**Graduate School of Asia Pacific Studies, Master’s Program**

**Guidelines for the Format of the Master’s Thesis / Research Report**

1. Structure of the Master’s Theses / Research Reports

In principle, a Master’s Thesis / Research Report should be structured as follows.

* + Title Page
	+ Table of Contents (should describe the contents in sufficient detail)
	+ Certification Page (indicating that the Master’s Thesis / Research Report contains only original and/or properly referenced material)
	+ Acknowledgments (for any support and advice received)
	+ Summary of Main Arguments
	+ Main Text
	+ Conclusions
	+ References
	+ Appendices (supporting material in addition to the text)

The structure of the main body of the Master’s Thesis / Research Report may vary depending on discipline, subject matter, and length. **Please consult with your supervisor for details**.

1. Language and length of the Master’s Theses / Research Reports

Master’s Theses / Research Reports should be presented in English. The length of a Master’s Thesis / Research Report, excluding the bibliography and any appendices, shall be approximately 15,000 words. However, the length may vary depending on the discipline and shall be set by the Division.

1. Format of the Master’s Theses / Research Reports

**All Master’s Theses and Research Reports should follow the APA style.**

Below is a sample formatting guidelines for APU GSA students.

* Paper size: A4
* Page margins: Left – 35 mm; Right, Top&Bottom – 25 mm
* Header – 12.5 mm; Footer – 12.5
* Font: **Times New Roman**
* Font Size: Chapter Titles – 14 point

Main Text – 12 point

 Footnotes, page numbers, sources, etc. – 9 point

* Space: Main Text – double spaced

footnotes/endnotes, charts/figures/captions, references, appendices, etc. – single spaced

* Alignment: Refer to sample pages
* Paragraph first line indentation: 10 mm
* Each chapter has to start on a new page
* leave 2 lines between the previous section and the subtitle of the new section
* leave 1 line between paragraphs
* It is recommended that the Master’s Thesis / Research Report follows the above structure.

**Master’s Thesis / Research Report**

**Title Must Be Written with Only the**

**First Letter of Each Word in Capitals**

**(Articles and Prepositions Excluded):**

**Title Should Be Concise**

by

LAST NAME First Middle

 (as shown on your student ID)

51212345

March 2016

 (Month/Year of graduation)

Master’s Thesis / Independent Final Report Presented to

Ritsumeikan Asia Pacific University

In Partial Fulfillment of the Requirements for the Degree of

Master of Asia Pacific Studies / International Cooperation Policy

**Table of Contents**

**Certification Page *(Sample)***

I, Name as Shown on ID (Student ID 51212345) hereby declare that the contents of this Master’s Thesis / Research Report are original and true, and have not been submitted at any other university or educational institution for the award of degree or diploma.

All the information derived from other published or unpublished sources has been cited and acknowledged appropriately.

LAST NAME, First Middle

YYYY/MM/DD

**Acknowledgements**

This page is optional for those whose contributions and supports are to be acknowledged.

This section is written in the first person. Here, the author expresses appreciation to persons and organizations who have contributed significantly to the completion of the study and the Master's Thesis / Research Report.

**Summary**

This is a summary of the Master’s Thesis / Research Report. It must be written in English.

The summary should state the problem, describe the methods and procedures used, and give the main results or conclusions of the research.

**Introduction**

1.1 Introduction

Begin Master’s Thesis / Research Report here. The line spacing must be set to double-space and printed single side.

References

Hanging indentation should be used for the List of References (all lines after the first line of each entry should be indented from the left margin).

The List of References should include all sources cited in the Research Project arranged in alphabetical order. Entries should be alphabetized by the family name of the first author of each work. Family names should be printed first, followed by a comma and then by initials of other names.

For multiple works by the same author(s), entries should be listed in chronological order, starting from earliest to most recent.

Maintain the punctuation and capitalization that is used by the journal in its title.

Although there are several citation styles, APU recommends using APA style.

Books:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Articles:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, *volume number*(issue number), pages. http://dx.doi.org/xx.xxx/yyyyy

Electronic Sources:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number*(issue number if available). Retrieved from http://www.someaddress.com/full/url/