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INTERNATIONAL GRADUATE STUDENT MANUAL

A Guide for International Graduate Students and Instructors

1st Edition
Graduate School,
Nakhon Ratchasima Rajabhat University

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International Graduate Student Manual

THESIS AND DISSERTATION MANUAL:

A MANUAL OF REQUIREMENTS FOR FORMAT AND ARRANGEMENT

A Guide for Graduate Students and Instructors

1st Edition

Graduate School, Nakhon Ratchasima Rajabhat University

Author

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PREFACE

Although writing a thesis or dissertation may be a huge undertaking for a graduate student, it can be a very rewarding experience. Writing a thesis or dissertation demonstrates a graduate student's ability to carry out independent, scholarly research, draw logical conclusions from data gathered, and present results in a clear, intelligible, and consistent form, keeping the established conventions of the scholarly community.

The instructions and recommendations included in this guide serve to provide uniformity for all theses and dissertations submitted to Graduate School at Nakhon Ratchasima Rajabhat University (NRRU), Thailand. While theses and dissertations from various disciplines may vary in their governing style manuals' requirements, the standards outlined in this guide apply to documents in all programs and faculties at the university. This is the purpose of all NRRU regulations governing theses and dissertations.

Ultimately, the graduate student is responsible for meeting all published deadlines and for ensuring that the thesis or dissertation reflects the required style and format. The committee chair, committee members, and department chair are responsible for determining that each thesis or dissertation conforms to all departmental and University standards. Each school dean verifies that these standards have been met prior to the document's final electronic submission to the Office of Graduate Education.

The Office of Graduate School, NRRU ensures that NRRU accepts only theses and dissertations that comply with the regulations outlined in this guide. These regulations may be supplemented by additional specifications. All such supplementary guidelines must be filed with the thesis supervisor(s), dean agreement, and with the Office of Graduate School, NRRU.

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RESPONSIBILITIES AND PROCESSES FOR THESIS AND DISSERTATION COMPLETION

Graduate Student Responsibilities

1. The student must adhere to **thesis and dissertation deadlines**, which may be found in the *Thesis and Dissertation Guide* and on the Graduate Education webpage. These deadlines are **firm**.

2. The student must consult the committee chair and committee members for guidance while completing the thesis or dissertation.

3. The student must make necessary corrections/revisions and resubmit the thesis or dissertation to the committee chair and committee members until final approval is granted and the THESIS TRANSMITTAL FORM or the DISSERTATION TRANSMITTAL FORM has been signed by each member.

Note: The student must submit the completed thesis or dissertation to the committee chair and committee members in enough time to ensure that the committee chair can submit the document to the department chair by the published **thesis and dissertation deadlines**.

Committee Chair, Committee Members, Department Chair, Dean, and Office of Graduate School Registrar,

1. The committee chair and committee members will read, assess, recommend, and guide the student throughout the thesis or dissertation process. These persons must provide timely feedback to assist the student in adhering to thesis and dissertation deadlines.

2. After the thesis or dissertation has been approved and the committee members have signed the THESIS TRANSMITTAL FORM or the DISSERTATION TRANSMITTAL FORM, the committee chair will submit the thesis or dissertation to the chairman by the recommended published deadline.

3. The department chair will read and assess the thesis or dissertation and may recommend additional corrections/revisions, which must be completed and approved before the submission due date to the school dean. After approving the document, the department chair will sign the THESIS TRANSMITTAL FORM

or the DISSERTATION TRANSMITTAL FORM before forwarding the thesis or dissertation to the school dean by the recommended published deadline.

4. The supervisor (s), committee(s), and dean will evaluate the thesis or dissertation and may recommend additional corrections/revisions, which must be completed before the due date for submission to the Office of Graduate School, NRRU. After approving the document, the dean will sign the THESIS TRANSMITTAL FORM or the DISSERTATION TRANSMITTAL FORM before forwarding the thesis or dissertation's required preliminary pages (THESIS TRANSMITTAL FORM or the DISSERTATION TRANSMITTAL FORM, STATEMENT OF UNDERSTANDING, and NOTICE TO USERS) to the Office of Graduate School, NRRU.

5. Upon receipt in the Office of Graduate School, the required preliminary pages will be filed, and the student will be notified the approved thesis or dissertation in Microsoft Word for review.

a. A Graduate School reviewer will evaluate the thesis or dissertation for compliance with the *Thesis and Dissertation Guide*.

i. The reviewer may require additional corrections/ revisions, which must be completed before the final approval from the Graduate School officer

ii. The reviewer will submit the required corrections/revisions (if any) to the student, and the student will revise and resubmit accordingly.

b. The student must address the reviewer's comments and make necessary updates/corrections no later than the Graduate Education internal review deadline and final clearance deadline to be considered for the semester's targeted commencement or completion date. These dates are indicated on the review comments sheets.

6. The **Office of Graduate School** will send: (1) a memo of completion and (2) the final transmittal form reflecting all signatures to the **Registrar's Office** for further handling.

7. The **Registrar's Office** will post the degree on the graduate student's transcript.

Introduction

This thesis and dissertation manual. It was developed for the purpose of being a guideline for the thesis and dissertation work of graduate students at the Nakhon Ratchasima Rajabhat University (NRRU), as well as being a guideline for thesis advisors in reviewing and advising students correctly and to the same standard

The contents of this manual include guidelines for writing a thesis/term thesis Components of thesis/term thesis, printing, citations, the printing of reference lists. as well as various formats related to the thesis Each part has been improved. Edited and added examples to make it easier to understand according to international standards. The students can download this handbook from <http://www.nrru.ac.th/grad/>, menu, thesis, and term paper manual.

Thank you to the thesis manual revision committee for giving advice, and comments, and editing some content. It is hoped that this thesis guide will be useful to students and thesis and term paper advisors.

A Graduate's Handbook for Writing High-Quality Thesis

Section 1: Prelude

If you are reading this handbook, congratulations! It means that you have already completed a bachelor's degree in your field, a major accomplishment. Now you are ready to board on the next plane of your education journey, completing a thesis for a master's degree. A master's degree is a post-bachelorette degree awarded by a university to candidates who complete one to two years of graduate study (Glazer, 1988). Which is the highest professional degree in your field and opens the gateway to doctoral studies, hence completing a thesis will open many doors for you both personally and professionally. This handbook is a summary of *How to Write a Master's Thesis* (Bui, 2019) and provides concrete information. The purpose of this handbook is to give you a blueprint of the research process as well as provide you with step-by-step guidance on how to write the actual thesis, chapter by chapter.

