Shanghai University of Medicine & Health Sciences

Basic Norms for Writing Undergraduate

Graduation Thesis (Design) (2023 Edition)

The graduation thesis (design) of undergraduate students, as a comprehensive teaching that combines learning, practice, exploration, and innovation, is an assessment of students' ability to analyze and solve practical problems in their major by comprehensively applying the knowledge they have learned. It is an important process for deepening and improving learning; It is also an important evaluation content for measuring the quality and effectiveness of school education. In order to ensure the quality of graduation thesis (design) of undergraduate students in our school, this specification is hereby formulated in accordance with the requirements of the Measures for the Management of Graduation Thesis (Design) Work of Full time Undergraduate Students in Shanghai University of Medicine&Health Sciences.

1、 Composition, filling, binding, and archiving of graduation thesis (design) materials

The graduation thesis (design) materials should include a cover (uniform cover color and format), graduation thesis (design) (including electronic version), task book, proposal report, guidance record, mid-term inspection form, defense qualification review form, defense record, score evaluation report, back cover and other materials. The graduation thesis (design) materials should be filled in carefully according to the requirements, with neat handwriting and neat paper surface. Handwritten materials should be filled in black ink.

Graduation thesis (design) must be bound on the left side, neatly cut, and divided into two volumes for binding. The binding order is:

1 Graduation Thesis (Design): Cover (Unified Cover Color and Format) → Academic Integrity Statement → **Authorization** Instructions for **Thesis Use** → Chinese and English Abstracts → Table of Contents → Main Text → References (→ Appendices) → Thank You

2 Process materials: Cover (uniform cover color and format) → Table of Contents → Task Book → Proposal Report

→ Guidance Record → Mid term Inspection Form → Defense Qualification Review Form → Defense Record → Score Evaluation Report → Back Cover. At least 4 copies of graduation thesis (design) are required. 1 copy each for the college, supervisor, and teaching and research department, student oriented One person. Each college should also keep electronic documents of graduation thesis (design) materials. **2、 Content and Requirements for Writing Graduation Thesis**

The graduation thesis (design) should include the following items: (1) the title and signature of the graduation thesis (design);

(2) Declaration of Originality of Thesis; (3) Authorization Instructions for Thesis Use (4) Abstract Requirements and Keywords for Chinese and Foreign (English) Abstracts; (5) Catalog; (6) Main text; (7) Main references; (8) Annotation (optional). The basic content and requirements of the above projects are as follows:

（1） Title and Signature of Graduation Thesis (Design)

Title requirements. The word count of the graduation thesis (design) topic should not exceed 20 Chinese characters.

Title format. The title of the graduation thesis (design) should be listed separately in Chinese and English, with a Chinese title

On top; Place the foreign (English) title under the Chinese title, with one line left blank before the paragraph. The foreign (English) title should be consistent in connotation with the Chinese title.

Signature format. The Chinese signature of the author of the graduation thesis (design) is No. 4, imitating Song Dynasty.

Time format. The completion time of the graduation thesis (design) is listed in the format of "XXXX year X month X day" at the bottom of the page, with the number four imitating the Song Dynasty.

（2） **Declaration of Originality of Thesis**

Declaration content. The originality declaration of a thesis is a public statement and commitment made by the copyright owner of the thesis regarding the intellectual property rights formed and used in the thesis, as well as the corresponding legal responsibilities that may arise.

Declaration format. The statement of originality of the thesis should start on a separate page, and the words "statement of originality of the thesis" should be included

1 line, bolded, centered, with 1 line before the paragraph and 2 lines after the paragraph (it is recommended to use the definition of "format" - "paragraph" - "spacing" - "before and after the paragraph" in Word software, and it is not advisable to use a blank line return method, the same below), with no punctuation at the end. The content is uniformly drafted by the school, with a third grade imitation of Song Dynasty and 1.5 times the spacing between rows.

Declaration effective. The statement is only valid if it is handwritten in Chinese by the author of the paper at the author's signature location. When

It's best to write it by hand.

（3） **Authorization Instructions for the Use of Thesis**

Explain the content. The copyright owner of the thesis agrees that the school has the right to retain and use the thesis, and makes public statements and commitments regarding the corresponding legal liabilities that may arise.

