

29th Jan, 2021

Graduate School of Sci. and Eng. (Doctoral Program)
Students who are expected to graduate in Mar, 2021

Graduate School Affairs Section
Graduate School of Sci. and Eng.

Requirements for Submission of Final Dissertation

① **Inside cover page & Thesis** → **1 copy without Binding**

② **Electronic version of Full-text of Doctoral thesis (PDF file)**

(*Please save the data in PDF file (PDF/A-1b mode) including cover page,

full text of thesis, diagrams, tables and photographs (if any) in one single file in USB memory.)

Those who plan to request to disseminate the abstract of Doctoral thesis should submit “Abstract (form 2)”.

(*If you already submitted “Abstract” and there isn’t revision, You do not have to submit again.)

③ **Electronic version of Dissertation Abstract (Form2) (Word file)**

Notice: Abstract and Summary contain different information and should be written as following.

Abstract: It should be in keeping with the structure of the dissertation (objective, statement of problem, investigation, conclusion) and should convey the substance of the dissertation.

Summary: it should include a short statement containing the most important outcomes of the thesis.

*In case you are not able to make a full-text thesis open to the public on Internet due to some reason and if you can make it open further then you must submit ‘Notification to the Saitama University Institutional Repository that the Circumstances Requiring a Dissertation Embargo No Longer Pertain (Form4)’ to the office of Graduate School of Science and Engineering as soon as possible.

*You can download the form from our web site.

*If you **change your dissertation title**, please submit electric data (Word ver.) of “Summary” · “Abstract” whose title is the same as the latest one again.

When you submit the final dissertation, please reconcile the title of these files.

*Please submit the electronic data again, if there are any revisions in “Summary of Doctoral Dissertation” and “Publication List”.

*Electronic version of Doctoral thesis will be stored and open to the public on Internet both at National Diet Library and Saitama University Library.

Place of submission :

Graduate School Affairs Section, Graduate School of Sci. and Eng.

Office hour : 9:00~16:00

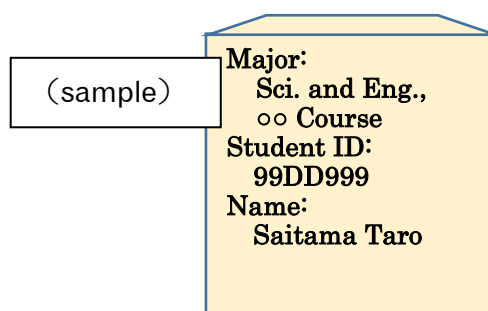
Period : By March 12th (Fri)

○Submission of Doctoral thesis

①Please make sure that there is no missing page.

②Please put **without binding in a envelope.**

Please fill in front surface your major, course name, student ID and your name on the envelopes.



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1. Final dissertations shall be written horizontally on white A4-size paper in portrait orientation. Dissertations shall be submitted unbound.
2. The inside cover page shall include the dissertation title, the student's major, the course name, the supervisor's name, the student's name, and the month and year in which the degree is expected to be conferred.
3. The dissertation may be typed or printed from a computer. Alternatively, a copy of any of the aforementioned formats may be submitted to ensure long-term storage.
4. There are no particular rules regarding the format of the dissertation, but universal formatting standards used in each academic field shall be met for all text, including figures, tables, and photos. However, a summary and publication list must always be included.
5. All citations shall include the name of the author(s), title of the work, title of the academic journal (or book title, editor, publishing company), volume, page (first-last), and year of publication.

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