Who can use this handbook?

All candidates who are writing a thesis or final research project under the management sciences department of your university with a major in finance, human resource management, marketing, and supply chain management. Although each discipline has its own requirements for the master's degree and doctoral degree, they all share a commonality of having a cumulative activity to represent that students have "*mastered*" the necessary content. The dynamics of an applied sciences thesis may differ by methods, tools, and structure—hence other candidates, with majors other than those mentioned earlier, should consult with their respective supervisors, department head, and/or dean of faculty. The scope of this handbook is focused on management sciences master's thesis & only.

Master's Degree Program

This is a graduate-level program in the management sciences discipline that typically involves coursework as quizzes, assignments, projects, and thesis. Although master's degree programs are not designed to teach students how to write a thesis, yet the course of study and experiences from the program benefit you greatly as you go through the research and writing process for the thesis. The master's degree program provides you with multiple opportunities to learn the core content in your field—this knowledge greatly helps you to select an appropriate topic to study. Moreover most master's degree programs require students to take courses in research methods. These courses will help you research the literature, analyze and synthesize research articles, develop answerable research questions, and create a robust design for your study. Therefore, during the thesis writing process, you will be constantly relying on the content knowledge and experiences that you gained from the master's degree program to demonstrate that you have "*mastered*" the content and associated research skills in your field of study.

Doctoral Degree Program

The doctorate degree is the most advanced degree you can earn, symbolizing that you have mastered a specific area of study, or field of profession.

The degree requires a significant level of research and articulation. Those who earn the degree must have researched a subject or topic thoroughly, conducted new research and analysis, and provided a new interpretation or solution into the field.

The doctorate positions the professional for top-tier consulting and education career considerations and advancement in their current profession, and gives them the edge to staying relevant. In many cases, completing the doctorate means achieving a lifelong personal goal.

Doctor of Philosophy degrees, commonly known as Ph.D. degrees or research doctorates, are designed to prepare people for research careers, either at a university or in industry, and teach students how to discover new knowledge within their academic discipline. Ph.D. degrees are offered in a wide range of academic subjects, including highly technical fields like education; social sciences like sociology and economics; and humanities disciplines like philosophy. A Ph.D. is the most common degree type among tenure-track college and university faculty, who are typically expected to have a doctorate. But academia is not the only path for someone who pursues a Ph.D. For instance, it is common for individuals with biology doctorates to work as researchers in the pharmaceutical industry. And many government expert positions also require a Ph.D.

Significance of Thesis

The thesis is an empirically based research study that is an original piece of high-quality work by a graduate student. The empirically based research study is based on data that are produced by experiment (primary data) or observation (secondary data). Completing a thesis demonstrates your ability to conduct original

research, review the existing literature, collect data, analyze the results and discuss conclusions and draw implications from your research. Hence, the thesis must be an original piece of high-quality work because it represents you on paper which also shows your determination, discipline, and scholarly writing. A master's thesis can also be referred to as applied research as it is conducted for the purpose of applying or testing a theory to determine its usefulness in solving practical problems.

Definitions of Key Terms

APA: American psychological association. Click here for [APA Style Website](#)

Citation: A reference to a previous case, in APA style we use round brackets with last name of the author and year of publication, used as guidance in the trying of comparable cases or in support of an argument. Visit my research gate profile (link given on title page) and see some of my writeups, they were all done on APA style template. You will also learn 'how to write in style', how—what—when to cite and reference to sources after reading my work.

Handbook Structure

Structure of Thesis

Finally, the purpose of this handbook, the thesis will consist of five different chapters. Each chapter has a specific focus and objective, titles for the chapter are; introduction, literature review, methodology, results & conclusion (Bui, 2019). The structure of the five chapters thesis stays the same for both qualitative and quantitative research. Gay et al. (2006) define “a study which delves into a particular situation in order to better understand a phenomenon within its natural context and the perspectives of the participants involved is called qualitative research study”. While, a quantitative research study includes (but not limited to) research using descriptive, correlation, prediction, and control (cause—effect) methods. The word count for your thesis totally depends on how you conduct your research (qualitative, quantitative), methodology, and interpretation of the data. Now I will break down each chapter for its subheadings and what to write under it, to avoid confusion, chapters will be referred to with numbers e.g. Chapter 1, Chapter 2, etc.

Chapter 1: Introduction

This part of the chapter provides a detailed introduction of the topic of thesis to the reader. Write something to excite the reader. If you can introduce your topic with some citations from current literature only then we can call it research, no citations make your narrative mere fiction (Iser, 1975).

1.1 Background of the Study

Before you establish a problem statement, it is crucial to provide your reader with broader context and consequences to the topic. In other words, explain what has been done on your research topic, so that the reader fully understands where you are picking up from.

1.2 Problem Statement

The important thing of this chapter is to write the problem statement to establish the research problem, objectives & questions.

1.3 Research objective

Basically, it is your justification to the reader why it is significant to study this topic and what research questions your study will answer. Every study can have at least one objective while some studies may have many.

1.4 Research questions

This is where you list your research questions in connection with your topic, background, problem statement and objective. Judge yourself that how many research questions are required to achieve your research objectives.

1.5 Significance of the Study

Under this heading explain what difference your study will create and what benefits it will add to the current literature base around your topic.

1.6 Research Gap

Describe the research gap, under this heading, that you identified in your field, and cite last published literature in your demography. If you see none, then it shows a 'real' research gap and you are good to go.

1.7 Definition of Key Terms

Define all of the key terms that you are using during your writing so that the attention of your reader is not diverted to another source of information e.g. Google.

1.8 Structure of the Study

Tell your reader how you structured your study to keep them engage. Excite them about upcoming chapters, a little?

Chapter One of your thesis ends here, use Heading1 for chapter heading and Heading2 for sub-headings in MS Word. Do it from 'Chapter 1' till 'Chapter 5' and MS Word will create 'table of contents' for you, easily.

