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Code of Conduct for Undergraduate Graduation Design (Thesis) of Hunan City University

Graduation design (thesis) is an important link in cultivating students' comprehensive application of the basic theories, professional knowledge and basic skills of the discipline, improving their ability to analyze and solve practical problems, completing the basic training for conducting scientific research work and professional engineering and technical work, and is an important means of comprehensive assessment of students' professional learning achievements during their school years. In order to unify and standardize the writing of undergraduate graduation design (thesis) and ensure the quality of undergraduate graduation design (thesis) of Hunan City University, the "Specification for the Writing of Undergraduate Graduation Design (Thesis) of Hunan City University" is hereby formulated.

I. Graduation Thesis

(1) Basic requirements for graduation thesis

1. Graduation theses should be well-structured, substantial, well-supported, strongly argued, with reliable data, compact structure, clear hierarchy, clear charts and graphs, standard format, fluent language, neat handwriting, and correct conclusions.
2. All units of measurement used in the graduation thesis shall be international standard units.
3. Explain the figures or tables in the paper, uniformly number and title them, and place them in the corresponding positions. If there are too many similar figures or tables, they can also be listed as appendices at the end of the paper.

4. All hand-drawn drawings must be transcribed with a carbon pen on tracing paper or copy paper, marked with the drawing number and title, and then attached to an appropriate position in the paper or in the appendix. The drawings should be neat and proportionate.

5. Graduation thesis length: For liberal arts, it should be more than 8,000 words; for science and engineering, more than 6,000 words; for special majors, more than 5,000 words; and for English majors, more than 6,000 words.

6. Graduation theses must be printed uniformly on A4 paper as required by the school. (See Print Specifications for specific requirements)

7. References should be formatted in accordance with national standards.

(2) Composition of graduation thesis materials

Graduation thesis document materials and binding order: Graduation thesis cover, task book, proposal report, defense application form, defense review form, graduation thesis manuscript, supervisor's guidance record.

The relevant forms of the management materials of the graduation thesis should be printed on A4 paper in the uniform template format of the school (downloaded from the teaching website), and electronic documents of the graduation thesis should also be submitted.

(3) Composition of the thesis manuscript

The content and binding sequence of the graduation thesis: thesis cover, integrity statement, table of contents, Chinese abstract (including keywords), foreign language abstract (including keywords), thesis main body, conclusion, references, acknowledgments, appendices (if necessary), etc.

The chapter numbers of the main body of the graduation thesis should be in the following two forms.

(4) Requirements for the manuscript of the graduation thesis

1. Thesis Title

The title should be short, clear and general. Through the title, one can get a general idea of the content of the thesis, the characteristics of the major, and the scope of the discipline. But the word count should be appropriate, generally no more than 20

words.

2. Abstracts and Keywords

1) Abstract of the Paper

The abstract should concisely reflect the main content and conclusion of the graduation thesis. It must be a highly condensed summary of the entire text, reflecting the content, methods, results and conclusions of the graduation thesis. It should not be too brief, and the sentences should be smooth and the text fluent. Do not use formulas or charts in the abstract, and do not indicate the reference numbers. Chinese abstracts should be around 200 words; The foreign language abstract should be consistent with the Chinese one and conform to English grammar without any language errors.

2) Keywords

Keywords are subject terms for search purposes. They should be general terms that cover the main content of the paper. Try to select them from the Chinese Thesaurus. Important terms and names of regions, people, documents, etc. that are not included in the thesaurus can also be marked as keywords. Keywords are not the same as the words in the title of the article. They should be selected in order of their importance in the title and in the text. Keywords are usually 3 to 5, arranged by the extension level of the entry (the larger extension is placed at the front). Keywords should be placed below the abstract in a different font size from the main text. Separate multiple keywords with semicolons and do not use punctuation after the last keyword. The Chinese and English keywords should correspond one by one.

3. Text

The body is the main and core part of a graduation thesis and should generally include an introduction or preface, the main body of the thesis, and a conclusion.

