



Appendix A-17: Appendix A-17 Guidelines for Writing  
Undergraduate Graduation Design (Thesis) at Hunan  
City University



## **Hunan City University undergraduate graduation design (thesis) writing specifications**

The graduation project (thesis) is an important part of cultivating students' ability to comprehensively apply the basic theories, professional knowledge and basic skills of the discipline, improve their ability to analyze and solve practical problems, and complete the basic training of preliminary training for scientific research and professional engineering and technical work. In order to unify and standardize the writing of undergraduate graduation design (thesis) and ensure the quality of undergraduate graduation design (thesis) of our university, the "Specification for Writing Undergraduate Graduation Design (Thesis) of Hunan City University" is formulated.

### **1. Graduation thesis**

#### **(1) Basic requirements for graduation thesis**

1. The dissertation should be prominent, substantial, sufficient, strong, reliable, compact, hierarchical, clear charts, standardized format, fluent text, neat handwriting, and correct conclusions.
2. The unit of measurement used in the graduation thesis shall be the international standard unit.
3. The figures or tables in the paper should be explained, and the numbers and titles should be uniformly marked and arranged in the corresponding positions. If there are too many figures of the same kind, they can also be listed as an appendix at the end of the paper.
4. All hand-drawn drawings should be transcribed with a carbon pen on sulfuric acid paper or copy paper, marked with the drawing number and title, and then attached to the appropriate position of the paper or appendix, requiring neat and tidy drawings and appropriate proportions.



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5. Length of graduation thesis: The number of words in the liberal arts thesis is generally more than 8,000 words, more than 6,000 words in science and engineering, more than 5,000 words in special majors, and more than 6,000 words in English majors.

6. The graduation thesis shall be printed on A4 paper according to the requirements of the school. (See printing specifications for specific requirements).

7. The bibliographic format of references should conform to national standards.

### **(2) Composition of graduation thesis materials**

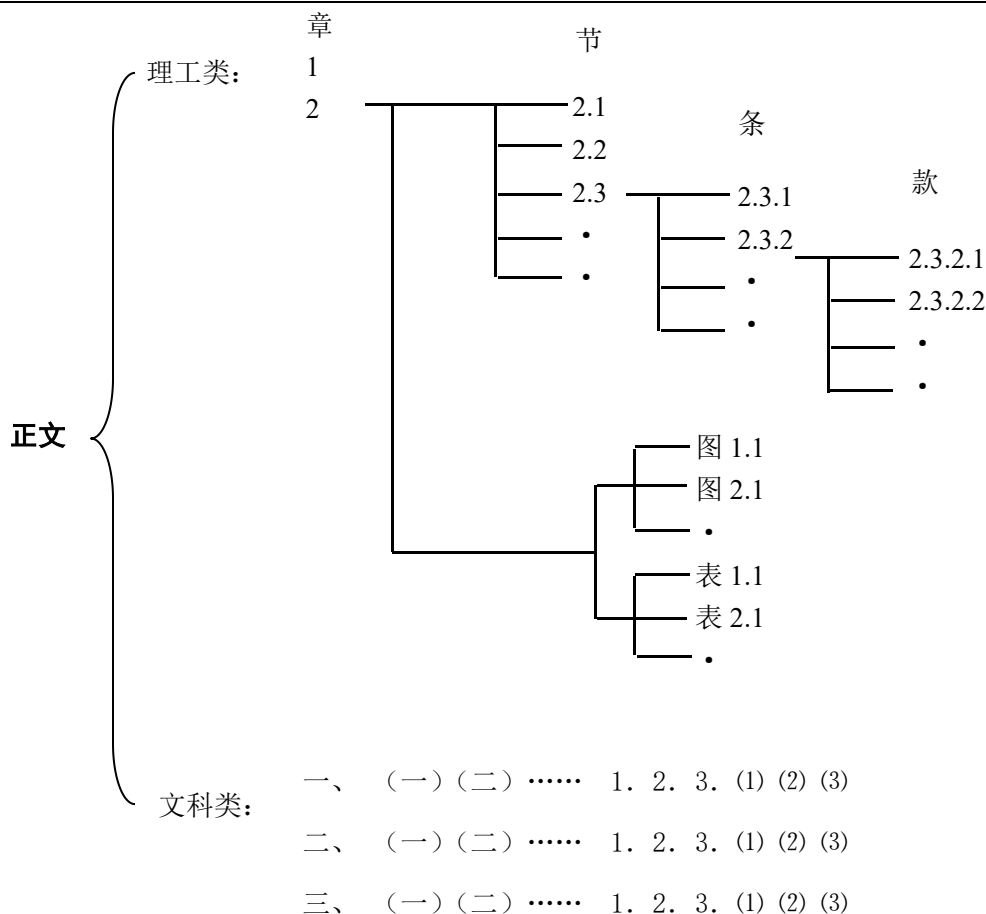
Graduation thesis documents and binding order: graduation thesis cover, task book, proposal report, defense application form, defense evaluation form, graduation thesis manuscript, instructor guidance record.

The relevant forms of graduation thesis management materials should be printed on A4 paper according to the unified template format of the school (downloaded from the teaching website), and the graduation thesis is also required to submit electronic documents.

### **(3) Composition of graduation thesis manuscript**

The content and binding order of the dissertation: paper cover, statement of integrity, table of contents, Chinese abstract (including keywords), foreign abstract (including keywords), thesis body, conclusion, references, acknowledgments, appendices (if necessary), etc.

The serial number of the main article of the graduation thesis should be in the following two forms:



#### (4) Requirements for the content of the graduation thesis

##### 1. Thesis title

Topics should be short, clear, and general. Through the topic, you can have a general understanding of the content of the paper, the characteristics of the major and the scope of the subject. However, the number of words should be appropriate, generally not more than 20 words.

##### 2. Abstract and Keywords

###### (1) Abstract of the paper

The abstract should reflect the main content and conclusion of the dissertation very concisely. It must be a high-level summary of the content of the full text, which should reflect the content, methods, achievements and conclusions of the graduation thesis, not too brief, and should be smooth and fluent. Do not use formulas, figures, or citation numbers in the abstract. The Chinese abstract should be about 200 words; The foreign language abstract should be consistent with the Chinese abstract, and should



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conform to English grammar without language errors.

## **(2) Keywords**

Keywords are subject entries for retrieval, and general entries that can cover the main content of the paper should be selected, and should be selected from the Chinese Thesaurus as much as possible. Keywords are not the same as the words in the title of the article, and should be selected from the title and the text in order of the importance of their role. Keywords are generally 3~5, arranged according to the extension level of the entry (the largest extension is ranked first). Keywords should be arranged below the abstract in a font size that is different from the body of the text. Multiple keywords are separated by semicolons, and no punctuation marks are placed after the last keyword. Chinese and English keywords should be matched one-to-one.

