

When there is a difference between Chinese and English, Chinese is the main language.

National Kaohsiung University of Hospitality and Tourism

Graduate Institute of Tourism Management APA Format Guidelines

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© Order

There are three parts of the thesis:

Preliminary Pages	1. Cover : Hardcover: Tooled in gold, Times New Roman, Cover color: Black. Softcover: Tooled in gold. Times New Roman, Cover color: Black. 2. Blank page 3. Title page (Paper type same as contents, layout same as Cover page, refer to appendix 1) 4. Verification Letter from the Oral Examination Committee 5. Abstract (1) Chinese (2) English 6. Acknowledgement (Optional) 7. Table of Contents 8. Table of Tables 9. Table of Figures 10. Explanation of symbol & definitions (Optional)
Content	12. Content (Times New Roman)
Reference	13. Reference 14. Appendix
Other	15. Back cover

◎ General formatting

1. Cover: Institute name, degree, thesis name (Chinese & English), name, advisor, date.
Refer to appendix 1.
2. Title page: **refer to appendix 1**
3. Verification Letter from the Oral Examination Committee: **refer to appendix 2.**
4. Abstract: The abstract should address the research, methodology, result and conclusion. Around **800** words (fit in 1 page). Chinese and English version. **Refer to appendix 3 & 4.**
5. Size * Paper: 210mm * 297mm (A4). Cover and back cover should choose black card paper (over 200 pounds).
6. Margin: **Top 2.5cm, left 3cm, right 2cm, bottom 2.5cm**
7. Words: From left to right, horizontal.
8. Page number (Centre bottom, Times New Roman, size 12)
 - (1) Preliminary pages use symbol i, ii, iii...
 - (2) From the content, use number 1,2,3...
9. Acknowledgement: **refer to appendix 5.**
10. Printing : Follow NKUHT order. Tell the printing service that you are going to print out “thesis”. They know the format.
11. Upload abstract and establish thesis file :

Please refer to library website <http://cloud.ncl.edu.tw/nkuht/> (appendix 7)
12. Prints: You should at least print out 4 copies
 - (1) NKUHT library: 2 copies (will be turned into National Library)
 - (2) GITM: 2 copies
 - (3) Advisor & committee: optional

© Content

1. Table of contents: Based on thesis order, order the contents of chapter, section number, page number, etc.
2. Table of tables & figures: in-content's table and figure should be ordered. There should be separate content for table and figures.

Content of Tables (13 font size)		
Table 1-1	××××××	(size 12) 30
Table 2-1	××××××	31
Table 3-1	××××××	32

Content of Figures (13font size)		
Figure 1-1	××××××	(size 12) 10
Figure 2-1	×××××	12
Figure 3-1	××××××	15

Figure 1 Example of Content of Tables & Figures

3. Text :

Except for cover, contents and abstract, 28 lines of every page of all the content (including reference). Edit → Select all → Layout → Line numbers → 28 lines each page

Line spacing → at least → 25pt. The first line of all paragraphs should be indented by 0.5 line with other paragraphs. One-line space of every title of chapter.

P.S: For layout concern, table does not need to follow the above rules.

CHAPTER ONE INTRODUCTION (size 22)
(Line space)

1.1 Background (size 20)

(Line space)

1.1 (size 14) **Except title, all other text should be in size 12.**

1.1.1 (size 14)

1.1.1.1 (size 14)

(1) (size 14)

a. (size 14)

(a)

b.

(2)

Level of Heading	Format
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

Figure 2 Heading

6. Any original resource that is inconvenient to publish in the text and has great academic reference value can be included in the appendix. For example, access records, questionnaires, etc. Appendices should be categorized. For example, Appendix I, Appendix II, etc., and the name and page number should be listed under the appendix in the content.
7. Footnote: All footnotes should be numbered consecutively with Arabic numerals in the order they appear in the text. A superscript reference number can be placed anywhere other than in a heading and can follow any punctuation mark, except a dash.

© In-text citation

✧ APA citation basics

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.

- **In-text citation capitalization, quotes, and italics/underlining**

Always capitalize proper nouns, including author names and initials: D. Jones.

If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: Permanence and Change. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: Writing New Media, There Is Nothing Left to Lose. (Note: in your References list, only the first word of a title will be capitalized: Writing new media.)

When capitalizing titles, capitalize both words in a hyphenated compound word: Natural-Born Cyborgs.

Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's Vertigo."

Italicize the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.

Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds;" "The One Where Chandler Can't Cry."

- **Short quotations**

If you are directly quoting from a work, you will need to include the author, year of publication, and page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

- **Long quotations**

Place direct quotations that are 40 words or longer in a free-standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

- **Summary or paraphrase**

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

❖ **Author or Authors**

- **A Work by Two Authors:**

Name both authors in the signal phrase or in parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in parentheses.

Research by Wegener and Petty (1994) supports...

(Wegener & Petty, 1994)

- A Work by Three to Five Authors:

List all the authors in the signal phrase or in parentheses the first time you cite the source. Use the word "and" between the authors' names within the text and use the ampersand in parentheses.

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Kernis et al., 1993)

In et al., et should not be followed by a period.

- Six or More Authors:

Use the first author's name followed by et al. in the signal phrase or in parentheses.

Harris et al. (2001) argued...

