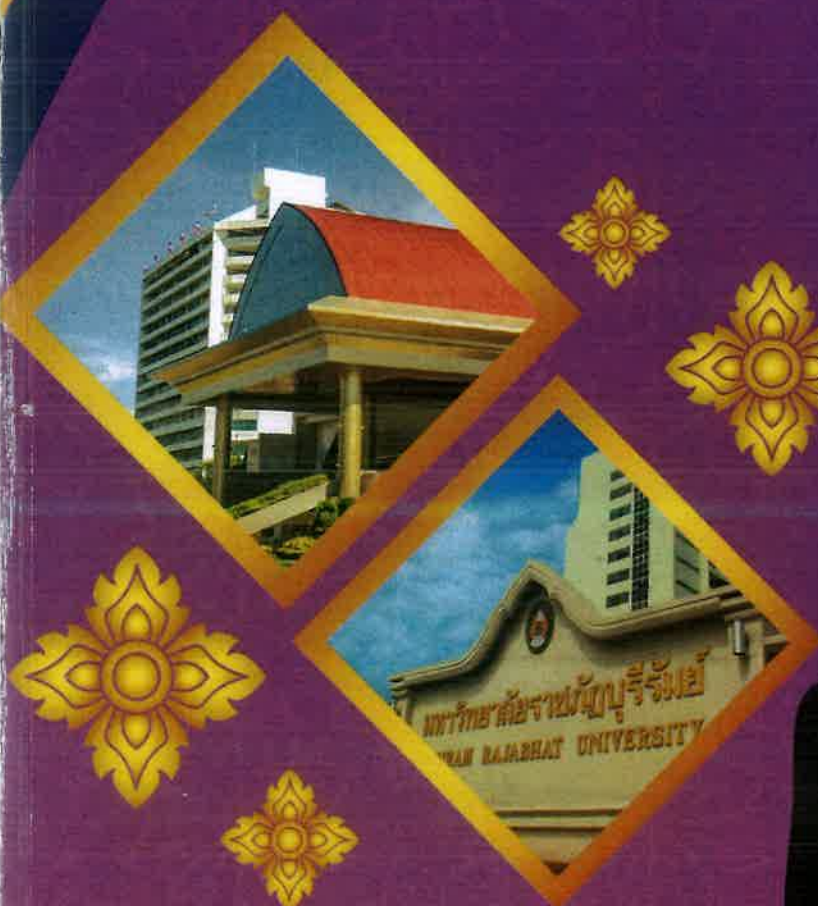




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บัณฑิตวิทยาลัย มหาวิทยาลัยราชภัฏบุรีรัมย์
Graduate School Buriram Rajabhat University

Thesis and Independent Study Writing Manual 2026



Graduate School

Buriram Rajabhat University



PREFACE

Theses and independent studies are highly significant academic documents in graduate education. In addition to serving as reports of students' research findings, they also function as scholarly references that contribute to the continuous growth and development of academic knowledge. Furthermore, theses and independent studies reflect the academic quality and standards of students, advisors, examination committees, and the overall quality of graduate education within each educational institution.

Graduate studies encompass a wide range of academic disciplines, each with its own approaches to preparing scholarly documents. Differences are often found particularly in referencing styles and the format of bibliographic entries. However, the fundamental structure of theses and independent studies across institutions is generally similar, especially in aspects such as the size of the volume, cover color and format, wording used on the cover, printing format, citation style, page numbering, insertion of figures, inclusion of tables, and other related elements. These fundamental formatting requirements are important aspects that students and advisors must carefully follow in accordance with the guidelines specified in this manual.

This manual for thesis and independent study writing has been revised to make it easier to understand and apply correctly. In addition, it may also serve as a guide for writing research reports, academic papers, books, and other scholarly documents. The Graduate School would like to express sincere appreciation to the committee members who dedicated their time, effort, and intellectual contributions to successfully complete this manual.

Graduate School
Buriram Rajabhat University
2026

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CHAPTER 1

INTRODUCTION

Graduate students at Buriram Rajabhat University who are required to complete a thesis or an independent study must possess knowledge and understanding of the thesis and independent study process. These are meticulous academic works that require careful planning and considerable time to complete. The duration may vary depending on the scope and content of each thesis or independent study. To assist students in gaining a preliminary understanding of the process, this chapter introduces the meaning, importance, objectives, characteristics, and research ethics related to theses and independent studies.

Meaning of Thesis and Independent Study

A thesis refers to a written work resulting from systematic study, research, and data analysis. It is a requirement for graduate education at both the master's and doctoral levels. In conducting a thesis, students independently select a research topic and carry out in-depth investigation. Throughout this process, students receive guidance from a thesis advisor and, where applicable, a co-advisor who provide academic supervision to ensure that the thesis meets the appropriate quality and standards required for the degree.

An independent study refers to a research-based study, innovation, or system analysis conducted by graduate students enrolled in Plan B programs. Through the research process, students investigate an approved topic and systematically analyze it to completion. The work demonstrates the student's originality and initiative in exploring the subject matter. Similar to thesis work, students are supervised by an independent study advisor and co-advisor who provide guidance to ensure that the independent study meets the academic standards appropriate for the degree.

Importance of Thesis and Independent Study

1. A thesis or independent study demonstrates the diligence, ability, and academic knowledge of graduate students in their respective fields. Graduate education aims to develop individuals who possess advanced knowledge and the ability to independently explore new knowledge, contribute creatively to academic advancement, and analyze and solve problems based on sound academic principles. Therefore, the thesis and independent study serve as important evidence of students' academic capability and perseverance in achieving these goals.

2. Completion of a thesis or independent study is one of the requirements for graduating according to the standards of graduate education programs. Students enrolled in **Plan A programs are required to complete and successfully defend a thesis** in accordance with university regulations. Without successfully completing the thesis, students cannot graduate from the program. Students enrolled in **Plan B programs, on the other hand, are required to complete an independent study.**

3. The quality of theses and independent studies produced by graduate students reflects the quality of graduate education. When students produce high-quality research that generates new knowledge, contributes to academic advancement, or can be applied in society, and when such research is accepted for publication in academic journals or presented at national or international conferences, it enhances the reputation and recognition of the academic program within the scholarly community.

Objectives of Conducting a Thesis and Independent Study

1. To produce an academic written work that serves as a requirement for completing a master's or doctoral degree.

2. To develop students' research skills, enabling them to systematically and independently acquire knowledge. This includes developing logical and critical thinking skills, analyzing research data, testing hypotheses, drawing conclusions, discussing findings, providing recommendations, and presenting research results for knowledge dissemination.

Characteristics of a Good Thesis and Independent Study

A high-quality thesis or independent study reflects the author's competence and scholarly rigor and can serve as a valuable reference for further research. Therefore, a good thesis or independent study should possess the following characteristics:

1. Academic accuracy and feasibility
2. Clear and systematic presentation that is easy to understand
3. Proper and well-structured academic language
4. In-depth analysis and thoughtful interpretation of findings
5. Potential to encourage further research or expanded studies in the future

Research Ethics

A **researcher** refers to a person who systematically seeks knowledge in order to answer research questions using accepted methodologies within a particular academic discipline. These methodologies encompass theoretical concepts, frameworks, and procedures used to collect and analyze data.

Ethics refers to appropriate principles of conduct that reflect moral values and professional responsibility. Each professional field establishes ethical guidelines to ensure that members adhere to appropriate conduct in order to maintain the reputation and honor of their profession. The National Research Council of Thailand (NRCT) has established research ethics guidelines as a framework for researchers to follow, ensuring that research activities are conducted on ethical and academic principles while maintaining the dignity and professional integrity of researchers. These research ethics consist of the following nine principles:

1. Researchers must demonstrate honesty and integrity in academic work and research management.
2. Researchers must recognize their obligations regarding research agreements with sponsoring organizations and affiliated institutions.
3. Researchers must possess sufficient knowledge and expertise in the research field.

4. Researchers must take responsibility for the subjects of their research, whether living or non-living.
5. Researchers must respect the dignity and human rights of research participants.
6. Researchers must maintain intellectual independence and avoid bias in all stages of research.
7. Researchers must apply research findings for appropriate and beneficial purposes.
8. Researchers must respect the academic opinions and contributions of others.
9. Researchers must demonstrate responsibility toward society at all levels.

CHAPTER 2

COMPONENTS OF A THESIS AND AN INDEPENDENT STUDY

A thesis and an independent study consist of three parts: the preliminary part, the main body, and the end matter. The details of each part are as follows.

Preliminary Part

The preliminary part consists of the following:

1. Front Cover The front cover of a thesis is a blue hard cover. For a doctoral dissertation, it is a black hard cover. For an independent study, it is a green hard cover. The text on the cover is printed in gold letters. The cover text is divided into three parts:

1.1 Upper part: The thesis title shall be centered on the page. If the title is long, it should be arranged in two or three lines in the form of an inverted pyramid (▽) and formatted appropriately.

1.2 Middle part: This part contains three lines of text in the following order: thesis, name of the author of the thesis.

1.3 Lower part: This part contains text concerning the submission of the thesis in accordance with graduate study regulations, including the field of study, month and year of graduation, and the final line stating that the copyright belongs to Buriram Rajabhat University.

2. Spine The thesis title or independent study title, the author's name, and the year of graduation shall be printed on the spine.

3. Cover Lining Page No text shall appear on this page. A watermark-style Buriram Rajabhat University emblem shall be printed on it.

4. Inner Cover Page The text on the inner cover page shall be the same as that appearing on the front cover. If the cover is in Thai, the inner cover page shall be printed in English (Thai version of the thesis). If the cover is in English or another

foreign language, the inner cover page shall be printed in Thai (English version of the thesis).

5. Approval Page This page is prepared for the thesis and independent study examination committee. A shaded university emblem is printed at the top of the page.

6. Abstract If the thesis is written in Thai, the abstract shall be written in both Thai and English. If the thesis is written in English or any other foreign language, the abstract shall be written in the language used in the thesis. The thesis abstract shall not exceed one page. If the content is extensive, it may be allowed to extend to no more than two pages.

7. Acknowledgements This section contains statements of thanks to those who have provided assistance and cooperation until the thesis or independent study has been successfully completed.

8. Table of Contents This is a list showing all major components of the thesis or independent study so that readers can locate the desired topics and the pages on which they appear. The table of contents shall be formatted according to the prescribed example. If the table of contents does not end on one page, the words “TABLE OF CONTENTS (CONTINUED)” shall be printed in the center of the following page.

9. List of Figures This section indicates the page numbers of all figures (pictures, maps, charts, graphs, etc.) appearing in the thesis or independent study. The list of figures shall be formatted according to the prescribed example. If the list does not end on one page, the words “LIST OF FIGURES (CONTINUED)” shall be printed in the center of the following page.

10. List of Tables This section indicates the page numbers of all tables appearing in the thesis and independent study. The list of tables shall be formatted according to the prescribed example. If the list does not end on one page, the words “LIST OF TABLES (CONTINUED)” shall be printed in the center of the following page.

11. Explanation of Symbols and Abbreviations This section explains the various symbols and abbreviations used in the thesis or independent study (if any). These symbols and abbreviations must carry the same meanings throughout the entire volume and shall be listed in alphabetical order.

Main Body

The main body is the most important part. The details of each section are as follows:

1. Chapter 1 Introduction This chapter consists of the following topics:

1.1 Background of the Study This section introduces readers to the research problem. It usually discusses the background of the problem that led the researcher to conduct the study or research on that issue. In writing the background and significance of the problem, the following characteristics should be observed:

1.1.1 The source of the problem must be clearly identified: what the problem is, where it originated, what larger problem it is part of, and what it is related to.

1.1.2 The importance of the problem and the benefits expected from the research must be shown, possibly by incorporating significant research findings or notable opinions of well-known persons, provided that such opinions are well reasoned and relevant to the research problem.

1.1.3 Correct, concise, and direct language should be used. Scientific language should be employed as much as possible, and ideas should be arranged in a continuous sequence.

1.1.4 At the end, the reasons or motivation for deciding to conduct the research are usually stated, together with a broad explanation of the expected benefits of the research.

1.1.5 Sources of information must be cited according to the prescribed format.

1.2 Research Objectives This is the process of breaking the research problem down into sub-problems so that the researcher can see the direction for data collection and data analysis. The principles for writing research objectives are as follows:

1.2.1 It usually states what will be studied, who will be studied, and how the study will be conducted; that is, the variables, sample group, and nature of the research must be specified.

1.2.2 Clear and easily understandable language should be used.

1.2.3 It should be written in declarative sentences.

1.2.4 Data must be obtainable and testable.

1.2.5 It may serve as a guideline for formulating research questions and hypotheses.

1.3 Research Questions (if any) These must be consistent with the research objectives.

1.4 Research Hypotheses (if any) A hypothesis is a statement based on prediction used to answer various problems by relying on knowledge, principles, and reasons, but without yet having been tested in reality. The following suggestions apply to hypothesis writing:

1.4.1 In educational research, if it is descriptive research, especially survey research, it may not be necessary to formulate hypotheses. Experimental research, however, requires hypotheses.

1.4.2 Hypotheses may be stated in either affirmative or negative form, but generally the affirmative form is preferred.

1.4.3 They must be consistent with the research objectives and capable of answering the research questions or problems.

1.4.4 Clear, simple, and specific language should be used.

1.4.5 They should be written in such a way that other researchers can conduct research along the same line.

1.5 Significance of the Study This is the consideration of the value of the research, in which the researcher explains how the research problem is valuable and important. This may be considered in two ways: what knowledge will be enhanced or expanded, and how the research results or findings can be used to solve problems, correct deficiencies, and improve the work performance of personnel in an organization. The following suggestions apply to writing the significance of the research:

1.5.1 It should not be written beyond reality and should be consistent with the research objectives.

1.5.2 It should be written in declarative sentences, either in paragraph form or as numbered points arranged according to importance or benefits obtained.

1.6 Scope of the Study This specifies how broad the research problem is, since the researcher cannot study everything completely. Therefore, a definite scope

must be established so that the problem can be seen more clearly and the research direction can be focused more precisely. In general, the scope of the research consists of the following subtopics:

1.6.1 Population and sample

1.6.2 Variables

1.6.3 Content; in the case of experimental research, the content used in the experiment may be specified.

1.6.4 Time; in the case of observation or experimentation, the time used for the observation or experiment and when it was completed may be specified.

1.7 Preliminary Assumptions (if any) These are matters that the researcher wants readers to accept without proof in order to create common understanding and prevent possible conflict. Preliminary assumptions are also useful to the researcher in selecting statistical procedures. Some studies may not have preliminary assumptions. Such assumptions may concern research methods, variables, or samples, for example.

1.8 Definition of Key Terms This provides meanings for terms that are frequently used or are important so that readers and the researcher share the same understanding. It also helps make the research problem more precise and more clearly bounded. Terms that must always be defined are variables and sample groups.

2. Chapter 2 Literature Review This chapter consists of the following topics:

2.1 Related Concepts, Theories, and Principles (This may be divided into several topics.)

2.2 Related Research (This may be divided into domestic and foreign research.) In the case of citing thesis and independent study abstracts, only the substance in Chapter 5 should be cited, and the citations should be arranged by year from earlier to later.

2.3 Conceptual Framework (if any) In writing this section, the researcher should divide it into parts according to the concepts or content desired. Concepts, theories, and principles may be placed in one part (which may be divided into several topics), and related research may be placed in another part. After that, the researcher must present his or her own research framework by explaining how ideas

from the literature and research studies have been used as guidelines for research design or research implementation. In some cases, the conceptual framework may be presented in the form of an illustrative diagram showing relationships. In addition, whenever research findings from any person are presented, the source of information must be cited according to the prescribed format.

3. Chapter 3 Research Methodology This chapter consists of the following topics:

3.1 Population and Sample This identifies the sources of data used in the research. It should clearly distinguish what or who the population is. Whether the study uses the population or a sample must be stated. If a sample is used, the sampling method must be clearly explained, including the procedures and the number of participants.

3.2 Research Instruments This specifies how the instruments were constructed. If the instrument was developed by the researcher, the construction process should be explained in detail, including pilot testing and quality assessment. However, if another person's instrument is used, it is not necessary to explain the construction process; it is sufficient to state whose instrument it is, what its characteristics are, how many items it has, and how responses are made.

3.3 Data Collection This describes the methods and procedures used to collect data. If the study is experimental research, the experimental design, the experimental procedures, and the control of variables must be clearly specified.

3.4 Data Analysis This describes the type of data analyzed, whether qualitative or quantitative. If the data are qualitative, the method and technique of analysis must be stated. If the data are quantitative, the criteria and techniques used for analysis must be explained. If a computer is used for analysis, the program used may be identified, and the commands used may be specified as necessary.

3.5 Statistical Methods This identifies the statistics used to analyze the data in order to test the hypotheses. The statistics used may simply be named, or the formulas used may also be presented.

4. Chapter 4 Results This chapter presents and interprets the results of data analysis. In writing this section, the results should be presented in sequence so that they correspond to the research objectives, research questions, or research hypotheses.

The results may be presented in the form of description, tables, graphs, charts, or illustrations, depending on appropriateness. The researcher must explain the meaning of what has been presented so that readers can understand it. The topics in Chapter 4 are as follows:

4.1 Symbols Used in Data Analysis In quantitative research, statistical symbols may be frequently used. In presenting data, these should be defined or explained so that there is common understanding.

4.2 Data Analysis This explains the methods and procedures used in analyzing the data.

4.3 Results of Data Analysis This presents the results of data analysis in sequence, corresponding to the research objectives, research questions, or research hypotheses. The results may be presented in the form of description, tables, graphs, charts, or illustrations, as appropriate. If tables are used, explanatory text must be provided below each table, emphasizing only the major or minor findings that should be highlighted; every item should not be described. In presenting the results of data analysis, the researcher should divide the content into sections, for example: Section 1, details of the respondents; Section 2, study of learning problems of Buriram Rajabhat University students; Section 3, comparison of the learning problems of Buriram Rajabhat University students classified by gender and field of study; Section 4, students' opinions and additional suggestions regarding problems, etc.

5. Chapter 5 Conclusion, Discussion, and Recommendations This chapter summarizes the entire research from beginning to end, discusses the findings in order to draw conclusions and make judgments about the results obtained, and presents recommendations for applying the findings and conducting further research. The chapter consists of the following topics:

5.1 Research Objectives, Research Questions (if any), and Research Hypotheses (if any) These may be copied from the text in Chapter 1 or Chapter 2.

5.2 Research Methodology Only the essential points from Chapter 3 should be summarized, indicating who the population and sample were, how many there were, how they were obtained, what instruments were used for data collection, what their characteristics were, and what methods of data analysis and statistics were used.

5.3 Summary of the Findings The research findings should be written separately in numbered points according to the research objectives or research questions, indicating what the results were and whether they were consistent or inconsistent with the hypotheses. This section is usually compiled from the descriptions beneath the tables in Chapter 4, but it may be adjusted or summarized to include only the important and interesting parts.

5.4 Discussion of the Findings This is an important section in which the researcher must apply analytical thinking by using principles, reasons, theories, and related research findings of others to critique his or her own research. Therefore, the discussion must focus mainly on the findings corresponding to the research questions or hypotheses. The best method is to raise each research question or hypothesis together with the test results and discuss them point by point. If the test results support the hypothesis, the discussion can refer to supporting evidence. If the test results reject the hypothesis, the researcher must provide reasons and support from other studies to make the explanation more credible.

The discussion may be written by beginning with a brief presentation of the research findings according to the objectives, research questions, or hypotheses. Then the reasons behind the findings are explained, followed by theories and/or previous research showing whether they are consistent or inconsistent with the findings.

5.5 Recommendations This section uses the research findings or research problems to suggest directions for readers or related persons to apply the findings, as well as to indicate directions for further research. There are two issues as follows:

5.1.1 Implications of the Finding These are suggestions on how the research findings may be applied. They must be written clearly and be practicable so that related persons may use the research findings beneficially.

5.1.2 Recommendations for Further Studies These are suggestions for future research. They must concern new and interesting issues, not matters already commonly known, must be related to the research problem, must be practicable, and must be sufficiently clear to be used in conducting further research; that is, it should be explained what should be further studied.

End Matter

The end matter consists of the following parts:

- 1. Bibliography** This section presents a list of textbooks, books, journal articles, electronic media, or other publications used for reference in writing the thesis and independent study. It appears after the main body and before the appendices.
- 2. Appendices** This section provides additional details of the thesis and independent study, including letters requesting experts to examine research instruments, letters requesting permission to distribute questionnaires, letters requesting permission to pilot research instruments, questionnaires, and results of statistical data analysis beyond those presented in the research findings, in order to make the content more complete. This section may or may not be included, depending on appropriateness and necessity.
- 3. Curriculum Vitae** This section includes details such as name-surname, educational background, position and workplace (if any), experience, academic works, and significant awards or scholarships only (if any).
- 4. Back Cover** The back cover is blue for a thesis, black for a doctoral dissertation, and green for an independent study, the same as the front cover, with no text printed on it.

CHAPTER 3

IN-TEXT CITATIONS

In writing references in research work or academic documents, references are required in both parts: the main text and the end matter or end of the volume.

In-text Citations

In-text citation indicates the source of information by referencing within the body of the text, allowing readers to know which source a particular text is derived from.

1. The author-date system or in-text citation shall be used. This consists of the surname of the author, whether an individual, a corporate author, or a group author, the year of publication of the document, and the page number cited.

1.1 For Thai references, begin with the author's first name and surname.

1.2 For foreign-language references, begin the author's name with the surname.

2. In citing all types of documents in the text, the citation shall be placed in parentheses within the text, with the page number following the year of publication, separated by a full stop (.).

The Graduate School of Buriram Rajabhat University prescribes the use of the author-date system or in-text citation, which has two formats. Students may choose either format as appropriate to the content being cited, as follows:

2.1 Case where the content appears after the author-date, as in the following example:

Chantanarach (2011 : 76) stated that teacher empowerment means the behavior of school administrators in organizing processes to strengthen teachers' abilities and enhance their potential so that they can accomplish their work successfully.

Format 1: Citation before the statement ➡

Surname/(year of publication/:page)//.....

Note: In cases where more than one page is cited, use a hyphen (-) without spaces, for example:

Author's surname//(year of publication/:/page cited-last page cited)//.....

2.2 Case where the content appears before the author-date, as in the following example:

Leadership behavior is a leadership theory that many scholars have considered important for administration. Leaders must demonstrate roles that lead to predetermined success. Such leadership behavior is related to various factors or contexts, both within and outside the organization. Therefore, leaders or administrators are important and influential to the success or survival of the organization (Nammungkhun. 2007 : 50).

Format 2: Citation after the statement ➡

...(Surname.//year of publication/:/page).

Note: In cases where more than one page is cited, use a hyphen (-) without spaces, for example:

(Author's surname.//year of publication/:/page cited-last page cited).

3. In the case of a foreign author, write the Thai transliteration outside the parentheses first, followed by the original foreign-language surname in the parentheses showing the year and page cited. For example, for Spencer Johnson, use the surname Johnson; for the Thai transliteration สเปนเซอร์ จอห์นสัน, use จอห์นสัน.

Format 1 ➡

Thai transliteration //(Surname.//year of publication/:/page)
จอห์นสัน (Johnson. 2005 : 19)

Format 2 ➡

.....//(Surname.//year of publication/:/page).
..... (Johnson. 2005 : 19).

Note: In cases where more than one page is cited, use a hyphen (-) without spaces.

Principles for Writing Citations from Books and Textbooks

1. One author

Write the surname in the normal order. If there is a title or rank, noble title, royal title, or title conferred by decoration, such as Major General, General, M.L., M.R., these shall also be included and placed after the name, separated by a comma (,). For names in English, use only the surname.

Format 1	Author's surname/(publication year/:/page)
Example	Brown (2016 : 73-78)
Format 2	/(Author's surname./publication year/:/page).
Example	 (Brown. 2016 : 73-78).

2. Two authors

For two authors, list only the surnames and connect them with “and” if cites before the text. However, use “&” if cites after the text

Format 1	Author's surname/and/Author's surname/(publication year/:/page)/...
Example	Seliger and Shohamy (1995 : 44-50) ...
Format 2	/(Author's surname/&/Author's surname./publication year/:/page).
Example	(Smith & Robert. 2015 : 44-50).

3. Three authors

3.1 For Thai, write the names and surnames of all three authors. No comma (,) is used between the first and second authors; between the second and third authors, use “และ”.

3.2 For names in English, use only the authors' surnames. Between the first and second authors, use a comma (,); between the second and third authors, use “&”, whether the citation is placed before or after the statement.

Format 1	Author's surname./Author's surname/and/Author's surname/(publication year/:/page).....
Example	Mayer, Lee and Taba (2014 : 48-49)
Format 2	/(Author's surname./Author's surname/&/Author's surname./publication year/:/page number).
Example	 (Mayer, Lee & Taba, 2014 : 48-49).

4. More than three authors

Write only the name and surname of the first author, followed by the words

“และคณะ”. For English, use the surname of the first author followed by “et al.”

Format 1	First Authors' surname/et/al./(publication year/:/page number)/.....
Example	Campbell et al. (2012 : 66)
Format 2	/(First Author's surname/et/al./publication year/:/page number).
Example	 (Campbell et al. 2012 : 66).

5. Citing more than one work by the same author published in the same year

To make clear which book is being cited, use the letters A B C... after the publication year of that book. These letters shall correspond to the order in the bibliography at the end of the volume or chapter. The book listed first shall use the letter A, the next shall use B, and so on.

