

# **Submission Guidelines of Master's Thesis for students completing in March 2019 (Political Science Course, Global Political Economy Course, Journalism Course)**

## **1. Conditions for submitting the Master's Thesis**

Students who can earn the credits required for completion by acquiring credits for the courses for which they registered in the corresponding year (students who are expecting to complete).

## **2. Schedule for submitting the Master's Thesis**

### **(1) "Notification of Planned Submission of Master's Thesis" and "Note of Recognition of the Definition of Plagiarism"**

#### **Deliverables**

- a. "Notification of Planned Submission of Master's Thesis" (for students who plan to submit their Master's Thesis this time)
- b. "Note of Recognition of the Definition of Plagiarism"
- c. "Master's Thesis Research Plan" (only for students who need to update the title, outline and contents of the Master's Thesis)

**Submission period:** 9:00 a.m. to 5:00 p.m. October 25 (Thu) – November 1 (Thu), 2018 \*without Sunday

**Submit to:** Graduate School of Political Science Office (Building No. 3, 10th floor)

#### **★Points to be Considered**

If your title has a subtitle, please write it following a main title with a colon and half-width space.  
ex. Education System Provided by a College: Focusing on Waseda

**\* Note that a Master's Thesis from students who have not submitted the "Notification of Planned Submission of Master's Thesis" will NOT be accepted.**

\* When submitting the notification, the signature of the main advisor is required.

\* The title of a Master's Thesis should be identical to that given in the "Notification of Planned Submission of Master's Thesis." Such a minor difference as one between a small letter and a capital letter or between a colon and a semicolon will not be tolerated. Students who have changed the title at the instruction of their research supervisor must submit "Notification of Change of Thesis Title" to the office as soon as possible.

\* The designated form can be downloaded from the GSPS website at:

<http://www.waseda.jp/fpse/gspse/en/students/master/>

### **(2) Master's Thesis**

#### **Deliverables**

- a. Three paper copies of the Master's Thesis
- b. Data (PDF format) of Master's Thesis \*Upload the PDF according to instructions by Course N@vi
- c. Written Oath
- d. Print the screen of the upload completion

**Submit to:** a.c.d ; Graduate School of Political Science Office (Building No. 3, 10th floor)  
b ; Upload "Master's Thesis" by Course N@vi

**Deadline of Submit and Upload:** 5:00p.m. January 9 (Wed), 2019 \*strict adherence required \*

\* Make sure your Master's Thesis is bound together. After the deadline of January 9 (Wed), 2019, 5:00 p.m., no Master's Thesis will be accepted for any reason. Make sure to submit your Master's Thesis well in advance.

\* Once the thesis is submitted, no withdrawal will be granted.

\* The maximum file upload size in Course N@vi is 30MB. Only if the data exceeds the upper limit, please submit it using either CD-R or DVD-R. Write the Master's Thesis title, Completion year and month, Student ID number and Name on the surface of CD-R(DVD-R), and put it in a plastic case.

\* Word format is allowed if your PC environment cannot convert the file to PDF.

\* Receive below things at the office before submitting the Master's Thesis. (We will distribute from December 17.)

- Front cover and back cover x3
- Front cover and back cover for personal record x1 (do not have to submit)
- 4 Filing strings
- Written Oath

\* We do not return any copy of your thesis once submitted. If you wish to keep a copy for your own record, make a copy using "front cover and back cover for personal record" for yourself. You do not have to submit the personal copy.

### (3) Thesis oral defense period

January 29 (Tue) – February 4 (Mon), 2019 \*without February 3 (Sun)

### (4) Erratum

It is not allowed to change the body text of the original Master's Thesis you submitted. If any the amendments are required, you should submit an erratum.

**Submissions : Erratum data (PDF format)**

**Submit to : Upload "Master's Thesis" by Course N@vi (Do not need to submit at the office)**

**Submission period: February 4 (Mon) – 5:00 p.m. February 6 (Wed), 2019**

\* free format

\* Save the "Erratum" file with the following :

"student number\_student name(in Roman letters)\_correction.pdf"

e.g.: 31\*\*\*\*\*\_WasedaTaro\_correction.pdf

\* Word format is allowed if your PC environment cannot convert the file to PDF.

\* It is not allowed to change or update the "Master's Thesis" already submitted (you must not reflect the corrections shown in the erratum in the Thesis body text for submission.)

### (5) Announcement of Students who Passed Master's Thesis

February 15 (Fri), 2019

### 3. Thesis requirements, Format, etc.

		Requirements	
		Length of thesis (note 1)	
		Japanese (note 2)	English (note 3)
Political Science, Global Political Economy Course	Applicants for Special entrance examination for the Doctoral Program	20,000 characters	40 pages
	Students who do not apply for a Special entrance examination for the Doctoral Program	40,000 characters	80 pages
	Students who enrolled through entrance examinations for working adults	20,000 characters	40 pages
Journalism Course		20,000 characters	40 pages

(Note 1) Only the body text. Footnotes, bibliography or attached materials will not be counted. Note that these lengths are a guideline. The length should be adjusted as required based on the research theme or instructions from the research supervisor.

