

Guidelines for Thesis/Dissertation Writing

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Guidelines for Thesis/Dissertation Writing

I. Qualification and Method for Thesis/Dissertation Submission

1. Submission Qualifications

- 1) A person who has completed or is expected to complete each degree course
- 2) A person who has passed the qualification test for Thesis/Dissertation submission
- 3) A person who has submitted a research plan for Thesis/Dissertation
- 4) A person who has completed all the courses for Thesis/Dissertation guidance including the semester concerned

2. Submission Process

- 1) Procedure: The student submits the Thesis/Dissertation after the chairperson of the Thesis/Dissertation examination committee reports to the President through the Academic Affairs & Students Office that the Thesis/Dissertation has been passed at the Thesis/Dissertation examination committee.
- 2) Binding: It is to apply for as many copies of the Thesis/Dissertation production as needed through the Web-sites for Thesis/Dissertation binding (the number of binding copies = 5 copies for library submission + the number of copies required individually + the number of copies to be presented to the professor), and the cost varies depending on the Thesis/Dissertation pages and number of copies.

* Thesis/Dissertation Cover (Hard Cover)

**For master: color of hard cover - navy blue, color of main text - gold;
single-sided printing**

**For doctor: color of hard cover - black, color of main text - gold;
double-sided printing**

* cover

[Korean]

○○과 (12pt, bold)

○○○ 전공 (12pt, bold)

선학UP대학원대학교 (12pt, bold)

*To record only the major specified by the school

[English]

Department of ○○
Major
SunHak Universal Peace Graduate University

* In English, only for majors specified by the school

- 3) Submission: The Thesis/Dissertation must be written in accordance with the guidelines described in “II. Guide for Thesis/Dissertation Writing.” And it should be noted that if you do not follow the guidelines, you may be disqualified from the Thesis/Dissertation examination.
- 4) After submitting 5 copies of master’s Thesis or doctoral Dissertation and Thesis/Dissertation file (the consent form for use of Thesis/Dissertation) to the library within the specified deadline, it is to submit the confirmation form for Thesis/Dissertation submission to the Academic Affairs & Students Office.

3. Preparation Method

After submitting the file of completed Thesis/Dissertation with having the approval form signed to the d-Collection within a certain period of time, it shall get it confirmed by the library. Afterwards, it is to submit the printed Thesis/Dissertation and the original file of the consent form to the library, have the confirmation form for Thesis/Dissertation submission issued and then submit it to the Academic Affairs & Students Office.

- 1) Master’s Thesis: five copies of hard cover (binding in Western style in navy blue with gold-leaf cover)
- 2) Doctoral Dissertation: five copies of hard cover (binding in Western style in black with gold-leaf cover)
- 3) Of the above Thesis/Dissertation, 3 copies of the Thesis/Dissertation must be signed and sealed by all the examiners on the Thesis/Dissertation approval form.
- 4) It is to submit a file containing the entire contents of the Thesis/Dissertation (to specify the date of submission, department name, indication of master/doctor, Student’s Name, and file format).

II. Guide for Thesis/Dissertation Writing

1. Characteristics and Composition of Thesis/Dissertation

1) The Meaning and Basic Requirements for Thesis/Dissertation

A Thesis/Dissertation is an article that has been researched and studied academically on a certain theme, and that presents the research results systematically, logically, and consistently in accordance with a certain style and format. The characteristics of Thesis/Dissertation have a very wide scope ranging from presenting new theories by analyzing and researching the data that have been collected by means of literature research, experiment or observation, field investigation, and interview, etc. or up to presenting integration and verification and criticism and assertion of investigations and research. The Thesis/Dissertation should not only aim at faithfulness of the contents so that readers can assent upon relevance and accuracy of research results, but also follow the format and system that are commonly understood. Also, some circumstances may differ depending on the characteristics of the Thesis/Dissertation, but as a principle that applies to all theses, the Thesis/Dissertation must be equipped with the following basic requirements.

Clarity of Purpose	The background of research on the theme covered in the Thesis/Dissertation and the purpose of writing the Thesis/Dissertation should be clearly presented.
Originality of Content	Original research contents should be employed in the Thesis/Dissertation through the work of revealing or evaluating new information.
Consistency of Logic	Consistent logic should be maintained throughout the Thesis/Dissertation, including theoretical considerations and the opinions, criticisms, and arguments of the researcher.
Objectivity of Results	Research results must be objective, and so the basis for accurate experimental results and analysis data must be presented.
Verification of Method	For scientific verification of the persuasiveness and effectiveness of the Thesis/Dissertation, the process and method of the research, the source of various data used, and the cited literature must be specifically disclosed.
Conciseness of Sentence	Even if the content of the Thesis/Dissertation is good, if it is written in a difficult way, it would be difficult to read and does not get favorable responses. Therefore, it should be written concisely and plainly in easy sentences.

2) Research Paper and Thesis/Dissertation

(1) Research Paper

A paper that reliably demonstrates and makes a scientifically valid conclusion to obtain an objective answer to a problem is called a research paper. This includes the papers published in academic journals, university Thesis/Dissertation collections, the paper collection of the research institute inside and outside universities, or the literature published as an independent volume.

