

Submission of the Thesis/Report

1. Qualifications for Submission of the thesis

- 1) Registered the 4th semester
- 2) Passed the comprehensive examination
- 3) Passed the pre-presentation of thesis/report

2. Schedule for Submission of the Thesis/Report

Date	Steps	Required Papers	Notes
April 15~19	Submit application form “Submission of Thesis/Report”	1.Application form 2.Evaluation fee :100,000 KRW or USD 100 3.Declaration of Ethical Conduct in Research	Students who apply for the submission thesis/report should make payment in his or her own name
May 19	Second draft of the thesis/Report	The second draft of thesis/report	Students should send their second drafts of thesis/reports to their supervisor.
May 20~24	Evaluation of the second draft	-	Evaluation Committee will evaluate your presentation of students' thesis/report.
May 31	Presentation of the Thesis/Report	The third draft of thesis/report	Students send their third draft of thesis/report to their supervisor.
June 3~7	Evaluation of the Presentation	-	Evaluation committee will evaluate student's third drafts of thesis/reports.
July 1~3	Submit the final draft of the thesis/report	TBA	Students must earn 80 points or more out of 100 points for the evaluation of the presentation.

3. Before you write the second draft of the thesis or report

- 1) When you apply for the “Submission of Thesis/Report”, you should submit the application form and Declaration of Ethical Conduct in Research.
- 2) When you apply for the “Submission of Thesis/Report”, you should transfer the “Evaluation fee”(100,000 KRW or USD 100). Every student should transfer payment in his or her own name.
 - * **PSPS Bank Information**
 - Bank : Daegu Bank
 - Remittee : PSPS, Yeungnam University
 - Account : 9100011272135
- 3) You should consult your supervisor during preparing intermediate/final draft.
- 4) Your thesis or report should meet **Thesis/Report Format Requirements**. You change green colored letters in the format(**Formats of thesis/report file**) according to your situation.
- 5) When you fill out the application form “**Submission of Thesis/Report**”, you should check one of them(Theis,Report). You should submit the “**Submission of Thesis**” or “**Submission of Report**”.

- 6) When you have inquires related to the thesis or report, please contact your supervisor.
- 7) Students who passed the presentation of the thesis or report may submit final draft of thesis or report.
- 8) Please refer to the degree granted, when you write the name of the degree in the format.
*Degree granted

Department	Major	Degree
Saemaul	Saemaul Undong Theory and Practice	Master of Saemaul Studies Master of Public Administration
	Forest Resources and Ecological Restoration	Master of Science M.S. in Agronomy
Public Policy and Leadership	Public Policy and Leadership	M.A in Developmental Economics Master of Public Policy MPP in Economic Development

- 9) Students should meet the deadline: May 19, May 31, July 3.
- 10) All required papers should be sent to PSPS(psps@yu.ac.kr).
- 11) If you have any questions related to the required papers, procedures of thesis(or report), please contact CHO Min Kyung(mkcho89@ynu.ac.kr), PSPS program officer.

Park Chung Hee School of Policy and Saemaul
Yeungnam University

THESIS/Research GUIDE

1. Overview

The thesis (or a report) is a scholarly or practical treatise that examines a specific topic or issue that is conducted by students during their graduate study. For a master's degree, all requirements, including filing a thesis or a paper and obtaining a minimum of 39 credits or 42 credits (in a case of a seminar paper), are expected to be completed within one and half years

The Park Chung Hee School of Policy and Saemaul (PSPS) sets thesis guidelines for your writing for the master's degree. Although the contents and length can be decided by you and your advisor, the School recommends you to consider the thesis guide.

2. Word limit

Master's candidates should write up a thesis of approximately 25,000-30,000 words (245 words on a double-spaced page) and a report of 15,000-25,000 words. The word limit is exclusive of words in tables, figures, references and appendices. Footnotes are included as part of word limit. In exceptional circumstances, the expected length of the thesis (or a report) can be adjusted by the advisor and head of departments.