Format 1	Author's surname/(publication yearA/:/page number)/.....
Example	Miller (1999A : 100) Miller (1999B : 119)
Format 2	/(Author's surname./publication yearA/:/page number).
Example	 (Miller, 1999A : 100). (Miller, 1999B : 119).

6. Information materials with no author shown

Use the title in place of the author. In the case of laws, acts, or the Royal Gazette, use the title instead of the author.

Format 1	Title of the Document/(publication year/:/page)/.....
Example	Paternal Government (2005 : 3)
Format 2	/(Title of the Document,/publication year/:/page).
Example	 (Paternal Government. 2005 : 3).

7. Books, textbooks, and information materials whose original source is in a foreign language

Use only the author's surname, transliterated into Thai script, in the case where the thesis is written in Thai.

Format	Thai transliteration //(Author's surname./year of publication/:/page)/...
Example	ฮอย และมิสเกล (Hoy & Miskel. 1978 : 27-30)

8. Books and information materials translated from a foreign language

If the book also states the original author's name, use only the original author's surname, transliterated into Thai script, in the case where the thesis is written in Thai. If the name of the original author does not appear, use the translator's surname instead and add the word translator after the translator's name.

Format	/(Author's surname./publication year/:/page)/./(Translator's surname./Translator./publication year/:/page)/.
Example	 (Parker. 2014 : 16-20). (Greener, Translator. 2009 : 8-9).

9. Books, textbooks, and information materials by the same author cited more than once in the same place

Place the citations within the same set of parentheses, giving the author's surname only once for the same author, then list the years of publication and page

numbers of each publication. Use a semicolon (;) to separate each item, arranged by year from earlier to later.

Format 1 Author's surname/(publication year/:/page/;/publication year/:/page)/.....

Example Searle (2001 : 79 ; 2005 : 48)

Format 2 .../(Author's surname./publication year/:/page/;/publication year/:/page).

Example (Searle. 2001 : 79 ; 2005 : 48).

If works by several authors are cited, list them in order of publication year, separating each author's item with a semicolon (;). Before the last item, "and" in English. If the publication year is the same, list the items in alphabetical order of authors. If there are both Thai and English authors, Thai authors shall be listed before English authors, arranged by publication year from earlier to later.

Format 1 Author's surname/(publication year/:/page/;/Author's surname/(publication year/:/page)/and/Author's surname/(publication year/:/page)/.....

Example Caplan (1997 : 89) ; Bartels et al. (1998 : 9) and Barker and Rice (2001 : 88-89)

Format 2 (Author's surname./publication year/:/page/;/Author's surname/;/publication year/:/page//and/Author's surname/(publication year/:/page).

Example ... (Caplan. 1997 : 89 ; Bartels et al. 1998 : 9 and Barker & Rice. 2001 : 88-89).

10. Information materials that compile articles or works by several authors

If the work of one particular author or one particular article is to be cited, use the author's surname, followed by the year of publication and page number cited; if there is an editor, the editor shall also be indicated.

Format 1	Author's surname/(publication year/:/page./Editor's surname./[Ed. or Eds.])/.....
Example	Licherman (1999 : 10. Miller. [Ed.])
Format 2	/(Author's surname./publication year/:/page./Editor's surname./[Ed. or Eds.]).
Example	/(Licherman. 1999 : 10. Miller. [Ed.]).

11. Information materials that are critiques/reviews

Use the reviewer's surname in the author position.

Format 1	Reviewer's surname/(publication year/:/page)/.....
Example	Smith (2022 : 7-11)
Format 2	/(Reviewer's surname./publication year/:/page).
Example	 (Smith. 2022 : 7-11).

12. Information materials with a corporate author

In the case of government agencies such as ministries, departments, divisions, universities, and the like, the agency name shall be used in place of the author's name.

Format 1	Legal Entity Name/(publication year/:/page)/.....
Example	Ministry of Education (2021, p. 50)
Format 2	/(Legal Entity Name./publication year/:/page).
Example	 (Ministry of Education. 2021 : 50).

13. Information materials without publication year specified

If the publication year is not specified, use "n.d." (no date). If the page numbers is not specified, use the word "unpaged".

Format 1	Author's surname//(n.d./:page)/..... Author's surname//(publication year/:/unpaged)/.....
Example	Honson (n.d. : 36) Maslowsky (1999 : unpaged)
Format 2	/(Author's surname./n.d./:page).
Example	/(Author's surname./publication year/:/unpaged). (Honson. n.d. : 36). (Maslowsky. 1999 : unpaged).

14. Citing from secondary sources

Method 1: In citing from a secondary source copied from another source, not from the original primary source directly, because the original document cannot be obtained, greater importance shall be given to the original document. Begin with the original author's surname, year of publication, and page number cited, followed by the words "quoted in" or "cited in". If either term is chosen, it must be used consistently throughout the whole volume.

Format 1	Original author's surname//(publication year/:/page;/cited in//secondary author's surname./publication year/:/page)/.....
Example	Macky (1999 : 122 ; cited in Davidson. 2008 : 19)
Format 2	/(Original author's surname./publication year/:/page;/cited in//secondary author's surname./publication year/:/page).
Example	 (Macky. 1999 : 122 ; cited in Davidson. 2008 : 19).

Method 2: If greater importance is given to the secondary source or if the secondary source is to be emphasized, use the words "citing from."

Format 1	Author's surname//(publication year/:/page;/citing from//original author's surname./publication year/:/page)/.....
Example	Davidson (2008 : 19 ; citing from Macky. 1999 : 122)
Format 2	/(Author's surname./publication year/:/page;/citing from//original author's surname./publication year/:/page).
Example	 (Davidson. 2008 : 19 ; citing from Macky. 1999 : 122).

Principles for Writing Citations from Journals and Newspapers

For citations from journals and newspapers, include the author's surname, year of publication, and page number cited. If the author's name does not appear, use the article title or news headline first, enclosed in quotation marks. Use the following format:

Format 1	Author's surname//(publication year/:/page)//..... "Article Title"//(publication year/:/page)//.....
Example	Jones (2008 : A9) "The Melody" (2020 : 8)
Format 2	/(Author's surname./publication year/:/page)./("Article Title"./(publication year/:/page).
Example	 (Jones. 2008 : A9). ("The Melody". 2020 : 8).

Principles for Writing Citations from Interviews

For citations from interviews, include the interviewee's surname, followed by the word "interview", and then the day, month, and year of the interview. Use the following format:

Format 1	Interviewee's surname//(Interview./date//month//year of the interview)//.....
Example	Oliver (Interview. 27 March 2017)
Format 2	/(Interviewee's surname./Interview./date//month//year of the interview).
Example	 (Oliver. Interview. 27 March 2017).

Principles for Writing Citations from Audiovisual Materials

For citations from audiovisual materials, the first entry shall be the owner of the work or the title, depending on what is indicated on the material, followed by the term indicating the type of material and the year of production. Use the following format:

Format 1	Owner of work's surname//(type of material//year of production)//.... Title//(type of material//year of production)//.....
Example	Golden Song Hits Vol.1 (C.D. 2004) Bangkok City (Map. 2001)
Format 2	 (Owner of work's surname//type of material//year of production). (Title//type of material//year of production).
Example	 (Golden Song Hits Vol.1. C.D. 2004). (Bangkok City. Map. 2001).

Principles for Writing References from the Internet

Citations from the Internet must be from articles or content for which responsibility for writing can be attributed only to an individual author who is an academic, or to a corporate author. The details are as follows:

1. Citation includes bibliographic details of books or textbooks published on the Internet or as e-books

Format 1	Author's surname//(publication year or year of the latest data update or year of retrieval//page)//.....
Example	Leithwood and Mascall (2008 : 10) mention that.....
Format 2	/(Author's surname//publication year or year of the latest data update or year of retrieval//page). (Leithwood & Mascall. 2008 : 10).

2. Citation from articles from journals published on the Internet

- Format 1** Author's surname/(publication year or year of the latest data update or year of retrieval/:/page)/.....
- Example** Toledo and Centra (2019 : 379-380) state that.....
- Format 2**/(Author's surname./publication year or year of the latest data update or year of retrieval/:/page).
 (Toledo & Centra. 2019 : 379-380).

CHAPTER 4

BIBLIOGRAPHY

A bibliography is a comprehensive list of all types of informational materials used as references in theses, and independent studies, both in Thai and foreign languages. This may include documents, books, journal articles, newspapers, conference proceedings, seminar reports, research reports, periodicals, theses, audiovisual materials, electronic media, interviews, etc. The bibliography is typically located at the end of the thesis, or independent study. It holds great significance for these works as it demonstrates the extent of the researcher's effort in conducting thorough and extensive study and research, and indicates the reliability of the information obtained.

In writing a thesis and an independent study, the following guidelines shall be followed:

1. The word “Bibliography” shall be typed at the center of the page in bold font, size 16 points.
2. For theses and independent studies written in Thai, the bibliography entries in Thai shall be listed first, followed by those in English.
3. The title of books or journals must be typed in bold font.
4. If a bibliography entry does not fit on a single line, the subsequent line shall be indented by 7 characters.
5. Bibliographic entries for each type of information material shall be arranged in alphabetical order by author's last names from A-Z. If the last name of the author is the same, sort by the initials of the first name and the middle name, respectively.

Bibliography Writing Principles

Principles of writing a bibliography are as follows:

1. Author's Name

- 1.1 Use the surname and initials of the first name alphabetically without using titles such as Mr., Miss, Mrs., Assistant Professor, Associate Professor,

Professor, etc. If there are two or more initials, leave a one-character space between the initials.

1.2 Official titles, ranks, nobility, honorary titles, or prefixes indicating the recipient of a high-ranking royal decoration such as Pol. Lt., Pol. Gen., M. L., M. R., Luang, Phraya, Chao Phraya, etc., should be placed after the name with a comma separating the name and the title.

1.3 List the surname first, followed by a comma (.). Then, list the author's initials of the first or middle name (if any) followed by a period (.).

1.4 For Thai and foreign authors with works in English, list the last name followed by a comma (.). Then, list the first name and middle name using initials.

1.5 For books with two authors, put "&" between the names of the first author and the second author.

1.6 For books with three authors, list the names of the first, second, and third authors separated with a comma (,) and use "&" before the third author.

1.7 For books with more than three authors, list the surname of the first author followed by "et al."

1.8 For authors who hold the rank of Supreme Patriarch (Somdet Phra Sangharaja) and are of royal lineage, the personal name shall be written first, followed by the royal title indicating rank placed after the name.

1.9 For authors who hold the rank of Patriarch from commoner origins, ecclesiastical titles (such as royal monks of various ranks, Phra Khru, Phra Maha), the name or title as it appears in the book shall be used, followed by the original name in parentheses.

1.10 For authors that are ministerial-level organizations, if the content of the material broadly covers the work of the entire ministry and is not limited to any specific department, the name of the ministry may be used as the author. If a sub-agency is specified, its name shall be written after the ministry name, separated by a comma (.).

1.11 If the content of the cited material focuses specifically on the scope of a particular department, even if the ministry name appears, only the department name shall be used as the author.

1.12 For authors using a pseudonym consisting of only a single name, use the word “(Pseudo)” in parentheses after the surname. However, if the pseudonym includes both a first name and surname, the name shall be written normally without adding “(pseudonym)”. For authors using initials, the name shall be written as it appears in the source material.

1.13 When the same author has more than one work, for the second and subsequent entries, the author’s name shall be replaced by a dash line consisting of 7 characters (_), or 1.75 cm, or 0.6 inches, followed by a full stop (.). Either a solid line or dashed line may be used, but it must be used consistently throughout the entire volume. However, if the repeated bibliographic entry continues onto the next page, the author’s name must be written in full again, and the dash line shall not be used.

2. Year of Publication

List year of publication after the author’s name and followed by a period (.). If there is no date of publication available, use the word “n.d.” which is from “no date”.

3. Title

3.1 The title of the cited information material shall be copied exactly from the source. For books, refer to the inner title page. The title must be printed in bold font and ended with a full stop (.).

3.2 For titles in English, capitalize the first word and all content words, except for articles (a, an, the) within the sentence and prepositions or conjunctions (in, on, by, etc.). However, if these words appear at the beginning of the title, they must be capitalized.

3.3 For Thai books whose covers present both Thai and English titles, the English title shall be written after the Thai title, separated by an equals sign (=).

3.4 For multi-volume books, indicate the number of volumes only when the work consists of more than one volume. Either the total number of volumes or the specific volume cited may be indicated by using “V. ...”.

4. Edition

For information materials that have been published in multiple editions, specify the edition beginning from the second edition onward. In English use “2nd

ed.”, “3rd ed.”, “4th ed.” or “2nd ed.”, “3rd ed.”, “4th ed.”, etc. One format should be selected and used consistently throughout the entire volume. This section must end with a full stop (.).

5. Place of Publication

The place of publication shall be the city name as indicated in the material. If multiple places are listed, use the first place mentioned. For example, for Bangkok, use “Bangkok.” If no place of publication appears, use “n.p.” (no place).

6. Publisher

6.1 If the material is published by a private publisher, use only the publisher’s name as shown on the inner title page. The word “publisher” does not need to be included.

6.2 If the material is not produced by a publisher, but by a government agency or private organization, use the name of that organization as the publisher. For books self-published by academics in educational institutions, the affiliated institution of the author as indicated in the book may be used in place of the publisher.

6.3 If the publisher or affiliated institution does not appear, use the printing house name, preceded by the word “Printing House,” even if that term does not appear in the original material.

6.4 If the publisher belongs to an educational institution, include the word “Press” (e.g., Thammasat University Press, Chulalongkorn University Press).

6.5 If no publisher, publishing organization, or printing house appears, use “n.p.” If both the place of publication and publisher are missing, use “n.p.” only once.

6.6 If the publisher’s name includes terms such as Company, Co., Ltd., Inc., Publisher, or their Thai equivalents, these words shall be omitted, leaving only the main name.

7. Multiple Works by the Same Author in the Same Year

Add letters A B C ... after the year of publication

8. Identical Author Names

The author names must be exactly identical. If one name includes a sub-agency and another does not, they are considered different authors and cannot be replaced by a dash.

9. Same Author, Different Publication Years

For subsequent entries, replace the author's name with a dash line and arrange the entries in order from earliest to latest year. If the list continues onto the next page, the author's name must be written in full again, and the following entries may continue to use the dash line.

10. Final Entry on a Page

If the last reference entry on a page cannot be completed on that page, the entire entry must be moved to the next page.

Format and Example of Bibliography

1. Bibliography from Books

Author's surname./First name initial./Middle name initial (if any)./(year of
 //publication). **Title**./(edition.)/. Place of publication/./Publisher.

Remark: Title must be bold and indented with 14 spacebars which are seven characters or set the tap at 0.6 inches. Two spacebar is equal to one character (//=A).

1.1 Books' Bibliography for One Author

Burns, R. B. (2000). **Introduction to Research Methods**. 4th ed. London : SAGE.

1.2 Books' Bibliography for Two Authors

Greenbaum, H. H. & Falcione, R. L. (1982). **Organizational Communication**.
 Beverly Hills : Sage.

1.3 Books' Bibliography for Three Authors

Neagley, R. L., Evans, N. D. & Lynn, C. A. (1969). **The School Administrator and Learning Resources : A Handbook for Effective Action**. Englewood Cliffs, New Jersey : Prentice Hall.

1.4 Books' Bibliography for More Than Three Authors

Biber, D. et al. (1999). **Longman Grammar of Spoken and Written English**. Harlow : Pearson Education.

1.5 Books Where the Author Uses a Pseudonym or Initials

Pairin (Pseudo). (1985). **Maintaining Health and Preparing for Birth**. Bangkok : NP Book.

1.6 Books Translated from Foreign Languages

In the case that the author's name does not appear, use the translator's name instead, and indicate that it is the translator in parentheses.

Buck, P. S. (2001). **Sailohit translated from Sons**. 5th ed. Translated by Santasiri. Bangkok : Dokya.

1.7 Books without Author

Give the title name instead of the author name.

Title //(year of publication) //(edition no.) //Place of publication /: Publisher.

Art of Display: Culture shows. (2010). London : Links International.

1.8 Publications That Are a Collection of Articles or Collection of Various Titles in the Same Book

Author's surname, //First name initial //Middle name initial (if any) //(year of
 //publication). "Title of Chapter" //in//**Title of Book** //edition no. //Place of
 //Publication /: Publisher.

David, W. H. et al. (2019). "Administration Education". in **The Encyclopedia of Education**. V.1. London : McGraw Hill.

1.9 Publications Issued Based on Government Agencies, Ministries, Bureaus, Departments, Universities, Institutes, Offices, Foundations, etc.

Hamson, M. J. (2011). **School with the Management as a Learning Organization**. Malaysia : Faculty of Education. San Bug University.

1.10 References to More Than One Book Written by the Same Author in the Same Year of Publication

Ruch, J. (1991A). **Publication Manual of the American Psychological Association**. 3rd ed. Washington DC : American Psychological Association.
 _____. (1991B). **Publication Manual of the American Psychological Association**. 4th ed. Washington DC : American Psychological Association.

1.11 More Than One Publication by the Same Author Used As a Reference in the Same Place

Allen, J. (1974). **Techniques in Applied Linguistics**. Oxford : Oxford University Press.
 _____. (1975). **Papers in Applied Linguistics**. Oxford : Oxford University Press.

1.12 Unknown Year of Publication

Hutchinson, T. (n.d.). **English for Specific Purposes**. Cambridge : Cambridge University Press.

1.13 Publications with a Series Title In Addition To the Main Title

The series title shall be placed in parentheses after the publisher entry.

Ketthath, S. (2013). **Knowledge for the Future**. Bangkok : Chulalongkorn University Press. (Series: Ideas and Knowledge : No. 8).

2. Bibliography from Thesis or Dissertation

Author's surname, // First name initial. // Middle name initial (If any). // (year of
 // publication). // **Thesis Title**. // Master's Thesis or Doctoral
 // Dissertation. // Degree abbreviation/(field of study). // Place of
 // publication. // Publisher.

Kwarknan, K. (2003). **Factors Affecting Teachers Participation in Professional Learning Activities**. Doctoral Dissertation. Ph.D. (Educational Administration). Enscheda, Netherland : Faculty of Educational Science and Technology, University of Twente.

Labone, E. (2004). **Teacher Efficacy: Maturing the Construct through Research in Alternative Paradigms**. Master's Thesis. M.Ed. (Development Education). Australia : Institute of Graduate Studies, Australian Chaotic University.

3. Bibliography from Journals

Author's surname, // First name initial. // Middle name initial (If any). // (year,
 // month of publication). // "Title". // **Journal Name**. // volume(issue) :
 // page.

Sadi, O. & Cakiroglu, J. (2010, November). "Effects of 5E Learning Cycle on Student's Human Circulatory System Achievement". **Journal of Applied Biology Science**. 4(3) : 63-67.

4. Bibliography from the Internet

4.1 Bibliographic Details Appear in the Category of Books, Textbooks Published on the Internet or E-Books

Author's surname, // First name initial. // Middle name initial (If any). // (year of
 // publication). // **Title**. Edition no. (If any). // Place of Publication. // Publisher (If any). // URL or DOI.

Laudon, K. C. & Laudon, J. P. (2001). **Essentials of Management Information Systems: Organization and Technology in the Networked Enterprise** 4th ed. Upper Saddle River, NJ : Prentice Hall.
<http://www.slideshare.net/mannyardales/types-of-information-systems>.

Leithwood, K. & Mascall, B. (2008). **Collective Leadership Effects on Student Achievement**.
<https://journals.sagepub.com/doi/10.1177/0013161X08321221>

Swinnen, J. F. M., & Rozelle, S. (2009). **From Marx and Mao to the Market: The Economics and Politics of Agricultural Transition**.
<http://doi.org/10.1093/0199288917.001.00>.

4.2 Bibliography from Articles or Journals Published on the Internet

Author's surname, //First name initial //Middle name initial (If any) // (year,
 //month of publication) // "Title" //Journal Name //volume(issue) :
 //page //URL.

Sadi, O. & Cakiroglu, J. (2010). "Effects of 5E Learning Cycle on Student's Human Circulatory System Achievement". **Journal of Applied Biological Sciences**. 4(3) : 63-67. <https://jabsonline.org/index.php/jabs/article/view/214>.

4.3 Bibliography from Online Magazines and Newspapers

Author's surname, //First name initial //Middle name initial (If any) // (year,
 //month date of publication or the latest update or retrieval) // "Title".
 //Magazine or Newspaper Name //page //URL.

Brody, J. E. (2007, December 11). "Mental Reserves Keep Brain Agile". **The New York Times**. 5. <https://www.nytimes.com>.

4.4 Bibliography from Theses Retrieved Online (Published In Print Form): Do Not Include the Online Source (URL) and Do Not Include the Date of Retrieval.

Author's surname, //First name initial. //Middle name initial (If any). // (year of
 //publication). **Title.** Master's Thesis or Doctoral Dissertation. //Degree
 //abbreviation/(field of study). //Place of publication/:/Faculty/University.

Larson, R. T. (2008). **Educational Leadership Development for Equity :
 Enhancing a Critical Theory of Action.** Doctoral Dissertation. Ed.D.
 (Educational Leadership). Oregon : Graduate School of Education and
 Counseling Lewis & Clark College.

4.5 Bibliography from Theses Retrieved Online (Unpublished in Print Form)

Author's surname, //First name initial. //Middle name initial (If any). // (year of
 //publication). **Title.** Master's Thesis or Doctoral Dissertation. //Degree
 //abbreviation/(field of study). //Place of publication/:/Faculty/University.
 //URL.

Flowers, G. E. (1999). **An Evaluation of the Effect of Agency Conditions on the
 Implementation of Florida's Performance-Based Program Budgeting.**
 Doctoral Dissertation. Ph.D. (Administration). Florida : Askew School of
 Public Administration Florida State University.
<https://www.proquest.com/openview/d7bef2de54745408dc8dab1a06046fca>.

5. Bibliography from Research Articles, and Documents Presented at Conferences

Author's surname, //First name initial. //Middle name initial (If any). // (year of
 //publication). // **Title.** //Conference Name. //Place of the conference/:/Place of
 //publication.

Abraham, R. G., Syers, K. & Fujiwara, O. (2006). **Examination of a Failed Professional Learning Community**. Regional Seminar on Natural Resources and Environmental Management in the Greater Mekong Subregion : The Role of Higher Education in Policy Design and Implementation. Chiang Rai : Mae Fah Luang University.

6. Bibliography from Research Reports, Academic Reports, and Annual Reports

Author's surname, //First name initial. //Middle name initial (If any). // (year of
 //publication). //Title. //edition no. (If any). //Place of publication. //:
 //Publisher.

Mazzeo, I. et al. (1999). **Comparability of Computer and Paper and Pencil Scores for Two CLEP General Examinations (College Board Rep. No. 91-5)**. Princeton, NY : Educational Testing Service.

7. Bibliography from Unbound Documents

7.1 Teaching Materials, Instructional Documents, or Training, Workshops, Conferences, and Seminars Materials

Specify the teaching materials or instructional documents, or descriptive notes of the printed matter, after the title.

Author's surname, //First name initial. //Middle name initial (If any). // (year of
 //publication). //Title. //(Type of document). //Place of publication. //:
 //Publisher.

Armstrong, D. B. (2020). **Introduction to Phonetics**. (Supplementary Text). Australia : University of Southern Queensland.

7.2 Pamphlet

Author. //(year of publication). //Title. //(Pamphlet). //Publisher.

Southern Cross University. (2008). **Copyright and You: A Guide for Staff**
(Pamphlet). Lismore.

7.3 Orders/Directives and Announcements from Agencies

Name of the organization that owns the order or announcement.
/////////(year/date/month)./Name of the order or announcement.

Buriram Rajabhat University. (2010, August 24). **Order of Buriram Rajabhat University No. 894/2010 on the Appointment of the Procurement Inspection Committee.**

8. Bibliography from Royal Gazette

“Title of the law.”/(year,/date/month).//**Royal Gazette.**//Volume/Issue.//page.

“Scout Act (No. 4), B.E. 2530.” (1987, November 12). **Royal Gazette.**
Volume 104, Issue 245. Pages 1-3.

“Rajabhat Institute Council Act, B.E. 2538.” (1995, January 24). **Royal Gazette.**
Volume 112, Issue 4 Kor. Pages 1-26.

9. Bibliography from Ancient Documents

Ancient documents such as palm-leaf manuscripts, Thai bound books, or similar documents by using the following format:

Creator’s Name.//(year of creation).//**Title.**//Owning Institution.//Type/
/////////Number of volumes or sheets.//Font.//Language.//Line.//Edition.//
/////////Year.//Number (Registration No.).

Phra Thammasiri. (M.P.P.). **Pali Khuddakasikkha.** National Library. 1 palm leaf
book bound. Thai letters. Pali language. Inscribed lines. Solid gold version.
No. 3968/1.

10. Bibliography from Ancient Documents, Manuscripts, or Similar Documents

Name of the inscription. //(type of inscription). //(year of inscription). /Type of
 ///////////recording line. //Owning institution. //Number and other details.

Nakhon Chum Inscription. (Stone Inscription). (1900). Inscription lines. National Library. CSC number SN1-SN10.