(Note 2) The font size should be 12 points.

(Note 3) The font size should be 12 points, double spaced.

## Format of Master's Thesis in Word

	Japanese	English
1. Paper size	A4 (no printing on reverse side)	A4 (no printing on reverse side)
2. Page orientation	Vertical, horizontal writing	Vertical, horizontal writing
3. Number of characters or points	About 38 characters per line	12 points
4. Number of lines/page	About 26 lines	Double spaced

\* Depending on the version of Word, the number of characters and lines may not necessarily fit the above conditions, and so some deviation is allowed. Note that thermal-printing paper must not be used.

\* Bind your Master's Thesis on the left side. For printing, leave more blank space on the left than on the right side.

## 4. How to Produce a Master's Thesis in paper format

### (1) How to fill in the front cover

20XX	
<b>Master's Thesis</b>	
Writer	Graduate School of Political Science Master's Program
	_____ Major _____ Course
	Research Area (Political Science Course only) _____
	Student ID _____ Name _____
Title	_____
	_____
【備考】	

Write the major, course, research Area (only Political Science Course), student ID and your name and thesis title.  
Use a black ball-point pen.

Do not write anything in this space.

早稲田大学大学院政治学研究科

教員受取署名欄 (主査 or 副査)

### (2) Binding sequence of the Master's Thesis

- 1) Front cover of the Master's Thesis
- 2) Abstract \*Write 1) the course name, 2) student name and 3) thesis title on the first page.
- 3) Table of contents
- 4) Body text
- 5) Bibliography
- 6) Back cover of the Master's Thesis

### (3) Use a puncher to punch the thesis and bind it using the filing string.

[Punching space]

From January 8 (Tue) to 9 (Wed), 2019, 9:00 – 17:00, Room 1107, 11<sup>th</sup> floor, Bldg. No. 3

\* On dates other than the above, you can punch your Master's Thesis at the office of the Graduate School of Political Science.

## 5. How to submit Master's Thesis

### (1)How to Produce a Master's Thesis in PDF Format

Save the "Abstract", "Table of contents", "Body text" and "Bibliography" of your Master's Thesis in PDF format and save Master's Thesis with the following file names.

"Student number\_student name(in Roman letters).pdf"  
e.g.: 31\*\*\*\*\*\_WasedaTaro.pdf

\* The contents of Master's Thesis in data format must be identical to the original Master's Thesis you submit on paper.

\* Word format is allowed if your PC environment cannot convert the file to PDF.

### (2) How to submit PDF data of Master's Thesis

Students who submitted Notification of Planned Submission of Master's Thesis have to upload with PDF data. Choose item from "Master's Thesis" by Course N@vi and upload on the format "Submission of Master's Thesis".

\* Please be sure to click confirmation and check the date. If not, your data is not uploaded completely.

Confirmation screen is displayed after upload

\*You cannot upload after the deadline. Please adjust it so that it will make it in time and avoid uploading around the deadline.

Graduate School of Political Science

The sample of screen of the upload completion

The screenshot shows the 'Submission of Master's Thesis' completion page on the Waseda-net Course N@vi system. The page includes a header with the Waseda-net logo and a welcome message. The main content area displays the submission details, including the submission method (file upload), the submission deadline (2015/06/12 17:00:59), and the submission status (non-display). A list of submitted files is shown at the bottom, with the file '31\*\*\*\*\*\_WasedaTaro.pdf' listed. The page also features a sidebar with navigation links and a footer with copyright information.

Waseda-net  
Course N@vi  
Welcome back (政研)管理者 (2015年度さん)

修士論文 / 修士論文提出用 / Submission of Master's Thesis > 修士論文提出用 / Submission of Master's Thesis > 修士論文提出用 / Submission of Master's Thesis

期間内であれば、再提出が可能です。

修士論文提出用 / Submission of Master's Thesis

担当教員名: (政研)管理者 (2015年度) 提出期間: 2015/04/01 00:00 ~ 2015/06/12 17:00  
課題内容:  
修士論文提出用 / Submission of Master's Thesis

レポート設定情報詳細  
提出方法: 添付ファイルのみ  
提出期限: 2015/06/12 17:00:59  
採点結果表示: 非表示

選択してください。 実行

1. 修士論文提出用 / Submission of Master's Thesis : (政研)管理者 (2015年度) (その他) 提出日時: 2015/05/20 18:21  
31\*\*\*\*\*\_WasedaTaro.pdf

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