Chapter 2: Literature Review

Before you start your theoretical foundation, explain your topic especially your dependent variable and situation with support of as many citations as possible to this problem. Basically, you are informing the reader of the critical studies that have been conducted related to this topic. This provides the reader with the background information that he or she needs to understand the problems related to your topic. The literature review also provides the justification for your study as you indicate the gaps and weaknesses in the existing research. Chapter two provides credibility to your study as it shows you have done your “homework” in reading the research for this topic, and your study is “grounded” in the research. In other words, your thesis did not simply appear from thin air; instead, it was developed because there was a need to conduct the study, and it will contribute to the body of research related.

2.1 Theoretical Foundation

Discuss existing theories supporting your research objectives, consult your thesis or course supervisors. Don't get distracted by the theories only, it is observed that two theories contradict with each other and disturb the research momentum. Another way to support your theoretical foundation is through recently published articles about your research variables.

2.2 Independent Variables

Define your independent variables, the way you are looking at them, with support of citations. Make sub-headings for each IV and define it.

2.3 Mediating Variable

Define your mediating variable with the support of citations.

2.4 Dependent Variable

Define your dependent variable, the way you are looking at it, with support of citations.

2.5 Hypothesis Development

2.5.1 Independent variable and Dependent variable

Develop relationship between your independent and dependent variables with support of theoretical foundation and citations. Based on citations, develop 2 hypotheses;

H1: There is a significant relationship between IV and DV H10: There is no relationship between IV and DV

2.5.2 Independent, Mediating and Dependent Variable

Develop mediating effect of MV between IV and DV with the help of theory and citations of previous researchers. Based on citations, develop 2 hypotheses;

H2: MV significantly mediated between IV and DV H20: MV does not mediate between IV and DV

Once you are done with your hypothesis development for all of your IVs, MV & DV. Your chapter 2 ends. You can add an optional heading as “Summary of Chapter” but it may badly affect your similarity index. Insert “Page Break” and move onto next chapter.

Chapter 3: Methodology

Chapter 3 explains the research methods and design that were used to conduct the study. The critical part of writing Chapter 3 is to describe the actual procedures that were used to conduct the study. Basically, you are informing the reader of how the study was conducted. Thus, you need to include detailed descriptions about every aspect of your study. This Chapter will include the following components:

- (1) Setting (where the study took place),
- (2) Participants (the individuals who participated in the study and how they were selected),
- (3) Instructional or Intervention Materials (any materials or instructional strategies that were used to conduct the study),

(4) Measurement Instruments (the tools you used to collect data),
(5) Procedures (how you collected the data and/or implemented the study),
and
(6) Data Analysis (the statistical techniques that were used to analyze the data). Write these things under sub-headings accordingly.

3.1 Research Philosophy

State your research philosophy, it can be either positivism (quantitative), interpretivism (qualitative) or realism (mixed philosophy). Alternatively, you can opt one from various philosophy such as; *Ontology, Doxology, Epistemology, etc.*

3.2 Research Approach

There are two types research studies, deductive and Inductive. In the case of a deductive approach, the implementation of a hypothesis takes place based on a research theory while in the inductive research approach, a contemporary theory is developed from the observations gained (Mertens, 2008). So, if you are working on an existing theory your approach is deductive—but when you are developing your own theory your approach is inductive.

3.3 Research Design

Research design entails the detailed assembly of the research, describing the process of conducting the research, whether it is a survey-based study, a narrative inquiry, an ethnography or a case study.

3.3.1 Strategy

According to Kumar (2011) there can be three strategies for research design to answer your research questions; 1. Exploratory (EFA), 2. Explanatory (CFA) & 3. Descriptive (Mean Difference Analysis). The exploratory design strategy is undertaken when a topic has to be diagnosed with the development of basic understanding, the descriptive strategy is inclined towards searching for answers to questions of where, who, what and how while the explanatory research focuses to establish a relationship between variables. An average student, at MS/MBA level,

goes with a combination of explanatory and descriptive research design strategies. I don't know much about the qualitative side of strategy.

3.3.2 Method

There are two methods to collect data for quantitative research; 1. Primary data, 2. Secondary data. When you use existing data for financial or marketing performance analysis and you get data from a website, annual reports, other records—this kind of data is called Secondary data and is estimated on EVIEWS & STATA. When you use a survey form to create new data all by yourself—this data type is called Primary data and is estimated on IBM SPSS, AMOS, SmartPLS, JASP. Mostly students with major in finance go with secondary data, I suggest they should take elective course named as “Financial Econometrics, Advanced Portfolio Management” to study longitudinal data on EVIEWS. Students with major in HRM, Marketing & Supply-chain management go with primary data and leverage their knowledge gained through “BRM, Arm & QRM” course and they use IBM SPSS or SmartPLS for descriptive and analytical statistics (more on this in Chapter 4).

3.3.3 Time Horizon

Researches based on longitudinal study collect data from the same people (sample) on different occasions, usually using the similar methodology over a span of time while the cross-sectional studies gather data in one specifies time period, only once and other elements attached are analyzed (Payne & Payne, 2004). So, if you are working with Paired-Samples t-test go with longitudinal data (collect data for time1 and time2), otherwise one-time data collection (cross-section) data is enough.

3.4 Population

The sum or aggregate of all the objects, respondents or members that conform to the research specifications is the population of the study (Polit & Hungler, 1999). You should know your target population, if not, then you are not thinking critically. Find an issue, make it a problem, narrow it down to a group of people affected by that problem through your problem statement (see Chapter 1), get the count of that group of people. That is your population! Make sure your population is greater than 10k but

not greater than 50k. On average an unknown population is a bad signal to both; the reader & the examiner.

3.5 Sampling Technique

Sampling technique is used to select a representation of the population. There are two methods of sampling, namely the probability and non-probability sampling. In the case of probability sampling, each individual has an equal chance of being a part of the sample while in non-probability sampling this is not the case, and equal opportunity is not available to each person in a population to be a part of the population.

