中国科学院大学研究生学位论文撰写规范指导意见

Guidelines of University of Chinese Academy of Sciences for Writing a Thesis/Dissertation

学位论文是研究生科研工作成果的集中体现，是评判学位申请者学术水平、授予其学位的主要依据，是科研领域重要的文献资料。为提高研究生学位论文的撰写质量，促进学位论文在内容和格式上的规范化，根据《学位论文编写规则》（GB/T 7713.1—2006）和《信息与文献 参考文献著录规则》（GB/T 7714—2015）等国家有关标准，结合《中国科学院大学研究生学位论文撰写规定》，特制定本指导意见。

A thesis/dissertation directly reflects a student's research achievements, and serves as a major basis for evaluating the applicant's academic level and for granting academic degrees. It also constitutes important literature in scientific research. In order to improve the quality and standardize the contents and formats of the degree thesis/dissertation, the Guidelines were formulated based on Guidelines for Writing a Thesis/Dissertation (GB/T 7713.1—2006), Information and Documentation—Rules for Bibliographic References and Citations to Information Resources (GB/T 7714—2015), Rules of the University of Chinese Academy of Sciences for Writing a Graduate Thesis/Dissertation and relevant national standards.

1.组成部分及要求

1.Contents of a thesis/dissertation

学位论文一般由以下几个部分组成：封面、原创性声明及授权使用声明、摘要、目录、正文、参考文献、附录、致谢、作者简历及攻读学位期间发表的学术论文与研究成果等。

In general, a thesis/dissertation should include the following parts: cover, statement of originality and authorization statement for thesis/dissertation use, abstract, table of contents, main body, references, appendix, acknowledgments, the author's resume and a list of published papers and research results during study.

(1) 封面

Cover

一律采用中国科学院大学规定的统一中英文封面（见样张 1 和样张 2），封面包含内容如下：

The thesis/dissertation cover should use the format required by UCAS (see template 1 and 2), and include the following parts:

1.1密级

1.1Classification

涉密论文必须在论文封面标注密级，同时注明保密年限。公开论文不标注密级，可删除

此行。

The confidentiality level and duration shall be marked on the cover of the classified thesis/dissertation. The confidentiality level shall not be marked for a published thesis/dissertation, where this line of description can be deleted.

1.2论文题目

1.2 Thesis title

应简明扼要地概括和反映整个论文的核心内容，一般不宜超过 25 个汉字（符），英文题目一般不应超过 150 个字母，必要时可加副标题。题目中避免使用缩略词、首字母缩写词、字符、代号和公式等。

A Chinese title should offer the core ideas briefly with no more than 25 Chinese characters. An English title should normally have no more than 150 letters. A subtitle can be used if necessary. Abbreviations, acronyms, characters, codes and equations should be avoided in the title.

1.3 作者姓名

1.3 The author’s name

根据《中国人名汉语拼音字母拼写规则》（GB/T 28039—2011），英文封面中的姓和名分写，姓在前，名在后，姓名之间用空格分开。姓和名需写全拼，开头字母大写。

According to The Chinese Phonetic Alphabet Spelling Rules for Chinese Names (GB/T 28039—2011), the surname and the given name in the English cover should be separated by spaces with the surname in the front and the given name in the back. The surname and the given name should be written in full with the initial letter capitalized.

1.4 学科专业

1.4 Discipline and major

填写攻读学位的二级学科专业全称，不可用简写。

The full name of the secondary discipline in which the author studies is required. No abbreviations could be used.

1.5 指导教师

1.5 Supervisors

需同时填写导师姓名、专业技术职务和工作单位。如果有多位导师，第一导师在前，第二导师等依次在后（需经培养单位批准，并在学籍系统完成备案）。学位论文在指导小组的指导下完成的，应注明指导小组成员相应信息。

Fill in the name, professional and technical titles, and work address of the supervisor. If there is more than one supervisor, the name of the first supervisor should be in the front and the name of the second and other supervisors should follow in order (subject to approval by relevant institutes or schools and recorded in the student registration system). If the thesis/dissertation is completed under the guidance of the Steering Group, the corresponding information of the Steering Group

members should be indicated.

1.6 学位类别

1.6 Degree category

包括学科门类（学术型）或专业学位类别以及学位级别。学科门类如理学、医学等，专业学位类别如工程、工商管理等。学位级别包括硕士、博士。

“Degree category” includes discipline categories (academic degree) or professional degree categories as well as degree levels. Discipline categories include science, medicine, etc., and professional degree categories include engineering, business administration, etc. The degree level includes master’s and doctoral degrees.

1.7 培养单位

1.7 Institute/school

填写就读研究所或学院全称，如中国科学院 XX 研究所、中国科学院大学 XX 学院。

Fill in the full name of the institute or school such as the XX Institute of the Chinese Academy of Sciences and the XX School of the University of Chinese Academy of Sciences.

1.8 时间

1.8 Time

填写论文提交学位授予单位的年月，使用阿拉伯数字标注。一般夏季申请学位的论文标注 6 月，冬季申请学位的论文标注 12 月。例如：2016 年 6 月，2016 年 12 月。

Arabic numerals should be used to fill in the year and month of the thesis/dissertation submitted to the degree conferring institution. Generally, the papers applying for a degree in summer are marked with June, and the papers applying for a degree in winter are marked with December. For example: June, 2016; December, 2016.

(2) 原创性声明及授权使用声明

Statement of originality and authorization statement for thesis/dissertation use,

本部分内容提供统一的模版，具体内容见样张 3，提交时作者和导师须亲笔签名。

A template is provided for writing the statement (see template 3), and signature of the author and his/her supervisor should be included.

(3) 摘要和关键词

Abstract and key words

论文摘要包括中文摘要和英文摘要（Abstract）两部分。论文摘要应概括地反映出本论文的主要内容，说明本论文的主要研究目的、内容、方法、成果和结论。要突出本论文的创造性成果或新见解，不宜使用公式、图表、表格或其他插图材料，不标注引用文献。中文摘要的字数由各学科群分会根据本分会涉及学科专业的特点提出具体要求。英文摘要与中文摘要内容应完全一致。留学生用其他语种撰写学位论文时，中文摘要的字数由学科群分会具体制定，推荐不少于 5000 字。A thesis/dissertation abstract should include both Chinese and English

versions. The abstract should briefly summarize the main contents of the thesis/dissertation and explain the purpose, the research subject, methods, findings and conclusions of the paper. Innovative achievements or new propositions of the thesis/dissertation should be highlighted. Equations, figures or tables, and illustrations are not recommended and citations not needed. The number of words in the Chinese abstract is decided by the branches of each discipline group committee according to the characteristics of the disciplines involved in each discipline group. The English abstract and the Chinese abstract should be identical in contents. For international students' thesis/dissertation written in other languages, the number of words in the Chinese abstract is specifically formulated by the committee branch of each discipline group; word count of no less than 5,000 words is recommended.

摘要最后注明本文的关键词（3～5 个）。关键词是为了文献标引工作，从论文中选取出来, 用以表示全文主题内容信息的单词或术语。关键词以显著的字符另起一行并隔行排列于摘要下方，左顶格，关键词间用逗号隔开。英文关键词应与中文关键词对应，首字母应大写。

To facilitate document indexing, three to five key words indicating the main idea of the thesis/dissertation should be given following the abstract. The key words shall be written in a line under the abstract in notable characters from left to right and shall be separated by commas. Start the key words on a new line below the abstract, double-spaced. English keywords should correspond to Chinese keywords and the initial letter should be capitalized.

The abstract page should be numbered separately.

(4) 目录

Table of contents

目录应包括论文正文中的全部内容的标题，以及参考文献、附录和致谢等，不包括中英文摘要。目录页由论文的章、条、附录等序号、名称和页码组成。正文章节题名要求编到第三级标题，即×.×.×（如 1.1.1）。一级标题顶格书写，二级标题缩进一个汉字符位置，三级标题缩进两个汉字符位置。论文中如有图表，应有图表目录，置于目录页之后，另页编排。图表目录应有序号、图题或表题和页码。

目录页应单独编页。

The table of contents should include the titles of all the contents in the main body of the thesis/dissertation, as well as references, appendix and acknowledgments, excluding Chinese abstract and English abstract. This page should include serial numbers, names and page numbers of the chapters, articles and appendixes in the thesis/dissertation. The title of each chapter in the main body is required to be written to the third-level title, i.e. x.x.x (e.g., 1.1.1). The first-level title has no indentation, the second-level title is indented by one Chinese character, and the third-level title is indented by two Chinese characters. If there are any charts in the thesis/dissertation, there

should be a chart table, which shall follow the page of the table of contents. Chart table should include serial numbers, chart titles or table titles and page numbers.

The table of contents page should be numbered separately.

(5) 符号说明（如有）

Annotations of symbols (if any)

如果论文中使用了大量的物理量符号、标志、缩略词、专门计量单位、自定义名词和术语等，应编写成注释说明汇集表。若上述符号等使用数量不多，可以不设此部分，但必须在论文中首次出现时加以说明。

If there are many physical quantity symbols, symbols, abbreviations, specialized units of measurement, customized nouns and terms in the thesis/dissertation, a table of annotations should be provided. If not many symbols mentioned above are used, this table will not be necessary, but a symbol must be explained when it first appears in the thesis/dissertation.

