

Guidelines for Writing and Submitting Doctoral Dissertation and Other Documents - Graduate School of Urban Innovation

Consider the following instructions for writing and submitting dissertation and other documents.

1. Dissertation

- ① Format: As a general rule, dissertation must be on A4-size paper, portrait format, bound at left-hand side for horizontally set texts, and printed using word processing software or typewriter.
- ② Binding: Any form is acceptable, but the submission must be bound.
- ③ Title of Dissertation: If the title is in Japanese, provide its English translation in parentheses next to the title. If the title is in a foreign language, include its Japanese translation in parentheses. The title should not exceed 125 characters in Japanese (double-byte characters) and 250 characters in English (single-byte characters). The English title should be in sentence case, capitalizing only the first letter of the first word.

2. Documents to be submitted

Please note the following when preparing the documents:

- ① Documents can be written using a fountain pen, a ballpoint pen or typewriter, but using word processing software is preferred. Regarding the format, download from the Graduate School of Urban Innovation web page.

2-1. Application for Degree (Form 1)

Before submitting the dissertation, make sure to obtain approval from your main academic advisor.

2-2. Summary of Dissertation (Form 2)

Must not exceed 4,000 Japanese characters or 1,600 words.

2-3. Register of Dissertation (Form 3)

- ① Title: Write the exact and complete title, including subtitle, of the dissertation to be submitted.

However, this rule does not apply to letter casing (uppercase/lowercase) in foreign language.

- ② Title in foreign language: Write its Japanese translation next to the title in parentheses.
- ③ Integrated dissertation: For dissertation that consists of multiple coherent papers of different titles, write only the general title (①) and not the titles of each thesis.
- ④ Published Papers/Related Works: Indicate during the examination the published papers/works you had written or produced individually or jointly.

2-4. Publication of Doctoral Dissertation (Form 3-1, Form 4)

After the dissertation defense, the person on whom the degree has been conferred must publish his/her doctoral dissertation. State the method of publication in this form.

However, this form is to be submitted when publishing the dissertation separately from the method stipulated in “3. Publication of the Doctoral Dissertation on the Internet”.

- ① General Rule: Full text of Doctoral Dissertation shall be published. Publication with minor corrections and/or exclusion of part/s that will not directly affect the content of research will be permitted. Include the date of publication, author, title, name of journal (including volume number, issue number and pages) and publisher, and whether the entire dissertation was published or only a summary or chapter.
- ② Dissertation to be published in parts: The dissertation can be divided by chapters, sections or other units or contents of research, and published in parts. When publishing in such a format, indicate the method and date of publication for each division.
- ③ Already-published theses integrated into the doctoral dissertation: Include the method and date of publication for each thesis.

(*) Letter of Consent (Form 4)

In case the research constituting the dissertation will be published as a collaborative research, submit a copy of Letter of Consent requested from each joint author/s (except YNU's faculties).

2-5. List of Published Papers/Related Works (Form 3-2)

- ① Published Papers/Related Works: List any published papers/related works you have written or produced individually or jointly which serve as a useful reference during examination.
- ② For the above said papers/works, write down the title, name of authors (all members), publication method and date of publication for each in the Register of Dissertation (Form 3).

- ③ If there are no published papers/related works, write “None” in the sheet.

2-6. Offprint of Published Papers/Related Works

Submit an offprint of each published paper corresponding to 2-5. Follow the instructions from the supervisor regarding the preparation of a separate volume of the dissertation for the examiners and the submission of reference works.

3. Publication of the Doctoral Dissertation on the Internet

Doctoral dissertations for degrees conferred from April 2013 must be published on the internet.

The publication method involves the electronic file being published through using the Yokohama National University Repository, making it widely accessible. In addition, the National Diet Library obtains the published file from the YNU Repository to store a copy and makes it accessible within the National Diet Library.

For this reason, you must submit your entire dissertation in the form of digital data and a request for registration of your doctoral dissertation to the Repository after the dissertation defense. Refer to the separate “Procedures for Submitting Electronic Files for Doctoral Dissertations (Full Text).”

- * If there are unavoidable circumstances (such as the dissertation includes physical solid figures, it has been published in an electronic journal that prohibits multiple publications, a patent has been applied for, etc.) and the entire text of the electronic file cannot be published within one year, the electronic file must still be submitted as stipulated, but you must also submit the form “Confirmation of Alternative Action for the Publication of the Doctoral Dissertation on the Internet (Published in the YNU Repository)”, the statement of reason(free format) and PDF data of “2-2. Summary of Dissertation (Form 2)”.