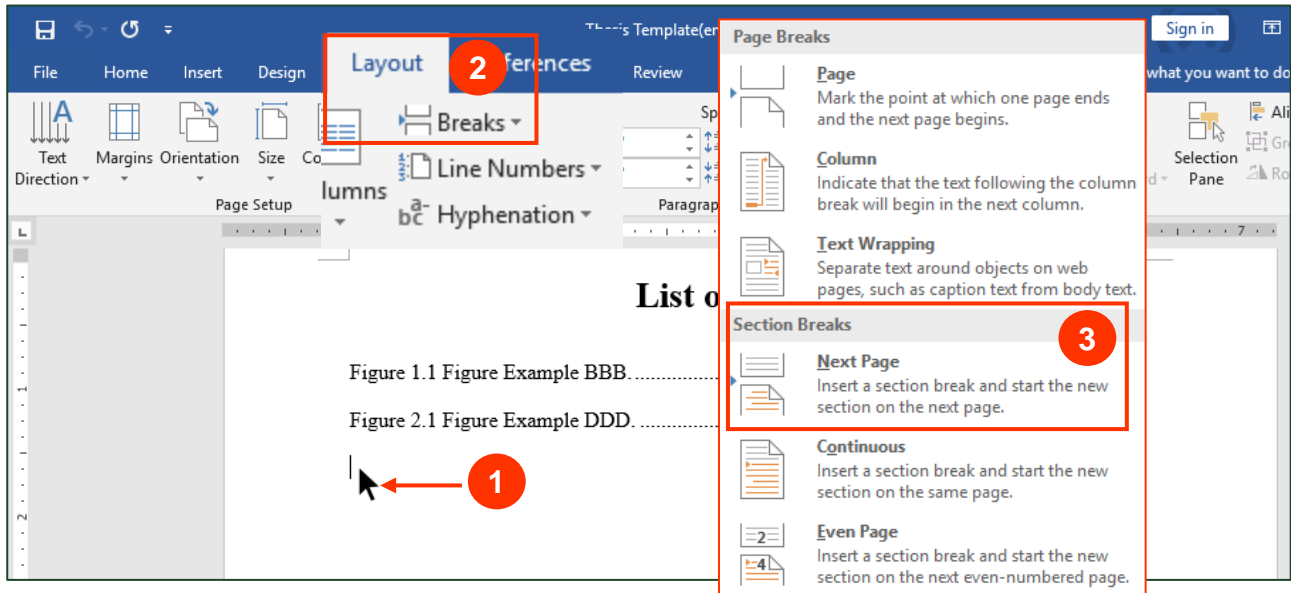
(3) Show the paragraph mark to check if there is a section break inserted:

❶ "Home" toolbar

❷ click the symbol " ⏎ " or " ¶ " (show/Hide)

❸ If a section break is inserted, a "Section Break (Next Page)" shall be displayed.

❹ You may also click twice at the footer to open it and confirm the breaking status.
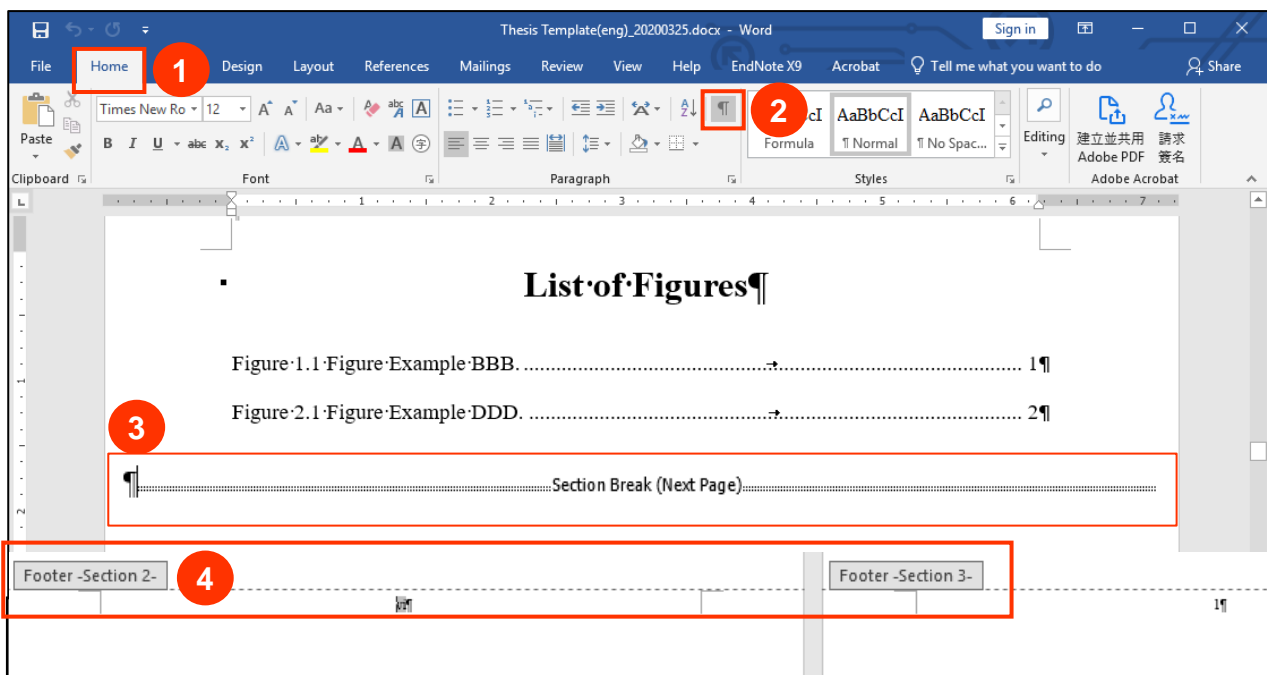
(4) How to set the page number:

❶ "Insert" toolbar

❷ click "Page Number" and select "Bottom of Page"

❸ choose "Plain Number 2"

❹ click on the page number, select "Format Page Numbers" to open the page
   number format panel