(2) Thesis/Dissertation

A Thesis/Dissertation is different from a research paper in that it is a paper written with the purpose of obtaining a certain academic degree as the paper to be submitted to obtain master's degree or doctoral degree after completing master's course or doctoral course of graduate school. Prior to submitting a Thesis/Dissertation, it is stipulated in a bylaw by academic department (refer to the department's bylaw) to present several research papers at academic society and to get a research paper published in an academic journal or collection of papers through the course for the academic degree. The full-scale research for Thesis/Dissertation and Thesis/Dissertation writing process is the most important task that becomes the core of the process of academic degree of graduate school as the process to apprehend theoretical deepening and analytical method upon majored scholarship by integrating the knowledge of majored courses and cultivating the ability of academic research. In writing a Thesis/Dissertation such as title, Korean abstract, main body, footnote, reference, etc. for Thesis/Dissertation, it shall strictly observe "2. Standard, System, and Format of Thesis/Dissertation."

3) 7 Stages of Thesis/Dissertation Writing

(1) Selection of Theme

The work to determine what to deal with in a Thesis/Dissertation is the task of theme selection. The theme of a Thesis/Dissertation indicates the contents that become fundamental issues or the core that the Thesis/Dissertation is dealing with, and the success or failure of Thesis/Dissertation depends on what theme is selected. When selecting a theme, several matters as follows should be considered. First, the theme of the Thesis/Dissertation should be one in which the researcher has sufficient basic knowledge and a matter that the researcher is deeply

concerned and interested in. Second, it shall be one whose theme is original and novel if possible. Third, it is good to select as the theme of a Thesis/Dissertation the matter for which data collection and experimental verification are possible and that can clearly derive the conclusion as a matter that is possible to resolve in consideration of the given situation and one's abilities.

(2) Collection of Data

Data include not only literature data, but also all of the data obtained through experiments, observations, or field investigations, and the facts obtained from interviews with individuals or groups, etc. The first thing to do in the data collection stage is the work to extensively research the references (preceding researches) related to the selected theme. Literature search not only provides confirmation of the originality of the research theme to be carried out, but also new conception (ideas) in relation to the research theme, and also helps in objective analysis of research results. In addition, important is the work to set the direction and goal of data collection and collect data systematically.

(3) Evaluation of Data

Whether the collected data are appropriate for the study of the selected theme should be evaluated carefully. The value of a Thesis/Dissertation drops along with waste of time in the event that inappropriate data are included in the Thesis/Dissertation because the evaluation of the collected data is made incorrectly. Therefore, evaluation of data must be made continuously up to approaching the stage of collecting, organizing, and recording the information obtained from the reference literature and the data collected through experiments, observations, field investigations, interviews, etc.

(4) Organization of Data

One shall classify and compose systematically by reasonably analyzing the selected data that have completed evaluation and organizing systematically so that connectedness is made mutually among the data. The organized data occupy a significant portion of the Thesis/Dissertation and can be a guide for establishing the framework of the Thesis/Dissertation, and so they must be managed efficiently. One shall make it possible to easily retrieve when needed, with storing by creating data cards or inputting the organized data in a computer.

(5) Composition of Thesis/Dissertation

Composition of Thesis/Dissertation is to catch a summary outline of the Thesis/Dissertation as the stage to write the Thesis/Dissertation outline in order to give self-confidence in writing and maintain logical consistency of the Thesis/Dissertation prior to full-fledged writing of Thesis/Dissertation. One is to include the contents, order, specific research method, data source, references within available scope, etc. that are expected when a Thesis/Dissertation is completed. In some cases, in order to determine the direction of data collection, one can first compose the Thesis/Dissertation framework and then move on for data collection, and may repeat the process from (2) through (5).

(6) Writing of Main Body

One is to write the main body on the basis of the Thesis/Dissertation outline and organized data. Writing of the main body is the work of logically expressing the research theme by integrating the researcher's own criticism, evaluation, and argument through the facts, analysis and discussion that have been obtained as a result of investigation and research. At the writing stage of the main body, in particular, consistency of logic, and accuracy and unity of various notations and forms should be adhered to throughout the Thesis/Dissertation.

(7) Closing of Thesis/Dissertation

After writing the main body, one is to complete the Thesis/Dissertation by arranging the inception and reference materials necessary to fit with the formality as Thesis/Dissertation. The inception as the one to be placed before the main body consists of cover page, the statement of Thesis/Dissertation submission, approval form, acknowledgements, table of contents of the main body, table of contents of figures and tables, and English abstract, and must be written in accordance with "2. Standard, System and Format of Thesis/Dissertation." Reference materials include reference literature, Korean abstract, and appendix, etc.

2. Standard, System and Format of Thesis/Dissertation

1) Standard of Thesis/Dissertation

The standard of Thesis/Dissertation is as follows, and there is no limit on the length of a Thesis/Dissertation. In principle, the language of Thesis/Dissertation should be written in Korean, but it can be written in English with obtaining approval of the Department head and the dean of Academic Affairs & Students Office in advance. For a Korean Thesis, the English abstract comes at the end and for an English Thesis, the Korean abstract comes at the end.