(6) 正文

The body

正文一般包括引言（或绪论）、论文主体及结论等部分。各学科群可根据需要制定相应的正文结构。

提供以下两种结构供学生参考使用，例如：

第一种结构：第 1 章 引言、第 2 章 材料与方法、第 3 章 结果、第 4 章 讨论、第 5 章 结论与展望；

第二种结构（适用于几部分相对独立又有联系的研究内容）：第 1 章 引言、第 2 章 ××××（第一部分研究内容）、第 3 章 ××××（第二部分研究内容）、第 4 章 ××××（第三部分研究内容）、第 5 章 结论与展望。

In general, the body of the thesis/dissertation includes introduction, main body and conclusion, etc. Different disciplines can formulate the body structure as needed.

The following two ways of organization are provided for students' reference, for example:

The first way of organization: Chapter 1 Introduction, Chapter 2 Materials and Methods, Chapter 3 Research Results, Chapter 4 Discussions, Chapter 5 Conclusion and Prospect;

The second way of organization (applicable to several relatively independent but related research contents): Chapter 1 introduction, Chapter 2 ×××× (the first part of research contents), Chapter 3 ×××× (the second part of research contents), Chapter 4 ×××× (the third part of research contents), and Chapter 5 Conclusion and Prospect.

1.）或绪论（引言

1. Introduction

本论文所要解决的科学，国内外相关研究成果与进展述评，意义应包括选题的背景和）或绪论（引言，用足够的文字叙述，引言应独立成章。基本思路和论文结构等、所运用的主要理论和方法、与技术问题

。缩小前人的工作和自己的工作、不夸大，要求实事求是。不与摘要雷同

The Introduction gives the background information on the chosen subject and explains the significance of the ideas presented. This part should also include literature review on previous research in this area both at home and abroad, scientific and technological research problem(s) that the thesis/dissertation aims to solve, main theory (or theories) and method(s), logic of reasoning and paper structure. Written in a separate chapter, the Introduction should give details and should not replicate the abstract. It should be realistic and not exaggerate or depreciate the value of the author's own work or that of previous studies.

2.论文主体

2. The main body of the thesis/dissertation

论文主体是正文的核心部分，占主要篇幅，它是将学习、研究和调查过程中筛选、观察和测试所获得的材料，经过加工整理和分析研究，进而形成论点。由于不同学科专业及具体选题的差异，此部分不作统一规定，可以按照章节体表述，也可以按照"研究背景-材料与方法-结果-讨论"的表述形式组织论文。但总体内容必须实事求是，客观真切，准确完备，合乎逻辑，层次分明，简练可读。

The main body is at the core of the thesis/dissertation. In this part, materials selected and obtained from reading, observation and experiments during the process of study, research and investigation are processed, sorted and analyzed to form arguments. Different majors/subjects lead to variances in topic selection. Thus, no uniform requirement is stipulated for this part. The thesis/dissertation can be written in chapters or in the structure of "research background-materials and methods-results-discussion". The writings, however, must be realistic and complete. It should have proper logic, effective reasoning and reliable arguments, clear structure, and also concise and comprehensible language.

3.结论

3. Conclusion

结论是对整个论文主要成果的总结，不是正文中各章小结的简单重复，应准确、完整、明确、精炼。应明确指出本研究的创新点，对论文的学术价值和应用价值等加以预测和评价，说明本项研究的局限性或研究中尚难解决的问题，并提出今后进一步在本研究方向进行研究工作的设想或建议。结论部分应严格区分本人研究成果与他人科研成果的界限。

The conclusion summarizes the major findings of the thesis/dissertation clearly, concisely, accurately and completely. It shall not be a simple repetition of every chapter's conclusion.It should also clarify the originality of the research, and predict and evaluate the thesis/dissertation's academic value and application value. In addition, the author must state limitations and unsolved problems in research, providing suggestions for further research. The author's own research achievements should be strictly distinguished from others'.

(7) 参考文献

references

本着严谨求实的科学态度撰写论文，凡学位论文中有引用或参考、借用他人成果之处，均应按不同学科论文的引用规范，列于文末（通篇正文之后），严禁抄袭剽窃。

The thesis/dissertationshould reflect a rigorous and realistic scientific research approach. At the end of the dissertation, according to citation requirements of different disciplines, the author should list references for any citation, reference or borrowing of others' research results or ideas. Plagiarism is strictly prohibited.

(8) 附录（如有）

Appendix (if any)

主要列入正文内过分冗长的公式推导，供查读方便所需的辅助性数学工具或表格，重复性数据图表，论文使用的缩写，程序全文及说明等。

It mainly includes excessively complex formula derivation in the thesis/dissertation, auxiliary mathematical tools or sheets for reference, repetitive data charts, abbreviations, full text of program and explanation, etc.

(9) 致谢

Acknowledgments

对给予各类资助、指导和协助完成研究工作，以及提供各种对论文工作有利条件的单位及个人表示感谢。致谢应实事求是，切忌浮夸与庸俗之词。

This section allows the author to express his/her gratitude to institutions and individuals that have provided various kinds of financial assistance, guidance and help during the research, as well as various favorable conditions provided for writing the dissertation. Acknowledgments should be realistic and avoid grandiose or otherwise improper wording.

(10) 作者简历及攻读学位期间发表的学术论文与研究成果

The author's resume and a list of published papers and research results during study

作者简历应包括从大学起到申请学位时的个人学习工作经历。

按学术论文发表的时间顺序，列出作者本人在攻读学位期间发表或已录用的学术论文清单（著录格式同参考文献）。其他研究成果可以是申请的专利、获得的奖项及完成的项目等。

The author's study and work experiences from university up until his/her application for the relevant degree should be included in the resume.

Published or employed papers of the author during study should be listed in chronological order of publication (The format of description is the same as that of references). Patents, rewards and finished projects can be considered as the author's other research results.

2.书写规范

Writing norms

(1)论文的字数要求

Requirement for word count

各学科群分会可根据本分会涉及学科专业的特点提出具体要求。

The branches of each discipline group committee can set specific standards for word count according to the characteristics of the disciplines involved in each discipline group.

(2)文字、标点符号和数字

Characters, punctuation and numbers

除外国来华留学生及外语专业研究生外，学位论文一律用国家正式公布实施的简化汉字书写。标点符号的用法以 GB/T 15834—2011《标点符号用法》为准。数字用法以 GB/T 15835—2011《出版物上数字用法》为准。

Graduate students (except for international students and students majoring in foreign languages) should normally write in simplified Chinese characters promulgated by China's State Council. The thesis/dissertation should use punctuation in accordance with General Rules for Punctuation(GB/T 15834—2011), and use numbers in accordance with General Rules for Writing Numerals in Public Texts(GB/T 15835—2011).

外国来华留学生可用中文或英文撰写学位论文，但应有详细的中文摘要。外语专业的学位论文应用所学专业相应的语言撰写，摘要应使用中文和所学专业相应的语言对照撰写。

International students studying in China can write a thesis/dissertation in either Chinese or English. But a detailed abstract in Chinese is required. For any student majoring in foreign languages, the thesis/dissertation should be written in the language he/she studies, with abstracts written in both Chinese and the corresponding language.

为了便于国际合作与交流，学位论文亦可有英文或其他文字的副本。

To facilitate international cooperation and exchanges, a copy of the degree thesis/dissertation in English or other language(s) can be included.

(3)论文正文

The body of a thesis/dissertation

3.1 章节及各章标题

3.1 Chapters and chapter titles

论文正文必须由另页右页开始。

The main body of a thesis/dissertation is required to start on a separate recto page.

分章节撰写时每章应另起一页。各章标题中尽量不采用英文缩写词，对必须采用者，应使用本行业的通用缩写词。标题中尽量不使用标点符号。

Each chapter should be written on a separate page. Usage of English abbreviations in the title of each chapter should be avoided whenever possible. For those that must be used, they should be the abbreviations commonly used in the industry. Punctuation in the title should be avoided.

若按照“研究背景-材料与方法-结果-讨论-结论与展望”的形式撰写论文时，研究背景、材料与方法、结果、讨论、结论与展望分别单独成为章节并作为章节标题使用。

If the thesis/dissertation is to proceed in the form of "Research background - Materials and methods - Results - Discussions - Conclusions and Prospects", then these five aspects should constitute separate chapters titled as such respectively.

3.2 序号

3.2 Sequence number

3.2.1 标题序号

3.2.1 Title number

论文标题分层设序。层次以少为宜，根据实际需要选择。各层次标题一律用阿拉伯数字连续编号；不同层次的数字之间用小圆点“．”相隔，末位数字后面不加点号，如“1.1”，“1.1.1”等；章的标题居中排版，各层次的序号均左起顶格排，后空一个字距接排标题。例如：

The titles of the thesis/dissertation should be arranged in order. It is better to have fewer levels in a thesis/dissertation. The titles at all levels shall be numbered consecutively with Arabic numerals; numbers at different levels are separated by “.” and the last digit is not followed by “.”, such as “1.1”, “1.1.1”, etc. The title of the chapter is placed in the center, and the serial numbers of all levels are placed in the top grid from the left, and the title is placed one word spacing away from the number. For example:

3.2.2 图表等编号

3.2.2 Numbers for figures, tables, etc

论文中的图、表、附注、公式、算式等，一律用阿拉伯数字分章依序连续编码。其标注形式应便于互相区别，如：图 l.1（第 1 章第一个图）、图 2.2（第 2 章第二个图）；表 3.2（第 3 章第二个表）等。

The figures, tables, notions, formulas and equotions in the paper are all numbered in sequence by Arabic numerals. The labeling forms should be easily distinguishable from each other such as Figure l.1 (the first figure in Chapter 1) and Figure 2.2 (the second figure in Chapter 2); Table 3.2 (Chapter 3, Second Table), etc.

