

臺北醫學大學研究發展處研究推動中心 學術繪圖服務公告

TMU Academic Scientific Illustration Service Announcement

Version: 2026-04-10

第1條 (目的)

為提升本校及附屬醫院整體研究品質與學術成果之呈現效果，特提供學術繪圖服務，並訂定本公告。

Purpose

This announcement is established to provide academic and scientific graphic illustration services in order to enhance the overall research quality and presentation of scholarly outputs at Taipei Medical University and its affiliated hospitals.

第2條 (申請資格)

本校下列人員得提出申請：

- 一、本校專任教師。
- 二、本校專任研究人員。
- 三、本校附屬醫院專任人員。
- 四、本校在學研究生。

Eligibility

The following individuals at Taipei Medical University are eligible to apply:

1. Full-time faculty members
2. Full-time researchers
3. Full-time staff of affiliated hospitals
4. Currently enrolled graduate students

第3條 (申請條件)

申請案件應符合下列條件：

- 一、申請之圖片須用於論文投稿或研究計畫申請。
- 二、相關論文或研究計畫須以臺北醫學大學或其附屬醫院名義提出。
- 三、申請人須為該論文之第一作者或通訊作者，或為研究計畫之主持人。

Application Requirements

1. The requested illustrations must be used for journal manuscript submission or research grant applications.

2. The related manuscript or research proposal must list Taipei Medical University (TMU) or its affiliated hospitals as an affiliation.
3. The applicant must be the first author or corresponding author of the manuscript, or the principal investigator of the research proposal.

第4條 (申請限制)

為維持服務公平性，申請限制如下：

- 一、每位申請人每學期限申請一次。
- 二、每篇論文或研究計畫以申請一次為限。
- 三、同一指導教授之研究團隊（含教師與學生）每學期最多補助一次。

Application Restrictions

To ensure fairness, the following restrictions apply:

1. Each applicant may submit only one application per semester.
2. Each manuscript or research project is limited to one application.
3. Research teams under the same principal investigator (including faculty members and students) may receive support only once per semester.

第5條 (服務時間)

每週一至週五 09:00-17:00，國定假日除外。

Service Hours

The service is available Monday to Friday from 09:00–17:00, excluding national holidays.

第6條 (致謝規範)

凡使用本服務所製作之圖片投稿發表時，申請人應於論文之致謝(Acknowledgements)段落中載明致謝文字。建議致謝內容如下：

“The authors acknowledge the academic and scientific graphic illustration service provided by the Office of Research and Development, Taipei Medical University.”

Acknowledgement Requirement

When figures produced through this service are included in a publication, an acknowledgement statement must be provided in the acknowledgement section of the article. Recommended wording: “The authors acknowledge the academic and scientific graphic illustration service provided by the Office of Research and Development, Taipei Medical University.”

第7條 (申請及服務流程)

- 一、申請人應以本人之校內電子郵件帳號登入系統申請。

- 二、本中心依申請送達時間，依序排定案件服務，另通知第一次諮詢時間及地點。
- 三、繪圖師依討論內容製作初版圖片，申請人得提出修訂建議，修訂次數以3次為限。申請人於收到圖稿後，修訂意見應於5個工作日內提出，逾期將重新排程。
- 四、每案製作時間至少為7個工作日，不受理急件；若案件包含多個圖件，則視圖件複雜程度另計完成日。
- 五、完成圖經申請人確認後，本中心提供電子檔，並同步結案；計畫或論文獲通過者，請通知本中心。

Application and Service Procedure

1. Applicants must log in using their institutional email account to submit the application.
2. Cases will be scheduled in the order of receipt. The Center will arrange and notify applicants of the time and location for the initial consultation.
3. Based on the consultation, the illustrator will prepare an initial draft. Applicants may request revisions, with up to three rounds permitted. Revision feedback should be provided within five working days after receiving the draft; otherwise, the case will be rescheduled.
4. The minimum production time for each case is seven working days. Urgent requests are not accepted. For cases involving multiple panels, the completion time will be determined based on the complexity of each panel.
5. After the final artwork is confirmed by the applicant, the Center will provide the electronic file and close the case. Applicants are kindly requested to inform the Center once the related manuscript or proposal has been accepted.

第8條（成果使用）

本中心得保存完成作品作為服務紀錄與內部調閱之用。經申請人同意者，得將完成作品公開於作品集或成果展示，作為服務案例或參考。

Use of Completed Artwork

The Center may archive completed artwork as part of its service records for internal reference. With the applicant's consent, the artwork may be included in the Center's public portfolio or other service demonstrations as examples of the illustration service.

第9條（附則）

本公告未盡事宜，由研究發展處研究推動中心保有解釋及修正之權利。

Supplementary Provisions

For matters not specified herein, the Office of Research and Development reserves the right of final interpretation and modification.