1) Introduction

The introduction is usually the first chapter and the beginning of the main body of the graduation thesis. The introduction should include: the background and purpose of the graduation thesis; Research status at home and abroad and existing achievements in the relevant field; Research methods and content, etc. The introduction can also serve as the general part of the graduation thesis. An introduction or preface is generally about 300 words.

2) Main Body

The main body is the main part of the graduation thesis. It should have a prominent theme, a clear train of thought, concise language, a reasonable structure, distinct hierarchy, and standard language. The main content should include the following aspects:

- (a). The presentation and argumentation of the central argument.
- (b). Organization and use of supporting materials.
- (c). The feasibility and effectiveness of the research plan design and the processing and analysis of the research data.
- (d). Provide a comprehensive and objective theoretical exposition of the research content and results, with emphasis on the innovations and improvements in the research content. In the theoretical analysis, the research results of others should be written separately and the source should be indicated. They should not be confused with one's own theoretical analysis. For those who cite theories and results from other fields to this research field, the source of the theory should be indicated, and the feasibility and validity of the citation should be discussed.
- (e). Discussion of the problem under study and systematic analysis, comparative study, model or scheme design, case demonstration or empirical analysis, analysis of model operation results or suggestions, improvement measures, etc.

3) Conclusion

The conclusion is the summary of the graduation thesis and the destination of the entire thesis. It is required to elaborate concisely and accurately on your creative work or new insights and their significance, and raise questions or suggestions that need to be discussed.

4) References

References are an indispensable part of a graduation thesis. They reflect the source of the thesis, the breadth of the materials, and the reliability of the materials. They also represent the author's recognition and respect for the intellectual achievements of others. At least 10 (or more) references should be included in the main list.

5) Acknowledgments

Acknowledgements mainly express gratitude to the supervisor and to individuals and organizations that have made direct contributions and provided assistance to the thesis work. The content should be concise and to the point. Thanks should be given to those who have funded the project.

6) Appendix

Some contents that are not suitable to be included in the main text but are indispensable as part of the graduation thesis or have significant reference value can be included in the appendix of the graduation thesis. For example: questionnaires, questionnaires, etc.

(5) Graduation thesis writing norms

1. Essay writing

The paper must be typed on a computer, arranged and printed on A4-sized white paper, front-facing.

The page numbers of the preceding part should be consecutively arranged in **Roman numerals** starting from the pages of the originality statement of the graduation thesis and the copyright usage authorization of the graduation thesis. The page **numbers** after the main text should be arranged in **Arabic numerals**.

The abstract and keywords of the graduation thesis should be presented in both Chinese and English, with Chinese first and English following on a separate page.

2. Abstract

The graduation thesis abstract should be about 200 words (in Chinese characters), with the principle of presenting the prescribed content clearly, and avoid writing the abstract as a table of contents introduction. The content of the English abstract should be exactly the same as that of the Chinese abstract, and it should be correct in English grammar and word choice.

3. Keywords

Keywords are arranged by the extension level of the entries (with larger extensions at the front). Keywords should be placed below the abstract in a different font size from the main text. Separate multiple keywords with semicolons and do not use punctuation after the last keyword. The Chinese and English keywords should correspond one by one.

4. Contents

The table of contents should be written with three levels of headings: chapter, section, and article, and the headings should have a clear hierarchy. The headings in

the table of contents should be consistent with those in the main text. The table of contents should include:

Chinese Abstract

English Abstract

Subheadings in the main text (required to be rounded up to level 3, namely science and engineering: 1.1.1; liberal arts: 1.)

Conclusion

References

Acknowledgments

Appendix (if necessary)

5. Text of the Paper

The main body of the graduation thesis should be written in sections, and each section does not need to start on a new page. The headings of each section should be concise and to the point, with no more than 15 words and no punctuation marks. Avoid using English abbreviations as much as possible in the title. If necessary, use the common abbreviations of the industry.

