Guidelines for Thesis Writing
(July 15, 2015)

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1. Thesis Format

(1) Binding

- The thesis should be printed horizontally to A4 size with covers on the front, back, and spine.
- The pages should be bound together on the left. Ring or spring binders that perforate the pages are NOT acceptable.

(2) Cover Page and Spine

- None of the listed items below should be omitted, and no other items or illustrations should be added.
- Lettering on the spine should be written horizontally.
- All text on the cover and spine must be 12-point Times/Times New Roman or Garamond.
- The Masters thesis front cover must list the degree, thesis title, university and department, the course/program to which you belong, academic year of submission, your name and student number, and the name of your advisor in accordance with the format indicated in the example below.
- The Ph.D. dissertation front cover must list the degree (in Japanese), dissertation title in English followed by a Japanese translation in parenthesis, and your name in accordance with the format indicated in the example below.

Master’s Thesis

SPINE

FRONT COVER

---DEGREE

Master’s Thesis

---TITLE

The University of Tokyo
Graduate School of Interdisciplinary Information Studies
Information, Technology, and Society in Asia
Academic Year 2015

---UNIVERSITY

GAKUFU Michael
49-106001

---STUDENT NUMBER

Advisor: Professor SONODA Shigeto

---STUDENT NAME

---ADVISOR NAME
(3) Copyright Page (optional)

The first page of the thesis after the cover page is the copyright declaration. Choose between the two licenses depending on your needs. A traditional license reserves all rights for the author, while the Creative Commons license permits your thesis to be copied, distributed and transmitted for non-commercial purposes.

TRADITIONAL

©[YEAR]
Your Name
ALL RIGHTS RESERVED

CREATIVE COMMONS

©[YEAR]
Your Name
SOME RIGHTS RESERVED

OR

This thesis is licensed under a Creative Commons Attribution-Non Commercial-No Derivs 3.0 Unported License
http://creativecommons.org/licenses/by-nc-nd/3.0/
(4) Thesis Abstract

- The abstract page should appear as the second page of the thesis following the copyright page.

- The Masters thesis abstract page includes the header “Thesis Abstract”, title, course/program, and student name and number, in accordance with the format indicated in the example below.

- The Masters thesis abstract text should be approximately 200 words, Times/Times New Roman or Garamond, double-spaced, 12-point typeface.

- The Ph.D. dissertation abstract page includes only the header in Japanese (論文の内容の要旨), English title (論文題目) and Japanese translation in parenthesis, and student name (氏名), in accordance with the format indicated in the example below.

- The Ph.D. dissertation abstract text should be within about 1,000 words, printed within four double-spaced pages, in Times/Times New Roman or Garamond, 12-point typeface.

Master’s Thesis

<table>
<thead>
<tr>
<th>Thesis Abstract</th>
<th>← THESIS ABSTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>○○○○○○○○○○○○○○○</td>
<td>← TITLE</td>
</tr>
<tr>
<td>Information, Technology, and Society in Asia</td>
<td>← COURSE/PROGRAM</td>
</tr>
<tr>
<td>GAKUFU Michael</td>
<td>← NAME</td>
</tr>
<tr>
<td>49-106001</td>
<td>← STUDENT NUMBER</td>
</tr>
</tbody>
</table>

Print the abstract in the lower half of the page
# Ph.D. Dissertation

<table>
<thead>
<tr>
<th>論文の内容の要旨</th>
<th>←ABSTRACT (in Japanese)</th>
</tr>
</thead>
<tbody>
<tr>
<td>論文題目</td>
<td>←TITLE (in English)</td>
</tr>
<tr>
<td>(○○○○○○○○○○○○○○○)</td>
<td>←TITLE (in Japanese translation)</td>
</tr>
<tr>
<td>氏名</td>
<td>←NAME</td>
</tr>
<tr>
<td>GAKUFU Michael</td>
<td>←Print the abstract on the rest of the first page</td>
</tr>
<tr>
<td>・・・・・・・・・・・・・・・・・・・</td>
<td>or additional pages up to four pages in total</td>
</tr>
</tbody>
</table>

## (5) Table of Contents
Include the heading “Table of Contents” centered at the top of the page. The table of contents should not contain listings for the pages that precede it, but it must list all parts of the thesis that follow it. Be sure to include the bibliography and all appendices and the page numbers at which these divisions begin, though these should not be assigned chapter numbers.

## (6) Main Text Formatting
Besides the points addressed below, any other formatting or style matters may be determined by your field of research and/or in consultation with your thesis advisor. However, it is important that styles be applied consistently throughout the entire thesis.