Explain the format. The authorization instructions for the use of the thesis should start on a separate page, with the words' Authorization Instructions for the Use of the Thesis'

Sample occupies 1 line, bolded, centered, with 1 line before the paragraph and 2 lines after the paragraph (it is recommended to use the definition of "format" - "paragraph" - "spacing" - "before and after the paragraph" in Word software, and it is not advisable to use blank line return method, the same below), and there is no punctuation at the end. The content is uniformly drafted by the school, with a third grade imitation of Song Dynasty and 1.5 times the spacing between rows.

Explanation of effectiveness. The statement is only valid if it is handwritten in Chinese by the author of the paper at the author's signature location. When

It's best to write it by hand.

（4） **Chinese and foreign (English) abstracts and keywords**

１ Chinese abstract and keywords

Summary content. An abstract is a brief statement of the content of a paper, which should be independent and self explanatory, with the main content being Including research objectives, methods, results, and conclusions.

The content of an abstract usually includes the purpose, methods, results, and conclusions of the research. Reportable abstracts should be used, as well as reported/indicative abstracts and indicative abstracts. Reportable abstracts can be structured.

The abstract may contain mathematical formulas, chemical formulas, illustrations, tables, etc., but should not contain numbering for mathematical formulas, chemical formulas, illustrations, tables, references, etc. It is not advisable to use symbols and terms that are not commonly known or used. For abbreviations, foreign abbreviations, and acronyms that are not publicly known or commonly used for the first time in the abstract, their full names, Chinese translations, or explanations should be provided.

The word count of Chinese abstracts should generally be appropriate for the amount of achievements in the paper. In general, it is recommended to use around 400 words for reporting abstracts, 300 words for reporting/indicative abstracts, and 150 words for indicative abstracts. Chinese abstracts and foreign abstracts should correspond in content. To facilitate international communication, foreign abstracts can contain more information than Chinese abstracts.

Summary format. The Chinese abstract should have a separate page. There are two spaces between the two words' Abstract ', with the second letter in Song style, Bold, occupying 1 line, centered, with 2 blank lines at the beginning and end of the paragraph, and no punctuation at the end. The layout of the abstract content is the same as that of the main text.

Keyword content. Chinese keywords are nouns that reflect the main content of a paper and are used for literature search Important information. The entries for keywords should be general vocabulary and no self created keywords are allowed. The keywords are generally between 3 and 8 Arrange them in descending order according to their extension level (subject directory classification).

Keyword format. The Chinese "keywords" should be placed in the next paragraph of the main text of the "abstract". Two spaces before 'keywords', in bold font size 4, followed by a colon': '. Each keyword should be in font size 4, separated by a semicolon'; ', with one line before the paragraph.

2 Foreign (English) abstracts should be accompanied by keywords

The translation information for "foreign (English) abstracts and keywords" should be placed on a separate page after the "Chinese abstracts and keywords" page.

Format of foreign abstract. The English marker for foreign abstract items should be "**Abstract**", occupying one line and centered, There are 2 blank lines at the beginning and end of the paragraph, and no punctuation marks at the end. The summary content is consistent with the Chinese version, and the layout is set according to the English writing requirements described later.

Format of foreign keywords. Foreign keywords are listed in the next paragraph of the main text of the foreign abstract. Using '**KEY**' in English **WORDS**"， Times New Roman

font size 4, bold, aligned with the top left grid, followed by English colon ":" is used, and each keyword is separated by a semicolon ";" in English. The first letter of the first keyword should be capitalized, with a blank line before the paragraph.

（5） Catalog

Catalog content. The content of the table of contents should be clear in hierarchy and completely consistent with the content of the main text's question sequence and title.

It mainly includes the introduction (or preface, introduction), main body of the text (usually up to three level headings), conclusion (or conclusion), main references, etc.

Directory format. The directory should have a separate page. There are two spaces between the words' directory ', in bold font with a small second,

Occupy 1 line, centered, with 2 empty lines at the beginning and end of the paragraph, and no punctuation at the end. The contents of the table of contents should indicate the page order corresponding to the corresponding content in the main body of the paper, and the spaces between the title and the page order should be filled with a middle dot. The maximum content of the directory is three levels: the first level title is in four character Song typeface, bolded, and the top left grid; Use the small four font Song typeface for the second level, with two spaces indented on the left side; Use small four font Song typeface for level three, with four spaces indented on the left. The corresponding page order of each item in the directory is uniformly aligned with the top right grid.

