

COLLEGE OF ECONOMICS, SAU
SPECIFICATION FOR GRADUATION THESIS
FOR INTERNATIONAL UNDERGRADUATE STUDENTS
经济学院本科毕业论文撰写规范（国际学生）



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I Requirements for Topic Selection of Thesis

International Economy and Trade

The selected topics are supposed to be in line with the educational objectives of the major and has certain application values and innovation.

Use economic theories and methods to analyze and study the theoretical and practical problems in international trade theory, trade policy, trade rules, trade protection, trade promotion, trade mode, trade practice, trade disputes and negotiations, draw correct conclusions and put forward reasonable suggestions or countermeasures. Complete the graduation thesis in the form of research thesis.

II Thesis Structure and Writing Requirements of Proposal

Defense

The proposal defense of undergraduate graduation thesis is ought to be filled in table format without cover and catalogue. The text part of opening report consists of the title of the graduation thesis, the basis for establishing the thesis, the main contents and expected objectives of the research, the research methods and steps, the research schedule, references, the outline of the thesis writing, etc. Specific requirements are as follows:

1 Topic

The topic selection of the thesis should meet the educational objectives of professional personnel, be combined with scientific research, social production or social development and have practical values and certain innovation. The topic is expected to embody the focus of research, present the research object, research content and the problems to be solved. It is required to be novel and concise. The number of words should not exceed 20 words and subtitles can be added if necessary. In principle, the topics of the graduation thesis directed by each tutor shall not be the same.

If the topic changes after the proposal defense, the opening report of the original topic, the opening report of the current topic (both signed by the tutor) and the application form for changing topic should be submitted.

2 Basis for Topic Setting

① Purpose and significance: The thesis should be based on sufficient evidence, answer the reason of conducting the present study, explain the value, needs and background of the research. Clarify the practical problems and the theoretical and academic value of the research.

② Literature review: This paper expounds the viewpoints, conclusions, solutions and phased achievements that have been put forward by

domestic and foreign literature on problems in related fields. The author's own analysis and induction should be provided to highlight the position, advantages and breakthrough points of the topic in the current research.

3 Main Contents and Expected Objectives of the Thesis

Determine the specific research content, put forward the specific problems to be solved, and clarify the expected research objectives to be achieved on the basis of literature review. It is required to be comprehensive, detailed and thorough. The research difficulty and the workload is ought to be moderate and concentrate on comprehensive training.

4 Research Schemes

The research paper demands for explaining adoption of the kind of methods and technical routes, and the investigation scheme is appropriate and feasible; The investigation report shall describe the specific scheme of the investigation, including the investigation task, object, scope, investigation method, questionnaire design or source, etc.

5 Research Schedule

The whole research should be arranged in time and sequence. The whole research should be carried out in stages. There should be clear provisions

on the start and end time of each stage and the corresponding research content. There should be no interruption between stages to ensure the continuity of the research process. The schedule shall be consistent with that of the school.

6 References

The literature cited in the paper should be mainly the recently published academic journal literature directly related to the paper work. It should be read by the author himself, and it is not allowed to transcribe the literature after the text of others. There should be no less than 15 references. The format of references cited in the paper is "author's family name (publication time)", such as Chen (2014).

The serial number of references is Times New Roman, with 10.5pt and top grid writing; The content is in Times New Roman font with 10.5pt, and all punctuation marks are half width in English.

Example of periodical article format:

For monographs

[1] Hawawini, G., Swary, I., 1990. Mergers and Acquisitions in the U.S. Banking Industry: Evidence from the Capital Markets. North-Holland, Amsterdam.

For periodicals

[1] Griffiths, W., Judge, G., 1992. Testing and estimating location vectors when the error covariance matrix is unknown. *Journal of Econometrics* 54, 121-138.

Chinese names may be listed in the references with the surname first, as follows:

[1] Liu Y.H., Chew S.B., and Li W.Z., Education, experience and productivity of labor in China's township and village enterprises: The case of Jiangsu province, *China Economic Review* 9, 47-58.

Note: when there are no more than two authors in the literature, all are listed; When there are more than two digits, generally only the first two digits are listed, followed by "etc." or "et al."; The names of the authors are separated by commas.

The references are sorted according to the requirements: English literature is in the front and Chinese literature is in the back. The Chinese and English documents shall be arranged in the order of the first initial letter after the serial number (if the first initial letter is the same, it shall be arranged in the order of the second initial letter).

III Writing and Printing Requirements of Proposal Defense

1. Words Numbers Requirements

The proposal defense is generally no less than 4000 words.

