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**Undergraduate Graduation Project (Thesis)**

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| Title | Nanjing University of Aeronautics and Astronautics Undergraduate Graduation Project (Thesis) Template-- The first edition in 2020 |

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| Class | 1920611 |
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June, 2021

**Nanjing University of Aeronautics and Astronautics**

**Bachelor Degree Project（Thesis）**

**The Letter of Commitment**

I solemnly declare that my graduation project (Overview on Gradient-based Optimization & Reverse Approach of Airfoil Optimization) submitted is the result of my independent research under the guidance of my supervisor. All I know is that this graduation project(thesis) does not contain any other published or written work by individuals or groups other than those specifically noted and acknowledged in the text. Other individuals and groups that have contributed to the research work involved in this graduation project(thesis) have been clearly identified in the text.

|  |  |
| --- | --- |
| Student's Signature |  |
| Date:  |  |

**Nanjing University of Aeronautics and Astronautics**

**Bachelor Degree Project（Thesis）**

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Confidentiality of papers:

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**ABSTRACT**

This article discusses, demonstrates, and summarizes the common writing specifications, typesetting formats, and Word usage experience of undergraduates in their graduation design (thesis) writing according to the requirements for writing specifications (thesis) of Nanjing University of Aeronautics and Astronautics.

By providing an out-of-the-box undergraduate graduation design (thesis) Word template, to make students learn to understand and master modern word processing typesetting tools and become a must-have skill for NUAA students. And help everyone succeed as soon as possible.

The abstract should state the main content of the dissertation in a highly general way, mainly describing the research objectives, methods, processes, results, conclusions and innovation points of the dissertation, etc. It requires concise language, objective narrative, clear viewpoints, clear thinking, and can reflect the core content of the dissertation, without diagrams and notes. The English abstract should correspond to the Chinese abstract, introducing the content in the third person and describing the basic tense in the general present tense. Abstracts should be 300 to 500 words in Chinese and 200 to 300 words in English.

Keywords are the subject words for search, the number of keywords is generally 3 to 5, the keywords are separated by commas, the meaning of the keywords in both Chinese and English should be consistent.

Leave a blank line between the keyword and the abstract, separated by commas. It is recommended to use full-width commas between Chinese abstract keywords, and half-width commas between English abstract keywords, followed by a space, and no punctuation after the last keyword.

This English summary was translated by machine, and the total number of words does not exceed 300 words.

Key words: Writing Guidelines, Word processing, Typography skills, Undergraduate thesis

摘 要

本文根据南京航空航天大学本科毕业设计（论文）撰写规范要求，就本科生撰写毕业设计（论文）工作中常见的撰写规范、排版格式和Word使用经验等进行讨论、示范和总结。力求通过提供一个开箱即用的本科毕业设计（论文）Word模板，以此抛砖引玉，让各位同学能学习了解并熟练掌握现代文字处理排版工具，并成为我航学子必备技能，助力大家早日成为德才兼备、引领各行各业发展的“社会栋梁”和“工程英才”。

摘要应高度概括地陈述本论文的主要内容，主要说明本论文的研究目的、方法、过程、成果、结论及创新点等等，要求语言凝练、叙述客观、观点明确、思路清晰，能反映该学位论文核心内容，不含图表、注释。英文摘要应与中文摘要相对应，采用第三人称介绍内容，叙述基本时态为一般现在时。中文摘要以300～500字，英文摘要以200～300个词为宜。

关键词是供检索用的主题词条，关键词数量一般3～5个. 关键词行与摘要内容之间空一行，关键词之间用逗号分隔，中英文关键词含义应保持一致。建议中文摘要关键词之间用全角逗号，英文摘要关键词之间用半角逗号，半角逗号后跟一个空格，最后一个关键词后不加标点符号。以上内容计450余字。

关键词：撰写规范，文字处理，排版技巧，毕业论文

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# Chapter 1 Introduction

A brief introduction of this chapter.

## 1.1 Background and meaning

The text is the main body of a paper. It usually begins with the introduction or preface and ends with the conclusion, discussion, or prospect.

The text shall begin on the right side of the page. The so-called right side of the page means that the text of each chapter shall be written on a separate page and shall be located on the right side of the symmetrical binding material, i.e. the page shall always be located on an odd number of pages.

The introduction should include the research purpose, process and methods of the thesis, literature review and theoretical analysis. The content must be practical and realistic, objective and true, reliable and logical, concise and readable, and strictly follow the relevant internationally accepted academic norms.

## 1.2 Research Status at home and abroad

A study on the mastery of Office and other productivity tools by college undergraduates at home and abroad, etc. .