（6） Main text

The main body of the paper includes the introduction (or thesis, introduction, introduction), the main body and conclusion (or conclusion), and references. The main text of the undergraduate thesis (design) (excluding table of contents, abstract, annotations, references, acknowledgements, etc.) shall not be less than 6000 words, generally ranging from 6000 to 15000 words per article. Each college needs to clarify the word count requirements for the main text of their relevant professional graduation thesis (design) based on the characteristics of the discipline and the requirements for talent cultivation. The basic requirements for the three main parts are as follows:

Introduction (optional). The introduction of a paper usually includes the background, purpose, reasons, and expected conclusion of the research

Fruit and its significance and value. The writing of the introduction should be: relevant to the theme, concise and to the point, highlighting key and innovative points, objectively evaluating previous research, and truthfully introducing the author's own achievements.

The "Introduction" can be arranged as a separate item, with two spaces between the words "Introduction", but without adding a title sequence before the title. The format should be standardized for the same level of title. In general, a paper should have an "introduction" section, which can be written to express the necessary hierarchy. If the introduction content is not long, the word "Introduction" can also be omitted as the title, and only a natural paragraph can be used to express it comprehensively.

The main body of the paper. It is the main component of the paper, requiring a focus on the topic, clear hierarchy, and strong logic,

The text is concise, the expression is smooth, punctuation is used appropriately, grammar is standardized, charts are standardized, neat, and beautiful, citations are accurate, and key points are highlighted.

The main text of science (engineering) generally includes the overall scheme design and selection demonstration of the research content, as well as each part

Design calculations (including hardware and software), feasibility and effectiveness of experimental plan design, as well as experimental data processing and analysis, theoretical analysis, etc.

Papers in management disciplines generally include discussions and systematic analysis of research problems, comparative research, model or scheme design, case studies or empirical analysis, analysis or suggestions of model operation results, improvement measures, etc.

Conclusion (optional). The conclusion is a refinement and summary of research results and arguments, not an abstract or main body

The simple repetition of each chapter and section summary should be objective, accurate, concise, and complete. The conclusion should be numbered with a chapter. If no conclusion can be derived, it is also possible to write a "conclusion" without a "conclusion", conduct necessary discussions, and propose suggestions or problems to be researched and solved during the discussion. The conclusion should generally not be too long. It can be arranged as a separate column, with two spaces between the words "conclusion", but without adding a title sequence before the title, and the format is standardized to the same level of title. If the conclusion content is not long, the word "conclusion" can also be omitted, and only a paragraph of conclusion type can be written after the main text (such as "summary..."), but one line should be left blank before the paragraph.

（7）**References**

Scope involved. References refer to those that are closely related to the content of a paper and partially reference or draw on the viewpoints and materials of others' literature in writing, in order to show respect for their achievements and also to indicate the main points

An essential element of a paper that is sourced and easily retrievable. Its scope includes not only the literature already mentioned in the annotations, but also other literature involved in the writing process of the paper.

List the quantity. The number of references listed should generally not be less than 10.

List the orientation. The references are listed at the end of the article and should be moved to a new page.

The specific citation rules for references are based on the national standard of the People's Republic of China, "Information and Reference Citation Rules" (GB/T 7714-2015).

1 **Reference citation and citation**

The annotation method for the references cited in the main text (hereinafter referred to as "citations") can use sequential coding values or author publication year system. Each major needs to adopt one of the methods uniformly.

(1) Sequential coding system: References cited in the main text (hereinafter referred to as "citations") are listed in the order they appear

Sequence, code consecutively with Arabic numerals, and place the sequence number in square brackets. References are sorted by citation number.

Reference example:

German scholar N. Kroos studied the control of the Middle Paleogene faults in

the Jurassic Mountains near Basel, Switzerland on the folding of the Tertiary system [235]; Afterwards, he described the third large nearly north-south tectonic belt in Silesia and proposed the idea that the trough developed on the basis of heterogeneous blocks [236, 80].

Morad's study on joint patterns in stable zones [255-256]... **Reference:**

1 Rogers. History of Western Civilization: Issues and Origins [M]. Translated by Pan Huixia, Wei Jing, Yang Yan, et al. Dalian: Northeastern University of Finance and Economics Press, 2011:15-16

2 MORRI I.Why the west rules for now:the patterns of history,and what they reveal about the future[M].New York:Farrar,Straus and Giroux,2010.