1) References

The citation should be consistent throughout the text. The number should be placed in the upper right corner of the last sentence of the cited content. The font should be consistent with the main text, and it should be in **size 4 Song typeface**. The cited references should be consistent with the text. When the same reference is cited in several places, the citation in the text should be in the order of the first appearance. The reference numbers used are placed in square brackets with **Arabic numerals**, such as "... "Results^[1]".

When references mentioned are directly stated in the text, they should be numbered in **size 4 Song typeface** and aligned with the text, as can be seen from references [6, 7-10].

2) Nouns and Terms

Scientific and technological terms and names of equipment and components shall use the terms or names prescribed in national standards or ministerial standards. For terms not specified in the standard, industry-wide common terms or names should be used. All terms and terms in the text must be uniform, and special or new terms should be explained or annotated in appropriate positions.

When using English abbreviations, in addition to the commonly used abbreviations in the industry, the first appearance of the abbreviations in the text should be indicated in parentheses in the English text.

3) Names, symbols and units of measurement of physical quantities

The names and symbols of physical quantities shall comply with the provisions of GB3100 to 3102-86. The name and symbol of a quantity in the paper should be uniform. Physical quantity units and symbols shall be in accordance with the "Legal Units of Measurement of the People's Republic of China" issued by The State Council in 1984 and GB3100-3102, and non-legal units and symbols shall not be used. The symbols of the units of measurement shall be in lowercase, except for the first letter of the unit named after a person, which shall be capitalized.

Non-physical units of quantity (such as piece, unit, person, yuan, order, etc.) may be written in a mixed form of Chinese characters and unit symbols, such as "ten thousand t·km".

Chinese measurement unit symbols, such as "several kilograms to 1000kg", may be used after indefinite numbers in the narrative of the manuscript.

When expressing time, use Chinese units of measurement such as "9:3 am" instead of "9 hours 45 minutes".

All measurement unit symbols should be in upright type.

4) The upright and italic use of foreign letters

Physical quantity symbols, physical constants, variable symbols should be in italics, while measurement units and other symbols should be in upright type.

5) Numbers

Except for those that are conventionally represented by Chinese numerals, Arabic numerals are generally used. All years should be written in full, for example, 2004 should not be written as 04.

6) Formulas

Formulas are written in principle centered. Formula numbers are arranged by chapter and Arabic numerals, such as "(1.1)" for the first formula in Chapter 1, "(2.1)" for the first formula in Chapter 2, and "(A.1)" for the first formula in Appendix A, etc.

When referring to formulas in the text, "See Formula (1.1)" or "from Formula (1.1)" is generally used.

When using slashes to indicate division in a formula, parentheses should be used to avoid ambiguity, such as " $a/(b\cos x)$ ". The multiplication relationship usually comes

first, such as "acosx/b" instead of "(a/b) cosx".

7) Tables

Tables should generally use three-line tables.

Each table should have its own table number and title, which should be described in the text, for example: "As in Table 1.1".

Table numbers are generally arranged by chapter and Arabic numerals, such as "Table 1.1" for the first inserted table in Chapter 1 and "Table 2.1" for the first inserted table in Chapter 2. Leave a space between the table number and the table name, no punctuation marks are allowed in the table name, and no punctuation marks are added after the table name. The table **number and table name should be centered on the table (in 5-point bold)**.

The header design should be simple and clear, with slashes as much as possible. The header and the table should not be separated into two pages and should be in boldface **size 5**.

If the entire table uses the same unit, move the unit symbol to the upper right corner of the table header.

The data in the table should be correct and written clearly. Fill the blank Spaces with a "-" line (taking up two digits), and do not use "", "ibid." or the like."

Text description within the table (5-point **Song typeface**), start with a space, start at the beginning of the line, and no punctuation at the end of the sentence.

If there are notes in the table, write them in small 5-point Song typeface below the table, with **punctuation at the end of the sentence**. When there is only one note, write: Note::

When there are multiple notes, the number of each note should be in **Arabic numerals**, for example: "Note 1".

8) Illustration

The illustrations in the graduation thesis should be closely coordinated with the text, with consistent text and images, appropriate positions, and correct content. Select the illustration as concise as possible. Illustrations should conform to national and professional standards.