3.6 Sample Size

For a known population use online statistical tool for sample size such as; [Rao Soft](#), [SS Calc](#), [Other](#) etc. Academicians look at the proposed sample size for a study as 384 observations (Saunders, 2011). Chapman, Hopwood and Shield (2007) justified, that a sample size of 120 respondents defines a population of 12,000 or 12,000,000 with practically the similar accurateness, assuming that all other aspects of the sample design were the same. Some academicians say “the larger, the better”, some call “10 responses for each question” as a rule of thumb.

3.7 Research Instrument / Construct

State whether you are using an existing questionnaire as your research instrument for primary data collection, as it is, cite the source. Or if you are using constructs from multiple sources, cite them all according to construct.

3.8 Data Analysis Tool

State which software you see fit for your data analysis. EVIEWS & STATA are common for secondary data analysis, while SPSS is used for descriptive tests (ANOVA, MANOVA, Linear Regression, Hierarchical linear regression, normality testing, EFA etc.). AMOS & SmartPLS are used for SEM & CFA techniques.

Chapter 4: Results and Findings

Chapter 4 reports the results of the study. The critical part of writing Chapter 4 is to present the findings from the data collection process in Chapter 3. Basically, you are informing the reader of what was discovered. This chapter integrates a numerical, tabular presentation and interpretations of the outcomes of the study, depending on the research design. In Chapter 4, you will report the results of the data analysis for each variable and measurement instrument that was discussed in Chapter 3. Read the name of sub-heading, find the content in your data analysis software outputs, copy & paste the table and explain your findings.

4.1 Overview of the Chapter

This is where you explain how much data have you collected and what was your medium of data collection. Social media, LinkedIn, Facebook, and Google forms are widely used electronic mediums other than email and WhatsApp. You share your experience with your reader that how many people you approached, how many responded (to calculate response rate).

Chapter 5: Conclusion

5.1 Conclusion

The last chapter in the thesis, Chapter 5, discusses the results from Chapter 4 and draws conclusions about the study's findings. The critical part of writing Chapter 5 is to discuss the findings in relation to the statement of the problem and the research questions that were identified in Chapter 1. The discussion section includes the significant findings and the researcher's interpretation based on the results. You may also discuss the relationship of your findings to previous research conducted in the literature.

5.2 Managerial Implications

Suggest the industry learn from your study and implement implications to solve the problem.

5.3 Limitations of the Study

Discuss how your study is limited and what future researchers can do to overcome these limitations.

5.4 Directions for Future Research

Suggest future researchers improve results by incorporating a larger sample size and including more variable

Reference

Add all references for each of your citations in this section of thesis. If you cited one source more than once, add the reference only one time. Arrange your references in alphabetical order using MS Word option in “Paragraph” segment under “Home” ribbon. You can use MS Word’s built in “Bibliography” under “Reference” ribbon. I personally paste references from online journals, as they come in right format effortlessly. APA referencing style can be read from the poster that I shared with you in Section 1. Simply, write the last name of author place a coma first letter of his first name add a full stop—inside round brackets write year or publication—write name of article—name of journal—volume number, page number and DOI if available.

Appendix

Attach your ‘exact’ questionnaire, that you used for data collection, in this section along with the sources you developed your questionnaire.

For the purposes of this handbook, the master’s thesis is an empirically based research study written in five distinct chapters. Here is a summary of the most critical points about your thesis;

Chapter 1 introduces the topic of the thesis to the reader and establishes the statement of the problem and research questions.

Chapter 2 introduces the reader to the research literature related to the topic and identifies the most relevant and significant research.

Chapter 3 explains the research methods and design that were used to conduct the study and describes the actual procedures.

Chapter 4 reports the results of the study and presents the findings from the data collection process in Chapter 3.

Chapter 5 discusses the results from Chapter 4 in relation to the statement of the problem and the research questions that were addressed in Chapter 1 and draws conclusions about the study's findings.

STANDARDS OF FORMAT AND STYLE

Important Guidelines to Follow for Thesis and Dissertation Submission

Paper

Upon final approval, one copy of the thesis or dissertation must be submitted to Graduate School on white, 20 lb. weight, 100% cotton watermarked, 8 1/2 x 11 inch paper.* Heavier weight paper and lower cotton content are not acceptable.

Appearance

The final thesis or dissertation must be error-free and printed on one side of the page only.

Typeface

The thesis or dissertation must be typed in Times New Roman font, size 14. The type size may be smaller for footnotes, captions, and information in figures and tables. Print outside of the basic text (e.g., footnotes and endnotes) should be typed in Times New Roman, size 12. Italics may be used for headings, foreign words, long publication titles (e.g., books, newspapers, journals, etc.), or occasional emphasis. The use of underlining and boldface in the text, headings, and titles is dictated by governing style manuals.

Font

- Font size for main text must be 14 points.
- Font size for titles of chapters and all headings must be 14 points.
- Font size for footnotes must be 12 points.
- Font size for captions in figures and tables must be 14 points.
- No specific font is required; however, traditional serif fonts such as Times New Roman or Palatino are highly recommended.
- Font type must be consistent throughout the entire document, including page numbers.
- Font color must be black, without highlighting.
- Leave each line space for 1.5 lines

Margins

The following are the required margins for each document.

Left: 4 centimeters

Right: 2.5 centimeters

Top and Header: 4 centimeters measured from the top of the page to top of the page number*Bottom and Footer: 2.5 centimeters measured from bottom of the page to bottom of the page number

***Note:** Specified preliminary pages and the first page of each chapter must have a top margin of two inches, which should be measured from the top of the page to the top of the words.

Line Spacing

The text of the thesis or dissertation must be double-spaced throughout. Each paragraph must be indented 5 spaces (one tab) from the left margin. Refer to governing style manual for specific guidelines regarding the spacing of subheadings, footnotes, bibliographic entries, long quoted passages, and figure and table captions. Refer to the template for items in lists of figures and tables.

Block Quotes

Lengthy quotations (prose of five or more typewritten lines) should be in block form: indented, and free of double quotation marks at the beginning and end of the quote.* Care must also be taken to observe all rules for marking omissions in the quotation, including omission of the beginning of the first sentence of a new paragraph in the quoted source.

*Turabian requires the preservation of original quotation marks in quoted material if the quotation marks appear in the original material being quoted.