(Harris et al., 2001)

- Unknown Author:

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and web pages are in quotation marks. APA style calls for capitalizing important words in titles when they are written in the text (but not when they are written in reference lists).

A similar study was done of students learning to format research papers ("Using Citations," 2001).

Note: In the rare case the "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

- Organization as an Author:

If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

According to the American Psychological Association (2000),...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

First citation: (Mothers Against Drunk Driving [MADD], 2000)

Second citation: (MADD, 2000)

- Two or More Works in the Same Parentheses:

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list (viz., alphabetically), separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

- Authors with the Same Last Name:

To prevent confusion, use first initials with the last names.

(E. Johnson, 2001; L. Johnson, 1998)

- Two or More Works by the Same Author in the Same Year:

If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Research by Berndt (1981a) illustrated that...

- Citing Indirect Sources:

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that... (as cited in Smith, 2003, p. 102).

© Tables and Figures

✧ Table

Like the title of the paper itself, each table must have a clear and concise title. When appropriate, you may use the title to explain an abbreviation parenthetically. For the table number, type **Table 1.1. Table title.**

Example:

(above the table, centralized and bold font)

Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC)

- Notes in Tables:

There are three types of notes for tables: general, specific, and probability notes. All of them must be placed below the table in that order.

(1) General notes: explain, qualify or provide information about the table as a whole. Put explanations of abbreviations, symbols, etc. here.

Example:

Note. The racial categories used by the US Census (African-American, Asian American, Latinos/-as, Native-American, and Pacific Islander) have been collapsed into the category “non-White.” E = excludes respondents who self-identified as “White” and at least one other “non-White” race.

(2) Specific notes: explain, qualify or provide information about a particular column, row, or individual entry. To indicate specific notes, use superscript lowercase letters (e.g. ^{a, b, c}), and order the superscripts from left to right, top to bottom. Each table’s first footnote must be the superscript ^a.

Example:

^a n = 823. ^b One participant in this group was diagnosed with schizophrenia during the survey.

(3) Probability notes: provide the reader with the results of the tests for statistical significance. Asterisks indicate the values for which the null hypothesis is rejected, with the probability (p value) specified in the probability note. Such notes are required only when relevant to the data in the table. Consistently use the same number of asterisks for a given alpha level throughout your paper.

Example: * p < .05. ** p < .01. *** p < .001

✧ Figures

For figures, make sure to include the figure number and a title with a legend and caption. These elements appear below the visual display. For the figure number, type **Figure 1. Figure title.** or **Figure 1.1. Figure title.** Then type the title of the figure in sentence case. Follow the title with a legend that explains the symbols in the figure and a caption that explains the figure. There should be one space line between the figure and text.

Example:

(under the figure, centralized and bold font)

Figure 1 The body of Handsome Ryan

✧ Resource for table and figure (Time New Roman, centralized)

1. Journal/ periodical

Note. From “Title of Article,” by A. A. Author and B. B. Author, 1995, *Title of Journal*, xx(xx), p. xx. Copyright Year by the Name of Copyright Holder.

Example:

Note. From “Relationship of Personal –Social Variables to Belief in Paternalism in Parent Caregiving Situations,” by V. G. Cicirelli, 1990, *Psychology and Aging*, 5, 436. Copyright 1990 by the American Psychological Association.

2. Books

Note. From *Title of Book* (p. xxx), by A. A. Author, Year, Place: Publisher. Copyright Year by the Name of Copyright Holder.

Example:

Note. From *The functions of the executive* (p. 26), by C. I. Barnard, 1971, Cambridge, MA: Harvard University Press. Copyright 1971 by the Harvard University.

- ✧ In case the table (figure) cannot fit in one page, note under the table on the bottom right side of the page with “**(continued)**”
- ✧ If there is no suitable information in the table (figure), blank the corresponded column. If the reason why the table (figure) cannot be filled is because "data cannot be obtained" or "not reported", draw "-" in the box and need to describe in "General Symbols".

© Reference List

The references section of an APA thesis must start on a new page with the word References in uppercase and lowercase letters, centered. Every reference entry should then be double-spaced and use hanging indent format, so that the first line of each reference is flush left and subsequent lines are indented.

(1) Journals

- Single Author

Last name first, followed by author initials.

Example:

Berndt, T. J. (2002). Friendship quality and social development. *Current Directions in Psychological Science, 11*, 7-10.

- Two Authors

List by their last names and initials. Use the ampersand instead of "and."

Example:

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality and Social Psychology, 66*, 1034-1048.

- Three to Seven Authors

List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Example:

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology, 65*, 1190-1204.

- More Than Seven Authors

List by last names and initials; commas separate author names. After the sixth author's name, use an ellipsis in place of the author names. Then provide the final author name. There should

be no more than seven names.

Example:

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, 57, 323-335.

- Organization as Author

Also known as a "corporate author." Here, you simply treat the publishing organization the same way you'd treat the author's name and format the rest of the citation as normal.

Example:

American Psychological Association. (2009). Blog guidelines. *APA Style Blog*. Retrieved from <https://blog.apastyle.org/apastyle/blog-guidelines.html>

- Unknown Author

Example:

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the source above would appear as follows: (Merriam-Webster's, 1993).

