

Checking Note before Submission to ETDS

1. Checking PDF file :

a. Contents :

Cover > Oral Defense Certificate > Chinese and English Abstracts > Acknowledgements
> Table of Contents > Main text

i. Cover (from top down) : Name of the University > The Department > Degree > Chinese and English titles > Student name > Advisor name > Date (same as the Oral Defense Certificate) ◦

ii. Oral Defense Certificate : Advisor and Head of the Department must sign or seal ; Chinese and English title must be consistent with the cover and the webpage information. If there is any change in the Oral Defense Certificate, please scan the Application for Overdue Change Topic of Thesis/Dissertation and insert it next to the old one(refer to

<http://campus4.ncku.edu.tw/wwwmenu/program/mou/>).

iii. Chinese and English Abstracts : Foreign students can ignore Chinese Abstract. Please put Keywords at the bottom of the Abstracts.

b. Paginations :

i. Please paginate the different page numbers in main text and other parts of the thesis/dissertation to make a distinction.

ii. Please remove the blank page without any pagination from PDF file.

c. Watermark :

From cover to the last page, every page should add watermark (except for the scanned page). Please insert the watermark right in the center on all pages of your thesis. Should the watermark covered by the picture format file partially or fully, it is acceptable.

i. The following example is acceptable that the picture format file covered watermark partially or fully.





- ii. The following example is unacceptable that there is all text but the watermark is broken. Please reinsert watermark after correction.

Please open MS Word file to make correction as follows, block the text or table first, then choose tab Design from Microsoft Word >> Page Borders >> tab Shading >> Apply to: Text >> Patterns >> style >> clear). If it does not work, change the Apply to : Paragraph >> Patterns >> style >> clear)

1. PDF 檔的目錄 有誤, (例 摘要 I, 內文實際頁碼為: III, ...請重新逐一查核修正) 請您重新逐一核對並修正, 同時修改網頁目次(修改網頁時, 建議將 Word 檔案的目錄 用複製/貼上 至網頁 目次欄)

2. PDF 檔的目錄修正後, 請修改網頁資訊 目次欄(修改網頁時, 建議將 Word 檔案的目錄 用複製/貼上至網頁 目次欄)

2. 請依據 PDF 檔的目錄, 修改網頁 目次 / 請修改網頁 目次, 與 PDF 檔一致(例 1-3-1 主要參考文獻 32, 但應為 2; 參考文獻 41, 但應為 42....請重新確認修改) (建議 將 Word 檔案的目錄/目次/Table of Contents/Content 用複製/貼上 至網頁 目次欄)

1. 請將各章節的參考文獻頁次加入 pdf 檔目錄, 並請一併修改網頁資訊 目次欄

1. PDF 檔的目錄 有誤, (例 摘要 I, 內文實際頁碼為: III, ...請重新逐一查核修正) 請您重新逐一核對並修正, 同時修改網頁目次(修改網頁時, 建議將 Word 檔案的目錄 用複製/貼上 至網頁 目次欄)

2. PDF 檔的目錄修正後, 請修改網頁資訊 目次欄(修改網頁時, 建議將 Word 檔案的目錄 用複製/貼上至網頁 目次欄)

2. 請依據 PDF 檔的目錄, 修改網頁 目次 / 請修改網頁 目次, 與 PDF 檔一致(例 1-3-1 主要參考文獻 32, 但應為 2; 參考文獻 41, 但應為 42....請重新確認修改) (建議 將 Word 檔案的目錄/目次/Table of Contents/Content 用複製/貼上 至網頁 目次欄)

1. 請將各章節的參考文獻頁次加入 pdf 檔目錄, 並請一併修改網頁資訊 目次欄

- iii. The following example is acceptable that the table with color-separated column covers watermark partially.

得分 B					
得分 C					
得分 D					
得分 E					
得分 A					
得分 B					
得分 C					
得分 D					
得分 E					
得分 A					
得分 B					
得分 C					

- iv. The following example is unacceptable that the table with no colored column covers the watermark. Please reinsert watermark after correction.

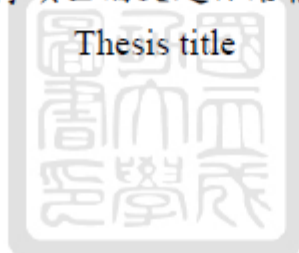
The correction method as described above in ii.