❺ select "Number format" and **DO NOT** select "Continue from previous section"
   (the page numbering shall start at the first page.)
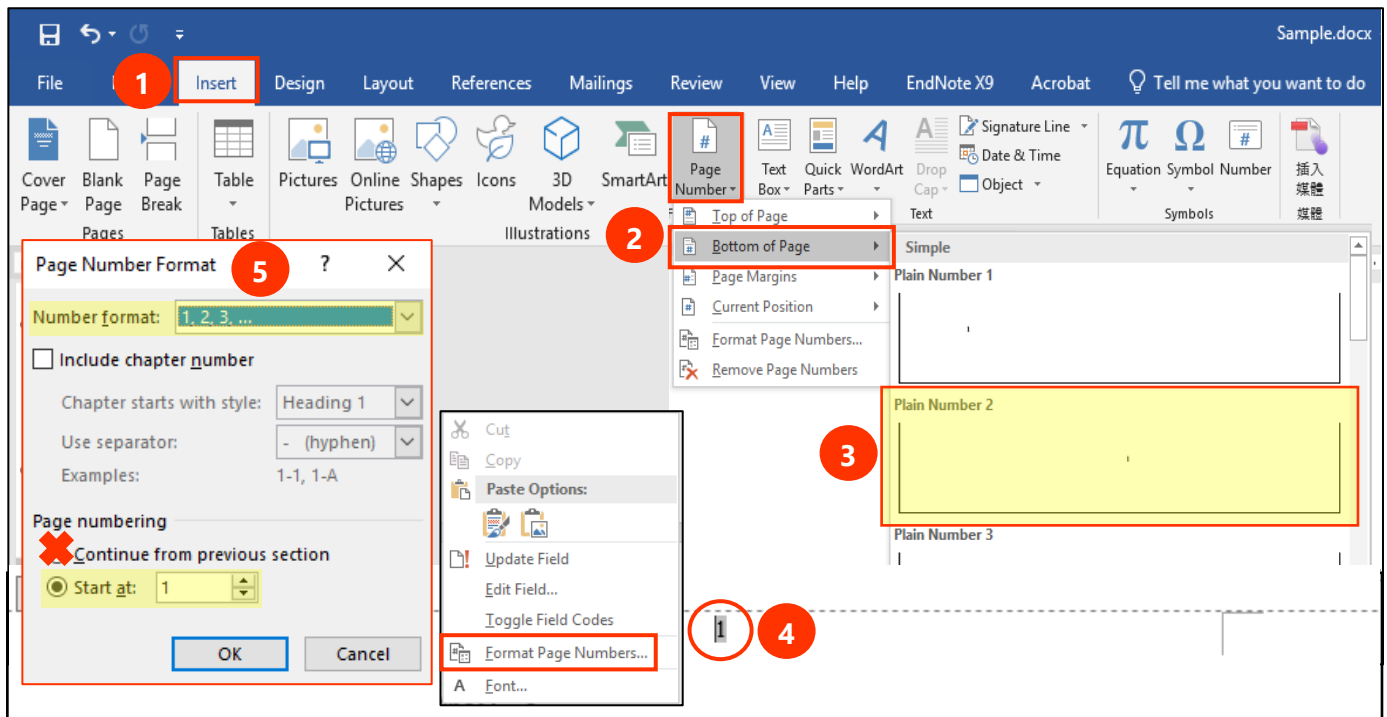
2.3 Adding Watermarks

‣ Download our school's logo
   https://cloud.ncl.edu.tw/ntut/download.php

‣ Steps to add watermarks in MS Word
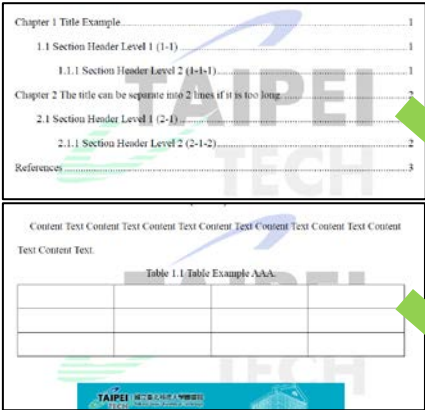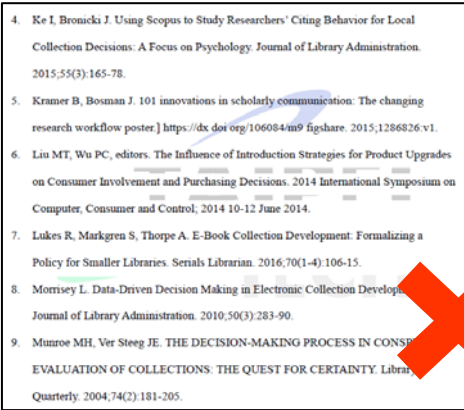
❶ "Design" toolbar

❷ click "Watermark" and select "Customize Watermark"

❸ insert our school's logo as watermark, set up the scale and check "Washout".

(The watermark should be in the middle about 1/3 of the width of the page. It is

okay if the scale differs a little and the color should not bother while reading.)
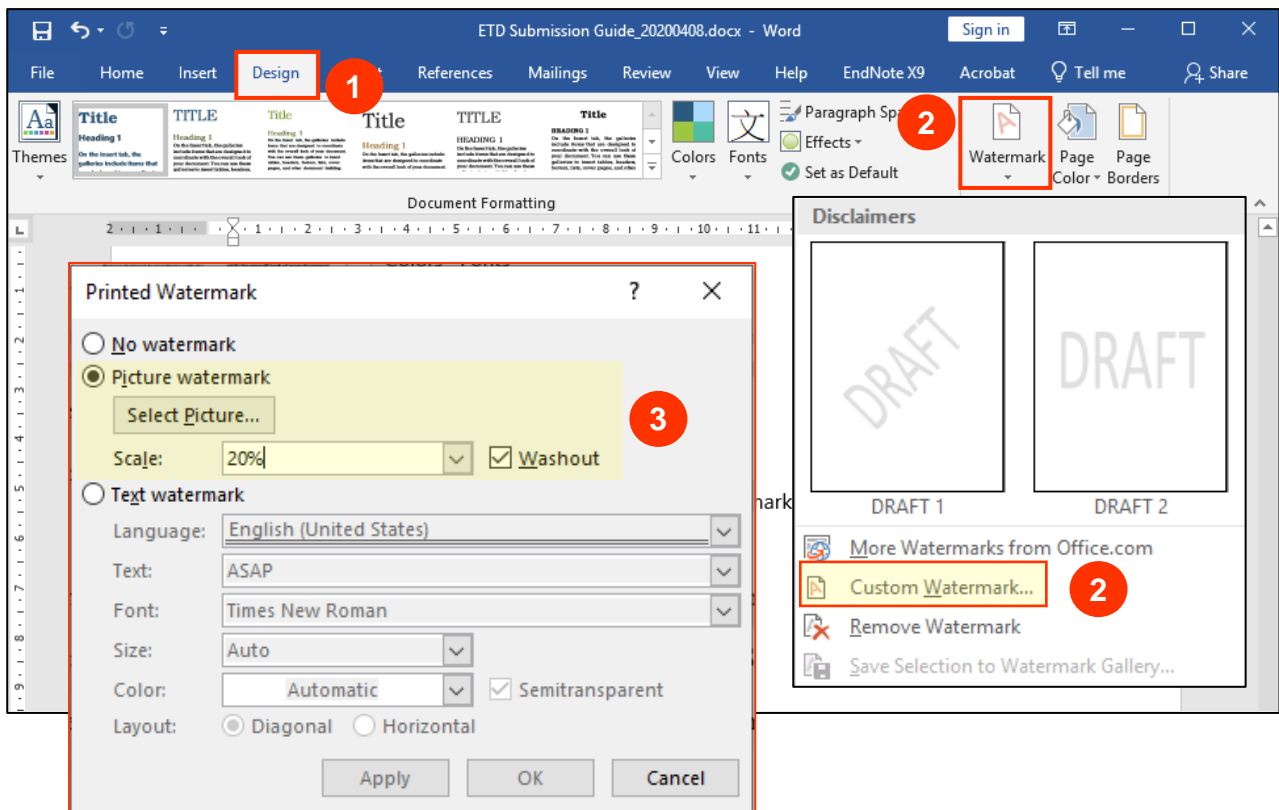
▸ Watermarks Modification

(1) Please check whether the watermarks show correctly or not after you insert them.