- Two or More Works by the Same Author

Use the author's name for all entries and list the entries by the year (earliest comes first).

Example:

Berndt, T. J. (1981).

Berndt, T. J. (1999).

When an author appears both as a sole author and, in another citation, as the first author of a

group, list the one-author entries first.

Example:

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist, 34*, 15-28.

Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development, 66*, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Example:

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, and Law, 6*, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology, 24*, 25-43.

- Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

Example:

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology, 17*, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development, 52*, 636-643.

- Introductions, Prefaces, Forewords, and Afterwords

Cite the publishing information about a book as usual, but cite Introduction, Preface, Foreword, or Afterword (whatever title is applicable) as the chapter of the book.

Example:

Funk, R., & Kolln, M. (1998). Introduction. In E. W. Ludlow (Ed.), *Understanding English grammar* (pp. 1-2). Needham, MA: Allyn and Bacon.

(2) Articles in Periodicals

- Basic Form

APA style dictates that authors are named last name followed by initials; publication year goes between parentheses, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized. If a DOI has been assigned to the article that you are using, you should include this after the page numbers for the article. If no DOI has been assigned and you are accessing the periodical online, use the URL of the website from which you are retrieving the periodical.

Example:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages. <https://doi.org/xx.xxx/yyyy>

- Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Example:

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

- Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Example:

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

- Article in a Magazine

Example:

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

- Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Example:

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

- Letter to the Editor

Example:

Moller, G. (2002, August). Ripples versus rumbles [Letter to the editor]. *Scientific American*, 287(2), 12.

- Review

Example:

Baumeister, R. F. (1993). Exposing the self-knowledge myth [Review of the book *The self-knower: A hero under control*, by R. A. Wicklund & M. Eckert]. *Contemporary Psychology*, 38, 466-467.

(3) Books

- Basic Format for Books

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Note: For "Location," you should always list the city and the state using the two letter postal abbreviation without periods (New York, NY).

Example:

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

- Edited Book, No Author

Example:

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

- Edited Book with an Author or Authors

Example:

Plath, S. (2000). *The unabridged journals*. K. V. Kukil (Ed.). New York, NY: Anchor.

- A Translation

Example:

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814)

Note: When you cite a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

- Edition Other Than the First

Example:

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

- Article or Chapter in an Edited Book

Example:

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Note: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers. List any edition number in the same set of parentheses as the page numbers, separated by a comma: (2nd ed., pp. 66-72).

Example:

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

- Multivolume Work

Example:

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY: Scribner's.

(4) Other Print Sources

- An Entry in an Encyclopedia

Example:

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

- Work Discussed in a Secondary Source

Example:

Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: Dual-route and parallel-distributed-processing approaches. *Psychological Review*, 100, 589-608.

NOTE: Give the secondary source in the references list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al. and you did not read the original work, list the Coltheart et al. reference in the References. In the text, use the following citation:

In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), ...

- Dissertation Abstract

Example:

Yoshida, Y. (2001). Essays in urban transportation. *Dissertation Abstracts International*, 62, 7741A.

- Dissertation, Published

Example:

Lastname, F. N. (Year). *Title of dissertation* (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

- Dissertation, Unpublished

Example:

Lastname, F. N. (Year). *Title of dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

- Government Document

Example:

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

- Report from a Private Organization

Example:

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

- Conference Proceedings

Example:

Schnase, J. L., & Cunniss, E. L. (Eds.). (1995). *Proceedings from CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

(5) Electronic Sources (Web Publications)

- Webpage or Piece of Online Content

Individual webpages and documents hosted online are cited similarly to print content. Note, however, that the URL is typically included at the end of the entry. The URL may, at the author's discretion, be left as an active link. Include additional information (like translators, editors, first edition publication date, and so on) as you would for print sources.

Example:

Author, A. A. & Author B. B. (Date of publication). Title of page [Format description when necessary]. Retrieved from <https://www.someaddress.com/full/url/>

If the page's author is not listed, start with the title instead. If the date of publication is not listed, use the abbreviation (n.d.).

Example:

Spotlight Resources. (n.d.). Retrieved from https://owl.purdue.edu/owl/about_the_owl/owl_information/spotlight_resources.html

You only need to include a date of access when the page's content is likely to change over time

(like, for instance, if you're citing a wiki that is publicly edited).

Example:

Purdue University Writing Lab [Facebook page]. (n.d.). Retrieved January 22, 2019, from <https://www.facebook.com/PurdueUniversityWritingLab/>

- Article from an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number (issue number if available). Retrieved from <https://www.someaddress.com/full/url/>

Bernstein, M. (2002). 10 tips on writing the living web. *A List Apart: For People Who Make Websites*, 149. Retrieved from <https://www.alistapart.com/articles/writeliving>

- Article from an Online Periodical with DOI Assigned

Example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number if available), page range. doi:0000000/000000000000 or <https://doi.org/10.0000/0000>

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560710821161

- Article from an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require the URL of the journal home page. Remember that one goal of citations is to provide your readers with enough information to find the article; providing the journal home page aids readers in this process.