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## 1.3 Main work of this paper

Focusing on the writing of the undergraduate graduation project (paper), this article introduces the requirements of contents in the template, discussing the format settings and basic word processing operation, and finally introduce the NoteExpress document management software.

## 1.4 Paper structure

The organizational structure of this paper is as follows:

The first chapter expounds the research background of the topic, introduces the research status and sources of the topic, and summarizes the main work and innovation points of the paper.

The second chapter introduces the basic operation of word processing and the layout of this template.

The third chapter introduces the commonly used writing standards and the use of charts and so on.

The fourth chapter introduces the multilevel title setting and the generation of contents.

The fifth chapter summarizes the whole thesis and makes the prospect and assumption for the future work.

# Chapter 2 Word Basic Operations and Layout Settings

Introduction of the basic operation of Word, page setting, font setting and so on.

## 2.1 Essential skills of Word

### 2.1.1 Learn about the document version

There are various versions of Word processing software in Microsoft Office Bucket. Currently, the widely used versions are Word 2003, Word 2007, Word 2010, Word 2013, Word 2016 and Word 2019. Among them, the default format of the file saved in Word 2003 is WORD97-2003 and the file extension is ".doc ", while the default format of the file saved since Word 2007 is the compressed file format based on the Office Open XML standard and the file extension is ".doc ".

### 2.1.2 Basic skills required

Word adopts the WYSIWYG text editing interface, which is easy to use, but requires in-depth study and research to master. Please be sure to learn and master the following basic operations by yourself:

1. Learn to use hide and show edit tag; distinguish Space, Tab, Line feed, Enter, and Paging.
2. Use indentation at the beginning of a paragraph to indent each paragraph by 2 characters; do not use Space.
3. Use indentation at the left and right sides of paragraphs with text alignment to achieve special alignment of text paragraphs, do not use Space.
4. Use Tab for column alignment, not Spaces;
5. Use Paging key to achieve content paging (Ctrl+Enter); do not use return Enter key.
6. Use Multilevel list to realize automatic numbering of chapters; do not manually set.
7. Use the Width adjustment function of Chinese layout to set the uniform width of different numbers of characters.

## 2.2 Format

### 2.2.1 The layout Settings

The size of the paper used in the graduation project (thesis) is A4, longitudinal layout, left binding, and symmetrical margin. The margin is respectively 2.5cm above (head), 2cm below (foot), 2.5cm inside (stitching), and 2cm outside (incision).

### 2.2.2 Header and footer

The header is set from the body part (Chapter 1). The odd pages are: Undergraduate graduation project of Nanjing University of Aeronautics and Astronautics (thesis). The even-numbered pages are the name of the current chapter (such as: Chapter 1 Introduction), aligned in the center. The footer sets the page number of the paper and aligns the outside.

Cover, letter of commitment, and letter of authorization do not need page number. The abstract and catalogue sections are arranged in single Roman numerals in lower case, e.g. i,ii,... At the beginning of the text, Arabic numerals are used to arrange the page number. Hyphens are added to the left and right sides, and the sides are aligned, such as -1-, -2-, -3-,... References, appendices, acknowledgments, etc. are followed by successive page numbering of the body parts, which shall be the same as the requirements of the text.

### 2.2.3 Pagination and paragraphs

The letter of commitment, the Chinese abstract, the English abstract and the table of contents shall be on another page, and the abstracts and the corresponding key words shall be on the same page. The text shall begin on the right page of a separate page, and each chapter shall begin on a separate page. References, appendices and acknowledgments should be placed at the end of the text and on a separate page.

There should be no space between the first paragraph and the second paragraph. The title of each chapter in the body should be preceded by a blank line.

### 2.2.4 Font

Font size for Chinese is song font, font size for English and number is Times New Roman. Font size for Chinese is Boldface, font size for Western is Arial (or Helvetica), line spacing for text is 1.5 Times, and the first line of paragraph is indented 2 characters.

# Chapter 3 Paper Writing and Format Specification

Introduction of the format requirements of writing specification, chart, and formula.

## 3.1 Writing standards

### 3.1.1 Language using

In principle, graduation theses should be written in the simplified Chinese characters officially announced by the National Language Commission, and graduation theses for foreign language majors should be written in the language they are learning. Foreign students should refer to the relevant regulations of the state or university.

If you want to use other languages to write the thesis as a non-foreign language major, you should apply to the department before the opening report and get approved. A Chinese abstract of no less than 2,500 words should be attached to the the final version of the graduation project (paper) as a part of it. If it is chosen to take part in the provincial outstanding undergraduate graduation project (paper) selection, full text translation in Chinese should be provided.