Correct Watermark	Incorrect Watermark
The text should appear on top of the watermark, where figures or tables may cover the watermark.	Text with a **white shading** covering the watermark will result in an incomplete display of the watermark.

(2) Steps to modify the shading covering the watermarks:

❶ select the text to be modified and click the "A" (character shading) in the "Home" toolbar twice

❷ modify the shading to "No color"

❸ select "Design" toolbar and modify the page color to "No color"

❹ "Page Borders"

❺ set the "Fill" under "Shading" tab to "No Color", set "Patterns Style" to "Clear" and apply to "Paragraph" (if it is still not modified, please repeat the steps and apply to "Text").
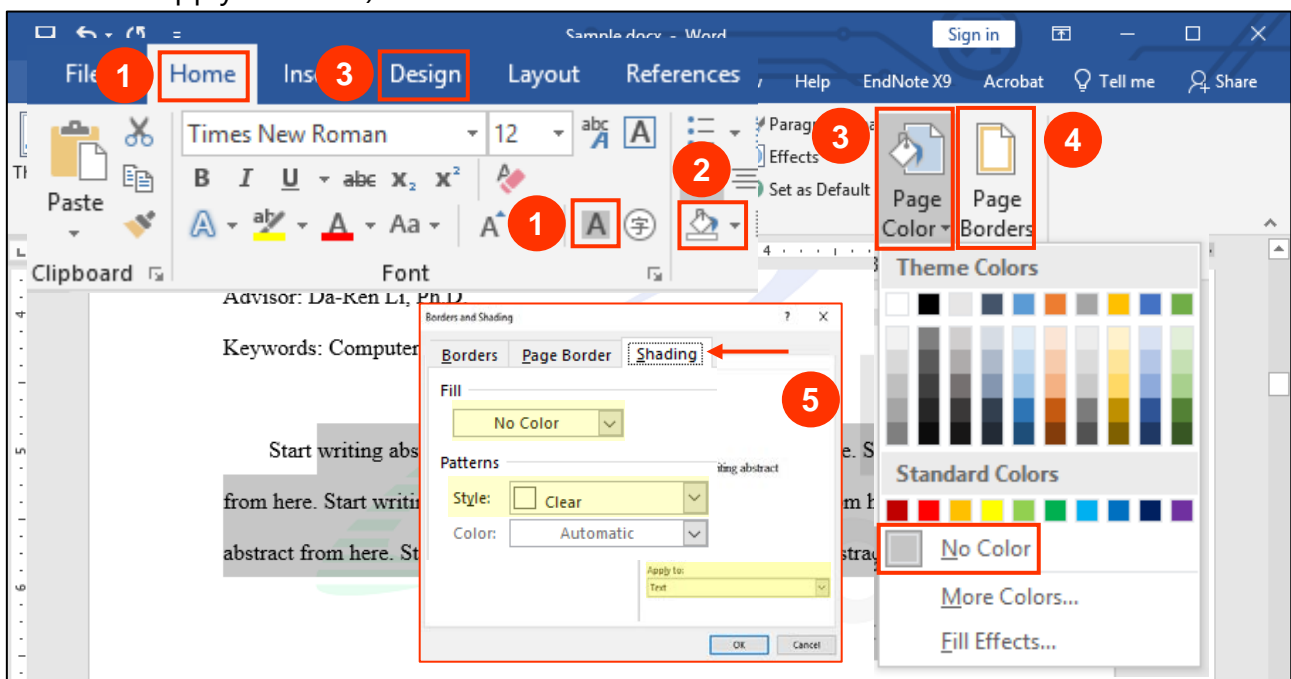
3. Upload Full-text to Plagiarism Checker

3.1 Turnitin Account Application

(1) Log in your school account at the library's website. Go to the "Application for a Turnitin Plagiarism Checker Account" page and click "**Form**".
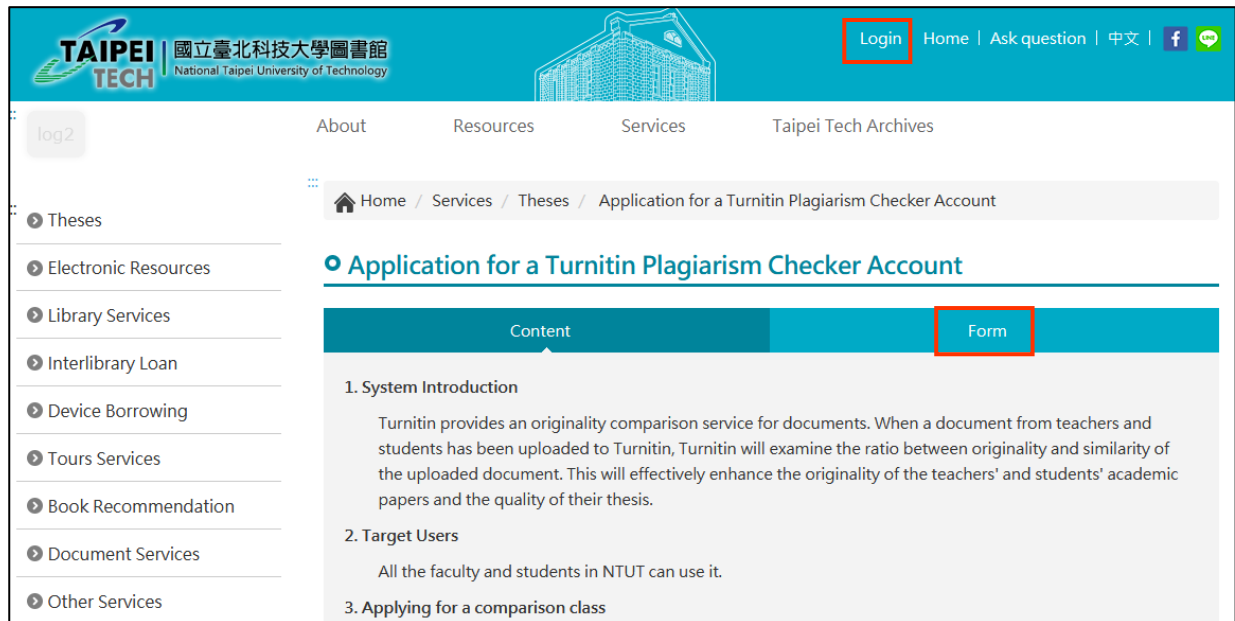
(2) If you have already logged in to our library's website, your information will be displayed. Fill in your email and valid code and submit the application. (The email you filled in will be the Turnitin account ID. If you have already had an account, fill in the same email then the old account can be activated.