### Font
The font used throughout the thesis must be 12-point Times/Times New Roman or Garamond (including the cover page, spine, copyright, abstract, table of contents, and other preliminary pages). Chapter and section headings must also be of the same typeface and size, but may be produced in bold.

### Language Formatting
Before writing your thesis, confirm the settings within your word processing program to ensure proper formatting. By setting the document language to “English” (Tools → Language in Microsoft Word), you will be able to automatically check spelling and grammar. The default style template is often determined by the language of the version of Microsoft Word. You may want
to modify the “styles” to conform to the formatting parameters specified herein.

Length

The length of the thesis is determined in consultation with your advisor. The requirements for the length of the thesis will vary depending upon field and methodology.

Margins

The main body of the thesis should have margins of 25mm on the top, bottom and right; and a margin of 30 mm on the left.

<table>
<thead>
<tr>
<th>Top:</th>
<th>25 mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bottom:</td>
<td>25 mm</td>
</tr>
<tr>
<td>Left:</td>
<td>30 mm</td>
</tr>
<tr>
<td>Right:</td>
<td>25 mm</td>
</tr>
</tbody>
</table>

Notes

- Footnotes are preferred, but endnotes (after each chapter) may be used if more common in your field or discipline.
- There are two types of notes: “reference” and “content.” Reference footnotes refer to the source from which the information has been taken; content footnotes make incidental comments, amplify, or make acknowledgements.
- Number all footnotes consecutively with Arabic numerals, but you should begin repeating note numbers with each new chapter, numbering the first note in each new chapter with the number 1.
- In the main text, the note number generally comes at the end of the sentence, after sentence final punctuation.
- Note numbers are superscripted with no extra space between the number and the note.

Spacing

- The thesis, including the abstract, dedication, and acknowledgements, must be double-spaced.
- Do not put spaces between the paragraphs.
- Be sure to tab indent (=13 mm) each new paragraph unless it’s the first paragraph following a new chapter or section heading. Footnotes, bibliographies, long quoted offset passages, as well as items in lists, tables, and appendices may be single-spaced.

Pagination

- The thesis must be printed single-sided only.
Each page of the main text of the thesis must be numbered sequentially throughout, beginning with the first chapter or introduction. Place Arabic numbers in the top of the page (header) aligned to the right-hand corner. Preliminary pages—such as cover, copyright, abstract, dedication, acknowledgements, preface, table of contents, and any lists—are NOT numbered.

Quotations

Quotes incorporated into your main text should be indicated by double quotation marks; quotes within quotes are indicated with single quotation marks.

If a quotation exceeds more than five lines or 100 words, it should be offset as a block quote.

Block quotes are internally single-spaced and are separated by a single space blank line from the text above and the text below.

Block quotes are indented 13 mm on the left side (i.e., 43 mm from the left edge of the page).

Do NOT italicize or change the font size (12 pt) of block quotes.

Do not add quotation marks at the beginning or end of block quotes, but preserve any quotation marks in the original.

2. Choosing a Documentation System

While there are many citation styles for research papers and thesis, the ITASIA program requires all students to follow the Chicago Citation Style as described in the 16th edition of *The Chicago Manual of Style*. Students have a choice of two basic documentation systems: (1) notes and bibliography and (2) in-text/author-date. The thesis must consistently use one of these two systems throughout. The choice of the documentation system is determined by your field of research and/or in consultation with your thesis advisor.

<table>
<thead>
<tr>
<th>Notes and Bibliography System</th>
<th>In-Text/Author-date System</th>
</tr>
</thead>
<tbody>
<tr>
<td>• A documentation system that primarily uses notes (i.e., footnotes) for citations</td>
<td>• A documentation system that primarily uses parenthetical citations in the main text</td>
</tr>
<tr>
<td>• Used by scholars in the humanities, such as literature, history and the arts</td>
<td>• Used by scholars in the physical, natural and social sciences</td>
</tr>
<tr>
<td>• Note numbers generally appear at the end of the sentence after sentence final punctuation</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>• May also use notes (i.e., footnotes) for supplementary comments, but not for citations.</td>
</tr>
</tbody>
</table>
(1) Notes and Bibliography System: Sample Citations

The following examples illustrate citations using the notes and bibliography system. Examples of notes are followed by shortened versions of citations to the same source. The first citation uses the full citation, and all subsequent citations use the shortened version. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*. http://www.chicagomanualofstyle.org/16/ch14/ch14_toc.html

**Book**

One author


Two or more authors


For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* . . .
2. Barnes et al., *Plastics* . . .

