

Chapter 4

Organization of the thesis

The thesis is a paper serving as evidence of work towards Master and Doctoral Degree attainment, and as a consequence, it must be correct both in text and format. This text should represent intellectual cognition and research strategy of the student, and the format is a formal quality specified as a standard of each institute. The correctness of the thesis format is based on a process of printing, proof reading, and book compiling.

To organize the thesis is solely the student's responsibility. The student must understand the principle of typing the thesis and must proof read the manuscript thoroughly by themselves. Therefore, to assure that Khon Kaen University's theses adhere to the same formal standards, the principles for thesis organization are as follows;

1. Paper

The text should be printed and copied only on white plain standard A4 paper with a weight not less than 80 grams.

2. Typing and copying

2.1 The manuscript should be typed by a computer using Microsoft Word version 97 or higher and printed with a laser printer using black font only.

2.2 For copying, use a Photocopy of the manuscript. The photocopy should be in good quality and neat; fonts and figures should be sharp and permanent, not smudged or smeared.

2.3 To Type and copy frontage of thesis (Title page, approval page, Abstract, Dedication, Acknowledgements, Any lists, etc.) and affix page (cover sheet of appendix), typing or copying on single-sided is recommended.

2.4 To type and copy content, references, and the remaining part of thesis, students may use either single or double-sided paper. If the thesis is fewer than 170 pages, type and copy in one page is allowed, but regularly use double-sided.

3. Fonts

3.1 For the thesis written in Thai combined with English, use either Eucrosia UPC, Angsana UPC, or Angsana New style throughout the thesis. The Font size and Font style are assigned as follows:

For normal content and details, use size 14-16 with normal fonts.

For content headings, use size 16-18 with **Bold**.

For chapter headings and any components such as Acknowledgements or Table of contents, use size 18 with **Bold**.

3.2 For the thesis written entirely in English, use Times New Roman. The Font size and Font style are assigned as follows:

For normal content and details, use size 12 with normal fonts.

For content headings, use size 12-14 with **Bold**.

For chapter headings and any components such as Acknowledgements, Table of content, use size 14 with **Bold**.

[For Example of Font type, Font style, and Font size, see Appendix A page 95]

4. Margins

Set top margin at 1.5 inches, left margin at 1.5 inches, right margin at 1 inch, and bottom margin at 1 inch for odd pages; and top margin at 1.5 inches, left margin at 1 inch, right margin at 1.5 inches, and bottom margin at 1 inch for even pages.

[For Example of Margins set up, see Appendix A page 96-97]

5. Line spacing

5.1 For a thesis written in Thai language, set for single space. For an English thesis typed in Times New Roman, use 1.5 line spacing.

5.2 Leave 2 lines between chapter heading and first subheading or first line of content.

5.3 When entering a new subheading, leave 1 line between the last line of previous subheading and the new one.

6. Indention

Indent 6 letter spaces from the left margin and type at the seventh letter space. The next indention leaves 6 letter spaces throughout the thesis.

[For Example of Indention, see Appendix A page 98-100]

7. Alignment

Justified alignment is generally used for typing details for the sake of neatness. Language correctness students be concerned; do not truncate the word, for example; "Data" should not be typed "Da" in one line and "ta" in another, or do not leave too much space for the words which must be attached together, for example; do not type "Da ta".

8. PAGING

8.1 Frontage of thesis, use small Roman number i, ii, iii,... respectively, beginning from the first page of the Abstract to the last page of forepart. For the first page of the abstract, acknowledgements and any table of contents, number the pages but do not type Roman numbers. The pages should be numbered at the top right of the page, top margins of 0.5 inches and right margins of 1 inch.

8.2 Content, References, and affixes use Arabic numbers 1, 2, 3,... respectively, beginning from the first page of Chapter 1 or Introduction. The first page of each Chapter, Bibliography or Reference, and Appendices and Sub appendices should be numbered but do not insert any page numbers.

To insert the page number, type the number at the top right of the page for odd pages, and top left for even pages; leave the top margin at 0.5 inch and left or right margin at 1 inch.