(2) Author publication year system: citations are marked with the author publication year, and the content of each literature annotation is determined by the author

The surname and publication year are combined and placed within the "()". Each reference is first categorized by genre, with Chinese at the beginning and foreign languages at the end. Arrange them in chronological order by author and publication year. Chinese literature is arranged in ascending order according to the Chinese pinyin of the first author's surname, foreign literature is arranged in ascending order according to the letters of the first author's name, and literature with the same first author is arranged in ascending order according to the publication time.

Example of citing a single literature:

The notion of an invisible college has been explored in the sciences(Crane,1972).Its absence among historians was noted by Stieg(1981)…

reference:

CRANED,1972.Invisible college[M].Chicago:Univ. of Chicago Press.

STIEG M F,1981.The information needs of historians[J].College and research libraries,42(6):549-560.

2 Document type and identification code

Reference type	Document type identification code	Reference type	Document type identification code
Ordinary Books	M	patent	P
Meeting minutes	C	database	DB
assembly	G	computer program	CP
newspaper	N	Electronic Announcement	EB
periodical	J	archives	A

Dissertation	D	Map	CM
report	R	data set	DS
standard	S	other	Z
Types of carriers for electronic resources	**Carrier type identification code**	**Types of carriers for electronic resources**	**Carrier type identification code**
Magnetic tape	MT	CD-ROM (Compact Disc)	CD
Disk	DK	Online network (online)	OL

3 Example citation format for sequential coding reference citation:

Main responsible person. Title: Other title information [Document type identification/Document carrier identification] (optional). Other responsible persons (optional). Version item. Place of publication: Publisher, year of publication: Citation page number [citation date]. Access and retrieval path (essential for electronic resources). Digital object unique identifier (essential for electronic resources)

Example:

1 Ordinary Books

1 Yu Min, Zhang Guangming. Research on Enterprise Group Issues [M]. 3rd edition. Beijing: Economic Science Press,

2001：179-193．

2 American College of Obstetricians and Gynecologists. Pathogenesis and pathophysiology of neonatal encephalopathy and cerebral palsy [M] Duan Tao, Yang Huixia, translated. Beijing: People's Health Publishing House, 2010:38-39

3 Rosky. Economic Growth in Pre War China [M]. Translated by Tang Qiaotian, Mao Likun, Jiang Xiuxian. Hangzhou: Zhejiang University Press, 2009

4 PEEBLES P Z, Jr. Probability, random variable, and random signal

principles[M].4th ed.New York, McGraw Hill,2001.

2 periodical

5 Li Bingmu. Korean National Library Law [J]. Library and Information Work, 2008, 52 (6): 6-21

6 Yu Xiao, Liu Yi, Chai Yueting, etc. The subject qualification review and filing mode in the Internet drug trusted trading environment [J]. Journal of Tsinghua University (Natural Science Edition), 2012,52 (11): 1518-1523

7 DES MARAIS D J, STRAUSS H, SUMMONS R E, et al. Carbon isotope evidence for the stepwise oxidation of the Proterozoic environment[J]. Nature, 1992, 359: 605-609．

3 Newspaper Literature

8 Ding Wenxiang. Digital Revolution and Internationalization of Competition [N]. China Youth Daily, November 20, 2000 (15)

9 Liu Yuguo, Yang Liu, Zhang Yang, et al. How to break through the haze when it hits [N/OL]. People's Daily,2013-01-12[2013-11-06].http：//paper.people.com.cn/rmrb/html/2013-0l/12/nw.DllOOOOrenmrb_20130112_2-

04.htm.

4 Proceedings and conference proceedings

10 China Workers' Education Research Association. Collected Papers on Workers' Education Research [G]. Beijing: People's Education Press, 1985

11 Lei Guangchun. Comprehensive Wetland Management: Proceedings of the International Symposium on Comprehensive Wetland Management [C]. Beijing: Ocean Press, 2012

5 report

12 State Council Information Office of the People's Republic of China. National Defense White Paper: Diversified Use of China's Armed Forces [R/OL]. (2013-04-16) [2014-06-11] http://www.mod.gov.cn/affair /2013-04/16/content_4442839.htm.