- (1) Thesis/Dissertation size: refer the standard of the Appendix reference
Frame (large octavo) for 4 X 6 (B5) 190 x 260
- (2) Thesis/Dissertation Cover
Type of copy: Hard Cover
 - ① Hard Cover
Master's Thesis: binding in Western style in navy blue with gold-leaf cover
Doctoral Dissertation: binding in Western style in black with gold-leaf cover
 - ② Soft Cover
Master's Thesis: 200g/m² of leathark gray cover
Doctoral Dissertation: 200g/m² of leathark gray cover
- (3) Paper of main body: 70-100g/m² of vellum in white or pale yellow
- (4) Printing of main body
 - ① Font
 - Korean: to use series of Myungjo (Shinmyungjo)
 - English: Times New Roman
 - ② To use black ink (possible to use in color for contained materials)
 - ③ Size of character
 - Korean: 11 points (around 34 characters for the number of characters per line)
 - English: 12 points
 - ④ Shape of paragraph
 - HWP: line spacing of main body to be 200% (around 24 lines per page)
 - MS Word: line spacing of main body to be 2 lines, alignment on both sides
 - ⑤ Single-sided printing or double-sided printing (double-sided printing to be limited to the case of doctoral dissertation)
- (5) For master's and doctoral Thesis/Dissertation format based on the

aforementioned standard, the Thesis/Dissertation must be written using the format (separately for master and doctor) posted in “Thesis/Dissertation Writing Guide” at the Web-sites of the library of this school.

2) System of Thesis/Dissertation

The composition of Thesis/Dissertation consists of the inception, main body, and reference materials as follows.

(1) Inception

① Cover

The cover has an outer cover (Appendix reference 1), a spine cover and an inner cover (Appendix reference 2). Since the title of Thesis/Dissertation represents the content of the research as a whole, it should be written concisely and specifically so that the contents and characteristics of the research can be grasped, and aligned at the center. Most sub-titles of Thesis/Dissertation are not required, but sub-titles can be added in the event that distinction or accurate delivery of the contents of Thesis/Dissertation is required. Titles should not use special characters, formulas, symbols, etc. as much as possible. In case of writing a Thesis/Dissertation in English, it is to add Thesis/Dissertation title and name in Korean in parallel with Thesis/Dissertation title and name in English in outer cover and inner cover. It shall insert 1 piece of in-between page (blank page) between outer cover and inner cover.

② Statement of Thesis/Dissertation Submission

It is to fill out according to the form in Appendix reference 3, and record the expected date of approval of the Thesis/Dissertation as the date of submission of the Thesis/Dissertation, but only indicate up to the year and month.

③ Approval Form

It is to fill out according to the form in Appendix reference 4, and in the case of a master's Thesis/Dissertation, 3 examiners and in the case of a doctoral dissertation, 5 examiners must sign by hand. (3 copies of the Thesis/Dissertation for submitting to the library must be original one.)

④ Acknowledgments (optional)

It is to write this letter when trying to express the will of gratitude to advisory professor and any individual or organization for the research for Thesis/Dissertation and the help received until writing the Thesis/Dissertation. It is customary, but not necessary, to briefly express the will of gratitude.

⑤ Table of Contents of Thesis/Dissertation

The table of contents of Thesis/Dissertation can be said to be a skeletal structure that represents the outline of Thesis/Dissertation. The table of contents uses Roman numerals (I. II. ...) as chapter symbols and Arabic numerals (1. 2....) as section symbols, and can use 1), (1), ①, etc. to subdivide the section.

Example:

Table of Contents for Figures	i
Table of Contents for Tables	ii
Abstract	iii
I. Introduction	1
1. Research Background and Purpose	1
2. Research Method and Scope	5
3. Preceding Research	7
II. Main Text (Chapters 2-4)	15
1. Theoretical Background	15
2. Research Result	60
3. Analysis and Discussion	80
III. Conclusion	95
1. Summary	95
2. Implications and Suggestions	98
3. Future Research Tasks	102
Bibliography	103
Abstract (Korean).....	110
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⑥ Table of Contents for Figures and Tables

In case of having a lot of figures and tables, it is good to write the table of contents separately. The order of notation of the table of contents is in the order of figure and table, but attached of the serial number in Arabic numeral as like Figure 1, Figure 2, ..., Table 1, Table 2, ... and then entered of the title. The title of figure and table shall be written all the time at the top in the main body.

⑦ Korean Abstract

The Korean abstract (Appendix reference 5) is the one to simply clarify the overall flow and the point of an assertion of Thesis/Dissertation, and serves to help readers understand “the content and direction of Thesis/Dissertation as a whole” (research problem, research purpose, research method, research result, etc.). The length of the abstract should be around 2 pages. At the bottom of the abstract, around 5 words of core key-words from the Thesis/Dissertation are selected and written.

(2) Main Body

As shown in Appendix reference 6, it is to write the main text within the scope of the main body, around 34 characters per line and around 24 lines per page.

