General Guidelines for Master's Theses

1. **Formatting Guidelines**
   - The language of the thesis must be Japanese or English.
   - The file format must be PDF, preferably PDF/A.
   - You are recommended to use the templates provided at Keio University Student Website as you prepare the title page and abstract:
     https://www.students.keio.ac.jp/en/sfc/gsmg/class/thesis-degree/master.html
   - - The font size and margin settings are optional.
   - As a general rule, the page size needs to be A4. However other size would be acceptable in cases such as: the thesis includes tables and figures that do not fit on an A4 page, etc.
   - Attachments, such as blueprints, must be a part of the PDF file of the thesis. If you have difficulties in including the attachments, make sure to reach out to the Academic Affairs Office beforehand. Note that 3-dimensional works such as models are not accepted.
   - You may embed media files in the PDF file of the thesis. The thesis will be published as it is. However, reproduction of the media is not guaranteed.

2. **Others**
   - The master's theses will be published online at *SFC List of Theses/Dissertations* that is accessible only from Shonan Fujisawa Campus Network.
     https://auth.lib.keio.ac.jp/db/?key=sfclist

     *You may access the List from off-campus using VPN. For more details, please refer to the web page below:
       https://www.sfc.itc.keio.ac.jp/en/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　2026 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 2026)

[Title]

Keio University
Graduate School of
Media and Governance
　　　　　　　　　[Name]

・Please indicate the academic year.

(Thesis abstract in Japanese)

修士論文 2026 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 2026
[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