

For students scheduled to complete in September 2026

# Guidelines for the Submission and Format of Master's Thesis

Please read carefully this document before submitting a Master's thesis.

All Programs: 1 copy

You must strictly follow the instructions on the format of a thesis, which are given on pages 2-5. Please submit to the BEEF+Venture, Graduate School of Economics, by the deadline shown below.

(WARNING) Thesis will NOT be accepted after the deadline.

## **【Submission Deadline】**

**17:00 Tuesday, 21 July 2026**

## **【Submission Period】**

Mon, 22 June 2026 ~ Tue, 21 July 2026

Even if just “one word” is changed from your thesis title, you must submit a change form to the Academic/Student Affairs Office by BEEF+ Venture before submitting your thesis.

## I. General Guidelines

1. A thesis must be written in English.
2. The text must be word-processed the plain white A4 size.
3. The abstract and the table of contents must be created.
4. The order of the papers should be: title page, abstract, table of contents, preface, text, afterword, and references. Please change pages by section.
5. Page numbers should be placed below each page of text, etc. The title page, abstract, and table of contents are not included in the total number of pages and should not be numbered.
6. A thesis must **520~550 words with 40 lines per page**. Please follow the instructions of your main thesis supervisor regarding how diagrams, equations, symbols, etc. are counted as lines or words. You are also required to obtain permission from your supervisor, if a page contains less than 40 lines as a result of using footnotes.  
The total number of pages should be at least 18, not including the title page, abstract, and table of contents.
7. Before submitting your thesis, please make sure that you have prepared it according to the format. Failure to meet the formatting requirements may result in your thesis not being accepted.

## II. Format of Master's Thesis

### 1. Title Page

Title Page (first page)

Submitted: Month/Day/Year

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-○○○○○-

Advising professor: ○○ ○○

Student number: ○○○○

○○ ○○

Full Name →

※ Please create the title page, as shown above, with the date of submission (date/month/year), thesis title, the name of your main thesis supervisor, your student number and your name on each of them.

### 2. Abstract

Abstracts should not exceed one page.  
For fonts, please do the same as in I.

Abstract

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3. Table of Contents (Example)

Contents	
Introduction . . . . .	1
Chapter 1 ○○○○ . . . . .	3
Section 1.1 ○○○○○ . . . . .	7
Section 1.2 ○○○○ . . . . .	15
Chapter 2 ○○○○○ . . . . .	16
Section 2.1 ○○○○○ . . . . .	18
Section 2.2 ○○○○ . . . . .	20

Please do the following in preparing the table of contents.

- ① Write the title of each chapter/section/subsection....
- ② Write the page number of each chapter/section/subsection....

← (Please insert the page numbers)

4. References (Examples)

※ Please consult your main thesis supervisor for detailed information

a) Books

Author Name (year of publication) <sup>Italic</sup> *Title of the book*, Place of publication:  
 Publisher

Ex.) N.H.Borden(1942) *The Economic Effects of Advertising*, London: Homewood.

b) Miscellanies

Author Name (year of publication) "Title of subject" in editor name ,in ed, <sup>Italic</sup> *name of miscellany*, Publishing office, page number

Ex.) K.J.Arrow(1968) "Optimal Capital with Irreversible Investment," in  
 J.N.Wolfe, ed., *Value, Capital and Growth and Growth*, O.U.P., pp.1-20.

c) Journal Articles

Author Name (year of publication) "title of subject", <sup>Italic</sup> *name of journal*,  
 Volume/Number, page number

Ex.) T.M.Brown(1952) "Habit, Persistence and Lags," *Econometrica*, Vol.38, No.3,  
 pp.355-81.

(Note 1) Repeated author(s) names may be replaced with "————".

Ex.) ———, The Economic Effects of ...

(Note 2) If you use materials on the Internet, write the URL and the date of access.

Ex) Japan bank president press conference summary (10/16/2005)  
[http://www.boj.or.jp/press/05/kk0510c\\_f.htm](http://www.boj.or.jp/press/05/kk0510c_f.htm) (accessed: 12/10/2005)