

Guidelines
for Preparing Dissertation in English

Yemyung Graduate University

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Introduction

The master's thesis or doctoral dissertation is required for the conferral of a graduate degree in the thesis track at Yemyung Graduate University. The manuscript is expected to be an original contribution to the student's field of research and the result of sustained research. The thesis or dissertation will be held in the Yemyung Graduate University and made available to the public (on the Web as well as in printed forms). These guidelines provide directions about the format of the thesis to help students write their master's thesis or doctoral dissertation in English at Yemyung Graduate University.

Students have to write their theses in English in consultation with their thesis or dissertation supervisor. Once this decision has been made, students should follow the guidelines, which provide the standard format requirements for theses. In the bibliography, citations, etc., students must consult with their thesis or dissertation supervisor and refer to the style manuals given in the "References" section below. Note that this booklet supplements the *Regulations on Thesis, 2017*, and that the overall requirements of Yemyung Graduate University for all theses and graduation requirements must be met.

Requirements

1. Writing a Thesis/Dissertation in English

The language of the master's thesis or doctoral dissertation at Yemyung Graduate University is generally Korean, but for international students must write their thesis/dissertation in English. Students must consult with their thesis/dissertation supervisor and obtain advance approval for the thesis/dissertation written in English.

2. Eligibility for Submission of Thesis/Dissertation

Students must meet certain conditions before they are eligible to submit theses. All students must have passed their qualifying examinations and have been under the guidance of a thesis supervisor for at least one semester for a master's student, or for at least two semesters for a doctoral student. All students must finish their degree programs within a specified period – five years for a master's student, seven years for a doctoral student.

3. Scope and Breadth of Thesis/Dissertation

The thesis/dissertation must be an original contribution to the student's research field.

A master's thesis must demonstrate a strong fundamental understanding of the student's field of research, focus on a subject of scholarly relevance, and be clearly written and well organized.

A doctoral dissertation must demonstrate a capacity for original research, present a clear argument that demonstrates how the student's research revises or expands existing boundaries of knowledge or technology.

Both the master's and doctoral theses should reflect not only mastery of research techniques but also an ability to select an important problem for investigation and to execute it competently. As long as the length of the thesis/dissertation is concerned there are no restrictions. Master's theses are usually

under 150 pages with fixed 22 point spacing, and doctoral dissertations are usually under 300 pages with fixed 22 point spacing.

4. Thesis/Dissertation Supervisor

All students must select and be approved by a thesis/dissertation supervisor (principal adviser) in their field of study before embarking on a thesis/dissertation. The thesis/dissertation supervisor must be a full-time faculty member at Yemyung Graduate University; professors, associate professors, and assistant professors with a final degree in their field (usually a Ph.D.) are eligible. In order to ensure that the thesis/dissertation supervisor will be able to finish supervising the thesis/dissertation, the thesis/dissertation supervisor must be a faculty member who has at least four semesters remaining for a master's student or six semesters remaining for a doctoral student before retirement.

Submission of Thesis/Dissertation

1. Copies of Preliminary Manuscript

In order to facilitate the preliminary review of the thesis, master's students must submit three (3) copies and doctoral students five (5) copies of their manuscript to their thesis/dissertation committee. The final thesis/dissertation must be submitted to the office of Academic Affairs after obtaining approval from the thesis supervisor and committee members.

2. Thesis/Dissertation Committee

The thesis/dissertation committee reviews and approves the master's thesis or doctoral dissertation theses are appointed by the department chair. These thesis/dissertation committee members review the thesis/dissertation. The committee is composed of three faculty members for a master's thesis and five for a doctoral dissertation, and up to one (master's) or two (doctoral) of theses, committee members can be from outside of the University. The thesis/dissertation supervisor automatically becomes a committee member. Any faculty member is eligible to be thesis/dissertation supervisor (see "The Thesis/Dissertation Supervisor" above) as well as to serve on the thesis/dissertation committee.

