National Chung Cheng University
Department of Computer Science and Information Engineering
Embedded Systems Laboratory
Thesis and Dissertation Writing (with Notes on LaTeX)
(Updated: 2006/1/5)

All theses and dissertations must be written in **LaTeX**. Figures can be drawn using **Microsoft Word, Visio, or PowerPoint**. All figures must have the **original source files** and the **Encapsulated PostScript (.eps)** versions for inclusion into LaTeX files. All references must be stored in a **BibTeX** file and included into LaTeX documents using the **bibliography** command. Take note of the following formatting details and make sure you have checked if your document satisfies all of the following you hand them to me for reviewing.

Overall Formatting

- Let LaTeX do the formatting for most of the time and for most of the document
    - Use minimally the self-positioning and self-spacing commands such as \hspace, \vspace
    - Use the general lists, instead of customized ones
    - Use the "top" position for figures and tables as much as possible
    - Use the "page" position for large figures and tables

Detailed Formatting

- Use $...$ for math symbols: variables, etc.
    - Don't use {\em …} or {\it …}
- Append "\@" after the last alphabet in the last word of a sentence if the last alphabet is a capital.
    - E.g.: **… SGM\@.   …VERTAF\@.**
- For short forms use "\ " or "~"
    - E.g.: **… Fig.\   3   OR … Fig.~3**
- Use \cite for cross-referencing references
- Use \ref for cross-referencing figs, tables, sections, equations, and other labeled items
- Use bibtex for all references
- Use author initials and year as reference labels
    - E.g.: [HL03] for a paper authored by P.-A. Hsiung and C.-Y. Lin in the year 2003
- Figure captions should be below the figures
- Table captions should be above the tables
- You may group figures and tables horizontally using \minipage
- Make sure the figures are clear and legible
    - The font size in a figure should be the same as that of the document itself or a little smaller

Handovers

- Give me "double-spaced" documents every time, single-spaced ones will be returned to you immediately
- Give me the "original, revised" version of the documents that I went through before
- Check if you made all the corrections, revisions, additions, deletions, modifications, changes, re-writings, etc.

CHECKLIST

姓名：_____

Document：_____**Part**：_____ **Version**：_____

Check all of the following before you hand in your documents to me.

☐ Did you follow all the LaTeX GUIDELINES?

☐ Did you check your SPELLINGS?

☐ Did you check your English GRAMMAR? (Each sentence has at least one verb?)

☐ Did you read your paper ONCE MORE after printing it out and before handing it to me?

☐ Did you make ALL CORRECTIONS of the previous version (review)?

☐ Did you attach the PREVIOUS VERSION?

☐ Do all your figures and tables have CAPTIONS?

☐ Do all your figures and tables have corresponding DESCRIPTIONS and CROSS-REFERENCES?

☐ Are all your figures CLEAR and LEGIBLE?

☐ Are all your text DOUBLE-SPACED?

☐ Did you check all your PUNCTUATIONS?

☐ Did you check all your BRACKETS?