11. Bibliography from Interviews

Interviewee's surname, //First name initial. //Middle name initial (If any), in an
 ///////////interview with Interviewer's surname, //First name initial. //Middle name
 ///////////initial (If any), //at. palce of the interview. //on //Month date, year of the
 ///////////interview.

Thongarajah, E., in an interview with Sreshthaputra, W., at Bangkok Post Student Weekly. on July 13, 1998.

12. Bibliography from Radio or Television Programs

Speaker' surname, //First name initial. //Middle name initial (If any). // "Title of
 ///////////Episode". // **Title of the Program.** //location of broadcasting. /Date/
 ///////////Month/Year. // broadcast time.

Wattanajang, S. & Preedamanoch, K. "Love Song Stories through the Experiences of a Mischievous Age (Fruity Band)". **Nakpajonpleng.** Radio and television station, Thai PBS channel. 4 March 2023. 10:05 p.m. - 11:00 p.m.

13. Bibliography from Audiovisual Materials

13.1 Audiovisual media such as movies, scrolling images, still images, maps and videos.

Title./(type of material)/(year of production)/Place of Production/:/Producer.

Highway Map of Thailand, 1998 Edition. (Map). (1998). 10th ed. Bangkok :
Department of Highways Club, Department of Highways.

13.2 Sound Recording Tapes, Vinyl Records, and CDs

Lecturer's/Speaker's/Performer's surname,/(First name initial)/(Middle name
/////////initial (If any))/(year of production)/**Title of Material.**/(Type of
/////////Material)/Place of Production/:/Producer.

Bangkok Xylophone. (2004). **Bangkok Xylophone.** (C.D.). Bangkok : GMM
Grammy.

McIntyre, T. (1985). **Hat Sai Sailom Song Rao.** (Recording Tape). Bangkok : GMM
Grammy.

If there is no speaker, presenter, vocalist, or band, list the title of the
material in italic first, and followed by the year of production after the material type.

Golden Song Hit V.6. (C.D.). (1996). Bangkok : Rose Video.

14. Bibliography from Abstract

**14.1 Abstract of a thesis from a compiled abstract publication or
dissertation abstracts international (DAI).**

Author's surname,/(First name initial)/(Middle name initial (If any))/(year of
///////// publication)/ Thesis Title./Master's Thesis or Doctoral
/////////Dissertation/(field of study)/Institution./In **Dissertation**
/////////Abstracts International./page.

Jengjalern, P. (1988). Decentralizing Rural Development Planning : A Case Study of Rural Employment Generation Program in Northern Thailand. Doctoral Dissertation (Social Development), Syracuse University. In **Dissertation Abstracts International**. 807A.

14.2 Abstract of a thesis from a CD-ROM database

Author's surname, //First name initial. //Middle name initial (If any). // (year of
 //publication). // **Thesis Title** // (CD-ROM). // Master's Thesis or Doctoral
 //Dissertation, //Institution. //From/Name of CD-ROM Database, /Abstract
 //Number.

Phankasem, K. (1992). **Woman's Knowledge: Rethinking Gender Relation and Development in Rural Northeast Thailand** (CD-ROM). Doctoral Dissertation, University of Missouri-Columbia. From DAO, Abstract No. A23567.

15. Bibliography from Articles, Documentaries, or Opinions from Columns in Newspaper

Author's surname, //First name initial. //Middle name initial (If any). // (year, date/
 //month of publication). // "Title of Article or News Headline" // **Title of**
 //Newspaper. //volume(issue) : /page(s) of the article or news.

Smith, J. (2024, 4 March). "New Study Reveals Impact of Climate Change on Arctic Wildlife". **The New York Times**. 52(13) : A1-A3.

CHAPTER 5

FORMATTING OF THESES AND INDEPENDENT STUDIES

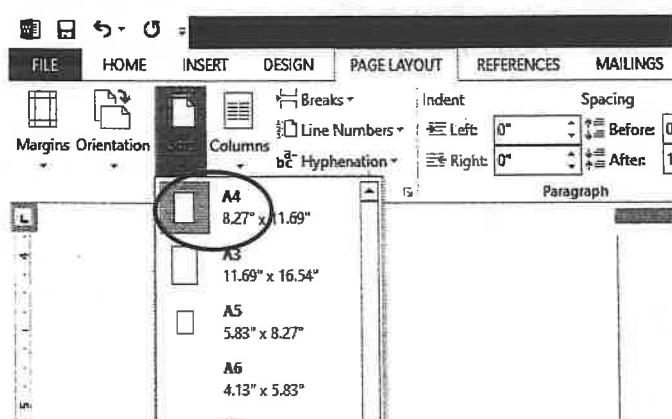
The content of theses and independent studies must be prepared using a computer system. Proper data storage and management must be ensured. Graduate students are required to have knowledge and understanding of thesis and independent study formatting in advance to ensure accuracy in accordance with the prescribed formatting guidelines as follows:

Formatting of the English Version of Theses and Independent Studies

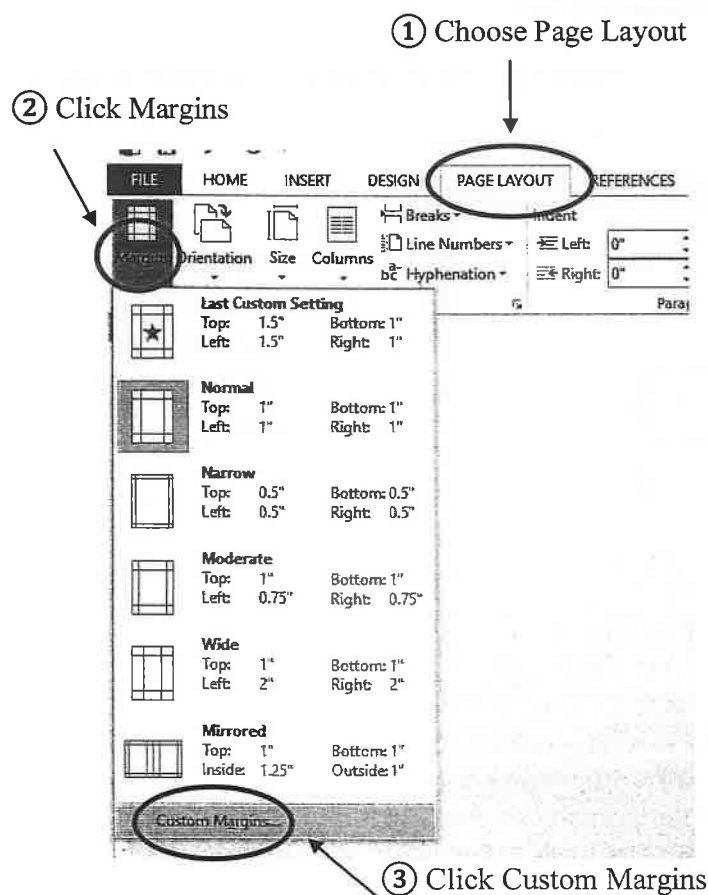
1. The content of theses and independent studies must be typed using a computer, with the Times New Roman font, size 12 pt, throughout the entire document, and printed using a laser printer. Line spacing must be double-spaced.
2. Font sizes shall be used in four levels as follows:
 - 2.1 Size 16 pt, **bold**, for section headings centered on the page, such as ABSTRACT, TABLE OF CONTENTS, ACKNOWLEDGEMENTS, BIBLIOGRAPHY, APPENDICES, and others as appropriate.
 - 2.2 Size 14 pt, **bold**, for left-aligned main headings.
 - 2.3 Size 13 pt, **bold**, for subheadings.
 - 2.4 Size 12 pt, **bold**, for minor headings or emphasized text as appropriate.
 - 2.5 Size 12 pt, for the main body text.

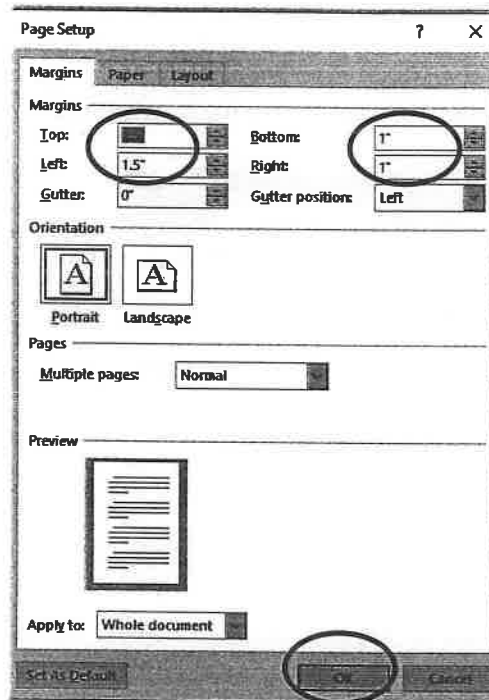
Setting up Pages

1. Set the page as A4 size by following the step as shown in the pictures:



2. Set margins by following the steps as shown in the pictures:

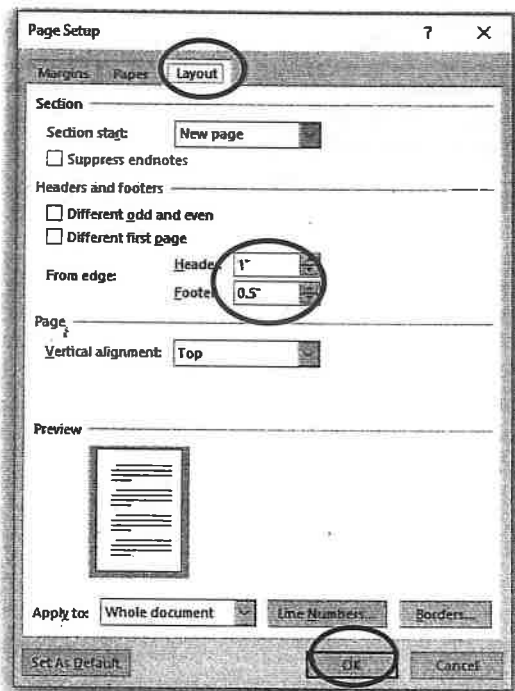




Set the margins from the edge as follows:

1. Top margin at 3.8 cm. or 1.5 inches
2. Left margin at 3.8 cm. or 1.5 inches
3. Bottom margin at 2.5 cm. or 1 inch
4. Right margin at 2.5 cm. or 1 inch
5. No need to set the right margin
6. Click OK

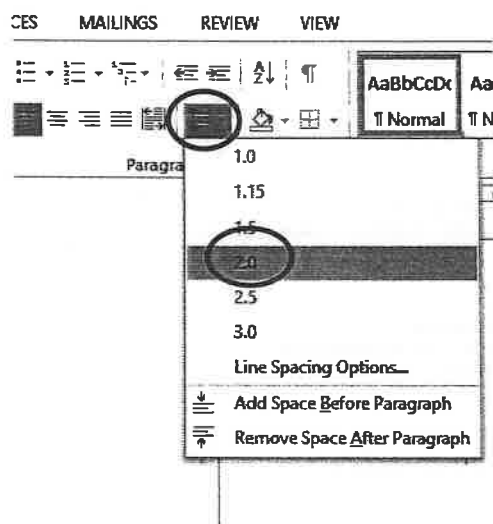
3. Set margins of page number by following the steps as shown in the picture:



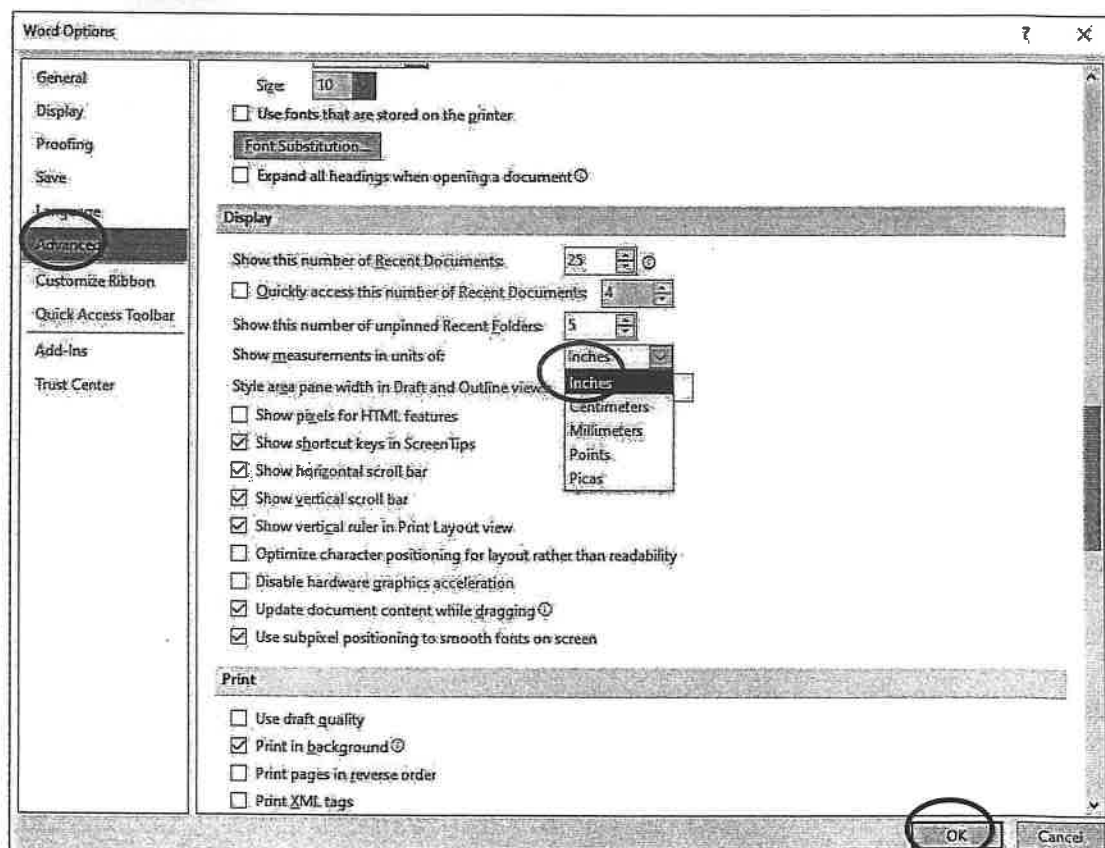
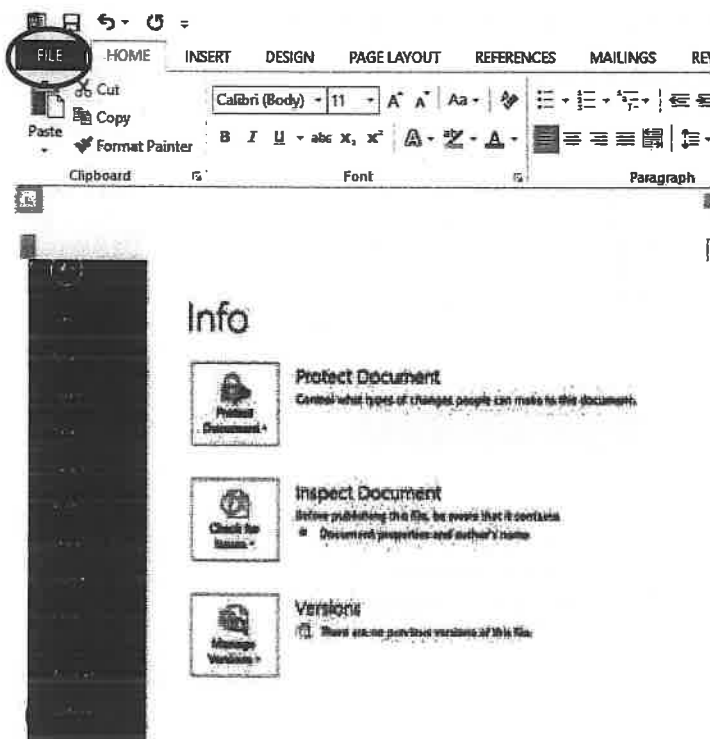
1. Choose layout
2. From edge:
 - Header 1 inch
 - Footer 0.5 inch
3. Click OK

4. Line Spacing

For the dissertations, theses and the independent studies, the line spacing should be set as a double line space. Follow the steps as shown in the pictures:



Changing the Unit of Measurement from Centimeters to Inches

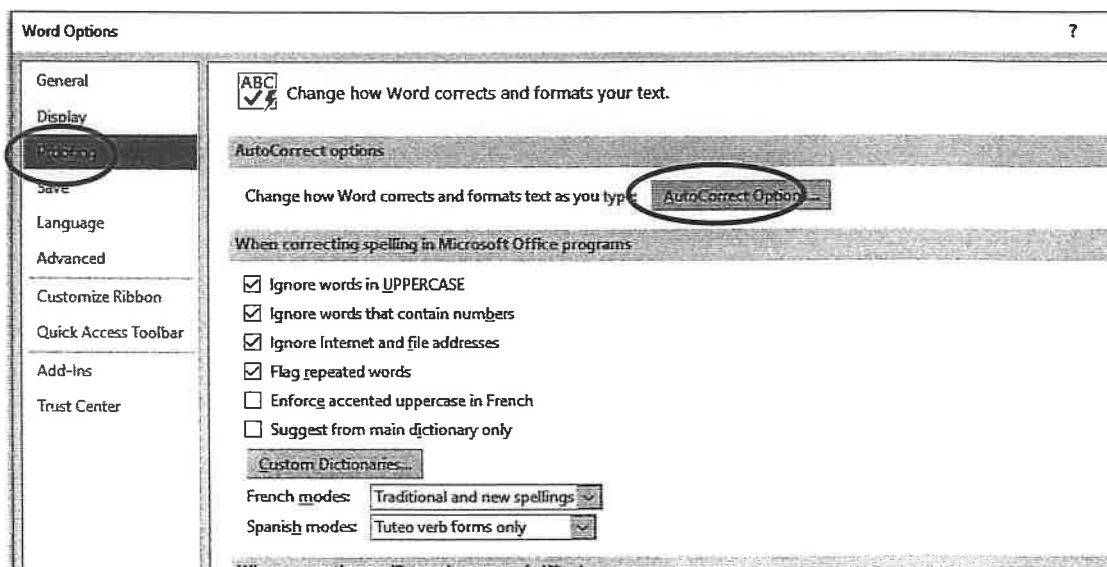
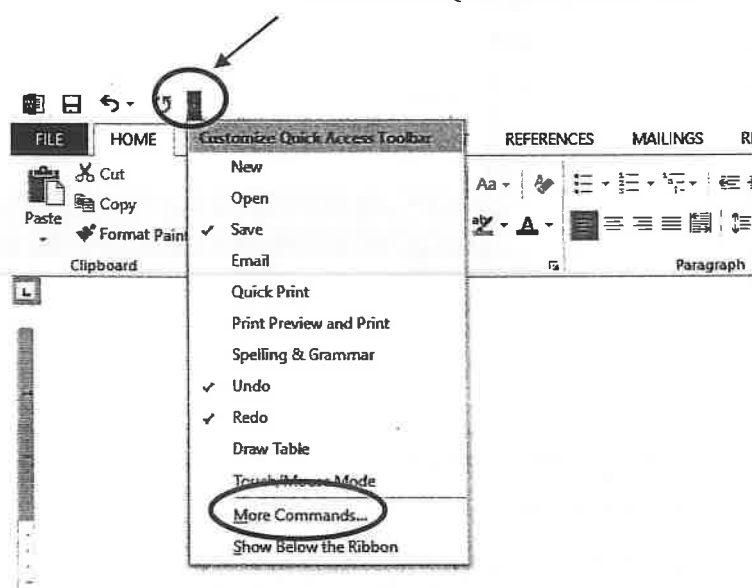


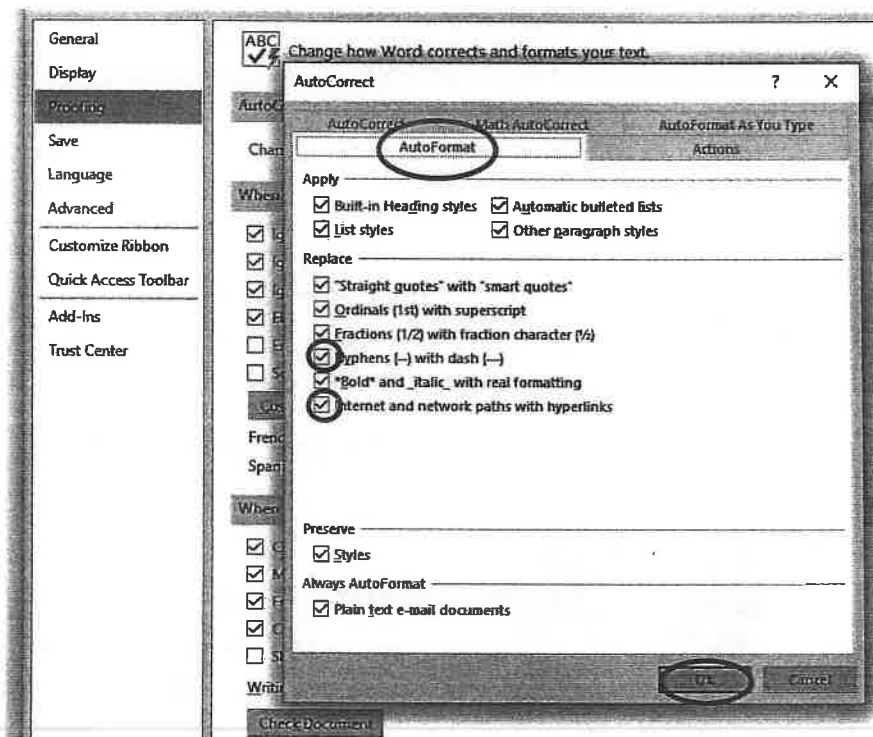
Automatic Formatting Methods

The typing problems of the dissertations, theses and independent studies which often occur are:

1. Hyphen typing
2. Automatic number lists
3. Internet and network paths with hyperlinks. It solves the problem of connecting the websites in the text or bibliography. The website will have an underline and the text are blue.

Customize Quick Access Toolbar





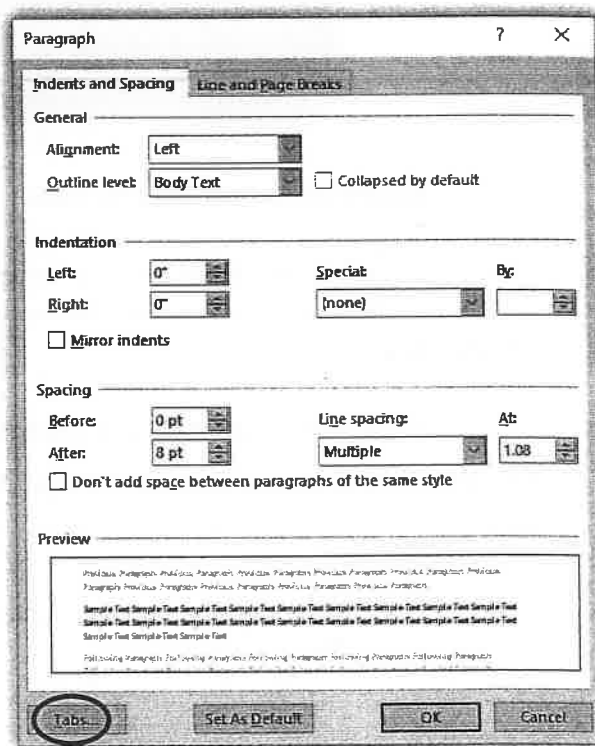
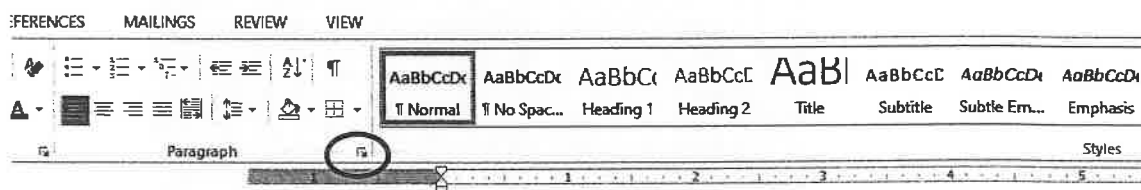
Setting Auto Correct Options

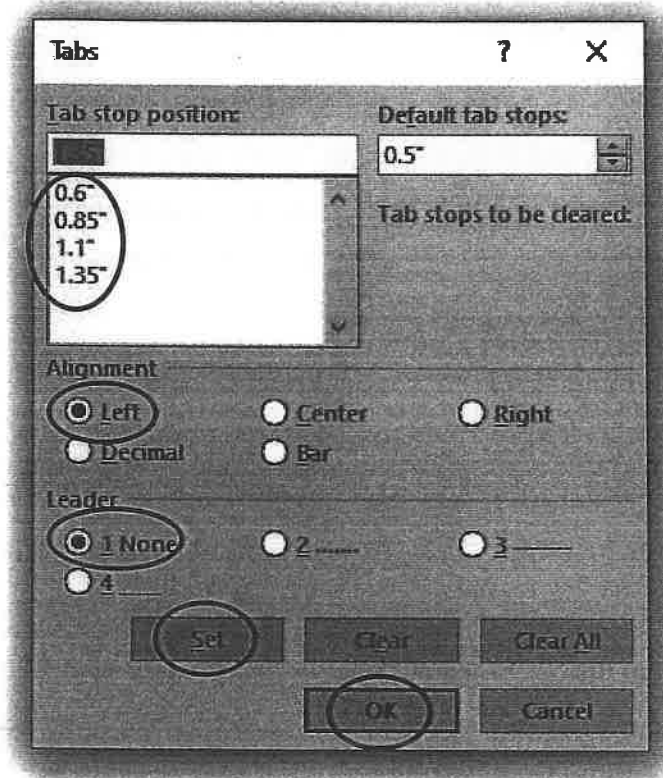
1. Click AutoFormat
2. Click the box to remove the check icon (✓)
 - ☐ Hyphens (--) with dash (-)
 - ☐ Internet and network paths with hyperlinks
 - ☐ Automatic numbered lists
3. Click OK

Paragraph Indentation

Indent 7-letter spaces or set the paragraph mark at 0.6 inches and type at the 8-letter space. Every next indentation leaves 3-letter spaces or 0.25 inches. Setting paragraph marks at 0.60 inches, 0.85 inches, 1.10 inches and 1.35 inches sequentially (It can be adjusted as appropriate, but it should be based on the rules and regulations).