3.2.3 页码

3.2.3 Page number

页码从引言（或绪论）开始按阿拉伯数字（1，2，3……）连续编排，页码应位居左页左下角、右页右下角；此前的部分(中英文摘要、目录等)用大写罗马数字（I，II，III…）单独编排，页码位于页面下方居中。

The page numbers shall be arranged consecutively according to Arabic numerals (1, 2, 3 …) starting from the preface (or introduction), and shall be in the lower left corner of the left page or

the lower right corner of the right page. The previous sections (Chinese and English abstracts, catalogues, etc.) are arranged separately with capital Roman numerals (I, II, III…) and the page numbers are centered at the bottom of the page.

3.2.4 页眉

3.2.4 Header

页眉从摘要开始，奇数页上标明“摘要”、“Abstract”、“目录”、“图表目录”等，偶数页上标明论文题目。正文（即第 1 章开始到最后一章）的页眉，奇数页上注明每一章名称，偶数页上注明论文题目。参考文献、附录、致谢等的页眉，奇数标明“参考文献”、“附录”、“致谢”等，偶数页上标明论文题目。页眉居中设置。

From the abstract page till the main body, the header of the odd-numbered pages should be “摘要”, “Abstract”, “Table of contents”, “Table of figures”, whereas that of the even-numbered pages should be the title of the paper. The header of the main body (i.e. Chapter 1 to the last chapter) for odd-numbered pages shall be the name of each chapter, and that for even-numbered pages shall be the title of the dissertation. The headers of references, appendices and acknowledgments shall be "references", "appendices" and "acknowledgments" for odd-numbered pages, and the dissertation title for even-numbered ones. The header should be centered.

3.2.5 名词和术语

3.2.5 Nouns and terminologies

科技名词术语及设备、元件的名称，应采用国家标准或部颁标准中规定的术语或名称。标准中未规定的术语要采用行业通用术语或名称。全文名词术语必须统一。一些特殊名词或新名词应在适当位置加以说明或注解。双名法的生物学名部分均为拉丁文，并为斜体字。

Scientific and technological terms and names of equipment and components shall be in accordance with those specified in national or ministerial standards. Terms not specified in the standard shall adopt commonly used ones or names in the industry. Terminologies must be unified throughout the text. Special nouns or new nouns should be explained or annotated in appropriate places. In biology where binomial method is adopted, the scientific name shall be in Latin and italicized.

采用英语缩写词时，除本行业广泛应用的通用缩写词外，文中第一次出现的缩写词应该用括号注明英文原词。

When English abbreviations are used in the paper, the abbreviations first appeared in the text shall indicate the original English words in brackets, except for common abbreviations widely used in the industry.

3.2.6 量和单位

3.2.6 Measurement and Unit

量和单位要严格执行 GB 3100～3102—93（国家技术监督局 1993-12-27 发布，1994-07-01 实施）有关量和单位的规定。量的符号一般为单个拉丁字母或希腊字母，并一律采用斜体（pH 例外）。

Measurement and unit should comply with the announcement GB 3100～3102—93 (promulgated by China StateBureauofTechnicalSupervision on December 27, 1993 and implemented on July 01, 1994).The symbol of measurement shall be a single Latin or Greek letter, and is always italicized (except pH).

3.2.7 图和表

3.2.7Figures and tables

(1)图

(1) Figures

图包括曲线图、构造图、示意图、框图、流程图、记录图、地图、照片等，宜插入正文适当位置。引用的图必须注明来源。具体要求如下：

Figures, including graphs, structural maps, sketches, block diagrams, flowcharts, record graphs, maps, photographs, etc, should be inserted in appropriate places in the dissertation. And sources of referenced figures must be clear. Specific requirements are as follows:

a. 图应具有“自明性”，即只看图、图题和图例，不阅读正文，

就可理解图意。每一图应有简短确切的题名，连同图号置于图下居中。

a. Figures should be "self-explanatory", that is, the figure can be understood without reference to the text. Each figure shall have a short and exact title, and the title shall be centered under the figure together with the figure number.

b. 图中的符号标记、代码及实验条件等，可用最简练的文字横排

于图框内或图框外的某一部位（全文统一）作为图例说明。论文中图的题名和图例需用中文及英文两种文字表达。

b. Symbols, codes and experimental conditions in the figure can be horizontally arranged inside or outside the drawing frame (in the same format throughout the text). Titles and legends of figures in the text should be expressed in both Chinese and English.

c. 照片图要求主要显示部分的轮廓鲜明，便于制版，如用放大、

缩小的复制品，必须清晰，反差适中，照片上应有表示目的物尺寸的标尺。

c. The main part of photographs should be clear for plate-making. If enlarged or reduced copies are used, they must be clear and have moderate contrast. And the photo should have a scale indicating the size of the object.

图片一般设为高 6cm×宽 8cm，但高、宽也可根据图片量及排版需要按比例缩放。中文（宋体）英文（Times New Roman）图注为 5 号字，1.5 倍行距。

Figures are generally set to be 6cm×8cm, and the length and width can also be scaled

according to the quantity and typesetting requirements. The Chinese (Simsun) and English (Times New Roman) captions are 5-point font with 1.5 line spacing.

示例：

e.g.

图 1.1　图标题

Figure 1.1 Title

(2)表

(2) Tables

表的编排一般是内容和测试项目由左至右横读，数据依序竖排，应有自明性，引用的表必须注明来源。具体要求如下：

Contents and test items of the table are generally arranged in a horizontal manner from left to right, and data are arranged vertically in order and should be self-explanatory. The cited table must be indicated the source. Specific requirements are as follows:

a.每一表应有简短确切的题名，连同表序号置于表上居中。必要

时，应将表中的符号、标记、代码及需说明的事项，以最简练的文字横排于表下作为表注。论文表的题名需用中文及英文两种文字表达，表注可用中英文两种文字表达或只用中文表达。

a. Table titles should be short and exact, and the table number should be centered above the table. Symbols, marks, codes and items to be explained in the table shall be concise and arranged horizontally under the table as captions when necessary. The title of the table should be expressed in both Chinese and English, and captions can be expressed in both Chinese and English or only in Chinese.

b. 表内同一栏数字必须上下对齐。表内不应用“同上”、“同左”等类似词及“〃”符号，一律填入具体数字或文字，表内“空白”代表未测或无此项，“—”或“…”（因“—”可能与代表阴性反应相混）代表未发现，“0”该表实测结果为零。

b. Numbers in the same column must be vertically aligned. Words like "ditto", "same with left" and "〃" should not be used in the table, and the specific numbers or characters should be filled in. The blank in the table indicates that there is no test or this item, and "-" or "…" (as "-" may also represent negative reaction) indicates that no test is found, and "0" indicates that the

measured result is zero.

c. 表格尽量用“三线表”，避免出现竖线，避免使用过大的表格，确有必要时可采用卧排表，正确方位应为“顶左底右”，即表顶朝左，表底朝右。表格太大需要转页时，需要在续表表头上方注明“续表”，表头也应重复排出。

c. Use "three-line table" as far as possible to avoid vertical lines and overly large tables. If necessary, use horizontal tables, where the top of the table is left, the bottom of the table is right. When the form is too large to be placed within one page, it is necessary to mark "continued table" above the header of the continued table, and the header should be repeated.

示例：

e.g.

表 1.1　表标题

Table 1.1 Table Caption

XXX	XXXX
XXX	XXXX
XXX	XXXX
XXX	XXXX
XXX	XXXX

3.3）公式（表达式

3.3 Expression (formula)

应用从，如有两个以上的表达式。原则上应居中，论文中的表达式需另行起“1”

表达式与编号间用，编号采用右端对齐。并将编号置于括号内，开始的阿拉伯数字进行编号“...”

第，例如。表达式较多时可分章编号。连接3章第1：个表达式

Mathematical expressions in the paper must be written in a new line and should be centered. If there are more than two expressions, they shall be numbered consecutively with Arabic numerals starting from "1", and the number shall be placed in brackets and right-justified. The expression and the number are connected by "...". When expressions are used in large numbers, they can be numbered separately in chapters. For example, the first expression in Chapter 3:

$\tau_1 = \alpha_{11} + \mu_{21}\mu_{31}$ ...（3.1）

较长的表达式如必须转行，只能在+，-，×，÷，＜，＞等运算符之后转行，序号编于最后一行的最右边。

For a long expression which requires more than one line, it can be done only after operators+，-，×，÷，＜，＞, and the sequence number is right justified on the last line.

3.4 参考文献

3.4 references

各学科群可根据需要制定相应的参考文献格式规范，可参照国际刊物通行的参考文献格式，或者参照 GB/T 7714—2015《信息与文献 参考文献著录规则》执行。

Each discipline group can formulate corresponding format for standard requirements of references according to needs. It can refer to the reference format commonly used in international publications, or be based on Information and Documentation—Rules for Bibliographic References and Citations to Information Resources GB/T 7714 - 2015.