Editor, translator, or compiler instead of author


Editor, translator, or compiler in addition to author


Chapter or other part of a book


Chapter of an edited volume originally published elsewhere (as in primary sources)


Preface, foreword, introduction, or similar part of a book
2. Rieger, introduction, xxxiii.


Book published electronically
If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL and include an access date. If no fixed page numbers are available, you may include chapter (chap.), section (sec.), location (loc.), or paragraph (par.), depending on the version.

3. Austen, Pride and Prejudice, loc. 2345.

Journal article
Article in a print journal
In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.


Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL.


Article in a newspaper or popular magazine
Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL and the access date. If no author is identified, begin the citation with the article title.


Book review


Thesis or dissertation
2. Choi, “Contesting Imaginaires.”


Paper presented at a meeting or conference


Interview
Unpublished interviews (including those you have conducted yourself) should be cited only in notes. You generally need not include them in your bibliography.
1. Akimoto Yasushi, interview by author, Tokyo, Japan, August 2, 2014.
2. Akimoto, interview.

Website
A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such
content is subject to change, include an access date or, if available, a date that the site was last modified.

3. “Google Privacy Policy.”


**Blog entry or comment**

Blog entries or comments may be cited in running text (“In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud.* after an apparently fictitious or informal name. An access date is required before the URL.


**E-mail or text message**

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.


**Item in a commercial database**

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.

**Social Networking Services**

Social media posts (Twitter, Facebook, Sina Weibo, etc.) may be cited in running text (“In a post to Facebook on February 23, 2010 (at 10:23 a.m.) . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud.*, after an apparently fictitious or informal name.


**(2) In-Text/Author-Date System: Sample Citations**

The following examples illustrate citations using the in-text/author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text. For more details and many more examples, see chapter 15 of *The Chicago Manual of Style*.

http://www.chicagomanualofstyle.org/16/ch15/ch15_toc.html

**Book**

One author


(Pollan 2006, 99–100)

Two or more authors


(Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al.* (“and others”):

(Barnes et al. 2010)

Editor, translator, or compiler instead of author


(Lattimore 1951, 91–92)

Editor, translator, or compiler in addition to author


(García Márquez 1988, 242–55)
Chapter or other part of a book

(Kelly 2010, 77)

Chapter of an edited volume originally published elsewhere (as in primary sources)

(Cicero 1986, 35)

Preface, foreword, introduction, or similar part of a book

(Rieger 1982, xx–xxi)

Book published electronically
If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL and include an access date. If no fixed page numbers are available, you may include chapter (chap.), section (sec.), location (loc.), or paragraph (par.), depending on the version.

(Austen 2007, loc. 2345)
(Kurland and Lerner, chap. 10, doc. 19)

Journal article
Article in a print journal
In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

(Weinstein 2009, 440)

Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL.


(Kossinets and Watts 2009, 411)

**Article in a newspaper or popular magazine**
Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL and the access date. If no author is identified, begin the citation with the article title.


(Mendelsohn 2010, 68)
(Stolberg and Pear 2010)

**Book review**

(Kamp 2006)

**Thesis or dissertation**

(Choi 2008)

**Paper presented at a meeting or conference**

(Adelman 2009)

**Interview**
To cite an unpublished interview (including those you have conducted yourself), create an entry in the bibliography listed by the name of the person interviewed. Parenthetical citations similarly use the name of the person interviewed, not that of the interviewer. If you cannot reveal the name of the person interviewed, use only a parenthetical citation with information appropriate to the context.


(Akimoto 2014)

(interview with host club worker, March 23, 2013)

**Website**
A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.


(Google 2009)

(McDonald’s 2008)

**Blog entry or comment**
Blog entries or comments may be cited in running text (“In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .”), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. An access date is required before the URL.


(Posner 2010)
**E-mail or text message**

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”), and they are rarely listed in a reference list. In parenthetical citations, the term personal communication (or pers. comm.) can be used.

(John Doe, e-mail message to author, February 28, 2010)

or

(John Doe, pers. comm.)

**Item in a commercial database**

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited below is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.


**Social Networking Services**

Social media posts (Twitter, Facebook, Sina Weibo, etc.) may be cited in running text (“In a message posted to Twitter on February 23, 2011 (at 10:23 p.m.), Jin Akanishi (@Jin_Akanishi) noted . . .”) instead of in a note, and they are commonly omitted from a bibliography. If a reference list entry is needed, cite the post as follows.


