

# Bookbinding and Submission of a Master's Thesis

(Graduate School of Economics)

## 1. Submission of your thesis

- (1) Submission period: 7 January (Mon.) – 11 January (Fri.), 4:45 p.m., 2019
- (2) Place to submit: The Graduate School of Economics Section, the Office of Student Services
- (3) Documents to submit:
  - a Master's thesis
    - Thesis of simple binding : 3 copies
    - Thesis of formal bookbinding : 1 copy
  - b Thesis abstract:
    - A4 in free format, up to 3 pages, which must include student ID number, name, and thesis title: 5 copies
  - c Application for Master's Degree (prescribed form): 1 copy
  - d Notification of Master's Dissertation Title (prescribed form): 1 copy
  - e Library Permission From (Master's Thesis) (prescribed form): 1 copy

\*All the prescribed forms are available on *Jukusei* website:  
<http://www.gakuji.keio.ac.jp/mita/keiken/index.html>

## 2. Simple binding

Bind the thesis with a binding cord or a file folder and put a cover in the equivalent form shown in the 'Format of formal binding' on the next page. To avoid falling apart, please do not use clips to bind the thesis.

## 3. Formal binding (see "Format of formal bookbinding" on the next page)

- (1) Bookbinding must be in A4 and lengthwise. Bind on the left side when you are writing the thesis in English.
- (2) The title on the cover page shall be written horizontally when you are writing the thesis in English.
- (3) The title on the spine shall be written following the format designated on the next page.
- (4) Refer to the format on the next page and write all the necessary information as is instructed.
- (5) The thesis should be bound in black hardcover and all the letters should be written either in white, gold, or silver.
- (6) There is no designated company or shop for bookbinding.

## 4. Title of the thesis

**The final title and subtitle of the thesis must be exactly the same as those in "Notification of Master's Thesis Title." The thesis having a different title is not acceptable, even if the difference is only a punctuation mark.**

\* Do not put your thesis title in quotation marks. Partial use may be allowed.

## 5. Other

- (1) If you would like to cancel the submission of the thesis, you must submit "Application for Withdrawal of Submission of Master's Dissertation" by the deadline (the form is available on the following web page: [http://www.gakuji.keio.ac.jp/mita/keiken/master\\_shuronjitai.pdf](http://www.gakuji.keio.ac.jp/mita/keiken/master_shuronjitai.pdf)).
- (2) If you intend to proceed to Doctoral Program (only those students who have passed the preliminary examination of master's thesis are eligible for application), you are required to submit application documents in accordance with "Graduate School of Economics Entrance Examination Guides (大学院経済学研究科入学試験要項)." The required documents for the application include "a master's thesis or an equivalent thesis" and "a thesis abstract." As you submit them for application for a master's degree, you do not have to submit additional copies for the application for the entrance examination.
- (3) You are allowed to write your name in alphabet. If you would like to change a *kanji* in your name on the student ID card into a Simplified Chinese character or vice versa, you are required to consult with the Graduate School of Economics Section, the Office of Student Services.

Format of formal bookbinding

(1) Cover page

A Thesis Submitted for  
the Degree of Master of Arts in Economics  
AY2018

Thesis Title

Graduate School of Economics, Keio University

Your name

(2) Spine

	1cm
2018	
	1cm
Master Thesis	
	1cm
Thesis Title	
Your name	
(Leave a space)	6cm