Each illustration should have an illustration title (consisting of the illustration number and the illustration title). Figure numbers are arranged by chapter and by Arabic numerals. For example, the first figure in Chapter 1 is "Figure 1.1", the first

figure in Chapter 2 is "Figure 2.1", and so on. The title of the figure should be placed below the figure in **5-point bold** typeface, and if there is a caption or other explanation, it should be placed below the figure body in **5-point small song typeface**. When citing a figure, indicate the source and add the reference number in the superscript of the figure title. If there are sub-figures in the figure, the sub-figure numbers should be placed below the sub-figures with "a),b)", etc.

The description of each part of the figure should be in Chinese (except for the foreign language figures cited) or numerical item numbers, and the textual description of each part should be placed below the figure title (if there is a subtitle, it should be placed below the subtitle).

Illustrations and their titles should be placed as a whole and should not be separated into two pages. If there is not enough space on the illustration page to cover the illustration as a whole, you can advance the text following it and move the illustration to the front of the next page.

For coordinate graphs with numbers, the coordinates must be indicated.

6. References

References should be documented in accordance with national standards (GB7714-87 Format for References at the End of a Document). Use "References" in the center as the identifier; Reference numbers should be placed at the left margin and indicated by numbers in square brackets, such as [1], [2],... In the same format as the indicated numbers in the main text. End each reference entry with a "." End. References should all be listed at the end of the text in the order they appear in the text.

Different types of references are identified as: journal [J], monograph [M], collection of papers [C], dissertation [D], report [R], patent [P], standard [S], newspaper article [N], electronic document [EB/OL].

The items and sequence of common references are as follows:

- [1] Q Yuan, W Hou. Study on microstructure and microhardness of Ni-P alloy coatings [J]. Journal of Taiyuan University of Technology, 2001,32 (1) : 51-53. (Journal: [Serial number] Main Authors (write all for up to 3, only 3 for more than 3, plus equal or et al, use ", "between authors). Title of the article [J]. Title, Year of Publication, Volume number (issue number) : Page number.)

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- [2] L Wang. Research on Library History [M]. Beijing: Higher Education Press, 1979:15-18, 31. (Monograph: [serial number] Main author (for 3 or fewer, write all; for 3 or more, only write 3 plus equal or et al, use ", "between authors). Title of the article [M]. Place of publication: Publisher, Year of publication: Page number.)
- [3] P Sun[C] Chinese Society of Natural Science Journals of Higher Education Institutions. Proceedings of Science and Technology Editing. Beijing: Beijing Normal University Press, 1998:10-22. (Proceedings: [Serial number] Lead Author. Title of the paper [C]|| Editor-in-Chief. Title of the proceedings. Place of publication: Publisher, Year of publication: Page number.)
- [4] H Zhang. Theory of Geomechanical systems [D]. Taiyuan: Taiyuan University of Technology, 1998. (Dissertation: [number] Lead author. Title of the document [D]. Place of preservation: Unit of preservation, year.)
- [5] X Feng. LBB analysis of nuclear reactor pressure vessels [R]. Beijing: Institute of Nuclear Energy Technology Design, Tsinghua University, 1997. (Report: [Serial number] Lead Author. Title of the document [R]. Place of presentation: Host organization, year.)
- [6] X Jiang. A Scheme for the Preparation of Warm external Dressings [P]. Chinese Patent: 881056078, 1983-08-12. (Patent Documentation: [Number] Patent owner. Patent title [P]. Patent country: Patent number, publication date.)
- [7] GB/T 16159-1996, Basic Rules of Chinese Pinyin Orthography [S]. Beijing: China Standards Press, 1996. (International and national standards: [serial number] Standard code, standard name [S]. Place of publication: Publisher, year of publication.)
- [8] X Xie. Creative thinking for learning [N]. People's Daily, 1998-12-25 (10). (Newspaper article: [Serial number] Main Author. Title of the document [N]. Newspaper name, publication date (edition).)
- [9] M Wang. Chinese Academic Journal Standardized Database System Engineering [EB/OL]. (1998-08-16)[1998-10-04]. http://www.cajcd.cn/pub/wml.txt/9808-10_2.HTML (electronic documents: [number] lead author. Title of electronic document [Document Type/carrier type]. The address of publication or availability of the electronic document,

the issue of publication or update/reference date (optional).