### 3. Formatting of Titles: Italics or Quotes?

<table>
<thead>
<tr>
<th>Media Type</th>
<th>Style</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Album/CD titles</td>
<td>italics</td>
<td><em>The Joshua Tree</em></td>
</tr>
<tr>
<td>Articles</td>
<td>quotes</td>
<td>“Dewey Defeats Truman”</td>
</tr>
<tr>
<td>Books</td>
<td>italics</td>
<td><em>Writing Degree Zero</em></td>
</tr>
<tr>
<td>Commercial products</td>
<td>neither</td>
<td>Coca-Cola</td>
</tr>
<tr>
<td>Computer or Video Games</td>
<td>italics</td>
<td><em>Half-Life 2</em></td>
</tr>
<tr>
<td>Magazines</td>
<td>italics</td>
<td><em>The New Yorker</em></td>
</tr>
<tr>
<td>Movie title</td>
<td>italics</td>
<td><em>Argo</em></td>
</tr>
<tr>
<td>Newspapers</td>
<td>italics</td>
<td><em>The New York Times</em></td>
</tr>
<tr>
<td>Operas and Musicals</td>
<td>italics</td>
<td><em>The Magic Flute</em></td>
</tr>
<tr>
<td>Plays</td>
<td>quotes</td>
<td>“The Cherry Orchard”</td>
</tr>
<tr>
<td>Short films</td>
<td>quotes</td>
<td>“For the Birds”</td>
</tr>
</tbody>
</table>
4. Foreign Language (non-English) Terms

(1) Romanization

All foreign language terms in the thesis should be Romanized. For Japanese, use the modified Hepburn style found in Kenkyusha’s New Japanese-English Dictionary. Use “n” rather than “m” before syllables beginning with “m,” “b,” and “p,” and an apostrophe after “n” when it is part of the preceding syllable and the following syllable begins with “yo,” “yu,” or a vowel.

(2) Italicization of Foreign Language Terms

Italicize foreign language terms (i.e., Japanese, Chinese, Korean, etc.) except for those that have entered the English language (as indicated by their inclusion in standard English-language dictionaries). Proper nouns, place names, and people’s names are also not italicized. For example, the following terms are not italicized: Jimintō, Tokyo, Sakai Noriko, Kyōiku Kihonhō, anime, Mombukagakushō, etc. Foreign-language words need not be italicized in the notes or references and follow the same rules for the formatting of titles (see section 3 above).

(3) Macrons

Provide macrons for all but fully Anglicized words (shogun, daimyo, etc.), main islands and principal cities (Tokyo, Kyōto, Osaka, Hokkaido, Honshū, Kyushū). Retain macrons for other geographical areas (e.g., Kantō, Tōhoku). If a company or institution omits macrons from its official English name (e.g., Dentsu, Hakuhodo), do likewise. Note, however, that when such terms occur in a Japanese-language citation, the macrons should be restored. They also should be kept when quoting from a Western-language work that retains them.

(4) Citing Foreign Language Works

In the bibliography and notes, Romanize all citations from foreign language works. The citations should follow the Chicago Citation Style and appear in the bibliography in the same order as English-language works. Japanese author names should appear last name first without any comma when citing Japanese-language sources. Only the first word and proper nouns of Romanized Japanese titles are capitalized.

Notes and Bibliography System


**In-Text/Author-Date System**


(Yoshimi 1992, 73)

(Yoshimi 2003, 26-48)

Optionally, foreign-language characters may be used in the bibliography (but not the notes) as follows:

**Notes and Bibliography System**


**(4) Translation and Transcription of Foreign Terms**

Any quotations from foreign-language sources must be translated into English. While not required, in some cases, it is advisable to include a transcription of the translated term or phrase for clarity as follows:

She describes it as “the living rhythm that occurs naturally” (*onozukara aru*) between heaven and earth.

When using foreign-language terms, it is best to always include the English-language translation in the main text followed by its Romanized transcription in parenthesis:

Watching the program was a source of “comfort” (*iyashi*) for many fans.

However, some foreign-language terms, if used repeatedly throughout the thesis, may appear in the text in their Romanized form. Such terms must be clearly defined in your writing. In general, one should avoid using too many transcribed foreign-language terms in the thesis. For example:
The characters in this work were created with intentionally excessive moe-elements.

5. Research Ethics

Integrity is the most important principle to be observed in the conduct of research. It is important to respect the existing achievements of other researchers and conduct one’s own research and data interpretation in such a manner as to exclude prejudice and foregone conclusions. Above all, the object of one’s research must be treated objectively. Under no circumstances should data be fabricated or falsified, nor should other researchers’ works, data or ideas be plagiarized. Such actions are clear violations of the spirit of academic research and cannot be justified for any reason at all.

