Thesis Format Guidelines

1. Page format and Layout

Paper Size: A4 (210mmx297mm)

Margins: Your thesis must set the margins as follow: _Top: 5 cm, Bottom: 5cm Left: 4cm, Right: 4 cm_. These margins must be consistent throughout the document, including pages in the appendix. All page numbers must be placed 20mm from the bottom center of the page.

Alignment: Justified

Font: 신명조 or 바탕체

Font size: Large: 16-pt (in bold)

       Somewhat large: 14-pt (in bold)

       Regular plus: 12-pt (in bold)
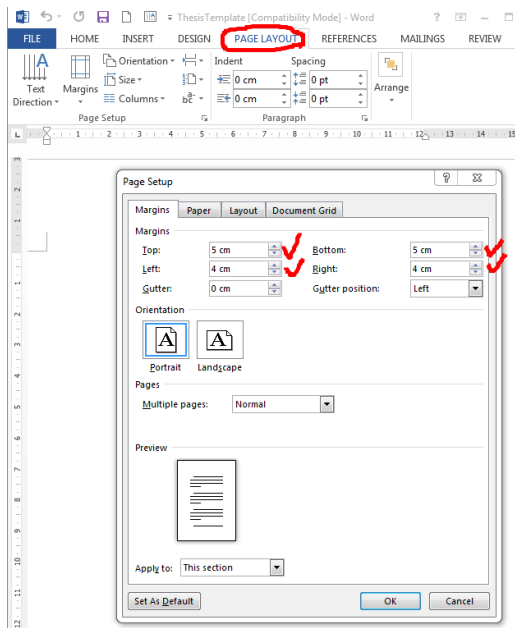
       Regular: 11-pt

       Footnotes: 9-pt

Line Spacing: Your thesis must be multiple at 1.4-spacing (please follow the direction in Setting page margins).

Numbering of Pages: All preliminary pages preceding the actual text (Introduction) must be numbered in lowercase Roman numerals. The first page of the text (Introduction) begins at the Arabic numeral 1. All pages within the text must contain an Arabic page number which must be placed at 20mm from the bottom center of the page.
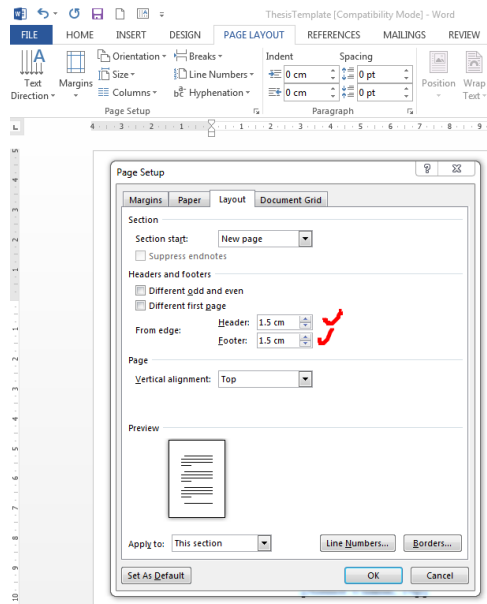
2. Setting page margins (MS Word)

According to the school policy, we need to enter the new margins in the Page Setup box.

1. Click Page Layout > Page Setup button marked in red button > Margins

   You need to set new following margins
   - Top: 5 cm, Bottom: 5cm
   - Left: 4cm, Right: 4 cm
   - Gutter: 0 cm

2. In page setting box, click the Layout > in Header and footers, by entering the new following values.

   - Header: 1.5 cm

- Footer: 1.5 cm