



# **Thesis and Independent Study Template Manual for Graduate Level 2019**



Office of the Registrar and Educational Data Processing  
Panyapiwat Institute of Management

## **Thesis and Independent Study Template Manual for Graduate Level**



**By**  
**Graduate Management Committee**  
**Office of the Registrar and Educational Data Processing**  
**Panyapiwat Institute of Management Year 2019**

**Formatting examples for Thesis and IS printing**

## TABLE OF CONTENTS

|              |                                                     |    |
|--------------|-----------------------------------------------------|----|
| Example 1(1) | Formatting of Title Page (front cover).....         | 1  |
| Example 1(2) | Formatting of Title Page (inner cover page).....    | 2  |
| Example 2(1) | Formatting of Book Spine. ....                      | 3  |
| Example 2(2) | Examples of Printing and Layout of Book Spine. .... | 4  |
| Example 3    | Formatting of Page Margin.....                      | 5  |
| Example 4(1) | Formatting of Approval Page. ....                   | 6  |
| Example 5(1) | Formatting of Abstract.....                         | 7  |
| Example 6    | Formatting of Acknowledgment Page. ....             | 8  |
| Example 7    | Formatting of Contents Page. ....                   | 9  |
| Example 8    | Formatting of List of Tables. ....                  | 11 |
| Example 9    | Formatting of List of Figures.....                  | 12 |
| Example 10   | Formatting of Chapters and Subheadings.....         | 13 |
| Example 11   | Formatting of Table. ....                           | 15 |
| Example 12   | Formatting of Illustrations and Graphs.....         | 17 |
| Example 13   | Citation/Reference Page. ....                       | 18 |
| Example 14   | Formatting of Appendix Page.....                    | 28 |
| Example 15   | Formatting of Autobiography. ....                   | 31 |

Example 1(1). Formatting of Title Page (front cover).

1.5 inches

1



Use Times New Roman font with 14-point font size, bold font and single spaced in gold.

..... **TITLE IN ENGLISH** .....

.....

Equal Spacing

**AUTHOR'S FIRST AND LAST NAMES**

1.5 inches

1 inch

**A MASTER'S THESIS / INDEPENDENT STUDY SUBMITTED  
TO FACULTY OF .....NAME OF FACULTY.....,  
PANYAPIWAT INSTITUTE OF MANAGEMENT**

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR  
THE DEGREE OF DOCTOR OF PHILOSOPHY/ MASTER OF  
..... / BACHELOR OF.....IN.....FULL NAME OF THE  
PROGRAM .....**

**YEAR OF GRADUATION**

**COPYRIGHT BY PIM  
ALL RIGHTS RESERVED**

1 inch

1.5 inches

Example 1(2). Formatting of Title Page (inner cover page).



Use Times New Roman font with 14-point font size, bold font and single spaced.

..... **TITLE IN ENGLISH** .....

.....

**AUTHOR'S FIRST AND LAST NAMES**

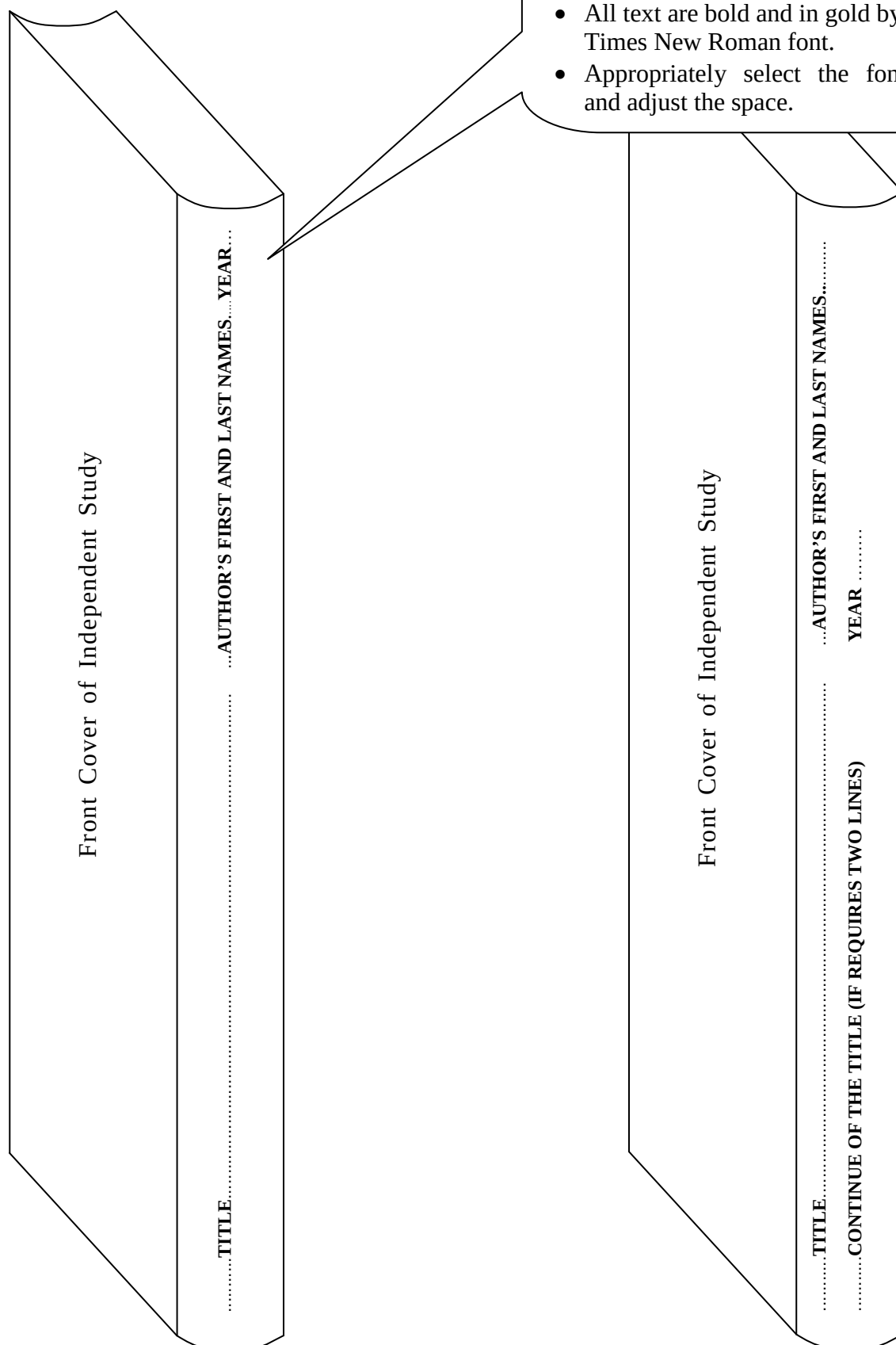
**A MASTER'S THESIS / INDEPENDENT STUDY SUBMITTED  
TO FACULTY OF ....NAME OF FACULTY.....,  
PANYAPIWAT INSTITUTE OF MANAGEMENT**

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR  
THE DEGREE OF DOCTOR OF PHILOSOPHY/ MASTER OF  
..... / BACHELOR OF.....IN.....FULL NAME OF THE  
PROGRAM .....**