(3) You will receive a welcome email from "**Turnitin No Reply**" within 2 working days. Click "Set up account" to continue the following steps.

(It shows your "First name" and "Last name" at the top of this email. Please pay attention to them because you will use this information later.)
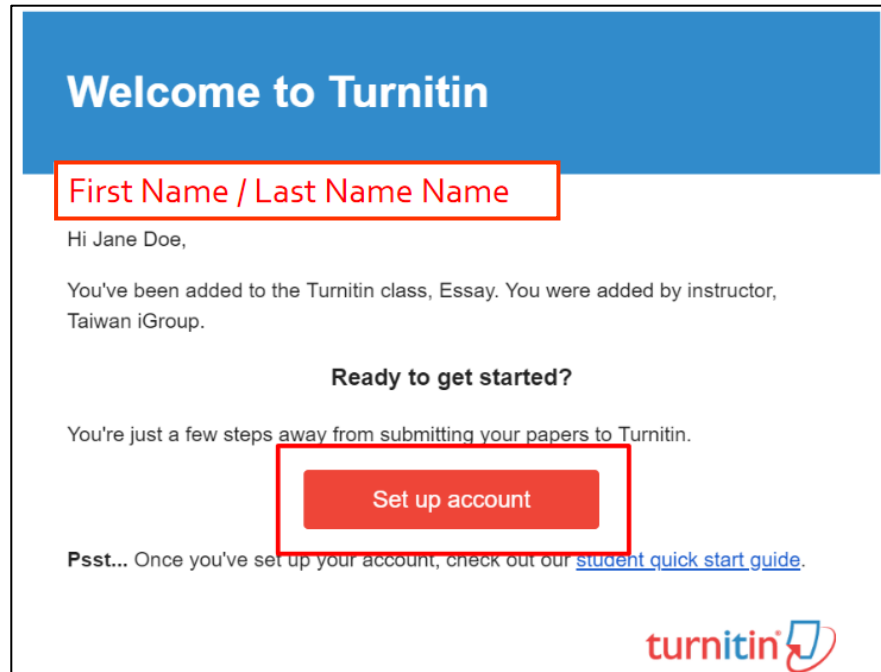
(4) Fill in the email address (the one you just received the welcome email) and your last name. (**DO NOT** fill in the full name. Your last name was indicated in the welcome email.)

(5) After you finish the account setup, you will receive another email. Please click the link in the email to create your Turnitin password within 24 hours. If the link is expired, click another link below to request a new link.
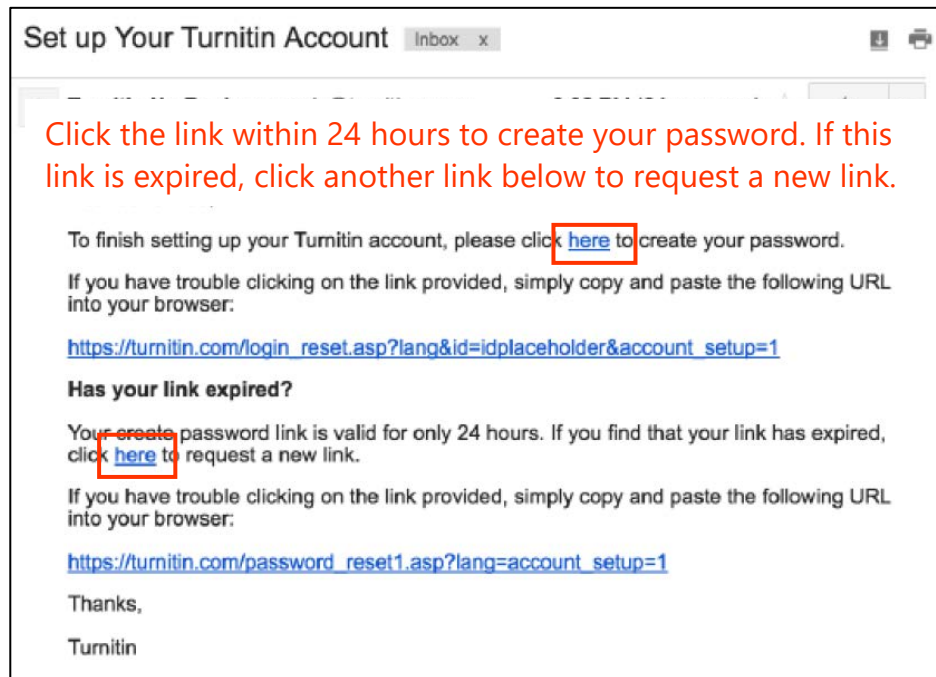
(6) Follow the instruction to create the password. It will show "Account Setup Complete" if you finished every step.

(7) Go to Turnitin's website and log in.
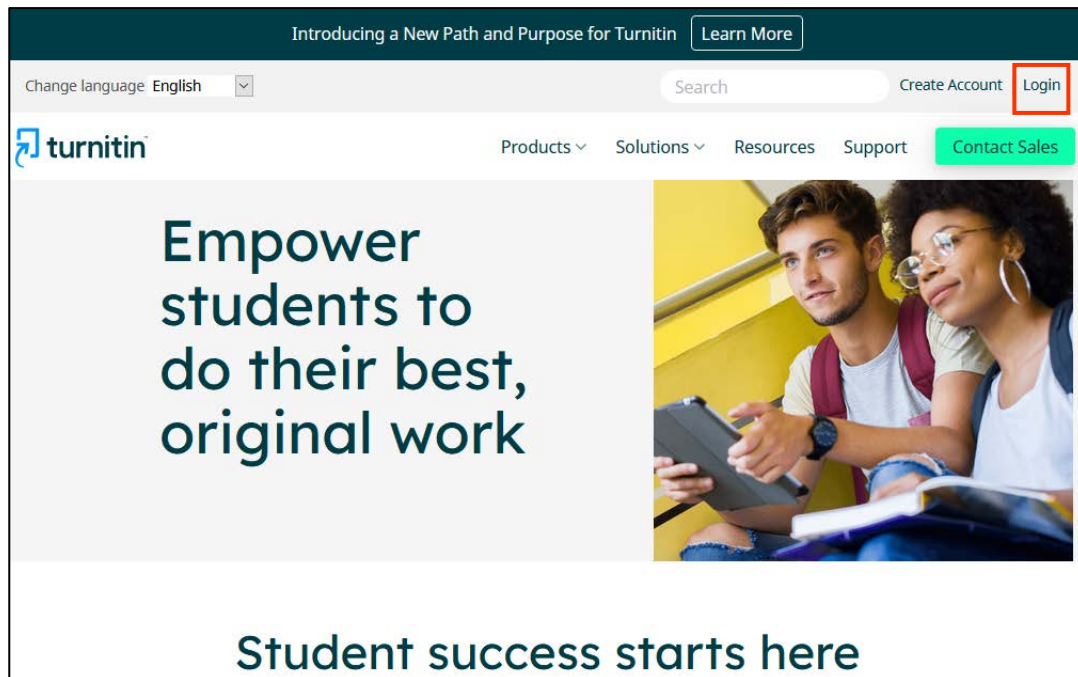
(8) If it is the first time you log in, you have to set up the "Secret question" information in case you forget your password.