3. Preliminary Review of Thesis/Dissertation

The master's thesis and doctoral dissertation must be carefully reviewed by all the members of the thesis/dissertation committee, and approved by that committee before final submission.

1) A Master's thesis must be carefully reviewed by members of the thesis committee. The degree candidate must give a public presentation of the thesis to the members of the thesis committee and must answer questions posed by thesis committee members at the presentation. The thesis committee chair

then submits the results of the evaluation of the candidate's performance to the Academic Dean after consultation with other committee members.

2) A Doctoral dissertation must be carefully reviewed by members of the dissertation committee. The degree candidate must give a public presentation of the dissertation to the members of the dissertation committee and must answer questions posed by dissertation committee members at the presentation. The candidate must pass an official preliminary examination for the dissertation within the designated period. The dissertation committee chair then submits the evaluation of the candidate's performance to the Academic Dean after consultation with other committee members.

4. Final Manuscript and Review

The final manuscript of the master's thesis or doctoral dissertation must be faithfully revised/supplemented, under the direction of the thesis/dissertation supervisor, according to the recommendations and suggestions made by the thesis/dissertation committee. The final manuscript must follow the format specified below in "Format of Thesis/Dissertation," and seven (7) copies must be submitted to the office of Academic Affairs by the specified deadline. This manuscript will then be subject to final review and approval by the thesis/dissertation committee. If needed, the thesis/dissertation committee can request the candidate to submit materials, sources, and other references used in the thesis/dissertation. The thesis/dissertation committee must make the final approval that the thesis/dissertation is a significant contribution to knowledge and an acceptable piece of scholarly writing. In the process of evaluating the manuscript, the master's thesis must get at least 80 points (out of a maximum of 100) from at least two out of three thesis committee members, and the doctoral dissertation must get at least 80 points (out of a maximum of 100) from at least four out of five dissertation committee members. If a candidate fails, a revised and improved thesis/dissertation can be resubmitted one semester later.

Format of Thesis/Dissertation

The format of the final submitted manuscript must conform to the following requirements. Because this final volume will be stored in the University Library and made available to the public, the Graduate University will not accept any thesis/dissertation not conforming to the following requirements.

1. Physical Requirements

1) Paper

Use white, standard B5 size paper (18.2cm x 25.7cm).

2) Typeface and Printing

The manuscript must be typed or machine-printed in a clear, readable font; the entire manuscript must be neat in appearance and free of mistakes. Use 11, 13 or 16 point size and fixed 22 point spacing throughout the manuscript.

3) Margins

Use a minimum of 2.5cm margins on the top, right, and bottom. In the case of both-sided printing, make sure the wider margin falls on the binding side (alternate left/right).

4) Page Numbers

It must be numbered throughout the manuscript with page numbers bottom-centered to the text (not to the paper). Every sheet of paper in the manuscript must be numbered except for the title page (counted but not numbered). Use lower case Roman numerals (i, ii, iii, and so on) for the “preliminary pages. The title page is not numbered. The first number used is “i” and appears on the dedication or acknowledgments page. The page following the last page of the abstract is the first page of the “text” and is numbered “1” and these Arabian numerals (1, 2, 3, and so on) continues to the last page of the manuscript, including blank pages.

5) Binding and Cover Board

A master's thesis and doctoral dissertation must be a clothbound (hardcover binding). The cover must be black for a master's thesis and doctoral dissertation. The outside cover of the thesis must follow the format in Appendix 1 (Sample Cover Page), and the lettering must be printed in silver letters for a master's thesis and in gold letters for a doctoral dissertation.

2. Arrangement and Contents

The contents of the thesis/dissertation and the internal arrangement of the text and reference sections are determined by the student in consultation with the thesis supervisor. Manuals for the style which governs the format of citations, bibliography, tables, etc., for different fields are provided in the "References" section below.