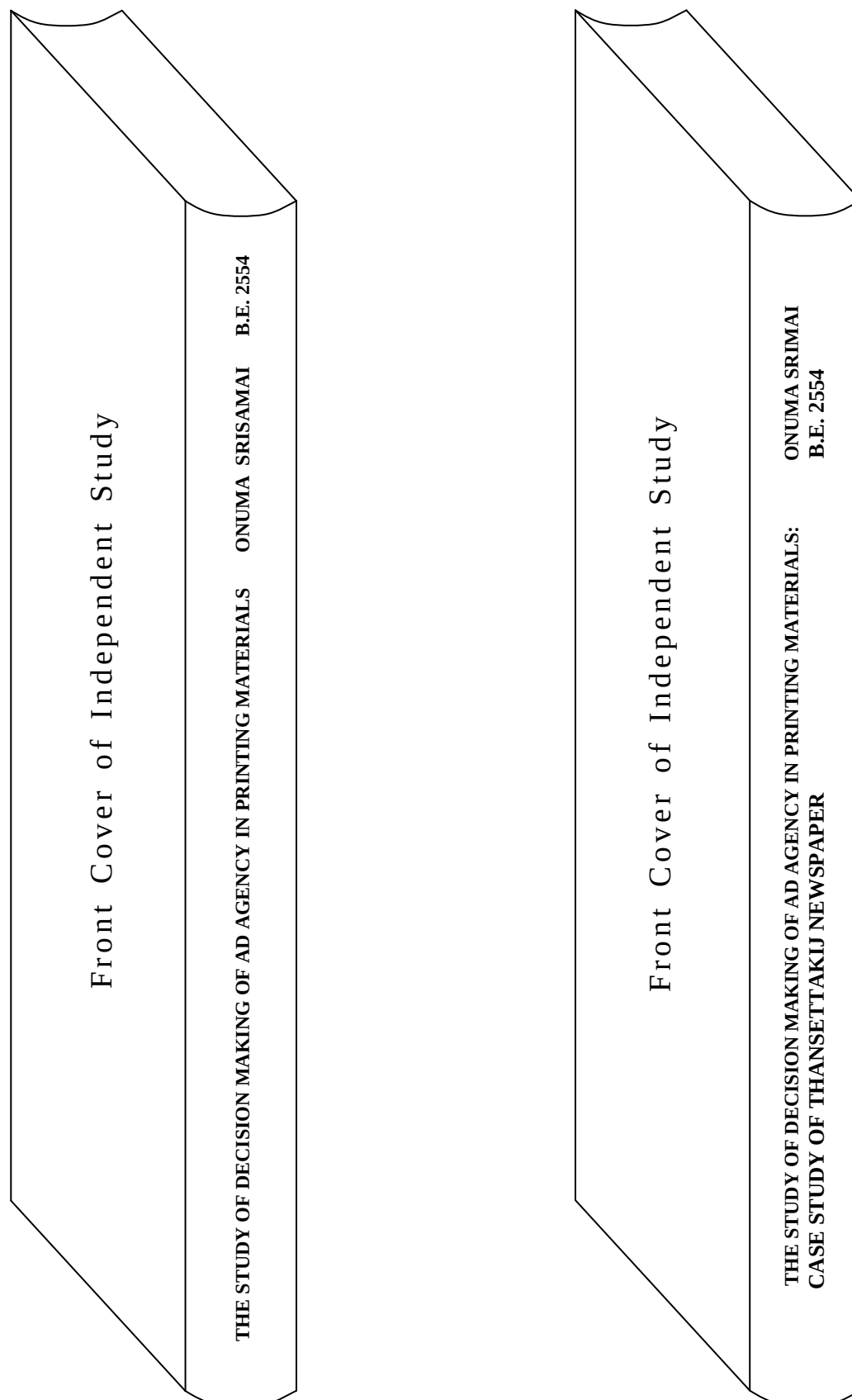
**YEAR OF GRADUATION**

**COPYRIGHT BY PIM  
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### Example 2(1). Formatting of Book Spine.

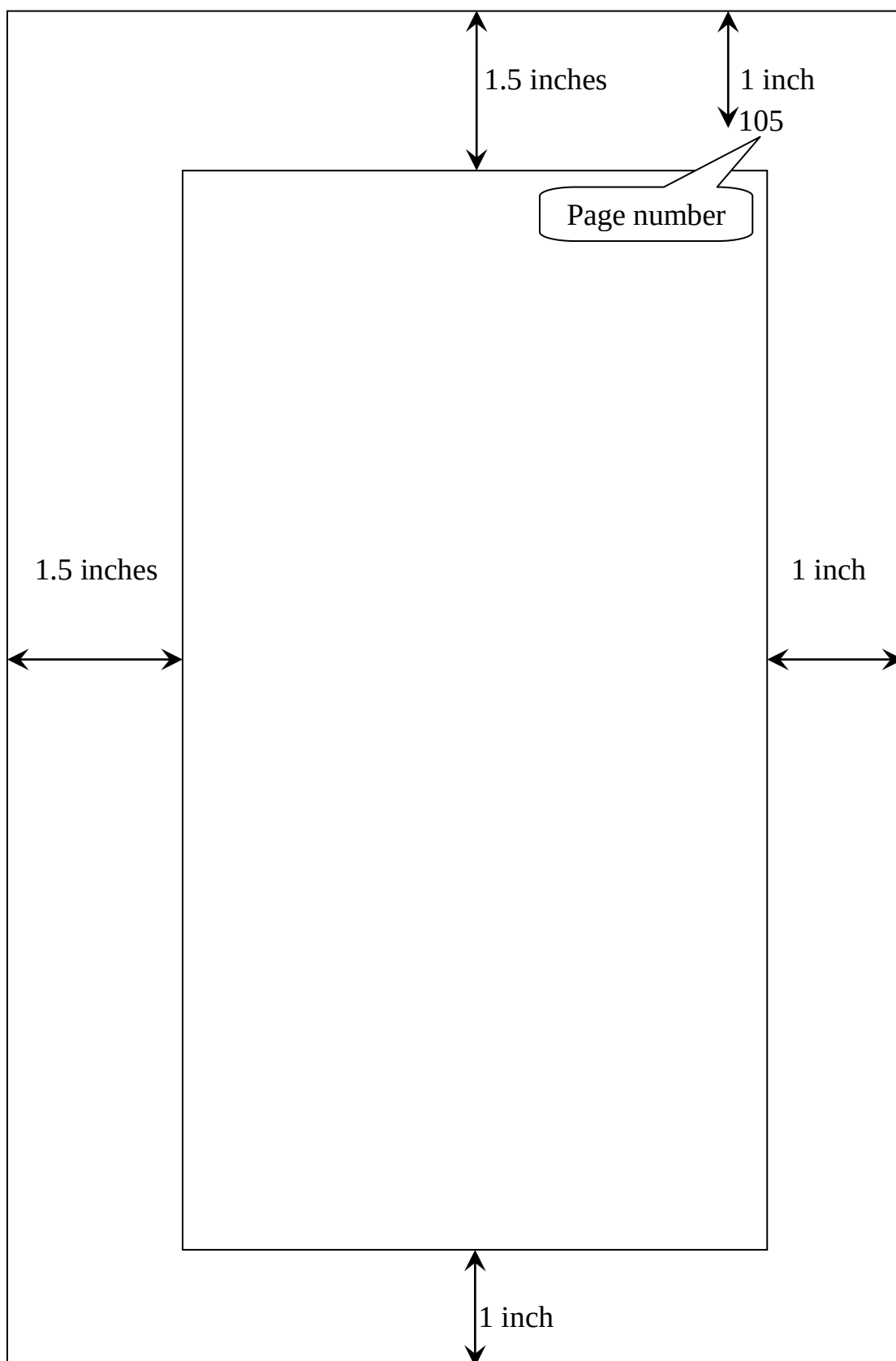


Example 2(2). Examples of Printing and Layout of Book Spine.





Example 3. Formatting of Page Margin.



# Example 4(1). Formatting of Approval Page.

All texts are in Times New Roman font with 12-point font size and single spaced.

The thesis committee / independent study committee reviewed .....  
 Author's First and Last Names.....'s dissertation / thesis / independent study and  
 the committee recommends that it can fulfill the requirement for Master's Degree  
 in.....program name..... of Panyapiwat Institute of Management.  
*(single-space)*

The Defense Committee of Thesis/ Independent study  
*(single-line space)*

..... Chairperson  
 (.....)  
*(single-line pace)*

..... Committee member  
 (.....)  
*(single-line space)*

..... Committee member (if needed)  
 (.....)  
*(single-line pace)*

..... Advisor  
 (.....)  
*(double-line space)*

..... Dean, Faculty of.....  
 (.....)  
 Date.... Month..... Year.....

