

Guidelines for Preparing a Doctoral Dissertation

Students who intend to submit the doctoral dissertation must prepare the documents in accordance with these guidelines.

If there are any deficiencies in the documents, they will not be accepted, so be sure to have them checked by your supervisor and the Graduate School of Agricultural Sciences Academic Affairs Section before submitting them.

I. About the Dissertation

1. The dissertation should be written in either Japanese or English.
2. Given that the full text of the doctoral dissertation will be published on the internet within one year from the day the degree is awarded according to the Degree Regulations (Ministry of Education, Culture, Sports, Science and Technology Ordinance No. 9 of Showa 28), the dissertation should be submitted in electronic file format. The specifications are as per Appendix 1.
3. Once submitted, the content of the dissertation cannot be altered or replaced. However, minor errors, typos, and omissions that do not significantly change the content of the dissertation can be corrected before the dissertation review is completed, with the permission of the Dean of the Graduate School.
4. Co-authored papers that meet the following conditions can be used as a dissertation. The person submitting the dissertation must be the main contributor to the research and the creation of the paper. (The criteria for judgment include whether the person submitting the dissertation is a so-called senior author and whether it is clearly stated that the paper is a dissertation.)

II. About the Dissertation Abstract

1. The format should be A4 size, and it should be written in portrait orientation. (Create it according to Appendix 1.)
2. The title of the paper (including the subtitle) should be written as it appears in the submitted dissertation.
3. The main text should be summarized in 2,000 to 4,000 characters. (In the case of English, summarize it in 1,200 to 2,400 words.)
4. If the paper is divided into several chapters, describe each chapter in sequence.
5. When describing, adhere to the procedures in I.1, I.2, and I.3.

III. About the Request for Dissertation Review

Regardless of the number of review committee members, one review request should be

written for both the dissertation and the table of contents for dissertation.

IV. About the Table of Contents for Dissertation

1. About the title

- 1) The title (including the subtitle) should be written exactly as it appears in the submitted dissertation.
- 2) In the case of English, the Japanese translation of the title should be written below the title, enclosed in parentheses.

2. About the method and timing of publication

- 1) Publication should be done by listing in a single book or academic journal (hereinafter referred to as “publication”).
- 2) Publication should, in principle, include the entire dissertation. However, it is acceptable to make minor modifications or to exclude parts that do not directly affect the research content. Also, if the content of the dissertation is published under a different title, it can be considered as published.
- 3) The dissertation can be published in sections according to its structural divisions such as chapters or according to research items in terms of content.
- 4) The publication should be a document that is stored in universities and other academic institutions and can be viewed at any time by the general public.
- 5) Even if it is a publication that is limited to subscribers due to self-publication, etc., it can be treated as a publication if it has been distributed to universities and other academic institutions. However, in this case, attach a list of distribution destinations.
- 6) For those who have published the entire dissertation at once, write down the year and month of publication, the name of the publication (volume and issue in the case of a journal), or the name of the published book, etc. Also, for those who have published the dissertation in sections such as chapters, write down the method and timing of publication for each section.
- 7) For a dissertation (chapter), if a paper published under a different title is considered as published, write down the title of the published paper.
- 8) For unpublished items, refer to the following examples and write down the method and timing of publication. If the schedule is not decided at the time of dissertation submission, write “undecided”.

[Example]

A. For those who have already submitted and have a scheduled date of publication but have not yet published in print at the time of dissertation submission.

Title○○○○○○○○○○○○○○○○○○○○

○○○○○ Journal Volume ○

Issue Scheduled for publication on “Month”“Day”, “Year”

B. If you are currently submitting

Title○○○○○○○○○○○○○○○○○○○○

○○○○○ Journal Submission in progress
(Scheduled for publication on Month”“Day”, “Year”)

C. If you plan to submit soon

Title○○○○○○○○○○○○○○○○○○○○

○○○○○ Journal Submission planned
(Scheduled for publication on Month”“Day”, “Year”)

In the case of A and B above, if there is proof of scheduled publication or acceptance, attach two copies. Note that the publication of the dissertation is stipulated in Article 19 of the Kobe University Degree Regulations as follows.