如学科群无相应的参考文献格式规范，推荐使用以下参考文献格式规范。

If there is no corresponding format for the discipline group, the following one is recommended.

3.4.1 参照 GB/T 7714—2015《信息与文献 参考文献著录规则》，参考文献可使用著者-出版年制或顺序编码制著录。推荐使用著者-出版年制，即在正文引用文献处标注著者姓名与出版年份，在文后的参考文献表中标注参考文献的详细信息。按先列中文文献，后列英文文献排列。顺序以作者姓氏拼音或者英文字母升序形式列出。

3.4.1 According to Information and Documentation-Rules for Bibliographic References and Citations to Information Resources GB/T 7714-2015, references can use the author-date system or the numeric system. The author-date system is recommended, i.e. the author's name and year of publication are marked in the citation section of the text, and detailed in the reference table following the text. Chinese literature is cited first, followed by English literature. References can be recorded in author-date system or the numeric system.

3.4.2 著者-出版年制在正文中的标注方式

3.4.2 Author-date system

正文中的标注方式分两种：其一，正文里已出现著作者姓名的，在其后用圆括号附上出版年份即可；其二，正文里仅提及有关的资料内容而未提到著作者，则在相应文句处用圆括号标注著作者姓名和出版年份，两者之间以逗号隔开（圆括号、逗号使用中文半角符号）。

There are two ways to cite references in the main body of the text: (1) when the author’s name is part of the sentence, place only the year of publication in parentheses shall be placed; (2) when the author is not mentioned, place in parentheses the author’ s name and year of publication separated by commas (Chinese half-width parentheses and commas).

例如：

Michael 等（1995）根据……的研究，首次提出……。其中关于……（Michael 等.，1995），是当前中国……得到迅速发展的研究领域（张永，2003）。

For example:

Michael 等（1995）根据……的研究，首次提出……。其中关于……（Michael 等.，1995），是当前中国……得到迅速发展的研究领域（张永，2003）.

引用同一著者在同一年份出版的多篇文献时，在出版年份之后用英文小写字母 a、b、

c……区别。如：（张永，2005a，b）。

If the author has more than one reference in the same year, add English lowercase letters a, b, c... after the year of publication to differentiate. For example: （张永，2005a，b）.

多处引用同一著者的同一文献时，在“（）”外以角标的形式著录引文页码。引用有两个以上同姓的著者的外文文献时，则著者要加名字的缩写，但不必加缩写点。例如：（张永等，2005）8；（张永 等，2005）12-15。

When citing the same reference from the same author at different places by the author-date system, the page number of the citation should be given as superscript of "( )". If a reference has more than two authors with the same surname, the initials of the authors' names should be added without period. For example: （张永 等，2005）8;（张永 等，2005）12-15.

引用多位著者的文献时，对欧美著者只需标注第一个著者的姓，其后附“等”，仅两位作者的全部注出，中间用“和”；对中文著者应该标注第一著者的姓名，其后附“等”字，姓名与“等”字之间留一个空格。例如：（张永 等，2005）。

If a reference has more than two authors, only the surname of the first author is required for English authors, followed by "et al." When a reference has only two authors, give both names joined by "and". For Chinese authors, use the principal author's name followed by "等" with a space between the name and the word "等". For example: （张永 等，2005）.

同一处引用多篇文献时，按出版年份由近及远依次标注，中间用分号分开。例如：（Wang，2010；Simon and Feenberg，2003）

When citing more than one reference at one place by the author-date system, list them in reverse-chronological order according to the year of publication, separate different author and date with semicolons after date. For example: (Wang, 2010; Simon and Feenberg, 2003)

3.4.3 著者-出版年制参考文献表的编排

3.4.3 Reference list under author-date system

参考文献表加居中标题——“参考文献”，并列入全书目录。

凡正文里括注了著者姓名和年份的，其文献都必须列入参考文献表。参考文献应集中著录于正文之后，不得分章节著录。

参考文献表中的条目（不排序号），先按语种分类排列，语种顺序是：中文、日文、英文、俄文、其他文种。然后，中文和日文按第一著者的姓氏笔画排序，中文也可按汉语拼音字母顺序排列，西文和俄文按第一著者姓氏首字母顺序排列。

在参考文献中，当一个著者有多篇文献并为第一著作者时，该著者单独署名的文献排在前面（并按出版年份的先后排列），接着排该著者与其他人合写的文献。

著录项目与 GB/T 7714—2015《信息与文献 参考文献著录规则》中规定的顺序编码制基本相同，不同的仅为出版年份排于编著者之后。

The list of references has a central title – "References" and is listed in the catalogue.

The list of references shall include all references whose author's name and year of publication are mentioned in the main body of the dissertation. All the references should be listed after the text, should not be a seperate chapter.

The list of references (without serial numbers) should be arranged according to languages, and the order of languages is: Chinese, Japanese, English, Russian and other languages. Chinese and Japanese references should be arranged by the strokes of the surnames of principal authors (it is also possible to arrange Chinese references by alphabetical order of Chinese pinyin). Western languages and Russian should be arranged by the surname of the principal author alphabetically.

When citing more than one reference by the same first author, the reference with him/her as the only author should be listed before other references written with other people (and in the order of the year of publication).

The list order is basically the same as the sequence coding system stipulated in GB/T 7714-2015 Information and Documentation—Rules for Bibliographic References and Citations to Information Resources, NEQ, except that the year of publication should be arranged after the author.

3.4.4 参考文献标注的注意事项

3.4.4 Other tips for references

编著者姓名，一律姓在前、名在后。西文和俄文的姓全部著录，名字可用大写首字母（不加缩写点）。

As for author's name, list the names in the following order: surname first, then first name. The last names in western and Russian languages shall be given in full, and the first names can be capitalized (without initials period).

以机构和团体署名的文献，此机构或团体可作为编著者，但要用全称，而不用简称或缩写。

For works written by organizations or committees, such organizations or committees may be treated as authors, in which case their full names should be used instead of abbreviations.

编著者不明的文献，编著者一项应注明“佚名”，或用其他与之相应的词。

For references whose authors are unknown, "unknown"shall be indicated or use other words which have similar effect.

编著者为 3 人以下时全部著录，用逗号分隔；3 人以上可只著录前 3 人，后加“，等”，外文用“, et al.”，“et al.”不必用斜体。

When the number of authors is less than three, all of them shall be listed and separated by commas. If there are more than three authors, only the first three authors can be listed, with "etc" added after "et al." in foreign languages, “et al.” and “et al.” need not be italicized.

外文文献大写字母的使用要符合文种本身的习惯用法。

The use of capital letters in foreign language documents should conform to the idiomatic usage of the language itself.

外文期刊刊名应列出全名，期刊名排正体。

The title of a foreign journal should be represented in its full name, and the title of the journal should be in the correct form.

期刊只列出卷号，不必标“卷”或“Vol”等；如果是分卷图书，则应加“卷”或“册”或“Vol”或其他语种相应的词（外文缩写词不加缩写点，首字母大小写应全文统一）。

For journals, only Volume numbers need to be listed, indicating “volume” or “Vol” is not necessary. If a book is divided into Volumes, words corresponding to “volumes” or “vol” or in other languages shall not be added with period (abbreviations in foreign languages are not added, and the case of initial letters should be unified throughout the text).

参考文献的版次、卷、期、页码等一律用阿拉伯数字表示。版次中中文版次著录为“第 2 版”、“第 3 版”……（第 1 版不必列出），西文文献的版次著录为“2nd ed”、“3rd ed”或其他语种相应的词 。

The editions, volumes, periods and page numbers of references are all expressed in Arabic numerals. In the editions, the Chinese editions are recorded as “2nd edition” and “3rd edition”... (the 1st edition need not be listed), and the editions of western documents are described as “2nd ed”, “3rd ed” or the corresponding words in other languages.

出版年采用公元纪年，并用阿拉伯数字著录。如有其他纪年形式时，将原有的纪年形式置于“（）”内。

For the year of publication, Anno Domini recorded by Arubic numerals shall be adopted and record by Arabic numerals. If there are other forms of chronology, place the original form of chronology in “()”.

如：1947（民国三十六年）

For example: 1947（民国三十六年）

日文文献中的汉字要用日文汉字。

When writing Japanese references, Hanzi shall be written in Hanji.

参考文献中使用的标点符号：

Punctuation in references:

，用于同一著作方式的责任者、“等”“译”字样、出版年、期刊年卷期标识中的年和卷号前。

“,” is used in front of the author names, Chinese characters like “等” and “译”, the publication year, the issue year and the volume number of journals.

：用于其他题名信息、出版者、引文页码、析出文献的页码、专利号前。

“:” is used before other title information, the publisher, the pages of citation, the pages of

extracted literature and patent number.

（）用于期刊年卷期标识中的期号、报纸的版次、电子资源的更新或修改日期以及非公元纪年的出版年。

“()” is used for the issue number of journals, the edition number of newspapers, the update or modification date of the electronic resources and the non-AD publication year.

[] 用于序号、文献类型、电子文献的引用日期以及自拟的信息。

“[]” is used for the serial number, the document type, the citation date of Electronic literature and self-edited information.