Pagination

Preliminary pages must be numbered using lower-case Roman numerals centered one inch from the bottom of the page. The title page is counted, but not numbered. Immediately following the title page are the copyright page, the

“STATEMENT OF UNDERSTANDING,” and the “NOTICE TO USERS.” These pages are neither counted nor numbered.

The next page is numbered “ii.” (In most cases, the ACKNOWLEDGEMENTS page is the first numbered preliminary page). The remaining preliminary pages follow **in consecutive order**. “In consecutive order” means that no new chapter or section can repeat the numbering of an earlier chapter. All pages of the body of the thesis or dissertation (including illustrations, charts, tables, appendices, bibliographies, etc.) are numbered in consecutive order using Arabic numerals.

The first page of each chapter must have the page number located at the bottom center (page numbers must observe the 1-inch bottom margin). Page numbers thereafter must be placed in the top, right-hand corner (page numbers must observe 1-inch top and right margins).

Thesis/Dissertation Arrangement

This section describes how a thesis/dissertation must be arranged. For the purpose of this Manual, the thesis/dissertation consists of two parts: the preliminary pages and the main body of the document. Each item included in the list located in this section must be included in the document unless it is indicated as “optional” or “if applicable,” and must appear in the order prescribed in the list.

Preliminary Pages

- Title Page
- Copyright Page/Blank Page
- Dedication(s) Page (optional)
- Acknowledgment(s) Page (optional)
- Abstract Page
- Table of Contents Page
- List of Figures Page (if applicable)
- List of Tables Page (if applicable)

Chapter Headings and Titles

Each chapter must include a heading and a title. Both must be formatted in all capital letters, centered, and observe a 2-inch top margin. Do not bold chapter headings or chapter titles; that is, those with this guide's all cap requirements).

1. Chapter headings refer to the chapter number (e.g., CHAPTER 1 or CHAPTER I). Chapter headings may use either Arabic numerals or Roman numerals, depending on the dictate of the governing style manual. If a preference is not indicated in the style manual, use Arabic numerals to indicate the chapter number in the TABLE OF CONTENTS and in the text.

2. Chapter titles refer to brief descriptive titles that have been assigned to each chapter to indicate content (e.g., INTRODUCTION, METHODOLOGY, and LITERATUREREVIEW, etc.).

3. The first page of each such chapter or major section has a top margin of two inches and must be formatted in ALL CAPS. Note that APPENDICES precede the BIBLIOGRAPHY, REFERENCES or WORKS CITED.

Figures and Tables

Charts, graphs, photographs, diagrams, etc., are called figures and should be numbered consecutively using Arabic numerals.

1. The "LIST OF FIGURES" will be an item included in the "TABLE OF CONTENTS."

2. The figure caption is placed two lines below the figure. Refer to governing style manual to determine whether or not the figure caption should be flushed with the left margin or centered. The caption must be typed and must include the identifying figure number, the figure title clarifying any label abbreviations used on photographs or diagrams, and the magnification, if any. This style may be followed for typing the figure caption, except that "Figure" may be abbreviated as "Fig."

3. Any figure should follow the section/paragraph in which it is first mentioned. If it is too long to fit within the required margins, or if it is one or more pages in length, it should be placed on the page immediately following its first mention and continued on the succeeding page(s) as necessary.

4. Tables should be numbered consecutively in Arabic numerals, given titles (which must be typed), and listed with page numbers in a “LIST OF TABLES.” The “LIST OF TABLES” will be an item included in the “TABLE OF CONTENTS.”

5. In the text, the number and title of the table are centered above the table. All tables should have a title. The title should describe in a clear, concise manner the nature of the data presented in the table. Superscripts, asterisks, etc., may be used to designate explanatory notes. These notes should be beneath the table.

6. Each table directly pertinent to the presentation should be included as an integral part of the thesis or dissertation and must appear on a page where it is first mentioned in the text, or, if it is too long to fit in the appropriate position on that page, it must immediately follow the page on which it is first mentioned.

7. Tables one page or less in length should never be divided. Tables must not exceed the usual margins of the page in the thesis or dissertation. Wide tables (broadsides) may be oriented in “landscape” position with the heading on the left-hand margin. This margin must remain 1.5 inches wide. These tables must appear within the required margins of one page.

8. All figures and tables must be “called out” or mentioned by name prior to their appearances in the document. (E.g., “Figure 1 shows. . .” or “Table 1 shows. . .”)

PARTS OF THE THESIS OR DISSERTATION

A thesis or dissertation submitted to school deans must be formatted using Microsoft Word and must include several items. The document must be organized in the order specified below:

1. THESIS TRANSMITTAL FORM or DISSERTATION TRANSMITTAL FORM
2. ABSTRACT
3. Preliminary Pages (STATEMENT OF UNDERSTANDING, NOTICE TO USERS)
4. Document Content
5. BIBLIOGRAPHY, REFERENCES, or WORKS CITED

Thesis/Dissertation Transmittal Form

The transmittal form must be signed by all appropriate persons. Spell out all department and school names completely. The title of the thesis or dissertation must match verbatim the title provided on the ABSTRACT, on the title page, and within the electronic submission metadata fields. Only degrees that precede or follow names should be abbreviated. Names on the transmittal form should be typed on the line that precedes the signature line. Signatures must be original and placed adjacent to typed name. Photocopies will not be accepted. **(Before obtaining signatures, one copy* of the transmittal form should be printed on white 20 lb, 100% cotton watermarked paper, 8 1/2 x 11 inches. Heavier weight paper and lower cotton content papers are not acceptable.)**

*Some programs require multiple copies of the preliminary pages for their records. Students should check with their programs for their preferences.

Abstract

The ABSTRACT is no more 200 words for theses (one page, unnumbered) and no more than 350 words for dissertations (two pages, numbered i and ii*). The ABSTRACT should present clearly and concisely the main objectives of the study,

the results, and the significance. References are generally not included in the ABSTRACT. If references must appear, they must be self-contained (completely cited) within the ABSTRACT.

The ABSTRACT is independent of the thesis or dissertation itself and is not listed in the TABLE OF CONTENTS.

The student's name and the committee chair's name must appear on the ABSTRACT exactly as they do on the transmittal form (see template). List only degrees that have been conferred upon the student, not degrees that are in progress. Do not place a comma between the month and year when providing thesis or dissertation date. Two lines (double-space) should separate the thesis or dissertation title from the line containing the advisor's name, and two lines should separate the line containing the thesis or dissertation date from the body of the abstract.