7. Appendix

Appendices of the paper are in uppercase upright A, B, C... Number them, such as Appendix A. Figures, tables, formulas, etc. in the appendix are numbered separately from the main text and are also numbered in Arabic numerals, but with the appendix number before the numerals, such as Figure A1; Table B2; Equation (B3), etc.

(6) Requirements for Graduation thesis printing

1. Page Requirements

The paper should be printed on A4 paper with 1.5 line spacing. The page should be set with top margin of 2.54cm, bottom margin of 2.54cm, left margin of 3.17cm and right margin of 3.17cm.

2. Fonts and font sizes

Title of the paper: Bold and centered in size 2 bold

First-level title: Boldface size 3

Second-level headings: 4 boldface

Third-level title: Boldface size 4

Main text: Size 4 Song typeface

Page code: Size 5 Song

Numbers and letters: Times New Roman

Format: A4 print paper

3. Header and footer

No headers are added to each page of the graduation thesis.

Insert page numbers such as "1" in the center of the footer.

4. Cover

Please refer to "Text Format" in the attachment. Papers must be wrapped in A3 white copperplate paper. All content required on the cover must be printed and filled in. The fixed format can be downloaded from the Academic Affairs Office website. The content to be filled in should be bolded in small 3-point regular script.

Note: The serial number is the student number and should be filled in completely,

such as "05015108", do not fill in "8" or "08", etc. Fill in the full name of the major, such as "Business Administration", do not fill in "Industrial management", etc. The instructor column should be filled with the teacher's name and title.

5. Abstracts and Keywords

Leave two Spaces at the beginning of the abstract and continue writing the text part of the abstract. The Chinese abstract reads as follows:

Abstract: (Boldface size 4)

The text part of the abstract. (In 5-point Song typeface)

Keywords: (small 4 bold) : Keyword 1; Keyword 2; (3 to 5 keywords, 5-point song typeface)

The English Abstract should be written as: Abstract (in bold, Times New Roman, size 4)

Text part of the abstract. (Font size 5 Times New Roman)

Write the key words (bolded in size 4 Times New Roman): key word1; after the main text of the abstract. key word2; (3 to 5 keywords, 5 Times New Roman)

6. Contents

Table of Contents (in bold, size 3, centered)

The first-level headings in the table of contents should be bolded in size 4 Song typeface, and the rest in size 4 Song typeface.

7. Formula

The symbol on the right side of the formula number is written along the top edge of the right line.

When the formula is long, it is best to break the line at the equal sign "=". If it is difficult to do so, you can break the line at the operation symbol "+, -, ×, ÷". The operation symbol should be written at the beginning of the line after the break.

8. Conclusions, References, Acknowledgments, Appendices

The word "Conclusion" should be in boldface size 4, and the content in Song typeface size 5.

"References" should be in boldface size 4 and in size 5 Song.

"Acknowledgments" should be in 4-point bold typeface (at the beginning), and

the content should be in 5-point Song typeface.

"Appendix" should be in boldface 4 (at the top of the line, start on a new line), in size 5 Song typeface.

9. Electronic graduation thesis

In addition to the printed thesis as required, an electronic version of the thesis in the same format as the printed one should also be submitted (to the department or college).

II. Graduation Project

(1) Basic requirements

1. Graduation project topics should appropriately and accurately reflect the research content of the subject. The Chinese title of the graduation project should generally not exceed 20 characters.

2. Graduation projects should have a clear focus, substantial content, reliable data, compact structure, distinct hierarchy, clear charts, standard format, fluent language, neat handwriting, and correct conclusions.