6 Dissertation

13 Wu Yunfang. Research on Modern Chinese Parallel Structures for Chinese Information Processing [D/OL]. Beijing: Peking University, 2003:27 [2013-10-14] http://thesis.lib.pku.edu.cn/dlib/List.   asp? Lang=gb&type=Reader&DocGroupID=4&DocID=6328.

7 Patent Literature

14 Zhang Kaijun. Emergency safety braking auxiliary device for rail trains and high-speed rail trains: 20122015882 5.2 [P]. April 5, 2012

8 Standard Literature

15 National Technical Committee for Standardization of Information and Literature. Bibliography: Part 4 Non book materials:

GB/T 3792.4-2009 [S]. Beijing: China Standards Press, 2010:3

16 National Environmental Protection Administration Science and Technology Standards Department. Soil Environmental Quality Standards: GB 15616-1995 [S/OL]. Beijing: China Standards Press, 1996:2-3 [2013-10-14]. http://wenku. baidu. com/view/b950a34b767f5acua1c7cd49. html

9 Electronic resources (excluding electronic monographs, electronic continuous publications, electronic dissertations, electronic，Patent)

17 Li Qiang. Resolving doctor-patient conflicts requires taking drastic measures [EB/OL].   (2012-05-03)   [2013-03-25] http://wenku.baidu.com/view/47e4f206b52acfc789ebc92f.html .

10 Other literature

When writing a paper, if other types of literature are also involved, one can refer to the requirements of the National Standard of the People's Republic of China "Information and Reference citation rules" (GB/T 7714-2015) issued by the National Standards Management Committee on May 15, 2015 as needed for corresponding processing. The specific content and format are omitted here.

4 Author publication year reference citation **format example**, please refer to the "Information and Literature Reference Book"

Recording Rules "(GB/T 7714-2015).

（8） **Annotation (optional)**

Annotation scope. The annotations in papers are mainly used for the following

three aspects: (1) direct citation annotations. The explanation of the source when citing the original words of others and the data contained in relevant materials in the text. (2) Indirect reference comments.

The explanation of the source when absorbing others' viewpoints in the text. (3) Content description and annotation. An explanation given for other issues that require additional clarification in the text but cannot be elaborated in detail in the main text.

Annotation format. All annotations in the paper shall be added in the form of accompanying notes and footnotes.

Annotation number. Annotation numbers must be numbered with superscripts using circled numbers, such as "XXXXX ^{①}，……" (Advocate using the automatic encoding function in the "Insert" - "Footnote" section of Word software). Number of annotations per page

From" ①" Re numbering should not be placed directly on a single row of items, clauses, items, or items, nor should it be placed directly after the names of relevant tables, illustrations, and formulas. Instead, it should be placed in the corresponding imported text. Except for direct citation, the annotation number should generally be inserted into the punctuation mark at the end of the text.

Annotation format. The content of the annotations should be in small five character Song typeface (the default standard for general Word software). notes

When citing relevant literature in the explanation, the labeling content and format specifications shall be the same as those of the reference materials mentioned later.

2、 Guidelines for Writing Graduation Thesis
（1） Writing

Standardized use of characters. The paper should comply with the National Law of the People's Republic of China on the Common Language and Script, and be written using the standardized Chinese characters listed in the General Standard Chinese Character Table issued by the State Council. The choice of words and sentence structures should conform to Chinese grammar and punctuation

The use of symbols should comply with the provisions of GB/T15834, and the textual expression should be consistent with the title, structurally rigorous, logically sound, accurately worded, and fluent in language.

The beginning of the paragraph is standardized. The question sequence and title of each paragraph and level of the paper are presented in Chinese characters

The writing habit is to indent (i.e. indent the first line by two characters, except for those specifically designated as "centered"), rather than following the English format Hanging indentation in text format. In general, the left side of the first paragraph of English text should be highlighted, but two half width characters should be left blank from the second paragraph onwards.

Character specifications. All English in uppercase and lowercase in the paper should be written in "Times New Roman"

Half width characters. All punctuation marks in Chinese expressions in the paper should be uniformly in full width characters; And all punctuation marks in English should be uniformly half width characters, but a space should be added after the punctuation mark. All references to Arabic numerals in the paper should use half width characters (such as 12345) instead of full width characters (such as

12345).