Each page of the ABSTRACT has a top margin of one inch. If longer than one page, the ABSTRACT is numbered "i, ii," using lowercase Roman numerals at the bottom center of the page. Additional specifications may be found in the manual adopted by the student's school or department.

If the ABSTRACT runs two pages (dissertations only), the ACKNOWLEDGEMENTS page should be numbered "iii" and the remaining preliminary pages should resume consecutive lowercase Roman numeral order.

Preliminary Pages and Document Content

The preliminary pages must be ordered as follows

1. **TITLE PAGE.** See the example for the exact content and format required. Titles that are more than one line should be presented as an inverted pyramid. The top margin of this page is two inches. This page is not numbered, although it is page "i." The date listed at the bottom should be the month and year that the degree will be conferred, not the date the thesis or dissertation was completed. The student's name listed on this page must be consistent with the name on the transmittal form and the ABSTRACT (see template). The information on this page should be in all capital letters.

2. **COPYRIGHT PAGE.** See the example for format. The text appears immediately above the bottom margin of the page. This page is not numbered. Only

the name of the student should be in all capital letters; the name should be listed consistently as it appears elsewhere.

3. STATEMENT OF UNDERSTANDING. The top margin of this page is two inches. See the example for the format and exact text. This page is not numbered. The student should sign and date each copy; photocopies will not be accepted. It is permissible to replace “thesis/dissertation” with “thesis” or “dissertation,” depending on which is being submitted.

4. NOTICE TO USERS. The top margin of this page is two inches. See appendices for the exact format and text. The “copyright,” “STATEMENT OF UNDERSTANDING” and “NOTICE TO USERS” are unnumbered insertions. This page is not numbered.

5. ACKNOWLEDGEMENTS. Acknowledgments are optional, must be on a separate page, cannot exceed one page, and should adopt a restrained and decorous tone. This section is reserved for recognizing committees, faculty, etc., who have been instrumental in the student’s thesis/dissertation completion. Dedications are inappropriate in theses and dissertations, but a dedicatory statement may be included within the ACKNOWLEDGEMENTS. A separate page for dedication is not permissible. The top margin of this page is two inches. The ACKNOWLEDGEMENTS page should be numbered “ii” or “iii” (depending on the length of the ABSTRACT), one inch from the bottom margin.

6. TABLE OF CONTENTS. See template or Turabian’s *Manual* for an example of acceptable formats. Note that any subheadings within chapters must reflect formal subdivisions with headings in the text of those chapters. Do not list unnumbered preliminary pages in the TABLE OF CONTENTS. Do not include the ABSTRACT in the TABLE OF CONTENTS. The first listed item should be the ACKNOWLEDGEMENTS. The top margin of this page is one inch. The page number should be “iii” or “iv” (depending on the length of the ABSTRACT), one inch from the bottom margin.

7. LIST OF FIGURES. This page is required if any figures appear in the text. The top margin for this page is two inches. Departmental approved style manual determines formatting for figures. If the departmental style manual does not address figures, see Turabian’s *Manual* (latest edition) for an example of a correct format. The

page number should be “iv” or “v” (depending on the length of the ABSTRACT), one inch from the bottom margin.

8. LIST OF TABLES. This page is required if any tables appear in the text. The top margin of this page is two inches. The departmental approved style manual determines formatting for tables. If the manual does not address tables, see Turabian’s *Manual* (latest edition) for an example of a correct format. The page number should be “v” or “vi” (depending on the length of the ABSTRACT), one inch from the bottom margin.

9. LIST OF ABBREVIATIONS. This page is required if the text holds any abbreviations which are peculiar to the text or to an extremely restricted scholarly audience. The top margin for this page is two inches. The departmental-approved style manual determines to format for abbreviations. If the manual does not address abbreviations, see Turabian’s *Manual* (latest edition) for an example of a correct format. The page number should be “vi” or “vii” (depending on the length of the ABSTRACT), one inch from the bottom margin. Typically, the document content consists of the thesis or dissertation chapters and appendices (if any).

Bibliography, References, or Works Cited

The BIBLIOGRAPHY, REFERENCES, or WORKS CITED is always the last section of the thesis or dissertation. Appendices should precede the BIBLIOGRAPHY. The BIBLIOGRAPHY, REFERENCES, or WORKS CITED must list the sources alphabetically by the last names of the authors. The authors’ names should be listed exactly as they appear in the publication. The first page has a top margin of two inches.

Documentation

Each copy of the thesis or dissertation must be accompanied by the following documents:

1. THESIS TRANSMITTAL FORM OR DISSERTATION TRANSMITTAL FORM (See template). When the thesis or dissertation is submitted to Graduate School, the transmittal form must be signed by all members of the thesis or dissertation committee, by the department chair, and by the dean of the school.

When the thesis or dissertation has the final approval of the University, the transmittal form is also signed by the Dean of Graduate School. These signatures attest that the signers have **read** and **approved** the **final draft** of the thesis or dissertation in **every respect**. One copy of the transmittal form must be printed on white, 20 lb., 100% cotton, watermarked paper, each bearing original (not photocopied) signatures.

2. ABSTRACT (See template).
3. TITLE PAGE (See template).
4. COPYRIGHT PAGE (See template).
5. STATEMENT OF UNDERSTANDING (See template).
6. NOTICE TO USERS (See template).