### 3.1.2 Terms

The terms, symbols and codes used in the graduation project (thesis) must be unified and conform to the requirements of relevant specifications. The details are as follows:

1. Scientific and technological terms shall, as far as possible, adopt the normative words published by the National Natural Science Terms Examination and Approval Committee or the names specified in the relevant national standards and specifications. For terms that have not yet been uniformly defined or are in dispute, conventional names may be used.
2. When a noun term or new noun with a specific meaning is used, or a foreign abbreviation is used to replace a noun term, its meaning should be indicated in parentheses when it appears for the first time. For new foreign professional terms and abbreviations, the original text must be indicated in parentheses after the translation.
3. Foreign names are usually written in English and not translated into Chinese. Generally familiar foreign names (such as Marx, Newton, Einstein, etc.) can be translated into Chinese according to the standard translation method.
4. Units of measurement shall conform to the national standard of the People's Republic of China GB 3100 ~ 3102-93. Non-physical units, such as pieces, stations, people, yuan, etc., can be combined with Chinese characters and symbols, such as pieces/stations, yuan /km. The name of the unit should be consistent. Do not mix the Chinese and English name of the unit.

### 3.1.3 Numbers and punctuation

The use of punctuation marks shall comply with the requirements of the Specification of Punctuation Marks (GB /T 15834 -- 2011). Arabic numerals should be used for all measurements and statistics, and Arabic numerals should not generally be used in statements.

## 3.2 Commonly used formats

### 3.2.1 Annotation

When there are individual nouns or situations in the text that need to be explained, note can be added. Footnote is adopted (put the note at the bottom of the annotated page). Note serial number is in the unit of page, that is, each page is numbered from 1, and the number is numbered by 1, 2, 3... The serial number in the text is superscript. If there are more than two notes on the same page, they shall be numbered according to the order in which the notes appear. The notes shall only be written on the same page of the annotation symbol and shall not be written on other pages. from each other.

### 3.2.2 The formula

Formulas are generally compiled with the formula editor, and should be centered, numbered and bracketed. The serial number of formulas shall be sequentially arranged with Arabic numerals (e.g. :(28)) or chapter by chapter (e.g. :(3.6)). The numbering method shall be the same as that of illustrations and tables.

Long formulas should, in principle, wrap at the equal sign (or mathematical symbols such as "+" and "-") when a line cannot be written down, and the mathematical symbol begins at the beginning of the line after the line is wrapped.

If the meaning of variables in the formula needs to be explained, the method of "A is XXX, B is XXX" should be used to explain in the paragraph after the formula. The characters A and B must be consistent with the font in the formula. If the formula is italic, the specification must also be italic.

## 3.3 The chart setting

The title of the chart should be concise and refined, placed in the center after the sequence number of the chart. There should be one empty line between the chart and the content of the upper and lower body. The topic of the table should be at the top of it and the topic of the graph should be at the bottom of it. Charts should be self-explanatory and should not be repeated. The width of the charts should not exceed the width of the text on the page.

The serial numbers of the charts are generally arranged in chapter order, as Graph 1.1 (the first graph in Chapter 1) and Table 2.3 (the third table in Chapter 2). The graphs and tables are numbered separately in their respective order, and can also be sequentially arranged when the charts are relatively little, as Figure 8 and Table 3.

### 3.3.1 Graph

The graph title is at the bottom of the graph. If an illustration consists of two or more sub-graphs, the sub-graphs should be marked with (a), (b), (c), etc., and the sub-graph title should also be marked.

Simple diagrams can be drawn directly by Word, while complex diagrams shall be completed by corresponding graphics software to improve the quality of graphics expression.

For function graphs, check that the variable names, units, and scale values on the horizontal and vertical coordinates are complete (mark the dimensionless unit), that the descriptions on different lines or graphs are complete, and that the variable names and units are separated by "/".

When inserting a picture, use "Embed" type in your layout.



Figure 2.1 Distribution of 24-hour mean precipitation per hour

For rows that has more than one graph, use table layout. Create a one-row table with the same number of lines as the number of images. Center the table and the cells. Remove the table lines and place the graph in the cell.

|  |  |
| --- | --- |
| (a) Collection of speed barriers | (b) Avoid collision sets |

FIG. 2.2 Speed selection of speed obstacle method

### 3.3.2 Table

The title of the table should be put at the top. The structure of the table should be simple and clear, and three-wire table should be adopted, namely, the longest three horizontal lines in the table, no vertical lines, the upper and lower two thick lines are 1.5 pounds wide, and the rest thin lines are 0.75 pounds wide.