3. All units of measurement used in graduation projects shall be international standard units.

4. Graduation design length: Generally speaking, for designs that are mainly illustrated by numbers, each student should complete at least six design drawings equivalent to number 1, and the design specification (calculation book) should be no less than 12,000 words; A design description in the form of drawings should be no less than 5,000 words.

5. The graduation design specification (calculation book) must be printed uniformly on A4 paper as required by the school. (For specific requirements, see the printing specifications for graduation theses of Hunan City University)

6. References should be formatted in accordance with national standards.

(2) Composition of materials for the graduation project

Graduation project materials and binding sequence: Graduation project cover, task book, proposal report, defense application form, defense review form, graduation

project specification (calculation book) and design drawings, supervisor's guidance record.

The relevant forms of the graduation design management materials should be printed on A4 paper in the uniform template format of the school (downloaded from the teaching website), and electronic documents of the graduation design specification (calculation book) and drawings should also be submitted.

(3) Format specifications for graduation design drawings

1. Uniform Standard for Building Drawing GB/T50001-2001
2. Standard for General Layout Drawing GB/T50103-2001
3. Architectural Drawing Standards GB/T50104-2001
4. Standard for Architectural Structural Drawing GB/T50105-2001
5. Standard for Water Supply and Drainage Drawing GB/T50106-2001
6. Standard HVAC Drawing GB/T50114-2001
7. Standard for Road Engineering Drawing GB 50162-92

(4) Format Specification for Graduation Design Specification (calculation book)

The graduation design specification (calculation book) should be written by hand or output on a computer according to the specific requirements of each major.

1. Hand writing

Graduation design description (calculation book) requires careful writing, neat handwriting, black or blue-black ink (pencils can be used for charts), and the school's uniform graduation design paper.

2. Computer output

If output on a computer, arrange and print on A4-sized white paper, single-sided printing.

3. Fonts and font sizes

Title of the paper: Bold and centered in size 2 bold

First-level title: Boldface size 3

Second-level headings: 4 boldface

Level 3 headings: Minor 4 bold

Main text: Size 4 Song typeface

Page code: Size 5 Song

Numbers and letters: Times New Roman

Format: A4 print paper

The cover of the graduation project must be wrapped in A3 white copperplate paper, and the content required on the cover must be printed and filled in.

4. Page Settings

1) Margins

Top margin: 2.54cm; Bottom margin: 2.54cm; Left margin 3.17cm; Right distance: 3.17cm.

Line spacing is single line spacing.

No header.

2) Requirements for writing page numbers

The cover of the front section and the thesis proposal; The registration form of the supervisor's guidance of the thesis, the thesis review form, the thesis defense record form, and the table of contents are not included in the thesis page number.

The table of contents is numbered separately with Roman numerals, and the page numbers are located at the center of the bottom of the page.

The page numbers for the main text and appendices are arranged in consecutive Arabic numerals from the title of the paper to the appendices, with the page numbers centered at the bottom of the page.

5. Terminology

Nouns and terms should use the terms or names specified in national or ministerial standards. Terms not specified in the standard should use the general terms or names of the subject. Nouns and terms must be uniform throughout the text. Some special or new nouns should be explained or annotated in appropriate places.

When using English abbreviations, in addition to the common abbreviations widely used in the subject, the first appearance of the abbreviations in the text should be indicated in parentheses with the full English text.

6. Numbers

According to the "Trial Provisions on the Use of Numbers in Publications" issued by the State Language Commission and seven other units in 1987, except for those commonly represented by Chinese numbers, Arabic numerals are generally used. All years should be written in full, for example, 2005 should not be written as 2005.

7. Table

Tables should be concise and clear, and use "three-line tables" as much as possible. Each table should have its own table number and title, which should be explained in the text, for example: "As shown in Table 1.1".

Table order is usually arranged by chapter, such as the number of the first inserted table in Chapter 1 is "Table 1.1", etc. Leave a space between the table number and the table name, no punctuation marks are allowed in the table name, and no punctuation marks are added after the table name. The table number and table name should be centered on the table.