//用于专著中的析出文献的出处项前。

“//” is used in front of the source of the extracted literature from monographs.

- 用于起讫序号和起讫页码间。

“-” is used between the start page and the end page.

. 于题名项、析出文献题名项、连续出版物的“年卷期或其他标识”项、版本项、出版项等之前。每一条参考文献的结尾可用“.”号。

“.” is used in front of the article title, the title of the extracted literature, the issue number and the volume number of serials, the edition number and the publisher. Every reference can end with a ".".

3.4.5 主要参考文献著录表格式

3.4.5 The Description Format of Major References

（1）专著：指以单行本或多卷册形式，在限定期内出版的非连续性出版物。包括各种载体形式出版的普通图书、古籍、学位论文、技术报告、会议文集、汇编、多卷书、丛书等。其著录格式为：

(1) Monographs: non-serial publications in the form of offprints or multi volumes. They are published within a limited period, including ordinary books, ancient books, dissertations, technical reports, conference collections, compilations, multi-volume books, series books in various aarrier format, etc.

主要责任者.题名：其他题名信息[文献类型标志（电子文献必备，其他文献任选，以下同）].其他责任者（任选）.版本项.出版地：出版者，出版年：引文起-止页码[引用日期（联机文献必备，其他电子文献任选，以下同）].获取和访问路径（联机文献必备，以下同）.

Format: The first author. Title: other title information [reference type sign (compulsory for electronic literature, optional for other documents, the same below)]. Other authors (optional). Edition. Place of publication: publisher, year of publication: pages [Date of citation (compulsory for online documents, optional for other electronic literature, the same below)]. Access path: (compulsory for online documents, the same below).

示例如下：

Examples:

李祥浩.青藏高原东缘环境与生态[M].成都：四川大学出版社，2002.

田婉淑，江耀明.中国两栖爬行动物鉴定手册[M].北京：科学出版社，1986：98-106.

赵耀东.新时代的工业工程师[M/OL].台北：天下文化出版社，1998[1998-09-26].http://www.ie.nthu.edu.tw/info/ie.newie.htm.

辛希孟.信息技术与信息服务国际研讨会论文集：A 集[C].北京：中国社会科学出版社，1994.

PEEBLES P Z, Jr. Probability, random variable, and random signal principles[M]. 4th ed. New York: McGraw Hill, 2001.

林钰婷.台产攀蜥属之细胞遗传研究[D].台湾.台湾师范大学生命科学研究所，2006.

（2）从专著中提取的文献：提取具有独立标题的文献。

(2) Extracted literature from monographs: extracted literature with independent titles.

析出文献主要责任者.析出文献题名[文献类型标志].析出文献其他责任者//专著主要责任者.专著题名：其他题名信息.版本项.出版地：出版者，出版年：析出文献的页码[引用日期].获取和访问路径.

Format: The first author. Title of the analyzed document [document type sign]. Other author(s) // The first author of monographs. Title of the monograph: other title information. Edition. Place of publication: publisher, year of publication: pages of analyzed documents [Date of citation]. Access path.

示例如下：

Example:

程根伟.1998 年长江洪水的成因与减灾对策[M]//许厚泽，赵其国.长江流域洪涝灾害与科技对策.北京：科学出版社，1999：32-36.

（3）连续出版物：一种载有卷期号或年月顺序号、计划无限期地连续出版发行的出版物，包括以各种载体形式出版的期刊、报纸等。其著录格式为：

(3) Serial publications: publications with volume numbers or chronological numbers. With no predetermined deadline, this type includes journals, newspaper and other materials published in various forms.

主要责任者.题名：其他题名信息[文献类型标志].年，卷（期）-年，卷（期）.出版地：出版者，出版年[引用日期].获取和访问路径.

Format: The first author. Title: other title information [Document type sign]. Year, Vol. (no.) – Year, Vol. (no.). Place of publication: publisher, year of publication [Date of citation]. Access path.

示例如下：

Examples:

中国地质学会.地质论评[J].1936,1（1）-.北京：地质出版社，1936-.

中国图书馆学会.图书馆学通讯[J].1957（1）-1990（4）.北京：北京图书馆，1957-1990.

American Association for the Advancement of Science[J]. Science. 1883,1(1)-. Washington, D.C.: American Association for the Advancement of Science, 1883-.

（4）期刊、报纸等连续出版物中的析出文献，其著录格式如下：

析出文献主要责任者.析出文献题名[文献类型标志].连续出版物题名：其他题名信息，年，卷（期）：页码[引用日期].获取和访问路径.

(4) Extracted literature from journals and newspaper

Format: The first author of analyzed documents. Title of analyzed documents [Document type sign]. Title of serial publications: other title information, year, Vol. (no.): Pages [Date of citation]. Access path.

示例如下：

Examples:

王静，周启心，田孟，等.树鼩模型：抑郁症的社会竞争失败与学习和记忆的被捕获条件反射[J].动物学研究，2011,32:24-30.

郑本兴.云南玉龙雪山第四纪冰期与冰川演化模式[J].冰川冻土，2000,22（1）：53-61.

傅刚，赵承，李佳路.大风沙过后的思考[N/OL].北京青年报，2000-04-12（14）[2002-03-06].http://www.bjyouth.com.cn/Bqb/20000412/B/4216%5ED0412B1401.htm.

（5）专利文献，其著录格式如下：

(5) Patent literature

专利申请者或所有者.专利题名：专利国别，专利号[文献类型标志].公告日期或公开日期[引用日期].获取和方位路径.

Format: Patent applier(s) or owner(s). Title: nationality, patent number [Document type sign]. Issue date [Date of citation]. Access path.

示例如下：

Examples:

江锡洲.一种湿热外敷药制备方案：中国，88105607.3[P].1989-07-26.

西安电子科技大学.光折变自适应光外差探测方法：中国，01128777.2[P/OL].2002-03-06.http://211.152.9.47/sipoasp/zljs/hyjs-yx-new.asp?recid=01128777.2&leixin=0.

（6）电子文献：以数字方式将图、文、声、像等信息存储在磁、光、电介质上，通过计算机、网络或相关设备使用的记录有知识内容或艺术内容的文献信息资源，包括电子书刊、数据库、电子公告等。凡属电子图书、电子图书或报刊等的析出文献其著录格式分别按上述有关规则处理外，其他的电子文献著录格式如下：

(6) Electronic literature: information and references containing knowledge or artistic contents, including electronic books and journals, databases, electronic bulletins, etc., whose original information such as pictures, texts, sound and images are stored on magnetic, optical and dielectric media in digital form and then displayed in computers, internet or related devices.

Description formats of extracted literature of electronic books and electronic books or newspaper respectively follow the rules mentioned above. The format of other electronic literature is as follows.

主要责任者.题名：其他题名信息[文献类型标志/文献载体标志].出版地：出版者，出版年（更新或修改日期）[引用日期].获取和访问路径.

The first author. Title: other title information [document type sign/ document carrier sign]. Place of publication: publisher, year of publication (updated or revised date) [Date of citation]. Access path.

示例如下：

Example:

Online Computer Library Center, Inc. History of OCLC[EB/OL]. [2000-01-08]. http://www.oclc.org/about/history/default.htm.

3.5 顺序编码制的著录规则

3.5 Serial Number Marking

参考文献如果按照顺序编码制著录，可参照 GB/T 7714—2015《信息与文献参考文献著录规则》执行。

If serial number marking is adopted in references, please refer to Information and Documentation—Rules for Bibliographic References and Citations to Information Resources GB/T 7714-2015.

3.排版与印刷要求

3. Requirements for Formatting and Printing

(1) 纸张要求和页面设置

(1) Paper Requirements and Page Settings

项目名称	要求
Item	Requirement
纸张	A4（210mm×297mm），幅面白色
Paper	A4 (210mm×297mm), white
页面设置	上、下 2.54cm，左、右 3.17cm，页眉、页脚距页边界 1.5cm 封面采用国科大统一格式
Page Setting	Margins: left and right 3.17 cm, top and bottom 2.54 cm. The distance of page header and page footer from page edges: 1.5 cm. Cover page: the common format of UCAS.
页眉	宋体小五号居中，Abstract 部分用 Times New Roman 体
Page Header	9pt, Simsun, centered; Times New Roman for Abstract.
页码	Times New Roman 体小五号
Page Number	9pt, Times New Roman

(2) 封面

(2) Covers

项目名称	中文要求	英文要求
Project Name	Requirement for Chinese Content	Requirement for English Content
论文题目	黑体小三号加粗，单倍行距	Times New Roman 体小三号加粗居中
Title	15pt, Simhei, bolded, single placed	15pt, Times New Roman, bolded, centered
作者姓名	宋体四号加粗	Times New Roman 体四号加粗
Name of Author	14pt, Simsun, bolded	14pt, Times New Roman, bolded
指导教师	宋体四号加粗	Times New Roman 体四号加粗
Name of Supervisor	14pt, Simsun, bolded	14pt, Times New Roman, bolded
学位类别	宋体四号加粗	Times New Roman 体四号加粗
Degree Category	14pt, Simsun, bolded	14pt, Times New Roman, bolded
学科专业	宋体四号加粗	Times New Roman 体四号加粗
Discipline	14pt, Simsun, bolded	14pt, Times New Roman, bolded
培养单位	宋体四号加粗	Times New Roman 体四号加粗
Institute/School	14pt, Simsun, bolded	14pt, Times New Roman, bolded
完成日期	阿拉伯数字 Times New Roman 体四号加粗	阿拉伯数字 Times New Roman 体四号加粗
Finish Date	Arabic numeral, 14pt, Times New Roman, bolded	Arabic numeral, 14pt, Times New Roman, bolded

（3书脊）

(3) Spine

学位论文的书脊用黑体小四号字（可根据论文厚度适当调整）。上方写论文题目，中间写作者姓名，下方写“中国科学院大学”，距上下边界均为 3cm 左右（见样张 4）。

Words on the spine of the thesis/dissertation should be written in Simhei 12pt (it can be adjusted according to the thickness of the thesis/dissertation). The title of the thesis/dissertation should be written on the top, the name of the writer in the middle and "University of Chinese Academy of Sciences" in the bottom. The distances to the top and bottom boundaries should be 3cm (see prospectus 4).