## **3. Body**

The main body is the main body and core part of the dissertation, which should generally include the introduction or introduction, the main body of the dissertation and the conclusion.

### **(1) Introduction or Introduction**

The introduction or introduction is usually used as the first chapter, which is the beginning of the main body of the dissertation. The introduction or introduction should include: the background and purpose of the dissertation; the status of domestic and international research and the achievements in related fields; research methods and research contents, etc. The introduction can also be used as a general part of the dissertation. The introduction or introduction is generally about 300 words.

### **(2) Subject**

The main body is the main part of the graduation thesis, which should have a prominent theme, clear ideas, concise writing, reasonable structure, clear hierarchy, and language in accordance with the norms. The main content should include the following aspects:

- (1) Presentation and argumentation of the central thesis.
- (2) Organization and application of supporting materials.
- (3) The feasibility and effectiveness of the design of the investigation and research program, as well as the processing and analysis of the survey data.



(4) A more comprehensive and objective theoretical exposition of the content and results of this research should be carried out, and the innovations and improvements in this research content should be emphatically pointed out. In the theoretical analysis, the research results of others should be written separately and the source should be indicated, and they should not be confused with their own theoretical analysis. For those who cite theories and results from other fields to this research field, the source of the theory should be explained, and the feasibility and validity of the citation should be discussed.

(5) Discussion of the research problem, system analysis, comparative study, model or scheme design, case demonstration or empirical analysis, analysis of the results of model operation, suggestions and improvement measures, etc.

### **(3) Conclusion**

The epilogue is the summary of the dissertation and the end of the entire dissertation. It is required to concisely and accurately explain one's creative work or new insights and their significance, and to put forward questions or suggestions that need to be discussed.

### **(4) References**

References are an indispensable part of the dissertation, which reflects the source of the dissertation, the breadth of the materials and the reliability of the materials, and is also the author's recognition and respect for the intellectual achievements of others. No less than 10 articles (parts) should be included in the main literature.

### **(5) Acknowledgments**

In the acknowledgments, I would like to thank my supervisor and the people and units who have directly contributed to and helped the dissertation work. The content should be concise and factual in nature. Grants to the project should be grateful.

### **(6) Appendix**

For some contents that are not suitable to be included in the main text, but are indispensable as a graduation thesis, or have important reference value, they can be compiled into the appendix of the graduation thesis. For example: questionnaires, questionnaires, etc.

### **(5) Graduation thesis writing specifications**



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## **1. Essay writing**

The paper must be typed, formatted and printed on A4 paper on a computer, printed on one side.

The first part of the page number is arranged with Roman numerals starting from the page of the original statement of the graduation thesis and the copyright authorization letter of the graduation thesis, and the page numbers after the main text are arranged with Arabic numerals.

The abstract and keywords of the dissertation should be given in both Chinese and English, with Chinese first, English second, and a separate page.

## **2. Summary:**

The number of words (in Chinese characters) of the abstract of the graduation thesis should be about 200 words, and the principle of being able to explain the prescribed content clearly should be avoided. The content of the English abstract and the Chinese abstract should be completely consistent, and the English grammar and wording should be correct.

## **3. Keywords**

Keywords are arranged according to the extension level of the entry (the largest extension is ranked first). Keywords should be arranged below the abstract in a font size that is different from the body of the text. Multiple keywords are separated by semicolons, and no punctuation marks are placed after the last keyword. Chinese and English keywords should be matched one-to-one.

## **4. Table of Contents**

The table of contents is written according to the headings of chapters, sections, and articles, and the title level is required to be clear. The title in the table of contents should match the title in the body of the text. The table of contents should include:

Abstract in Chinese

Chinese keywords

Abstract in English

Keywords in English

Subheadings in the body (required to be numbered to Level 3 headings, i.e.,



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Science and Engineering: 1.1.1; Liberal Arts: 1.)

epilogue

References

Thanks

Appendices (where necessary)

## **5. The body of the paper**

The main body of the dissertation should be written in sections, and each section does not have to start a separate page. The headings of each section should be focused, concise and to the point, and the number of words should generally be less than 15 words, and punctuation marks should not be used. Try not to use English abbreviations in the title, and use the common abbreviations of the industry for those who must be adopted.

### **(1) Citations**

The annotation method of the cited literature should be uniform in the whole text, the serial number should be placed in the upper right corner of the last sentence of the cited content, the font should be consistent with the main font, and the small No. 4 Song font should be superscripted. Citations should be consistent with those in the text. When the same document is cited in several places, the text is marked with the first occurrence number. The reference number used is placed in square brackets with Arabic numerals, e.g. "...". Results<sup>[1]</sup>.

When the references mentioned are directly stated in the text, their serial numbers should be arranged in small No. 4 Song style and the main text, as can be seen from the literature [6,7~10].

### **(2) Noun terms**

The terms of scientific and technological terms and the names of equipment and components shall be the terms or names specified in the national standards or ministerial standards. The terms not specified in the standard should be used in the industry common terms or names, the full text of the nouns and terms must be unified, and some special terms or new terms should be explained or annotated in appropriate positions.

When using English abbreviations, except for the common abbreviations widely





used in the industry, the abbreviations that appear for the first time in the text should be indicated in parentheses in full English.

### **(3) The name, symbol and unit of measurement of physical quantities**

The names and symbols of physical quantities should comply with the provisions of GB3100~3102-86. The name and symbol of a quantity in the paper should be uniform. The units and symbols of physical quantities shall be implemented in accordance with the "Legal Units of Measurement of the People's Republic of China" and GB3100~3102 issued by the State Council in 1984, and non-statutory units and symbols shall not be used. Unit of measurement symbols, except for the first letter of the unit named by the person's name, are all lowercase.

Non-physical units (such as pieces, Taiwan, people, yuan, times, etc.) can be mixed with Chinese characters and unit symbols, such as "10,000 t·km".

The indefinite number in the manuscript narrative is followed by Chinese unit of measurement symbols, such as "several kilograms to 1000 kg".

The expression of the moment should be in Chinese units of measurement, such as "9:3 a.m.", not "9 h45 min".

The unit of measurement symbol is always in orthoform.

### **(4) The positive and italic usage of foreign letters**

The symbols of physical quantities, physical constants, and variables are in italics, and the symbols of units of measurement are in orthoform.

### **(5) Numbers**

Except for those that are customarily expressed in Chinese, Arabic numerals are generally used. The year is written in full, for example, 2004 cannot be written as 04.