Example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number if available). Retrieved from

<https://www.journalhomepage.com/full/url/>

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved from <https://www.cac.psu.edu/jbe/twocont.html>

- Article from a Database

Example:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal*, volume number (issue number if available), page range. Retrieved from <https://www.someaddress.com/full/url/>

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of enjoyment of peas. *Journal of Abnormal Eating*, 8(3), 120-125. Retrieved from <https://www.fakeexamplehomepage.com/full/url/>

- Newspaper Article

Note that the APA recommends using the homepage address for the online newspaper, rather than the full URL for the article itself.

Example:

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from <https://www.homeaddress.com/>

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <https://well.blogs.nytimes.com/>

- Electronic Books

Example:

De Huff, E. W. (n.d.). *Taytay's tales: Traditional Pueblo Indian tales*. Retrieved from <https://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

Davis, J. (n.d.). *Familiar birdsongs of the Northwest*. Available from <https://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0>

- Online Encyclopedias and Dictionaries

Often encyclopedias and dictionaries do not provide bylines (authors' names). When no byline is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

Example:

Feminism. (n.d.). *In Encyclopædia Britannica online*. Retrieved from <https://www.britannica.com/EBchecked/topic/724633/feminism>

- Online Bibliographies and Annotated Bibliographies

Example:

Jürgens, R. (2005). HIV/AIDS and HCV in Prisons: *A Select Annotated Bibliography*. Retrieved from https://www.hc-sc.gc.ca/ahc-asc/alt_formats/hpb-dgps/pdf/intactiv/hiv-vih-aids-sida-prison-carceral_e.pdf

- Wikis

Please note that the APA Style Guide to Electronic References warns writers that wikis (like Wikipedia, for example) are collaborative projects that cannot guarantee the verifiability or expertise of their entries.

OLPC Peru/Arahuay. (n.d.). Retrieved April 29, 2011 from the OLPC Wiki: https://wiki.laptop.org/go/OLPC_Peru/Arahuay

(6) Other Non-Print Sources

Interviews, Email, and Other Personal Communication

No personal communication is included in your reference list; instead, parenthetically cite the communicator's name, the phrase "personal communication," and the date of the communication in your main text only.

Example:

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

- Motion Picture

Example:

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

Note: If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin: (Available from Distributor name, full address and zip code).

- A Motion Picture or Video Tape with International or National Availability

Example:

Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.

- A Motion Picture or Video Tape with Limited Availability

Example:

Harris, M. (Producer), & Turley, M. J. (Director). (2002). *Writing labs: A history* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907)

- Television Broadcast or Series Episode

Example:

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of broadcast or copyright). Title of broadcast [*Television broadcast or Television series*]. In P. Producer (Producer). City, state of origin: Studio or distributor.

- Single Episode of a Television Series

Example:

Writer, W. W. (Writer), & Director, D. D. (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer), *Series title*. City, state of origin: Studio or distributor.

Wendy, S. W. (Writer), & Martian, I. R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles, CA: Belarus Studios.

- Television Broadcast

Example:

Important, I. M. (Producer). (1990, November 1). *The nightly news hour* [Television broadcast]. New York, NY: Central Broadcasting Service.

- A Television Series

Example:

Bellisario, D. L. (Producer). (1992). *Exciting action show* [Television series]. Hollywood, CA: American Broadcasting Company.

© Statistics in APA

- Do not give formulas for common statistics (i.e. mean, t test)
- Do not repeat descriptive statistics in the text if they're represented in a table or figure
- Use terms like respectively and in order when enumerating a series of statistics; this illustrates the relationship between the numbers in the series.
- Use standard typeface (no bolding or italicization) when writing Greek letters, subscripts that function as identifiers, and abbreviations that are not variables.
- Use parentheses to enclose statistical values:

Example:

...proved to be statistically significant ($p = .42$) with all variables.

- Use parentheses to enclose degrees of freedom:

Example:

$$t(45) = 4.35$$

$$F(3, 87) = 2.11$$

- Use brackets to enclose limits of confidence intervals:

Example:

89% CIs [3.45, 2.7], [-6.0, 3.89], and [-7.23, 1.89]

- Use **boldface** for vectors and matrices:

Example:

V, **Σ**

- Use italics for statistical symbols (other than vectors and matrices):

Example:

t, *F*, *N*

- Use an italicized, uppercase *N* to refer to a total population.

Example:

N = 328

- Use an italicized, lowercase *n* to refer to a sample of the population.

Example:

n = 42

國立高雄餐旅大學觀光研究所

Size 20

Graduate Institute of Tourism Management
National Kaohsiung University of Hospitality and Tourism

碩士(博士)論文 (size 20)

Thesis for the Master's Degree
(Doctoral Dissertation)

◦ ◦ ◦ ◦ ◦ ◦ ◦ ◦ ◦ (中文題目 Chinese Title) ◦ ◦ ◦ ◦ ◦ ◦ ◦

◦ ◦ ◦ ◦ ◦ ◦ ◦ ◦ ◦ (英文題目 English Title) ◦ ◦ ◦ ◦ ◦ ◦

(Main title size 16 , sub-title size 14)

研究生：中文名 (English Name) ex.Lin, Lin-Lin

指導教授：中文名博士 (English Name) ex.Lin, Lin-Lin, Ph. D.