2 Printing and Typesetting

The proposal defense requires the unified use of *Microsoft Word* software for word processing, which shall be filled in the opening report of undergraduate graduation thesis (see Annex 1). The proposal defense form shall be printed on one side of A4 paper. The page margin of the layout is 2.5cm from the top, 2cm from the bottom, 2.5cm from the left and 2cm from the right. There is no page number. The title, Name, Student Number and other contents filled in the table box are consistent with the font of the header, with English Times New Roman, 12pt, in the middle; Text content: English and Digital Times New Roman, 12pt; The primary title of the text is Times New Roman, 12pt, bold and the secondary title is Times New Roman, 12pt, not bold; The character spacing is standard, and the line spacing is 1.5 times. References start on another page, appendices start on another page, and tutors' opinions start on another page. For the numbering of the title in the text, the research paper adopts 1, 1.1, 1.1.1

The drawing of various charts shall comply with national and professional standards. The drawing title is placed at the bottom of the drawing and consists of drawing number and drawing name. There is a blank space between the drawing number and drawing name, all of which are Times New Roman 10.5pt. The drawing numbers are arranged in order, for example, the first drawing number is "Figure 1". The illustrations should be arranged after the references in the text.

The table generally adopts a three-line table without adding left and right side lines. The upper, lower and bottom are thick solid lines (1 pound) and the middle is thin solid lines (0.75 pound). The table title is placed at the top of the table, which is composed of table sequence and table name. There is a blank space between them, all of which are Times New Roman 10.5pt. The table sequence is arranged in order. For example, the first table sequence is "Table 1". The design of the meter is simple and clear, and the slash shall not be used as much as possible.

Annex 1: Format for the Proposal Defense of Undergraduate Thesis

本科毕业论文（设计）开题报告

毕业论文（设计）题目					
选题类型		课题来源			
学院		专业			
导师		职称			
姓名		年级		学号	
<p>Proposal defense (basis of the topic, main content and expected objectives of the research, Research methods and Steps, thesis schedule, references, etc.)</p> <p>1. Basis of the Topic</p> <p>1.1 Background to the selection of the topic (answer why you want to conduct the study, explain the value of the study and the background needed)</p> <p>1.2 Significance of the study (with two main aspects: theoretical or academic value and practical or realistic significance)</p> <p>1.3 Literature review (with the author's own analysis and summary)</p> <p>2. Main Content and Expected Objectives of the Study</p> <p>2.1 Main contents (identify specific research elements, write out the main points, and briefly elaborate on which aspects to write about, not the outline of the paper)</p> <p>2.2 Key points and difficult points</p> <p>2.3 Expected outcomes (identify the expected research objectives)</p> <p>3. Research Methods and Steps</p> <p>3.1 Research methods (state the specific methods used in the study, e.g. literature research, survey research, comparative analysis, empirical analysis, etc.)</p> <p>3.2 Technical route (clearly thought out, logically sound and drawn as a diagram)</p> <p>4. Thesis Schedule (either a written statement or a list, specific to month or decade)</p> <p>5. References (see page 4, item 6, requirements for writing references)</p>					

Attachment: thesis outline

(The structure and main points of the thesis are necessary for the preparation of the thesis)

导师意见

导师签名：（亲笔签名）

年 月 日

注：1. 选题类型：基础型、应用基础型、应用型、调研型；

2. 课题来源：国家级项目、省部级项目、横向合作项目、校级项目、自选项目；

The form must be attached if the title of the thesis is changed after the proposal defense.

四川农业大学
毕业论文（设计）选题更改申请表

学号		姓名		所在学院	
原 题 目					
拟更改题目					
学生申请更改选题理由：					
签字： 时间：					
指导教师意见：					
签字： 时间：					
学院意见：					
主管院长签字： 时间：					

Note: The revised proposal report must be submitted at the same time.

IV. Thesis Structure and Writing Requirements

The thesis consists of the following main parts: Table of contents, English title, authors, abstract and keywords, Chinese title, authors, Chinese abstract and keywords, body, references, acknowledgements, and appendices. The specific requirements of each part are as follows:

1 Table of Contents

The table of contents is a separate page and includes the titles and page numbers of all the chapters in the thesis.

2 Title

The title expresses the object and content of the thesis. It should be precise and concise, and in principle should not exceed 20 words. A subtitle can be added for special requirements, such as an additional description of the title or an emphasis on a particular aspect of the thesis studied.