3.2 Upload full-text to Turnitin

(1) Log in your Turnitin account, and you will see the "classes" that you are enrolled in. Click the "Class name" to enter the class homepage. There are some notices:

❶ Click the class name to enter the class homepage. If you do not see any class, please click "▼" and select the identity on the upper right corner to "Student".

❷ The "Instructor" is the librarian who help you enroll the class, so it is correct if the name is different from your advisor.

❸ The duration of each class is one semester. Therefore, if the status shows "Expired", please repeat step 1 & 2 in the chapter "3.1 Turnitin Account Application" and you will get a new class. (You can use the same email account.)

(2) In the class homepage, you will see the all the "Assignment". Click the blue button "Submit" to upload your thesis full-text. There is no limitation for each assignment; however, you will get the report within 24 hours at the first 3 submissions. After that, you will need to wait at least 24 hours to see the report.

(3) Enter the title that helps you recognize this document and choose your full-text file. You should upload a complete full-text file, which includes cover, abstract, the contents, references, etc. Otherwise, when you apply for Turnitin review, your application will be returned.

(4) When you upload your full-text, please make sure the system shows "Congratulations - your submission is complete!" in green shading. It indicates you upload the full-text successfully.

(5) You may read the similarity report by clicking the percentage. If you do not know how to read the report, please refer to library's instruction. Also remember: The percentage is just for reference. You still have **check and review the whole report**. Therefore, even if your percentage is higher than our school's standard, if you and your advisor are sure for the content, you can still write down the reason and sign on the checklist.

3.3 Application for Library Turnitin Review

▸ Before the application

(1) You should follow the instruction "3.1 Turnitin Account Application" to apply for a Turnitin account and class from the library. Do not use the class which is enrolled by your advisor, because the librarian cannot see you report.

(2) The file you upload to Turnitin should be a complete full-text file, which includes cover, abstract, the contents, references, etc. or your application will be returned.

▸ Steps to add page number in MS Word

(1) ❶ Log in to the library's website.

❷ Go to the "Application for Library Turnitin Review" page and click "Form".
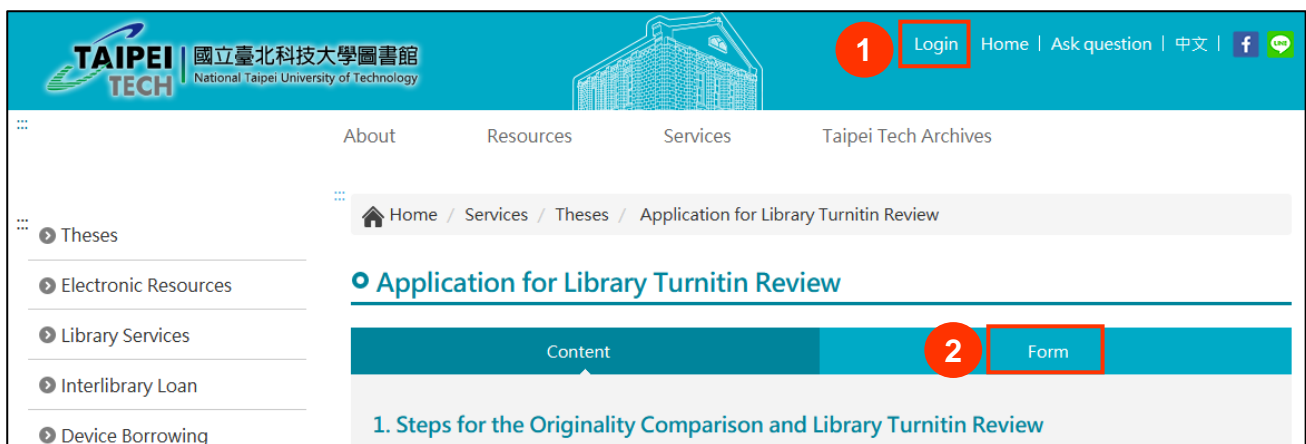
(2) ❶ Confirm your information.

  ❷ Fill in the following information:

   ✓ **Email:** same as your Turnitin account.

   ✓ **Thesis Title:** this should be in consistent with the one on the thesis cover.

   ✓ **Submission ID:** find the ID in the originality report by clicking the icon " ⓘ ".

  ❸ After you submit, you will get a system reply email in the title of "We received your application form." If not, please make sure if you filled in the right email.

   → The librarian will review your report manually, and **you will receive the review result in 3 days.**

(3) After you receive the result email, please ❶ print out the email and provide the ❷ "Originality Comparison Checklist" and ❸ your complete originality report along with the review result to your advisor for signature. On the day of Oral Defense, you should provide all of these documents to committee members for reference.

1 Result of Library Turnitin Review

2 Originality Comparison Checklist

3 Complete Originality Report

4. Make PDF Full-text File

4.1 PDF Conversion and Combine

▶ Notices

(1) The full-text file you upload to ETD System shall be **one complete PDF file**, including complete contents such as abstract and keywords, acknowledgements, table of contents, list of tables, lists of figures, main body, references, appendices, etc.

(2) Please include the "Oral Defense Committee Signature Form" in the full-text file. (no page numbering needed.)

▶ Combine PDF files

(1) "**Adobe Acrobat Pro**" is required to combine multiple PDF files. You can find the software at Computer Lab at the General Studies Building.

(2) Steps to combine PDF files:

❶ "Tools" tab

❷ "Combine Files"

❸ add files and arrange the files in order

❹ click "Combine Files"