Tab 5/8 inch

Tab 5/8 inch

Tab 6/8 inch

1.5 inches

1.5 inches

1 inch

1 inch

1.5 inches

## Example 5(1). Formatting of Abstract.

The diagram illustrates the formatting of an abstract form. The form is a large rectangle with a 1.5-inch margin on the top and bottom, and a 1-inch margin on the left and right. The form is divided into several sections:

- Title:** A field for the title, with a 1.5-inch margin on the top and bottom.
- Author's Name:** A field for the author's name, with a 1.5-inch margin on the top and bottom.
- Advisor:** A field for the advisor's name, with a 1.5-inch margin on the top and bottom.
- Degree:** A field for the degree, with a 1.5-inch margin on the top and bottom.
- Academic Year:** A field for the academic year, with a 1.5-inch margin on the top and bottom.
- Major:** A field for the major, with a 1.5-inch margin on the top and bottom.
- Objective and research methodology:** A field for the objective and research methodology, with a 1.5-inch margin on the top and bottom.
- Results:** A field for the results, with a 1.5-inch margin on the top and bottom.
- Key Words:** A field for key words, with a 1.5-inch margin on the top and bottom.

Dimensions and margins are indicated by arrows and text:

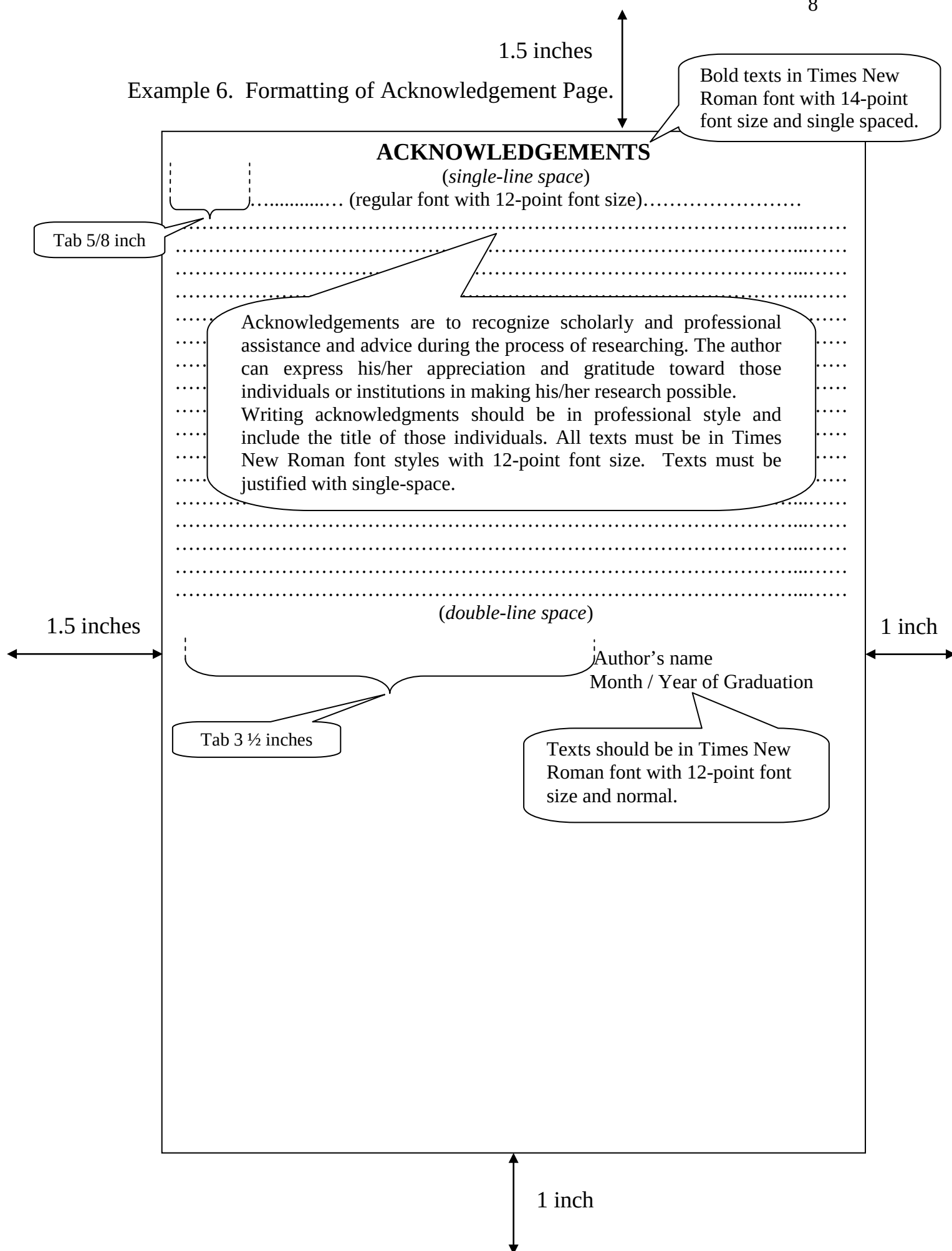
- 1.5 inches (top and bottom margins)
- 1 inch (left and right margins)
- Tab 2 inches (margin for the first section)
- Tab 5/8 inch (margin for the second section)

Instructions for the abstract:

- The abstract should be clear and concise. Texts must be in Times New Roman font with 12-point font size. All texts should be justified. The abstract should not exceed one page.
- The objective and research methodology.
- The results obtained.
- Key Words** should be in bold and 12-point font size, and must be between 3 and 5 words.

**Key Words:** .....

Example 6. Formatting of Acknowledgement Page.





1.5 inches

Bold texts in Times New Roman  
font with 14-point font size.

**TABLE OF CONTENTS (cont.)**

Tab ½ inch

Bold texts in 12-point font size

*(single-line space)***Page***(single-line space)*

5 Conclusions, Discussion and Suggestion..... 133

5.1 Conclusion..... 142

5.2 Discussion..... 148

5.3 Suggestion..... 153

*(single-line space)*

Bibliography..... 155

Appendix..... 169

Appendix A: Research Instrument..... 170

Appendix B: Experts/Readers (if any)..... 174

Autobiography..... 177

Set tab with 1/8  
inch or double  
spaces (//)

Tab ½ inch

1.5 inches

1 inch

1.5 inches

### Example 8. Formatting of List of Tables.

Bold texts 12-point font size

1.5 inches

Bold texts in Times New Roman font with 14-point font size.

#### LIST OF TABLES

##### Tables

Bold texts with 12-point font size

(single-line space)

**Page**

(single-line space)

|     |                                                                                                       |    |
|-----|-------------------------------------------------------------------------------------------------------|----|
| 3.1 | Population and samples.....                                                                           | 46 |
| 4.1 | Percentage of sample by gender.....                                                                   | 52 |
| 4.2 | Percentage of sample by age.....                                                                      | 53 |
| 4.3 | Mean and standard deviation of the level of information and<br>technology usage to perform tasks..... | 55 |

Set tab with 1/8 inch or double spaces (//)

Use normal font with the 12 point font size

1.5 inches

1 inch

1.5 inches

# Example 9. Formatting of List of Figures.

Bold texts 12-point font size

1.5 inches

Bold texts in Times New Roman font with 14-point font size.

