

Graduate School of International Studies  
Ajou University

## Format Guidelines for the Master's Degree Thesis

## I. Thesis draft and submission

### 1. Qualification

#### A. Master Degree Course

- Registered for at least 4 semesters
- Working in consultation with the advisor for 2 semesters
- Should have passed comprehensive exam.

Dept.	Number of Credits from Major Required and Electives	Number of Research Credits
Int'l Business	42 credits	6 research credits
Int'l Trade	33 credits	6 research credits
NGO Studies/ IDC	30 credits	6 research credits
Korean Studies	27 credits	6 research credits

### 2. Documents for Submission

- Official request form for thesis defence
- Thesis Draft for review

## II. Writing and submission of final draft of thesis

### 1. Qualification

Once the Chairman of the thesis committee reports that the draft has been passed by all committee members, the final draft should be submitted to the GSIS.

### 2. Writing and submission

- The final draft must be written according to thesis format guidelines.
- The final draft after being approved by GSIS can be submitted for final printing.
- The final draft should not be longer than 50 pages excluding Appendix
- 6 copies are necessary of the final printed paper with hard cover.
- All copies are required to be signed by the committee members.
- 1 CD which contains thesis (including signatures from the all committee members)

## III. Thesis Format

### 1. Thesis related information

- Along with the title of thesis, if required subtitle can be added but the cover page should contain only main title.
- Paper editing size : B5 ( 190 x 260 mm )
- Color choice : the hard cover should be “navy blue”
- It should be paper back
- The character and font should be as the sample attached and it should be in gold ink

The order should be hard cover, blank page , cover page repeated followed by approval page and the rest.

### 2. Order of Thesis

- 1) Cover page,
- 2) Blank page,
- 3) Cover page repeated,

- 4) Approval page.
- 5) Abstract
- 6) Acknowledgement(Optional)
- 7) Table of Contents - should contain the following
  - List of text
 

The contents should be in this order : chapter, section, clause and should be classified as 1, 1.1, 1.1.1 etc. For chapter, section, clause respectively.
  - List of Figures
 

Figure 1, Figure 2 etc. Should contain serial number, title and page no. in order to be same with the contents of the text

Example : Figure 1 Title ----- pg. No.
  - List of Photographs
 

Photo 1, Photo 2 etc. Should contain serial number, title and page no. in order to be same with the contents of the text

Example : Photo 1 Title ----- pg. No.
  - List of Tables
 

The order should be according to the Numeration table( data tables ), graphs etc.

Example : Table 1 Title -----pg. No.
  - List of symbols
 

.If you use special symbols, you must add to the list of symbols
- 8) Text
  - Text should contain the following : introduction, main body, and conclusion.
  - The title for figures and photos should be written below the respective figure or photo. While title of the table should be written above.
  - Sources for citations and references should be given in a textual note in parenthesis
 

i.g) “Man is a political animal”(Aristole 1972, 34-35; Moore 1996, 12; Bentley et al. 1966, 12)
  - A supplementary explanation should be put in a footnote ordered in Arabian numbers. The footnote should be written in the footer of the page and should be demarcated by a line.
- 9) References
 

The reference must be placed at the end of the text and contain only those references made. The names of authors should be in alphabetical order, in descending years in case of the same author.

  - Reference books
    - Author
    - Year of Printing
    - Name of Book
    - Area of printing: Printing Company

Example :

- Bell, Daniel. 1973a. *The Coming of Post-Industrial Society: A Venture in Social Forecasting*. New York: Basic Books.
- Bell, Daniel. 1973b. *The Disappearance of Industrial Society*. New York: Basic Books.
- Berelson, Bernard R. and Lazarsfeld, Paul F. 1954. *Voting*. Chicago: University of Chicago Press.
- Berelson, Bernard R., Paul F. Lazarsfeld and William McPhee. 1954. *Voting*. Chicago: University of Chicago Press
- Tillich, Paul. 1951-63. *Systematic Theology*. 3 vols. Chicago: University of Chicago Press.

● Articles and Dissertations

- Author
- Year of printing
- Title within quotes
- Name of periodical italicized
- No. of volume followed by issue number in parenthesis ( )

Example :

- Jilberto, Alex E. Fernandez. 1991. "Military Bureaucracy, Political Opposition, and Democratic Transition." *Latin American Perspectives* 18(1), 32-65.
- Schydllowsky, Daniel M. and Wicht, Juan J. 1983. "The Anatomy of an Economic Failure." Cynthia McClintock and Abraham F. Lowenthal, eds. *The Peruvian Experiment Reconsidered*, 94-143. Princeton, N. J.: Princeton University Press.
- Juoro, Umar. 1993. □The Different Faces of Democracy.□ *Far Eastern Economic Review* (April 22), 23.
- Doe, John. 1988. □The Social Banditry in Late Imperial China.□ Ph. D. Diss., Robin Hood University.

If it requires more than 1 line, it should be single-spaced.