① Introduction

The introduction is the beginning of main body, and the first page of the introduction becomes the first page of the Thesis/Dissertation. The introduction explains research background, research purpose, research method, research scope, and preceding researches. And also, explanations of basic data or special terms used in the Thesis/Dissertation should be clearly stated in the introduction. Depending on the research methodology, research method may be composed by being separated from the introduction and inserted into the main text.

② Main Text

The main text is a core part of Thesis/Dissertation, and the value and logic of the research content are important. Therefore, one shall present one's findings, arguments, opinions, and criticisms logically and systematically by presenting solid, sufficient and systematic evidence. In case of necessity, one shall actively support one's logic by using footnotes, figures, and tables. Composition of main text may

vary according to academic field and research method of Thesis/Dissertation, such as theoretical background, experiment (measurement) or survey, results and discussion. The main text consists of Chapters 2, 3, and 4, but more chapters may be added under the guidance of advisory professor if necessary.

③ Conclusion

In the conclusion, a summary, implications and suggestions, and future research topics are presented. In other words, it summarizes the facts developed in the introduction and main text, and depending on research results, any thoughts, opinions, or suggestions related to the results can be proposed, and the issues that are worth and necessary for further research in the future may be presented.

(3) Reference Materials

① Bibliography

At the end of Thesis/Dissertation, a list of reference books and other literature is attached, and all those cited in the annotation of Thesis/Dissertation are included in the bibliography. However, it should be avoided to include the literatures that are less directly related to the content of Thesis/Dissertation.

② English Abstract

English Abstract, like Korean abstract, is the one to simply summarize the content of Thesis/Dissertation, and so the text should be neatly refined with concise and accurate expression of contents. It is to write Thesis/Dissertation title, the name of Thesis/Dissertation student, the name of the department, and the name of the major at the top part of the abstract. It is to write 5 words of key words at the bottom of the abstract.

③ Appendix

In case that an appendix is needed, it is to insert it after the English abstract, but insert a sheet of in-between page with being written as 'Appendix'. The items contained in the appendix as supplementary data related to the content of main body are mainly supplementary explanations, survey format, questionnaires, statistical tables, diagrams, legal provisions, chronological tables, maps, documents, etc.

(4) Others

① Explanation of Symbols or Abbreviations

If the author of Thesis/Dissertation considers it necessary, explanations of symbols or abbreviations used in the main body can be included on the next page of the table of contents (including the table of contents of figures and tables).

② Page Number

Page numbers are marked with being divided into the inception (table of contents for figures, table of contents for tables, Korean abstract), the main body and reference materials (bibliography, English abstract, appendix), and the inception is marked in lowercase Roman numerals (i, ii, iii, ...), and the main body and reference materials in Arabic numerals (1, 2, 3, ...), and a supplementary line (-) is drawn on the left and the right.

3) Manuscript Writing

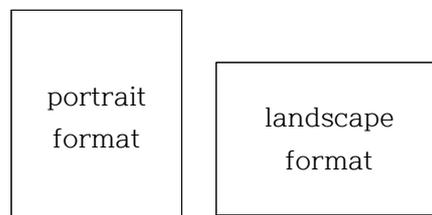
(1) Printing Quality

The Thesis/Dissertation should be of higher quality than that written by a computer word processor and laser printer.

(2) Editing Format

Thesis/Dissertation is generally written in 'portrait format', but may also be written in 'landscape format' and multi-stage editing in case of appropriateness for the characteristics of Thesis/Dissertation and utilization of the space (See Figure 1).

〈Figure 1〉 Format Distinctions



(3) Thesis/Dissertation Standard and Putting Margin

The passed Thesis/Dissertation must be submitted in the size of 4×6 large octavo (190×260mm) or reduced and bound in the size of small octavo (148×210mm) and then submitted. However, in the case of a 'for-examination' Thesis/Dissertation, it can be submitted in A4 paper size. In this case, it is convenient to make and submit in a 4×6 large octavo at the binding process after going through examination by editing in advance into a 4×6 large octavo which is the standard 'for submission' after passing through putting a margin on A4 paper. In this case, putting a margin refers to the following numerical values.

30mm for inner margin, 45mm for outer margin, 30mm for upper margin, 61mm for lower margin. But, the figure can be placed in the outer margin within the range that is not cut off when binding into 4×6 large octavo (190×260mm). Even when writing in a wide format, Thesis/Dissertation standard and putting margin shall be done to fit the above criteria.

(4) Margins on Each Chapter

Chapters can be started with placing multiple lines of space in front if necessary.

(5) Font

In the main body of a Thesis/Dissertation, not more than three types of typeface of Times New Roman series can be used. However, in case that there is a valid reason, certain type of typeface can be used with obtaining approval of advisory professor.

(6) Size of characters

Size of characters shall be made of, when based on A4 paper and 4x6 large octavo paper, chapters, sections, etc. to be 20pt or less, main body 12pt, the description (caption) of figures, tables, photos, etc. 9-10pt, footnotes 9-10pt and bibliography 10-12pt for HWP. Size of characters should be readable size even when the original is printed by reducing to the size of 'small octavo.' For MS Word it shall be made of chapters, sections, etc. to be 20pt or less, main body 12pt, the description (caption) of figures, tables, photos, etc. 10pt, footnotes 10pt, and bibliography 12pt.