(16 號字，英文名字須與護照名相同，英文字母第一個單字大寫)

中華民國 ○○○ 年 ○○ 月 (size 16)

July 2011 (size 16)

(本論文封面上下左右邊緣至少留白 2.5 公分)

國立高雄餐旅大學
研究所碩士班
論文口試委員會審定書

本校 ○ ○ ○ ○ 研究所 ○ ○ ○ 君
所提論文 XXXXX (中文題目) XXXXX

(中文：標楷體 14 號字，副標題楷體 12 號字；英文：Times New Roman)

合於碩士資格水準、業經本委員會評審認可。

口 試 委 員：○○○博士 _____ (召集人)

○○○博士 _____

○○○博士 _____

指 導 教 授：_____

研 究 所 所 長：_____

中華民國 ○○○ 年 ○○ 月 ○○ 日

題目（粗體標楷體，置中，18 號字）

摘要（標楷體，置中，13 號字）

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關鍵字：關鍵字、關鍵字、關鍵字、關鍵字（五個字為上限）

摘要內容之字型大小：標楷體，12 號字

Title (Times New Roman, bold, centralized, size 18)

ABSTRACT (Times New Roman , centralized , size 13)

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Key Words: Key Words, Key Words, Key Words, Key Words, Key Words

Appendix 6 Cover Spine

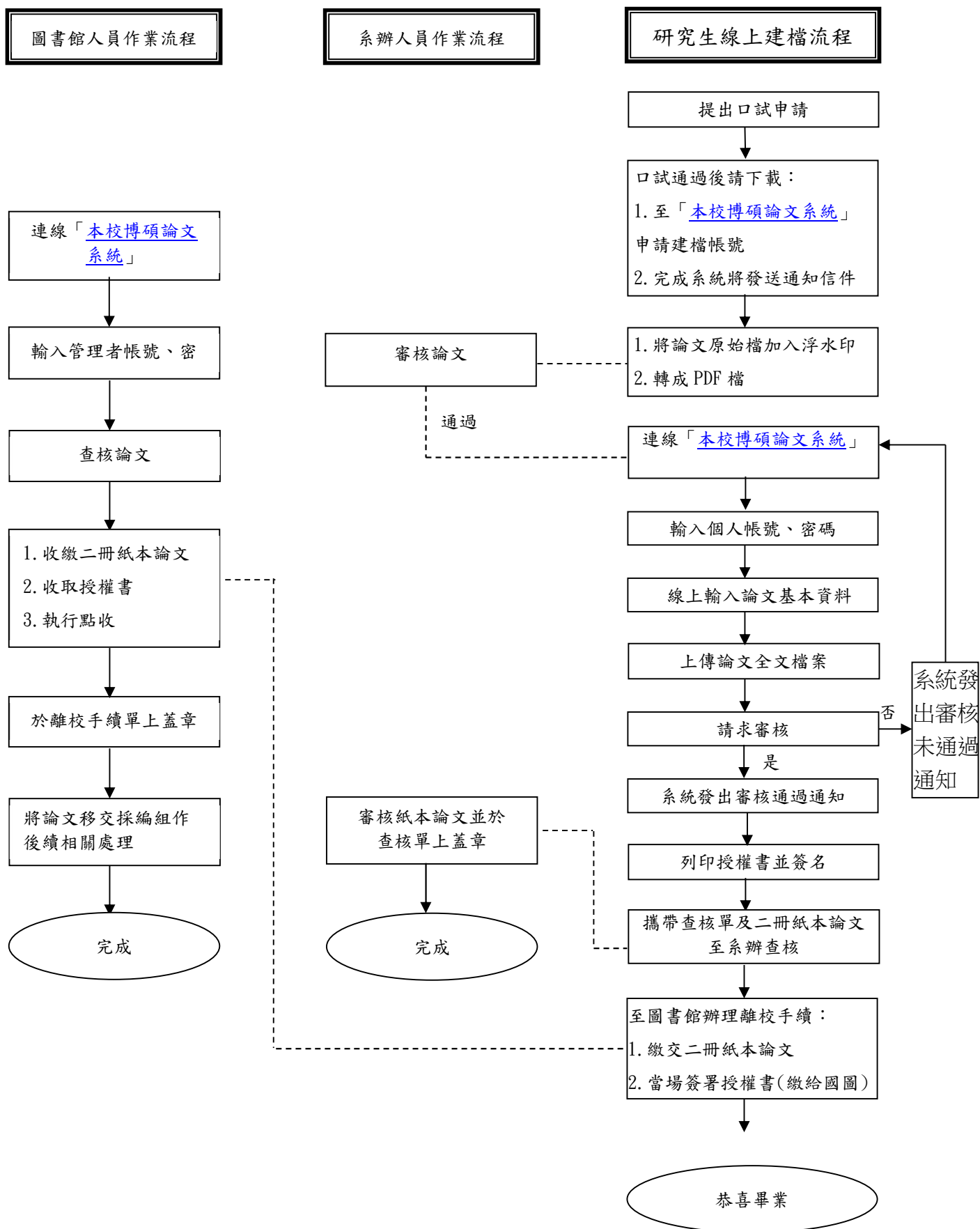
書背格式：□表示空一個字或行，字體依論文大小自訂

<input type="checkbox"/>
<input type="checkbox"/>
○國立高雄餐旅大學
○研究
○所學
碩士論文
<input type="checkbox"/>
<input type="checkbox"/>
論文題目
<input type="checkbox"/>
<input type="checkbox"/>
研究生：
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月
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書背之寬度及字體大小視個人之論文份量而定，字體統一為標楷體或新細明體。