## LIST OF FIGURES

### Figures

Bold texts with 12-point font size

(single-line space)

**Page**

(single-line space)

|     |                                                                                                                          |    |
|-----|--------------------------------------------------------------------------------------------------------------------------|----|
| 2.1 | Scope of Study.....                                                                                                      | 44 |
| 4.1 | Graph illustrates the percentage of samples by levels of education.....                                                  | 55 |
| 4.2 | Graph illustrates the percentage of samples by occupations.....                                                          | 56 |
| 4.3 | Graph illustrates the mean and standard deviation of the level of information and technology usage to perform tasks..... | 60 |

Set tab with 1/8 inch or double spaces (//)

Use normal font with the 12 point font size

1.5 inches

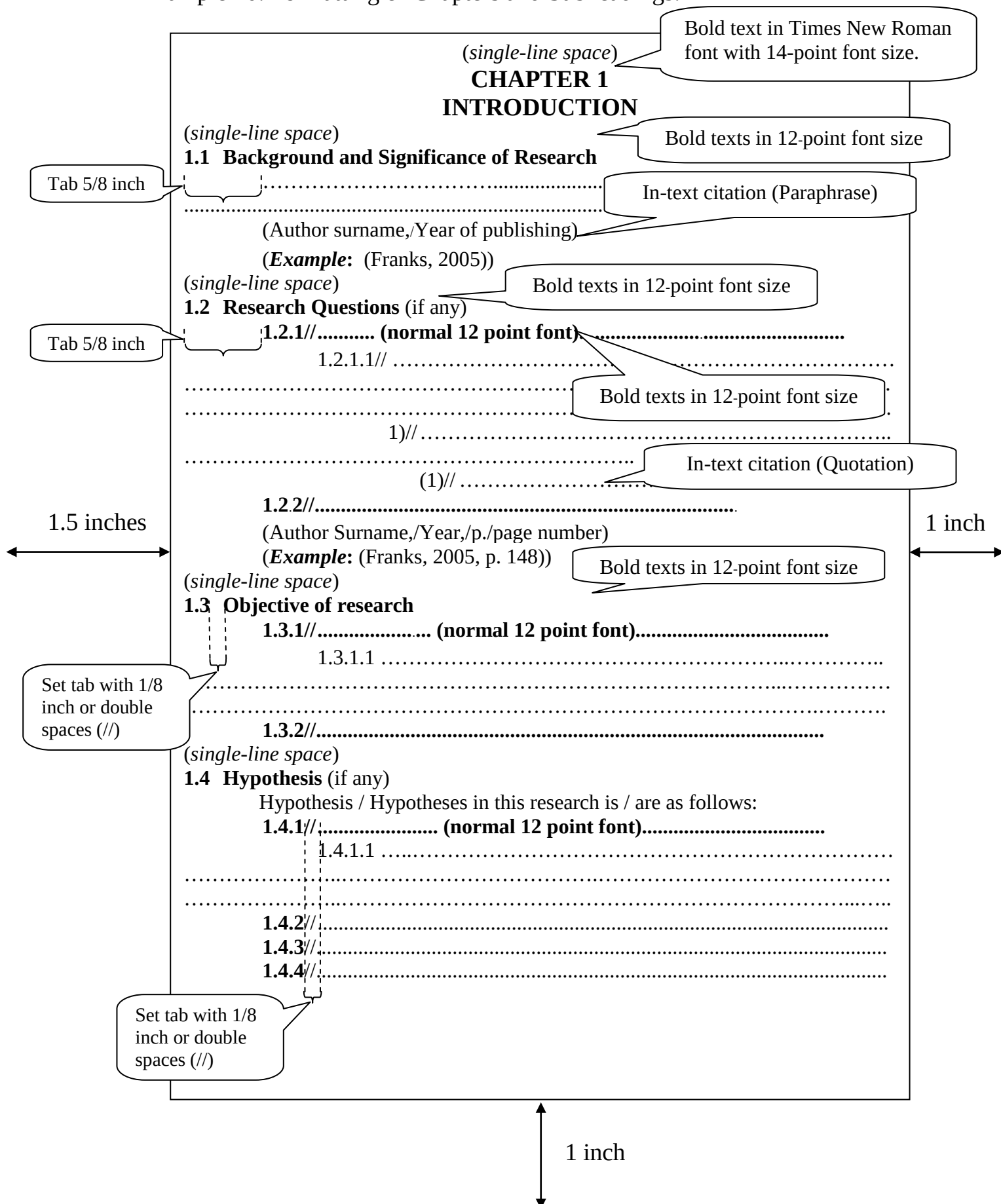
1 inch

1.5 inches



1.5 inches

## Example 10. Formatting of Chapters and Subheadings.



14

1.5 inches

**1.5 Scope of Study** (single-line space) Bold texts in 12-point font size

Tab 5/8 inch { **1.5.1//Scope of research**..... (normal font 12 point).....  
**1.5.2//Population parameter**.....  
**1.5.3//Variables**.....  
**1.5.4//Period of study**.....  
(single-line space)

**1.6 Research Limitation** (if any) Bold texts in 12-point font size  
(single-line space)

Tab 5/8 inch { ..... (normal 12 point font).....  
.....  
(single-line space)

**1.7 Benefits from Research** Bold texts in 12-point font size  
(single-line space)

.....(normal 12 point font).....  
.....  
1.7.1//.....  
1.7.2//.....  
(single-line space)

**1.8 Definition** Bold texts in 12-point font size  
(single-line space)

1.8.1// ..... (normal 12 point font).....  
1.8.2//.....  
1.8.3//.....  
1.8.4//.....

1.5 inches 1 inch

1 inch

## Example 11. Formatting of Table.

1.5 inches

Use normal Times New Roman  
font with 12-point font sizeTable 2.1: Percentage and means of cracking throughout the different stages.  
(single-line space)

| Month      | Number of Cracking throughout Stages. |       |       |              |                |        |       | Percentage |
|------------|---------------------------------------|-------|-------|--------------|----------------|--------|-------|------------|
|            | Form                                  | Dry   | Bake  | Pack-<br>age | Trans-<br>port | Others | Total |            |
| January    | 8                                     | 17    | 15    | 1            | 10             | 2      | 53    | 28.34      |
| February   | 11                                    | 39    | 12    | 1            | 6              | 1      | 70    | 37.43      |
| March      | 17                                    | 20    | 18    | 4            | 5              | 0      | 64    | 34.23      |
| Total      | 36                                    | 76    | 45    | 6            | 21             | 3      | 187   | 100        |
| Mean       | 12.0                                  | 25.33 | 15    | 2            | 7              | 1      | 62.33 | -          |
| Percentage | 19.25                                 | 40.64 | 24.06 | 3.21         | 11.23          | 1.61   | 100   | -          |

Note: Reprinted [or adapted] from/*Book Title*/(page number),/by Author First Initial./Second Initial./Surname,/Year, /Place of Publication:/Publisher./Copyright /[Year]/by/the Name of Copyright Holder.  
(single-line space)

According to Table 2.1 ..... (normal 12 point font).....

Set tab with 1/8  
inch or double  
spaces (//)Set tab with 1/8  
inch or double  
spaces (//)

Tab 5/8 inch

1.5 inches

1 inch

1 inch

1.5 inches

**Remarks on Caption under tables:****1) Table from a book**

*Note.* Reprinted [or adapted] from/*Book Title*/(page number),/by Author First Initial./Second Initial./Surname,/Year, /Place of Publication:/Publisher./Copyright/[Year]/by/the Name of Copyright Holder.

**Example**

*Note.* Reprinted from *Short-term Memory Loss* (p. 73), by K. M. Pike, 2008, New York, NY: Mackerlin Press. Copyright 2008 by the Association for Memory Research.

**2) Table from a Journal Article**

*Note.* Reprinted/[or adapted]/from/"Title of Article,"/by/Author First Initial./Second Initial./Surname,/ Year,/ *Journal Title*,/ *Volume*(issue),/ page number./Copyright/[Year]/by/the Name of Copyright Holder.

**Example**

*Note.* Adapted from "Visual Experience Enhances Infants' Use of Task-Relevant Information in an Action Task," by S.-h. Wang and L. Kohne, 2007, *Developmental Psychology*, 43, p. 1515. Copyright 2003 by the American Psychological Association.

**3) Table from a Website**

*Note.* Reprinted/[or adapted]/from/*Title of Website*,/by Author First Initial./Second Initial./Surname, Year,/Retrieved from URL./Copyright/[year]/by/the Name of Copyright Holder.