(7) Line Spacing

Line spacing should be around 200% of font height for HWP. However, it can be done to be 130-180% in the description of figures and tables and the description slot of the contents of annotations. For MS Word, it shall be made of 2-line spacing.

(8) Double-sided Printing

Double-sided printing is limited to doctoral dissertation. In case of double-sided printing, it is to make the left side become the even-numbered page and the right side the odd-numbered page. At this time, the inner and outer margins of odd-numbered pages and even-numbered pages shall be made symmetrical.

(9) Hierarchy of Main Body

Division of chapter, section, sub-section, paragraph, item, etc. shall be made easy to recognize the hierarchy, and follows “2. Standard, System, and Format of Thesis/Dissertation 2) (1) ⑤ Table of contents of Thesis/Dissertation.”

(10) Terms Related to Thesis/Dissertation System

English of Korean abstract, table of contents, table of contents for tables, table of contents for figures, and bibliography is referred to <Table 1>.

<Table 1> Terms Related to Thesis/Dissertation System

Korean	English
국문초록	Abstract
목 차	Table of Contents
표 목 차	Table of Contents for Tables
그림목차	Table of Contents for Figures
참고문헌	Bibliography

(11) Hangeul Orthography

The orthography, etc. of Hangeul shall be in accordance with the ‘Korean Orthography and Standard Language Rules’.

(12) Notation of the Word of Foreign Origin

In principle, foreign terms are written in Korean, but difficult foreign words can be written in their original language or written in parentheses. However, the names of literature and abbreviations are written in the original language. In the main body, all foreign-origin words using Roman characters are written in lowercase letters. However, exceptions are made in the case of the first letter of proper nouns, abbreviations using capital letters, and scientific and technological terms of the Ministry of Education. Notation of foreign-origin words follows the 'Foreign-origin Words Notation'.

(13) Citations and Annotations

In the event of citing literature, the source must be clearly stated. It is to put the contents of quotations to be short in the main body so as to fit the context of main body, and write long contents by separating from the main body, but space 1 line above and below, or do 'indent' by 10-15pt on the left and the right so as to be recognized of them to be quotations. In this case, it may be made by having the text of quotation 1-2pt smaller than the main body to be distinguished from main body. Annotations are done in footnotes.

(14) Footnotes

Footnote indicates a note put in place at the lower end of the page containing the quoted content. In addition, it may write references matters or supplementary explanations with using the form of footnote.

4) How to Write Reference Notes, Content Notes, and Bibliography

(1) Method of Writing Reference Notes and Bibliography

How to state footnotes and bibliography of Thesis/Dissertation basically follows the Chicago style that is used a lot in the Thesis/Dissertation of theology and religious studies. It is slightly modified and used to fit with the traits of Korean language based on *The Chicago Manual of Style*, 14th edition (Chicago: University of Chicago Press, 1993). The examples of footnotes hereinafter are marked first by assigning number, and the examples of references are marked in the back without separate number.

[Example 1] An independent volume

< footnotes >

- 1) 조광명 외, 『문선명 선생의 초종교 평화사상』 (가평: 선학UP대학원대학교 출판부, 2016), 275.
- 2) 세계평화통일가정연합, 『원리강론』 (서울: 성화출판사, 2002), 23.
- 3) HSA-UWC, *Exposition of the Divine Principle* (New York: HSA-UWC, 1996), 234.
- 4) Young Oon Kim, *Unification Theology* (New York: HSA-UWC, 1987), 42.

< bibliography >

세계평화통일가정연합. 『원리강론』. 서울: 성화출판사, 2002.
 조광명 외. 『문선명 선생의 초종교 평화사상』. 가평: 선학UP대학원대학교 출판부, 2016.
 HSA-UWC. *Exposition of the Divine Principle*. New York: HSA-UWC, 1996.
 Kim, Young Oon. *Unification Theology*. New York: HSA-UWC, 1987.

[Example 2] Translated version of an independent volume

< footnotes >

- 1) 김영운, 『통일조직신학』, 김항제 옮김 (서울: 성화출판사, 1999), 45.
- 2) 마스다 요시히코, 『축복가정을 위한 천일국 생활윤리』, 주재완, 니시오카 마사유키 옮김 (아산: 선문대학교 출판부, 2004), 281.
- 3) Helott Thielicke, *Man in God's World*, trans. John W. Dorionson (New York: Citidel Press, 1983), 67.

< bibliography >

김영운. 『통일조직신학』. 김항제 옮김. 서울: 성화출판사, 1999.
 마스다 요시히코. 『축복가정을 위한 천일국 생활윤리』. 주재완, 니시오카 마사유키 옮김. 아산: 선문대학교 출판부, 2004.
 Thielicke, Helott. *Man in God's World*. Translated by John W. Dorionson. New York: Citidel Press, 1983.

