

How to compose your master's thesis

1. Precautions when writing your thesis

Language

- The language used for the master's thesis and other submissions must be either Japanese or English.

File format and style

- The file must be submitted in PDF format (PDF/A recommended).
- Please download the prescribed forms for the title paper and abstract from the Keio University Student Website.
<https://www.students.keio.ac.jp/en/sfc/gsmg/class/thesis-degree/master.html#check>
- There are no specifications for font size or page margins.
- After the thesis data (for Review) is submitted, it can be printed out and bound at the Media Center (Library). In principle, all documents comprise A4 size, single-sided documents for binding. If you wish to prepare your paper in A3 format for reasons such as inserting figures and tables, please consult with the Academic Affairs Office in advance.
- If you wish to submit appendices (attachments) such as blueprints, artwork, software, etc., please consult with the Academic Affairs Office in advance. (Models and other works will not be accepted.)
- If you have video/audio data, etc. that cannot be printed or converted to PDF, do not embed these in the PDF file of the master's thesis, but be sure to submit them as an appendix (attachment) such as a CD-ROM. If you submit your work as an embedded PDF file, you may not be able to output or print it during the binding process, and the following measures may be taken.
 - Deletion of the embedded video/audio and insertion of the following sentence in the corresponding space.
“*This video/audio has been removed for printing and reproduction purposes. Shonan Fujisawa Media Center”
 - Replacement with an alternative image
 These measures apply only to the binding process, and the PDF file will be released as is for the electronic publication of the paper. However, the reproduction of the relevant part in the electronic publication is not guaranteed.

Other

- Master's theses will be published on the SFC List of Theses/Dissertations (only available for viewing from the network within Shonan Fujisawa Campus) with the permission of the authors.
<https://auth.lib.keio.ac.jp/db/?key=sfclist>

*To access the site from an off-campus network, please use a VPN connection.

About VPN services

https://www.sfc.itc.keio.ac.jp/ja/network_cns_vpn2.html

2. Structure and style of Master's Thesis

The structure must be as follows.

(If you are writing the thesis in Japanese)

1. Title page
2. Thesis abstract (in Japanese)
3. Thesis abstract (in English)
4. Contents *optional
5. Thesis (main text)

(If you are writing the thesis in English)

1. Title page
2. Thesis abstract (in English)
3. Thesis abstract (in Japanese) *optional
4. Contents *optional
5. Thesis (main text)

Style guidelines for the title page and abstract are as follows.

(Title page in Japanese)

修士論文 2023 年度 [論文題目]
慶應義塾大学大学院 政策・メディア研究科 [氏名]

- Please include the name of the graduate school and your name.
- Please do not paginate the title page.

(Title page in English)

Master's Thesis (Academic Year 2023) [Title]
Keio University Graduate School of Media and Governance [Name]

• Please indicate the academic year.

(Thesis abstract in Japanese)

修士論文 2023 年度 [論文題目] [論文要旨]
慶應義塾大学大学院 政策・メディア研究科 [氏名]

(Thesis abstract in English)

Master's Thesis Academic Year 2023 [Title] [Summary]
Keio University Graduate School of Media and Governance [Name]

- **Page numbers should be inserted starting from the abstract, not from the title page.**
- If the thesis is written in English, the abstract (in Japanese) is not a requirement.
- The file for submission should be named “Student ID Number_Your Name”
- The format of the main text of the thesis should be in accordance with the “Examples of how to organize your thesis” shown below. However, students are free to choose how to arrange the chapters and sections, their names, and their order. The asterisk (*) is an example of the description.

Thesis (main text) “Examples of how to organize your thesis”

Chapter 1: Introduction

- * Why and how the research was started
- * Purpose and significance of the research

Chapter 2: Research Background

- * Research in Japan and abroad
- * Research trends

Chapter 3: Research Details

- * Research details
- * Characteristics and originality of the research (Differences from other studies should be clearly stated.)
- * Expected results
- * Research methods

Chapter 4 - Chapter ○○: Research Results

- * Research approach and detailed outcomes
- * Explanation of works, programs, etc.
- * Clarify your claims of distinctive research results

Chapter ○○: Conclusion

- * Summary of research results
- * Future tasks

Acknowledgments

References

- * Citation list

(Clearly specify the reference number or author name of the reference cited in the text, and clarify the relationship between the research and the reference.)

Appendix