The header design should be simple and clear, with slashes as much as possible; The header and the table should be a single unit and should not be separated and arranged on two pages.

The data text in the table should be correct and legible. The blank Spaces should be filled with a "1" line (taking up two digits), and the writing of "" or" same as above "is not allowed; All text in the table should be in 5-point imitation Song typeface.

If there are notes in the table, write them in 5-point imitation Song typeface below the table and add punctuation at the end of the sentence. When there is only one note, write: Note. ; When there are multiple notes, the numbers of each note should be Arabic numerals, for example: Note 1.

8. Notes

When there are individual terms or situations in the graduation project that need to be explained, annotations can be added. All notes should be at the end of the page, that is, placed at the bottom of the annotation page, instead of in-line notes (notes placed between the main text) and end notes (all notes placed at the end of the article). Note numbers should be placed at the left margin and indicated by a number in a circle, such as [1], [2],... It should be consistent with the serial number and format indicated in the main text. Notes should only be written on the same page where the annotation symbol appears, and not across pages.

9. References

References should be documented in accordance with national standards (GB7714-87 Format for References at the End of a Document). Reference numbers should be placed at the left margin and indicated by a number in square brackets, such as [1], [2], [3],... It should be consistent with the indicated numbers and formats in the main text. Each reference entry should end with a ".". When a paper is cited multiple times in the paper, it should only appear once in the reference list at the end of the

paper, with the first occurrence as the reference number, and the reference numbers should be consolidated and listed together. References should not be marked in headings at all levels of the text. The format and examples for each type of reference entry are as follows.

1) Serial publications

[Serial number] Principal responsible person. Title [J]. Title, Year of Publication, Volume number (issue number): Page number.

For example: [1] L Zhu. Chapter Overlap and Interpretation of the Book of Songs [J]. Cultural and Educational Materials, 2008, 27 (2) : 4-5.

[2] M Xia, et al. Affective Property of Image and Fractal Dimension[J]. Chaos, Solitons&Fractals. U.K. 2003,15 (1) : 905-910.

2) Monograph

[Serial Number] The main person responsible. Title of the document [M]. Place of publication: Publisher, Year of publication: Page number.

For example: [3] X Yin. Writing Tutorial [M]. Beijing: Higher Education Press, 2005:84-85.

[4] T. Parsons, The Social System, New York: Free Press, 1961: P36-45.

3) Conference proceedings

[Serial number] Principal responsible person. Title [C]// Editor. Title of the proceedings. Place of publication: Publisher, Year of publication: Page number.

4) Dissertation

[Number] Principal responsible person. Title of the document [D]. Place of preservation: Unit of preservation, year.

5) Report

[Number] Principal responsible person. Title of the document [R]. Place of presentation: Host organization, year.

6) Patent Documentation

[Number] Patent owner. Patent title [P]. Country of patent: Patent number, Date of publication.

7) International and national standards

[Serial number] Standard code, standard name [S]. Place of publication: Publisher, year of publication.

8) Newspaper article

[Serial number] Principal responsible person. Title of the document [N].
Newspaper name, publication date (edition).

9) Electronic document

[Serial Number] The main person responsible. Title of electronic document
[Document Type/carrier type]. (Publication or update date)[Citation date]. The
address of publication or availability of the electronic document.

Hunan City University
Academic Affairs Office
16 March 2009

Appendix 1: Examples of the List of Papers in Science and Engineering

Appendix 2: Examples of Formatting for Science and Engineering papers

Appendix 1: Sample Table of Contents for Science and Engineering Papers

Catalogue (Boldface, Size 3, centered)

(Blank one line)