**Example**

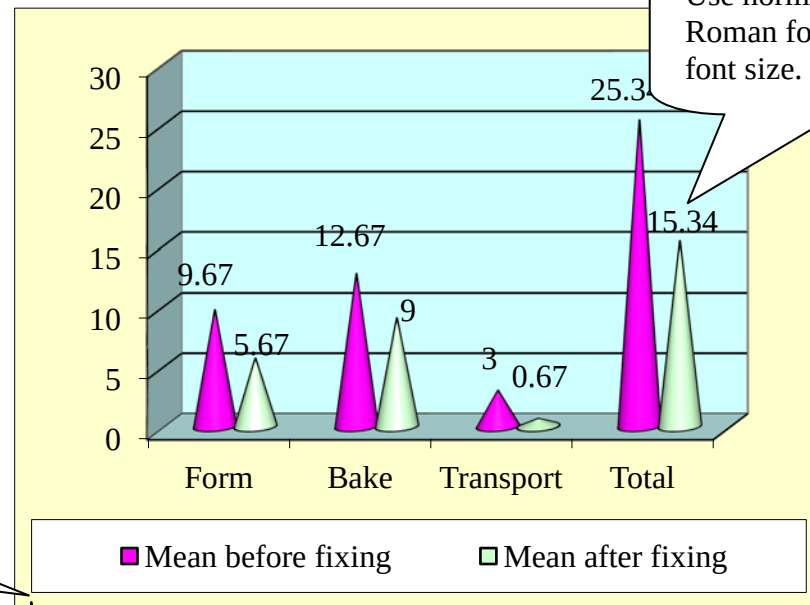
*Note.* Reprinted from List of Yoga Postures, In *Wikipedia*, n.d., Retrieved October 28, 2009, from [http://en.wikipedia.org/wiki/List\\_of\\_yoga\\_postures](http://en.wikipedia.org/wiki/List_of_yoga_postures). Copyright 2007 by Joseph Renger.

1.5 inches

1 inch

1.5 inches

## Example 12. Formatting of Illustrations and Graphs.



Use normal font, Times New Roman font with 12-point font size.

Set tab with 1/8 inch or double spaces (/)

Figure 2.2. The graph illustrates the mean of the comparison of the cracking before and after improvements. Reprinted from *Nuttapong-Ceramic* (p.12), 2005. (single-line space)

1.5 inches

1 inch

Tab 5/8 inch

According to Graph 2.2. ....  
 ....(normal 12 point font).....

1 inch

1.5 inches

**Remarks on Caption under figures:****1) Figure from a book**

*Figure X* Descriptive phrase that serves as title and description. /Reprinted [or adapted] from/*Book Title*/(page number),/by Author First Initial./Second Initial./Surname,/Year, /Place of Publication:/Publisher./Copyright/[Year]/ by/the Name of Copyright Holder.

**Example**

*Figure 1* Short-term memory test involving pictures. Reprinted from *Short-term Memory Loss* (p. 73), by K. M. Pike, 2008, New York, NY: Mackerlin Press. Copyright 2008 by the Association for Memory Research.

**2) Figure from a Journal Article**

*Figure X* Descriptive phrase that serves as title and description. /Reprinted/[or adapted]/from/"Title of Article,"/by/Author First Initial./Second Initial./Surname,/Year,/Journal Title,/Volume(issue),/ page number./Copyright/[Year]/by/the Name of Copyright Holder.

**Example**

*Figure 1* Schematic drawings of a bird's eye view of the table (a) and the test phase of the choice task (b). Numbers represent the dimensions in centimeters. Adapted from "Visual Experience Enhances Infants' Use of Task-Relevant Information in an Action Task," by S.-h. Wang and L. Kohne, 2007, *Developmental Psychology*, 43, p. 1515. Copyright 2003 by the American Psychological Association.

**3) Figure from a Website**

*Figure X* Descriptive phrase that serves as title and description./Reprinted/[or adapted]/from/*Title of Website*,/by Author First Initial./Second Initial./Surname, Year,/Retrieved from URL./Copyright/[year]/by/the Name of Copyright Holder.

**Example**

*Figure 1* An example of the cobra yoga position. Reprinted from List of Yoga Postures, In *Wikipedia*, n.d., Retrieved October 28, 2009, from [http://en.wikipedia.org/wiki/List\\_of\\_yoga\\_postures](http://en.wikipedia.org/wiki/List_of_yoga_postures). Copyright 2007 by Joseph Renger.

1.5 inches

1 inch

1 inch

Example 13. Citation/Reference Page.

1.5 inches

Use Times New Roman font  
and bold texts with 14-point  
font size .

## BIBLIOGRAPHY

(single-line space)

### (Examples of Citations)

#### **1. Types of Books**

##### **1.1 General Books**

##### **Case 1: Book with one Author or Edition**

Author Surname,/First Initial./Second Initial./ (Year)./ *Book title:/Subtitle./*  
 ///////////////Place of Publication:/Publisher.

##### **Example:**

Franks, A. (2005). *Margaret Sanger's eugenic legacy: The control of female fertility.*  
 Jefferson, NC: McFarland & Company.

##### **Case 2: Book with Two Authors or Editors**

Author Surname,/First Initial./Second Initial./, &/Author Surname,/First Initial./  
 Second Initial./ (Year)./ *Book title:/Subtitle./* Place of Publication:/Publisher.

##### **Example**

Burley, J., & Harris, J. (Eds.). (2002). *A companion to genethics.* Malden, MA:  
 Blackwell.

##### **Case 3: Book with Three to Five Authors or Editors**

Author Surname,/First Initial./Second Initial./, Author Surname,/First Initial./Second  
 Initial./, &/Author Surname,/First Initial./Second Initial./ (Year)./  
*Book title:/Subtitle./* Place of Publication:/Publisher.

##### **Example:**

Johnson, N. G., Roberts, M. C., & Worell, J. (Eds.). (1999). *Beyond appearance: A  
 new look at adolescent girls.* Washington, DC: American Psychological  
 Association.

##### **Case 4: Article or Chapter in an Edited Book**

Author Surname [of Chapter or Article],/First Initial./Second Initial./ (Year)./Article  
 or chapter title./In Editor First Initial./Second Initial./Surname (Ed.),/Book  
 title:/Subtitle/(pp./page range of article or chapter)./Place of Publication:/  
 Publisher.

##### **Example:**

Lawrence, J. A., & Dodds, A. E. (2003). Goal-directed activities and life-span  
 development. In J. Valsiner & K. Connolly (Eds.), *Handbook of  
 developmental psychology* (pp. 517-533). London, England: Sage  
 Publications.

##### **Case 5: Book with organization as author**

Organization Name/(Year)./ *Book Title*/Edition (if any)./  
 Place of Publication:/Publisher.

##### **Example:**

National Fire Protection Association. (2009). *Fundamentals of fire fighting skills*  
 (2nd ed.). Sudbury, MA: Jones and Bartlett.

Tab ½ inch

1.5 inches

1 inch

1 inch

1.5 inches

**Case 6: Book with no Author**

*Book title:/Subtitle./(Year)./Place of Publication:/Publisher.*

**Example:**

*Merriam-Webster's collegiate dictionary* (11th ed.). (2005). Springfield, MA: Merriam-Webster.

Tab ½ inch

**1.2 A Translation**

Author Surname,/First Initial./Second Initial./(Year)./Book title:/Subtitle/(Translator First Initial./Second Initial./Surname,/Trans.)./Place of Publication: Publisher./(Original work published/Year).

**Example:**

Laplace, P. S. (1951). *A philosophical essay on probabilities* (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814).

**2. Excerpts/Passages/Journal Articles****2.1 Excerpt/Passages from Books**

Author Surname,/First Initial./Second Initial./(Year)./Title of Excerpt/Passage/Chapter./in/Editor's Name,/Book Title/Edition (if any)./Place of Publication:/Publisher.

**2.2 Encyclopedia/Multivolume Work**

Author Surname,/First Initial./Second Initial./(Year)./Title/in/Book Title/(Volume number, page number)./Place of Publication:/Publisher.