Arrange the files in order.
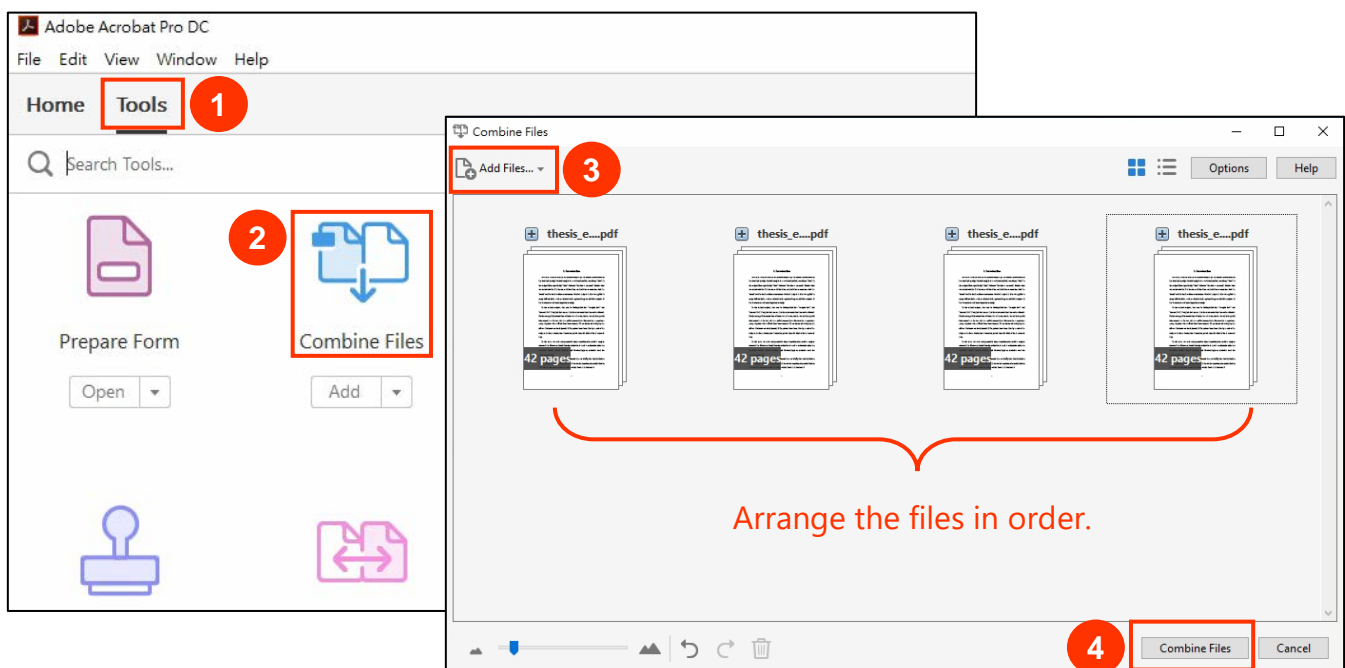
4.2 PDF File Document Security (optional)

▶ Notices for PDF document security settings

(1) PDF file security setting is optional. If you want to add the PDF security, your thesis/dissertation PDF file security settings should meet the library's requirement.

(2) **What is the difference between setting up security or not?**
If you do not set up PDF security, others can copy or edit your thesis content. However, if you set up the security, a password is required to copy or edit your thesis content.

(3) You must use "**Adobe Acrobat Pro**" to set up document security. You can find the software at Computer Lab at the General Studies Building.

▶ Steps for security setting

❶ "Tools" tab

❷ select "Protect"

❸ select "Encrypt with password"

❹ check the "**Restrict editing and printing of the document**" box and choose

Printing Allowed option to "**High Resolution**"

❺ change the permission password and re-enter the password
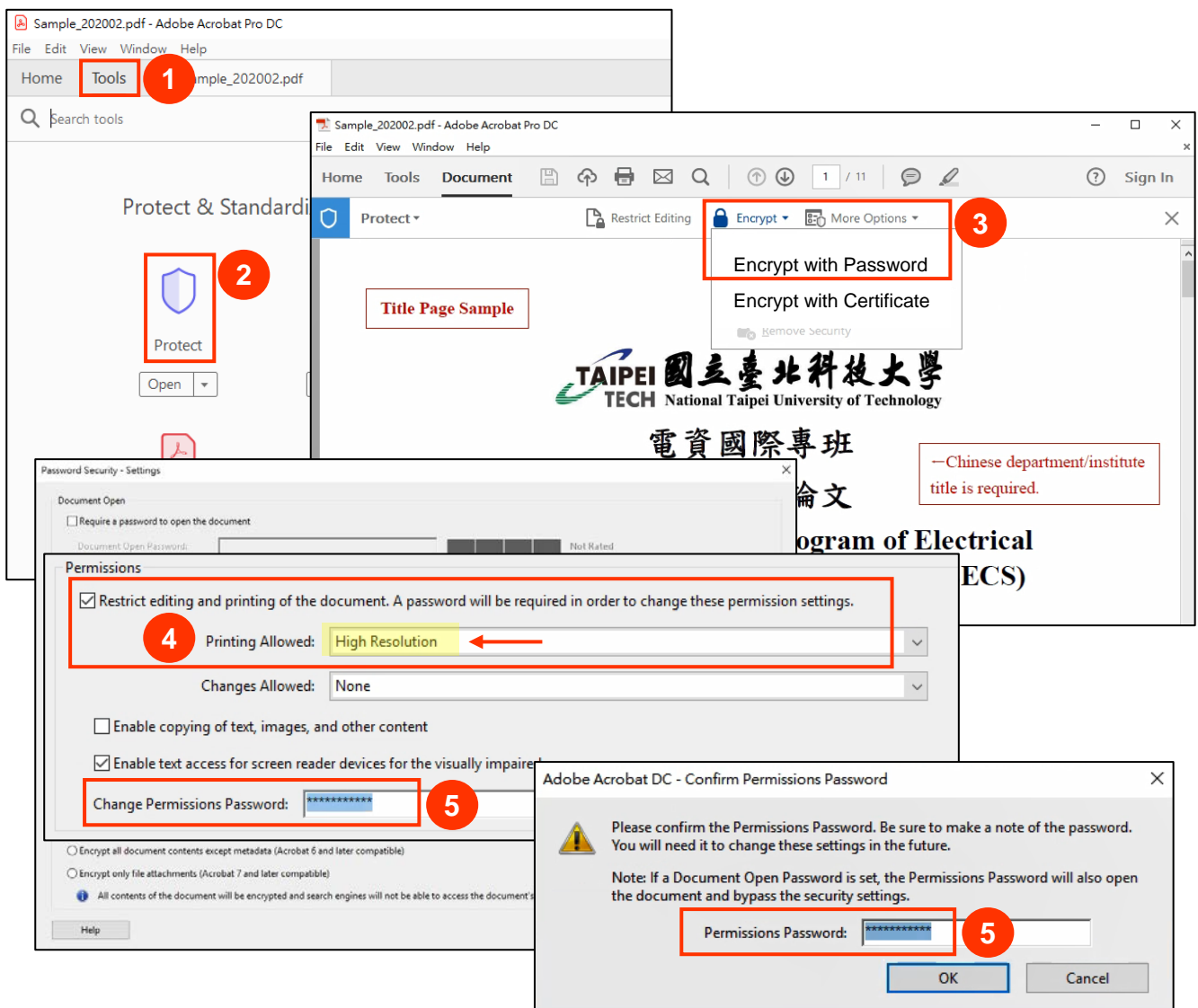
5. Electronic Thesis/Dissertation (ETD) Submission

5.1 ETD System Account Registration

(1) Go to "Account Register" to create a new account. (not your Student Portal account)

(2) Create a personal profile after agreeing to "Terms of Use." Please pay attention to the following fill-out notices:

- Name must be entered as "**full name**".
- The email account must be **our school email**. (**t + student ID @ntut.edu.tw** or **@ntut.org.tw**, such as t107123456@ntut.edu.tw)

(3) Go to your mailbox and there will be a confirmation email. Confirm the account activation and click "verification button".

