

# 國立中興大學教師代表著作封面及裝訂格式規範

## National Chung Hsing University Guidelines for the Front Cover and Binding of Faculty Representative Works

教師代表著作請依下列製作封面及裝訂格式規範，請勿直接繳交原抽印本格式。

教師代表著作（含抽印本）規範說明如下：

Faculty representative works must be bound and covered in accordance with the guidelines below. Please do not submit the original offprints directly. The guidelines for faculty representative works **(including offprints)** are as follows:

### 一、封面：(封面樣式請參見附錄一) Front Cover: (Please refer to Appendix 1 for styling)

教師代表著作封面一律採文字橫式書寫，A4 紙張大小，封面顏色自行決定，平裝本字體的顏色為黑色，精裝本封面採燙金字。封面上下左右邊界各留 3 公分，內容必須包括下列各項：

The front cover of faculty representative works should be printed in horizontal text on A4 paper of any color. Please use a black font for works in paperback and gold embossing for hardcover copies. The margins should be 3 cm on each side. Please include the following contents:

- (一) 新（改）聘、升等學年度：國立中興大學 XX 學年度第 X 學期(標楷體 16 點字型，置中)。

Academic Year of initial/renewal of appointment/promotion: “National Chung Hsing University, X Semester of Academic Year XX” (16-point DFKai-SB, centered)

- (二) 院系所全稱：XX 學院 XX 學系（所）(標楷體 16 點字型，置中)。

The College and Department (or Graduate Institute) in full: “Department (or Graduate Institute) of XX, College of XX” (16-point DFKai-SB, centered)

- (三) 著作類別：教師代表著作(標楷體 16 點字型，置中)。

Category: Faculty Representative Work (16-point DFKai-SB, centered)

- (四) 著作名稱：Title of Work:

1. 若原著作為非中文語文，請一律列上中文著作名稱。

**Please translate the title of works in another language into Chinese.**

2. 中文名稱在上(標楷體 20 點字型，置中)，英文名稱在下 (Times New Roman 16 點字型)。

Chinese title (20-point DFKai-SB, centered) above the English title (16-point Times New Roman).

3. 一行無法容納時，應以倒三角形方式排列。

Multi-line text should be arranged in the shape of an inverted triangle.

- (五) 新（改）聘、升等等級：xxx(標楷體 16 點字型，置中)

Rank of Initial/Renewed Appointment or Promotion: xxx (16-point DFKai-SB, centered)

- (六) 教師姓名：xxx (標楷體 16 點字型，置中)

Name of Author: xxx (16-point DFKai-SB, centered)

二、裝訂：(書脊樣式請參見附錄二)

Binding (please refer to Appendix 2 for spine styling):

(一) 裝訂厚度：須達 0.5 公分 (含) 以上。

Binding thickness: **must be 0.5 cm or above**

(二) 裝訂線在左方，書脊 (背) 需列：1. 本校及系所名稱 2. 著作名稱 3. 教師姓名。

The gutter margin should be on the left with the following listed on the spine: 1. “National Chung Hsing University” and the department (or graduate institute) 2. Title of work 3. Name of the author.

(三) 上述「本校及系所名稱」資料列印時距上緣的距離為 3 公分，「教師姓名」資料則由下往上留 6 公分。

When printing, please leave 3-cm margin above the school and department/institute name and a 6-cm margin below the name of the author

## 附錄一：封面樣式 Appendix 1: Front Cover Styling

The diagram illustrates the layout of a book cover with the following elements and dimensions:

- Top Section:**
  - A vertical double-headed arrow on the left indicates a total height of 29.7 公分(cm).
  - A small vertical double-headed arrow indicates a height of 3 公分(cm) for the top margin.
  - Text (centered):
    - 國立中興大學 XX 學年度第 X 學期
    - XX 學院 XX 學系 (所)
    - 教師代表著作
    - National Chung Hsing University
    - X Semester of Academic Year XX
    - Department (or Graduate Institute) of XX, College of XX
    - Faculty Representative Work
- Middle Section:**
  - Text (centered):
    - (著 作 名 稱)
    - (Title of Work)
    - (若原著作語文非中文，請列出中文譯名)
    - (Please translate the title into Chinese if the work is in another language.)
- Bottom Section:**
  - Text (centered):
    - 新 ( 改 ) 聘、升等等級：XXXX
    - 教師姓名：XXX
    - Rank of Initial/Renewed Appointment or Promotion: XXXX
    - Name of Author: XXX
  - A vertical double-headed arrow indicates a height of 3 公分(cm) for the bottom margin.

附錄二：書脊（背）樣式 Appendix 2: Spine Styling