**Examples:**

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica*. (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

Graham, G. (2005). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Fall 2007 ed.). Retrieved from <http://plato.stanford.edu/entries/behaviorism/>

**2.3 Minutes from Meetings or Academic Seminar/Conference**

Author Surname,/First Initial./Second Initial./(Year)./Title./in/Name of the Meeting or Conference./(page number)./Place of Publication:/Organization.

**Example:**

Armstrong, D. B., Fogarty, G. J., & Dingsdag, D. (2007). Scales measuring characteristics of small business information systems. In W.G. Tan (Ed.), *Proceedings of Research, Relevance and Rigour: Coming of age: 18th Australasian Conference on Information Systems* (pp. 163-171). Toowoomba, Australia: University of Southern Queensland.

**2.4 Periodicals Articles**

Author Surname,/First Initial./Second Initial./(Year)./Articles Title./Name of Journal./Vol./#/Iss./#./page number.

1.5 inches

1 inch

1 inch



1.5 inches

Tab ½ inch

**Example:**

Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15(3), 5-13.

**2.5 Newsletter**

Author./ (Year, Month/Date)./ *Name of Periodical*./ Vol.# Iss.#./ page number.

**Example:**

International Association for the Psychology of Religion. (2014, November).

Conference: Trauma and lived religion. *IAPR Newsletter*, 5. Retrieved from <http://www.psychology-of-religion.com/newsletter-1/>

**2.6 Newspaper Articles**

Author Surname./First Initial./Second Initial./ (Year,/Month Day)./Article title:/Subtitle./ *Newspaper Title*, page range. Retrieved from URL [if viewed online]

**Example:**

Wallace, K. (2007, December 4). Passport applicant finds massive privacy breach. *The Globe and Mail*, pp. A1, A8.

Severson, K. & Martin, A. (2009, March 3). It's organic, but does that mean it's safer? *The New York Times*. Retrieved from <http://www.nytimes.com>

1.5 inches

**2.7 Magazine Article**

Author Surname./First Initial./Second Initial./ (Year, Month Day)./Article title: Subtitle./ *Magazine Title*./ Volume(issue),/page range./Retrieved from URL of magazine home page [if viewed online].

**Example:**

Henry, W. A., & Mehta, N. S. (1990, April 9). Beyond the melting pot. *Time*, 135, 28-31.

Kuttner, R. (2003, September 8). The great American pension-fund robbery. *Business Week*, 24-26. Retrieved from <http://www.businessweek.com/>

1 inch

**2.8 Journal Article with One Author**

Author Surname./First Initial./Second Initial./ (Year)./Article title:/Subtitle./ *Journal Title*./ Volume(issue),/page range./doi:xx.xxxxxxxx OR Retrieved from URL of journal home page [if available].

**Example:**

Pettigrew, T. F. (2009). Secondary transfer effect of contact: Do intergroup contact effects spread to noncontacted outgroups? *Social Psychology*, 40(2), 55-65. doi:10.1027/1864-9335.40.2.55

1 inch

1.5 inches

**2.9 Journal Article with Two Authors**

Author Surname,/First Initial./Second Initial./&/Author Surname,/First Initial./Second Initial./ (Year)./Article title: Subtitle./*Journal Title*,/Volume(issue),/page range./doi:xx.xxxxxxxx OR Retrieved from URL of journal home page [if available].

Tab ½ inch

**Example:**

Paterson, B. L., & Thorne, S. (2003). Enhancing the evaluation of nursing care effectiveness. *Canadian Journal of Nursing Research*, 35(3), 26-38.

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

**2.10 Journal Article with Three to Seven Authors**

Author Surname,/First Initial./Second Initial./Author Surname,/First Initial./Second Initial./&/Author Surname,/First Initial./Second Initial./ (Year)./Article title:/Subtitle./*Journal Title*,/Volume(issue),/page range./doi:xx.xxxxxxxx OR Retrieved from URL of journal home page [if available].

**Example:**

Westhues, A., Lafrance, J., & Schmidt, G. (2001). A SWOT analysis of social work education in Canada. *Social Work Education*, 20(1), 35-56. doi:10.1080/ 02615470020028364

Dietz, P. M., Williams, S. B., Callaghan, W. M., Bachman, D. J., Whitlock, E. P., & Hornbrook, M. C. (2007). Clinically identified maternal depression before, during, and after pregnancies ending in live births. *American Journal of Psychiatry*, 164(10), 1515-1520. doi:10.1176/appi.ajp.2007.061118936

In case of more than 7 authors - If the article has more than seven authors, list the names of the first six authors followed by ... and then the last author's name in the reference entry

**Example:**

Arca, M., Papachristoforou, A., Mougél, F., Rortais, A., Monceau, K., Bonnard, O., ... Arnold, G. (2014). Defensive behaviour of *Apis mellifera* against *Vespa velutina* in France: Testing whether European honeybees can develop an effective collective defence against a new predator. *Behavioral Processes*, 106, 122–129. doi: 10.1016/j.beproc.2014.05.002

**3. Dissertation/Thesis/Independent Research****3.1 Reference from Dissertation/Thesis/Independent Research**

Author Surname,/First Initial./Second Initial./ (Year)./Title./ (Degree Level)/Program or Major/Faculty or Department/Name of University or Institution. Retrieved from Database Name./ (Document ID/xxxxxxx). OR Retrieved from URL

1 inch

1.5 inches

Tab ½ inch

**Example:**

Sabbagh, S. A. (2009). *Investigating oral presentation skills and non-verbal communication techniques in UAE classrooms: A thesis in teaching English to speakers of other languages* (master's thesis). American University of Sharjah, Sharjah, United Arab Emirates.

Rashed, D.H. (2008). *A case study of international ESL learners' perceptions of technology use in English language learning* (Master's thesis). Retrieved from ProQuest Dissertations and Theses database. (UMI No. 1456443)

Hayes, R. S. (2011). *The study of literacy coaching observations and interviews with elementary teachers* (Doctoral dissertation). Available from ProQuest Dissertations & Theses Global database. (Document ID 577377203).

Henningsen, M. R. (1969). *Analysis of reading skills and abilities needed to qualify for employment in the United States Postal Service* (Master's thesis). Retrieved from <http://cdm16056.contentdm.oclc.org/cdm/singleitem/collection/these/id/522/rec/1>

**3.2 Dissertation Abstract International (DAI)**

Author Surname,/First Initial./Second Initial./(Published Year)/Dissertation/Thesis Title./(Degree Level)/University or Institution, Year of Production./*Dissertation Abstracts International*./Vol./#/Iss.#,/page number.

**Example:**

Nousse, V. E. (2007). An educational forgiveness intervention with young adult children of divorce. *Dissertation Abstracts International: Section A. Humanities and Social Sciences*, 68(04), 1328.

**4. AudioVisual Media and others**

Personal or Corporate Author./Year of Production./Title of Program/[type of media]/Location of Production:/Publisher or Producer.

**Example:**

Davidson, F. (Producer), & Davidson, J. (Director). (1999). *B. F. Skinner: A fresh appraisal* [Motion picture]. United States: Davidson Films.

**5. Electronic Journal**

Author Surname,/First Initial./Second Initial./(Year)/Article title:/Subtitle/[Electronic version]/Journal Title,/Volume(issue),/page range.

**Example:**

Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41, 1245-1283. doi:10.1108/03090560-710821161

Wooldridge, M.B., & Shapka, J. (2012). Playing with technology: Mother-toddler interaction scores lower during play with electronic toys. *Journal of Applied Developmental Psychology*, 33(5), 211-218. <https://doi.org/10.1016/j.appdev.20-12.05.005>

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## **6. Conference Papers and Proceedings**

### **6.1 Paper in Conference Proceedings-Published in a book**

Author Surname,/First Initial./Second Initial./(Year)/Conference paper title./In/ Editor First Initial./Editor Surname/(Ed.),/Proceedings Book Title/(pp./page range of paper)/Place of Publication: Publisher.