An extremely effective way to ensure the objectivity of research is to record every stage of the research process as accurately as possible. Such records are necessary in order to establish the validity and reproducibility of research results and provide factual and objective explanations of the research process. The preservation of dated notes on experiments conducted, raw data directly obtained from experiments, and records of surveys enables accurate reproduction of the experimental or survey conditions.

In the course of carrying out questionnaire surveys or evaluative experiments, personal information on research subjects may come into the possession of researchers. Such information should be used exclusively for research purposes and must not be carelessly disclosed. Personal information is defined as any information about living persons that enables the user to identify who the individual is by their name, date of birth, or other personal characteristics. This includes information on individuals’ bodily characteristics and wealth if the said information is inseparable from individual names or other data.

6. Copyright

Since your thesis is considered to be published in Japan, you must follow Japanese copyright law in regards to all aspects of your thesis.

Quotations

While quotation is certainly an effective technique in the development of academic arguments, writers must exercise care to ensure that they do not commit acts of plagiarism or falsification when quoting from other works. Quotations must be within the bounds allowed by copyright law, and the fact that they are quotations must be clearly indicated. The source of the quotation must also be accurately recorded. Failure to follow these principles could give the impression that the quoted material is an expression of the authors’ own ideas, which would amount to plagiarism. Moreover, the quoted material must be reproduced exactly as it appeared in the original source. Any modification of the content of a quotation to suit one’s own purposes would constitute an act of falsification and is definitely not permissible.

Quotations should be as short as possible and included only when necessary. Excessive quotations (either in length or number) will not only make one’s
writing less easy to understand but also reduce its originality. In extreme cases, excessive resort to the use of quotations could provide grounds for accusations of plagiarism, and should therefore be avoided at all costs.

**Reproduction of Illustrations or Images**

The clarity and persuasiveness of one’s argument may sometimes be enhanced by the reproduction of images or diagrams excerpted from primary materials or previous research. The procedures to be followed in such quotations of illustrative material are the same as those that must be observed in the case of textual quotations. The original material must not be modified and the source must be identified accurately.

Provision 32 of Japan’s Copyright Law permits the reproduction of images, illustrations, lyrics, and dialogue for the purposes of broadcast, criticism, and research. Like in the US, Japan permits fair use of copyrighted material in those cases when the author is citing or commenting on the original work. In your thesis, all images and illustrations must be directly referenced or discussed in the text; they may not be included merely for the purposes of promotion, decoration, or design.

Particular care must be exercised when redrawing figures or diagrams of models from previous research without altering their original meaning. Every effort should be made to avoid distortion of previous researchers’ intentions. An accurate and detailed explanation of any modifications must be included (in a footnote, for example). As with textual quotations, redrawing and adding one’s own ideas to material derived from an existing work could amount to disregard for the previous author’s originality. By inadvertently adding one’s own interpretation to a source, one could end up distorting the original intent. Such adaptations of existing material should therefore be avoided as much as possible. When necessary, however, the original figure should be quoted alongside one’s adaptation, so as to make it clear exactly what modifications have been introduced. Alternatively, a detailed verbal explanation of the modifications could be included. Whenever in doubt as to the proper procedure, it is best to seek advice from one’s faculty supervisor or obtain permission from the author of the original.

**Photographs**

According to copyright law in the US and UK, one may print images of people in public places without obtaining their consent. However, there are two conditions when consent generally is required: 1) the person in the photo is the main subject of the photograph (e.g., close-up) and 2) the person or persons recognizable in the photograph are minors/children.

In Japan, however, consent is required of all subjects in photographs taken in public places if the individual is identifiable in the photograph. If you intend to include photographs within your thesis taken within Japan, you must either 1) obtain the permission of all subjects within the photo or 2) conceal the identity of individuals within the photo by either blurring or cropping out their face so that the subjects are no longer recognizable.
7. Sample Thesis Page Order

1. Title Page
2. Copyright Page (optional)
3. Abstract
4. Dedication, Acknowledgement(s) and/or Preface (all optional)
5. Table of Contents, with page references
6. List of Tables, with titles and page references (if applicable)
7. List of Figures or List of Illustrations, with titles and page references (if applicable)
8. List of Abbreviations (if applicable)
9. List of Symbols (if applicable)
10. Chapters, including Introduction (if any), with the larger divisions and more important minor divisions indicated by suitable, consistent headings.
11. Appendices (if applicable)
12. Bibliography

8. Further Recommended Readings