FINAL DRAFE CHECKLIST

To reduce the likelihood of final draft rejection, the graduate student should check off the

following:

- The Thesis or Dissertation Template has been referenced and utilized.
- All macro fields located within the template have been updated with the required information.
- The margins are correct throughout the document.
- The document reflects Times New Roman font, size 12 where required throughout, including the page numbers.
- The same computer and printer have been used throughout the submission process.
- The title is listed **exactly** the same on the THESIS OR DISSERTATION TRANSMITTAL FORM, the ABSTRACT, and the TITLE PAGE.
- The final document includes the required preliminary pages, numbered correctly and placed in the order listed below [bracketed items optional]:
 1. THESIS or DISSERTATION TRANSMITTAL FORM
 2. ABSTRACT
 3. TITLE PAGE
 4. COPYRIGHT PAGE
 5. STATEMENT OF UNDERSTANDING
 6. NOTICE TO USERS
 7. [ACKNOWLEDGEMENTS]
 8. TABLE OF CONTENTS
 9. [LIST OF FIGURES]
 10. [LIST OF TABLES]
 11. [ABBREVIATIONS]

- Roman numerals have been used correctly and consistently, per the *Guide* and
- The TITLE, COPYRIGHT, STATEMENT OF UNDERSTANDING, and NOTICE TO USERS pages have been left unnumbered.
- The ACKNOWLEDGEMENTS page has been limited to one (1) page.
- The page numbers and wording of all titles and subtitles in the TABLE OF CONTENTS correspond exactly with the page numbers and wording in the document.
- The listing for “TABLE OF CONTENTS” has been excluded as an item noted in the TABLE OF CONTENTS. (Do not list TABLE OF CONTENTS in the TABLE OF CONTENTS.)
- Subheadings in the TABLE OF CONTENTS include only the relevant subheadings within the document (refers to levels).
- The document reflects the governing style manual’s rules for spacing subheadings, tables, and figures.
- All headings contain at least 2 lines of text below.
- All tables and figures have been “called out,” or mentioned prior to the appearance of the table or figure, according to the governing style manual.
- Citations and the bibliography, reference list, or works cited page have been formatted according to the governing style manual.
- The document’s content has been checked with an originality checker (e.g. turnitin.com) to avoid plagiarism of any kind.
- All required pages have been included and have been ordered correctly in the final document.
- The document has been reviewed for compliance with the Thesis and Dissertation Guide prior to submission, as well as edited for content, grammar, typographical errors, misspelled words, and incorrect use of punctuation marks.
- Ethnic identifiers have been hyphenated when used as adjectives.
- The print quality is clear and legible, void of any stray marks or characters.
- The final document looks neat, professional, and uniformed.
- Upon final approval from Graduate School, the official has been printed on 100% cotton, white, water-marked, 20 lb. weight paper, and save as a PDF file (please recheck the page number rightly in the pdf file)

SAMPLE PAGES

The following pages are formatted according to the requirements prescribed by the Manual, and should be used as a guide when formatting your thesis/dissertation. For reference, important format requirements are indicated in red. Please ensure that your preliminary pages match the formatting in these sample pages prior to submission for final format approval. In addition to samples of preliminary pages, a sample page in landscape orientation, and a sample table and figure are also included.

If you prefer, a template is available for download in the Pre-Submittal Workshop. This template can be used to format the preliminary pages of your thesis/dissertation. The preliminary pages include: the title page, copyright page, dedication(s) page, acknowledgment(s) page, abstract page, table of contents, list of figures, and list of tables. Correct margins, spacing, and page numbers have been formatted in the template for your convenience.

Also available on the Pre-Submittal Workshop are examples of full thesis and dissertation documents, including the preliminary pages and new example body pages, with figure and table formatting, heading formatting, and all required spacing displayed and explained.

SAMPLE PAGES



**The Development of a Training Curriculum on Strategic
Management Skill Enhancement for Basic Education School
Administrators to Conform their Schools to the Educational
Standard**

Mr. Panyadee Tangjai

**A Dissertation Submitted in Partial Fulfillment of the
Requirements**

**for the Doctoral Degree of Philosophy
in Curriculum and Instruction**

Nakhon Ratchasima Rajabhat University

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Dissertation Title The Development of a Training Curriculum on Strategic Management Skill Enhancement for Basic Education School Administrators to Conform their Schools to the Educational Standard

Author Mr. Panyadee Tangjai

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 (Assoc. Prof. Dr. Kitipong Luenam)

 Member

 (Asst. Prof. Dr. Somboon Tanya)

 Member

 (Asst. Prof. Dr. Sirinat Jongkonklang)

This Dissertation has been approved
to be a Partial Fulfillment of the Requirements
for the Doctoral Degree of Philosophy
in Curriculum and Instruction

..... Dean of Graduate School
(Asst. Prof. Dr. Rattakorn Kidkan)

January 16, 2023

Thesis Title A Study of Academic Achievement of 3rd Graders on Patterns and Relations Unit and Mathematics Problem Solving Ability by Using STAD Technique and Problem Solving Process

Author Mrs. Jakjan Kainonsung

M.Ed. Curriculum and Instruction

Year 2012

Thesis Advisor
Assoc. Prof. Dr. Kitipong Luenam Advisor

Abstract

This study sought to determine the effect of the problem-solving approach on academic achievement of 3rd-grade students in mathematics. The students studying the mathematics of Banlumkaow School under Nakhon Ratchasima Primary Educational Service Area Office 1 were selected as a simple for this study. Sample size consisted of 30 students who were equally divided into an experimental group on the basis of pre- and post-tests to see the effects by using STAD technique and problem solving process. The research instruments were 12 lesson plans and learning achievement test collected data, mathematical problem-solving ability test, both of pre- and post-test.

Results of this study revealed students' average score in patterns and relations unit from STAD technique and problem-solving process completed pre- and post-tests were 60.11 and 73.44. The scores of learning achievement on patterns and relations unit and mathematical problem-solving ability were statistical significance higher than before in all aspects and reached over than 70% criteria at the .05 level. Similarly, average scores of pre-and post-tests were 53.11 and 72.56 on students' mathematics problem solving ability.

Keywords: STAD technique, Mathematics problems solving, Problems solving Process

Acknowledgement

Words cannot express my gratitude to my professor, Dr Waewalee Waewchimplee and chair of my committee, Assist Prof Dr Somkiet Tanok for their invaluable patience and feedback. I also could not have undertaken this journey without my the defense committee, who generously provided knowledge and expertise. Additionally, this endeavor would not have been possible without the generous support from the Graduate School, Nakhon Ratchasima Rajabhat University, who financed my research.

I am also grateful to my classmates and TEFL program members, especially my office mates, for their editing help, late-night feedback sessions, and moral support. Thanks should also go to the librarians, research assistants, and study participants from the university, who impacted and inspired me.

Lastly, I would be remiss in not mentioning my family, especially my parents, spouse, Mr Jonathan Livingston and children, Anna and Alex. Their belief in me has kept my spirits and motivation high during this process. I would also like to thank my cat for all the entertainment and emotional support.