(4) Go to the ETD System page, click "Register" on the left, and log in using the account and password created in step 2.

Use the account and password created in step 2.
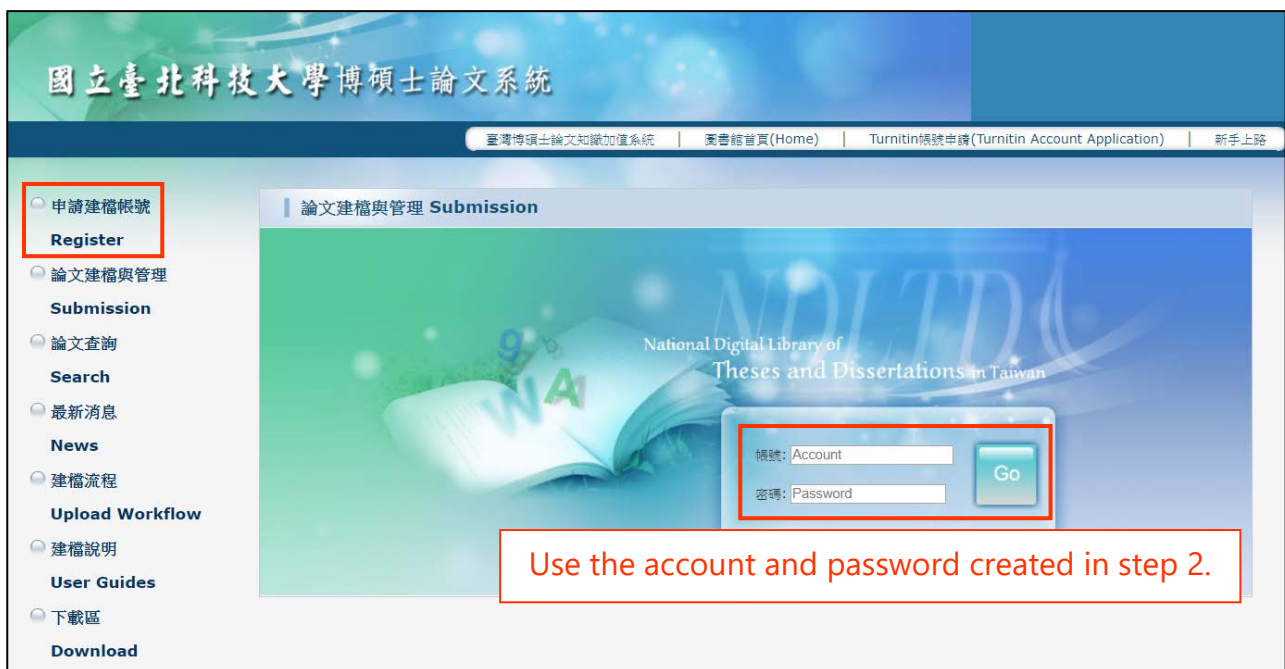
(5) Fill in your student information and follow the fill-out notices:

- Please ensure to choose the **correct department or institute name**; the name may not be changed once you submitted the application.

- Please fill in a valid email address. "Approval Notification" will be sent to this mailbox.

(6) The system will send you the account and password to your mailbox. Please click "Submission" on the left of the system and log in **with the account and password you received**.

5.2 Upload Full-text

▶ Precautions before submitting ETD full-text

(1) Once you passed the library review, the full-text will not be able to be modified by the author. Therefore, please make sure:

- the full-text you submitted is the final version.
- confirm the open access date with your advisor in advance.

(2) Please upload thesis full-text during the graduate semester, and do not upload in advance to avoid system field errors.

(3) Please complete "5.1 ETD System Account " before submission.

▸ Steps for uploading full-text

    (1) Visit our <u>ETD System</u>, click "Submission" on the left, and log in with the account and password you received from the system email. (Account application please refer to "<u>5.1 </u>ETD System Account ".)

    (2) Click "Step1 Key in" on the left, then click "Add Dissertation/Thesis".
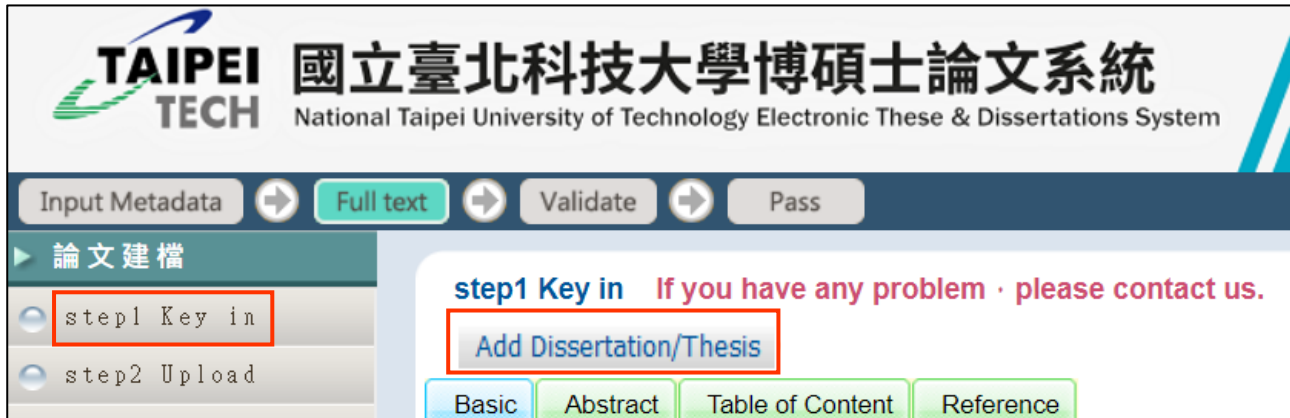
(3) Provide the necessary thesis/dissertation information, abstracts, table of contents and references according to the system instructions.

If you do not have a Chinese name/abstract/keywords/etc., fill in the English one instead. However, the **Chinese names of your advisor and committee members** are required.

- Fields with common mistakes:

Field	Fill-Out Instructions
Foreign Name	Write in the form of "LAST NAME, FIRST NAME".
Advisor	If there is a co-advisor, please use "Add" button to add a new field. The Chinese name is required.
Advisory Committee	Please provide **at least 3 committees**, and specify if the advisor is one of the committees. The Chinese name is required.
Publication Year	That time you are going to graduate.
Page Count	The total pages are the Arabic numeral page number of the last page of the full-text. (Not the total pages of PDF file.)
Chinese/ English Keywords	A keyword per field. Please use "Add" button to add new fields for multiple keywords.
Table of Contents	Please provide the entire content with each Chapter and page numbers.

(4) After fill in all the information, go to "Step 2" to upload the full-text PDF file.

Please pay attention to following fill-out notices:

- The file shall be one complete PDF file.

- If you want to delay the open day of the hard copies of your thesis, please fill in and sign 2 embargo application forms in advance, one is for NTUT and the other one is for NCL. Scan the forms **along with any evidence material** and click the button "Click here if applying for embargo of thesis/dissertation" to upload them. If you do not need to delay the hard copies of your thesis, skip this button.