### **(6) Formulas**

In principle, the formula is written in the center. The formula numbers are arranged according to the chapter and according to the right alignment of Arabic numerals, for example, the first formula in Chapter 1 is "(1.1)", the first formula in Chapter 2 is "(2.1)", and the first formula in Appendix A is "(A.1)".

When quoting formulas in the text, it is generally used to use "see Eq. (1.1)" or "by Eq. (1.1)".

The relationship between "divide" with a slash should be in parentheses to avoid ambiguity, such as "a/(bcosx)". Usually the multiplication relation comes first, as in



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" $\cos x/b$ " instead of " $(a/b)\cos x$ ".

### **(7) Forms**

In general, a three-line table should be used for the form.

Each table should have its own table order and title, and should be described in the text, e.g. "as shown in Table 1.1".

The order of the table is generally arranged according to chapters and Arabic numerals, for example, the serial number of the first table in Chapter 1 is "Table 1.1", and the serial number of the first table in Chapter 2 is "Table 2.1". There is a blank space between the table order and the table name, punctuation marks are not allowed in the table name, and punctuation is not added after the table name. The table sequence and table name are placed in the center of the table (**number 5 in bold**).

The header design should be simple and clear, and try not to use slashes. The header and the table are a whole, and should not be separated and written on two pages, and should be in bold font No. 5.

If the whole table uses the same unit, move the unit symbol to the upper right corner of the header.

The data in the table should be correct and clearly written. Add the "-" line (accounting for 2 digits) in the box where the number is vacant, and it is not allowed to use the words "", "same as above".

The text description in the table (**No. 5 Song style**), the starting line is blank, the top box is changed, and there is no punctuation at the end of the sentence.

If there is a note in the table, write it at the bottom of the table in small No. 5 style, and add punctuation at the end of the sentence. When there is only one note, it reads: Note::

When there are multiple notes, the serial numbers of each note are always in Arabic numerals, for example: "Note: 1. ”。

### **(8) Illustrations**

The illustrations of the dissertation should be closely matched with the text, the text and pictures should be consistent, the position should be appropriate, and the content should be correct. The selection of pictures should be concise. Illustrations should comply with national standards and professional standards.

Each diagram should have a title (consisting of a diagram number and a diagram



name). The numbers are arranged according to chapters and Arabic numerals. For example, the first figure in Chapter 1 is "Figure 1.1", the first figure in Chapter 2 is "Figure 2.1", and so on. The title of the figure should be placed under the figure, with No. 5 bold font, and when there is a legend or other description, it should be placed under the figure font, and the small No. 5 Song font should be used. The citation figure should indicate the source, and the citation number should be added in the upper right corner of the figure title. If there is a sub-plot in the figure, the sub-plot number is placed under the sub-plot with "a), b)", etc.

The descriptions of each part of the figure should be in Chinese (except for the foreign language pictures cited) or numeric item numbers, and the text descriptions should be placed under the figure title (if there is a picture question, it should be placed under the figure title).

The illustration and its title are one and the same as the caption and should not be separated and arranged on two pages. If the page blank space at the illustration is not enough to arrange the entire image, you can move the image to the front of the next page by writing the text part in advance.

Coordinate diagrams with numerical labels must indicate the coordinates.

## **6. References**

The bibliographic bibliography of references should conform to the relevant national standards (according to GB7714-87 "Bibliographic Format for Post-text References"). The serial number of the reference should be in the top left box, and should be indicated by numbers and square brackets, such as [1], [2], ..., should be consistent with the format of the indicated serial number in the text. At the end of each reference entry, the item begins with ""The end. The punctuation marks in the references are all entered in English with half a space. Citations should be listed at the end of the text in the order in which they appear.

The different types of literature are identified as: journal [J], monograph [M], proceedings [C], dissertation [D], report [R], patent [P], standard [S], newspaper article [N]. Electronic literature [EB/OL].

The items and sequence of common references are as follows:

### **(1) periodical**



[Serial number] main author (all written within 3 people, more than 3 people only write 3 people plus equal or et al, between the authors use ","). Literature Title[J]. Title, Year of Publication, Volume (Issue): Page Number. For example:

- [1] Yuan Qinglong, Hou Wenyi Study on microstructure and microhardness of Ni-P alloy coating[J]. Journal of Taiyuan University of Technology, 2001, 32(1): 51-53

### **(2) Monographs**

[Serial number] main author (all written within 3 people, more than 3 people only write 3 people plus equal or et al, between the authors use ","). Literature Title[M]. Place of Publication: Publisher, Year of Publication: Start and End Page Number. For example:

- [2] Liu Guojun, Wang Liancheng A Study of Library History[M]. Beijing: Higher Education Press, 1979: 15-18, 31

### **(3) Proceedings**

[Serial number] lead author. Title of Literature [C] Editor-in-Chief Title of Proceedings. Place of Publication: Publisher, Year of Publication: Start and End Page Number. For example:

- [3] Sun Pinyi. Characteristics of the Modernization of Editorial Work in Journal of Colleges and Universities[C]//Research Association of Natural Science Journals of Chinese Colleges and Universities Proceedings of Science and Technology Editing (2). Beijing: Beijing Normal University Press, 1998: 10-22

### **(4) Dissertation**

[Serial number] lead author. Literature Title[D]. Place of preservation: Unit of preservation, Year. For example:

- [4] Zhang Hesheng. Theory of geomechanical systems[D]. Taiyuan: Taiyuan University of Technology, 1998

### **(5) Reporting**

[Serial number] lead author. Literature Title[R]. Place of report: Organizer of the report, Year. For example:

- [5] Feng Xiqiao. LBB analysis of nuclear reactor pressure vessels[R]. Beijing: Nuclear Energy Technology Design and Research Institute, Tsinghua University,



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1997

**(6) Patent documents**

[Serial number] patent owner. Patent Title[P]. Patent Country: Patent Number, Date of Issue

[6] Jiang Xizhou. Preparation scheme of warm external dressing[P]. China Patent: 881056078, 1983-08-12

**(7) International and national standards**

[Serial number] standard code, standard name[S]. Place of Publication: Publisher, Year of Publication. For example:

[7] GB/T 16159-1996, Basic rules of Chinese pinyin orthography[S]. Beijing: Standards Press of China, 1996

**(8) Newspaper articles**

[Serial number] lead author. Literature Title[N]. Newspaper name, publication date (edition). For example:

[8] Xie Xide. Ideas for Creating Learning [N]. People's Daily, 1998-12-25(10).

**(9) Electronic literature**

[Serial number] lead author. Electronic Literature Title [Document Type/Carrier Type]. The address at which the publication of the electronic document may be obtained, the date of publication or renewal (optional). For example:

[9] Wang Mingliang. System Engineering of Standardized Database for Chinese Academic Journals[EB/OL]. (1998-08-16)/[1998-10-04]. <http://www.cajcd.cn/pub/wml.txt/980810-2.html>.