Student's Name

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(Example of Contents)

* one space bar equals /

Biography

Name

Date of Birth ,

Place of Birth,

Current Address

.....

Current Position

Office Address

.....

E-mail

Educational Background (**Sort by latest first**)

2000

.....

.....

1995

.....

.....

Numbered Heading Styles

Some theses and dissertations from scientific disciplines may choose to use numbered headings. These headings should follow standard APA 7th edition formatting, with the addition of the following number style.

Chapter 1

Title of Chapter

A level 1 heading is centered, boldface, and the first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin on the following line indented .5 inches from the left margin.

1.1 Second Level Heading

A level 2 heading is situated flush left, boldface, and the first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin on the following line indented .5 inches from the left margin.

1.1.1 Third Level Heading

A level 3 heading is boldfaced and italicized. The first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin on the following line indented .5 inches from the left margin.

1.1.1.1 Fourth Level Heading. A level 4 heading is indented, boldface, and followed by a period. The first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin directly following the heading.

1.1.1.1.1 Fifth Level. A level 5 heading is indented, boldface, italicized, and followed by a period. The first letter of the first word and the first letter of all major words in the heading are capitalized. The paragraph text should begin directly following the heading

Reference Examples

Journals and Periodicals General Format (APA Format):

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. Title of Periodical, vol(issue), xx-xx. <https://doi.org/xxxx>

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. Title of Periodical, vol(issue), xx-xx. <https://website.com/url-continues>

Books General Format:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of work: Capital letter also for subtitle. Publisher.

Author, A. A., & Author, B. B. (year). Title of chapter or entry. In A. A. Editor, B. B. Editor, & C. C. Editor (Eds.), Title of book (xx ed., Vol. xx, pp. xxx-xxx). Publisher.

Author, A. A. (year). Title of work. Publisher. <http://www.xxxxx>

Governmental Work:

Name of Group. Title of report (Report No. xxx). Publisher.

Government Work Example Using a URL:

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). Managing asthma: A guide for schools (NIH Publication No. 02-2650).

Nongovernmental Organization:

Pew Internet & American Life Project. (2007, December 3). Teens and social media: The use of social media gains a greater foothold in teen life as they embrace the conversational nature of interactive online media. Pew Internet & American Life Project. http://www.pewinternet.org/~media/Files/Reports/2007/PIP_Teens_Social_Media_Final.pdf

More Than Seven Authors:

Skeff, K. M., Stratos, G. A., Mygdal, M., Dewitt, T. A., Manfred, L., Quirk, M., ...
Bland, C.J. (1997). Faculty Development: A Resource for Clinical Teachers. *Journal
of General Internal Medicine*, 12(4), 56-63. <https://doi.org/xxxx>

Unpublished Dissertation or Thesis:

Author, A. A. (year). Title of doctoral dissertation or Master's thesis [Unpublished
doctoral dissertation/Master's thesis]. Name of Institution.

Published Dissertation or Thesis:

Author, A. A. (year). Title of doctoral dissertation or Master's thesis [Doctoral
dissertation/Master's thesis, Name of Institution]. Database Name. <https://xxxx>

Appendix C

IEEE Citation Reference

Books

Basic Format:

[1] J. K. Author, "Title of chapter in the book," in Title of His Published Book, xth ed. City of Publisher, Country if not USA: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

NOTE: Use et al. when three or more names are given.

Handbooks

Basic Format:

[1] Name of Manual/Handbook, x ed., Abbrev. Name of Co., City of Co., Abbrev. State, year, pp. xx-xx.

Reports

The general form for citing technical reports is to place the name and location of the company or institution after the author and title and to give the report number and date at the end of the reference.

Basic Format:

[1] J. K. Author, "Title of report," Abbrev. Name of Co., City of Co., Abbrev. State, Rep. xxx, year.

Conference Title Articles

Basic Format:

[1] J. K. Author, "Title of paper," in Unabbreviated Name of Conf., City of Conf., Abbrev. State (if given), year, pp. xxx-xxx.

For an electronic conference article when there are no page numbers:

[1] J. K. Author [two authors: J. K. Author and A. N. Writer] [three or more authors: J. K. Author et al.], "Title of Article," in [Title of Conf. Record as], [copyright year]

© [IEEE or applicable copyright holder of the Conference Record]. doi: [DOI number]

For an unpublished paper presented at a conference:

[1] J. K. Author, "Title of paper," presented at the Unabbrev. Name of Conf., City of Conf., Abbrev. State, year.

Online Sources

FTP

Basic Format:

[1] J. K. Author. (year). Title (edition) [Type of medium]. Available FTP: Directory: File:

WWW

Basic Format:

[1] J. K. Author. (year, month day). Title (edition) [Type of medium]. Available: [http://www.\(URL\)](http://www.(URL))

E-Mail

Basic Format:

[1] J. K. Author. (year, month day). Title (edition) [Type of medium]. Available e-mail: Message:

Patents, Standards, Theses, Unpublished

Patents

Basic Format:

[1] J. K. Author. (year, month day). Title (edition) [Type of medium]. Available

Telnet:

Basic Format:

[1] J. K. Author, "Title of patent," U.S. Patent x xxx xxx, Abbrev. Month, day, year.

Standards

Basic Format:

[1] Title of Standard, Standard number, date.

Theses (M.S.) and Dissertations (Ph.D.)

Basic Format:

[1] J. K. Author, "Title of thesis," M.S. thesis, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

[2] J. K. Author, "Title of dissertation," Ph.D. dissertation, Abbrev. Dept., Abbrev. Univ., City of Univ., Abbrev. State, year.

Unpublished

These are the two most common types of unpublished references.

Basic Format :

[1] J. K. Author, private communication, Abbrev. Month, year. [2] J. K. Author, "Title of paper," unpublished.

Periodicals

NOTE: When referencing IEEE Transactions, the issue number should be deleted and month carried.

Basic Format:

[1] J. K. Author, "Name of paper," Abbrev. Title of Periodical, vol. x, no. x, pp. xxx-xxx, Abbrev. Month, year.



Graduate School,
Nakhon Ratchasima Rajabhat University