論文發表日期為民國年月（國字），例：九十七年六月。

附件七 論文上傳及繳交流程(圖書館提供)



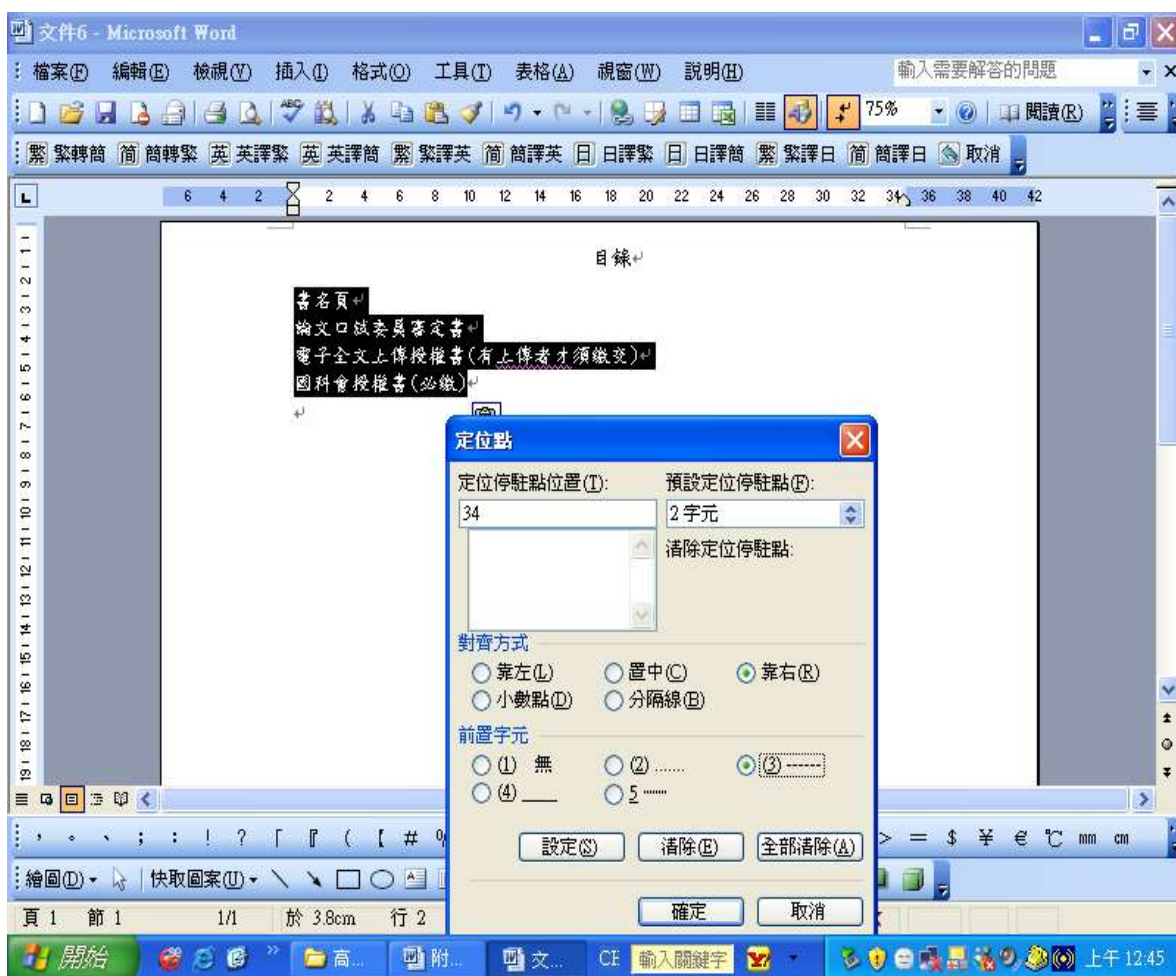
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Verification Letter from the Oral Examination Committee -----	ii
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List of Figures -----	viii
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書名頁【按 Tab 鍵】就會跑出-----頁碼

