

## How to Submit Your MA Thesis

If you plan to graduate in March 2022, you must submit your MA thesis in conformity with the school rules summarized below.

### 1. Number of copies of your MA thesis and abstract:

- (1) Master's Thesis Submission Check Sheet ... 1 copy
- (2) Original ... 1 copy
- (3) Duplicates ... 4 copies (must be duplicates of the original)
- (4) Abstract ... 1 original copy attached to the original copy of the MA thesis and 4 duplicates attached to the duplicate copies of the thesis; in addition, 1 electronic copy (in PDF format) to be submitted via e-mail.

### 2. Deadline

**January 5 (Wed.), 2022 by 17:15**

3. For your MA thesis, use a word processing software such as Microsoft Word. As template, we suggest 72 characters × 25 lines per page (A4), and font size 12 in case the student is writing his or her thesis in English.

4. Prepare the abstract in the same way as described in 3 above, within, 4 pages. The abstract needs to summarize the content of your entire MA thesis, including the purpose, methods, and results of your research.

### 5. Assembling your MA thesis for submission

The submitted thesis must be arranged as follows: abstract, inside cover (written exactly as the front cover), table of contents, and thesis itself arranged precisely in this order. Start page numbering from the thesis.

- (1) Original ... Write on the cover page **the academic year (2021)**, title of thesis, your division, department, student number, and name. Also prepare a back cover which should be bound together with the rest of the thesis.
- (2) Duplicates ... Write on the cover page **the academic year (2021)**, title of thesis, your division, department, student number, and name. Also prepare a spine, which should contain the following information: thesis title (subtitle may be omitted if too long), your student number and name.

### 6. Other matters to be noted:

- (1) The title indicated in the thesis and abstract must be the same as that you submitted in advance.
- (2) If you include a co-authored article written by you and your co-worker(s) as part of your thesis, submit a written consent from the coauthor(s) (*dōisho* 同意書), to be attached to the original copy of the thesis. (Ask the Academic Affairs Office for the relevant form.)
- (3) A sample of the MA thesis is available at the Academic Affairs Office.
- (4) A sample of the cover page written in English is also available at the Academic Affairs Office.

October 2021

Academic Affairs Office

GSICS, Tohoku University

41 Kawauchi, Aoba-ku

Sendai, 980-8576

Phone: 022-795-7556 E-mail: int-kkdk@grp.tohoku.ac.jp

## 作成例 Example

本文の記載方法 MA thesis

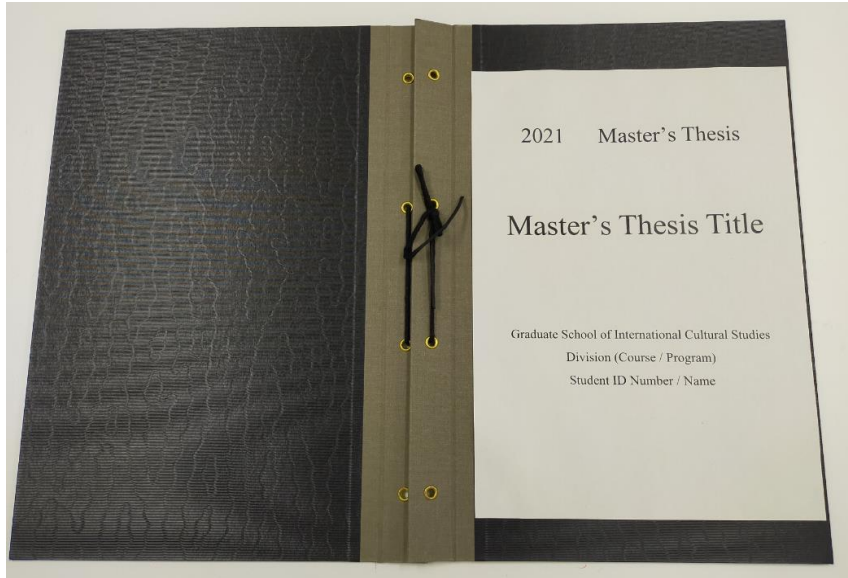
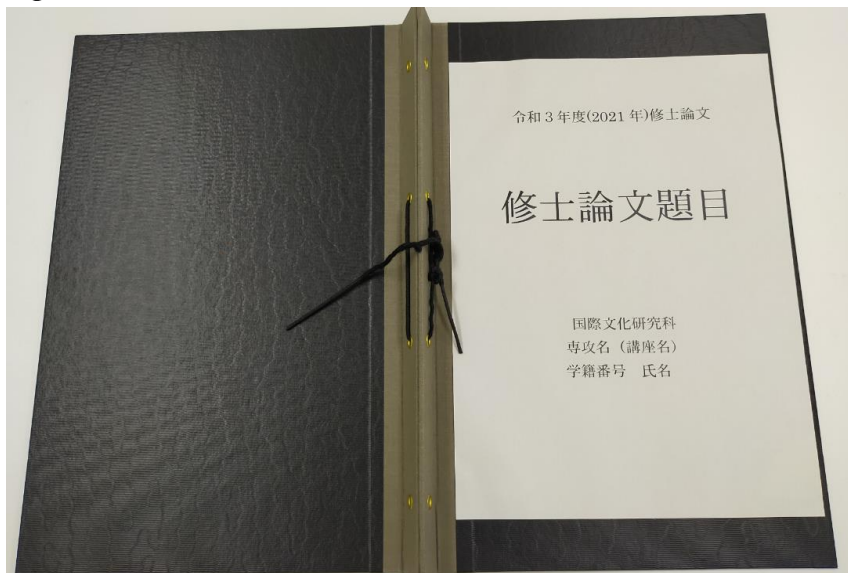
論文内容要旨 Abstract of the MA thesis

※1

※1 40字×30行を目安とする。フォントサイズは10.5 ptを目安とする。

As template, we suggest 72 characters × 25 lines per page (A4), and font size 12 in case the student is writing his or her thesis in English.

正本の作成例 Original



副本の作成例 Duplicate