The order of the preliminary pages must be exactly the same as follows. No exceptions are allowed. Sample pages follow in the "Appendices" section below. Sample pages allow differences in master's and doctoral.

1) Order of Manuscript

(1) Preliminary Pages

- ① Cover page (write the same thing on the cover of the hardcover again; counted but not numbered; see Appendix 1)
- ② Title page (write the supervisor; counted but not numbered; see Appendix 2)
- ③ Signature page (see Appendix 3)
- ④ Dedication or Acknowledgments (usually optional; any copyright permissions obtained must be listed in an "acknowledgments" section)
- ⑤ Table of Contents
- ⑥ List of Tables, List of Figures (if applicable)
- ⑦ Abstract in English (two pages or less)

(2) Text

- ① Text: divided into Preface (if any), Introduction, Body of Text (usually divided into chapters or sections)
- ② Appendices (if any)
- ③ References/Bibliography/List of Works Cited
- ④ Abstract in Korean (two pages or less)

References

Consult the following references for more in-depth guidelines on form and bibliography. Consult your thesis/dissertation supervisor for advice on which style is the most appropriate for your field or department.

The Chicago Manual of Style. 14th Ed. Chicago: U of Chicago P, 1993.

Day, Robert A. *How to Write & Publish a Scientific Paper*. Phoenix: Oryx P, 1998.

_____. *Scientific English: A Guide for Scientists and Other Professionals*. Phoenix: Oryx P, 1995.

Gibaldi, Joseph. *MLA Style Manual and Guide to Scholarly Publishing*. New York: Modern Language Association of America, 1998.

Rudestam, Kjell E. and Rae R. Newton. *Surviving Your Dissertation: A Comprehensive Guide to Content and Process*. Thousand Oaks: Sage Publications, 2001.

Strunk, William. *The Elements of Style*. Boston: Allyn and Bacon, 1999.

Zerubavel, Eviatar. *The Clockwork Muse: A Practical Guide to Writing Theses, Dissertations, and Books*. Cambridge: Harvard UP, 1999.

Appendices

Below are sample pages for the Cover page (outside cover), Title page, and Signature page. Preliminary pages for all theses must follow these specifications exactly. Consult these sample pages as well as the section on “Format of Thesis” above.

Appendix 1. Sample Cover page

Appendix 2. Sample Title page

Appendix 3. Sample Signature page

[Appendix 1: Sample Cover page]

A Dissertation for the Degree of Ph.D.

The Study on the Leadership Model
and Effective Leadership Communication
for Leadership Development
among Organizational Leaders [thesis/dissertation title]

- A Focus on Ecwa in Nigeria - [thesis/dissertation sub-title]

Zaki Amos Adukson [author name]

Division of Leadership
School of Humanities and Social Sciences
Yemyung Graduate University
December, 2019 [month/year of submission]

[Appendix 2: Sample Title page]

The Study on the Leadership Model
and Effective Leadership Communication
for Leadership Development
among Organizational Leaders [\[thesis/dissertation title\]](#)

- A Focus on Ecwa in Nigeria - [\[thesis/dissertation sub-title\]](#)

Prof. Seung-Hee Back, Dissertation Supervisor

A Dissertation Submitted to the Faculty of
Yemyung Graduate University
in partial fulfillment of the requirements
for the degree of Ph.D. in Leadership

Zaki Amos Adukson [\[author name\]](#)

Division of Leadership
School of Humanities and Social Sciences
Yemyung Graduate University
December, 2019 [\[month/year of submission\]](#)

[Appendix 3: Sample Signature page]

This certifies that the dissertation of Zaki Amos Adukson is approved by the committee of Yemyung Graduate University.

Dissertation Committee:

Prof. _____ sign

Chairman

Prof. _____ sign

Prof. _____ sign

Prof. _____ sign

Prof. _____ sign

Supervisor

[three signatures total in case of master's]

Yemyung Graduate University
December, 2019