Example for setting the tabs





Example of the dissertations, theses, and independent studies typing:

Indent 7-letter spaces or set the paragraph mark at 0.6 inches

Typewritten

The font should be in a black color and should be the same style throughout the work. Font sizes and styles of the dissertations, theses and independent studies are:

English Version Use Times New Roman 12 points, double-space.

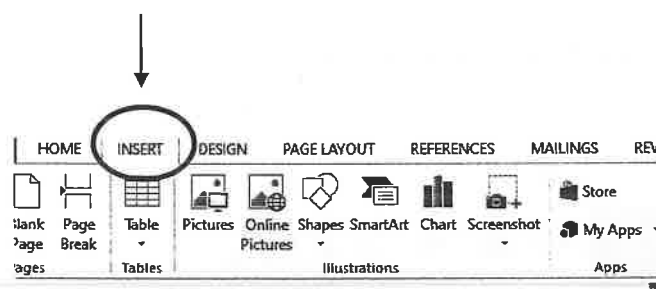
The next indentation leaves 3-letter spaces or set the tab at 1.1 inches

Page Numbering for Introduction and Main Content

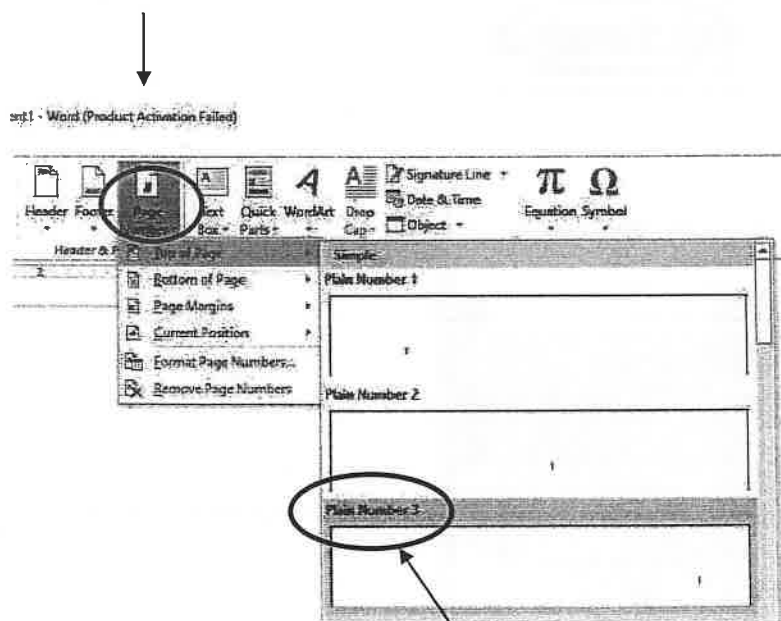
1. Page numbers must be set at the upper right corner of the page. Use the same font style as the content within the work by leaving a margin of 1 inch or 2.5 centimeters from the top right edge of the paper. Start counting page 1 from the first page of Chapter 1 onwards.

- Use normal Times New Roman font size 12 point

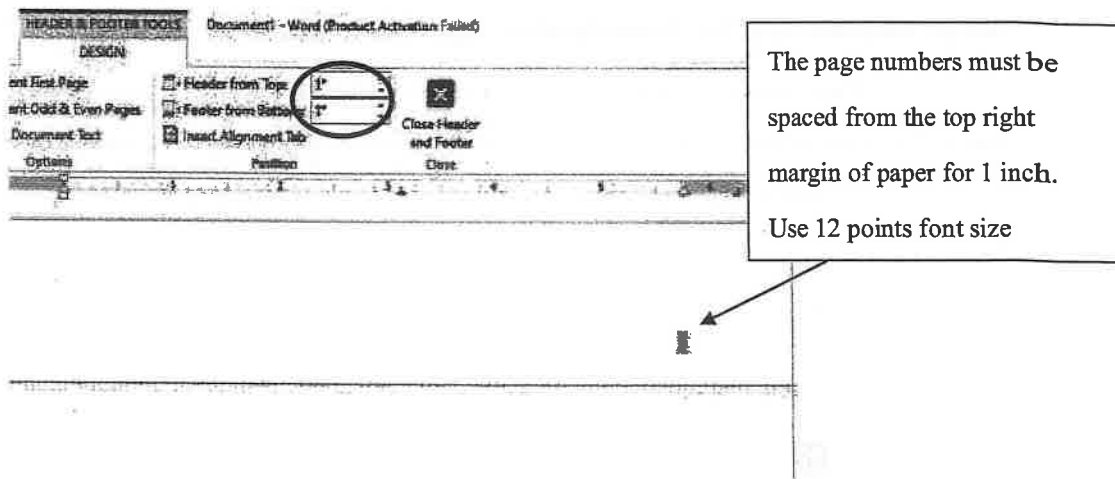
① Choose INSERT



② Choose Page Number, and Top of Page

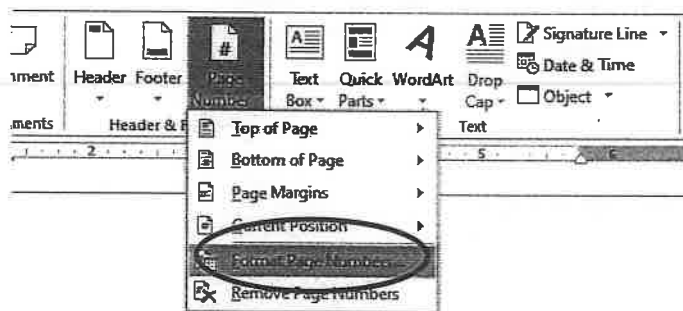


③ Choose Plain Number 3

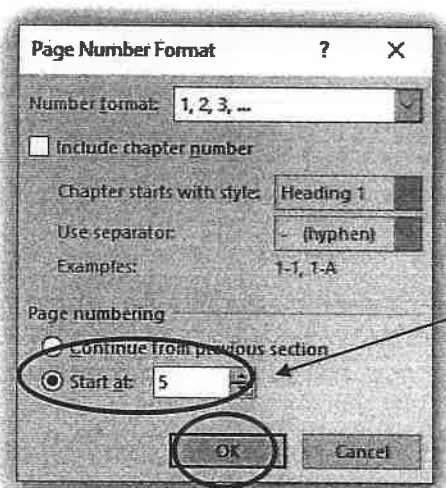


2. Setting the page number manually

Document1 - Word (Product Activation Failed)



1



The page number can be set here.

Setting the Tab for Table of Contents, List of Tables, and List of Figures

For correct formatting of the table of contents, list of tables, and list of figures for dissertation, thesis, and independent study, the tab must be set as follows:

Tab	0.2 inch	0.6 inch	5.35 inches	5.75 inches
Alignment	Left	Left	Left	Right
Leader	1 None	1 None	2	1 None

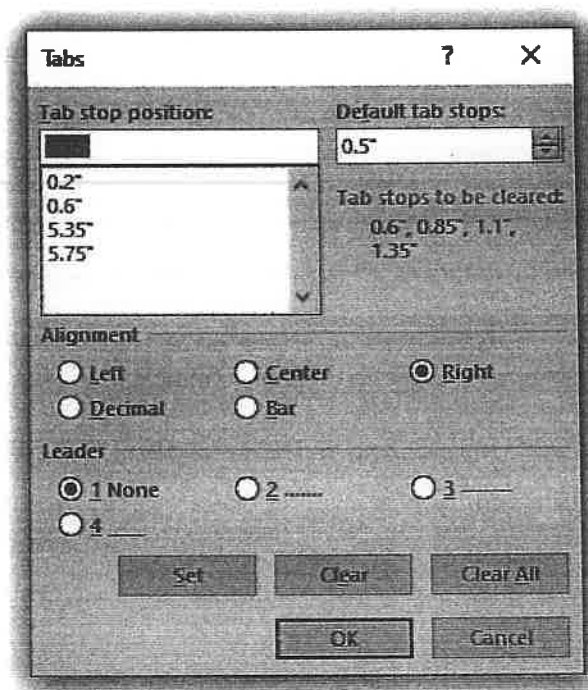


TABLE OF CONTENTS

	Page
APPROVEMENT PAGE	I
ABSTRACT IN ENGLISH	II
ABSTRACT IN THAI	III
ACKNOWLEDGMENTS	IV
TABLE OF CONTENTS	V
LIST OF FIGURES	VI
LIST OF TABLES	VII
CHAPTER	
1 INTRODUCTION	1
Background of the Study	1
Research Objectives.....	4
Research Questions.....	4

0.2 inch 0.6 inch

5.35 inches 5.75 inches

Tab	0.2 inch	0.6 inch	5.35 inches	5.75 inches
Alignment	Left	Left	Left	Right
Leader	1 None	1 None	2	1 None

LIST OF TABLES

Table	Page
3.1 Teachers' In-depth Interview Questions	42
3.2 Students' Questionnaire Data	44
3.3 Teachers' Questionnaire Data	47

↓ ↓

0.2 inch 0.6 inch

↓ ↓

5.35 inches 5.75 inches

Tab	0.2 inch	0.6 inch	5.35 inches	5.75 inches
Alignment	Left	Left	Left	Right
Leader	1 None	1 None	2	1 None

Using Punctuation Marks in Theses, and Independent Studies

The typing spacing after punctuation marks must be based on the following principles:

1. Punctuation should be used where needed to separate topics more clearly. In this regard, the rules for using punctuation marks and other symbols as specified by the Royal Institute must be adhered to.

2. The use of punctuation marks in English or other languages must be based on the grammar rules of that language.

3. Type the equal sign (=) with 1 space before and after the sign.

4. Colons (:) must be typed with 1 space after the last letter.

5. Period (.) must be typed close to the text and leave 2 spaces after the last letter, if text is typed after the period (.)

6. Hyphens (-) must be typed without a space and using short dashes.

For example, range numbers must use both the first and last numbers.

6.1 Page number format, such as page numbers 1-9

6.2 Year format, such as 2012-2018

7. Commas (,) must be typed with 1 space after the last letter.

8. The forward slash (/) should be typed with 1 space after the last letter.

9. Numbers from one to nine should be written out in words, while numbers 10 and above should be expressed in numerals. For example:

There are three courses offered this semester.

The study involved 12 participants.

11. Left-aligned typing spacing, usually using 2 strokes (or 1-letter spacing) after each descriptive text. Sometimes, the text can be spaced once for appropriateness or cutting words. However, it should not be more than 3 taps because it will make the text too spaced out.

For example, the meaning of the word/education/means/the growth of/// knowledge.

12. When using numbers, be careful that the size of the numbers is not the same due to the use of Thai and English fonts.

Mathematical or Statistical Symbols and Abbreviations

When referring to symbols or abbreviations in mathematics and statistics, type them according to the following format:

ANCOVA	Analysis of Covariance
ANOVA	Analysis of Variance
df	Degree of Freedom
f	Frequency
F	F-test
K-R 20	Kuder – Richardson Formula
$\bar{X}$	Mean
Mdn	Median
mode	Mode
M.S.	Mean Square
M.S.E.	Mean Square Error
N	Total Number of the Sample
p-value	Statistically Significance Value
r	Pearson's Correlation Coefficient
S.D.	Standard Deviation
S.S.	Some of Squares
t	t-test
T	Wilcoxon's T-test
z	Standard Score
α	Cronbach's Alpha or Level of Significance
χ^2	Chi-Square

Mathematical Formulas

For mathematical formulas, start a new line with 1-line space both above the formula and below the formula or equation. The examples are as follows:

1. Statistics Used to Verify the Quality of the Questionnaire

1.1 Discrimination index is analyzed using the following formula (Phuseeorn. 2019 : 74):

$$t = \frac{\bar{X}_H - \bar{X}_L}{\sqrt{\frac{S_H^2}{n_H} + \frac{S_L^2}{n_L}}}$$

t	represents	t-test for Independent Samples
$\bar{X}_H$	represents	High mean score
$\bar{X}_L$	represents	Low mean score
S_H^2	represents	High variance
S_L^2	represents	Low variance
n_H	represents	Number of respondents in the high mean score group
n_L	represents	Number of respondents in the low mean score group

1.2 Reliability of the entire questionnaire is analyzed using Alpha Coefficient according to Cronbach's method with the following formula (Suwannarak. 2012 : 261):

$$\alpha = \frac{K}{K-1} \left\{ 1 - \frac{\sum s_i^2}{S_t^2} \right\}$$

α	represents	Alpha Coefficient
K	represents	Number of questionnaire items
$\sum s_i^2$	represents	The sum of the individual variances
S_t^2	represents	Variance of the entire questionnaire

2. Basic Statistics

2.1 Percentage is analyzed using the following formula (Srisa-ard. 2011 : 101):

$$P = \frac{f}{N} \times 100$$

P	represents	Percentage
f	represents	Frequency to be calculated
N	represents	Total number

2.2 Mean is analyzed using the following formula (Suwannarak. 2012 : 304):

$$\bar{X} = \frac{\sum X}{N}$$

$\bar{X}$	represents	Mean
$\sum X$	represents	Sum of all scores
N	represents	Total number

2.3 Standard Deviation is analyzed using the following formula (Srisa-ard. 2011 : 124):

$$S.D. = \sqrt{\frac{N \sum X^2 - (\sum X)^2}{N(N-1)}}$$

S.D.	represents	Standard Deviation
X	represents	each score
N	represents	Number of score in group
$\sum$	represents	Sum

3. Statistics Used to Test Hypotheses

3.1 Testing the means difference of two independent samples is conducted using t - test (Independent Sample Test). The statistical value is set at the significance level of .05 with the following formula (Suwannarak. 2012 : 322):

$$t = \frac{\bar{X}_1 - \bar{X}_2}{\sqrt{\frac{s_1^2}{n_1} + \frac{s_2^2}{n_2}}}$$

t	represents	t-distribution
$\bar{X}_1$	represents	Mean of group 1
$\bar{X}_2$	represents	Mean of group 2
s_1^2	represents	Variance of group 1
s_2^2	represents	Variance of group 2
n_1	represents	Number of sample in group 1
n_2	represents	Number of sample in group 2

3.2 Comparing the means differences of more than two sample groups is conducted using one-way variance (One-way ANOVA), the formula is as follows (Suwannarak. 2012.: 328):

$$F = \frac{MS_b}{MS_w}$$

F	represents	F-distribution
MS_b	represents	Variance between groups
MS_w	represents	Variance within group

If the differences in the means of each aspect is found to be statistically significant at the .05 level, the formula for comparing the differences by pairs according to Scheffé's method is used (Wongratana. 2017 : 65).

$$Cv_d = \sqrt{(K-1)(F^*)(MS_{within})(\frac{1}{n_1} + \frac{1}{n_2})}$$

Cv_d	represents	The value used is the criterion for judging the difference between the means of each pair.
K	represents	Number of sample groups
F^*	represents	F value from the table (Critical Value)
MS_{within}	represents	Mean Square within groups
n_1, n_2	represents	Number of samples in each group

Chapter Division, Headings, and Headings Sequences

1. To divide chapters, a new chapter must always be started on a new page. Leave a distance of 1.5 inches from the edge of the paper. Type the word "CHAPTER..." and then type the chapter name on the next line and align it in the middle of the page.

2. Topics in the chapter should be typed along the left edge of the paper. In the case of sub-topics, type them spaced out from the topic and arrange them accordingly.

3. Topic sorting in each chapter can be organized in two ways:

3.1 Use indentation levels

3.1.1 Main topic must be aligned to the left, without a number.

3.1.2 Sub-headings must be spaced at 7-letter intervals and type at the 8th letter interval or set the tab at 0.6 inches or 1.75 centimeters. Sub-headings can be used in bold type to emphasize the text and to reduce the division of topics with more than 4 characters.

3.1.3 Sub-topics must be spaced 3 characters from the sub-heading continuously or use tabs of 0.25 inches at a time. If there are no further subtopics, type the content on the same line as the sub-topic.

3.1.4 When dividing a topic into more than 3 levels, use numbers to mark the topic by adding numbers and decimal points in that order only. When beginning a new paragraph with a sub-topic, it must be typed in align with the first letter under that topic.

3.2 The numbers should not be used more than 4 digits (4 decimals).

Note. The format should be applied consistently throughout the entire document to ensure standardization.

Example of chapter, main headings, sub-headings, and sub-topics

CHAPTER 1

INTRODUCTION

} Centered 16 pt bold
uppercase

← 1 line spacing

Background of the Study (Main Heading) (14 pt bold, flush left)

.....

.....

.....

.....

.....

.....

.....

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↓ ← 1-line spacing

Research Objectives (Main Heading) (14 pt bold, flush left)

1.
2.

↑
↓ ← 1-line spacing

Research Questions (Main Heading) (14 pt bold, flush left)

1.
2.

Significance of the Study (Main Heading) (14 pt bold, flush left)

1.

.....

2.

.....



← 1-line spacing

Scope of the Study (Main Heading) (14 pt bold, flush left)

1.

.....

2.

.....



← 1-line spacing

Definition of Key Terms (Main Heading) (14 pt bold, flush left)

1. XXXXXXXX refers to

.....

2. XXXXXXXX refers to

.....

etc.

[illegible]

คู่มือการเขียนวิทยานิพนธ์ และการค้นคว้าอิสระ Manual of Thesis and Independent Study Writing

CHAPTER 2

LITERATURE REVIEW

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uppercase

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This chapter provides the review of related literature and theoretical framework which includes the following topics:

1. Main Heading 1

1.1 Sub-heading

1.2 Sub-heading

2. Main Heading 2

2.1 Sub-heading

2.2 Sub-heading

3. Main Heading 3

3.1 Sub-heading

3.2 Sub-heading

4. Related Research

4.1 Domestic Research

4.2 International Research

↕ ← 1-line spacing

Main Heading 1 (14 pt bold, flush left)

Sub-heading 1.1 (13 pt bold)

Sub-topic 1.1.1 (12 pt bold)

.....

.....

Sub-topic 1.1.2 (12 pt bold)

.....

.....

↕ ← 1-line spacing

Main Heading 2 (14 pt bold, flush left)

.....

.....

Sub-heading 2.1 (13 pt bold)

.....

.....

Sub-topic 2.1.1 (12 pt bold)

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Sub-topic 2.1.2 (12 pt bold)

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↕ ← 1-line spacing

Main Heading 3 (14 pt bold, flush left)

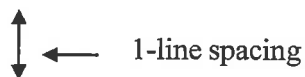
.....

.....

Sub-heading 3.1 (13 pt bold)

Sub-topic 3.1.1 (12 pt bold)

Sub-topic 3.1.2 (12 pt bold)



Related Research (14 pt bold, flush left)

Domestic Research (14pt, bold)

International Research (14 pt, bold)

CHAPTER 3

METHODOLOGY

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uppercase

↕ ← 1-line spacing

This chapter presents the details of research methodology which consist of the following topics:

1. Population and Samples
2. Research Instruments
3. Data Collection
4. Data Analysis
5. Statistical Methods

↕ ← 1-line spacing

Population and Samples (14 pt bold, flush left)

Population (13 pt bold)

.....

.....

Samples (13 pt bold)

.....

.....

↕ ← 1-line spacing

Research Instruments (14 pt bold, flush left)

.....

.....

Steps in Developing Research Instruments (13 pt bold)

↑ ↓
← 1-line spacing

Data Collection (14 pt bold, flush left)

↑ ↓
← 1-line spacing

Data Analysis (14 pt bold, flush left)

↑ ↓
← 1-line spacing

Statistical Methods (14 pt bold, flush left)

CHAPTER 4

RESULTS

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uppercase



← 1-line spacing

The results of this study were as follows:

1. Symbols Used in Data Analysis
2. Data Analysis
3. Results of Data Analysis



← 1-line spacing

Symbols Used in Data Analysis (14 pt bold, flush left)

In presenting and interpreting the results of data analysis, the researcher has defined the symbols as follows:

$\bar{X}$	represents	mean
N	represents	number of respondents in the sample group
S.D.	represents	standard deviation
t	represents	the statistic used in t-distribution
F	represents	the statistic used in F-distribution
*	represents	statistical significance at the .05 level
**	represents	statistical significance at the .01 level



← 1-line spacing

Data Analysis (14 pt bold, flush left)

.....

.....

.....

Results of Data Analysis (14 pt bold, flush left)

CHAPTER 5

} Centered 16 pt bold
uppercase

CONCLUSION, DISCUSSION AND RECOMMENDATIONS

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This chapter presents conclusion of the study, discussion of the findings, and recommendations for further studies under the following topics:

1. Research Objectives
2. Research Questions
3. Methodology
4. Summary of the Findings
5. Discussion of the Findings
6. Recommendations
 - 6.1 Implications of the Findings
 - 6.2 Recommendations for Further Studies

↕ ← 1-line spacing

Research Objectives (14 pt bold, flush left)

.....

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↕ ← 1-line spacing

Research Questions (14 pt bold, flush left)

.....

.....

Methodology (14 pt bold, flush left)

← 1-line spacing

Summary of the Findings (14 pt bold, flush left)

← 1-line spacing

Discussion of the Findings (14 pt bold, flush left)

← 1-line spacing

Recommendations (14 pt bold, flush left)**1. Implications of the Findings** (13 pt bold)

1.1

1.2

2. Recommendations for Further Studies (13 pt bold)

2.1

2.2

Printing and Presenting Figures

Figures are used to support and explain the content, enabling readers to better understand the material. The formatting of figures is as follows:

1. Before presenting a figure, an introduction should be provided to help the reader understand its meaning. The figure should be placed within the relevant section of the research to ensure consistency with the content. Figures include diagrams, charts, graphs, photographs, drawings, etc. The caption should be placed below the figure, beginning with the word “Figure,” followed by the figure number using Arabic numerals, e.g., **Figure 2.1**, in bold font. Then, leave one normal line space and type the figure title or description in regular font, aligned to the left margin.

2. If the figure description is longer than one line, it may be divided into 1-2 lines as appropriate, with the first character of each subsequent line aligned with the first character of the figure title or description on the first line.

3. Leave one normal line space between the figure title and the figure itself. If the figure title exceeds one line, continue on the next line aligned with the first character of the title. For figures adapted from other sources, proper **citation of the source must be provided**.

↑
↓ ← 1-line spacing



↑
↓ ← 1-line spacing

Figure 4.1 Location of the Piphat Band of the P. Udomsin Group

Source : Dannguleum (2019)

The scouting process is a youth development process. The purpose is to train, provide education, and develop youth to be good citizens regardless of race or religion. This is in accordance with the objectives, principles, and methods that the World Scouts have set forth, as shown in Figure 2.1 (Bureau of Academic Affairs and Educational Standards. 2010 : 27-32).