得分 A	—				
得分 B	87	—			
得分 C	64	56	—		
得分 D	37	32	91	—	
得分 E	93	35	54	43	—
得分 A	—				
得分 B	87	—			
得分 C	64	56	—		
得分 D	37	32	91	—	
得分 E	93	35	54	43	—

- d. 確認已加入 DOI 碼
請確認每一頁右下方已加入 DOI 碼(見下圖)

國立成功大學
XX 學院
XXX 研究所
博/碩士/學位學程

博碩士論文題目名稱



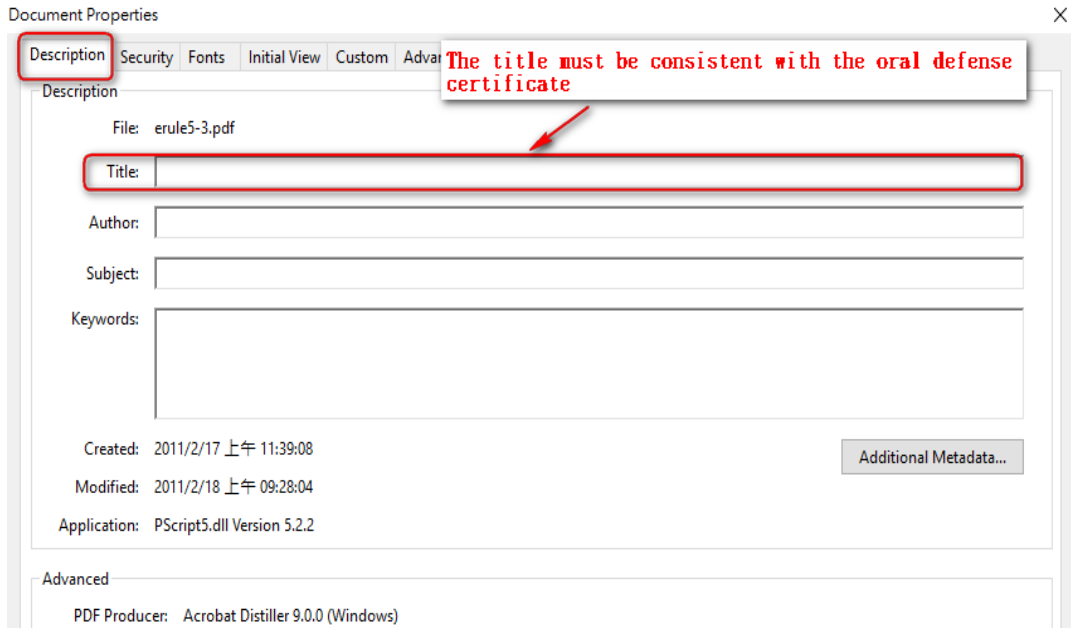
研究生：XXX
指導教授：XXX
共同指導教授：XXX

20XX 年 XX 月

doi:10.6844/TH.NCKU.BA.001.2018.F08

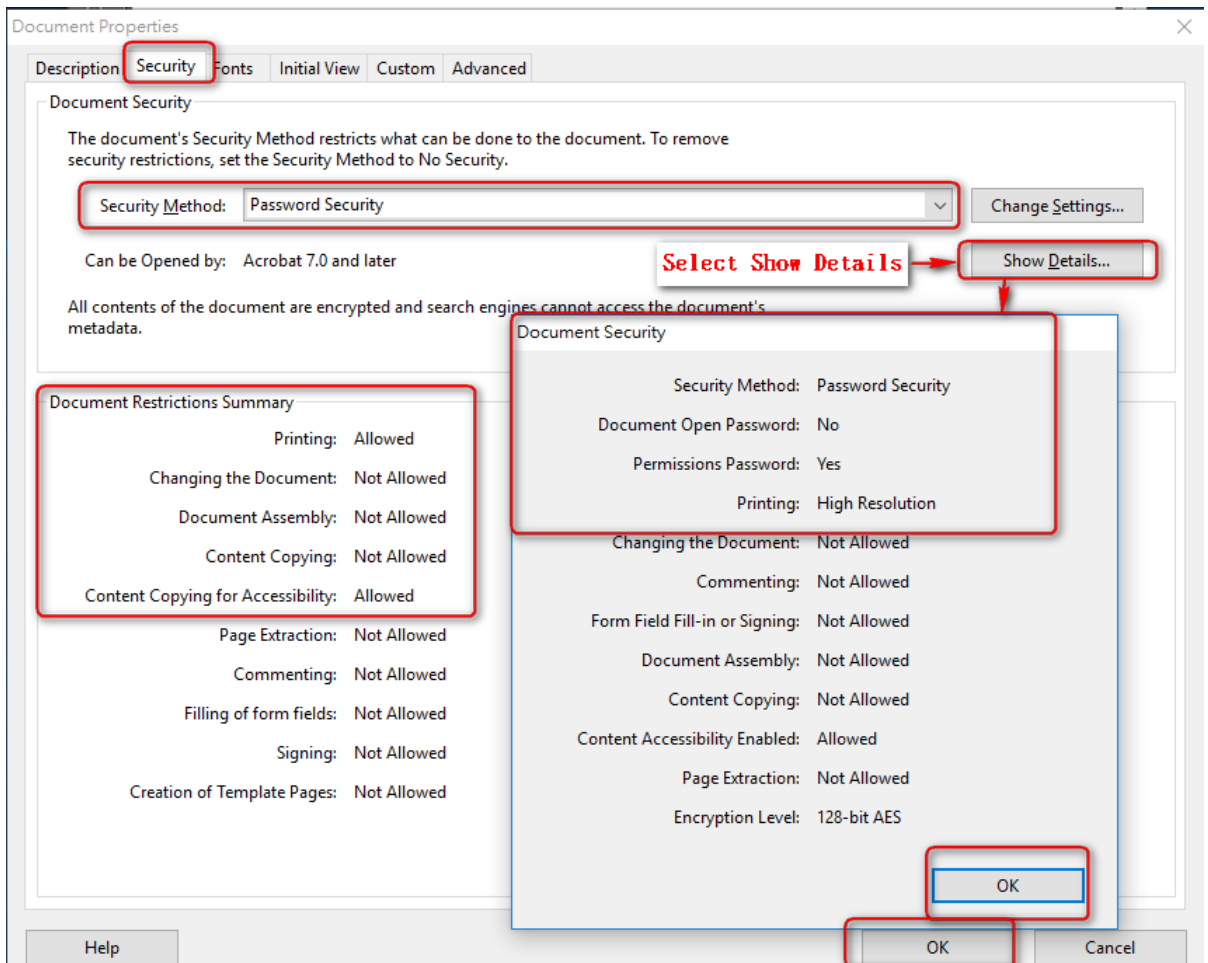
e. Description settings

Open your PDF file → Hotkey 「Ctrl+D」 → Description label → check Title field (Filling in the thesis/dissertation title and the title must be consistent with the oral defense certificate.) (ref screenshot below)



f. Security settings

Open your PDF file → Hot key 「Ctrl+D」 → Security label → check Security Method, Document Restrictions Summary, Document Security field (ref screenshot below)



If it is inconsistent with the security settings, Please make corrections as follows (ref screenshot below)

@@@ Permissions :

- (i) Select Restrict editing and printing ...
- (ii) Printing allowed → High Resolution
- (iii) Changes Allowed → None
- (iii) Leave blank Enable copying of text ...
- (iv) Select Enable text access for
- (v) Change Permissions Password → Key in a personal password

Please refer to (Guide to ETDS File Conversion and Service Workflow) p.8

Password Security - Settings

Require a password to open the document **Do not select**

Document Open Password: [] Not Rated

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: High Resolution

Changes Allowed: None

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired **Key in personal password**

Change Permissions Password: [] Not Rated

Options

Compatibility: Acrobat 7.0 and later Encryption Level: 128-bit AES

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

Help **OK** **Cancel**

2. Checking Basic Information of your thesis/dissertation (based on your thesis/dissertation)

System No.	System generate automatically
Chinese Title of Thesis/Dissertation	Consistent with the Chinese title in Oral Defense Certificate. (If there is no Chinese title, please key in English title)