Avoid memorizing questions. Any single column or single line title in the paper

must not be memorized (i.e. the title appears on a certain page)

The last line of the text should be on the next page, and if necessary, the formatting function of starting a new page in the relevant software should be forcibly used.

（2）**Main body of the text**

In the paper, except for the "Introduction (or Introduction, Introduction, Introduction)" and "Conclusion (or Conclusion)" sections that do not require a title sequence, other content indicating the hierarchical level of the paper should be uniformly indicated by the title sequence number and title. If there is no special need, special symbols should not be used in the text to indicate the levels of the paper (such as "●" and "■"). The specific requirements for the usage of titles in the main text are as follows:

The entire title hierarchy of the graduation project (thesis) should be orderly, neat and clear, and the same hierarchy should be expressed in a unified manner. The content under each level of title in the main text should correspond to its respective title, and there should be no content unrelated to the title. The chapter numbering method should adopt a hierarchical numbering method. All chapter numbers at each level are arranged at the top of the grid, followed by titles with a gap of one Chinese character. There is no punctuation at the end of the title, and the main text is separated.

1 Adopting a hierarchical Chinese character title system

In hierarchical order, it can be "one", "(one)", "1.", "(1)", and below it, it can be "one of them" or "first".

If chapters are used, they shall be compiled in hierarchical order such as "Chapter 1", "1", "(1)", etc.

2 Adopting Arabic numeral hierarchical title system

All levels of titles shall be numbered consecutively with Arabic numerals; Use small dots "." to separate numbers at different levels, and do not add a dot after the last digit. The numbering of each level starts from the top left grid and is followed by a one letter gap before the title.

The hierarchical order is: "1", "2.1", "3.1.2", etc.

If chapters are used, they shall be compiled in hierarchical order such as "Chapter 1", "1", "2.1", "3.1.2", etc.

（3）**Table**

Table sequencing. The tables in the paper should be uniformly numbered (such as Table 1), and the method used should be consistent with the numbering of illustrations and formulas. The table sequence must use Arabic numerals and must be continuous, without repetition or jumping. Each table

The table name should be drafted, such as: XXXXXX table.

Table import. When importing tables in the paper, import language similar to "as shown in Table X" should be used instead of "as shown in the table below". The table import language should not be directly used in the titles of various levels of the paper, such as "1. XXXXXX (see Table 1 for details)".

Table sequence table question. Place two spaces between the table sequence and the table question above the table, labeled as "Table 1 XXXXXXXX Table ", small size four in Song typeface, bolded, centered.

Form design. The format of the table should be consistent throughout the text, and open tables with wired connections on the top and bottom, wireless connections on the

left and right, closed tables with wired connections on all four sides, or three line tables can be selected. The design should be as simple and neatly arranged as possible (if there are line breaks in the table, the "spacing" limit defined by the page settings can be considered to be removed). Each column in the table should be labeled with the corresponding unit of measurement, or the main unit of measurement should be indicated on the right side of the header (such as "Unit of Measurement: Yuan"), with a two cell indentation on the right.

Content within the table. The text or numbers in the table must be aligned vertically. When the values in adjacent columns are the same, "same as above", "same as left" or other similar words cannot be used, and they should be filled in again one by one. The contents (or numbers) of each column in the table

The font size of the table can be appropriately reduced as needed (preferably less than half the font size of the main text), but the font size of the entire table should be uniform. In general, the explanation of data sources in the table can be provided in the form of annotations. If there is a special need, a special column "Data Source:. In general, it is recommended that the necessary "data source" items attached to the table sequence, table title, table, and table bottom are on the same page. If the table needs to be paginated, the table title row should be repeated.

Table application. When using table data in a paper, the phrase "as shown in Table X" should be used,

It is not advisable to use "as shown in the table above".

（4）**Illustration**

Preface of illustrations. The illustrations in the paper should be carefully selected. The order of figures should be consistent with the order of tables and formulas. The sequence of the diagram must use Arabic numerals uniformly (such as Figure 1) and must be continuous, without repetition or jumping. If the entire text only

When creating an illustration, you can also add the word 'attached image' before the title. The illustrations and text symbols in the graduation thesis (design) should be printed. If printing is not possible, they should be drawn and marked with a pen.