Abstract (size 4 song typeface, the same below)	1
Keywords.....	1
Abstract.....	1
Key words	1
Preface	1
1. Materials and methods (bold in size 4 song typeface).....	3
1.1 Materials (in size 4 song typeface, the same below).....	3
1.2 Method	3
1.2.1 observation of fertility	3
1.2.2 mitotic count	3
1.2.3 meiosis observations	3
1.2.4 statistical methods	3
2. Results and Analysis (bold in size 4 song typeface).....	3
2.1 Flower color and fertility	3
2.2 mitotic count	4
2.2.1 Chromosome number distribution changes between two generations.....	4
2.2.2 Plant types and changes between two generations	4
2.2.3 comparison of chromosome number variations between the F5 generation infertile group and the fertile group.....	5
2.3 Preliminary observations of meiosis	6
3. discuss (bold in size 4 song typeface).....	6
3.1 Thoughts on male sterility in radish and cabbage distant hybrids	6
3.2 Thoughts on the stability direction of distant hybrids of radish and cabbage.....	7
3.2.1 stable in the direction of even chromosomes	7
3.2.2 stable in the heterodiploid direction	7
3.3 possible reasons for the successive increase in heterosis levels	7
References	8
Thanks	8
Appendix	10

(Line spacing: 1.5 times)

Appendix 2: Examples of Formatting for Science and Engineering Papers

Title (Bold and centered in Size 2 bold)

(Blank one line)

Twenty pick/want (small black 4) : x
x
x x x x x x x x x x. (5 Song typeface)

Keywords (boldface size 4) : xxx; xxx; xxx (5-point song typeface, no punctuation after the last keyword) (3 to 5)

(Leave one line blank)

English title (3 Times New Roman, bold and centered, with the first letter of each entity word capitalized)

(Blank one line)

□□**Abstract** (bolded Times New Roman in size 4) : xxx x x x x x x x x x x x x
x
x
x
(5 number Times New Roman (The content of the Chinese abstract should be exactly the same, and the English grammar and words should be correct)

□□**Key Words**(bolded Times New Roman in size 4) : xxx; xxx; xxx; xxx (5 Times New Roman)

(Blank one line)

1□ Title (can be used as the title of Chapter 1 in the main text, in boldface size 3, at the beginning of the line)

□□xxxxxxxxxxxx × (Song typeface in size 4) xxxxxxxxxxxxxxx ×
xxxxxxxxxxxxxxxxxxxx.....

1.1□xxxxxxxxxx (as a level 2 title in the main text, 4 boldface, margin)

□□xxxxxxxxxxxx × (small 4-point song typeface) xxxx...

1.1.1□xxxxxxxxxx (as a level 3 title in the main text, in boldface size 4, at the margin)

□□×××××××××× ×× (small size 4 song typeface) ×××××××××× ×
××××××××××××××××.....

2□×××××× (as the title of Chapter 2 of the main text, the same requirements as above)

□□×××××××××× ×× (small 4-point song typeface) ××××××××××
××××××××××××××××.....

(Leave a blank line after the main text)

References (Boldface size 4, margin)

[1] ×××××××××××× (5-point song typeface, the same below)

[2] - x
x x

[3] - x x x x x x x x x x x x

To thank you (boldface size 4, at the beginning of the line)

×××××××××××× ×××× (5-point song typeface) ××××××××××××××××××××××
××××...

Caption: (On a new page, in boldface 4, at the beginning of the page)

Note: Chinese tables and illustrations should be formatted strictly in accordance with the specifications.

If there is a table, the format should be as follows:

Table 1.1 Operating Expenses (**5 bold type**) (Unit: ten thousand yuan) (5 Song type)

Time	Operating expenses	Financial	Operating expenses
2011	426	386	812
2012	433	347	780
2013	440	309	749
2014	448	270	718
2015	456	232	688
2016	464	193	657
2017	472	155	627

Source: H Wei. A View on the construction of sales teams for fast-moving Consumer goods in China from Unilever [D]. Kunming University of Science and Technology, 2006

The text description in the table (5-point Song typeface) should have a one-space

space at the beginning of the line, start at the beginning of the line, and no punctuation at the end of the sentence.

If there are notes in the table, write them in small 5-point Song typeface below the table, with punctuation at the end of the sentence. When there is only one note, write: Note;

When there are multiple notes, the number of each note should be in Arabic numerals, for example: "Note 1".