8.3 Do not type page numbers in sub serial format such as 2.1, 2.2,... or 2(1), 2(2),... or 2a, 2b,...

[For Example of PAGING, see Appendix A page 96-97]

9. Chapters

9.1 Begin each new chapter on a new page. The word Chapter may be presented or not, depending on the recommendations of the Thesis Advisor Committee.

9.2 If the word Chapter is used, the chapter number must be specified. Use Arabic numbers for a thesis written in Thai and capital Roman numbers for an English thesis. Type the word “Chapter” at the first line of the page and align at centre. For the chapter’s title, type it on the next line and align it at centre. If the title of the chapter could not fit within 1 line, divide into 2-3 lines appropriately by lining down as an inverted triangle.

9.3 If the word “Chapter” is not used, type the title of chapter at the first line of page and align at centre. If the title of chapter could not be placed within 1 line, divide it into 2-3 lines appropriately by lining down as an inverted triangle.

[For Example of Chapters, see Appendix A page 101-102]

10. Headings

10.1 To delineate headings in each chapter, addressing Main headings and Sub-headings.

10.2 To type main headings in English, type the first letter of every sentence and proper noun with a capital letter.

10.3 If the heading is more than 1 line long, divide into 2-3 lines as appropriate. Do not separate the words, for example, Khon Kaen should not be separated into Khon - Kaen.

10.4 If the new headings start at the end of the page less than 1 line left, start the new headings on the next page.

10.5 To divide Main headings and Sub-headings in each chapter, use number and/or alphabet to designate them. If using only number, do not use more than 4 levels for subdivisions, such as 1.1.1.1.1. But use alphabet letters or parenthesis () instead. Use only one format consistently throughout the thesis.

10.6 Do not use symbols such as ☹ ☞ ,etc. as Sub-headings for the thesis. It is an academic document and using such symbols is unacceptable.

10.7 Main headings should be aligned with the left margin of paper.

10.8 Sub-headings should be indented as described in No. 6.

[For example of Headings, Dividing Main headings and sub-headings, see Appendix A page 98-100]

11. Quotations

11.1 If a quotation is less than 3 lines long, place it in the text by using quotation marks (“.....”)

11.2 If a quotation is more than 3 lines long, do not use quotation mark but begin a new line and indent one space from previous text using *Italics*. If there is a sub-indentation in the quotation, indent one more space, respectively.

11.3 If some part of the quotation is omitted, use ellipsis dots and space each dot by 1 space.

11.4 If the writer’s phrasing is placed in the quotation, use square brackets [].

11.5 To cite the source of quotations, apply the citations format as explained in Chapter 5 and Chapter 6.

12. Tables

12.1 One table consists of the number and title of the table at the top, followed by the table, and possibly the sources and notes at the bottom.

12.2 In a table, use the same language as inside the thesis, except as needed to retain original language, or if presentation in an other language would give more correctness and academic authenticity; if so, an other language may be used in the table.

12.3 Place the table near the text to which that table is relevant. For unnecessary tables, or a table that is not directly related to the text, place it in the Appendices.

12.4 Place number and title of tables at the top by keeping the word “Table...” at the left margin of the paper or of the tables. Use Arabic numbers such as “Table 1”. Use **bold font**, and leave 2 spaces and type the title of table with normal fonts. If table title is more than 1 line long, divide into 2-3 lines as appropriate, and keep the first letter of the text on the second or third line aligned with the first letter of the table title in the first line.

12.5 Tables generally consist of Table header and Table text. Keep these aligned with the left margin of the page or paste them appropriately.

12.6 As concerns long text that can not be typed within one page, type the rest on the following page. Nonetheless, it is necessary to insert table numbers and titles on every page in which the table appear. Therefore, insert (Cont.) in parenthesis after the title of the table, too. The table header must also be consistent on these pages.

12.7 To present a very large table, reduce the size of the table as necessary while maintaining ease of readability.

12.8 To cite the source the information presented in the table, choose a citations format as explained in Chapter 5 or Chapter 6, and place it one line below the table aligned with the right margin of the table.