Illustration import. When introducing illustrations in a paper, introductory language similar to "as shown in Figure X" should be used,

It is not advisable to use "as shown in the following figure". Illustration import language should not be directly used in the titles of various levels of the paper, such as "3. XXXXXX (see Figure 1 for details)".

Image sequence and image name. The structural design of illustrations should be concise and arranged beautifully, with clear relationships between lines

Use arrows) and minimize crossing as much as possible. The image sequence and title are placed below the illustration, labeled as "Figure 1 XXXXXXXX", in small font size, bold, and centered. If an illustration consists of several subplots, each subplot is marked with "Figure Xa", "Figure Xb", "Figure Xc". The font size of the text in the illustration can be adjusted as needed. In general, the explanation of the source of the illustration can be provided in the form of annotations. If there is a special need, a special column can be set up under the image sequence and title to indicate the "source of information:" and "icon description" (with the first line indented and in small five point regular script). Illustrations, captions, captions, and necessary "source of information" and "icon description items" must be placed on the same page.

Illustration application. When using illustration materials in a paper, the phrase "as shown in Figure X" should be used,

It is not advisable to use "as shown in the above picture".

（5） Formula

Formula sequencing. The formulas in the paper should be numbered and enclosed in parentheses. The numbering should be continuously arranged in Arabic numerals, and the numbering method should be consistent with the table and illustrations, such as "(Formula 1)". Formula number "(public)

Formula X "should be placed in the center of the formula layout and on the right side, and the right page spacing of all formulas in the entire text should be equal

(Can be uniformly indented by two characters on the right).

Formula import. When introducing formulas in a paper, introductory language

similar to "as shown in formula X" should be used instead of "as shown in the

following formula". Formula import language should not be directly used in the titles

of various levels of the paper, such as "3. XXXXXX (see formula 1 for details)".

Formula format. When formatting formulas, all mathematical formulas should be edited using the "Formula Editor" included in Word software or other software. Text formulas can also be edited using other methods. Formula the subject should be listed in a single row, centered, and there is no need to add a dotted line to connect the specific formula with the "(formula X)" indicating the serial number. For long formulas that cannot be written in one line, it is best to switch lines at the equal sign. If this is not possible, switch lines at mathematical symbols (such as "+" and "-" signs), and the mathematical symbols should be written at the beginning of the line after the switch.

Formula application. When using formulas or explaining the connotation of a

certain value in a paper,

The usage of "in formula X" should be used instead of "see the above formula", "in the above formula", and "in formula X".

（6） Number

Chronological indication. The Gregorian calendar should use Arabic numerals for the year, year, month, day, and time, such as "2000", "2007-03-18", and "1950s", but ambiguous years can be represented in Chinese characters,

Such as the 1950s and 1960s. Avoid using 'this century' and 'last century', use 'next century' instead. The Gregorian calendar year cannot be abbreviated, for example, '2000' cannot be written as' 00 '.

Numerical indication. All kinds of counting, measuring, and exact numbers are in

Arabic numerals, such as "10 digit special

Home "and" 30 projects ", but vague numbers must be in Chinese characters, such as" more than ten experts "and" 30-40 projects ". All significant digits of the numerical value should be written, for example, "5% to 8%" cannot be written as "5% to 8%".

Digital signage. The decimal places should use spaces (international standard) and

not commas (American standard),

For example, "123456 yuan" should be written as "123456 yuan" instead of "123456 yuan". All negative numbers should be written as "-123" (the negative sign should be in Song typeface). If there is no unit of measurement between two or more sets of Arabic numerals, it is not advisable to use a comma directly. Instead, commas must be used to connect them, such as "The output of the three products is 200, 250, and 300

pieces respectively". However, if there is a unit of measurement, a comma can be used, such as "The output of the three products is 200, 250, and 300 pieces respectively"
200 units, 250 sets, and 300 pieces.

Number zone marking. The interval between numbers and time should not use hyphens "-" or word lines "-", but should

Use the wavy line '~' in punctuation. For example, "The value range of x is 0-30" cannot be written as "The value range of x is 0-30". "The paper was written from November 28, 2001 to May 2002
The date of November 28th, 2001 to May 28th, 2002 cannot be written as' the writing period of the paper is from November 28th, 2001 to May 28th, 2002 '. But if only the year interval is represented, the hyphen "-" can be used (e.g. "2005-2006"). The range of reference page numbers is represented by the hyphen "-" in English, instead of the Chinese word line "-" and wavy line "~".