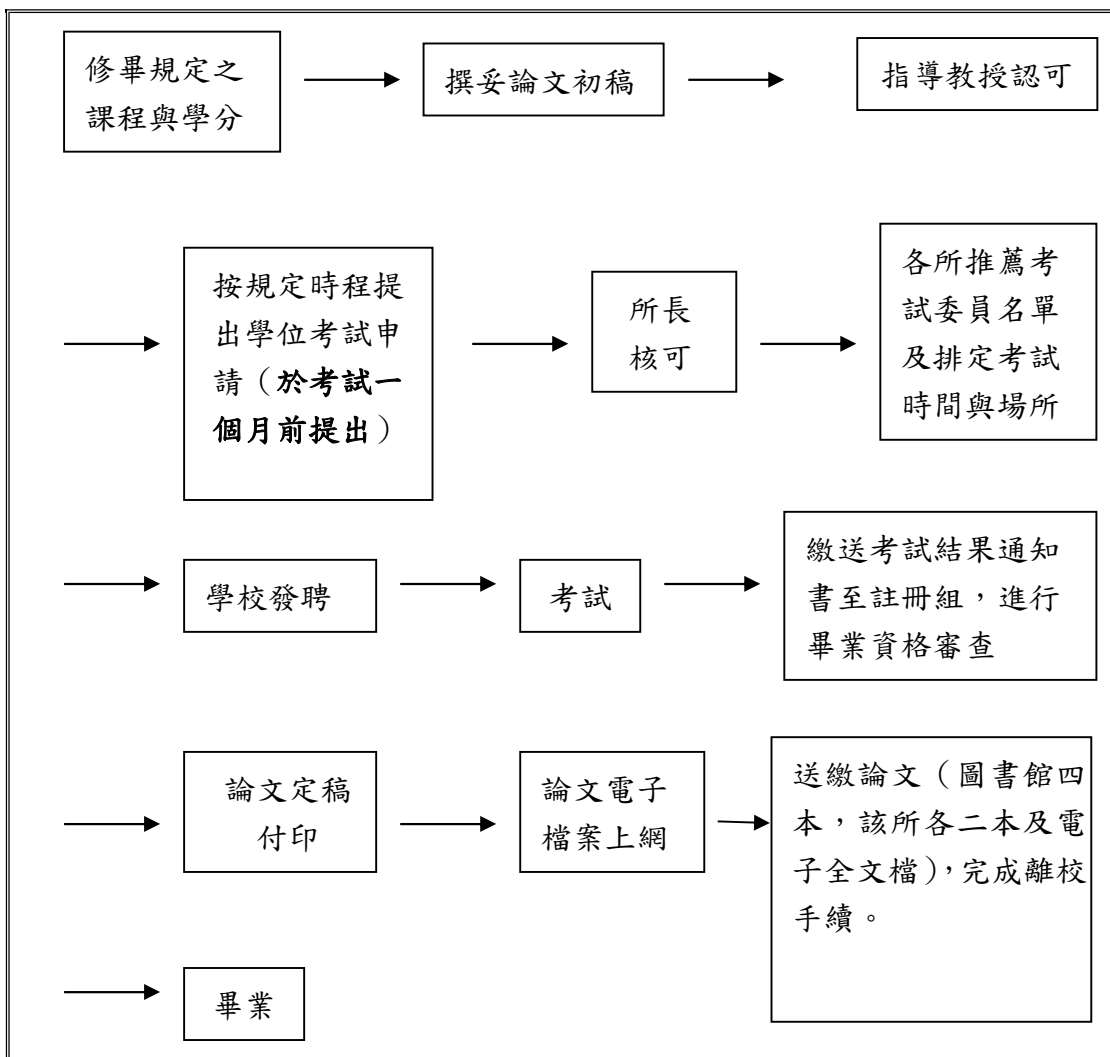
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輸入頁碼；這樣不管章節題目如何變化長短，目錄的頁碼都會對齊。

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博士班研究生申請學位考試流程：http://ttm.nkuht.edu.tw/course/super_pages.php?ID=course5

碩士班研究生申請學位考試流程：



二、碩士學位考試申請時程：

	第一學期	第二學期
學位考試申請	11月30日前	5月31日前
學位考試日期	12月15日前	6月15日前
論文繳送截止日	次年1月15日前	7月15日前
畢業證書發放日期	次年1月31日前	畢業典禮後至7月31日前

注意事項：

- 博士班各項表格請至觀光所網頁→下載專區→表單下載

本人同意指導之

國立高雄餐旅大學

碩士班

○○學年度第__學期

碩士在職專班

指導教授同意書

_____所 研究生： _____ (簽名) 學號： _____

擬撰論文 (技術報告) 題目： _____

此致

教務處綜合業務組

指導教授 _____ (簽章)

年 月 日

本所審核	<input type="checkbox"/> 該生已符合本所及學校之相關規定 (如：是否修習論文或技術報告、學分數...等) 承辦人員 _____ (簽章) 年 月 日
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※附註：一、請詳細填寫下列表格，若以教授資格聘請者請填寫表一，若以專家資格聘請者請填寫表二。
 二、碩士班指導教授之聘請應依「國立高雄餐旅學院碩士學位考試辦法」第九條之規定辦理。

表一：

教授姓名	教授證書字號	任職單位、級職	通訊地址	電話

表二：

專家姓名	最高學經歷	學術著作	通訊地址	電話

國立高雄餐旅大學

碩士班

論文

研究生

____學年度第____學期

碩士在職專班

技術報告

學位考試申請表

所別		申請日期	年	月	日
申請人	(簽名)	學號			
研究題目					
考試地點	本校	大樓	室	考試時間	年 月 日 午 時 分起
指導教授	(簽章)	該所審核	該生 <input type="checkbox"/> 已修滿碩、博士論文(技術報告) __學分 <input type="checkbox"/> 已通過所訂定之標準 <input type="checkbox"/> 符合考試資格 所承辦人_____簽章		

◆ 考試委員名單

考試委員	任職單位、級職	教授證書 字號	通訊地址	電話

以上所聘各考試委員業已洽妥請轉報核聘

此致

教務處綜合業務組

所長 (簽章)