**7. Appendix**

The appendices of the paper are capitalized A, B, and C in order..... Serial number, e.g. Appendix A. The figures, tables, formulas, etc. in the appendix are numbered separately from the main text, and are also encoded with Arabic numerals, but the appendix is preceded by the appendix number, such as: Figure A1; Table B2; Eq. (B3), etc.

**(6) Requirements for printing graduation thesis**

**1. Page Requirements**

The paper should be printed on A4 paper, with 1.5 line spacing, and the page



should be set to 2.54 cm top margin, 2.54 cm bottom margin, 3.17 cm left margin, and 3.17 cm right margin.

## 2. Font and font size

Thesis Title: Small No. 2 bold centered

Level 1 Title: Small No. 3 in Bold

Level 2 heading: No. 4 in bold

Level 3 heading: Small No. 4 in bold

Text: Little No. 4 Songti

Page Number: Small No. 5 Songti

数字和字母: Times New Roman 体

Specification: A4 printer paper

## 3. Header and footer

There is no header on each page of the dissertation.

Insert a page number in the center of the footer, such as "1".

## 4. Cover

Please refer to the "Text Format" in the attachment for the cover page specification of the paper, and the cover of the paper should be A3 white coated paper. All the content required to be filled in on the cover page will be printed and filled. The fixed format can be downloaded from the website of the Academic Affairs Office, and the content is small 3 in italics and bold.

It should be noted that the serial number is the student's student number, which should be filled in completely, such as "140850108", not "No. 8" or "08", etc., and the full name of the major should be filled in, for example "Business Administration", you can't fill in "Industrial Management", etc. The instructor's name and title should be filled in the instructor's column.

## 5. Abstract and keywords

There are two blank spaces in the header of the abstract, and the text part of the abstract is written next. The Chinese abstract is as follows:

Abstract: (Small No. 4 in bold).

The text part of the abstract. (The font is No. 5 Songti)



Keywords: (small 4 bold): keyword 1; Keyword 2; (Keywords 3~5, No. 5 Songti)

英文摘要字样为: **Abstract:** (小 4 号 Times New Roman 加粗)

摘要的文字部分。(字体为 5 号 Times New Roman)

摘要正文后下空一行书写关键词(小 4 号 Times New Roman 加粗): **key word1; key word2;** (关键词 3~5 个, 5 号 Times New Roman)

## 6. Table of Contents

Table of contents (small No. 3 in bold center).

The first-level headings in the table of contents are bolded in small 4 Song fonts, and the rest are in small 4 Song fonts.

## 7. Formulas

The symbol on the right side of the formula number and the top edge of the right line are written.

When the formula is long, it is best to change the line at the equal sign "=", if it is difficult to implement, you can change the line at the "+, -, ×, ÷" operator symbol, and the operation symbol should be written at the beginning of the line after the line change.

## 8. Conclusions, references, acknowledgments, appendices

The four characters of "References" are in small No. 4 bold font, and the content is in No. 5 Song font.

The word "Acknowledgment" is in No. 4 bold font (top box), and the content is No. 5 Song font.

The "Appendix" is in bold font No. 4 (top box, another line), and the content is No. 5 Song font.

## 9. Electronic version of graduation thesis

In addition to printing the thesis according to the regulations, it is also necessary to submit the electronic version of the graduation thesis in the same format as the printed thesis (submitted to the department of the department).



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## **2. Graduation project**

### **(1) Basic requirements**

1. The title of the graduation project should appropriately and accurately reflect the research content of the project. The Chinese title of the graduation project should generally not exceed 20 words.

2. The graduation project should be prominent, substantial, reliable, compact, hierarchical, clear charts, standardized format, fluent text, neat handwriting, and correct conclusions.

3. The unit of measurement used in the graduation project shall be the international standard unit.

4. Length of graduation project: Generally speaking, each student should complete at least six design drawings equivalent to No. 1, and the design specification (calculation book) should not be less than 12,000 words; The design description based on drawings should not be less than 5,000 words.

5. The graduation project specification (calculation book) shall be printed on A4 paper according to the requirements of the school. (For specific requirements, please refer to the printing specifications of graduation theses of Hunan City University).

6. The bibliographic format of references should conform to the national standard.

### **(2) The composition of the materials of the graduation project**

Graduation design materials and binding order: graduation project cover, task book, proposal report, defense application form, defense evaluation form, graduation design specification (calculation book) and design drawings, instructor guidance records.

The relevant forms of graduation project management materials should be printed on A4 paper according to the school's unified template format (downloaded from the teaching website), and the graduation project description (calculation book) and drawings are also required to submit electronic documents.

### **(3) Format specification of graduation design drawings**

1. "Unified Standard for Housing Drawing" GB/T50001-2017
2. "General Drawing Standard" GB/T50103-2010





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3. "Architectural Drawing Standard" GB/T50104-2010
  4. "Building Structure Drawing Standard" GB/T50105-2010
  5. "Water Supply and Drainage Drawing Standard" GB/T50106-2010
  6. "HVAC Drawing Standard" GB/T50114-2010
  7. "Road Engineering Drawing Standard" GB 50162-1992

**(4) Specification for the format of the graduation design specification (calculation book).**

The graduation project specification (calculation book) should be written by hand or output on a computer according to the specific requirements of each major.

**1. Hand writing**

The graduation project specification (calculation book) is required to be written carefully, the font should be neat, and all black or blue-black ink (the chart can be used with a pencil), and the school's unified graduation design paper should be used.

**2. Computer output**

If you use a computer to output, you need to arrange and print on A4 paper, and print on one side.

**3. Font and font size**

Thesis Title: Small No. 2 bold centered

Level 1 Title: Small No. 3 in Bold

Level 2 heading: No. 4 in bold

Level 3 heading: Small No. 4 in bold

Text: Little No. 4 Songti

Page Number: Small No. 5 Songti

数字和字母: Times New Roman 体

Specification: A4 printer paper

The cover of the graduation project is always covered with A3 white coated paper, and the content required to be filled in on the cover is printed and filled.

**4. Page Setup**

**(1) Margins**

上边距: 2.54 cm; 下边距: 2.54 cm; 左边距 3.17 cm; 右边距: 3.17 cm。



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Line spacing is single-spaced.

There is no header.

(2) Writing requirements for page numbers

The cover of the front part and the thesis proposal report; The registration form of the graduation thesis under the guidance of the supervisor, the graduation thesis evaluation form, the graduation thesis defense record form and the table of contents are not included in the page number of the thesis.