Other indications. The labeling method for other special elements shall be in accordance with the original State Administration of Technical Supervision, December 13, 1995

The requirements of the national standard of the People's Republic of China, "Regulations on the Use of Digital Publications" (GB/T 15835-1995), which was released on a daily basis, shall be implemented.

（7） Software

The flowchart and source code list in software design should generally be listed as "attachments" in the software documentation format after the paper and not included in the paper. In special circumstances where it is inconvenient to list, it can be presented during the defense.

（8） Other

English abbreviation. When abbreviations of proprietary terms related to international organizations first appear in the paper, they should be in Chinese

Write the full name in the text and indicate the combination of English capital letters and abbreviations in parentheses before using the English abbreviation in the following text. For example, after China joined the World Trade Organization (WTO) in 2001. According to WTO regulations.

Writing in English. Write English in standard format.

English names. Pay attention to the difference between the separators in foreign names (such as Mark Twain) and English abbreviations

The difference in the use of symbols (such as A.C. Littleton). For example, Luca Pacioli and Robert S. Kaplan.

Measurement unit. The definition and usage of measurement units shall be in accordance with the State Council of the People's Republic of China in 1984

The implementation of the "Legal Measurement Units of the People's Republic of China" and relevant specific regulations of the National Bureau of Metrology, released on the 27th of the month.

punctuation. The use of punctuation marks shall follow the instructions issued by the former State Administration for Technical Supervision on December 30, 2011

The national standard of the People's Republic of China for the use of punctuation marks (GB/T 15834-2011) shall be implemented. **Standardize the use of vocabulary.** When writing, it is important to distinguish between similar phrases

such as "must" and "must"; area. Don't make subtle differences in the use of similar figurative characters such as "account" and "ledger"; Unified use of phrases such as "other" and "talent", and the use of "other" and "talent" is not allowed. For specific usage, please refer to the "First Batch of Variant Words Compilation Table" (2002) released by the National Language and Writing Commission of the People's Republic of China on December 19, 2001

Requirements for trial implementation starting from March 31st.

Other matters. For other matters not covered in the writing of academic papers, please refer to GB/7713-1987- "Format for Writing Scientific and Technological Reports, Dissertations, and Academic Papers" issued by the former State Administration for Technical Supervision in 1987.

4、 Printing requirements for graduation thesis (design)

Layout specifications. Graduation thesis (design) materials are usually on A4 paper, with vertical layout, single-sided printing, and left side binding.

Page settings. The basic limit values for the layout settings of the main text are as follows: the page margins are 3cm above, 2.5cm below, and left

2.5cm、 2cm to the right; the font of the main text is small four font Song typeface; The basic line spacing of all texts should be uniformly set to 1.25 times (in Word software, "Format Paragraph Multiple Line Spacing Set Value 1.25" is sufficient), and some areas should be handled according to the special requirements of this specification.

Header settings. The header is uniformly marked with "Graduation Thesis (Design) of XXXX Undergraduate Students of Shanghai University of Medicine&Health Sciences"

The font size, small five character, Song typeface, centered, and "session" must be marked with Arabic numerals. The cover does not have a header.

Footer settings. The footer of the main body of the paper starts from the "Introduction" section and continues to use "1", "2"

Number the page numbers in sequence with Arabic numerals such as "3", add a hyphen "-" on each side, a small five character, in Song typeface, such as "-1-" (can be automatically inserted), and arrange them in the center. In addition, the "Declaration of Originality of Thesis", "Authorization for Use of Thesis", and "Title and Signature of Thesis (Design)" do not have footers. The footers for "Chinese Abstract and Keywords", "Foreign (English) Abstract and Keywords", and "Table of Contents" are required to be the same as the main text, but they are not continuous in their respective starting points.

5、 Supplementary Provisions

（1） **Special needs.** On the basis of referring to the "Basic Norms for Writing Undergraduate Thesis (Design)", each college can formulate unified and standardized specific requirements according to the characteristics of their majors, and report them to the Academic Affairs Office for filing.

（2） **Explanation of rules.** The interpretation of this standard belongs to the Academic Affairs Office.

（3） **Unfinished matters.** This specification does not cover any matters, and the author may refer to relevant national standards and specifications for discretionary handling.