Excerpt from Kobe University Degree Regulations

<p>(Publication of Doctoral Theses)</p> <p>Article 19 A person to whom a Doctorate has been conferred must publicize the text of his/her entire thesis related to the said Doctorate within one (1) year from the date of the conferment. This shall not apply when this publication has already taken place prior to the conferment of the Doctorate.</p> <p>2 Notwithstanding the preceding paragraph, where there are compelling circumstances, and if the Faculty council so agrees, a summary of the Doctoral thesis may be published in place of its full text. In this case, the university shall provide access to the full text of the thesis for public reading upon request.</p> <p>3 The publication by a person who has been conferred a Doctorate of his/her thesis in accordance with the two preceding paragraphs shall be made, as a general rule, through Kobe University Repository.</p>

3. About the Number of Volumes

- 1) Record the number of volumes for a single dissertation.
- 2) If diagrams, etc. are attached as separate volumes, count them as the number of volumes including the separate volumes.

However, if diagrams, etc. that are not in booklet form are attached, write “○ volumes (with diagrams attached)”.

*Please note that you should not write down the number of dissertations you submit, but the number of volumes of the dissertation you have created.

(Example) If the dissertation is composed of one volume and diagrams, etc., write down two volumes.

V. About the Curriculum Vitae

1. About the name

Record your name as it appears in your passport, and do not use any aliases or pen names.
(The same applies to other documents)

2. About the current address

- 1) Record the address (public place name and house number) as it is listed on the certificate of residence.
- 2) To avoid communication problems, also write down the name of the apartment, dormitory, number, etc.

3. About academic background

- 1) Record your academic background in chronological order, starting from high school graduation.
- 2) Record all changes during enrollment, such as admission, leave of absence, return to school, withdrawal, graduation, and completion.
- 3) Also write down any changes in the name of the school, etc. during enrollment.
- 4) Record your academic background in this graduate school as follows.

○○○○ April 1st Admission (or advancement) to the Doctoral Program in ○○○○
Major, Graduate School of Agriculture, Kobe University

○○○○ March 25th Expected to complete the Doctoral Program in ○○○○ Major,
Graduate School of Agriculture, Kobe University

4. About work history

- 1) For full-time jobs, record the place of work, type of job, etc. in chronological order. However, even for part-time jobs, write down those that are particularly related to education and research.
- 2) For the current job, clearly indicate [to the present] in the place where you recorded the job.

5. About activities in academic societies and society

- 1) Record your academic society activities and research history that you think will be a reference for the degree review, in chronological order or by item.
- 2) The items to be written as academic research history are roughly as follows.
 - A) About research projects (including joint research)
 - B) About training
 - C) About academic surveys
 - D) About academic encouragement money
- 3) Do not duplicate entries in this column for items that should be entered as academic or work history.

6. About rewards and punishments

Record what you think should be noted.

VI. About Reference Papers

If necessary for the degree review, you can submit other papers as references. In that case, submit the same number of excerpts, etc. of the paper as the dissertation.

Appendix 1

The specifications for the electronic file to be submitted as a doctoral dissertation are as follows.

- 1) The electronic file format to be submitted is PDF. (Recommend “PDF/A (ISO-19005)”)
- 2) It should be A4 size and written in portrait orientation.
- 3) The cover should include information such as the doctoral dissertation, dissertation title, dissertation submission year and month, graduate school name, and name.
- 4) If the cover and the main text are separated, or if they are separated by chapters, integrate them all into one electronic file.
- 5) Do not refer to external information sources (external fonts, etc.).
- 6) Do not encrypt, set passwords, or restrict printing on the electronic file to be submitted.

【Cover Creation Example】

The diagram shows a rectangular box representing a dissertation cover. Inside the box, the text is centered and reads: "Doctoral Dissertation" at the top, followed by a row of 12 circles, then a row of 10 triangles in parentheses, then "January 200X", and finally "Graduate School of Agricultural Science, Kobe University". Two callout boxes point to the circles and triangles. The first callout box contains the text: "Enter the dissertation title. If the dissertation title is in English, be sure to include a Japanese translation." The second callout box contains the text: "The date of dissertation submission should be the same as the date of submission during the main examination. Example: Graduation in March - January 20XX, Graduation in September - July 200XX".