[Example 3] Academic papers

< footnotes >

- 1) 도현섭, 「세계평화통일가정연합이 지향하는 종교의 미래상 -생활종교에 관한 제언-」, 『선학논총』 14 (2021): 14-22.
- 2) Thomas W. Selover, "True Children in the Restoration Providence," *A Collection of Treatises of SunHak* 12 (2018): 61-70.
- 3) 西野 玄, 「仁川居留地に關する一考察: 仁川日本居留地埋立問題を中心に」, 『朝鮮學報』 第194輯 (平成18[2005]年 1月): 66-73.

< bibliography >

- 도현섭. 「세계평화통일가정연합이 지향하는 종교의 미래상 -생활종교에 관한 제언-」. 『선학논총』 14 (2021): 1-22.
- 西野 玄. 「仁川居留地に關する一考察: 仁川日本居留地埋立問題を中心に」. 『朝鮮學報』 第194輯 (平成18[2005]年 1月): 56-73.
- Selover, Thomas W.. “True Children in the Restoration Providence.” *A Collection of Treatises of SunHak* 12. 2018. 23-57.

[Example 4] Thesis/Dissertation

< footnotes >

- 1) 도현섭, 「통일신학으로 본 언어와 언어행위에 관한 연구: 본연의 인간성 회복을 위한 언어 이해를 중심으로」 (박사학위논문, 청심신학대학원대학교, 2011), 45.
- 2) 김인수, 「세계평화통일가정연합 선교사의 코칭역량모델링 및 요구분석」 (박사학위논문, 선학UP대학원대학교, 2018), 21-24.
- 3) A. E. Mann, “The Paleodemography of Australopithecus” (Ph.D. diss., University of California, Berkeley, 1978), 35-37.

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- 김인수. 「세계평화통일가정연합 선교사의 코칭역량모델링 및 요구분석」. 박사학위논문. 선학UP대학원대학교, 2018.
- 도현섭. 「통일신학으로 본 언어와 언어행위에 관한 연구: 본연의 인간성 회복을 위한 언어 이해를 중심으로」. 박사학위논문. 청심신학대학원대학교, 2011.
- Mann, A. E. “The Paleodemography of Australopithecus.” Ph.D. diss.. University of California, Berkeley, 1978.

[Example 5] Reports

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- 1) 대우경제연구소, 「종합상사와 제조업체간 수출협력방안 연구」, 2000년 3월 (서울: 동연연구소, 2000), 72-80, 2000-07.
- 2) Employee Benefit Research Institute, *Sources of Health Insurance and Characteristics of the Uninsured*, February 1992 (Washington, DC: author, 1992), Issue Brief No. 123.
- 3) 건설교통부, 「도로용량 편람작성을 위한 기초연구」 (서울: 건설교통부, 1981), KHS-2000-10.
- 4) 文部省大臣官房調査統計課, 「学校基本調査報告書: 初等中等教育, 昭和48年度」 (東京: 大蔵省印刷局, 昭和50[1975]), 230-331, 指定統計 第13號.
- 5) U.S Department of Health and Human Services, *Pressure Ulcers in Adults: Prediction and Prevention* (Rockville, MD: Author, 1992), AHCPR Publication No. 92-0047.

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- 건설교통부. 「도로용량 편람작성을 위한 기초연구」. 서울: 건설교통부, 1981. KHS-2000-10.
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[Example 6] Dictionary, Encyclopedia

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- 1) 이흥식, 편, 『국사대사전』 (서울: 백만사, 1973), s.v. “임오군란.”
- 2) *Encyclopaedia Britannica*, 15th ed. (Chicago: Encyclopaedia Britannica Inc., 1988), s.v. “The Buddha and Buddhism.”

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- 이흥식, 편. 『국사대사전』. 서울: 백만사, 1973.
- Encyclopaedia Britannica*. 15th ed. Chicago: Encyclopaedia Britannica Inc., 1988.

[Example 7] Laws & Enforcement Ordinances

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- 1) 「과학기술기본법」, 법률 제7218호(2004.9.23 일부개정), 제26조, 제3항.
- 2) 「산업연구원법」, 법률 제3538호(1981.12.31 제정), 제14조.
- 3) U.S. Constitution, art. 2, sec. 1, cl. 3.

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[Example 8] Magazine, Newspaper

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- 1) 유용원, 「한국도 이젠 군수기술 선진국 대열에 들었다」, 『주간조선』, 2005년 7월 11일, 10-11.
- 2) Robert Karen, “Becoming Attached,” *Atlantic*, February 1990, 54-55.
- 3) 김명섭, 「바이오문명의 중심이 되려면」, 『조선일보』, 2005년 6월 9일, A30.
- 4) Tyler Marshall, “200th Birthday of Grimms Celebrated,” *Los Angeles Times*, March 15, 1985, sec. 1A, 3.
- 5) 이규태, 「李圭泰코너」, 『조선일보』, 2004년 6월 5일; 2005년 6월 10일, 8월 16일.

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- Karen, Robert. “Becoming Attached.” *Atlantic*, February 1990, 54-55.
- Marshall, Tyler. “200th Birthday of Grimms Celebrated.” *Los Angeles Times*, 15 March, 1985, sec. 1A, 3.