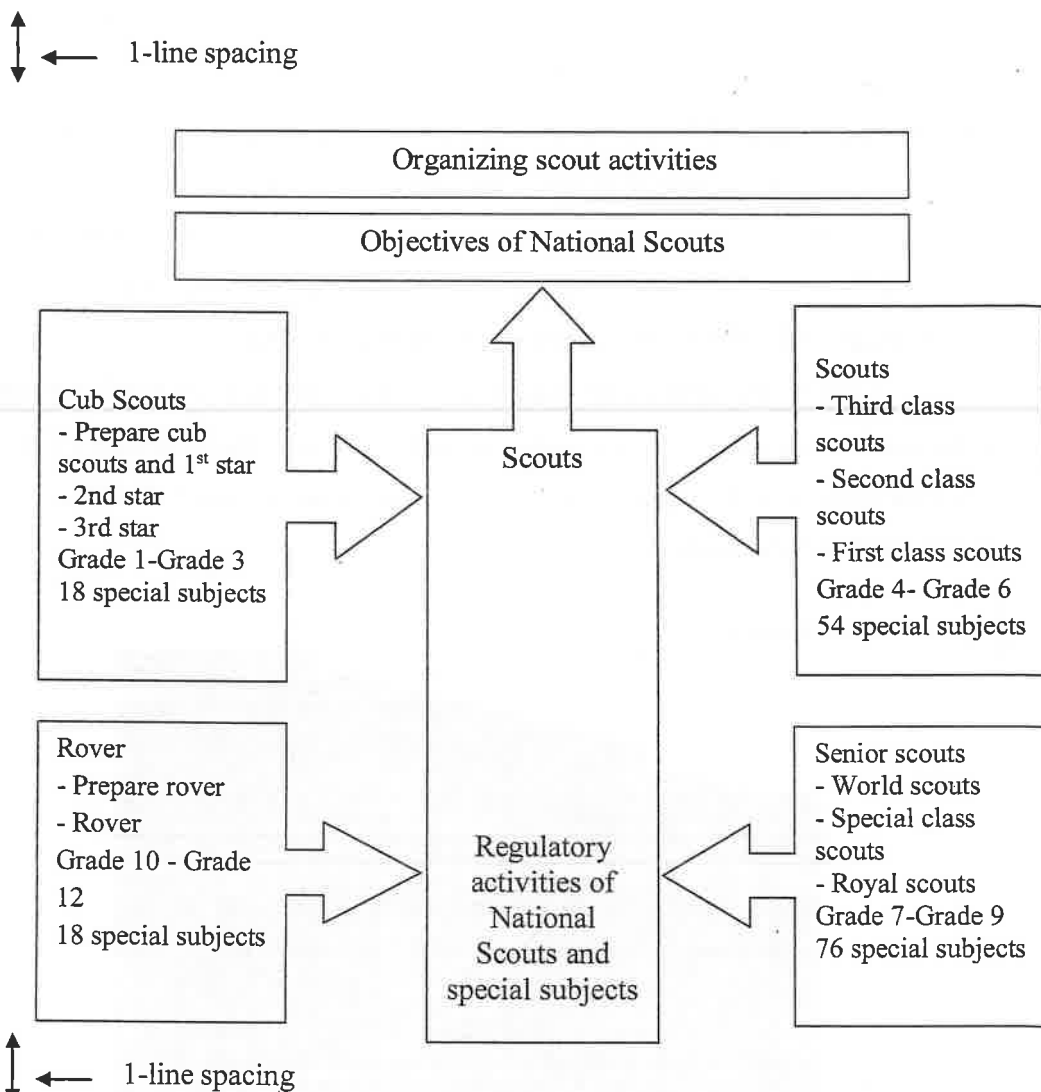


Figure 2.1 Organizing Scout Activities

Source : Office of Academic Studies and Educational Standards (2010 : 27)

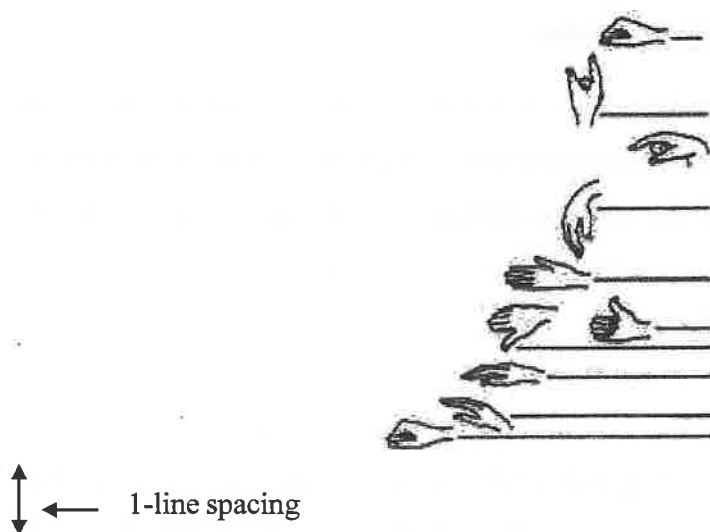


Figure 4.2 Hand Signals Representing the Volume of the Kodály's Voice

Source : Wannarun (2010 : 12)

Printing and Presenting Tables

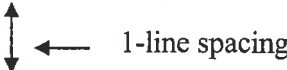
1. The size of the table should not exceed the page margins. If a table is too wide to fit on a single page, it should be printed in landscape orientation, with the table number followed by the word “(Continued)” in parentheses, e.g., **Table 4.1** (Continued). Only the word “**Table**” and the **table number** should be printed in bold, 12 point font, left-aligned.
2. The table number and title should be printed by placing the word “Table 4.1” aligned to the left margin, corresponding with the left edge of the table. The table number should be written using Arabic numerals, e.g., “**Table 4.1,**” in bold font. Then leave one character space and type the table title in regular font. If the table title is longer than one line, it should be divided into 1-2 lines as appropriate, with subsequent lines aligned with the first character of the title.
3. The table title should be placed above the top line of the table, which is a double line, beginning with the word “Table,” followed by the table number and title. Leave one normal line space between the table title and the table.
4. If a table continues onto the next page, do not draw a closing line at the end of the table on the previous page.
5. The top and bottom horizontal lines of the table must be double lines, spaced no more than 1 millimeter apart.
6. Column headings in English should have the first letter capitalized.
7. Table titles and column headings should not use abbreviations. If it is necessary to explain numbers, words, or content within the table, the explanation should be provided in the reference or note section.
8. Numerical data in vertical columns should be aligned by the rightmost digit. For decimal numbers, decimal points should be aligned. For ranges using hyphens (e.g., 12-16), the hyphens should also be aligned.
9. The spacing between data within the table should be arranged appropriately for clarity and visual appeal.

Example of Table

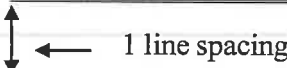
Table 4.1 Mean and Standard Deviation according to Teachers' Opinions on the Use of Information Technology for School Administration under Buriram Primary Educational Service Area Office 4 in Academic Administration Aspect Overall and Each Item

↕ ← 1-line spacing

Academic Administration	Opinion Level		Interpretation	Rank
	$\bar{X}$	S.D.		
1. Information technology is utilized to develop educational curricula that meet the needs of society.	4.22	0.65	High	9
2. Information technology is used to develop the learning process by focusing on learners.	4.35	0.65	High	1
3. Information technology is used to accurately measure, evaluate, and transfer academic results according to the regulations of the educational institution.	4.28	0.67	High	5
4. Information technology is used in the development of media, innovation, and educational technology.	4.34	0.61	High	2
5. Information technology is used to create a data storage system to support internal quality assurance.	4.33	0.62	High	3
6. Information technology is used to create a data storage system to support external quality assurance.	4.27	0.65	High	7
7. Information technology is used to create research to improve the quality of education.	4.10	0.68	High	10

Table 4.1 (Continued)


Academic Administration	Opinion Level		Interpretation	Rank
	$\bar{X}$	S.D.		
8. Information technology is used to search and prepare information to guide student education.	4.29	0.65	High	4
9. Information technology is used for educational supervision to develop appropriate learning processes.	4.22	0.70	High	8
10. Information technology is used for educational guidance related to the student care and support system.	4.28	0.65	High	6
Total	4.26	0.50	High	



1 line spacing

From Table 4.1, it was found that the mean and standard deviation according to teachers' opinions on the management of the use of information technology for school administration under Buriram Primary Educational Service Area Office 4 in academic administration aspect overall was at a high level ($\bar{x} = 4.26$, S.D. = 0.50). When considering each item, it was found that every item was also at a high level. The item with the highest mean value was Item 2: Information technology is used to develop the learning process by emphasizing the learner ($\bar{x} = 4.35$, S.D. = 0.65), followed by Item 4: Information technology is used to develop the learning process, develop media, innovation, and educational technology for teaching and learning ($\bar{x} = 4.34$, S.D. = 0.61). The item with the lowest mean value was item 7: Information technology is used to create research to develop the quality of education ($\bar{x} = 4.10$, S.D. = 0.68).

Table 4.2 Comparison of Teachers' Opinions on the Use of Information Technology

Classified by School Size, Overall and by Aspect

 1 line spacing

Conditions of Management of Boy Scout Activities in Educational Institutions	School Size						F
	Small		Medium		Large		
	$\bar{x}$	S.D.	$\bar{x}$	S.D.	$\bar{x}$	S.D.	
1. Academic Administration	4.09	0.41	4.33	0.50	4.23	0.56	6.71*
2. Budget Administration	4.14	0.47	4.30	0.54	4.17	0.50	3.03
3. Personnel Administration	4.21	0.51	4.35	0.52	4.27	0.58	1.94
4. General Administration	4.29	0.50	4.35	0.49	4.24	0.48	0.98
Total	4.18	0.43	4.39	0.48	4.23	0.50	3.04

*Statistically significant at the .05 level

 1-line spacing

From Table 4.2, it was found that the comparison of teachers' opinions on the use of information technology for school administration under the Buriram Primary Educational Service Area Office 4, classified by school size, showed no overall differences. When considered by aspect, it was found that academic administration differed at a statistically significant level of .05, while the other aspects showed no significant differences.

Since differences in mean scores were found, pairwise comparisons of the means were conducted using Scheffé's method (Scheffé), as presented in Table 4.2.

Table 4.3 Comparison of Opinions of School Administrators and Teachers Regarding the Management Conditions of Scouting Activities in Educational Institutions under Nakhon Ratchasima Primary Educational Service Area Office 7, Classified by the Size of Educational Institutions in the Field of Scout Directors

↕ ← 1-line spacing

Conditions of Management of Boy Scout Activities in Educational Institutions	School Size	$\bar{x}$	Small	Medium	Large
			3.39	3.92	4.17
Boy Scout Director	Small	3.39	-	0.53**	0.78**
	Medium	3.92	-	-	0.25*
	Large	4.17	-	-	-

*Statistically significant at the .05 level **Statistically significant at the .01 level

↕ ← 1-line spacing

From Table 4.3, it was found that, in scout director aspect, there were differences in three pairs: School administrators and teachers working in small educational institutions have different opinions from school administrators and teachers working in medium and large educational institutions at the statistically significant level of .01. The opinions of school administrators and teachers working in small educational institutions had a lower mean value than the opinions of school administrators and teachers working in medium and large educational institutions, and school administrators and teachers working in medium educational institutions had different opinions from school administrators and teachers working in large educational institutions at the statistically significant level of .05. The opinions of school administrators and teachers working in medium educational institutions had a

lower mean than the opinions of school administrators and teachers working in large educational institutions.

↕ ← 1-line spacing

Table 4.4 Comparison of Teachers' Opinions on the Use of Information

Technology for School Administration under the Buriram Primary

Educational Service Area Office 4, Classified by School Size in Terms of

Academic Administration, Pairwise Comparison

↕ ← 1-line spacing

School Size	$\bar{X}$	Small	Medium	Large
		4.09	4.33	4.23
Small	4.09	-	0.24*	0.14
Medium	4.33	-	-	0.10
Large	4.23	-	-	-

*Statistically significant at the .05 level

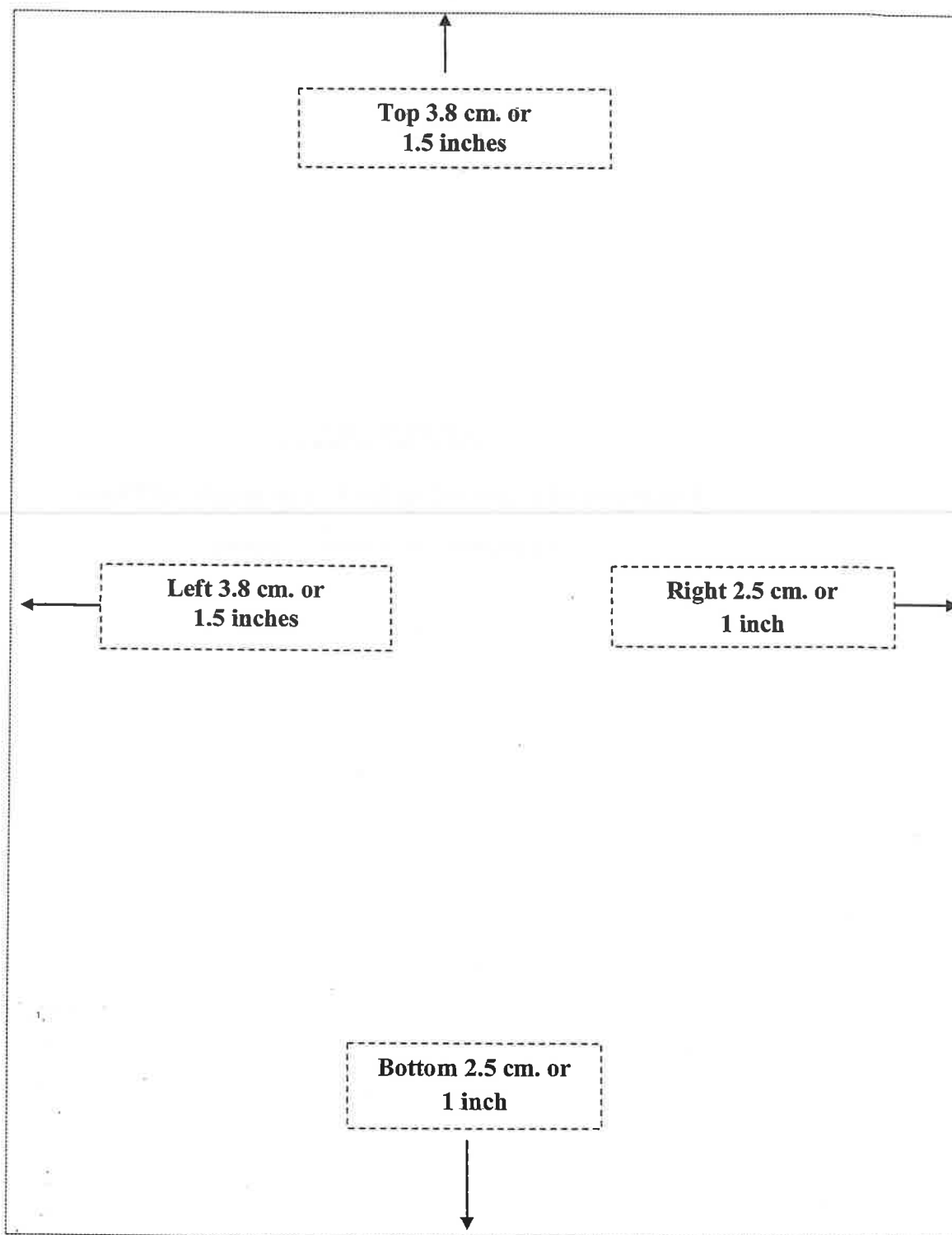
↕ ← 1-line spacing

From Table 4.4, when testing pairwise differences in academic administration, it was found that, in comparing teachers' opinions on the use of information technology for school administration under the Buriram Primary Educational Service Area Office 4, classified by school size, small-sized schools and medium-sized schools differed at a statistically significant level of .05. Other pairs showed no significant differences. The mean score of teachers from medium-sized schools was higher than that of other school sizes.

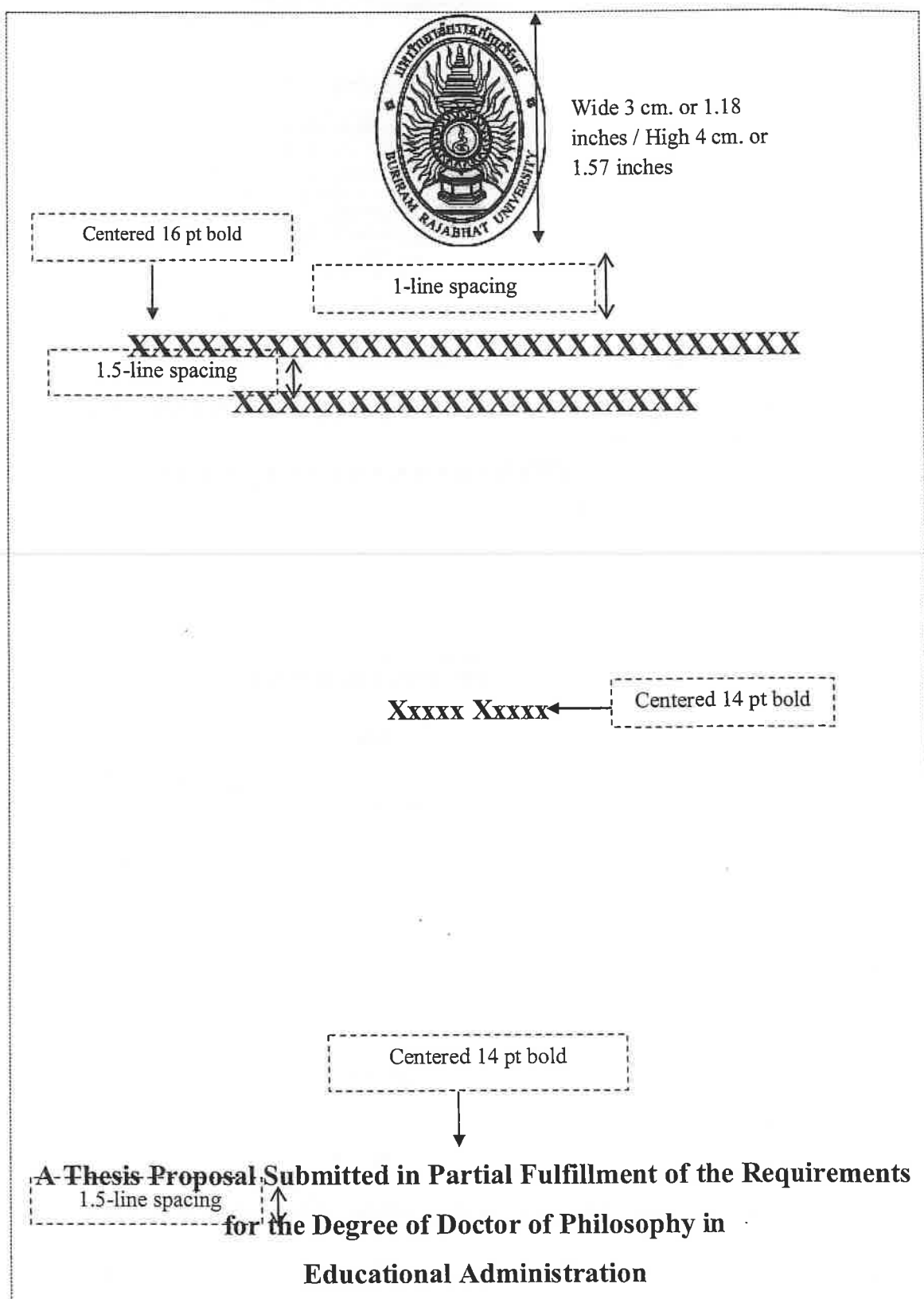
APPENDICES

APPENDIX A

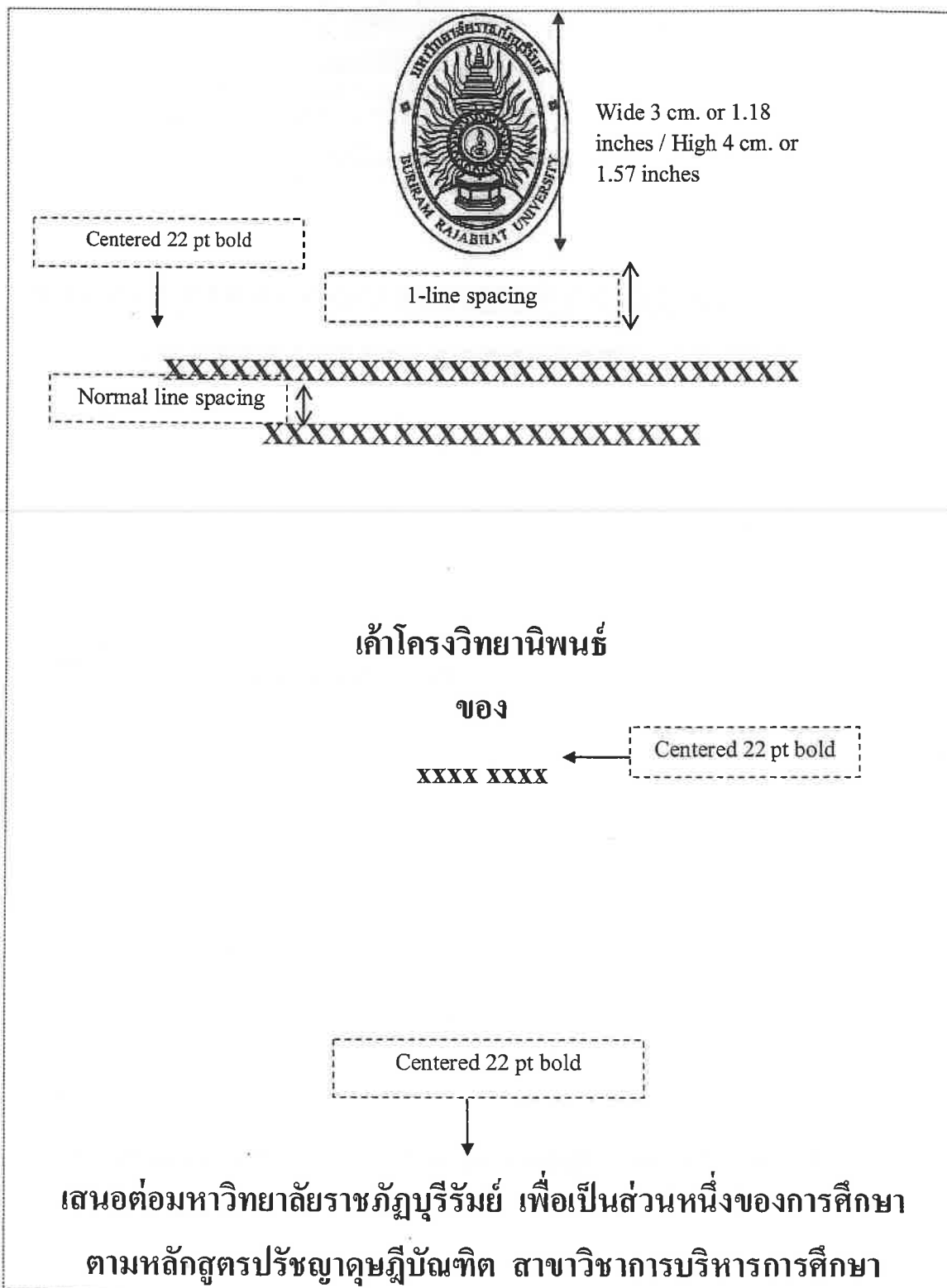
Examples of Formatting for Components of Thesis / Independent Study Proposal