3. Order of Contents

The following document order is recommended for a thesis or a paper:

- Title page
- Advisor approval page
- Abstract
- Acknowledgements
- Table of contents
- Main text
- Bibliography
- Appendices (optional)

4. Guide for writing a thesis or a paper

- Abstract

Summarizes problem statements, your research methods, key results and findings and conclusions and usually does not exceed 200 words in length. One copy of abstract in Korean. The abstract should not exceed two pages (A4 size). Please refer to **"Format # 6"**.
- Introduction

Introduction should include problem statements, research aims and objectives and research design. Student should write logically 'what is the topic and why is it important?'. Also, introduction should be interesting to the readers as well as you. Make the readers want to read your works. If you want to gain further information, read several thesis introductions.
- Literature review

The literature review 1) helps you identify work already done or in progress that is relevant to your work, 2) prevents you from duplicating what has already been done, 3) helps you design the method for your project and 4) enables you to find gaps in existing research, thereby giving you a specific topic. The purposes of the literature review can be summarized as follow;

 1. Distinguishing what has been done from what needs to be done;

2. Discovering key variables related to your topic;
3. Identifying relationships between idea and practice;
4. Setting up the context of the topic or problem;
5. Rationalizing the importance of the problem;
6. Relating ideas and theory to applications;
7. Identifying the key methods and research techniques that have been used.

How many articles do students review? That is a matter of judgement. However, you as a researcher should be able to demonstrate your arguments based on the existing literature. For further information or knowledge, you had better read research methodology papers.

- Method

Explain the detailed procedures of research clearly. Quantitative research may include research design, research model, hypotheses and operational definitions for the main variables. Since research methods vary enormously, the choice of the appropriate methodology relies on your decision. We recommend you to discuss this with your advisor.

- Results and discussion

The results and discussion are often combined but can be presented in two chapters. However, make sure that at first, you should demonstrate what you found in each set of results before you begin discussion. For instance, when you carried out a quantitative study, the general principle is to state statistical results in a table or figure. Then you can interpret the significant statistical effects of a test and inform the reader of the meaning of the effects.

In general, most research need discussion. What do the statistical effects mean? What are the gaps between the existing literature and your outcomes, and why? What implications from your research can be drawn?

- References

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Drucker, P., Hanraads, J., and Lupton, R.A. (2000), The art of writing a scientific article, *Journal of Scientific Communication*, vol. 163, 51-59.

5. Thesis Format Requirements

- 1) Type of size : 4 · 6 size (19cm × 26cm)
- 2) Quality of paper : acid-free white cotton bond (at least 70g weight)
- 3) Color of cover : white in general
- 4) Contents of theses
 - A. Cover (Please refer to the “**Format #1**”)
 - B. Blank page
 - C. Inside cover (Please refer to the “**Format #2**”)
 - D. Supervisor approval page: Stamps from thesis committee (Please refer to the “**Format #3**”)
 - E. Acknowledgements (optional) (Please refer to the “**Format #4**”)
 - F. Table of contents
 - G. Body of text : Check with your department to determine what style is preferred.

- H. Bibliography
- I. Appendices (Optional)
- J. Abstract in Korean if your thesis is in English(2 pages maximum)
(Please refer to the “**Format #5**”)
- 6) Language
The thesis or paper must be written in English or Korean
- 7) Page size
Page size must be international standard paper size (A4)
- 8) Font
Text must be Times New Roman, 11-point. Smaller font size may be appropriate for footnote or other material outside of the main text
- 9) Margins
Left and right margins of no less than 30mm and page numbers that appear inside the margins
- 10) Spacing
Text must be 1.5 spacing with the exception of quotations as paragraphs, captions, graphs, footnotes/endnotes, lists in appendices and etc.
- 11) Tables/Figures
Tables/Figures should be consecutively numbered and centered within the left and right margins.

6. Report Format Requirements

- 1) Type of size : 4 · 6 size (19cm × 26cm)
- 2) Quality of paper : acid-free white cotton bond (at least 70g weight)
- 3) Color of cover : white in general
- 4) Contents of Report
 - A. Cover (Please refer to the “**Format #6**”)
 - B. Blank page
 - C. Inside cover (Please refer to the “**Format #2**”)
 - D. Supervisor approval page: Stamps from report committee (Please refer to the “**Format #3**”)
 - E. Acknowledgements (Optional) (Please refer to the “**Format #7**”)
 - F. Table of contents
 - G. Body of text
 - H. Bibliography
 - I. Appendices (Optional)
 - J. Abstract in Korean if your thesis is in English(2 pages maximum)
(Please refer to the “**Format #5**”)
- 6) Language : The thesis or paper must be written in English or Korean
- 7) Page size : Page size must be international standard paper size (A4)
- 8) Font
Text must be Times New Roman, 11-point. Smaller font size may be appropriate for footnotes or other material outside of the main text
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footnotes/endnotes, lists in appendices and etc.

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Tables/Figures should be consecutively numbered and centered within the left and right margins.