(5) After uploading the PDF file, please fill in the "**Copyright License Agreement**" below for public access date. (This open date refers to the access to the PDF file through the internet, not the hard copies.)

(6) ❶ Go to "Step 3" and ❷ click "print" to confirm the information of the authorization form. If all the information is correct, ❸ print out 2 forms, sign them and ❹ upload 1 of the scan file to the system.

(7) ❶ Go to "Step 4" and confirm the information you filled in. If everything is fine, ❷ click the grey button "Submitted".

- The content cannot be modified after the review is passed. Please ensure the content of the thesis is the **correct final version**.
- Library review will take 1-2 working days; please be patient.
- Please print out the hard copies after you pass the library review to avoid the printing mistakes.

5.3 Library Review Checklist

<mark>1. Please open your full-text and check the following requirements:</mark>

Check	Requirements
☐	The format of your cover and title page match the format of "Electronic Thesis/Dissertation Template" provided by the Library.
☐	The Chinese and English department title on the cover should match the names in the "Department Names for Thesis or Dissertation".
☐	The Chinese and English thesis title on the cover should match to the one on the Oral Defense Committee Signature Form.
☐	The Year/Month on the cover is the time you are going to graduate.
☐	Attach the photocopied Oral Defense Committee Signature Form with complete signatures in the full-text.
☐	The page numbering should arrange as following: (guide for page numbering) • No page number on the cover, title page and Oral Defense Committee Signature Form. • Contents before the main body (normally "ABSTRACT" to "List of Figures") shall be numbered in sequence starting with the Roman numeral "i". • The main body (from Chapter 1) and contents such as references and appendices shall be numbered in sequence starting with the Arabic numeral "1".
☐	The chapter titles and page numbers in the table of contents are correct.
☐	Every page except the signature form in the full-text includes a watermark and the watermarks show correctly. (guide for inserting watermarks)
☐	The title of each chapter (Chapter 1, Chapter 2 …etc.) should be on the top of the page.
☐	If there is any personal information in the thesis (e.g. phone number, email address), please remove it.

2. Please log in to the ETD System and check the following requirements:

Check	Requirements
	Step 1 Key in
☐	Fill in the <u>Chinese names and English names</u> of the researcher, advisor and committee members properly. (If you do not have a Chinese name, it's okay to fill in the English name instead. However, if your advisor and committee have a Chinese name, you must fill in them. You can refer to "National Digital Library of Theses and Dissertations in Taiwan" about the names of the committee members.)
☐	<u>The names of the committee members</u> are correct. (at least 3 members for the master thesis and at least 5 members for the doctoral dissertation.) The names must match the signatures on the Oral Defense Committee Signature Form.
☐	A keyword per field. The "keyword" field must match the keywords in the abstract. (If you do not have a Chinese keywords, please fill in the English one instead.)
☐	The "table of content" field includes the information of chapter titles and page numbers and must match the one in the full-text.
☐	The "reference" field must match the one in the full-text.
	Step 2 Upload
☐	Click the "Full-Text" link and make sure the <u>PDF file</u> is the correct final version.
☐	(Skip this one if you just want to delay the open access date for electronic thesis.) If you need to delay the open access date for the hard copies, you have to sign the 2 embargo application forms (one for NTUT and one for NCL) and upload the scan file **with any evidence material attached** to the gray button "Click here if applying for embargo of thesis/dissertation".
☐	The open access date you select in the "Copyright License Agreement" field is correct.
	Step 3 Print out & upload authorization letter
☐	The agreement you upload at Step 3 is the correct form (not embargo forms) and with complete signatures.
☐	The open access date on the agreement matches the date you select in the "Copyright License Agreement" field at Step 2. (If the date does not match, please print out the agreements and sign them again.)

3. If everything is fine, go to Step 4 and click the grey button "Submit." Please make sure you have already submitted or the librarian cannot review your thesis.

6. Thesis Authorization and Delaying Public Access

▸ Required Documents

Thesis Type	Hard copies		PDF file	
Where you can access	In the library[*1]		Through the internet	
Public Access Date	**Immediate**	**Delaying[*2]**	**Immediate**	**Delaying[*2]**
Required Documents	-	2 embargo forms (one for NTUT and one for NCL)	2 authorization agreements (print out from system step 3, one for NTUT and one for NCL)	
Requirements				
Signature **of student**	-	O	O	O
Signature **of advisor**	-	O	O	O
Signature **of the head of the department**	-	**O**	-	-
Evidence Material[*3]	-	**O**	-	-

*1 Users can read the PDF file in our school library and NCL only and cannot copy or save the file. If you want to delay the open access date of walk-in library use, you should prepare the required documents of hard copies.

*2 Normally, hard copies should open to the public immediately. If you want to apply for any embargo, you should follow school's regulations and Degree Conferral Act, and provide any evidence material to prove the reason for embargo.

*3 As long as the evidence material shows the reason, any kinds of the document will be accepted. However, the application will not be acceptable if evidence material is not attached.

7. Notices for Paperback Thesis/Dissertation

▸ Paperback thesis/dissertation requirements

Content	Watermarks	Page Numbering
• Cover Page • Blank Page	X	None
• Title Page	O	None
• Photocopied Oral Defense Committee Signature Form	X	None
• Chinese Abstract • English Abstract • Acknowledgements • Table of Contents • List of Tables • List of Figures	O	Roman numerals i, ii, iii …
• Main Body • References • Appendices • List of Symbols (Formulas)	O	Arabic numerals 1, 2, 3 …
• Blank Page • Back Cover	X	None
Note: The contents of blue rows should be consistent with your ETD full-text.		

▸ Binding information

(1) Color of the cover page:

- Light gray for **Ph.D. dissertation**. Refer to

- Light yellow for **Master's thesis**. Refer to:

- The colors may vary a little due to different paper manufacturers and types.

(2) Paper material: 180 gsm (or above) marbled paper with glossy or matte coating

(3) Printing style:

- Total page number more than 100 pages: double-sided printing

- Total page number less than 100 pages: single-sided printing

8. Precautions for Library's Graduation Procedure

▶ Graduation Document Requirements

	Required Item	Copy	Note
Required	paperback thesis	1	
Required	Authorization Agreement	2	Print out from "Step 3" in the ETD System.
Required	Thesis Validation Approval email	1	Print out the email or show the email to the staff.
Required for those who would like to apply for delaying the open access date for **hard copies**.	2 embargo forms (one for NTUT and one for NCL) attached with any evidence material	1 of each	• The application should meet school's regulations and Degree Conferral Act. • The open access date is limited to a maximum of 5 years. • As long as the evidence material shows the reason, any kinds of the document will be accepted. However, the application will not be acceptable if evidence material is not attached.

▶ Other Graduation Requirements

You should return all the books and materials borrowed from the library and pay the lost replacement fees or overdue fees before the graduation procedures are completed.