Example of Margin Settings for Printing a Thesis / Independent Study

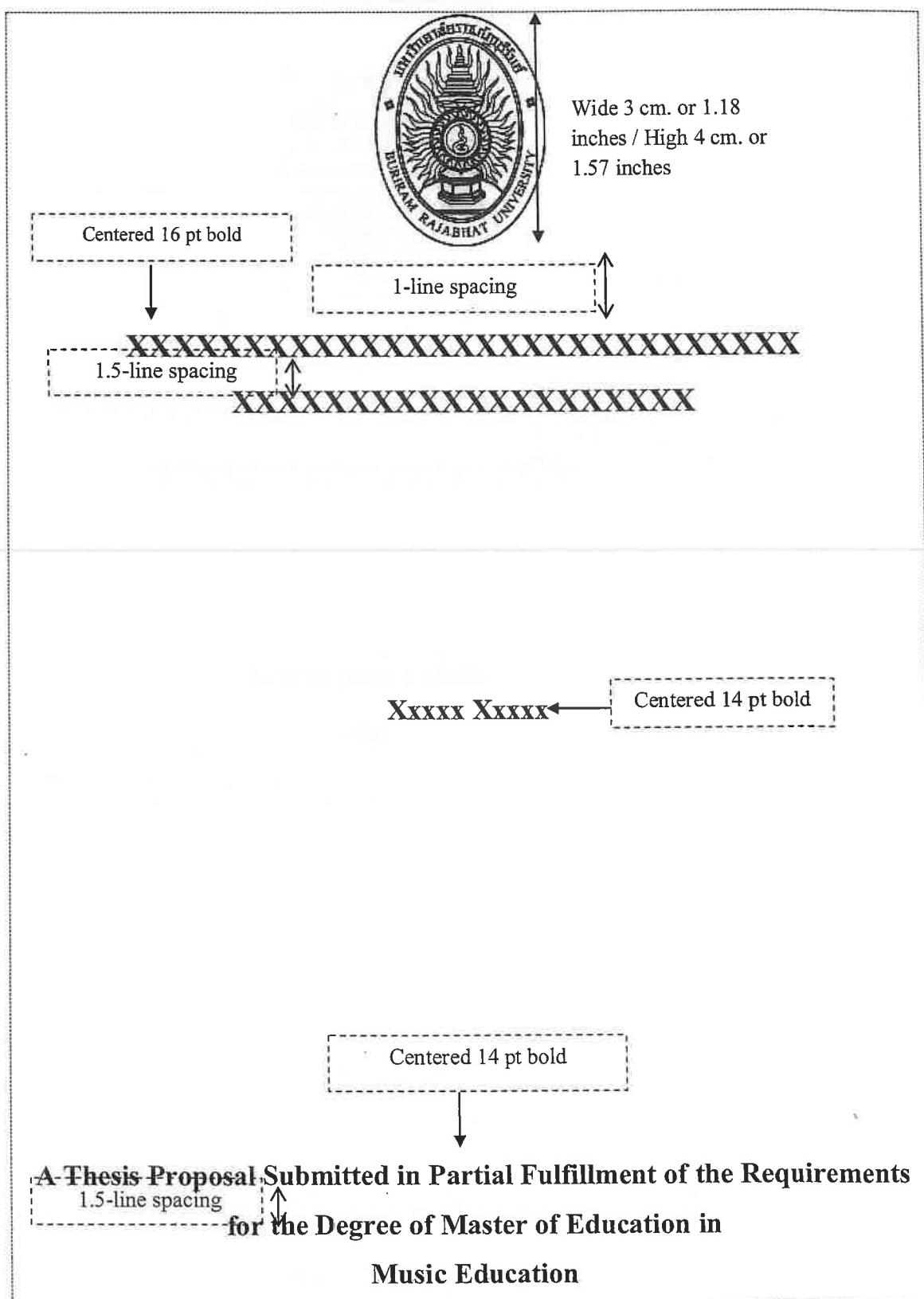
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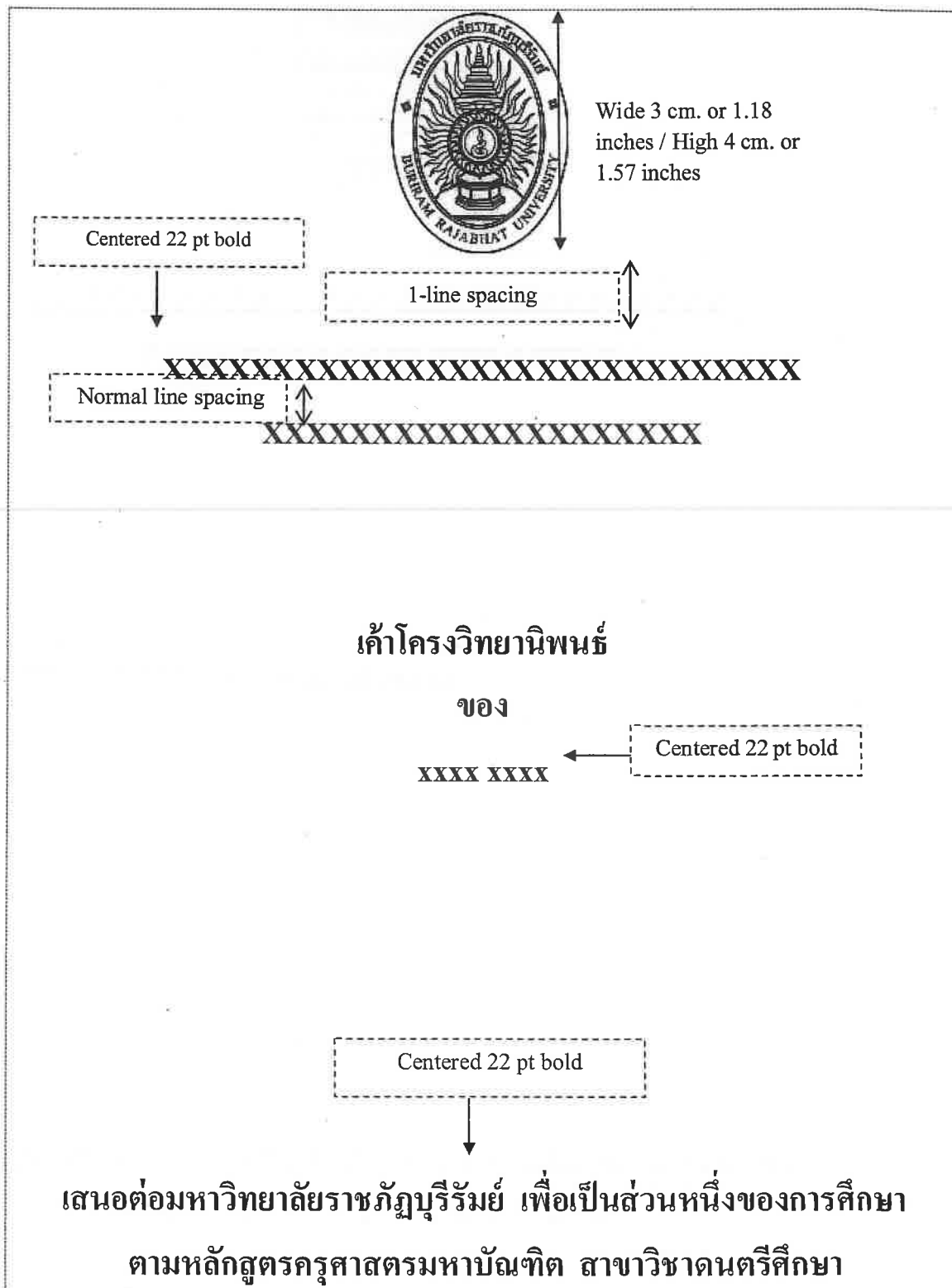
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Example of Thesis Proposal Cover Page (Master's Degree)



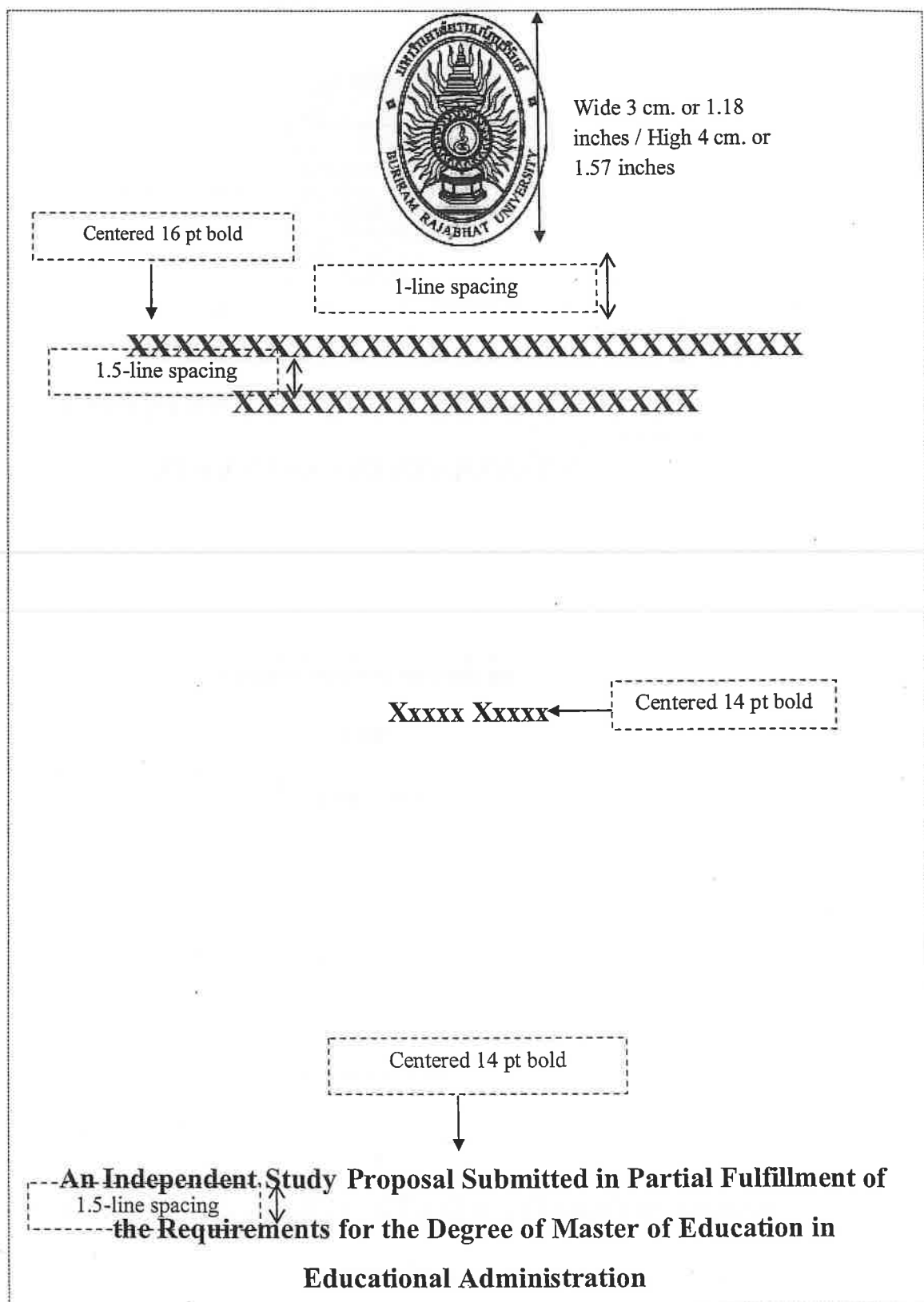
Example of Thesis Proposal Cover Page (Master's Degree) (Thai Version)
Use Angsana New Font



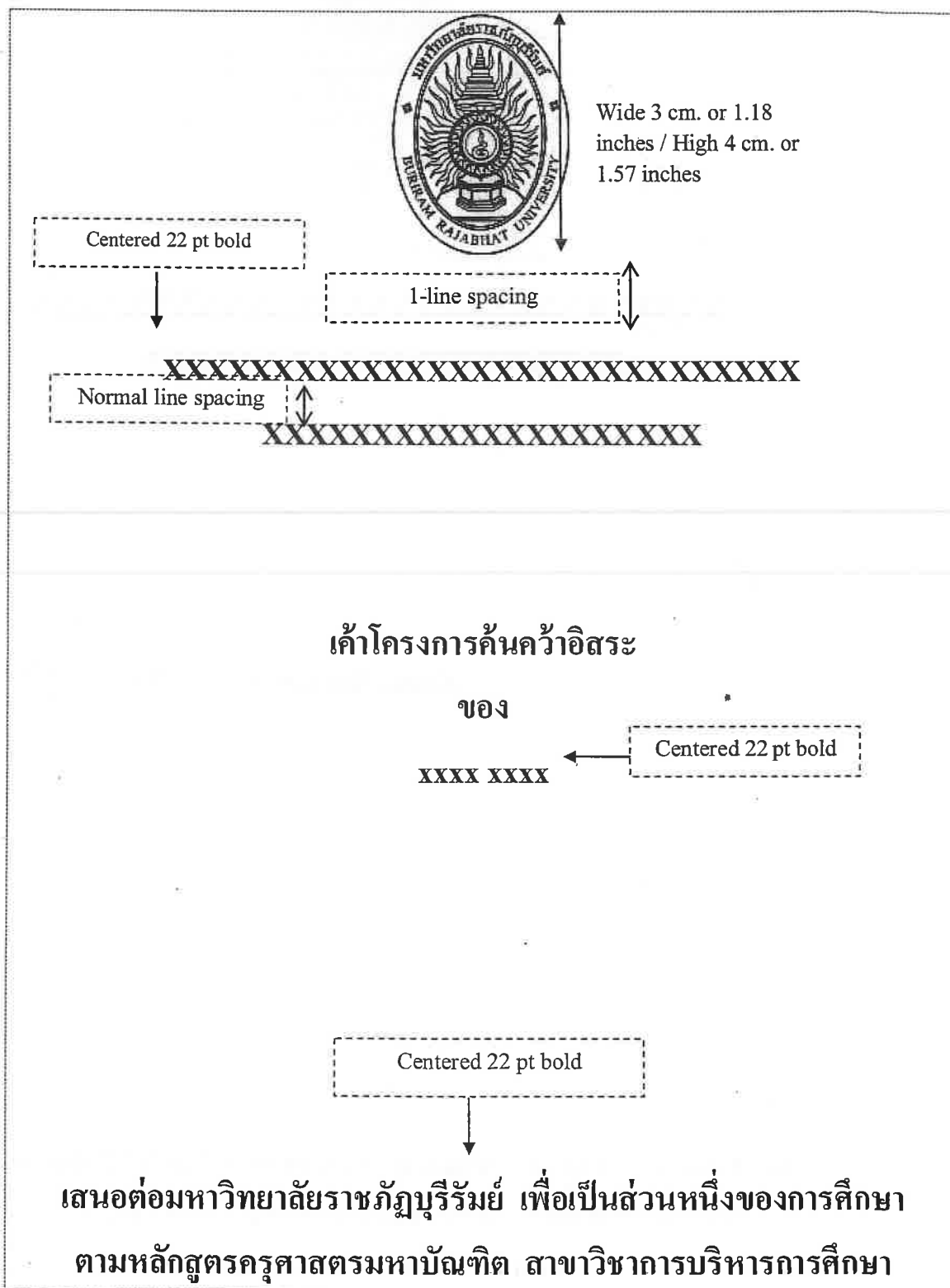
The diagram illustrates the layout of a thesis proposal cover page for a Master's degree in Thai. It includes the following elements and annotations:

- University Seal:** The seal of Buriram Rajabhat University is centered at the top. A vertical double-headed arrow indicates its dimensions: "Wide 3 cm. or 1.18 inches / High 4 cm. or 1.57 inches".
- Title Line:** Below the seal, a horizontal line of 'X's represents the title. A dashed box labeled "Centered 22 pt bold" points to this line. Another dashed box labeled "1-line spacing" indicates the vertical distance between the title line and the next line.
- Author Line:** Below the title line, another horizontal line of 'X's represents the author's name. A dashed box labeled "Normal line spacing" indicates the vertical distance between the title and author lines.
- Subject Line:** Further down, the word "ของ" (of) is centered, followed by another line of 'X's representing the subject. A dashed box labeled "Centered 22 pt bold" points to this line.
- Department Line:** Below the subject line, a dashed box labeled "Centered 22 pt bold" points to the department name.
- Final Text:** At the bottom, the text "เสนอต่อมหาวิทยาลัยราชภัฏบุรีรัมย์ เพื่อเป็นส่วนหนึ่งของการศึกษา" (Submitted to Rajabhat Buriram as part of the study) and "ตามหลักสูตรครุศาสตรมหาบัณฑิต สาขาวิชาดนตรีศึกษา" (According to the Master's Degree Curriculum in Music Education) is centered.

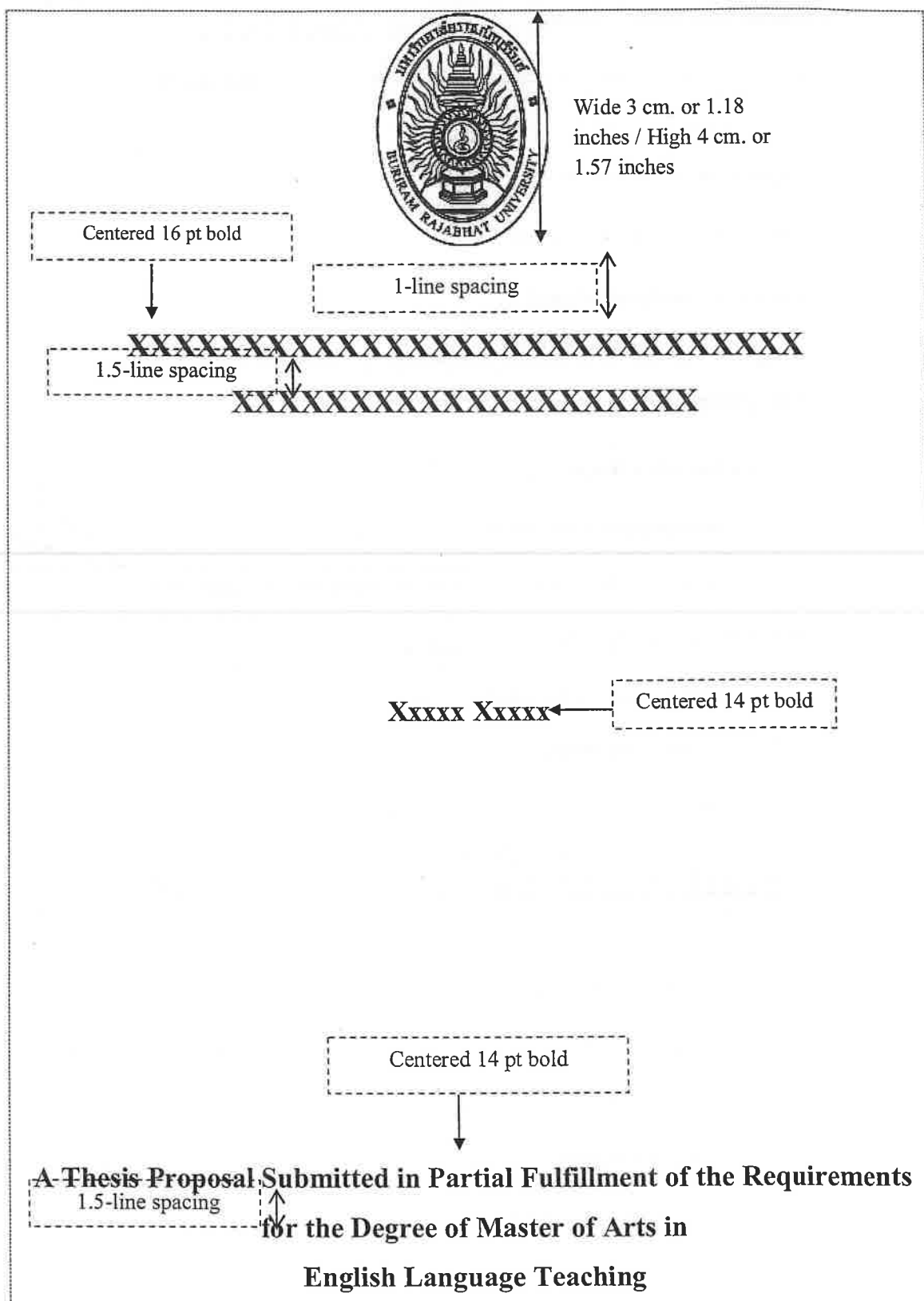
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Example of Independent Study Proposal Cover Page (Thai Version)
Use Angsana New Font



Example of Thesis Proposal Cover Page (English Language Teaching)



Example of Table of Contents

TABLE OF CONTENTS		
LIST OF FIGURES (If any)		II
LIST OF TABLES (If any)		III
CHAPTER		
1 INTRODUCTION		1
Background of the Study		1
Research Objectives	Spaced approximately 4 characters, or set the left tab to 5.30 inches and the right tab to 5.75 inches.	4
Research Questions		4
Significance of the Study		5
Scope of the Study		6
Definitions of Key Terms		7
2 LITERATURE REVIEW		8
XXXXX XXXXXX		8
XXXXXXXXXX		11
XXXXXXXXXX		13
XXXXXXXXXXXX		29
Related Research		33
Domestic Research		34
International Research		40

If there are more than 1 page of the table of contents, use
TABLE OF CONTENTS (CONTINUED) on the new page

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Flush right 12 pt bold

TABLE OF CONTENTS (CONTINUED)

1-line spacing

CHAPTER		Page
	1-line spacing	
3	METHODOLOGY	42
	Population and Samples	42
	Research Instruments	44
	Data Collection	46
	Data Analysis	46
	Statistical Methods	47
	1-line spacing	
	BIBLIOGRAPHY	87

Set left tab 0.25, 0.6, 5.30 inches and right tab 5.75 inches.

Example of Bibliography

Center aligned on the
page, no page number
displayed, font size 16
bold

BIBLIOGRAPHY

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page number displayed, font size
16 bold

BIBLIOGRAPHY

Space for 8 letters or 0.60 inch tab

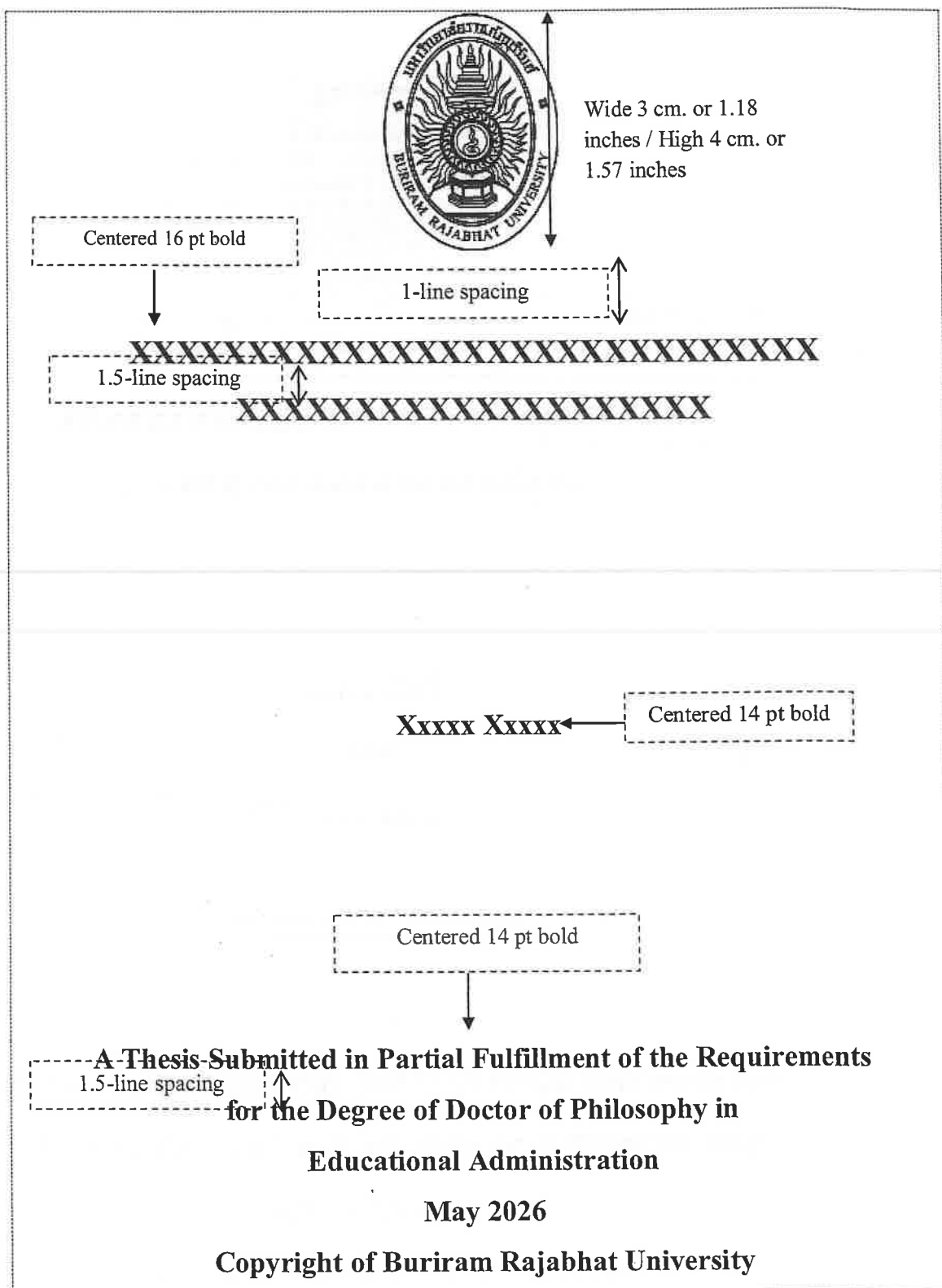
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- Abdullah, M. Y., Hussin, S. & Ismail, K. (2019). "Implementation of Flipped Classroom Model and Its Effectiveness on English Speaking Performance". **International Journal of Emerging Technologies in Learning (iJET)**. 14(9) : 130-147.
<https://doi.org/10.3991/ijet.v14i09.10348>.
- Allen, M. & Sites, R. (2012). **Leaving ADDIE for SAM: An Agile Model for Developing the Best Learning Experiences**. New York : ASTD.
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- Bezzazi, R. (2019). "The Effect of Flipped Learning on EFL Learners' Public Speaking in Taiwan". **Journal on English as a Foreign Language**. 9(1) : 1-19.
- Chapin, F. S. (1997). **Social Participation and Social Intelligence**. 3rd ed. New York : Longman.