[Example 9] Review, Book review, Interview

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- 1) John Upike, “Fine Points,” review of the *New Fowler’s Modern English Usage*, ed. R. W. Burchfield, *New Yorker*, 23-30 December 1996, 142.
- 2) 백승균 (철학자, 전 계명대학교 부총장), 저자와 인터뷰, 2005년 7월 9일, 대구.
- 3) Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.

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- 백승균, 철학자, 전 계명대학교 부총장. 저자와 인터뷰, 2005년 7월 9일, 대구.
- Macmillan, Andrew, principal adviser, Investment Center Division, FAO. In discussion with the author, September 1998.
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[Example 10] Web-sites

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- 1) 세계평화통일가정연합, “天地人삼부모님 聖誕基元節 5周年,” 2018 FFWPU International Headquarter, 20180203 접속, <http://tpbirthday.ffwpu.org/intro/>.
- 2) Family Federation for World Peace and Unification, “True Parents’ Birthday Celebration & the 5th Anniversary of Foundation Day,” accessed, February 23,

2018, <http://tpbirthday.ffwpu.org/intro/>.

- 3) "Band," Casa de Calexico, accessed October 27, 2017, <http://www.casadecalexico.com/band>.

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[Example 11] Electronic data

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1) 김태성, 『중국사 뒷 이야기』 (서울: 실천문학사, 2002), [tp://www.barobook.com/book/book_detail.asp?bok_seq=14604&pat...](http://www.barobook.com/book/book_detail.asp?bok_seq=14604&pat...) (2002년 7월 16일 검색).

2) Donald Davidson, *Essays on Actions and Events* (Oxford: Clarendon, 2001), <https://bibliotecamathom.files.wordpress.com/2012/10/essays-onactions-and-events.pdf>.

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[Example 12] Online Dictionary

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1) Joost Augusteijn, *The Oxford Companion to Irish History*, 2nd ed., ed. S.J. Connolly (Oxford University Press, 2002), s.v. "Sinn Feine," <http://www.oxfordreference.com/view/10.1093/acref/9780199234837.001.0001/acref-9780199234837-e-4>.

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[Example 13] Social Media

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- 1) Bob Casey's Facebook page, accessed May 5, 2014, <https://www.facebook.com/BobCaseyJr>.

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[Example 14] Re-quotation

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- 1) 김용덕, 「일제초기의 교육정책」, 『문경(중앙대학교 문리과대학)』 제26집 (1969): 18-20, 정재철, 『일제의 대한국식민지교육정책사』 (서울: 일지사, 1985), 17에서 재인용
- 2) Philip Kotler and Sidney J. Levy, "Broadening the Concept of Marketing," *Journal of Marketing* 33, no. 1 (Jan. 1969): 10-15, 한계문, 「도서관의 인터넷 마케팅을 위한 시장 세분화 전략」, 『한국도서관·정보학회』 34, no. 1 (2003년 3월): 4에서 재인용.

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(2) Re-quotation of literature

It is to state only the name of author and the literature or part of the title of paper in the event of re-quoting the literature or papers that are presented all of related information in preceding footnotes. It is to state only the family name and part of literature title in case of Western author. It is to state full name of author and full title of literature if in the case of being concerned of confusion with name and title. It shall not use aforementioned literature, previously mentioned literature, Ibid., op. cit., loc. cit., etc.

[Example]

- 1) 도현섭, 「통일신학으로 본 언어와 언어행위에 관한 연구: 본연의 인간성 회복을 위한 언어 이해를 중심으로」 (박사학위논문, 청심신학대학원대학교, 2011), 45.
- 2) 도현섭, 「통일신학으로 본 언어와 언어행위에 관한 연구: 본연의 인간성 회복을 위한 언어 이해를 중심으로」, 60.
- 3) Unification Thought Institute, *New Essentials of Unification Thought: Head-Wing Thought* (Japan: UTI, 2006), 77.
- 4) UTI, *New Essentials of Unification Thought*, 80.

(3) Format to state bibliography

Bibliography is recorded in the order of detailed distinction such as an independent volume, academic paper, Thesis/Dissertation, other literature, and can be recorded with distinguishing by theme upon occasion. Each detailed distinction is made of spacing one line, and the title of detailed distinction is not recorded. Detailed distinction is recorded in the order of literature in Korean, literature in Eastern Asian language, and literature in Western language, and recorded overall by the order of 가나다 or the order of ABC. The types of recording are as same as the below:

Bibliography

I. Literature related to “Theme 1” (in the order of Korean language, Eastern Asian language, Western language; in the order of 가나다 or ABC)

(An independent volume)

(Academic papers)

(Thesis/Dissertation)

(Other literature)

II. Literature related to “Theme 2” (in the order of Korean language, Eastern Asian language, Western language; in the order of 가나다 or ABC)

(Academic papers)

(Thesis/Dissertation)

(Other literature)

III. Literature related to “Theme 3” (in the order of Korean language, Eastern Asian language, Western language; in the order of 가나다 or ABC)