The table of contents is individually numbered with Roman numerals, with the page number centered at the bottom of the page.

The page numbers of the main text and the appendices are arranged in Arabic numerals starting with the title of the paper and continuing to the appendix, with the page numbers centered at the bottom of the page.

**5. Noun terms**

The noun terms shall be the terms or names specified in the national standards or ministerial standards. Terms not specified in the standard are subject to common terms or names. The nouns and terminology must be uniform throughout the text. Some special or new terms should be explained or annotated in appropriate places.

When using English abbreviations, except for the common abbreviations widely used in the discipline, the abbreviations that appear for the first time in the text should be indicated in parentheses in full English.

**6. Numbers**

According to the "Trial Regulations on the Use of Numbers in Publications" issued by the State Language Work Commission and other seven units in 1987, Arabic numerals are generally used except for those that are customarily expressed in Chinese. The year is written in full, for example, 2005 cannot be written as 05 years.

**7. Forms**

The table should be concise and clear, and try to use a "three-line table". Each table should have its own table order and title, and should be explained in the text, for example: "As shown in Table 11".

The table order is generally arranged according to chapters, for example, the serial number of the first table in chapter 1 is "Table 1.1", etc. There is a blank space



between the table order and the table name, punctuation marks are not allowed in the table name, and punctuation is not added after the table name. The table sequence and table name are centered on the table.

The design of the meter header should be simple and clear, and try not to use slashes; The header and the table are one and the same, and should not be separated and written on two pages.

The text of the data in the table should be correct and clearly written. Add a "one" line (accounting for 2 digits) in the grid where the numbers are vacant, and it is not allowed to use "" or "ditto" and the like; The text in the table is all in No. 5 imitation Song style.

If there is a note in the table, write it at the bottom of the table in No. 5 imitation Song style, and add punctuation at the end of the sentence. When there is only one note, it reads: Note: ...; When there are multiple notes, the serial numbers of each note are always in Arabic numerals, e.g. Note: 1....

## **8. Notes**

If there are individual terms or situations that need to be explained in the graduation project, they can be annotated. Annotations are always annotated at the end of the page, i.e., the annotations are placed at the lower end of the annotated manuscript paper, rather than inline notes (notes sandwiched in the main text) and end-of-line notes (all notes are concentrated at the end of the text). The note marks in the left top box should be indicated by numbers and circles, such as (1), (2) ,..., should be consistent with the indication number and format in the text. Annotations should be written only on the same page as the annotation symbol appears, and should not be separated from each other.

## **9. References**

The bibliographic bibliography should conform to the relevant national standards (according to GB7714-87 "Bibliographic Format for Post-text References"). The serial number of the reference should be in the top left box and indicated by a number plus square brackets, such as [1], [2], [3], ,..., should be consistent with the indicated serial number and format in the text. At the end of each reference entry, the item begins with ""The end. The punctuation marks in the references are all entered in



English with half a space. When a treatise is cited in multiple places in the paper, it should only appear once in the reference list at the end of the paper, and the serial number should be based on the first occurrence, and the serial number should be grouped together and listed in a centralized manner. References must not be marked at all levels of headings in the main text. The following are the formatting formats and examples of various reference items.

**(1) Serials**

[Serial number] main responsible person. Title of the Literature[J]. Title, Year of publication, Volume (issue): Start and end page numbers For example:

[1] Zhu Lanxiang Overlapping and Exegesis of the Book of Poetry[J]. Cultural and Educational Materials, 2008, 27(2): 4-5

[2] Mao Xia, et al. Affective Property of Image and Fractal Dimension[J]. Chaos, Solitons&Fractals. U. K., 2003, 15(1): 905-910.

**(2) Monographs**

[Serial number] Title of the Literature [M]. Place of Publication: Publisher, Year of Publication: Start and End Page Numbers For example:

[3] Yin Xiangru Writing Tutorial [M]. Beijing: Higher Education Press, 2005: 84-85

[4] T· Parsons, The Social System, New York: Free Press, 1961: P36-45.

**(3) Conference proceedings**

[Serial number] Title of the Literature[C]//Editor-in-Chief Title of Proceedings. Place of Publication: Publisher, Year of Publication: Start and End Pages

**(4) Dissertation**

[Serial number] Title of the Literature[D] Place of preservation: Unit of preservation, year

**(5) Reporting**

[Serial number] Title of the literature [R]. Location: Organizer of the report, year

**(6) Patent documents**

[Serial number] patent owner. Patent Title [P]. Patent Country: Patent Number, Date of Issue

**(7) International and national standards**

[Serial number] standard code, standard name [S]. Place of publication: Publisher, Year of publication



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**(8) Newspaper articles**

[Serial number] Title of the Literature[N] Newspaper name, publication date (edition).

**(9) Electronic literature**

[Serial number] Electronic Literature Title [Document Type/Carrier Type]. (Date of publication or update) [cited ]. . Publication of electronic literature or available address.

Academic

Affairs Office of Hunan City University

March 16, 2009

Appendix 1: Example of a bibliography of science and engineering papers

Appendix 2: Examples of science and engineering paper formats

Appendix 3: Example of a bibliography of liberal arts papers

Appendix 4: Examples of Liberal Arts Paper Formats



Appendix 1: Example of a bibliography of science and engineering papers

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Table of contents (small number 3 in bold center) (the format of the table of contents does not meet the requirements).

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□□ Abstract (Small No. 4 Songti, the same below) ..... 1

□□ keyword ..... 1

□□Abstract ..... 1

□□Key words ..... 1

□□ preface ..... 1

**1. □ materials and methods** (small No. 4 Song body bold) ..... 3

□□1.1□ materials (small No. 4 Songti, the same below) ..... 3

□□1.2□ Method ..... 3

□□□1.2.1 Observation of □ fertility ..... 3

□□□1.2.2□ Mitotic count ..... 3

□□□1.2.3□ Meiosis Observation ..... 3

□□□1.2.4□ Statistical methods ..... 3

**2□ The results and analysis** are ..... (small No. 4 is bolded)..... 3

□□2.1□ Colors and fertility ..... 3

□□2.2□ Mitotic count ..... 4

□□□2.2.1□ Chromosome number distribution varies between generations ..... 4

□□□2.2.2□ Plant types and changes between generations ..... 4



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□□□2.2.3□ Comparison of chromosome number variation in the F5 generation infertile population with how fertile .....	5
□□2.3□ Preliminary observations of meiosis .....	6
<b>3□ Discussion</b> (small No. 4 in bold) .....	6
□□3.1□ Reflections on male sterility in radish and cabbage distant hybrids .....	6
□□3.2□ Reflections on the Stable Direction of Distant Hybrids of Radish and Brassica Oleracea .....	7
□□□3.2.1□ Stable ..... in the direction of even-numbered chromosomes.....	7
□□□3.2.2□ Stable ..... in the direction of heterodiploid..	7
□□3.3□ Possible reasons for the improvement of the level of hybrid fertility from generation to generation .....	7
Bibliography.....	8
Thanks.....	8
Appendix.....	10

(Line spacing: 1.5x)





**Appendix A-17: Appendix A-17 Guidelines for Writing Undergraduate Graduation Design**



**(Thesis) at Hunan City University**

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[2]□xx

[3]□xxxxxxxxxxxxxx

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To □ Xie (No. 4 bold, top box).