（4）摘要和关键词

(4) Abstract and keywords

项目名称 Project Name	中文摘要 Chinese abstract	英文摘要 English abstract
标题 Title	摘要：二字间空一格，黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅 Abstract: one space between two words, Simhei 14pt and centered, single spaced, 24 point type before the paragraph and 18 after it.	Abstract：Times New Roman 四号加粗居中，单倍行距，段前 24 磅，段后 18 磅 Abstract：Times New Roman 14pt in bold and centered, single spaced, 24 point type before the paragraph and 18 after it.

段落文字 Words	宋体小四号，1.5 倍行距，段前段后 0 磅 Simsun 12pt, 1.5 spaced, 0 point type	Times New Roman 小四号，1.5 倍行距，段前段后 0 磅 Times New Roman 12pt, 1.5 spaced, 0 point type
关键词 Key words	宋体小四号，1.5 倍行距，段前段后 0 磅。“关键词”三字加粗 Simsun typeface 12pt, 1.5 spaced, 0 point type. “Key words” should be bolded.	Times New Roman 小四号，1.5 倍行距，段前段后 0 磅。“Key Words”两词加粗 Times New Roman12pt, 1.5 spaced, 0 point type. “Key words” should be bolded.

（5）目录

(5) Table of contents

项目名称 Project Name	示例 Example	要 求 Requirement
标题 Title	目 录 Contents	黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅 Simhei 14pt in bold and centered, single spaced, 24 point type before the paragraph and 18 behind it.
各章目录 Contents of the chapters	第 1 章 引言……1，或 第 1 章 研究背景……1 Chapter 1.....1, or Chapter 1.....1	黑体四号,单倍行距，段前 6 磅，段后 0 磅，两端对齐，页码右对齐 Simhei 14pt, 6 point type before the paragraph and 0 behind the paragraph, justified, right alignment for pages
一级节标题目录 Contents of the first-level headline of the section	1.2 文献概述…10，或 2.1 实验材料……10 1.2 literature review10 or 2.1Experimental Materials……10	黑体小四号，单倍行距，左缩进一个汉字符， 段前 6 磅，段后 0 磅，两端对齐，页码右对齐 Simhei 12pt in bold, single spaced, Left indented by a Chinese character, 6 point type before the paragraph and 0 behind it, justified, right alignment for pages
二级节标题目录 Contents of the second-level headline of the section	1.2.3 尚待解决的问题…10，或 2.2.2 细胞培养……15 1.2.3problemsremain unsolved10, or 2.2.2 cell cultivation……15	黑体小四号字,单倍行距，左缩进两个汉字符，段前 6 磅，段后 0 磅，两端对齐，页码右对齐 Simhei 12pt, single spaced, left indented by two Chinese characters, 6 point type before the paragraph and 0 behind it, justified, right alignment for pages

（6）正文

(6) The main body

项目名称 Project Name	示例 Example	要求 Requirements
各章标题 Titles of chapters	第1章 ××× Chapter 1×××	黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅，章序号与章名间空一个汉字符 Simhei 14pt in bold and centered, single spaced, 24 point type before the paragraph and 18 behind it, one Chinese character space between serial number and the title of the chapter.
一级节标题 First-level headline of the section	1.2 ×××× 1.2 ××××	黑体小四号顶左，单倍行距，段前 24 磅，段后 6 磅，序号与题名间空一个汉字符 Simhei 12pt in bold to the left, single spaced, 24 point type before the paragraph and 6 behind it, one Chinese character space between the number and the name of the title.
二级节标题 Second-level headline of the	1.2.1 ××× 1.2.1 ×××	黑体小四号顶左，单倍行距，段前 12 磅，段后 6 磅，序号与题名间空一个汉字符 Simhei 12pt in bold to the left, single spaced, 12 point type before the

section		paragraph and 6 behind it, one Chinese character space between the number and the name of the title.
三级节标题 Third-level headline of the section	1.2.1.1 ××× 1.2.1.1 ×××	黑体小四号居左，单倍行距，段前 12 磅，段后 6 磅，序号与题名间空一个汉字符 Simhei 12pt in bold to the left, single spaced, 12 point type before the paragraph and 6 behind it, one Chinese character space between the number and the name of the title.
段落文字（正文） Words (the main body)	×××××××××××××× ×××××××××××××××	宋体小四号（英文用 Times New Roman 体），左端对齐书写，段落首行左缩进两个汉字符。段前段后 0 磅，1.5 倍行距（段落中有数学表达式时，可根据表达需要设置该段的行距） Simsun 12pt (Times New Roman for English), align to the left, two Chinese characters space in the first-level of the paragraph. The first line of the paragraph should be indented by two Chinese characters. 0 point type, 1.5 spaced (if there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the expression needs)
图序、图名、图注 Sequence, name and notes of graphs	图 2.1 ××× Figure 2.1×××	置于图的下方，宋体五号居中（英文用 Times New Roman 体），1.5 倍行距，段前 6 磅，段后 12 磅，图序与图名文字之间空一个汉字符位，图序加粗。图注位于图名下方，标题加粗，左缩进两个汉字符，续行悬挂缩进左对齐 Placed under the paragraph, Simsun 10.5pt (Times New Roman for English), 1.5 spaced, 6 point type before the graph and 12 behind it; one Chinese character space between the notes and name of the graph with the sequence of graph in bold. Notes are placed under the name, title in bold, left indented by two Chinese characters, hanging indent and left alignment of the next line.
表序、表名、表注 Sequence, name and notes of tables	表 2.1 ××× Table 2.1×××	置于表的上方，宋体五号中（英文用 Times New Roman 体），1.5 倍行距，段前 6 磅，段后 6 磅，表序与表名文字之间空一个汉字符位，表序和表注标题加粗，表注左缩进两个汉字符，续行悬挂缩进左对齐 Above the table, Simsun 10.5pt (Times New Roman for English), 1.5 spaced, 6 point type before the graph and 6 behind it, one Chinese character space between the preface and the note of the chart, and the marginal note in bold. Left indented by two Chinese characters of the note, hanging indent and left alignment of the next line.
表达式 Expressions	（3.2） （3.2）	表达式居中排，序号加圆括号，宋体五号，右顶格排 Expression centered, serial number in parentheses, Simsun 10.5pt, starting from the right with no indentation

（7）其他

(7) Others

项目名称 Project's name	要求 requirement
符号说明 Symbol description	标题字体字号等同论文正文，说明部分：宋体五号（英文用 Times New Roman 体），单倍行距，段前段后 0 磅 The typeface and the font size should be of the same format with the main body, for the description: Simsun 10.5pt (Times New Roman for English), single spaced, 0 point type

参考文献 references	“参考文献”四字等同各章标题，黑体四号加粗居中。注录部分：宋体五号（英文用 Times New Roman 体），1.5 倍行距，段前段后 0 磅；中英文一率用正体；续行缩进两个字符左对齐 "references" should be of the same format with the title of each chapter, Simhei 14pt in bold and centered. Note part: Simsun in number five (Times New Roman in English), 1.5 spaced, 0 point type; block letter in both Chinese and English, two space indent and left alignment of the next line
附录 Appendix	标题同参考文献，内容部分：宋体小四号（英文用 Times New Roman 体），两端对齐书写，段落首行左缩进两个汉字符。段前段后 0 磅，1.5 倍行距（段落中有数学表达式时，可根据表达需要设置该段的行距） The title should be of the same format with the references, for the content: Simsun 12pt (Times New Roman for English), justified, two Chinese characters intent of the first line of the paragraph. 0 point type, 1.5 spaced, (if there is a mathematical expression in the paragraph, the line spacing of the paragraph can be set according to the expression needs)
致谢 Acknowledgement	标题要求同各章标题，正文部分：宋体小四号，1.5 倍行距，段前段后 0 磅 The title should be of the same format with other titles; the main part of the text: Simsun 12pt, 1.5 spaced, 0 point type
作者简历及攻读学位期间发表的学术论文与研究成果 Resume of the author and published academic papers and research results during the study	标题要求同各章标题，正文部分：宋体小四号（英文用 Times New Roman 体），1.5 倍行距，段前段后 0 磅，学术论文书写格式同参考文献 The title should be of the same format with other titles, the main part: Simsun 12pt (Times New Roman for English), 1.5 spaced, 0 point type, the format of the thesis/dissertation should be the same with the references.

