

Essay Format

- Language**
- Essay can be written in Chinese or English, not exceeding 2,500 words in Chinese or 3,500 words in English. Word count includes punctuations, but not include information on cover page, abstract, images, photos, research data, symbol or jargon list, reference list and attachments.
 - The written language should be consistent, which means if choosing English as the media of writing, all the content should be written in English. If choosing Chinese, all the content should be in Chinese. (except the technical terms)
 - Line spacing should be 1.5, and font size of the content should be 12pt.
 - Fonts for Chinese characters should be in 新細明體, and fonts for English characters should be in Times New Roman.
- Essay Structure**
- The Essay should follow the sequence of “Cover”, “Abstract”, “Introduction”, “Research method and content”, “Research result and discussion”, “Conclusion”, “Symbol or jargon list” (optional) and “Reference”.
 - The first page should be cover page, and indicate school name, team member list and research topic
 - The suggested word limit for Abstract is not exceeding 150 words in Chinese or 300 words in English.
 - Page number should be added at the right bottom of each page, and cover page as the first page.
- Numbering**
- It is suggested using chinese number, chinese number with bracket, arabic number, arabic number with bracket, roman number or roman number with bracket to state the sequence of the essay structure, e.g. 壹、一、(一)、1、(1)、I、(I).
- Reference**
- All reference should be listed according to the mentioned sequence in the essay, and the number should be stated. When quoting the reference in the essay, number should be stated in bracket followed by the quoted sentence, e.g. XXX... [1]. Author, book title (name of article), publisher, issue number, page number, and year of publication should be listed in reference.
- File Format**
- File should be saved in PDF format, with “School name” as the file name, e.g. school name.pdf

論文格式參考

- 文字**
- 可以中文或英文撰寫，字數以不多於 **2,500** 字（中文）或 **3,500** 字（英文）為限（包括標點符號），唯字數不包括封面資料、摘要、圖像、相片、研究數據、符號及專有名詞說明、參考文獻表及附件。
 - 撰寫論文之語文需一致；即採英文格式者，全部以英文撰寫；採中文格式者，全部以中文撰寫（除專有名詞外）。
 - 行距為 **1.5** 倍行高，內文需以 **12pt** 的字體大小書寫。
 - 中文字體建議採用**新細明體**，英文字體建議採用 **Times New Roman**。
- 論文組織**
- 以「封面」、「摘要」、「引言」、「研究方法及內容」、「調查結果與討論」、「結論」、「符號及專有名詞說明」（如無可免附）及「參考文獻」順序排列。
 - 首頁為封面，必須附上學校名稱、組員名單、論文題目。
 - 摘要建議不超過 **300** 字（英文）或 **150** 字（中文）。
 - 每頁請附頁碼，置右下中或右下角，以封面頁為首頁。
- 內容編號**
- 論文內容層次的編號，建議以中文字、中文數字、中文數字加小括號、阿拉伯數字、阿拉伯數字加小括號、羅馬數字、羅馬數字加小括號，如此順序編排。形式如下：壹、一、（一）、1、(1)、I、(I)。
- 參考文獻**
- 所有參考文獻須按出現於文章中之先後順序排列，且需附加編號。論文中引用到參考文獻時，須隨文附註號碼於括弧內，如[1]。參考文獻列述時需標明作者、書名（論文名稱）、出版商、期號、頁號以及出版年份。
- 儲存格式**
- 以 **PDF** 檔案格式存檔，以學校名為檔案名，例如：學校名.pdf。