□□xxxxxxxxxxxxxx (No. 5 Songti) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.....

Appendix □: (on a separate page, in bold font No. 4, in the top box).

Note: The format of Chinese tables and illustrations strictly refers to the requirements of the specification.



Appendix 3: Example of a bibliography of liberal arts papers

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**Table of contents** (small No. 3 in bold center).

(blank line)

□ □ A b s t r a c t ( S m a l l N o . 4 S o n g t i , t h e s a m e  
below) ..... 1

□ □ keyword..... 1

□ □ Abstract .....  
... 1

□ □ K e y  
words ..... 1

□ □ preface ..... 1

**One**xxxxxxxxxx (The first-level title is bolded with small No. 4 Song).....2

□(a)xxxxxxxxxxxxxxxxx .....2

□ □ 1. xxxxxxxx .....3

**Two**xxxxxxxxxx(The first-level title is bold in small No. 4 Song font).....7

□(b)xxxxx ..... 7

□ □ 1. xxxxxxxx .....7

.....

References .....29

Thanks .....30

appendix .....30

(The first-level title is bolded in small No. 4 Song style, and the rest is in small No. 4 Song style; Line spacing: 1.5x).

**Appendix A-17: Appendix A-17 Guidelines for Writing Undergraduate Graduation Design**



**(Thesis) at Hunan City University**

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The table of contents should include: abstract, keywords, body outline, references, conclusion, acknowledgments, appendices (if necessary)



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Appendix 4: Examples of Liberal Arts Essay Formats

Title (small No. 2 bold centered).

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□□ pick □ (small No. 4 bold):

xx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. (No. 5 Songti).

□□ keywords (small No. 4 bold): xxx; xxx; xxx (No. 5 Songti, no punctuation marks after the last keyword) (3~5).

(blank line).

English title (No. 3 Times New Roman bold centered, the first letter of each entity word is capitalized).

(blank line).

□□ **Abstract** (Small number four Times New Roman overbold) :

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xx

xx (Times New Roman No. 5, the content of the abstract should be exactly the same as that of the Chinese abstract, and should be correct in English grammar and wording. )

□□ **Key Words**(Times New Roman 4 Times New Roman bold) : xxx; xxx; xxx; xxx (5 Times New Roman)

(blank line).

□□ (preface to the paper)

xx [1]. (Citations are

marked with small No. 4 Song style) xxxxxxxxxxxxxxxxxxxxxxxxxxx. (Little No. 4 Songti).

(Citations should be consistent with those in the text.) When the same document is cited in several places, the text is marked with the first occurrence number. When the references mentioned are directly stated in the text, their serial numbers should be arranged in small No. 4 Song style and the main text, as can be seen from the literature





[4] Zhang Hesheng System theory of geomechanics[D]. Taiyuan: Taiyuan University of Technology, 1998

[5] Feng Xiqiao LBB analysis of nuclear reactor pressure vessels[R]. Beijing: Nuclear Energy Technology Design and Research Institute, Tsinghua University, 1997

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[7] GB/T 16159-1996, Basic Rules of Chinese Pinyin Orthography[S]. Beijing: Standards Press of China, 1996

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(blank line).

Acknowledgments (**No. 4 bold, top box**) (content in No. 5 Song).

xx

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Appendices (**if necessary, No. 4 bold, top box**) (the content is in No. 5 Song style) (for the content that needs to be included in the dissertation and is not suitable for writing and the additional data, materials, detailed formula derivation and other distinctive content, it can be arranged as an appendix, and the serial number is "Appendix 1", "Appendix 2", etc.). )

**If there is a form, the format to be adopted is as follows:**

Table 1.1□ Operating expenses (**No. 5 bold**) (unit: 10,000 yuan) (No. 5 Songti).

Time	Operating expenses	Finance	Operating expenses
2011	426	386	812
2012	433	347	780
2013	440	309	749
2014	448	270	718

**Appendix A-17: Appendix A-17 Guidelines for Writing Undergraduate Graduation Design**



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2015	456	232	688
2016	464	193	657
2017	472	155	627

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Note: Source: He Wei. The construction of China's FMCG sales team from the perspective of Lianhe Lihua[D]. Kunming University of Science and Technology,2006

The text description in the table (No. 5 Song style), the starting line is blank, the top box is changed, and there is no punctuation at the end of the sentence.

If there is a note in the table, write it at the bottom of the table in small No. 5 style, and add punctuation at the end of the sentence. When there is only one note, it is written:

Note:.

When there are multiple notes, the serial numbers of each item in the note are always in Arabic numerals, for example: "Note: 1”。



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**Examples of Liberal Arts Essays:**

**On the Construction of National Cultural Spirit in Language Education**

**Abstract:** Constructing the spirit of national culture is an important mission of language education. In terms of teaching awareness, it is necessary to pay attention to the construction of the national cultural spirit, adhere to the traditional national cultural spirit to promote the modernization and transformation of language education, and pay attention to the sublimation of students' individual spirit as human beings to promote the revitalization of the national cultural spirit. In terms of teaching methods and strategies, it is necessary to accurately grasp the spirit of national culture in the text, run through the spirit of innovation, and adopt teaching strategies that can fully promote the sublimation of students' individual spirit, so as to realize the construction of the national cultural spirit of language education.

**Keywords:** language education; national cultural spirit; Build

**On Construction of the National Spirit of Culture in Chinese Language Teaching**

**Abstract:** The construction of the national spirit of culture is the important mission in teaching of the language and literature . In the teaching consciousness, we must take the national spirit of culture as the consideration of the construction, we should persisted in language education that it should be modernized in reforming to the tradition of the national culture spirit, it should pay great attention to the student who has been developed to the national culture spirit promotion In the teaching way and the strategy, we must accurately grasp the national culture spirit in the process of teaching the text. In the use of teaching strategy the spirit of culture the student's motivation should be mobilized so that student's national spirit of culture in the teaching of language and culture can come into being.

