**Fu Jen Catholic University and**

**Western Sydney University or University of Economics Ho Chi Minh City**

**Academic Collaboration Research Project**

**Report Writing Format**

1. **Content Format:** The report should sequentially include a cover page, followed by abstracts in both Chinese and English.
2. **Report Content:**

The report should include the following sections: *Introduction, Research Objectives, Literature Review, Research Methods, Project Collaboration and Human Resources Allocation, Results and Discussion (including Conclusions, Concrete Performance, and Recommendations), Relevance of the Project to the United Nations SDGs, Contributions, and Expected Impacts or Anticipated Benefits (e.g., policy formulation, governance strategies, technology transfer, or derivative regional cooperation)*.

If the project has already resulted in published papers, they can be photocopied on A4 paper and included as part of the report or as an appendix, clearly indicating the name of the journal, volume, issue, and publication date. Additionally, any related works, patents, technical reports, or student theses should be cited in the references section for further investigation.

1. **Typing and Formatting Guidelines:**
2. **Paper:** Use A4 paper, measuring 29.7 cm in length and 21 cm in width.
3. **Format:** For Chinese text, type with no additional spacing between lines; for English text, use single spacing. Leave one line space between the main text and section headings. The document should be typed horizontally. Titles and author information should be centered in a single column, while the rest of the text should be divided into two columns with justified alignment. Each page should have 2.5 cm margins on all sides, with each column being 7.75 cm wide and a 0.5 cm gap between columns.
4. **Font:** The main text of the report can be written in either Chinese or English. For font usage, refer to the chosen fonts in this example. Use Times New Roman for English text and 標楷體 for Chinese text, with a font size of 12 points.
5. **Page Numbering:** Use Arabic numerals (1, 2, 3, ...) to sequentially number the pages from the content through the appendices, placing the page numbers at the bottom center of each page.
6. **Figures and Tables:** These can be included within the main text or after the references section. If included in the main text, figures and tables should be placed at the top or bottom of columns, as close as possible to their first mention in the text. Larger figures and tables can span both columns. Each figure and table should be accompanied by an explanatory caption. Figure captions should be placed below the figure, while table captions should be placed above the table.

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**Final report**

**(Project Title:)**

**Chinese：**

**English：**

**Project Number:** FJCU – WSU or UEH - 114-

**Execution Period:** August 1 , 2025 to July 31 , 2026​

**Fu Jen Catholic University Project Leader:**

**Western Sydney University Project Leader:**

**University of Economics Ho Chi Minh City Project Leader:**

**Co-Principal Investigators:**

**Project Participants:**