3 Author

The first line under the title indicates the author's major and name; the second line indicates the name of the supervisor.

4 Abstract and Keywords

The abstract should summarize the main content of the paper in a general

way, mainly including the research objectives, research methods, results and conclusions of the paper. The abstract should highlight the contribution or new insights of the thesis, and strive for concise and accurate language. The abstract should not use formulas or diagrams, and should not be marked with cited literature numbers. The abstract of the paper should be about 200 words.

The keywords are the subject entries for searching, and should be general technical entries that can cover the main content of the paper, generally 3-5 of them are listed, arranged from the largest to the smallest according to the level of extension of the entries.

5 Chinese Title, Author, Abstract and Keywords

The Chinese title, author's major and name, supervisor's name, abstract and keywords should be consistent with the English counterparts.

6 Main Body of the Paper

The main body of the thesis contains an introduction, the main body of the thesis, and a discussion or conclusion.

The introduction should be a comprehensive review of the previous research work and explain the background and purpose of the paper. The introduction should not be too long, and it is not necessary to repeat the knowledge that is available in the textbook.

The main body of the paper is the main part of the thesis, which mainly includes: research object, materials and methods, result and analysis. The results and analysis should have a certain depth and breadth. The layout of the graphs and charts should be reasonable and neat, with even lines, standardized labeling, accurate annotation, and the units of the graphs and charts should be unified in the international system of units. The units of measurement shall be internationally recognized units of measurement. The paper should be written in a factual, logical, reasonable structure, clear hierarchy, prominent focus, and smooth text.

The conclusion is a summary of the main results of the whole paper and should highlight the innovative points of the paper and evaluate the main work of the paper in concise terms. If a conclusion cannot be made, it should be discussed, presenting reflections on the findings, suggestions and problems that remain to be solved, etc.

7 References

The literature cited in the paper should be mainly the recently published academic journal literature directly related to the paper work. It should be read by the author himself, and it is not allowed to transcribe the literature after the text of others. There should be no less than 15 references. The format of references cited in the paper is "author's family name (publication time)", such as Chen (2014).

The serial number of references is Times New Roman, with 10.5pt and top grid writing; The content is in Times New Roman font with 10.5pt, and all punctuation marks are half width in English.

Example of periodical article format:

For monographs

[1] Hawawini, G., Swary, I., 1990. Mergers and Acquisitions in the U.S. Banking Industry: Evidence from the Capital Markets. North-Holland, Amsterdam.

For periodicals

[1] Griffiths, W., Judge, G., 1992. Testing and estimating location vectors when the error covariance matrix is unknown. Journal of Econometrics 54, 121-138.

Chinese names may be listed in the references with the surname first, as follows:

[1] Liu Y.H., Chew S.B., and Li W.Z., Education, experience and productivity of labor in China's township and village enterprises: The case of Jiangsu province, China Economic Review 9, 47-58.

Note: when there are no more than two authors in the literature, all are listed; When there are more than two digits, generally only the first two

digits are listed, followed by "etc." or "et al."; The names of the authors are separated by commas.

The references are sorted according to the requirements: English literature is in the front and Chinese literature is in the back. The Chinese and English documents shall be arranged in the order of the first initial letter after the serial number (if the first initial letter is the same, it shall be arranged in the order of the second initial letter).

8 Acknowledgements

Acknowledgements are given to those who have guided, cooperated, supported, or assisted in the completion of the thesis work.

9 Appendices

Appendices include those contents that are not suitable to include in the body of the paper but have important reference value, such as derivations of formulas, auxiliary mathematical tools, the meaning of symbols used in the paper, abbreviations of units, full text of procedures, etc.

V Thesis Writing and Printing Requirements

1 Words Numbers Requirements

The undergraduate thesis is generally not less than 12,000 words.

2 Printing and Typesetting

The thesis requires unified use of *Microsoft Word* software for word processing, printed on one side of A4 paper and bound into a book. The page margins are 2.5cm at the top, 2cm at the bottom, 2.5cm at the left, and 2cm at the right. The page numbers are located at the bottom of the page, centered and aligned, with 9pt. The inside cover and the thesis table of contents are not paginated, and the body page numbers are arranged with Arabic numerals (1, 2). The title of the thesis is in Times New Roman 16pt, and Chinese title is in SimHei 16pt. The first-level title is in the font of Times New Roman, with 14pt, the second-level title is in the font of Times New Roman, with 12pt, and the titles are not bolder; the main body and figures are in Times New Roman, with 12pt; the character spacing is standard, and the line spacing is 1.5 times. The specific formatting examples of the text layout are shown in Annex 2.