#### **Example:**

Armstrong, D. B., Fogarty, G. J., & Dingsdag, D. (2007). Scales measuring characteristics of small business information systems. In W-G. Tan (Ed.), *Proceedings of Research, Relevance and Rigour: Coming of age: 18th Australasian Conference on Information Systems* (pp. 163-171). Toowoomba, Australia: University of Southern Queensland.

### **6.2 Conference Paper from the Internet:**

#### **6.2.1 Published online as individual papers**

Author Surname,/First Initial./Second Initial./(Year,/Month)/Conference paper title./ Paper presented at the/Conference Title,/Place,/US state or country./Retrieved from/URL

#### **Example:**

Taylor, J. A. (2006, November). *Assessment: a tool for development and engagement in the first year of university study*. Paper presented at the Engaging Students: 9th Pacific Rim in Higher Education (FYHE) Conference, Griffith, Australia. Retrieved from [http://www.fyhe.com.au/past\\_papers/2006/Papers/Taylor.pdf](http://www.fyhe.com.au/past_papers/2006/Papers/Taylor.pdf)

#### **6.2.2 Published online as proceedings**

Author Surname,/First Initial./Second Initial./(Year)/Conference paper title./Title of published proceedings which may include place held and date,/Volume number,/page range./URL or DOI

#### **Example:**

Bird, R. B., Taylor, N., Coddington, B. F., & Bird, D. W. (2013). Niche construction and Dreaming logic: Aboriginal patch mosaic burning and varanid lizards (*Varanus gouldii*) in Australia. *Proceedings of the Royal Society B*, 280 20132297, doi:10.1098/rspb.2013.229

### **6.3 Conference Paper (in-print)**

For conference papers that have not been formally published, give the month and year of the conference in the reference.

Author Surname,/First Initial./Second Initial./(Year,/Month)/Conference paper title./ Paper presented at the/Conference Title,/Place,/US state or country.

#### **Example:**

Green, D. B. & DeSilva, A. (2015, June). *The toxicity levels of household chemicals*. Paper presented at the National Symposium on Air Pollution, University of Southern California, California.

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**7. Electronic Source****7.1 Article from website**

Personal or Corporate Author./ (Last update or copyright date; if not known, put n.d.).

*Title of specific document.*/Retrieved from/URL of specific document

***Example:***

Browning, T. (1993). *A brief historical survey of women writers of science fiction.*  
Retrieved from <http://www.cwrl.utexas.edu/~tonya/Tonya/sf/history.html>

**7.2 Blog Post**

Author Surname,/First Initial./Second Initial./OR Author screen name {as it appears on the blog}./ (Year,/Month/Day/{of post})./Title of specific post/[Web log post]./Retrieved from URL of specific post

***Example:***

MiddleKid. (2007, January 22). Re: The unfortunate prerequisites and consequences of partitioning your mind [Web log comment]. Retrieved from [http://scienceblogs.com/pharyngula/2007/01/the\\_unfortunate\\_prere-quisites.php](http://scienceblogs.com/pharyngula/2007/01/the_unfortunate_prere-quisites.php)

**8. WIKI**

Article title./ (Year,/Month/Date; if not known, put n.d.),/In/*Wikipedia*./Retrieved Month /Date,/Year,/from URL of Wikipedia

***Example:***

Psychology. (n.d.). In *Wikipedia*. Retrieved October 14, 2009, from <http://en.wikipedia.org/wiki/Psychology>

**9. Online Map**

Author Surname,/First Initial./Second Initial./ (Duty or position)./ (Year of production)./Map title/[Type of map]./Retrieved from/URL of map

***Example:***

Lewis County Geographic Information Services. (Cartographer). (2002). *Population density, 2000 U.S. Census* [Demographic map]. Retrieved from [http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-popdens\\_2000.pdf](http://www.co.lewis.wa.us/publicworks/maps/Demographics/census-popdens_2000.pdf)

**10. Google Map**

Author Surname,/First Initial./Second Initial./ (Year,/Month/Date; if not known, put n.d.)./[Brief explanation of Direction]./Retrieved/Month/Date,/Year,/from/URL of Google Map

***Example:***

Google. (n.d.). [Google Maps directions for driving from Ingolstadt, Germany, to Geneva, Switzerland]. Retrieved August 4, 2015, from <https://goo.gl/maps/ILt8O>

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**10. Google Map**

Author Surname,/First Initial./Second Initial./(Year,/Month/Date; if not known, put n.d.)./[Brief explanation of Direction]./Retrieved/Month/Date,/Year,/from/URL of Google Map

**Example:**

Google. (n.d.). [Google Maps directions for driving from Ingolstadt, Germany, to Geneva, Switzerland]. Retrieved August 4, 2015, from <https://goo.gl/maps/ILt8O>

**11. Press release, Annual report, PowerPoint, Blog post, Online Video, Audio Podcast, facebook post and Twitter post**

Author Surname,/First Initial./Second Initial./(Year,/Month/Date)./Title of article./[Type of media]./Retrieved from URL

**Examples:****Press release**

The White House, Office of the Press Secretary. (2010). *Administration officials continue travel across the country holding "Recovery Summer" events, project site visits* [Press release]. Retrieved from <http://www.whitehouse.gov/the-press-office/administration-officials-continue-travel-across-country-holding-recovery-summer-eve>

**Annual report**

American Psychological Association. (2013). *2012 annual report of the American Psychological Association*. Retrieved from <http://www.apa.org/pubs/info/reports/2012-report.pdf>

**PowerPoint**

Jacobson, T.E. & Mackey, T. (2013). *What's in the name?: Information literacy, metaliteracy, or transliteracy* [Powerpoint slides]. Retrieved from <http://www.slideshare.net/tmackey/acrl-2013>

**Online Video**

American Psychological Association. (2013, July 23). *The sexualisation of girls* [Video file]. Retrieved from [https://www.youtube.com/watch?v=B2PddIma3-LQ&list=TLO-m\\_vzLRS3HxUSa94J0xNmriHrXIQpj2](https://www.youtube.com/watch?v=B2PddIma3-LQ&list=TLO-m_vzLRS3HxUSa94J0xNmriHrXIQpj2)

**Audio Podcast**

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from <http://www.shrinkrapradio.com/>

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**Facebook post**

APA Style. (2011, March 10). How do you spell success in APA Style? Easy! Consult Merriam-Webster's Collegiate Dictionary or APA's Dictionary of Psychology. Read more over at the APA Style Blog [Facebook status update]. Retrieved from <https://www.facebook.com/APAStyle/posts/2068775293288-77>

**Twitters post**

Gates, B. [BillGates]. (2013, February 26). #Polio is 99% eradicated. Join me & @FCBarcelona as we work to finish the job and #EndPolio. VIDEO: <http://b-gat.es/X75Lvy> [Tweet]. Retrieved from <https://twitter.com/BillGates>

**Remarks:**

1. Put only name and surname without initials for Thai author. Nevertheless, put comma followed by the title conferred by the king after author's surname except for the monk ranks.
2. In case of two authors, separate both names alphabetically with "&"
3. Begin with author's surname; and then, follow by comma, abbreviation of author's name and abbreviation of author's middle name (if any). In case of suffix name, put it after the first initial.

For institute author, list the top-down departments separated by a single space.

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Example 14. Formatting of Appendix Page.

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Bold texts in Times New Roman  
with 14-point font size.