Parameters and units in the table are separated by "/". If a table needs another page, it can use a continued table. Add "(continued)" to the table number, as in Table 1.2 (continued), and repeat the header.

The default table style is provided in this template., or you can quickly set the table style by creating a new blank table and selecting the custom table style in the Design TAB,

Table 2.1 Classification statistics of precipitation rates

|  |  |  |
| --- | --- | --- |
| Precipitation rate (mm/h) is classified | Proportion of the grade (%) | Description of precipitation level |
|  | 90.36 | No rain or very little rain |
|  | 6.41 | Light rain |
|  | 2.04 | Moderate rain |
|  | 0.10 | Heavy rain |
|  | 0.73 | Heavy rain to rainstorm |
|  | 0.16 | Rainstorm |

Table 2.2 Statistical Table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| product | production | sales | The output value | The proportion of |
| Mobile phone | 11000 | 10000 | 500 | 50% |
| The TV | 5500 | 5000 | 220 | 22% |
| The computer | 1100 | 1000 | 280 | 28% |
| A combined | 17600 | 16000 | 1000 | 100% |

Table 2.3 is a column table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The annual | product | production | sales | The output value |
| 2004 | Mobile phone | 11000 | 10000 | 500 |
| The computer | 1100 | 1000 | 280 |
| 2005 | Mobile phone | 16000 | 13000 | 550 |
| The computer | 2100 | 1500 | 320 |

## 3.4 The formula

Formulas are generally generated by the formula editor, and should be centered, numbered and bracketed. The serial numbers of formulas shall be sequentially arranged with Arabic numerals (e.g. :(28)) or chapter by chapter (e.g. :(3.6)). The numbering method shall be the same as that of illustrations and tables.

Long formulas should, in principle, wrap at the equal sign (or mathematical symbols such as "+" and "-") when they cannot be written down in one line, and the mathematical symbol begins at the beginning of the line after the line is wrapped.

The variables or function (such as coordinates X, Y, voltage V, frequency f) in the formula and text general should be in italics. Commonly used functions (such as trigonometric function cosine, logarithmic function ln, etc.), digital operator, chemical element symbols, unit symbols, and the foreign letters of the names of place names of should be in roman.

If the meaning of variables in the formula needs to be explained, the method of "A is XXX, B is XXX" should be used to explain in the paragraph after the formula. The characters A and B must be consistent with the font in the formula. If the formula is italic, the specification must also be italic.

When formatting formulas, select "Formula Style" in the template. First move the cursor to the front of the formula and press "Tab" to center the formula. Then move the cursor to the number and press the "Tab" key to move a Tab position to align the formula number to the right.

  (2.1)

  (2.2)

## 3.5 Annotation

When there are individual nouns or situations in the text that need to be explained, note can be added. Footnote is adopted (put the note at the bottom of the annotated page). Note serial number is in the unit of page, that is, each page is numbered from 1, and the number is numbered by 1, 2, 3... The serial number in the text is superscript. If there are more than two notes on the same page, they shall be numbered according to the order in which the notes appear. The notes shall only be written on the same page of the annotation symbol and shall not be written on other pages. from each other.

The annotation is in the font of Song typeface 5, and the English and numbers are in the font of Times New Roman 5. The annotation is inserted by the "Insert Footnote" function in the tabs.

## 3.6 The program code

Program code needs to use equal width characters; if you want more beautiful formatting, you can use some third-party tools to import.

using System;

namespace ConsoleApp1

{

 class Program

 {

 static void Main(string[] args)

 {

 Console.WriteLine("Hello World!" );

 }

 }

}

# Chapter 4 Multiple Levels of Titles and Contents

Introduction of title and contents settings.

## 4.1 Multilevel header setting

### 4.1.1 Subtitle format

Headings of each part of the body should be concise and to the point, without punctuation, and should be numbered in the following format:

First level heading Chapter I, Chapter II, Chapter III...

Second level heading 1.1, 1.2, 1.3...

Third level heading 1.1.1, 1.1.2, 1.1.3...

Fourth level heading (1), (2), (3)...

Fifth level heading No numbering

Use the multilevel header style provided by the template for automatic section coding without manual adjustments. When using multilevel headings, do not use numbered list to avoid confusing problems.