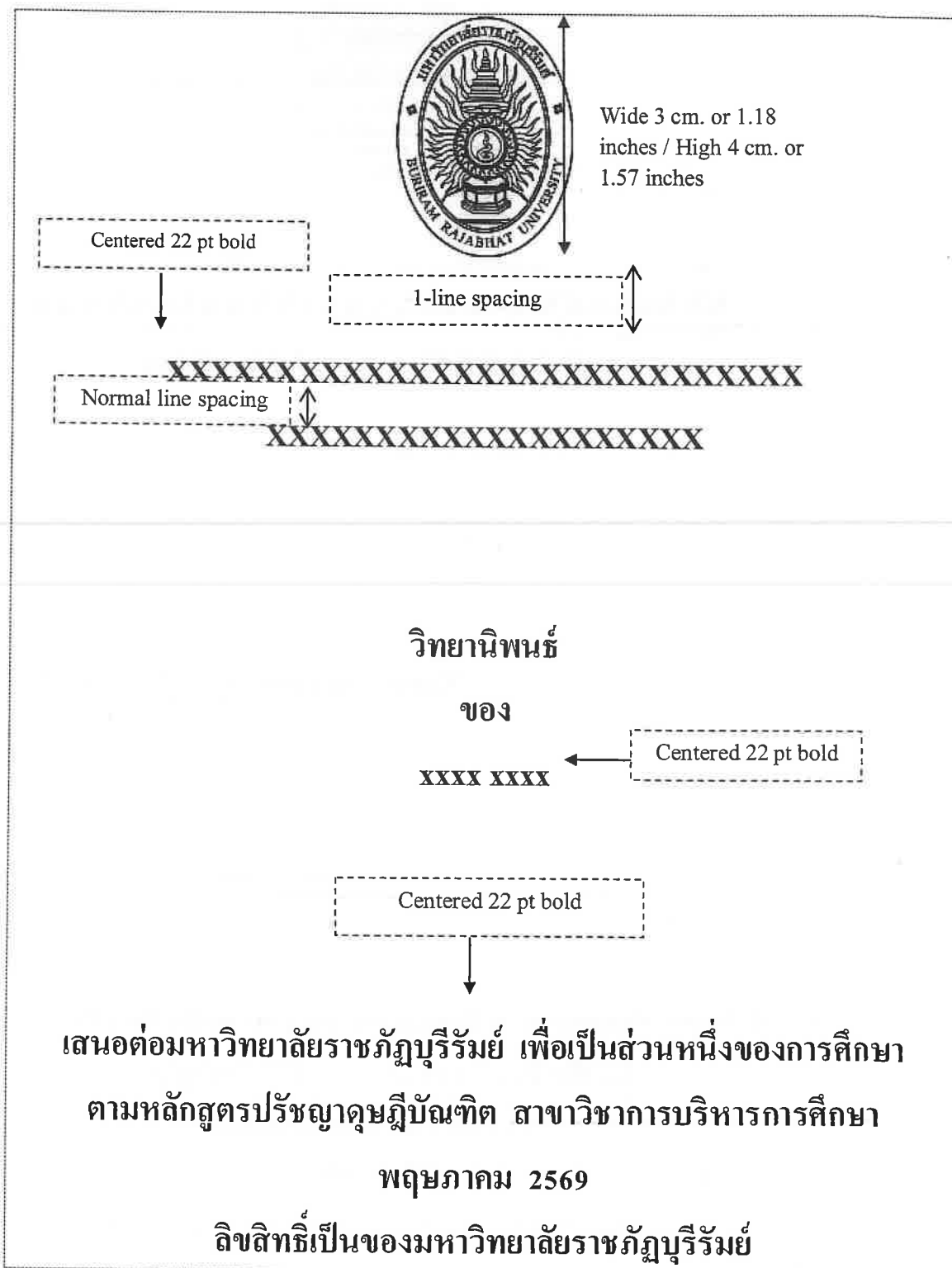
APPENDIX B

Examples of Formatting for Components of Thesis / Independent Study

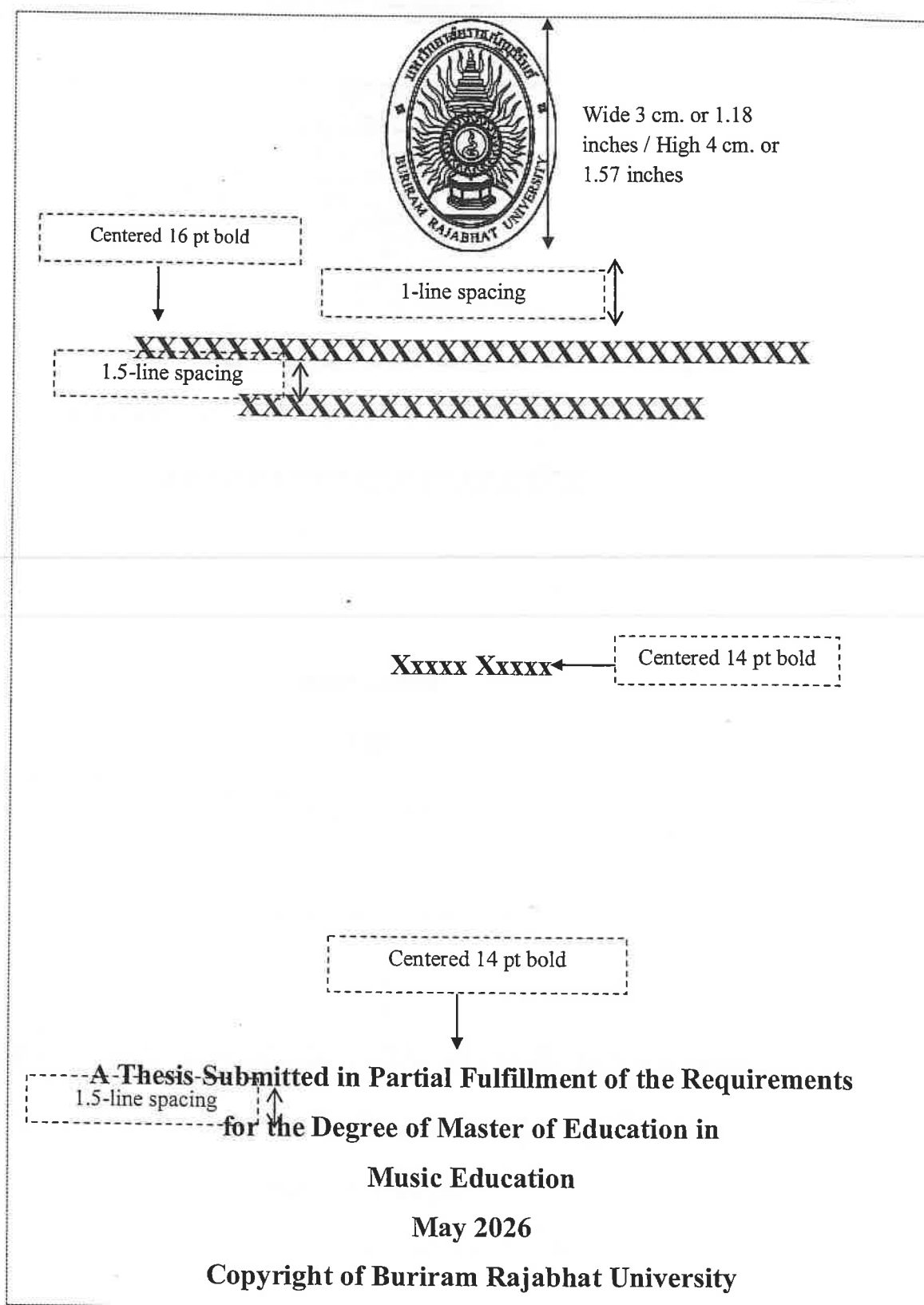
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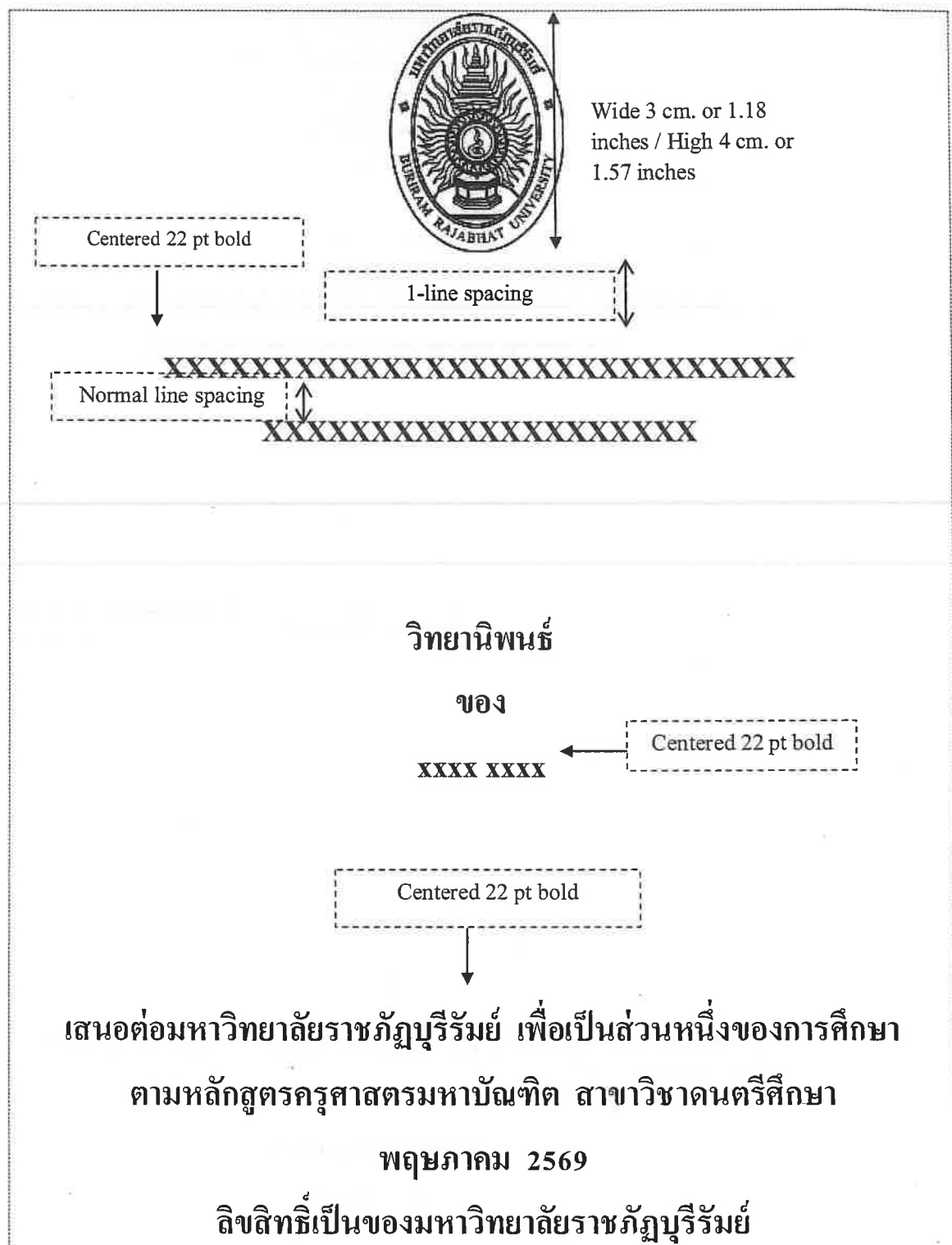
Example of Thesis Cover Page (Doctoral Degree) (Thai Version)
Use Angsana New Font



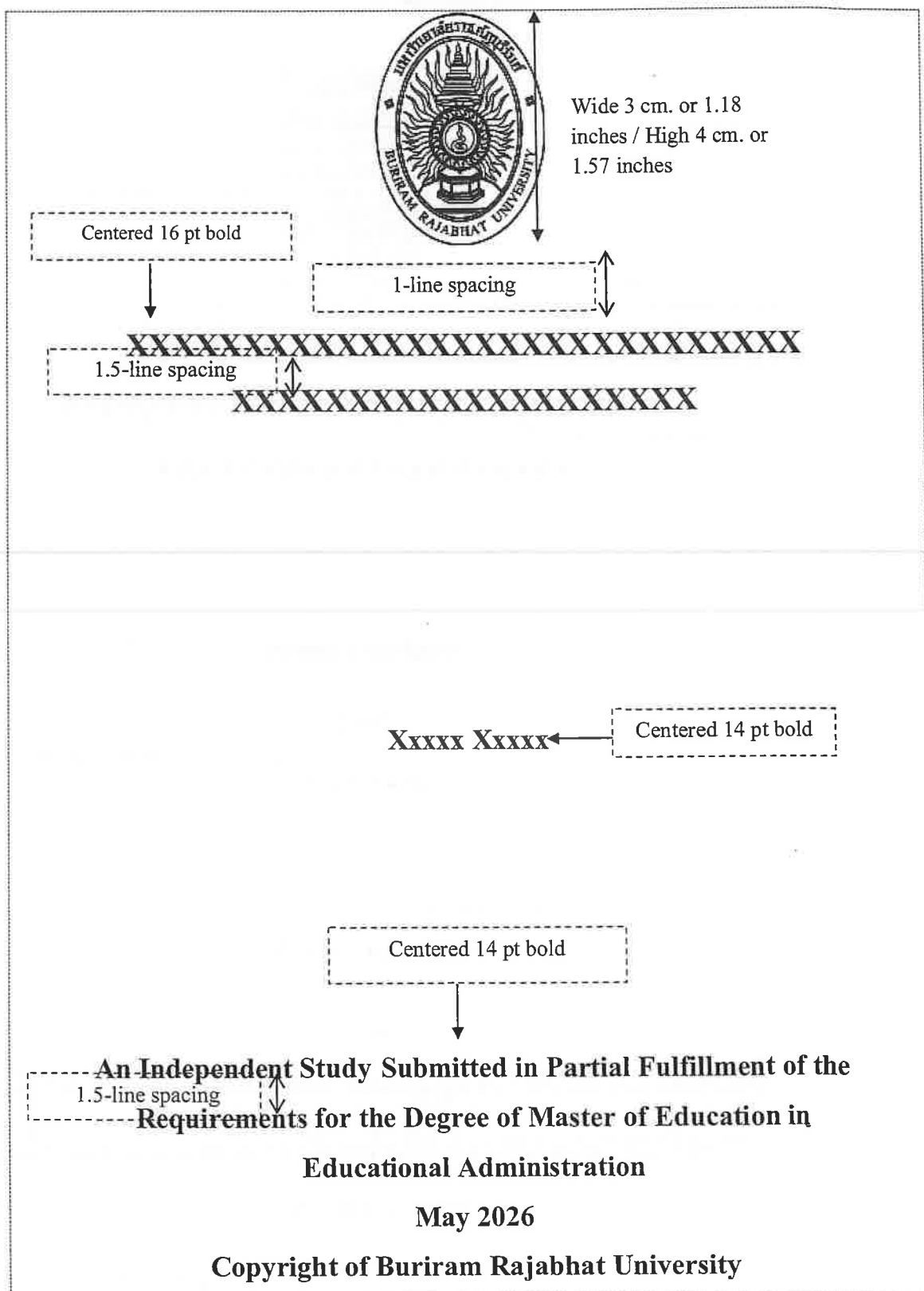
Example of Thesis Cover Page (Master's Degree)



Example of Thesis Cover Page (Master's Degree) (Thai Version)
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Example of Independent Study Cover Page (English Version)



Example of Independent Study Cover Page (Thai Version)
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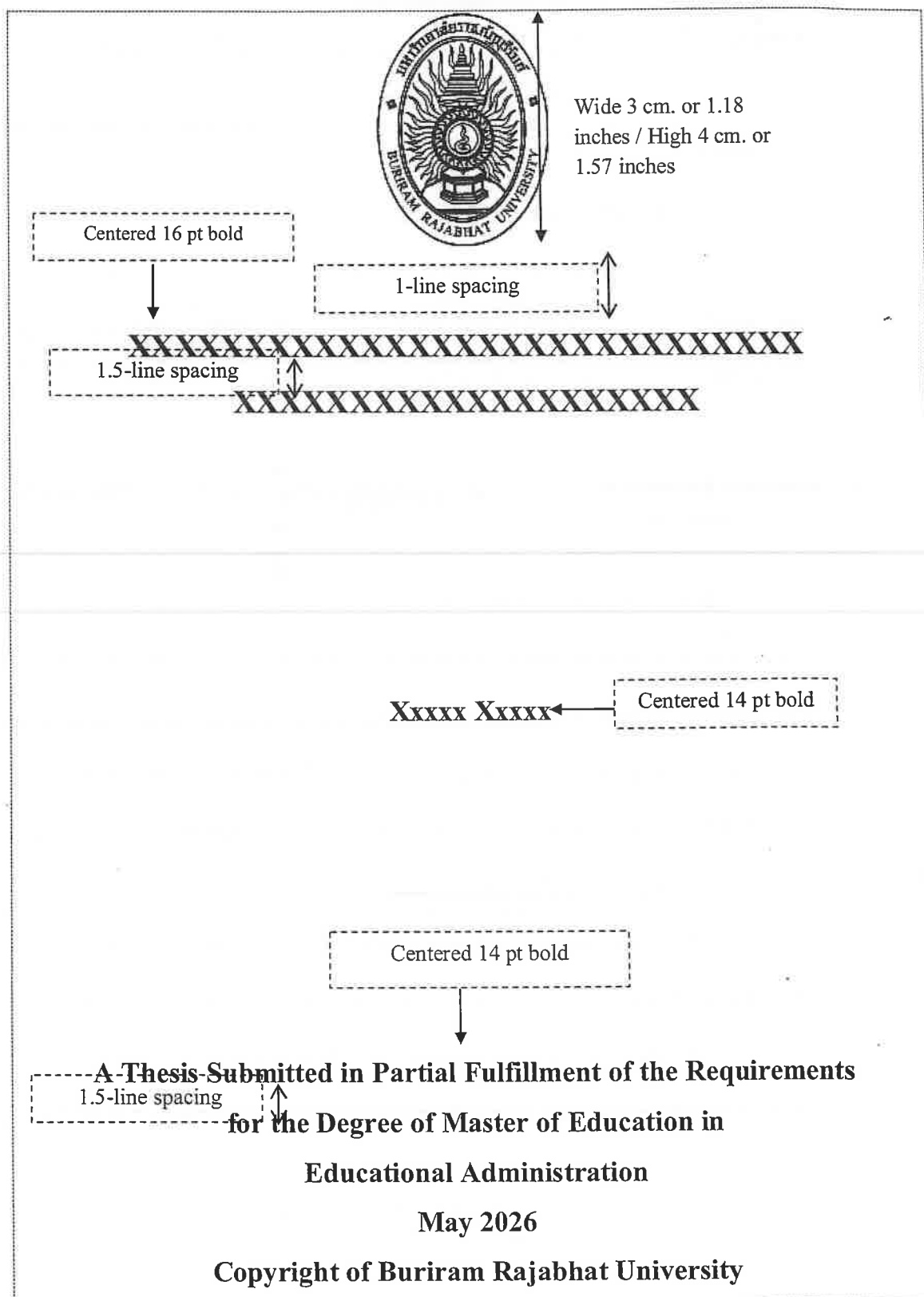
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เสนอต่อมหาวิทยาลัยราชภัฏบุรีรัมย์ เพื่อเป็นส่วนหนึ่งของการศึกษา
ตามหลักสูตรครุศาสตรมหาบัณฑิต สาขาวิชาการบริหารการศึกษา
พฤษภาคม 2569
ลิขสิทธิ์เป็นของมหาวิทยาลัยราชภัฏบุรีรัมย์

Example of Inner Cover Page



Example of English Abstract
Use Times New Roman 12 pt, double-space

TITLE XXXX XXXXX XX XXXX XXXXXXXXXXXX XXXXXXXXXXXX XXXXXXXXXXXX
 xx XXXX XXXXX

AUTHOR XXXX XXXXX

THESIS ADVISORS XXXXXXXX XXXXXXXXXXXX
 XXXXXXXX XXXXXXXXXXXX

DEGREE Master of Education **MAJOR** Educational Administration

SCHOOL Buriram Rajabhat University **YEAR** 2026

Times New Roman 12 pt bold, uppercase

Times New Roman 12 pt, capitalize
each content word

Times New Roman 16 pt
bold, uppercase

ABSTRACT

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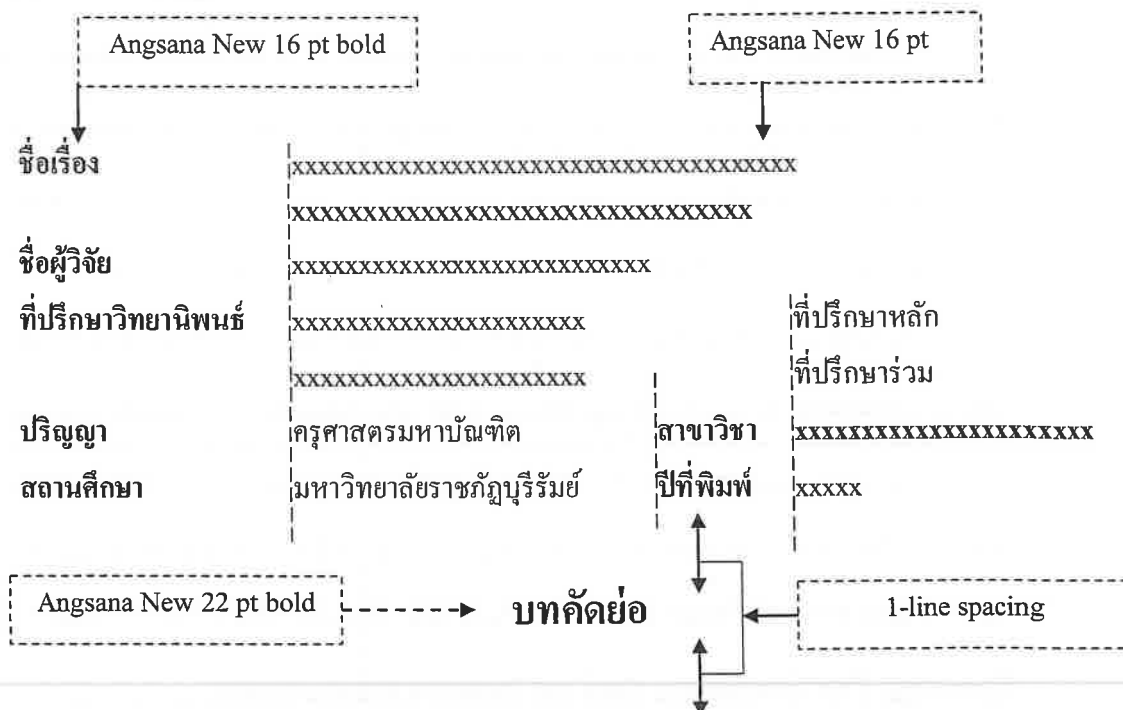
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- * Do not add page number

Example of Thai Abstract
Use Angsana New 16 pt, single-space



การวิจัยครั้งนี้มีความมุ่งหมาย เพื่อXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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ผลการวิจัย สรุปได้ว่า

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- * Do not add page number

Example of Acknowledgments

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→ **ACKNOWLEDGMENTS**

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This thesis was accomplished with the support of many people. I would like to thank Associate Professor Prasit Suwanrak, Chairperson of the Thesis Examination Committee. Also, thank you to Associate Professor Dr. Siranee Chutopama, the major thesis advisor, Assistant Professor Dr. Somsak Jeewattana, co-advisor, and Dr. Kowit Vatjarintaragoon, thesis examination committee. I have kindly offered advice and taken care of correcting the shortcomings which make this thesis perfect. Thank you very much.

I would also like to thank the six experts who kindly reviewed the research results and provided useful comments for the research, namely Dr. Chatthip Natasupa, Professor Suwit Teerasawat, Professor Dr. Anant Phonthani, Assistant Professor Dr. Banchorn Kaewsong, Phor Khamduang Phasi and Professor Parat Chuensri

Benefits and values arising from this thesis go to my father and mother, the teachers who have taught me to be a person with morality, concentration, and wisdom, as well as my wife and my son who helped and gave me encouragement.

Kittipong Karnket

- * The first paragraph is indented for 7 letters or tab 0.60 inch.
- * Do not add page number

N.B. Academic positions must be in full:

1. Prof. Dr. must be Professor Dr.
2. Assoc. Prof. Dr. must be Associate Professor Dr.
3. Asst. Prof. Dr. must be Assistant Professor Dr.
4. Asst. Prof. must be Assistant Professor

Example of Table of Contents

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Flush right 12 pt bold

1-line spacing

Flush left 12 pt bold, uppercase

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1-line spacing

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ABSTRACT IN THAI

III

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IV

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VII

Flush left 12 pt bold, uppercase

CHAPTER

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Flush left 12 pt bold, uppercase

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Research Objectives

4

Research Questions

4

Significance of the Study

5

Scope of the Study

6

Definitions of Key Terms

7

1-line spacing

2 LITERATURE REVIEW

8

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8

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12

Space from chapter title 2 characters
or set tab 0.75 inch.

Set tab at left 0.25, 0.6, and 5.30 inches, and
right 5.75 inches.

If there are more than 1 page of the table of contents, use
TABLE OF CONTENTS (CONTINUED) on the new page

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uppercase

TABLE OF CONTENTS (CONTINUED)

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CHAPTER

Page

1-line spacing

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International Research.....

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3 METHODOLOGY

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5 CONCLUSION, DISSCUSSION AND RECOMMENDATIONS

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Research Questions

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Methodology.....

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TABLE OF CONTENTS (CONTINUED)

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uppercase

1-line spacing

CHAPTER

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1-line spacing

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CURRICULUM VITAE

125

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right 5.75 inches.

Sub-appendices (e.g., Questionnaire, ...) are typed 2 characters apart from
the main appendix. Start typing at the 3rd letter.

LIST OF FIGURES		
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1-line spacing		
Flush right 12 pt bold		
Figure	Flush left 12 pt bold	Page
2.1	Steps in Visiting the Schools	30
2.2	Steps during Visiting the Schools	31
2.3	Steps after Visiting the Schools	31
4.1	The Relationship between Internal Assurance and External Quality Assessment.....	33

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LIST OF TABLES		
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2.1	Comparison of Standards and Indicators of Quality Assurance	20
2.2	Population and Samples classified by School Size.....	43
2.3	Population and Samples according to the Districts and School Size.....	43
2.4	Percentage of the Respondents according to the Districts	51
4.1	Percentage of the Respondents according to the School Size.....	52
4.2	Mean and Standard Deviation of the Schools' Preparedness on the Set Standard	156

Set tab at left 0.25, 0.6, and 5.30 inches, and right 5.75 inches.

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Example of Approval Page (Ph.D. Level)



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High 3 cm or 1.18 inches

8-letter spaced or 0.60 tab

The committee members have approved the dissertation of
as partial fulfillment of the requirements for the degree of Doctor of Philosophy
program in Educational Administration, Buriram Rajabhat University.

Committee Members

.....	Chairperson
(Associate Professor Dr. Siranee Chutopama)	
.....	Member/Major Advisor
(Associate Professor Dr. Somsak Jeewattana)	
.....	Member/Co-advisor
(Dr. Sripen Poldech)	
.....	Member
(Dr. Kovit Vajarintarangoon)	
.....	Member
(Assistant Professor Dr. Nipa Pongwirat)	

Graduate School, Buriram Rajabhat University has approved this thesis as
partial fulfillment of the requirements for the degree of Doctor of Philosophy
program in Educational Administration.