（8）印刷及装订要求

(8) Requirements for printing and binding

论文封面使用中国科学院大学统一的封面格式。学位论文用 A4 标准纸（210 mm×297 mm）打印、印刷或复印，按顺序装订成册。自中文摘要起双面印刷，之前部分单面印刷。中文摘要、英文摘要、目录、论文正文、参考文献、附录、致谢、作者简历级攻读学位期间发表的学术论文与研究成果等均须由另页右页开始。论文必须用线装或热胶装订，不使用钉子装订。封面用纸一般为 150 克花纹纸（需保证论文封面印刷质量，字迹清晰、不脱落），博士学位论文封面颜色为红色，硕士学位论文封面颜色为蓝色。

附件：1. 样张及格式范例

2. 学位类别中英文对照表

Adopt the format required by the University of Chinese Academy of Sciences for the thesis/dissertation cover. A thesis/dissertation should be printed on A4 standard paper (210 mm×297 mm) and then be bound into a book. Starting from the Chinese abstract, all pages should be printed double-sided. The parts before the Chinese abstract should be printed one-sided. Abstract in Chinese, abstract in English, table of contents, the main body, references, appendix, acknowledgments, the author’s resume and a list of published papers and research results during study should be written in a separate page respectively. Besides, the thesis/dissertation must be

bound either by string or hot glue, not with staplers. Normally, the cover paper should weigh 150 grams and have good printing quality, with clear and long-lasting printing. In addition, a red cover should be used for a doctor's degree dissertation, and a blue one for a master's degree thesis.

Appendices:

1. Templates
2. Chinese English comparison table for degree categories

Appendix 1: Template 1

中国科学院大学

University of Chinese Academy of Sciences

Doctor's/ Master's Degree Thesis/Dissertation

Choose "Doctor's" or "Master's" according to the degree you apply for

Times New Roman, 15 pt in boldface

Author: **Times New Roman, 14 pt in boldface**

Supervisor: (Name, professional and technical titles, work address/1

e.g. master of science, doctor of medicine, master of engineering, etc.

Degree category: (Field of Disciplines or professionaldegree category/ Times New Roman, 14 pt in boldface)

Secondary discipline, such as Genetics

Discipline: Times New Roman, 14 pt in boldface

Institute or school:

Full name of the institute or school Times New Roman, 14 pt in boldface

June 2016

Times New Roman, 14 pt in boldface, fill in June if graduate in summer and December if in winter

Template 2

Title-15 pt in Times New Roman and centered

A dissertation/thesis submitted to

University of Chinese Academy of Science

in partial fulfillment of the requirement

for the degree of

Doctor/Master of [discipline]

in [major]

By

Dissertation for doctor's degree, thesis for master's degree

Times New Roman, 14 pt, in boldface

Choose "Doctor's" or "Master's" according to the degree you apply for; for academic doctoral degree, fill in "Doctor of Philosophy"; for academic master's degree, fill in fields of disciplines, such as Master of Natural Science; for professional degree, fill in degree categories, such as Doctor of Engineering, Master of Business Administration

[Author's name in English, 14 pt in boldface, Times New Roman]

Supervisor: Professor Li Sitian

Full name, Times New Roman, 14 pt, in boldface

[institute or school]

June 2016

Times New Roman 14 pt, in boldface

Template 3

中国科学院大学
研究生学位论文原创性声明

本人郑重声明：所呈交的学位论文是本人在导师的指导下独立进行研究工作所取得的成果。尽我所知，除文中已经注明引用的内容外，本论文不包含任何其他个人或集体已经发表或撰写过的研究成果。对论文所涉及的研究工作做出贡献的其他个人和集体，均已在文中以明确方式标明或致谢。

作者签名：
日　　期：

Statement of originality of degree thesis/dissertation

I declare that this thesis/dissertation is the result of my independent research under the instruction of my supervisor. To the best of my knowledge, this thesis does not contain any research results that have been published or written by other individuals or groups, except for the citations. Other individuals and groups who have made contributions to the research have been mentioned or acknowledged in this thesis/dissertation.

Signature:
Date:

中国科学院大学
学位论文授权使用声明

本人完全了解并同意遵守中国科学院有关保存和使用学位论文的规定，即中国科学院有权保留送交学位论文的副本，允许该论文被查阅，可以按照学术研究公开原则和保护知识产权的原则公布该论文的全部或部分内容，可以采用影印、缩印或其他复制手段保存、汇编本学位论文。

涉密及延迟公开的学位论文在解密或延迟期后适用本声明。

作者签名：　　导师签名：

日　　期：　　日　　期：

Authorization statement for thesis use

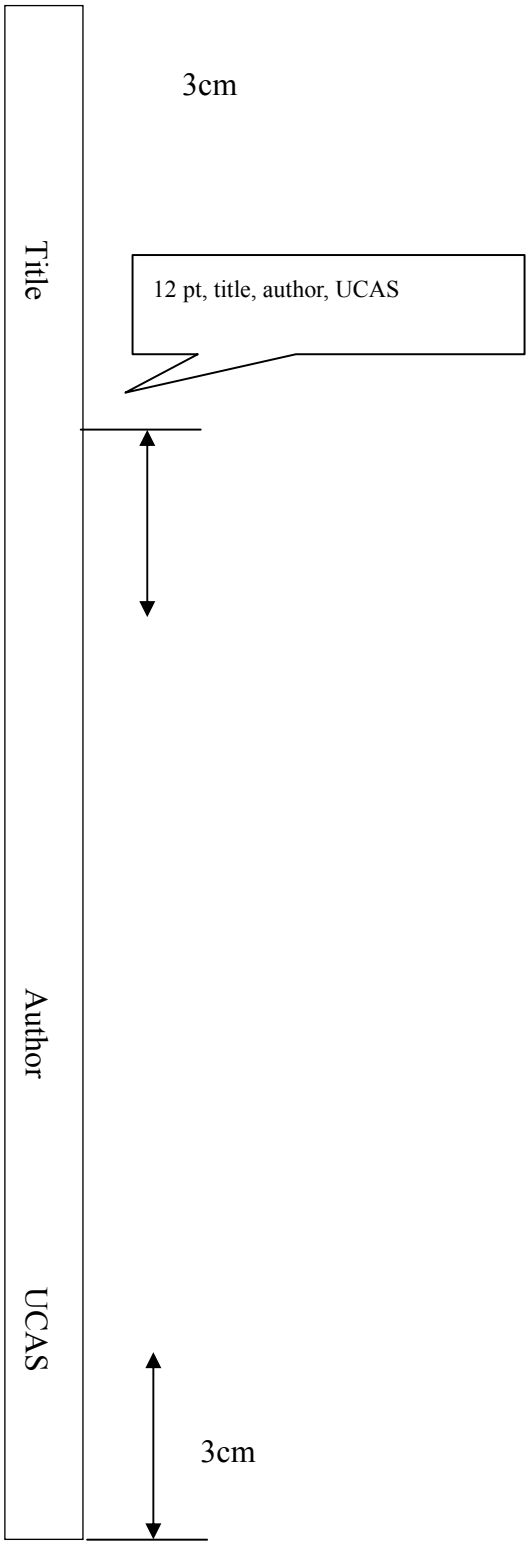
I understand and abide by the regulations of the Chinese Academy of Sciences regarding the preservation and use of theses/dissertations, i.e. the Chinese Academy of Sciences has the right to preserve the copies of students' theses/dissertations, allow the theses/dissertations to be consulted, publish all or part of the theses/dissertations in accordance with the principles of openness in academic research and protection of intellectual property rights, and preserve and compile the theses/dissertations by photocopying, reprinting in a reduced format or other means of reproduction. This statement shall apply to classified and delayed theses/dissertations after the declassification or delay period.

Signature of the author:　　Signature of the supervisor:

Date:　　Date:

Template 4

Spine (This page is for the spine only. Do not print it to be included in your thesis/dissertation.)



宋体小五号居中
Simsun,12pt, be centered

摘 要
Abstract

二字间空一个汉字符位，黑体四号加粗居中，单倍行距
one Chinese character space between the two characters, Simhei, centered with 14pt, single-spaced

中文摘要、英文摘要、目录、论文正文、参考文献、附录、致谢、作者简历级攻读学位期间发表的学术论文与研究成果等均须由另页右页开始
Chinese abstract, English abstract, a table of content, the main body of the thesis/dissertation, references, appendices, acknowledgments, author’s resume, academic papers and research results published during the author’s study for the degree shall start from the right of the other page.