The drawing of various charts shall comply with national and professional standards. The drawing title is placed at the bottom of the drawing and consists of drawing number and drawing name. There is a blank space between the drawing number and drawing name, all of which are in bold five characters. The drawing numbers are arranged in order, for example, the first drawing number is "Figure 1". The illustrations should be arranged after the references in the text.

The table generally adopts a three-line table without adding left and right side lines. The upper, lower and bottom are thick solid lines (1 pound) and the middle is thin solid lines (0.75 pound). The table title is placed at the top of the table, which is composed of table sequence and table name. There is a blank space between them, all of which are in bold five characters. The table sequence is arranged in order. For example, the first table sequence is "Table 1". The design of the meter is simple and clear, and the slash shall not be used as much as possible.

Data sources, which should be marked at the bottom of the chart and aligned with the left end of the chart, are in Times New Roman 10.5pt.

Contents (Times New Roman, three, bold, centered)

(Empty line)

Abstract (Times New Roman, 12pt)	1
Key words (Times New Roman, 12pt)	1
摘要 (SimHei,12pt)	1
关键词 (SimHei,12pt)	1
1 Preface (Times New Roman, 12pt)	2
1.1 xxx (Times New Roman, 12pt, First line indent 1 character)	3
1.1.1 xxxx (Times New Roman, 12pt, First line indent 2 character)	3
1.1.2 xxxxxxxx.....	4
1.1.3 xxxxxxxx.....	4
1.1.4 xxxxxxxx.....	5
2 (Times New Roman, 12pt)	5
2.1 xxxx (Times New Roman, 12pt, First line indent 1 character)	6
2.1.1 xxxx (Times New Roman, 12pt, First line indent 2 character)	6
2.1.2 xxxxxxxx.....	7
2.1.3 xxxxxxxx.....	7
2.1.4 xxxxxxxx.....	7
3xxx (Times New Roman,12pt)	8
3.1 xxxxx (Times New Roman, 12pt, First line indent 1 character)	8
3.1.1 xxx (Times New Roman, 12 pt, First line indent 2 character)	9
3.1.2 xxxxxxxx.....	9
3.1.3 xxxxxxxx.....	10
3.1.4 xxxxxxxx.....	11
References (Times New Roman,12pt)	11
Acknowledgements (Times New Roman,12pt)	12
Appendix (Times New Roman, 12pt)	13

English Title (Times New Roman, 14pt, centered)

Major: ××× Name: ××× (Times New Roman 12pt, centered)

Tutor: ××× (Times New Roman)

(Empty line)

Abstract: (Times New Roman, 12pt)

Key words: (Times New Roman, 12pt)

(Empty line)

Chinese title (SimHei, 16pt, centered)

专业: 国际经济与贸易 姓名: ×× (Times New Roman, 12pt, centered)

导师: (Tutor's name, SimSun, 12pt, centered)

(Empty line)

摘要 (Chinese abstract): (SimSun, 12pt)

关键词 (Chinese Key words): ××× ××× ××× (SimSun, 12pt)

(Empty line)

1. Preface (Times New Roman, 14pt, top grid) (Note: The preface contains two parts: background and purpose of the study)

1.1 Research Background (Times New Roman, 12pt, top grid)

1.1.1 ×××××××× (Times New Roman, 12pt, top grid)

×××××××× (Body text, Times New Roman, 12pt)

References (On a separate page, Times New Roman, 14pt, centered)

The literature cited in the paper should be mainly the recently published academic journal literature directly related to the paper work. It should be read by the author himself, and it is not allowed to transcribe the literature after the text of others. There should be no less than 15 references. The format of references cited in the paper is "author's family name (publication time)", such as Chen (2014).

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Acknowledgements (On a separate page, Times New Roman, 14pt,
centered)

XX (Times New
Roman, 12pt)

Appendix: (On a separate page, Times New Roman, 14pt, top grid)
XX (Times New Roman,
12pt)

Undergraduate thesis material preparation

1. Proposal report;
2. Application form for change of topic selection;
3. New proposal report (if the thesis title is changed, the new proposal report after the change must be submitted);
4. The inner cover (*Format as shown on the next page*), table of contents and main body of the undergraduate thesis.

四川农业大学
本科毕业论文（设计）

（20 届）

题 目： _____

学 院： _____

专 业： _____

学生姓名： _____ 学号： _____

导 师： _____ 职称： _____

完成日期： _____ 年 月 日