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# THESIS/REPORT GUIDE

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## 1. Overview

The thesis (or a report) is a scholarly or practical treatise that examines a specific topic or issue that is conducted by students during their graduate study. For a Master's degree, all requirements, including filing a thesis or a report and obtaining a minimum of 36 credits are expected to be completed within one and half years.

The Park Chung Hee School of Policy and Saemaul (PSPS) sets thesis guidelines for your writing for the Master's degree. Although the contents and length can be decided by you and your advisor, the School recommends you to consider this thesis guide.

## 2. Word limit

Master's candidates should write up a thesis of approximately 25,000-30,000 words and a report of 15,000-25,000 words. The word limit is exclusive of words in tables, figures, references and appendices. Footnotes are included as part of the word limit. In exceptional circumstances, the expected length of the thesis (or a report) can be adjusted by the advisor and head of departments.

## 3. Order of Contents

The following document order is recommended for a thesis or a report:

- A. Cover
- B. Blank page
- C. Inside cover
- D. Advisor's approval page
- E. Acknowledgements (optional)
- F. Table of contents
- G. Body of text
- H. Bibliography
- I. Appendices (Optional)
- J. Abstract in Korean if your thesis is in English(2 pages maximum)

## 4. Guide for writing a thesis or a paper

### · Abstract

Summarizes problem statements, your research methods, key results and findings and conclusions and usually does not exceed 200 words in length. One copy of abstract in Korean. The abstract should not exceed two pages. Please refer to "**Format #6**".

### · Introduction

Introduction should include problem statements, research aims and objectives and research design. Student should write logically 'what is the topic and why is it important?'. Also, the introduction should be interesting to the readers as well as to you. Make the readers want to read your work. If you want to gain further information, read several thesis introductions.

### · Literature review

The literature review 1) helps you identify work already done or in progress that is relevant to your work, 2) prevents you from duplicating what has already been done, 3) helps you design the method for your project and 4) enables you to find gaps in existing research, thereby giving you a specific topic. The

purposes of the literature review can be summarized as follow;

1. Distinguishing what has been done from what needs to be done;
2. Discovering key variables related to your topic;
3. Identifying relationships between idea and practice;
4. Setting up the context of the topic or problem;
5. Rationalizing the importance of the problem;
6. Relating ideas and theory to applications;
7. Identifying the key methods and research techniques that have been used.

How many articles do students review? That is a matter of judgement. However, you as a researcher should be able to demonstrate your arguments based on the existing literature. For further information or knowledge, you should read research methodology papers.

#### • Method

Explain the detailed procedures of research clearly. Quantitative research may include research design, research model, hypotheses and operational definitions for the main variables. Since research methods vary enormously, the choice of the appropriate methodology relies on your decision. We recommend you to discuss this with your advisor.

#### • Results and discussion

The results and discussion are often combined but can be presented in two chapters. However, make sure that, at first, you should demonstrate what you found in each set of results before you begin discussion. For instance, when you carried out a quantitative study, the general principle is to state statistical results in a table or figure. Then you can interpret the significant statistical effects of a test and inform the reader of the meaning of the effects.

In general, most research needs discussion. What do the statistical effects mean? What are the gaps between the existing literature and your outcomes, and why? What implications from your research can be drawn?

#### • References

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Drucker, P., Hanraads, J., and Lupton, R.A. (2000), The art of writing a scientific article, *Journal of Scientific Communication*, vol. 163, 51-59.

## 5. **Thesis** Format Requirements(Please refer to the following format)

- 1) **Type of size:** 4 x 6 size (19cm × 26cm)
- 2) **Quality of paper:** acid-free white cotton bond (at least 70g weight)
- 3) **Cover :** The color of the cover is white in general, and the cover should be a soft cover.
- 4) **Contents of thesis (in order)**
  - A. Cover (Please refer to the "Format #1")
  - B. Blank page
  - C. Inside cover (Please refer to the "Format #2")
  - D. Advisor's approval page: Stamps from thesis committee (Please refer to the "Format #3")
  - E. Acknowledgements (optional) (Please refer to the "Format #5")
  - F. Table of contents
  - G. Body of text

- H. Bibliography
- I. Appendices (Optional)
- J. Abstract in Korean (2 pages maximum)(Please refer to the “Format #6”)

**5) Language**

The thesis or paper must be written in English or Korean

**6) Font**

Text must be in Times New Roman, 11-point. Smaller font size may be appropriate for footnote or other material outside of the main text

**7) Margins**

Left and right margins of no less than 30mm and page numbers should appear inside the margins

**8) Spacing**

Text must be 1.5 spacing with the exception of quotations as paragraphs, captions, graphs, footnotes/endnotes, lists in appendices, etc.

**9) Tables/figures**

Tables/figures should be consecutively numbered and centered within the left and right margins.

**6. Report Format Requirements(Please refer to the following when you submit the report.)**

**1) Type of size: 4 x 6 size (19cm × 26cm)**

**2) Quality of paper: acid-free white cotton bond (at least 70g weight)**

**3) Cover : The color of the cover is white in general, and the cover should be a soft cover.**

**4) Contents of Report (in order)**

- A. Cover (Please refer to the “Format #1”)
- B. Blank page
- C. Inside cover (Please refer to the “Format #2”)
- D. Advisor’s approval page: Stamps from report committee(Please refer to the “Format #4”)
- E. Acknowledgements (Optional) (Please refer to the “Format #5”)
- F. Table of contents
- G. Body of text
- H. Bibliography
- I. Appendices (Optional)

**5) Language**

The thesis or paper must be written in English or Korean

**6) Font**

Text must be in Times New Roman, 11-point. Smaller font size may be appropriate for footnote or other material outside of the main text

**7) Margins**

Left and right margins of no less than 30mm and page numbers should appear inside the margins

**8) Spacing**

Text must be 1.5 spacing with the exception of quotations as paragraphs, captions, graphs, footnotes/endnotes, lists in appendices, etc.

**9) Tables/figures**

Tables/figures should be consecutively numbered and centered within the left and right margins.

※Example of thesis and report

## 1. Thesis

Master of Public Policy in International Development Thesis

# Between Traditional and Digital Agriculture: A Case of Kibiti District, Tanzania

Park Chung Hee School of Policy  
and Saemaul of Yeungnam University

Department of Saemaul and International Development

Saemaul and International Development Major

Mwaikambo Prisca Ambokile

Advisor: Prof. Huh Changdeog, PhD

August 2022

## 2. Report

Master of Public Policy in International Development Report

# The Role of Social Capital in Community Development for Reforestation in Chad:

Case study of Korea from 1967 to 1987

Park Chung Hee School of Policy  
and Saemaul of Yeungnam University

Department of Saemaul and International Development

Saemaul and International Development Major

Eissa Taher

Advisor: Professor LEE Jeong Ju

August 2022