**Key Words:** Chinese language & literature teaching; national spirit of culture; construction





"The spirit of national culture is the unique essential connotation of the formation of national culture, which is embodied in the character and temperament, spiritual realm, national consciousness, national psychology and other aspects of a nation, which contains the outlook on life, values and world view recognized by a nation, and is the ideological source and spiritual power of a nation" <sup>[1]</sup>. Chinese education bears the responsibility of inheriting cultural knowledge and practicing language ability, and has the unique function of encompassing national feelings, awakening national cultural consciousness and invigorating national cultural spirit. The construction of national cultural spirit is an important mission of language education.

1. In language education, it is necessary to establish a teaching consciousness of attaching importance to the construction of national culture and spirit

(1) Reflect on the current situation of language education and attach importance to the construction of national cultural spirit

1. In the past Chinese teaching, the quality of teachers, especially the cultural quality, needs to be improved

Teacher quality is "the sum of the ideological and psychological qualities that teachers show in education and teaching activities, determine the effectiveness of education and teaching, and have a direct and significant impact on students' physical and mental development". <sup>[2]</sup> Successful Chinese education is inseparable from the instructors' rich subject expertise, profound humanistic heritage, advanced teaching concepts and excellent teaching skills. On the whole, today's Chinese teaching is still few, slow, poor, and expensive, and it is an indisputable fact that the overall quality of the Chinese teaching team is not high. It is mainly manifested in the narrow reading area, weak cultural heritage and lack of innovative consciousness.

2. In the past, Chinese teaching was too constrained by formalism, and Chinese teaching ignored the construction of national cultural spirit

Modern language education blindly focuses on the analysis of words, sentences,



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paragraphs, and texts, while forgetting the cultural connotation of texts. Due to the constraints and constraints of formalism, the vivid and lively text world is reduced to several dry concepts in the teacher's explanation, the harmonious text world is dismembered at will, and the students' spiritual connection with the text world is also fragmented. The spirit of national culture is contained in the rich language, which needs to be felt and carried forward by the students' independent hearts, and in the modeled language teaching, the beauty of the language is lost, the value of the language is lost, and the culture of the language is retreated.

3. In the past, Chinese education once understood the subject of language as an instrumental discipline, and Chinese education ignored the inheritance of excellent national culture

At present, there is still a serious disregard for the spiritual nature of life. Emphasizing knowledge leadership and training, it focuses on the study of the internal organization rules of the tool itself, and stays at the level of the structure and meaning explanation of words, sentences and chapters, without taking into account other characteristics of language. Chinese teaching has become a simple decoding of printed symbols. With the emphasis on the instrumentality of language, students have become containers for receiving knowledge, their humanistic quality has not been improved, and the excellent national spirit has also passed by students because they have been neglected, and the individual spirit of students has not been fully displayed in their studies.

4. The current Chinese education does not fully understand the actual situation of students, and is unable to construct the national cultural spirit

The target of Chinese teaching is the young generation, who enjoy the blessings brought by modern civilization, but inevitably produce various "civilization diseases". When their consumption level is high, it is difficult to think of being industrious and frugal; The sense of competition has been enhanced, the society pays attention to the pioneering spirit, and some people will inevitably ignore the "country" and "others"...



However, there is little interest in the profound traditional Chinese culture. The majority of young people have ignored the set of theme inductions and generalizations that teachers are accustomed to, and have become more and more disgusted with the analysis and education of "overhead" and "elevated". Teachers are a little powerless when they infiltrate the national cultural spirit into students in Chinese classes.

**(2) Rooted in the spirit of traditional national culture, promote the modernization and transformation of language education**

In the construction of the national cultural spirit in Chinese education, it is necessary to let students get a subtle infection through the selection of texts that accumulate excellent traditional national cultural spirit in teaching materials, so that students can integrate new concepts, consciousness, and values while absorbing the traditional national cultural spirit, and become people with the cultural spirit of the Chinese nation. The construction of the national cultural spirit is not to completely break with everything in the past, but to "make proper use of the past and build the edifice of the future on the established foundation of the past." <sup>[3]</sup>

China is in a period of transition to modernization, and in order to build a national cultural spirit that promotes the development of the Chinese nation, in addition to being rooted in the traditional national cultural spirit, it is also necessary to promote the transformation of language education to modernization in connection with today's modern social environment and multicultural context.

1. Pay attention to the national culture of the country and the connotation of excellent heterogeneous culture

Inclusion refers to "the phenomenon of direct contact between groups with their own culture, resulting in a change in the original cultural pattern of one or both groups." <sup>[4]</sup> Throughout the world, the development of each nation's culture is inseparable from the connotation of its own culture and heterogeneous culture. In this process, the national culture and the heterogeneous culture have undergone a development process from collision and conflict to adaptation and integration. The



Chinese nation should extensively absorb the excellent elements of heterogeneous cultures, and language education is a window for students to face the world culture and a medium for understanding the world; when students study and read foreign literary works, they are also reading the people of this nation, examining the culture of this nation, analyzing the spirit of this nation, and understanding the feelings of this nation. On the basis of the existing cultural spirit of their own nation, students will independently experience and examine the cultural spirit, thoughts, feelings, and values embodied in those heterogeneous cultures based on their own experience. At this time, the excellent factors of those heterogeneous cultures will infiltrate into the psychological consciousness of the nation, so that the cultural spirit of the nation can be enriched.

2. Chinese teaching needs to be filled with fresh awareness of the times and values

In language education, it is necessary to have content that reflects the spiritual connotation of the current era, to be in line with the world, and to draw beneficial elements from it.

**(3) The construction of the spirit of national culture should take human development as the ultimate goal**

The construction of the national cultural spirit in language education should take human development as the ultimate goal, and devote itself to the development of human beings and the construction of human Juche spirit.

"In order to fully embody and give full play to the cultural characteristics of language education activities, the key issue lies in the subjective consciousness and self-construction of cultural spirit." [5] For students, language education is not only about acquiring knowledge, experience and skills, but more importantly, it is about them as human beings, being free subjects, and language learning means that they can freely choose, judge, assimilate and create the cultural content presented by language



education according to their own wishes, and improve their spirits and purify their souls in the process of communicating with the texts and their authors independently. Let the learning process become a "conscious and active self-development behavior towards the generation of self-integrity". [6]

**(4) Look at the national culture from a dialectical perspective and adhere to the road of national cultural revitalization**

The traditional culture of the Chinese nation reflects the national cultural traditions, carries the spirit of the national culture, and still has strong vitality to this day. However, we must criticize and discard some shortcomings in traditional culture, such as pedantic, conservative, and rigid. In order for culture to develop, it is necessary to make breakthroughs on the basis of the old. Unlike modern Western culture, which is characterized by scientific rationality, China's national culture pays attention to the humanistic spirit, pays attention to the pursuit of human intrinsic value, pays attention to the harmony between man and nature, and pays attention to the perfection of personality. Whether it is inheritance and development or critical breakthrough, the purpose of our "rational analysis of the profound cultural spirit of Yiyun, the development of traditional cultural resources, the creative transformation, and the provision of lessons for the construction of contemporary Chinese culture"[7] is to promote the development of national culture, and to unswervingly take the road of revitalization of national culture in language education.