..... (Assistant Professor Dr. Akkachai Teerapaksiri) (Assistant Professor Dr. Thiti Panya-in)

Dean, Faculty of Education

Dean, Graduate School

Approval Date.....

Approval Date.....

Example of Approval Page (Master's Degree Level)



Wide 2.5 cm or 0.89 inches
High 3 cm or 1.18 inches

8-letter spaced or 0.60 tab

The committee members have approved the thesis of
as partial fulfillment of the requirements for the degree of Master of Education
program in Music Education, Buriram Rajabhat University.

Committee Members

..... Chairperson
(Assistant Professor Dr. Komkrich Karin)

..... Member
(Dr. Chaleomkit Kengkaew)

Major Advisor

..... Member
(Assistant Professor Dr. Chao Kanwicha)

Co-advisor

..... Member
(Dr. Thanapon Teerachart)

Graduate School, Buriram Rajabhat University has approved this thesis as
partial fulfillment of the requirements for the degree of Master of Education program
in Music Education.

.....
(Assistant Professor Dr. Akachai Teerapuksiri)

Dean, Faculty of Education

Approval Date.....

.....
(Assistant Professor Dr. Thiti Panya-in)

Dean, Graduate School

Approval Date.....

Example of Approval Page (Independent Study)



Wide 2.5 cm or 0.89 inches
High 3 cm or 1.18 inches

Spaced 8 letters or 0.60 tab

←→ The committee members have approved the independent study of
as partial fulfillment of the requirements for the degree of Master of Education
program in Educational Administration, Buriram Rajabhat University.

Committee Members

.....Chairperson
(Assistant Professor Dr. Winiranee Thassanatthep)

Major Advisor

.....Member
(Associate Professor Dr. Somsak Jeewattana)

Co-advisor

.....Member
(Assistant Professor Dr. Suchart Homchan)

Graduate School, Buriram Rajabhat University has approved this
independent study as partial fulfillment of the requirements for the degree of Master
of Education program in Educational Administration

.....
(Assistant Professor Dr. Akachai Teerapuksiri)

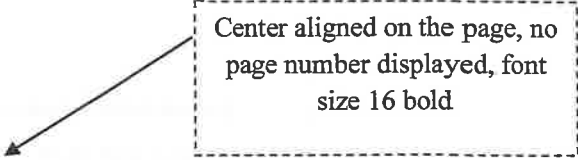
Dean, Faculty of Education

Approval Date.....

.....
(Assistant Professor Dr. Thiti Panya-in)

Dean, Graduate School

Approval Date.....

Example of Appendices

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APPENDICES

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page number displayed, font
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APPENDIX A

Letter Requesting to be the Expert for Instruments Validation

Centered aligned, 14 pt bold



MHESI 0624.11/ W449

Graduate School,
Buriram Rajabhat University
439 Jira Road, Muang District,
Buriram Province 31000

13 November 2025

Subject Requesting to be the Expert for Instrument Validation

Enclosures 1. Research questionnaire
2. Research instrument evaluation form

Dear Assistant Professor Dr. Cullen Smith,

Ms. Panrawee Phuangngamphan, a master's degree student in the Master of Education Program in Curriculum and Learning Management at Buriram Rajabhat University, is currently conducting the thesis entitled "The Effects of Learning Management Using the LT Cooperative Learning Technique Combined with Graphic Organizers on Reading Ability and Analytical Thinking of Grade 2 Students." under the supervision of Assistant Professor Dr. Benjaporn Woranupatham as the major thesis advisor.

The Graduate School, Buriram Rajabhat University has recognized your expertise, knowledge, and experience in this field. Therefore, we would like to kindly request your assistance as an expert to review and evaluate the research instruments for this study. Your valuable feedback will contribute to ensuring the validity and appropriateness of the instruments, enabling the researcher to proceed with the next stage of the research.

We would be most grateful for your kind consideration and support.

Sincerely yours,

(Assistant Professor Dr. Thiti Panya-in)
Dean, Graduate School
Buriram Rajabhat University

Graduate School Office
Tel. 044 611 221 ext. 7401-2
Fax 044 612 858
Mobile 08 6468 1656

Example of Appendices (Continued)

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page number displayed, font
size 16 pt bold

APPENDIX B**Letter Requesting Permission to Pilot the Research Instruments**

Centered 14 pt bold



MHESI 0624.11/ W143

Graduate School,
Buriram Rajabhat University
439 Jira Road, Muang District,
Buriram Province 31000

20 January 2023

Subject Requesting Permission to Pilot the Research Instruments

Dear Director of Ban Phet Child Development Center, Buriram Province,

Ms. Sukanda Darakham, a master's degree student in the Master of Education Program in Educational Administration at Buriram Rajabhat University, is currently conducting an independent study entitled "The Conditions and Guidelines for Management Based on the National Early Childhood Development Center Standards of Child Development Centers under Local Administrative Organizations in Buriram Province." under the supervision of Assistant Professor Dr. Worawat Promden as the major thesis advisor. In this regard, the student wishes to pilot the research instruments prior to collecting data from the actual sample in order to determine the efficiency of the research instruments.

Therefore, permission is kindly requested for Ms. Sukanda Darakham to conduct a pilot test of the research instruments with a sample group. The student will coordinate with you to provide further details regarding the schedule of the pilot study. Buriram Rajabhat University highly appreciates your kind support and sincerely hopes to receive your cooperation.

Thank you very much for your consideration.

Sincerely yours,

(Assistant Professor Dr. Thiti Panya-in)
Dean, Graduate School
Buriram Rajabhat University

Graduate School Office
Tel. 044 611 221 ext. 7401-2
Fax 044 612 858
Mobile 08 6468 1656

Example of Appendices (Continued)

Center aligned on the page, no
page number displayed, font
size 16 pt bold

APPENDIX C**Letter Requesting Permission to Collect the Data**

Centered 14 pt bold



MHESI 0624.11/ W143

Graduate School,
Buriram Rajabhat University
439 Jira Road, Muang District,
Buriram Province 31000

25 September 2023

Subject Requesting Permission to Collect the Data

Dear Ms. Kanlaya Boonyanit,

Ms. Jiraporn Wonghadchan, a master's degree student in the Master of Education Program in Educational Research and Evaluation at Buriram Rajabhat University, is currently conducting the thesis entitled "The Development of Competency Indicators for Personnel in Budget Administration of Educational Institutions under the Nakhon Ratchasima Primary Educational Service Area Office 4." under the supervision of Assistant Professor Dr. Suchart Homchan as the major thesis advisor.

In this regard, the student wishes to interview you concerning competencies in budget administration of educational institutions in three aspects: Knowledge, Skills, and Attributes. Therefore, your kind permission is respectfully requested to allow Ms. Jiraporn Wonghadchan to conduct an interview with you for research data collection purposes.

Thank you very much for your consideration. Your cooperation would be greatly appreciated.

Sincerely yours,

(Assistant Professor Dr. Thiti Panya-in)
Dean, Graduate School
Buriram Rajabhat University

Graduate School Office
Tel. 044 611 221 ext. 7401-2
Fax 044 612 858
Mobile 08 6468 1656

Example of Curriculum Vitae

126

Flush left 12 pt bold

Centered 16 pt bold,
uppercase

CURRICULUM VITAE

1-line spacing

Name

Mr. John Doe

Date of Birth

xx xxx xxxx

Place of Birth

xxxxx

Address

xxxxx

Position and Workplace

xxxxx

Educational Background

2018 Bachelor of Education

Music Education Program, Buriram Rajabhat

University

2022 Master of Education

Music Education Program, Buriram Rajabhat

University

3-letter space

Do not add page numbers, but the page numbers must be counted.

APPENDIX C

Guidelines for Conducting Thesis and Independent Study

Thesis and Independent Study Plans

Graduate School Buriram Rajabhat University

Name-Family Name.....Student ID.....

Major.....Batch..... Section.....Faculty.....

Address.....E-mail:.....

Enroll in the academic year.....

Major Advisor.....

Co-advisor.....

Schedule for dissertation, thesis, and independent study proposal examination in semester..... academic year.....

Schedule for dissertation, thesis, and independent study examination in semester.....academic year.....

Explanation:

Students must plan and present the plan for carrying out a dissertation, thesis, and independent study to the advisor. This is predetermined in advance what activities will be done at what time. Such planning will facilitate work quickly according to the schedule. Since the plan is a guideline that students will have to follow, in actual practice; however, it may not be precisely as planned. Therefore, in order for graduate students to be able to conduct dissertation, thesis and independent study and graduate according to the criteria for completing graduate studies, an action plan has been established for students to determine the time to carry out various actions under the supervision of the advisor as follows:

Thesis and Independent Study Plans

Dissertation, Thesis, and Independent Study Plans	Deadline Date/Month/Year
1. Propose topics for dissertations, thesis, and independent study	
2. Write outlines for dissertations, thesis, and independent study drafts	
3. Check and correct the drafts by the committee members	
4. Improve and correct the drafts	
5. Defense dissertations, thesis, and independent study proposal	
6. Revise and adjust the proposal according to the committee's suggestions in item 5	
7. Submit the revised dissertation, thesis, and independent study proposal	
8. Create a draft of research instrument(s) and send it to the advisor for verification	
9. Submit the research instrument(s) to the experts to validate	
10. Edit and create the research instrument(s) for a pilot study	
11. Pilot the research instrument(s)	
12. Validate the research instrument(s)	
13. Collect the data	
14. Analyze and interpret the data	
15. Write research reports/original dissertation, thesis, and independent study	
16. The supervisory committee checks the reports in preparation for oral examination and makes suggestions for improvement.	
17. Make corrections according to the suggestions in item 16	
18. Defense dissertations, thesis, and independent study	
19. Revised the dissertations, thesis, and independent study according to the examination committee's suggestions in item 18	
20. The examination committee checks the corrections, and approves for format checking.	
21. Submit the complete copy to the Graduate School	
22. Publish research articles at academic conferences or academic journals	
23. Request for graduation	

I hereby certify that I will proceed strictly as planned.

Sign Student

()

...../...../.....

Sign.....Major Advisor

()

...../...../.....

Sign.....Co-advisor

()

...../...../.....

Opinion of the Chair of the Curriculum Administration Committee

.....

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.....

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...../...../.....

Opinion of the Chair of the Faculty Graduate Studies Committee

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...../...../.....

Thesis and Independent Study Progress Report Form
Graduate School, Buriram Rajabhat University

Semester.....Academic Year.....

1. General Information

1.1 Name-Family Name..... Student ID.....

1.2 Program.....Major

1.3 Enroll in the academic year.....GPA.....

1.4 Registered credits in academic year

1.5 Current Status

1.5.1 Coursework

☐ Pass the exam for all subjects according to the curriculum

☐ Not yet completed all subjects according to the curriculum

Number of remaining credits.....

Compulsory subjects..... credits

Elective subjects..... credits

1.5.2 ☐ Currently writing dissertation, thesis, and independent study proposal

1.5.3 ☐ Passed the dissertation, thesis, and independent study proposal defense

☐ Approved by the Chair of the Curriculum Administration

Committee On

☐ Waiting for consideration from the Graduate Studies Committee of the Faculty

☐ Approved by the Graduate Studies Committee of the Faculty

On.....

☐ Approved by the Graduate School

On.....

2. Information about dissertations, thesis, and independent study

2.1 Title of Dissertation, Thesis, and Independent Study

(in Thai).....

(in English).....

2.2 Name of major advisor

Name of co-advisor (if any)

2.3 Process of conducting dissertation, thesis, and independent study

2.3.1 Work completed/in progress

- ☐ Reviewing literature
- ☐ Collecting the data
- ☐ Creating research instrument(s)
- ☐ Checking the correctness of the data
- ☐ Piloting the research instrument(s)
- ☐ Analyzing the final data
- ☐ Improving/developing the research instrument(s)
- ☐ Writing a report
- ☐ In the process of publishing the research articles
- ☐ Other

2.4 Problems and obstacles

.....

.....

.....

2.5 Solutions

.....

.....

.....

2.6 Work to be continued and scheduled for completion

.....

.....

.....

2.7 It is expected that I will be able to defense the dissertation, thesis, and independent study within the semester of academic year

3. Comprehensive Examination

- ☐ Passed the comprehensive examination on
- ☐ Not yet passed the comprehensive examination

4. English Proficiency Test (For Doctoral Student)

☐ Passed the English proficiency test from the Language Institute (Please specify the name of the institution, test date, and the results of the scores obtained)

.....

☐ Passed the English proficiency test on.....

☐ Passed the training in the English language course for doctoral students on.....(By referring to the date when the university announces the results)

5. Qualifying Examination (QE)

☐ Passed the qualifying examination on

☐ Not yet passed the qualifying examination

I hereby certify that the information provided here is true in all respects.

..... Student

(.....)

...../...../.....

6. Opinions of the major advisor

.....

.....

.....

(.....)

...../...../.....

7. Opinion of the Chair of the Curriculum Administration Committee

.....

.....

.....

(.....)

...../...../.....

8. Opinion of the Chair of the Faculty Graduate Studies Committee

.....

.....

.....

.....

.....

.....

(.....)

...../...../.....

Remark : Students enrolled in dissertation, thesis, and independent study must submit a progress report on dissertation, thesis, and independent study to the advisor to give opinions, and present it to the chair of the curriculum administration committee together with academic transcript. Then, present it to the graduate studies committee of the faculty to consider giving academic results in dissertation, thesis, and independent study subject. In the case of a joint field of study or an interdisciplinary field of study, the chair of the curriculum administration committee presents academic results in dissertation, thesis, and independent study subject to the Graduate School committee.

Components for Thesis and Independent Study Proposal

The components of thesis and independent study proposal:

1. Cover page
2. Table of Contents
3. List of Figures
4. List of Tables
5. Chapter 1 Introduction composes of the following topics:
 - 5.1 Background of the Study
 - 5.2 Research Objectives
 - 5.3 Research Questions
 - 5.4 Research Hypothesis (If any)
 - 5.5 Significance of the Study
 - 5.6 Scope of the Study
 - 5.7 Definition of Key Terms
6. Chapter 2 Literature Review composes of the following topics:
 - 6.1 Related Concepts, Theories, and Principles (Divided into sub-topics)
 - 6.2 Related Studies
 - 6.2.1 Related Studies in Thai Context
 - 6.2.2 Related Studies in Foreign Context
 - 6.3 Summary of Conceptual Framework (If any)
7. Chapter 3 Methodology
 - 7.1 Population and Samples
 - 7.2 Research Instrument(s)
 - 7.3 Data Collection
 - 7.4 Data Analysis
 - 7.5 Statistics Used for Data Analysis
8. Bibliography

Steps for the Thesis and Independent Study Proposal Examination

Step 1: Qualifications of the thesis proposal and independent study proposal for examination

1.1 The thesis or independent study topic must have already been approved.

1.2 The thesis or independent study proposal must be fully completed in Chapter 1, Chapter 2, and Chapter 3, and the research instrument(s) for data collection must have been developed.

1.3 The thesis or independent study proposal to be submitted for examination must be approved by all advisors.

1.4 Copies of the completed thesis or independent study proposal must be prepared. The proposal should include the following components: cover page, inner cover page, table of contents, Chapter 1, Chapter 2, Chapter 3, bibliography, and research instruments for data collection (if any). All pages must be printed single-sided. **For Master's degree students, four copies are required; for Doctoral degree students, six copies are required**, to be submitted to the Graduate School for the examination process.

Step 2: Application for the thesis proposal and independent study proposal examination

2.1 Students must clearly complete all required details in the request forms for the thesis proposal examination (Form GRAD 11-03) and the independent study proposal examination (Form GRAD 11-07) in neat handwriting. The thesis and independent study advisory committee members must also sign the forms to confirm that all advisors have granted permission for the examination.

2.2 Students must check their thesis and independent study proposals using the Akkarawisut plagiarism detection program via <http://grad.bru.ac.th>. The plagiarism report must be printed in full, and each chapter must not exceed 30% similarity. The similarity report request form must be approved by the major advisor.

2.3 Students submit the completed request form along with the required number of copies of the thesis or independent study proposal to the Graduate School Office. The Graduate School staff will verify the accuracy of the request form and the completeness of the proposal components.

Step 3: Request for thesis proposal and independent study proposal examination

3.1 The Graduate School staff shall proceed as follows: submit the examination request form along with the thesis/independent study proposal to the Dean for the appointment of the examination committee.

3.2 The Graduate School staff shall contact the examination committee to schedule the examination date and prepare the official order for the thesis and independent study proposal examination.

3.3 Once the examination date is finalized, the Graduate School staff shall distribute the proposal copies to all members of the examination committee.

Step 4: Conduct of thesis proposal and independent study proposal examination

4.1 The staff shall notify students of the date and time of the thesis and independent study proposal examination.

4.2 Students should arrive at the examination room at least one hour in advance to prepare all necessary materials.

4.3 The examination committee shall evaluate the thesis and independent study proposals.

Step 5: Results of the thesis proposal and independent study proposal examination

5.1 The examination committee shall inform the student of the examination results in the examination room after the examination has been completed and the committee has convened to consider the results.

5.2 In the case of failure, the student must apply for a re-examination by completing all procedures again within 30 days after the first examination. If the student fails the second thesis or independent study proposal examination, the topic shall be canceled, and the student must submit a new request for approval of a thesis or independent study topic.

5.3 The examination committee shall submit the examination results to the Graduate School Office.

Step 6: Submission of the approved thesis proposal and independent study proposal

6.1 After passing the examination, the student must revise the thesis or independent study proposal according to the recommendations of the examination committee and complete the revisions within 30 days.

6.2 Once the revisions have been completed and approved, the student must submit one copy of the revised proposal to the Graduate School.

6.3 If the student is unable to submit the completed proposal within the specified time, a request for an extension may be submitted, not exceeding two times, with each extension not exceeding 15 days. If the student still fails to submit within the extended period, the examination result shall be considered void.

Components for Thesis and Independent Study

The components of the thesis and independent study consist of:

1. Cover page (in English)
2. Cover page (in Thai)
3. Approval Sheet
4. Abstract (in English)
5. Abstract (in Thai)
6. Acknowledgment
7. Table of Contents, List of Figures, List of Tables
8. Chapter 1 Introduction, Chapter 2 Literature Review, Chapter 3 Methodology, Chapter 4 Results, and Chapter 5 Conclusion, Discussion and Recommendations
9. Bibliography
10. Appendices
11. Curriculum Vitae

Steps for the Thesis and Independent Study Examination

Step 1: Qualifications of students eligible for the thesis and independent study examination

1.1 Students must have completed all required courses in accordance with the curriculum and achieved results that meet the graduate-level evaluation criteria, including related courses, major courses, and supplementary foundation courses (if any).

1.2 Students must have passed the basic knowledge requirement according to the graduate-level evaluation criteria.

1.3 Students must have passed the comprehensive examination (for Master's degree, Plan B only).

1.4 Students must have passed the thesis/independent study proposal examination and received approval at least 60 days prior (for thesis) and at least 45 days prior (for independent study).

1.5 Students must have passed the qualifying examination (for doctoral degree only).

Step 2: Qualifications of the thesis and independent study for examination

2.1 The thesis and independent study must be fully completed in all required components as specified in the manual.

2.2 The completed thesis and independent study must have been reviewed, advised, and revised by all advisors in accordance with the approved proposal, and must comply with the Graduate School guidelines of Buriram Rajabhat University.

2.3 The thesis and independent study must be approved by all advisors prior to submission for examination.

2.4 Copies of the completed thesis and independent study must include: cover page, inner cover page, approval page, abstract, table of contents, list of figures, list of tables, Chapters 1-5, bibliography, appendices, and curriculum vitae. All pages must be printed single-sided. For Master's degree: five copies (thesis), four copies (independent study) are required. For Doctoral degree, six copies are required.

Step 3: Application for the thesis and independent study examination

3.1 Students must complete the request form for thesis examination (Form GRAD 11-04) and independent study examination (Form GRAD 11-08) clearly and neatly. All advisors must sign the form, and students must list the advisory committee members with full names, academic titles, and dates to confirm approval.

3.2 Submit the request form along with the required number of copies of the thesis/independent study to the Graduate School Office. The staff will verify the accuracy and completeness of the documents.

Step 4: Processing of the examination request

4.1 The Graduate School staff shall submit the request and copies to the Dean for appointment of the examination committee.

4.2 The staff shall contact the committee to schedule the examination date and issue the official order.

4.3 Once scheduled, copies shall be distributed to all committee members.

Step 5: Conduct of the thesis and independent study examination

5.1 Students will be informed of the date and time of the examination.

5.2 Students should arrive at least one hour in advance to prepare.

5.3 The examination committee will evaluate the thesis/independent study.

Step 6: Results of the thesis and independent study examination

6.1 The examination committee shall inform the student of the examination results in the examination room. A passing result requires that the student receive passing scores from at least half of the examination committee members and obtain approval from the committee. The announcement of the thesis and independent study examination results shall be made after the examination has been completed and the committee has convened to consider the results.

6.2 If the student fails, a re-examination must be requested within **15 days** and conducted within **90 days** from the first examination.

6.3 The committee shall submit the examination results to the Graduate School Office.

Step 7: Submission of the revised thesis and independent study

7.1 After the student has passed the thesis and independent study examination, the student must revise the thesis and independent study to completion in accordance with the recommendations of the examination committee within **45 days**.

7.2 Once the student has revised the thesis and independent study according to the committee's recommendations and submitted them for final review, the student must submit one corrected copy to the Graduate School.

7.3 In cases where the student is unable to submit the completed thesis and independent study within the specified period, a written request for an extension may be submitted, **not exceeding two times, with each extension not exceeding 15 days**. If the student fails to submit within the specified timeframe, the examination results for the thesis and independent study shall be considered nullified.

Step 8: Submission of the Completed Thesis and Independent Study for Thai and English Format Checking

8.1 After the student has passed the thesis and independent study examination, the student must revise the thesis and independent study to completion in accordance with the recommendations of the thesis examination committee within the specified period.

8.2 Once the thesis and independent study advisors have granted permission for format checking: Thai format (Form GRAD 11-16) and English format (Form GRAD 11-17), the student must submit an application together with **two copies** of the thesis and independent study. The student must print the documents using **a laser printer**.

Guidelines for Recording Thesis and Independent Study Data onto CD

The Graduate School, Buriram Rajabhat University, has established a full-text database of theses and independent studies for dissemination and academic use by students, lecturers, and interested individuals through the DSpace Repository online system.

Therefore, to ensure that thesis and independent study data are accurate, complete, and standardized for dissemination, the Graduate School has set the following guidelines for recording thesis and independent study data onto CD:

1. File Organization and Naming The content should be organized and saved in both Microsoft Word format (.docx or .doc) and PDF format (.pdf). The files should be arranged and named according to the following structure:

Contents	File Name	
	MS Word File	PDF File
Outside cover, and inside cover (Thai and English)	01_cov.docx	01_cov.pdf
Approval sheet	02_approval.docx	02_approval.pdf
Acknowledgment	03_ack.docx	03_ack.pdf
Abstract (in Thai and in English)	04_abs.docx	04_abs.pdf
Table of Contents, List of Tables, List of Figures	05_tbc.docx	05_tbc.pdf
Chapter 1	06_ch1.docx	06_ch1.pdf
Chapter 2	06_ch2.docx	06_ch2.pdf
Chapter 3	06_ch3.docx	06_ch3.pdf
Chapter 4	06_ch4.docx	06_ch4.pdf
Chapter 5	06_ch5.docx	06_ch5.pdf
Bibliography	07_ref.docx	07_ref.pdf
Appendices	08_apl.docx	08_apl.pdf
Appendix A	08_ap2.docx	08_ap2.pdf
Appendix B	08_ap3.docx	08_ap3.pdf
Appendix C	08_ap4.docx	08_ap4.pdf
Note: If there are more appendices, give the file naming number in order of the next number.		
Curriculum Vitae	09_bio.docx	09_bio.pdf

2. Submission of Thesis and Independent Study Data on CD Students must record the thesis and independent study data onto a CD-R (12 cm). The CD submitted to the Graduate School must meet the following requirements:

2.1 It must be checked and free from viruses.

2.2 It must be placed in a CD case, along with a CD cover containing the following information:



CD Box Cover	
Title	
Student's name and family name	
Major	
Batch	Section
Month/Year of graduation.....	

The Graduate School considers it the duty and responsibility of the student, as the author of the thesis or independent study, to ensure the accuracy and completeness of the data recorded on the CD in accordance with the above guidelines.

Committee for Revising the Thesis and Independent Study Writing Manual

1. Associate Professor Dr. Siranee Chutopama	Chairperson
2. Assistant Professor Dr. Thiti Panya-in	Vice Chairperson
3. Assistant Professor Naviya Chutopama	Committee Member
4. Dr. Chaloeangkit Kengkaew	Committee Member
5. Dr. Wipada Thongthamsiri	Committee Member
6. Assistant Professor Dr. Pruchaya Chumwangwapee	Committee Member
7. Ms. Napawan Janpanit	Committee Member
8. Mrs. Prakai Sirisamran	Committee Member
9. Ms. Thitirat Deeyiangyang	Committee Member
10. Mr. Treetaset Netrathip	Committee Member
11. Assistant Professor Dr. Pallapa Lertcharoenwanich	Committee Member and Secretary



GSBRU

บัณฑิตวิทยาลัย มหาวิทยาลัยราชภัฏบุรีรัมย์
Graduate School Buriram Rajabhat University