年 月 日

注意事項：

- 一、 碩士班學位考試委員之聘請應依「國立高雄餐旅學院碩士學位考試辦法」第八、九條之規定辦理。
 碩士學位考試委員三人至五人，其中校內委員(含指導教授，若為共同指導，不論指導教授人數，均以一人計)不得超過二人。碩士、學位考試委員均由出席委員互推舉一人為召集人。但指導教授不得擔任召集人。

國立高雄餐旅大學

碩士班

論文

研究生

____學年度第____學期

碩士在職專班

技術報告

學位考試評分表

所別			
研究生		學號	
研究題目			
項目	評 審 意 見		得分
研究方法 (20%)			
資料來源 (20%)			
文字與結構 (20%)			
心得創見 或 發 明 (40%)			
評 語	考試委員： (簽 章)		總成績 (100%)
考試程序	備 註		
<p>一、召集人致詞，並宣布考試開始。 二、研究生報告寫作經過及主要內容。 三、考試委員開始口試並由研究生即席答覆。 四、指導教授口試並由研究生即席答覆。 五、召集人口試並由研究生即席答覆。 六、研究生退席。 七、考試委員研商評分並決定口試結果。 八、研究生重新入席。 九、召集人總結論並宣布口試結果。 十、散會。</p>	<p>一、學位考試成績評分以七十分為及格，一百分為滿分。考試成績以出席委員評定分數平均決定之。 二、考試成績評分，如有二分之一（含）以上委員評定為不及格者，以不及格論，不予平均。評定以一次為限。 三、考試成績評定不及格而其延長修業年限尚未屆滿者，得於次學期或次學年申請重請重考，重考以一次為限。 四、考試成績評分通過後，敬請考試委員在論文（技術報告）通過審核頁簽名。</p>		

國立高雄餐旅大學

碩士班

論文

研究生

____學年度第____學期

碩士在職專班

技術報告

學位考試總評表

所別			
研究生	(簽名)	學號	
研究題目			
考試地點	本校 大樓 室	考試時間	年 月 日 午 時 分至 時 分
指導教授 (簽章)		指導教授	
召集人 (簽章)		總平均 成績	(四捨五入取整數)
考試委員 (簽章)		評語	

所長核章：_____

備註：

- 二、指導教授不得擔任召集人。
- 三、請考試委員於論文(技術報告)修改完成後，再於論文(技術報告)通過審核頁簽名。
- 四、論文(技術報告)應於規定時間內修改完成後，方得領取學位證書。
- 五、考試成績請務必於考試當天繳交至各所承辦人。

國立高雄餐旅大學

博、碩士學位論文修改完成證明書

查 ○○○ 學年度第 ○ 學期○○○○研究所學生○○○論文已修改完成。

特此證明

論文指導教授	(簽章)
○○○○研究所所長	(簽章)

註：論文修改完成後持本表及修改後論文請所長複審後簽章，完成後於所辦交換論文審定書。

中 華 民 國○○年○○月○○日

國立高雄餐旅大學 碩士班 **研究生**
 碩士在職專班 **變更題目申請表**

所別		申請日期	年	月	日
申請人	(簽名)	學號			
原研究題目					
新研究題目					
原題目之學位考試	◆ 計畫口試 <input type="checkbox"/> 尚未申請 <input type="checkbox"/> 已申請 (<input type="checkbox"/> 通過 <input type="checkbox"/> 未通過)				
	◆ <input type="checkbox"/> 論文 <input type="checkbox"/> 尚未申請 學位考試 <input type="checkbox"/> 已申請 (<input type="checkbox"/> 通過 <input type="checkbox"/> 未通過) <input type="checkbox"/> 技術報告				
申請理由					
指導教授簽具意見			所長簽具意見		
(簽章) 年 月 日			請判定新、舊研究主題之差異性： (簽章) 年 月 日		
判定並簽具意見					
新、舊研究題目變更之差異性判定：(請 √ 選) <input type="checkbox"/> 此為「更換研究主題」，應重新申請學位考試程序。 <input type="checkbox"/> 此為「修改研究題目」，不須重新申請學位考試程序。 所長 (簽章) 年 月 日					

注意事項：

- 一、本申請表須經指導教授、所長簽章同意後始得變更。
- 二、研究題目變更之差異性由所長判定，研究題目判定為「更換研究主題」者，應重新申請學位考試程序，若判定為「修改研究題目」者，則不須重新申請。

學位考試 撤銷申請書

國立高雄餐旅大學

碩士班

___ 學年度第___學期

碩士在職專班

申請日期：___年___月___日

學生：_____（簽名） 學號：_____

所別：_____

學生已申請於本（○○○）學年度第○學期舉行學位考試（原訂考試日期為___年___月___日___午___時），茲因_____

_____，擬撤銷本學期申請之學位考試，敬請照准。

指導教授簽具意見	所長簽具意見
<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意 (簽章)	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意 (簽章)

說明：

1. 依據本校研究生學位考試辦法之規定：已申請學位考試之研究生，若因故無法於該學期內舉行學位考試，應於學校行事曆規定學期結束日之前，報請學校撤銷該學期學位考試之申請。逾期未撤銷亦未舉行考試者，以一次不及格論。（依「本校碩士學位考試辦法第五條」辦理）
2. 本申請書經指導教授及所長簽章同意後，請送一般生/在職生送教務處綜合業務組，在職專班生送進修部存查