2. Ways or strategies for constructing the spirit of national culture in language teaching

(1) Improve the cultural quality of teachers themselves

Mr. Lu Shuxiang once said that if we want to improve the efficiency of Chinese teaching, the fundamental problem is the problem of Chinese teachers - most students need good teachers to guide them. The new Chinese Curriculum Standards pay special attention to the cultivation of students' humanistic qualities, emphasizing the impact of



the rich humanistic connotations of Chinese courses on students' spiritual fields. In the process of achieving this goal, language teachers play a vital role, and their own knowledge and cultural accumulation have become the center of the problem. It is with their rich subject expertise, profound humanistic heritage, advanced teaching concepts and excellent teaching skills that outstanding Chinese teachers can go deep into the connotation of their works, enter the students' spiritual world, and make Chinese classes fascinating. So that students can understand the vicissitudes of our nation's history, spiritual tribulations and emotional ups and downs; Learn the ancient people's admiration of benevolence, righteousness, courtesy, wisdom and faith, and the cultivation of self-cultivation and introspection, as well as the traditional virtues of subtlety, modesty, tolerance and courtesy; Learn the positive and enterprising life pursuit and open-minded attitude of the sages and sages of the past dynasties, and learn the skills of layout and planning of excellent works. All of these require teachers to constantly learn and absorb various cultural nutrients of human beings.

(2) Grasp the spirit of national culture in the teaching materials, and teach according to the actual situation of students

The construction of the national cultural spirit in Chinese education requires teachers to accurately grasp and be good at excavating the national cultural spirit contained in the texts. The spirit of national culture in Chinese textbooks is not directly written in the form of words, it is contained between the language and writing, it requires teachers to use a perspective from a special perspective, with a perspective vision, from the surface and inside, to see the subtle knowledge, to dig out the spirit lurking behind the words, and according to the specific situation of students' age psychology, ideological level and comprehension ability, guide students to go deep into the text, and the characters in the text hand in hand dialogue, with their own hearts and the cultural spirit embodied in the text to communicate and penetrate, to achieve emotional harmony. The enrichment of the individual spirit.

(3) It is necessary to permeate the spirit of innovation in Chinese teaching and



promote the renewal of national culture

Comrade Jiang Zemin pointed out: It is difficult for a nation without the ability to innovate to stand tall among the advanced nations in the world. The spirit of innovation and creativity play a pivotal role in the development of a nation or society. Innovation can bring about a qualitative change and leap in an individual's thinking, so that an individual's thinking, spirit, will, personality, morality, and soul can maintain long-lasting vitality, so that a nation can renew itself, discard its rigid ideology, and absorb excellent ideology and culture to move forward. It can be said that innovation is the source of the spiritual blood of national culture. How should the spirit of national culture run through the spirit of innovation?

1. Exploring the spirit of innovation and creativity in Chinese teaching content.

The students' learning texts are beautiful and rich in texture, which are the condensation of the author's thoughts, feelings, and spiritual character, and the transcendence of their soul consciousness. When guiding students to interpret the text, teachers should guide students to dig out the innovative spirit and creativity contained in the text, so that the innovative spirit exuded in the work can be absorbed and internalized by the students, and become a part of their own spirit. Only when the spirit of individual students can be sublimated towards innovation in language education, and the national cultural spirit as a whole can be innovative and support the whole nation to keep pace with the times and move forward.

2. In the teaching process, students' cultural creative behavior should be stimulated, and students' individuality examination of the text should be encouraged

To construct the national cultural spirit in language education, language education should be regarded as a process of cultural edification, and language education should be regarded as "a kind of cultural activity and cultural behavior of people, and it is the selection and acceptance of cultural content, the experience and judgment of cultural values, and the understanding and interpretation of cultural spirit in the special cultural transmission." [8] In this process, Chinese has been optimized for preservation,



inheritance and development. At the same time, as the main body, students have accumulated profound cultural knowledge, and have also completed the sublimation of their own cultural emotions and the improvement of cultural values. At this time, students will have a conscious cultural awareness and have a certain ability to create culture.

In the process of teaching, teachers should pay attention to stimulating students' cultural creative behavior, and should not erase students' creative personality. In the face of lively teaching content, Chinese teachers should give students an open space for thinking. Each student has their own unique personality due to their different life experiences, emotional worlds and cognitive thinking, and they all have endless creativity. Only by giving students the right to examine culture independently and releasing their conscious cultural consciousness can they better choose and accept the excellent cultural spirit and achieve the dynamic construction of text content.

#### **(4) Strengthen the cultural embodiment of teaching strategies**

In order to construct the national cultural spirit in language education, it is indispensable to study and use some strategies that are conducive to the improvement of students' main cultural spirit.

1. Teachers should create a good learning situation based on specific teaching content to stimulate students' learning emotions

In teaching, teachers should combine the specific image and affection of the teaching content to create a teaching situation that is coordinated with its cultural heritage, which can be verbal or physical, so that students can feel the dignity of being the main body, stimulate students' interest in learning and innovation, and trigger students' deep emotional experience.

2. Adopt an activity-inquiry approach to stimulate students' initiative.

Activities and inquiry have been hot topics in the education sector in recent years, and both emphasize student initiative in learning. The use of activity-inquiry method in Chinese teaching can enable students to give full play to their initiative spirit in





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personal activity inquiry, explore their individual potential, cultivate students' sense of autonomy, enterprising spirit, innovative ideas and frustration ability, develop students' overall quality, and enable them to adapt to the requirements of modern society.

3. Adopt democratic and equal communication methods between teachers and students

Teachers can face students with their own sincere and complete personality, communicate openly with students, and give sincere help and guidance to students. Students can speak their minds boldly and respect their teachers but do not only follow their orders. Teachers and students are democratic and equal, and their hearts are open to each other. In this kind of exchange, students can maintain their individuality and develop their own spirit of subjectivity.

With its unique linguistic charm and intrinsic cultural connotation and emotional power, the Chinese culture endows individuals with value, dignity, freedom and meaning, and endows the nation with centripetal force, cohesion, charisma and creativity. In Chinese education, it is necessary to use teaching strategies and ways that can fully promote the sublimation of students' individual spirit, so that students can have a spirit of reflection and criticism, an independent and free personality, and a wisdom that transcends self and reality.

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Acknowledgments: omitted