10) Appendix(If needed)

- Data Collection
- Survey Questionnaire and etc.

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**IMPLEMENTING  
TOTAL QUALITY MANAGEMENT IN INDIA  
- CASE STUDY -**

**Sandeep Rajpal**

**February(August), 20XX**

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Ajou University

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**February(August), 20XX**

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Ajou University

**IMPLEMENTING  
TOTAL QUALITY MANAGEMENT IN INDIA  
- CASE STUDY -**

A Thesis Submitted in Partial Fulfillment  
of the Requirements for the Degree of

**Master of Business Administration**

by  
**Sandeep Rajpal**

Approved by :

\_\_\_\_\_  
June(December), 20XX

Se-Jung YONG, Ph.D. (Chairman of Committee)

\_\_\_\_\_  
June(December), 20XX

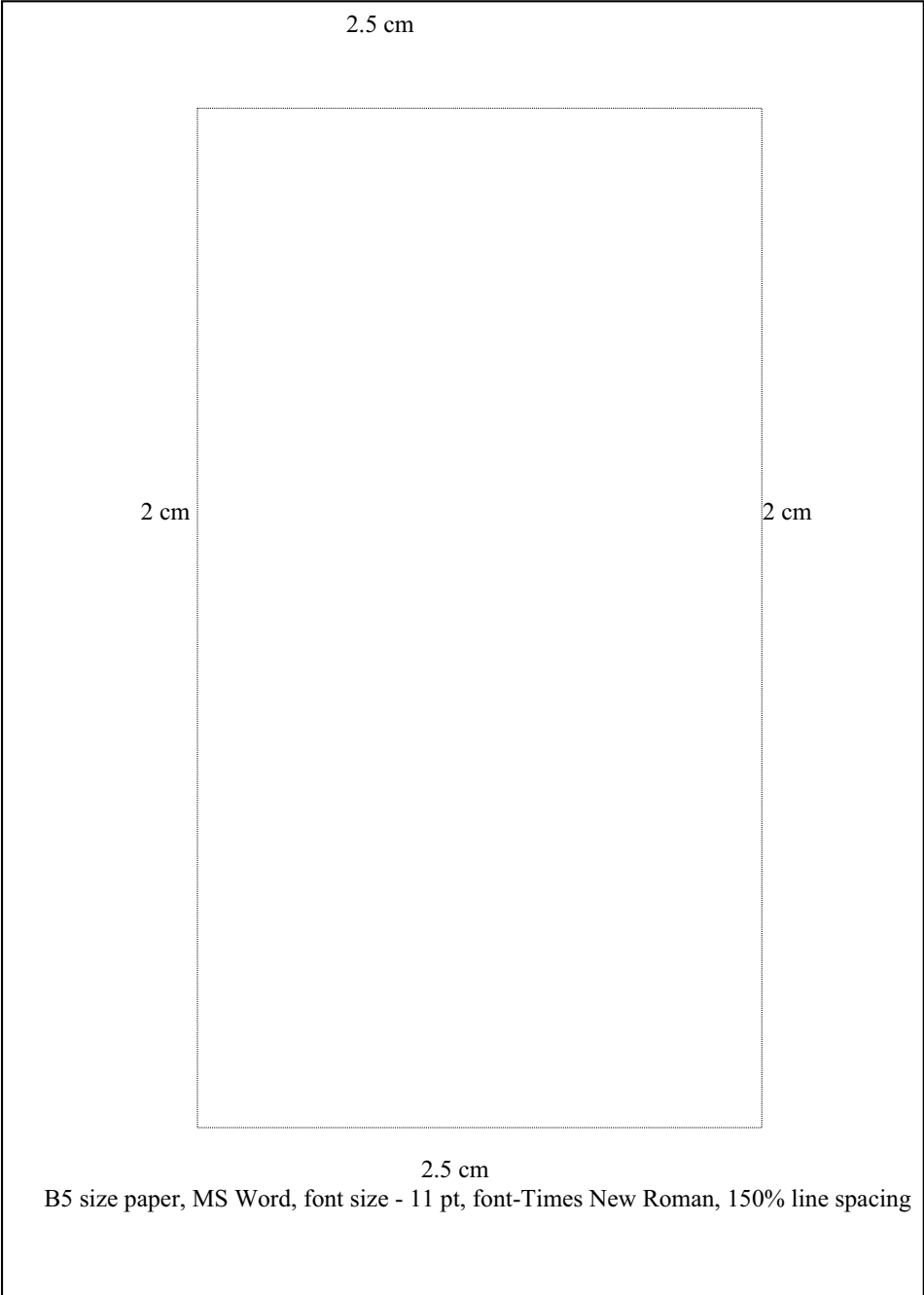
Jeongkoo YOON, Ph.D. (Member of Committee)

\_\_\_\_\_  
June(December), 20XX

Chang Hwan LEE, Ph.D. (Member of Committee)

Side of the cover should contain the following information in the order of Thesis title, Name, year graduated (20XX)

**Text writing Format**





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