### 4.1.2 Processing of a blank line before a level 1 heading

The specification requires that "every chapter in the body should be preceded by a blank line". This template sets the paragraph to be preceded by a blank line in the first-level header style. However, since the first-level header is usually on a separate page, Word will automatically ignore the requirement of a blank line in the first line of the page. To avoid this, Word can still take effect by adding a continuous section character before the first level title, so that the page is considered to be the same section as the previous page.

To add a section break, place your cursor over the first character of a chapter title (ignore the word "chapter x"), find a delimiter in the Layout TAB, and click the section break in the drop-down menu.

## 4.2 Contents generating

The paper table of contents is the outline of the paper, composed of the sub-titles of each chapter of the paper, generally including to the third levels of titles, and the titles in the table of contents should keep consistent with the title in the text. Each line in the table of contents page is composed of the title and page number, including the titles of each chapter in the text, references, appendices, acknowledgments, etc.

This template has already set the three-level directory style. After updating the chapter content, select "Update Domain" from the right-click menu of the directory area, and then select "Update the entire directory" option.

Also note that the section break at the bottom of the template directory page (odd pages) is used to control the header and footer range, so do not delete it.



Figure 4.1 Updating the directory

## 4.3 Batch update fields in Word

A lot of field code is used in Word text editing to automate functions. For example, the field used for the even-numbered page of this template can automatically display the name of the current chapter. When the domain needs to be updated, if there is only one place that needs to be updated, right-click on the domain and select "Update Domain".

When there are many fields in the document that need to be updated, you can do one of the following:

#### Select "Print Preview" to update all fields in the document;

#### CTRL+A (select all), then F9 (update).

# Chapter 5 Prospects and Assumptions

## Work summary

In the last chapter, the conclusion and prospect of the thesis are summarized.

The conclusion is to refine and generalize the main research results and arguments of the paper. It should be accurate, concise, complete and orderly, so that people can fully understand the significance, purpose and work content of the paper after reading. It should expound the status, function and significance of your creative work and research achievements in this academic field.

 It is necessary to strictly distinguish one's own achievements from those of his supervisor and others in conclusion. When evaluating your research, be realistic and avoid using the following words unless there is sufficient evidence that your research is "first", "leading", or "filling in the blanks".

## Work prospect

Prospect is to predict the future development direction and important research contents of this field on the basis of summarizing research work and existing conclusions, and to evaluate the application prospect and social impact of the obtained research results, so as to provide some enlightenment for future research.

Reference

**Monographs (printed or non-printed publications in single or multiple volumes, including teaching materials) :**

**Main author. Title [M/ document carrier identification]. Other authors. Version item. Place of Publication: Publisher, year of publication: Page number [citation date]. Access paths. A unique identifier for a digital object.**

[1] 刘谋佶, 吕志咏, 丘成昊, 等. 边条翼与旋涡分离流[M]. 北京: 北京航空学院出版社, 1988: 24-27.

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**2.The extracted literature from the monograph (the literature with its own title separated out from the whole text):**

**Main author of the extracted literature. The title of the extracted literature [A]. The other authors // The main author of the monograph. Monograph title: other title information [M/ Document carrier identification]. Edition item. Place of publication: publisher, year of publication: page number of separated document [citation date]. Access paths. Unique identifiers for digital objects.**

[1] Cheng Genwei. Causes of 1998 Yangtze River Flood and Countermeasures for Disaster Mitigation [A]// Xu Houze, Zhao Qiguo.Flood disaster and Scientific and Technological Countermeasures in the Yangtze River Basin [M]. Beijing: Science Press, 1999:32-36.

**Serial Publication (a publication, such as a journal, newspaper, etc., in print or non-print form, usually with an annual volume number or serial number and planned to be published continuously) :**

**The main responsibles. Title: other title information [document type label/document carrier label]. Year, volume. Place of publication: Publisher, year of publication [citation date]. Access paths. Unique identifiers for digital objects.**

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Appendix A Title

This part is not necessary. For some important support or reference materials that should not be put in the text, they can be included in this appendix. The length of the appendix should not be too much, generally not exceeding the text. The appendices are usually bound together with the full paper and paginated with the text.

The appendix may include some important original data records, detailed mathematical derivation process, program code and explanatory notes, complex diagrams, design drawings, questionnaires and a series of explanatory materials that need to be supplemented. It can also list the published papers or identified technical achievements, invention patents and other achievements related to graduation thesis (project) published during the undergraduate period, and the format requirements are the same as the references.

If there are more than one appendix, use capital Letters A, B, C, ... as Appendix A, Appendix B, Appendix C. Each appendix begins on a separate page. Even if there is only one appendix, use appendix A. Each appendix should have a title, such as: "Appendix A System Main Algorithm Code List".

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