

<Master's thesis> Checklist before submission (AY 2021)

Items	Check column	Contents
Cover (title page)		The western calendar year (2021年度 or Academic Year 2021) is correctly written.
		(For papers in Japanese) The affiliation is correctly written as 政策・メディア研究科 (don't forget the "・").
		The title has been checked for misspellings. The English text has been run through a spell check.
		The title on the cover matches completely with the "title" you submit to SOL.
		修士論文 or Master's Thesis is written on the cover. Students who have selected the non-thesis track should write 修士活動報告書 or Master's Project on the cover.
		Created using the format found on the Keio University Student Website.
Abstract (Japanese / English)		The western calendar year (2021年度 or Academic Year 2021) is correctly written.
		(For papers in Japanese) The affiliation is correctly written as 政策・メディア研究科 (don't forget the "・").
		The name is correctly written.
		The order is Japanese → English (for Japanese papers) and English → Japanese (for English papers). *For papers in English, the Japanese abstract is optional.
		The title has been checked for misspellings. The English text has been run through a spell check.
		The title is an exact match to the title on the cover.
		Created using the format found on the Keio University Student Website.
		Keywords are listed at the bottom of the abstract (both Japanese and English). All keywords in the abstract match exactly with the "keywords" submitted to SOL.
Thesis		There are no blank pages. Since the thesis is printed on one side for binding, there is no need to include blank pages. All blank pages should be removed.
		The pagination is correct. The title page is not included in the pagination. There is no inconsistency between the table of contents and the pagination.
		The thesis is made on single-sided A4 paper.
		No data other than graphics (e.g., audio, video) is embedded in the PDF. If you submit a PDF file with data other than images, the file may not be able to be output or printed and the data be deleted during the binding process.
		You have confirmed that all pages can be opened without any problem in Adobe Acrobat DC.
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