12.9 To affix notes or captions, place one line below the table or references. (if any)

12.10 If the table is added in Landscape format, rotate the table ninety degrees so that the head of the table rests along the left margin of the paper, and keep the left margin of the table at the bottom of the page. Place the page number at the right top (odd page) or left top (even page) as normal.

[For example of Tables, see Appendix A page 103]

13. Figures

13.1 Figures include Pictures, Photographs, Charts, Maps, Diagrams, and Graphs that should be typed and copied only in good quality. If original figures are attached to the manuscript thesis, attach them neatly and permanently.

13.2 One Figure consists of a picture, legend, and references.

13.3 Place the figure near the text which refers to the figure. For tangential figures, or figures not directly related to the text, compile these in Appendix. The figure should be placed appropriately and neatly.

13.4 The legend of the figure should be explained at the bottom of the figure, using the word “Figure...” in the appropriate position. Assign figure number in Arabic numbers such as “Figure 1” with **bold fonts**. Leave 2 spaces, and insert the title of the figure or legend in normal font. If the legend is more than 1 line long, divide into 2-3 lines as appropriate at the first letter of the title or legend of the figure in the first line.

13.5 To cite the source of information in the figure, choose a citations format as explained in Chapter 5 or Chapter 6 and place it at the next line down from the legend and keep it aligned with the right margin of the figure or legend.

[For example of Figures, see Appendix A page 104]

14. Scientific names

14.1 Use scientific names of microbes, plants, or animals according to the International Code of Nomenclature, and emphasize the same by using underlining or italics.

14.2 Writing scientific names in a Binomial system: 2 word names, in which one is the Genus beginning with a capital letter and another is the Species. Leave 1 space from the Genus, and use a small letter. Attach the surname of the assigner at the end of scientific names. Use initials for surnames that are largely well known such as Linnaeus as Linn. or L. If there are 2 assigners, insert both as follows:

Microbes such as	<u>Escherichia coli</u>	or	<i>Escherichia coli</i>
	<u>Bacillus subtilis</u>	or	<i>Bacillus subtilis</i>
Plants such as	<u>Oryza sativa</u> L.	or	<i>Oryza sativa</i> L.
Animals such as	<u>Lycosa pseudoannulata</u> Rosenber and Strandr		
	or <i>Lycosa pseudoannulata</i> Rosenber and Strandr		

14.3 Use the full name as in 14.2 only for the first referene. For further reference, use the initial of Genus in capital letters. For Species, use the full name and do not insert the assigners, as in the following example:

First time	<i>Escherichia coli</i>	Next time	<i>E. Coli</i>
First time	<i>Oryza sativa</i> L.	Next time	<i>O. sativa</i>
First time	<i>Lycosa pseudoannulata</i> Rosenber and Strandr		
	Next time <i>L. pseudoannulata</i>		

15. Foreign words

15.1 Do not use foreign words in a thesis written in the Thai language if there's transliterate words or Thai words, for example; for “คอมพิวเตอร์” do not write “Computers” or “เทคโนโลยีสารสนเทศ” do not type “Information Technology”.

15.2 If the foreign word has not been used in Thai language, write it in Thai transliteration according to the Royal Institute of Thailand's principles of abbreviation such as “เว็บไซต์” is from “Web site”. If the word has been assigned by the Royal Institute of Thailand already, use as it assigned such as “รัฐแอริโซนา” and “รัฐอินดีแอนา”

15.3 According No. 15.1 and 15.2, foreign words can be designated in parenthesis such as เว็บไซต์ (Web site) or รัฐแอริโซนา (Arizona). However, use parenthesis only for the first mentioning. At the next following instances, do not designate that word in parenthesis. In parenthesis, use the same font throughout the thesis such as;

Use small letters, except for proper noun as follows: เว็บไซต์ (web site) เทคโนโลยีสารสนเทศ (information technology)

Use capital letters for only the first letter of the word as follows: เว็บไซต์ (Web site) เทคโนโลยีสารสนเทศ (Information technology)

Or use capital letters for the first letter of all words as follows: เว็บไซต์ (Web Site) เทคโนโลยีสารสนเทศ (Information Technology)