<Appendix reference 1> Outer Cover

T H E S I S / T D I S S E R T A T I O N T I T L E T H E S I S · T D I S S E R T A T I O N S U B M I T T E R (spine)	<p>(Year) (11pt, bold) (For examination)</p> <p>Thesis/Dissertation (11pt, bold) (when you pass the examination, delete 'For examination')</p> <p>English Title (13pt, bold)</p> <p>English Subtitle (12pt, bold)</p> <p>Korean Title (13pt, bold)</p> <p>Korean Subtitle (12pt, bold)</p> <p>Student's Name: ○○○ (12pt, bold)</p> <p>Advisor's Name: ○○○ (12pt, bold)</p> <p>Department of True Parents Theology (12pt, bold)</p> <p>Major (12pt, bold)</p> <p>SunHak Universal Peace Graduate University (12pt, bold)</p>
---	---

1. It states Thesis/Dissertation title and the name of the person submitting Thesis/Dissertation on the book spine.
2. It states the corresponding year and ‘Thesis/Dissertation’ or ‘Dissertation’ at upper left of cover and states ‘For examination’ at upper right at the time for examination. It deletes the mark of ‘For examination’ at the time of submitting as a passed Thesis/Dissertation.
3. Subtitle is stated limited to the case in need.
4. The year of Thesis/Dissertation examination’s passing of the outer cover and inner cover is stated in Arabic numeral.
5. It appropriately adjusts based on portrait format in case of landscape format.
6. It inserts by appropriately adjusting the location of each element at the time of inserting the figure.
7. It states by writing clearly the name of academic department and detailed name of major.
8. It is to refer to the following for English statement of each academic department and major

- Academic department.
 - ▷ 참부모신학과: Department of True Parents Theology
 - ▷ 평화NGO학과: Department of Peace NGO Studies
 - ▷ 목회학과: Department of Ministry
- Major.
 - ▷ 신학전공: Theology
 - ▷ 영성학전공: Spirituality
 - ▷ 목회학전공: Divinity
 - ▷ 평화NGO학전공: Peace NGO Studies

9. It is to refer to the following for academic degree

Course	Department	Degree type
Master	True Parents Theology	Th. M.
		M. Div.
	Peace NGO Studies	M.A. in Peace NGO Studies
Doctor	True Parents Theology	Ph. D.
	Ministry	D. Min.

<Appendix reference 2> Inner cover

English Title (13pt, bold)

English Subtitle (12pt, bold)

Korean Title (13pt, bold)

Korean Subtitle (12pt, bold)

Student's Name: ○○○ (12pt, bold)

Advisor's Name: ○○○ (12pt, bold)

Year

(year of passing examination of Dissertation, bold)

Department of True Parents Theology (12pt, bold)

Major (12pt, bold)

SunHak Universal Peace Graduate University (12pt, bold)

<Appendix reference 3> Statement of Thesis/Dissertation Submission

English Title (13pt, bold)

English Subtitle (12pt, bold)

Korean Title (13pt, bold)

Korean Subtitle (12pt, bold)

**This Thesis/Dissertation is Presented for a Degree in Master/Doctor of
(Th.M./M.Div./M.A. in Peace NGO/Ph.D./D.Min.)**

(12pt, bold)

MM. YYYY (bold)

SunHak Universal Peace Graduate University (12pt, bold)

Department of True Parents Theology (12pt, bold)

Major (12pt, bold)

Name of student (13pt, bold)

<Appendix reference 4> Approval Page

We affirm that Mr./Mrs. 0000 has submitted (The Master Course Thesis/The Doctoral Course Dissertation) prepared in accordance with the university's standard in partial fulfillment of the requirements for (Th.M./M.Div./M.A. in Peace NGO/Ph.D./D.Min.).

(13pt, bold)

Examination Date: 00. 0000 (12pt, bold)

Chief Examiner _____ seal (13pt, bold)

Examiner _____ seal

Examiner _____ seal

Examiner _____ seal

Examiner _____ seal

SunHak Universal Peace Graduate University (13pt, bold)

1. For Master, examiner shall be 3 people, for Doctor 5 people.
2. Chairperson of examination committee signs at the upper most, advisory professor at the lower most, and the order of other examining members are decided by advisory professor.
3. Examination date shall be marked as a number.
4. It is to write Examination Date only upto year and month. (to choose out of June or December for month)

<Appendix reference 5> English Abstract

<Abstract> (13pt, bold)

Thesis/Dissertation Title (13pt, bold)

Student's Name

Department of ○○○○

Majored in ○○○

SunHak Universal Peace Graduate University

Advisor: Professor ○○○

Key words : 5 words

<Appendix reference 6> Korean Abstract

<국문초록> (13pt, bold)

논문제목 (13pt, 진하게)

선학UP대학원대학교
참부모신학과 ○○○○ 전공
지도교수 : ○○○
논문제출자 성명

Summary in Korean (in 2 pages)

- To have correctly translated English abstract into Korean abstract.
- To state centering on research question, research purpose, research method, research results, etc. (These contents shall be consistent with the contents of introduction, main text, and conclusion of Thesis/Dissertation.)

주제어(Key words): 5 words

<Appendix reference 7> Thesis/Dissertation Standard & Putting a Margin