正文 The main body

宋体小四号，1.5倍行距，段前段后0磅
Simsun, 12pt, 1.5 line spacing, 0 point type before the paragraph and 0 behind it

关键词 key words：阿尔茨海默病，整合分析，物种形成，侵袭
Alzheimer’s Disease, Integrative Analysis, Speciation, Invasion

宋体小四号，1.5 倍行距， “关键词”三字加粗 Simsun, 12pt, 1.5 line spacing, the word "**关键词**" should be in bold

正文页眉：奇数页为各章题目，偶数页为论文题目 Header of the body: fill in chapter topics on odd-numbered pages, fill in topics of the thesis/dissertation on even-numbered pages

Times New Roman 小五号
Times New Roman, 9pt

Abstract

Times New Roman 四号加粗居中，单倍行距，段前 24 磅，段后 18 磅
Times New Roman, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph while 18 behind it

Abstract text

Times New Roman 小四号，1.5 倍行距，段前段后 0 磅 Times New Roman, 12pt, 1.5 line spacing, 0 point type before and after the paragraph

Key Words: Alzheimer's Disease, Integrative Analysis, Speciation, Invasion

Times New Roman 小四号，1.5 倍行距，“Key Words”加粗
Times New Roman, 12pt, 1.5 line spacing, “key words” should be in bold

章标题：黑体四号,单倍行距，段前6磅，段后0磅，两端对齐,页码右对齐
Chapter title: Simhei, 14pt, single-spaced, 6 point type before the paragraph and 0 behind it, align ends, right-justify the page number

标题：二字间空一个汉字符位，黑体四号加粗居中，单倍行距段前24磅，段后18磅
Title: one Chinese character space between the two characters, Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph and 18 behind it

目　录

A table of Contents

第1章 引言

Chapter I Introduction ……1

1.1 研究背景 Research background ……1

1.2 T 细胞的免疫调控作用 Immune Regulation of T Cells……..4

……

第 3 章 ……46

3.1 节标题 Section title……

3.2 节标题 Section title……

3.3 结果 Results……

……

3.3.4 变异性 Variability……

3.3.5 变异位点的神经影像学及亚表型效应分析 Neuroimaging of the mutation site and subphenotype effect……53

…….

参考文献 References…

附录 Appendix……

致谢 Acknowledgments…

作者简历及攻读学位期间发表的学术论文与研究成果 Author’s resume, academic papers and research results published during the author’s degree study……91

一级节标题黑体小四号，单倍行距，段前6磅，段后0磅，两端对齐，页码右对齐，左缩进一个汉字符位
First-level section title, Simhei, 12pt, single-spaced, 6 point type before the paragraph and 0 behind it; align ends, right-justify the page number, indent by one Chinese character to the left

二级节标题黑体小四号，单倍行距，段前6磅，段后0磅，两端对齐，页码右对齐，左缩进两个汉字符位
Second-level section title, Simhei, 12pt, single-spaced, 6 point type before the paragraph and 0 behind it; align ends, right-justify the page number, indent by two Chinese characters to the left

章标题：黑体四号加粗居中，单倍行距，段前24磅，段后18磅，章序号与章名间空一个汉字符位
Chapter title: Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph while 18 behind it, space the chapter number and the title by one Chinese character

第 1 章　引言

一级节标题：黑体小四号顶左，单倍行距，段前 24 磅，段后 6 磅，序号与题名间空一个汉字符位 First-level section title: Simhei, 12pt, to the left of the page, single-spaced, 24 point type before the paragraph and 6 behind it, space the number and the title by one Chinese character

1.1　研究背景 Research background

正文 The main body

段落文字：宋体小四号（英文用 Times New Roman 体 12 磅），左端对齐书写，段落首行左缩进两个汉字符。1.5 倍行距（段落中有数学表达式时，可根据需要设置该段的行距），段前 0 磅，段后 0 磅
Paragraph text: Simsun, 12pt (Times New Roman for English,12pt), left end aligned, first line indented by two Chinese characters. 1.5 line spacing (when there is a mathematical expression in a paragraph, you can set the line spacing of the paragraph as needed), 0 point type before the paragraph and 0 behind it

论文正文必须右页另起，页码用阿拉伯数字编写，右页右对齐，左页左对齐
The main body of the thesis/dissertation must start from the right page, with the page numbers written in Arabic numerals, the right page aligned to the right, and the left page aligned to the left

第 2 章　XXXX
Chapter II　xxxx

分章节撰写时每章应另起一页
Each chapter should be written on a separate page

……

3.1　节标题 Section title

……

二级节标题：黑体小四号顶左，单倍行距，段前 12 磅，段后 6 磅，序号与题名间空一个汉字符位
Second-level section title: Simhei, 12pt, to the left of the page, single-spaced, 12 point type before the paragraph and 6 behind it, space the number and the title by one Chinese character

……

3.3.4 变异性 Variability

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标题：黑体四号加粗居中，1.5 倍行距，段前 24 磅，段后 18 磅
Title: Simhei, 14pt, in bold and centered, 1.5 line spacing, 24 point type before the paragraph and 18 behind it

参考文献

References

Betts LR, Taylor CP, Sekuler AB, et al. Aging reduces center-surround antagonism in visual motion processing[J]. Neuron: 2005, 45: 361-366.

Bravo H, Olavarria J, Torrealba F. Comparative study of visual inter and intrahemispheric cortico-cortical connections in five native Chilean rodents[J]. Anat Embryol(Berl)：1990, 181:67-73.

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注释正文：宋体五号(英文用 Times New Roman 体)，1.5 倍行距，段前段后 0 磅，续行缩进两个字符左对齐 Notes of the main body: Simsun, 10.5 pt(Times New Roman for English), 1.5 line spacing, 0 point type before and behind the section of the paragraph, indent the continuation line by two characters and align it to the left

One Chinese character space between the two words

二字间空一个汉字符位

附录 ×××××
Appendix

……

黑体四号加粗居中，单倍行距，段前24磅，段后18磅，附录二字与题名间空一个汉字符位
Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph while 18 behind it, one Chinese character space between the word "附录" 附录" (appendix) and the title

正文部分：宋体小四号（英文用 Times New Roman 体），两端对齐书写，段落首行左缩进两个汉字符。1.5 倍行距（段落中有数学表达式时，可根据需要设置该段的行距），段前 0 磅，段后 0 磅。
The body part: Simsun, 12pt(Times New Roman for English), justified, with the first line of the paragraph indented by two Chinese character to the left. 1.5 line spacing (when there is a mathematical expression in a paragraph, line spacing of the paragraph can be set as needed), 0 point type before and behind the paragraph.

二字间空一个汉字符，黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅
One Chinese character space between the two words, Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph and 18 behind it

致　谢
Acknowledgments

正文 The main body

宋体小四号，1.5 倍行距，段前段后 0 磅
Simsun, 12pt, 1.5 line spacing, 0 point type before and behind the paragraph

2016 年 6 月
June, 2016

黑体四号加粗居中，单倍行距，段前 24 磅，段后 18 磅
Simhei, 14pt, in bold and centered, single-spaced, 24 point type before the paragraph, 18 behind the paragraph

作者简历及攻读学位期间发表的学术论文与研究成果

Author’s Resume and Academic Papers and Research Results Published During the Author's Degree Study

作者简历： Resume

××××年××月——××××年×

一般应包含教育经历和工作经历
Education experiences and work experiences normally included

I received my bachelor’s degree from

g a study period from xx, xxxx to

××××年××月——××××年××月，在××大学××院（系）获得硕士学位。

I received my master’s degree from xx college (department) of xx university during a study period from xx, xxxx to xx, xxxx (time: month, year).

××××年××月——××××年××月，在中国科学院××研究所（或中国科学院大学××院系）攻读博士/硕士学位。

I study for a doctor’s/master’s degree in the xx institute of University of Chinese Academy of Sciences (or xx department of University of Chinese Academy of Sciences).

获奖情况：

Awards:

工作经历：

Work experiences:

宋体小四号（英文用 Times New Roman 体），1.5 倍行距，段前段后 0 磅
Simsun, 12pt(Times New Roman for English), 1.5 line spacing, 0 point type before and behind the paragraph

已发表（或正式接受）的学术论文：（书写格式同参考文献）

Published (or officially accepted) academic papers: (written in the same format as references)

申请或已获得的专利：（无专利时此项不必列出）

Patents applied for or obtained: (this item need not be listed if there is no patent)

参加的研究项目及获奖情况：

Research projects and awards:

附件 2
Annex 2

学位类别中英文对照表
Bilingual Table (Chinese and English) for Degree Categories

学位类别 Degree Categories	中文名称 Chinese	英文名称 English
学术型学位 Academic degree	学术型博士	Doctor of Philosophy
	哲学硕士	Master of Philosophy
	经济学硕士	Master of Economics
	法学硕士	Master of Law
	教育学硕士	Master of Education
	文学硕士	Master of Literature
	理学硕士	Master of Science
	工学硕士	Master of Science in Engineering
	农学硕士	Master of Agriculture
	医学硕士	Master of Medicine
	管理学硕士	Master of Management Science
专业学位 Professional degree	工程博士	Doctor of Engineering
	金融硕士	Master of Finance
	应用统计硕士	Master of Applied Statistics
	应用心理硕士	Master of Applied Psychology
	翻译硕士	Master of Translation and Interpreting
	工程硕士	Master of Engineering
	农业硕士	Master of Agriculture
	药学硕士	Master of Pharmacy
	工商管理硕士	Master of Business Administration
	公共管理硕士	Master of Public Administration
	工程管理硕士	Master of Engineering Management

注：根据国务院学位委员会办公室、教育部研究生工作办公室编制《授予博士硕士学位和培养研究生的学科专业简介》及全国专业学位教育指导委员会网站信息整理。

Notes: This table is based on the "Brief Introduction of Disciplines and Specialties for Granting Doctoral and Master's Degrees and Training Postgraduates" authorized by the State Council's Academic Degrees Committee Office and the Ministry of Education's Graduate Work Office and on the website information of the National Professional Degrees Education Steering Committee.