

國立高雄餐旅大學國際觀光餐旅全英文碩士學位學程
碩士研究生技術報告寫作參考格式

The International Master's Program of Tourism and Hospitality
Technical Report Writing Reference Format

一、為使本學程碩士班研究生妥善表達技術研究成果，充實其應備之知識技能，以符合畢業報告之寫作要求，特訂定「碩士研究生技術報告寫作參考格式」(以下簡稱「本參考格式」)。
In order to enable Master's program students can properly express the result of technical research in this course, and enrich their knowledge and skill to qualify for the writing requirements of graduation reports, the Master's Program Technical Report Writing Reference Format (the following abbreviations to as reference format) is specially formulated.

二、報告主題或內容須以實務創新與改進相關議題為範圍：

The theme or content of the report should be subject to practical innovation and improvement：

(一) 報告主題或內容需要有創新之處。

The theme or content of the report needs to be innovative.

(二) 報告要有專利或創作之成果：發明、研發成果曾獲得獎勵者。

The report needs to be patented or creative results: those who have been rewarded for the invention of research and development results.

(三) 技術轉移：其研發對象以具有相當規模公司為佳。

Technology transfer: The research and development are better for companies with a considerable scale.

(四) 參加比賽：國際發明展或技能競賽。

Participate in competition: International invention exhibited or skill competition.

(五) 有關專業技術或管理之個案研究，經整理分析具整體性及獨特見解貢獻之報告。

Case studies on professional technology or management are sorted out and analyzed with overall and unique insights.

(六) 有關產學合作實務改善專案具有特殊貢獻之研發成果。

Research and development result in special contributions to the practical improvement project of industrial study cooperation.

三、報告編印裝訂次 Report binding order：

(一) 封面 Cover

(二) 書名頁 Title page

(三) 論文口試委員會審定書 Verification Letter from the Oral Examination Committee

(四) 中文摘要 Chinese abstract

(五) 英文摘要 English abstract

- (六) 銘謝辭 (非必要) Acknowledgement(optional)
- (七) 目錄 Table of contents
- (八) 表目錄 Table of Tables
- (九) 圖目錄 Table of figures
- (十) 辭彙或符號說明 (非必要) Explanation of symbol & definitions(optional)
- (十一)正文 Content
- (十二)參考文獻 Reference
- (十三)附錄 Appendix
- (十四)封底 Back cover

四、摘要應包含研究背景、研究目的、研究方法等三段，英文摘要另啟新頁並置於中文摘要之後。

The abstract should contain three paragraphs: research background, research purpose, research method, etc. The English abstract should open in new page and place it after the Chinese abstract.

五、正文分四部份，依序為 1.創作理念、2.學理基礎、3.主題內容、4.方法技巧，以及 5.成果貢獻。正文以外，文末應列參考文獻及相關附錄。

The text is divided into four parts, in order 1. Creative concept 2. Basics of learning 3. Theme content 4. Methodology and skills and 5. Contribution to results. In addition to the text, references and related appendices should be listed at the end of the report.

六、版面與字體規定 Layout and font regulations:

(一) 封面：著者需繕填系別名稱、學位別、報告名稱(中、英文)、本人及指導教授姓名、提送年月等，均含中英文。

Cover: Institute name, degree, technical report name (Chinese & English), name, advisor, date. All includes Chinese & English.

(二) 書名頁：包括該報告中英文名稱，著者及指導教授中英文姓名、校名、系別名稱、學位別、提送年月等，均含中英文。

Title page: Including Chinese & English name of report, name and advisor, school, Institute name, degree, date and all in Chinese & English.

(三) 口試委員會審定書。Verification Letter from the Oral Examination Committee

(四) 中英文摘要：內容應說明研究目的、資料來源、研究方法及結果等，約 800 字（並以一頁為限），中英文各一份裝訂於論文內。

Abstract: The abstract should address the research, methodology, result and conclusion. Around 800 words (fit in 1 page). Chinese and English version.

(五) 報告尺寸及紙張：以 210mm * 297mm 規格 A4 紙張繕製。封面封底採用 200 磅以上布紋紙或卡紙，顏色均由為黑色。

Size of Paper: 210mm * 297mm (A4). Cover and back cover should choose black card

paper (over 200 pounds).

(六) 版面規格：上 2.5 公分，左 3 公分，右 2 公分，下 2.5 公分。

Margin: Top 2.5cm, left 3cm, right 2cm, bottom 2.5cm

(七) 文字規格：自左至右，橫式打字繕排(內文中文字體採用標楷體，英文字採用 Times New Roman)。

Words: From left to right, horizontal.(Chinese font in Kaiti, English font in Times New Roman)

(八) 頁次 (右下角，Times New Roman，12 號)：

Page number (right bottom, Times New Roman, size 12):

(1) 中文摘要至圖表目錄等，以 i，ii，iii，... 等小寫羅馬數字連續編頁。Preliminary pages use symbol i, ii, iii...

(2) 報告第一章以至附錄，均以 1，2，3，... 等阿拉伯數字連續編頁。

From the content, use number 1,2,3...

(九) 裝訂：自報告本左端裝訂，書背打印畢業學年度，學位論文別，報告題目，校、系所名，著者姓名。

Printing: Follow NKUHT order. Tell the printing service that you are going to print out "Thesis". They know the format. Binding from left side, print the graduation year on back of report, degree, title, school, department and name.

(十) 報告摘要線上建檔：上網傳輸及 PDF 轉檔事宜，由本校圖書館負責教育訓練。

Upload abstract and establish technical report file: Please refer to library website <http://cloud.ncl.edu.tw/nkuht/>.

(十一) 報告份數：口試通過審定後，提繳報告平裝本 4 本。

Report results: After verify your oral examination, you should at least print our 4 copies.

(1) 本校圖書館二本(本校自存一本、另一本存國家圖書館)。

NKUHT library: 2 copies (will be turned into National Library)

(2) 所屬研究所二本。IMTH: 2 copies.

(3) 學位考試委員，每位各一本(非必要)。Advisor & committee: optional.

七、本參考格式未盡之相關敘寫格式，悉依本校論文書寫格式規定辦理。

The relevant narrative formats that have not been exhausted in this reference format shall be handled in accordance with the writing format of NKUHT thesis.

八、技術報告之發表、口試、繳交、上傳、授權書之簽署，以及其他本參考格式未盡之事宜，悉依本學程「格式指南」相關規章辦理。

The publication, oral examination, submission, upload, signature of the authorisation letter of technical report, and other matters not covered in this reference format shall be handled in accordance with the relevant regulations of the "Format Guide" of this course.

九、本參考格式經學程會議、院務會議及教務會議審議通過後公告實施，修正時亦同。

This reference format is announced and implemented after consideration and adoption by the course meeting, the department meeting and the academic council, and the same is revised.

本規章負責單位：國際學院國際觀光餐旅全英文碩士學位學程

Revised and arranged by The International Master's Program of Tourism and Hospitality