

Th.M. Thesis Writing Procedures and Due Dates

(Th.M.論文寫作流程與截止日期)

註: ThM/PhD 新、舊約聖經研究論文採用 SBL 格式

Due By	Procedures	Remarks
1/1 , 8/1	Submit final draft of thesis to first mentor for review and approval.	Final Draft should include: * required title page (中英題目頁)*、 table of contents (目錄)*、 list of illustrations/tables (完整圖表) English Abstract (英文摘要)*、 introduction to conclusion (緒論至結論)*、 footnotes (腳註)*、 bibliography (參考書目)*
2/20, 9/20	Final draft of thesis should be approved by first mentor. Submit first mentor's initial approval sheet to the Academic Office.	To file application for graduation, due in Feb./Nov., candidates must receive approval notice from first mentor prior to doing so.
2/20, 9/20	Submit approved thesis draft to second mentor for review and approval.	Approved thesis draft should include: * required title page (中英題目頁)*、 table of contents (目錄)*、 list of illustrations/tables (完整圖表) English Abstract (英文摘要)*、 introduction to conclusion (緒論至結論)*、 footnotes (腳註)*、 bibliography (參考書目)*
3/20, 10/20	Thesis should be approved by second mentor. Submit second mentor's initial approval sheet to the Academic Office.	
3/20, 10/20	Submit final approved thesis to the	Final approved thesis should include:

	Academic Office. The Academic Office will forward thesis to format reader for format check.	<p>* required</p> <p>title page (中英題目頁)*、</p> <p>dedication (謹獻頁)*</p> <p>table of contents (目錄)*、</p> <p>list of illustrations/tables (完整圖表)</p> <p>English Abstract (英文摘要)、</p> <p>introduction to conclusion (緒論至結論)*、</p> <p>footnotes (腳註)*、</p> <p>bibliography (參考書目)*、</p> <p>Chinese and English Curriculum Vita (作者中英文簡歷)*</p>
4/24, 11/24	Thesis format should be approved by Format reader.	
5/1, 12/1	<p>1. Submit two Pdf files (一個Pdf 檔是單獨論文題目頁和另一Pdf 個檔包括從謹獻頁至作者中文簡歷) of final approved thesis to the Academic Office.</p> <p>2. Complete and return an electronic copy of “Microfilm Distribution Agreement for TREN” (Pdf file preferred, hard copy is not accepted), to the Academic Office.</p> <p>3. Complete and return an electronic copy 「論文授權同意書」 (hard copy is not accepted), to the Academic Office.</p> <p>4. Print final approved thesis on cotton papers (print on 1-side of the cotton papers only) according to the number of thesis bound copies that you have ordered, and submit them to the Academic Office.</p>	If Th.M. candidates wish to receive their diploma on the commencement day, Item 1. – 4. must be received at least a day before commencement day.
	<ul style="list-style-type: none"> • 裝訂用的棉紙規格務必一定要按照規定的，不能使用其他。 • 棉紙可至 Amazon 訂購，使用 Business 100% Cotton 20lb，論文裝訂用的棉紙可以盡早訂購，以免缺貨 • Southworth Business 100% Cotton Paper, White, Weight 20lbs (500 Sheets, 8 1/2 in X 11in, Watermarked, Laser + Inkjet + Copier Compatible). 	