English Title of Thesis/Dissertation	Consistent with the English title in Oral Defense Certificate
University	National Cheng Kung University
School/College	Consistent with the information on the Cover page
Graduate School	Consistent with the information on the Cover page
Year of Graduation	Consistent with the academic year in Oral Defense Certificate
Semester	Consistent with the semester in Oral Defense Certificate
Year of Publication	Consistent with the date in Oral Defense Certificate
Author's Chinese name	Consistent with the author on Oral Defense Certificate
Author's English name	Fill in the first name and last name
E-Mail address	Please make sure the e-mail address you provided is correct for receiving the verification notice.
The Second E-Mail Address	
Student ID	
Degree	Consistent with the degree in Oral Defense Certificate
Language	Language written in main text
The Date of Oral Defense	Consistent with the date in Oral Defense Certificate
Pagination	Last page number in the main text or Total number of pages (PDF total pages) if pagination is by chapter
Committee Members	<p>Fill in the advisor and committee members listed in Oral Defense Certificate; For Advisor: Chinese name, English name, and E-mail Address are required.</p> <p>For Co-Advisor: Chinese name and English name are required.</p> <p>For other committee members: Please fill out the Chinese name OR English name.</p>

Chinese Keywords	Consistent with the Chinese keywords in the thesis/dissertation. Please separate keywords with a semi-colon (;)
English Keywords	Consistent with the English keywords in the thesis/dissertation. Please separate keywords with a semi-colon (;).
Chinese Abstract	Consistent with the Chinese abstract in the thesis/dissertation.
English Abstract	Consistent with the English abstract in the thesis/dissertation
Table of Content	Consistent with the references in the thesis/dissertation; the page of reference is required
Reference	Consistent with the references in the thesis/dissertation
Note	
The File You Uploaded	File size under 20M is advised
The Granted Authorization of Thesis/Dissertation	The release date of Outside Campus should be later than that Within Campus