

Appendix-1 Instructions for preparing a doctoral dissertation index

Guidelines for preparing a dissertation index

- The main dissertation field must have the title of the doctoral dissertation.
- If the title of the dissertation is written in a language other than Japanese, a Japanese translation must be included in parentheses.

<Example>

English: Processing in the Keio-MMP Project (慶應 MMP プロジェクトにおける連続メディア処理のためのミドルウェア)

- For the reference papers field, list your own papers (publications) which have already been published relating to the main dissertation. References to articles and research papers (or review articles) must include the name of the author, title, name of the journal, volume (or edition/number), page numbers of the article (from beginning to end), and year of publication; references to books must include the name of the author, your contribution, name of the editor, title of the book, name of the city where it was published, name of the publisher, year of publication, and page numbers (from beginning to end). Refer to the sample below. For multiple references, organize them by year of publication instead of grouping by articles, research papers, or books.

<Example>

For articles:

KEIO, Taro, "THE POSSIBLE INFLUENCE OF INTERNET NEWS SITES ON THE 2007 PRESIDENTIAL ELECTION IN SOUTH KOREA", KEIO SFC JOURNAL, Vol. x, pp. xxx-xxx, 2007.

For books:

KEIO, Taro, "The Influence of Online News Site on The 2002 Presidential Election in South Korea", Keio University Press, 2007.

Appendix-2 Layout of the main dissertation

Submitted main dissertations that are incomplete in appearance will not be accepted and will be directed to be remade.

The doctoral dissertation must be:

- on good quality paper to avoid discoloration.
- on A4 size paper, bound on the left side for horizontal writing or on the right side for vertical writing.
- bound in the order of the title page, dissertation abstract (in English), and dissertation abstract (in Japanese) for a dissertation written in English. The Japanese dissertation abstract may be omitted if you choose so.
- bound in hardcover with white or gold lettering on black cover. The title of the main dissertation, expected academic year of acquiring the degree, and name of the author must be inscribed on the front cover and spine. (Refer to the sample below.) Leave a margin of several centimeters below your name on the spine.
- The official name of the Graduate School is "Graduate School of Media and Governance" and "Graduate School of Media and Governance."
- The name must match the name on your student ID card as registered with the university.

(If preparing in English)

Doctoral Dissertation Academic Year 2025	Doctoral Dissertation Academic Year 2025
Title	Title
Graduate School of Media and Governance Keio University Name	Name