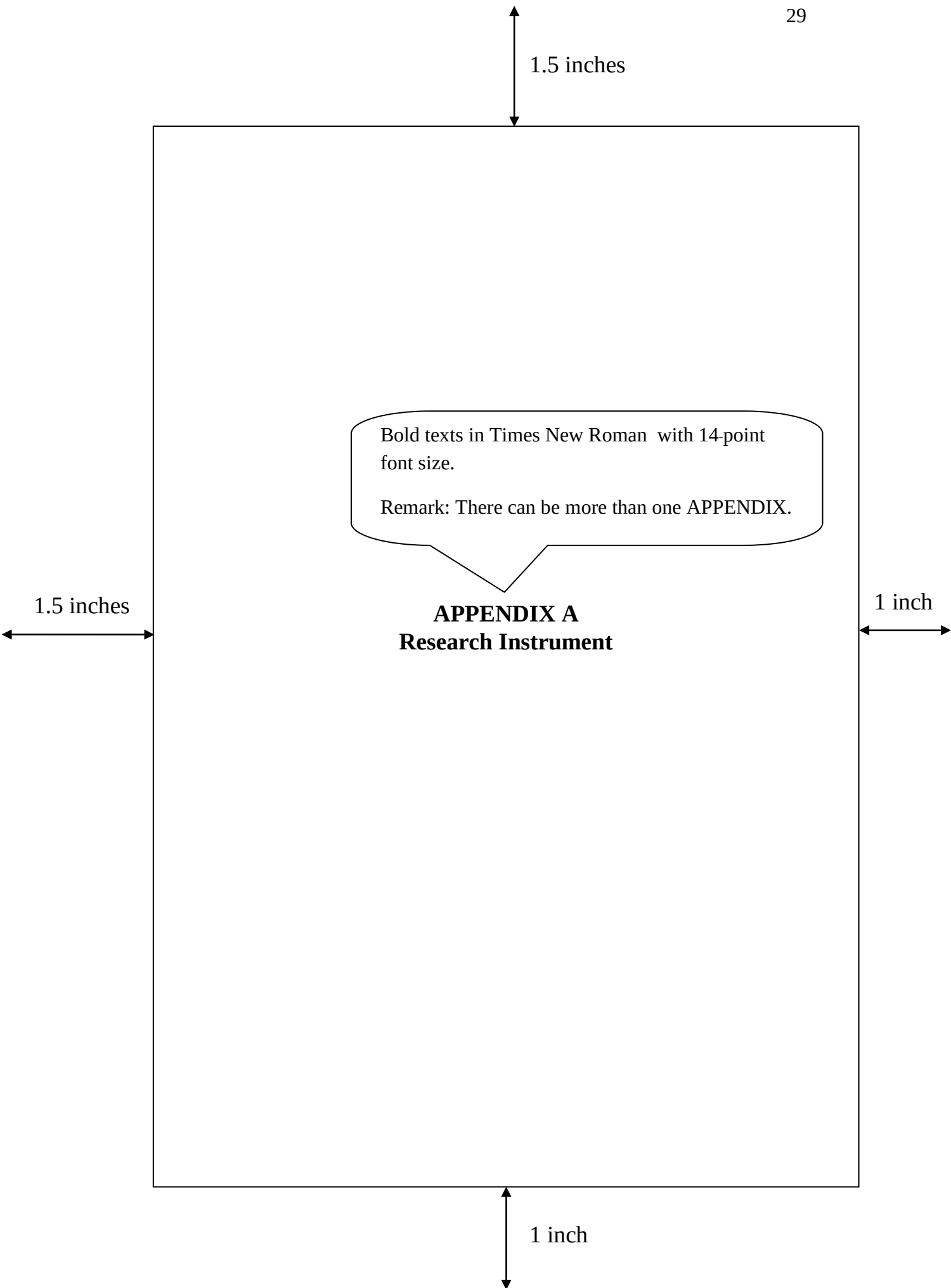
## **APPENDIX**

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Bold texts in Times New Roman with 14-point font size.

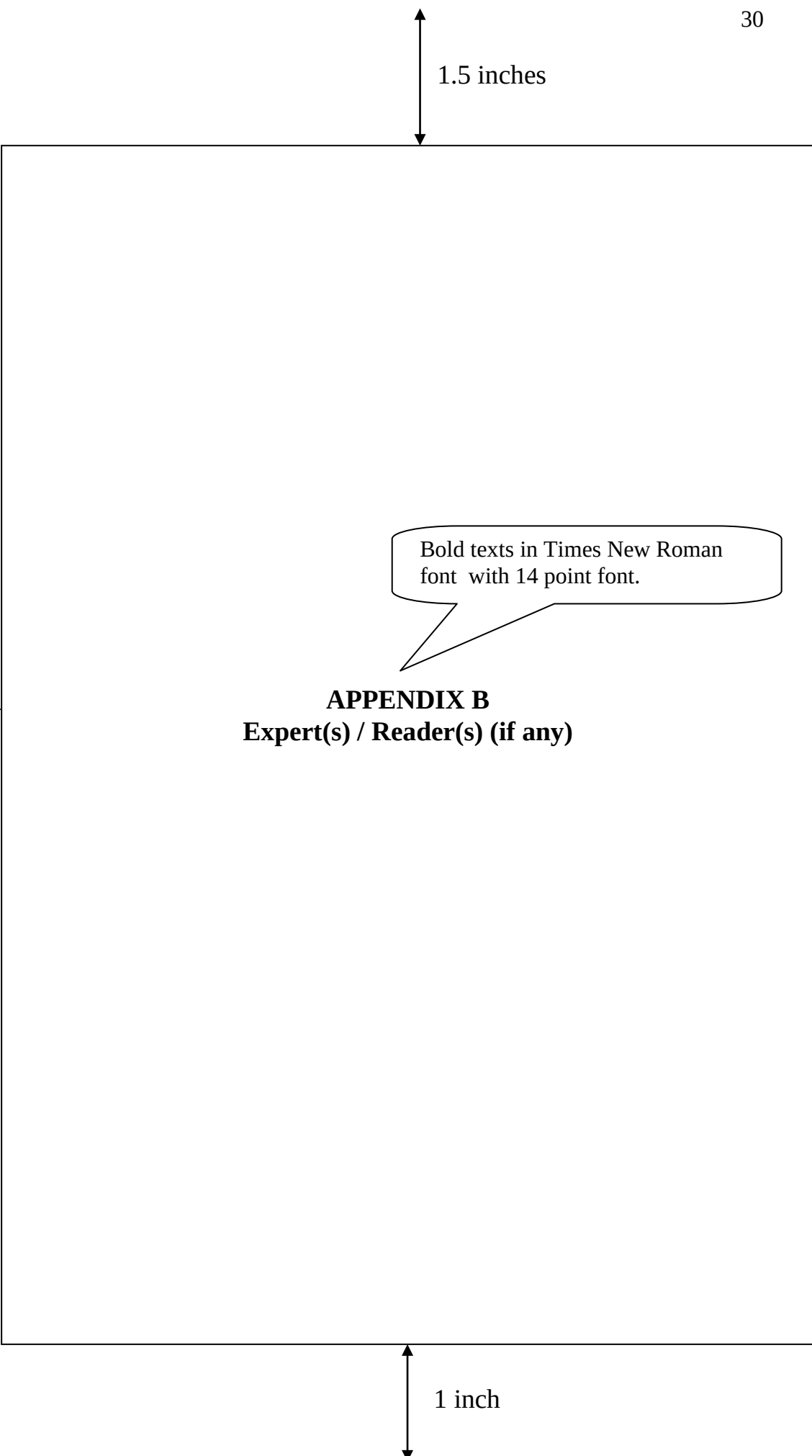
Remark: There can be more than one APPENDIX.

**APPENDIX A**  
**Research Instrument**

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Bold texts in Times New Roman  
font with 14 point font.

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**APPENDIX B**  
**Expert(s) / Reader(s) (if any)**

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# Example 15. Formatting of Autobiography.

| <b>AUTOBIOGRAPHY</b><br>(single-line space) |                                        |
|---------------------------------------------|----------------------------------------|
| First Name–Last names                       | .....(normal texts 12 point font)..... |
| Education                                   | .....(normal texts 12 point font)..... |
| Year.....                                   | .....(normal texts 12 point font)..... |
| Current Position                            | .....(normal texts 12 point font)..... |
| Work Address                                | .....(normal texts 12 point font)..... |
| E-mail                                      | .....(normal texts 12 point font)..... |
| Expertise/Skills                            | .....(normal texts 12 point font)..... |

Bold texts in Times New Roman font with 14-point font size.

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Tab 2 2/8 inches

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