Citation means to provide the source of information that the author has used in any working papers as evidence which makes the working papers acceptable and reliable. Furthermore, citation serves to give credit to the previous author and to show the honest intention of the author not to copy others’ information without reference (Plagiarism): Plagiarism is a very serious academic offence that will absolute not to be tolerated. 

Graduate students must use citations in working papers of any report or thesis.

The first format of citations in the thesis in this handbook sets for The American Psychological Association (APA) submitted to Publication Manual of the American Psychological Association 5th ed. 2001 and APA Style Electronic Formats, 2001 which is the recommended national standard and is largely used all over the world. Some parts have been adapted for citations in Thai language, which may have some characteristics and information that are different from English papers.

Citations in the thesis should be referenced in two parts of thesis; in the body of the text and at the end of the chapter or References page.

1. Reference Citations in Text

Reference Citations in Text means to provide the sources of information with a combination of reference and context to indicate the source of a statement. Students may choose either of the citation styles from the followings:

1.1 Author-Date method of citation

Author-Date method of citation is a citation designating the name of author and year of publication in front of or following the statement to show the source, and may include page numbers of the referenced document if necessary.

Citing in front of a statement
Citing in front of a statement is appropriate to indicate the author’s name or idea by citing the name of the author within the text, and the year in parentheses, followed by the statement

Author (Year of publication)……………………………………………….

or

Author (Year of publication : page number)………………………………

Citing after a statement
Citing after a statement is also appropriate to indicate the referenced statement or idea by citing the name of the author and year of publication in parentheses after the statement

……………………………………………. (Author, year of publication)

or

…………………………………. (Author, year of publication : page number)

Author-Date method of citation has details as follows;

*Student may choose either citations style: first format (Chapter 5) or second format (Chapter 6) in accordance with specification of each program
1.1.1 Work by one author

For Thai authors, writing in Thai, insert the name and surname, respectively. But for foreign authors or Thai authors writing in a foreign language, insert only the surname as follows:

1) Thai author, writing in Thai

วังสระทัศ ชนะพัฒน์เดช (2548) .................................................................
พระธรรมนูญ (ป.อ.ปลุกโต) (2546) .................................................................

or

.................................................................(วังสระทัศ ชนะพัฒน์เดช, 2548)
.................................................................(พระธรรมนูญ (ป.อ.ปลุกโต), 2546)

2) Foreign author

Patten (2005) .................................................................

or

.................................................................(Patten, 2005)

3) Thai author, writing in a foreign language

Aroonpiroj (1997) support our results that bacteria selected from Thai fish sauce fermentation could produce protease enzyme on the medium containing 0.8% skim milk and 0.1% yeast extract.

or

bacteria selected from Thai fish sauce fermentation could produce protease enzyme on the medium containing 0.8% skim milk and 0.1% yeast extract (Aroonpiroj, 1997)

1.1.2 Work by more than one author

1) Two authors

Cite the names of both authors for every reference by inserting and∗ in front of the name of the second author

Example 2

Enger and Smith (2004) .................................................................

or

.................................................................(Enger & Smith, 2004)

*According to the APA Style, use a symbol ‘∗’ instead of the word ‘and’ in front of the name of the last author
2) **Three, Four or Five authors**
   - Cite the names of the third, fourth and fifth authors at the initial references
   - For all subsequent references, insert the name of the first author, followed by et al. (et al. has the full stop (.) after al and no italics)

   **First reference**
   Gebbie, Rosenstock, and Hernandez (2003) ……………………………
   or
   ……………………………….. (Gebbie, Rosenstock, & Hernandez, 2003)

   **Subsequent reference**
   Gebbie et al. (2003) …………………………………………………
   or
   ………………………………………………………………. (Gebbie et al., 2003)

3) **Six or more authors**
   Insert only the name of the first author followed by et al. (But in the References lists, insert only the first six authors and use et al. for the rest)

   **Example**
   Piot et al. (1992)………………………………………………
   or
   ………………………………………………………………. (Piot et al., 1992)

   **Note** To cite a document written by more than one author; if the citation is in front of the statement, use and in front of the last author. If the name of the author is in parentheses, link the authors’ names by & as follows;

   Enger and Smith (2004)………………………………………………….. (Enger & Smith, 2004)

1.1.3 **Groups as Authors**

   Group as authors are government sectors, associations, institutes, or educational groups. Insert the name of the group as the name of the author, which generally uses full name and initial in the initial reference. The next reference will use only the initial.

   1) **If there are both a Sub-organization and an Organization** insert only the name of the Sub-organization which is designated first, for example; *The Secretarial of the Prime Minister, Prime Minister’s Office* shall appear as *The*
Secretarial of the Prime Minister except if the name of the Sub-Organization is the same but belongs to a different organization, then the name of the organization should be inserted to mark the difference, for example: Office of Deputy Ministry of Social Development and Human Security and Office of Deputy Ministry of Culture. As example;

**Example 1**
The Secretarial of the Prime Minister (2007)…………………………
or
………………………(The Secretarial of the Prime Minister, 2007)

**Example 2**
Office of Deputy Ministry of Social Development and Human Security (2007)………………………………………………
Office of Deputy Ministry of Culture (2007) ………………………………..
or
……………………………..(Office of Deputy Ministry of Culture, 2007)

2) If the name of the organization is very long, insert the full name for the first citing, and the next citing could be shortened by using ... as example;
   - **First citing**
     Office of Deputy Ministry of Social Development and Human Security (2007)………………………………………………
     Office of the Nation Economic and Social Development Board (2005)……………………………………………………………..
   - **Next citing**
     Office of Deputy Ministry of Social Development ...(2007)………..
     Office of the Nation Economic... (2005)………………………………
or
   - **First citing**
   - **Next citing**
     …......(Office of Deputy Ministry of Social Development ...2007)

3) If the organization has initials that are largely well known insert full name and insert initial in [ ] at the first citing, and the next citing could insert only the initial as example;

**Example 1**
- **First citing**
  Office of The Public Sector Development Commission [OPDC] (2007)………………………………………………………………
• Next citing
  OPDC (2007)………………………………………………….…………
  or

• First citing
  ………………………( Office of The Public Sector Development Commission [OPDC], 2007)

• Next citing
  ………………………………………………………(OPDC, 2007)

Example2
• First citing
  World Health Organization [WHO] (2007)…………………
  Next citing
  ………………………………………………………………………………………………….……(WHO, 2007)
  or

• First citing
  ………………………(World Health Organization [WHO], 2007)
  Next citing
  ………………………………………………………………………………………………….……(WHO, 2007)

1.1.4 Work with no author

Works with no author, including legal materials, or with an anonymous author.

Works with no author insert the title instead of the name of the author by using the full title, or shorten and follow with … If citing in front of the statement, insert title in “……..” as example;

• Citing title of article or chapter from a book insert title in “……..” as example;

  In “Looking forward to a bright tomorrow…” (1949)…………………
  or
  ……………………… (“Looking forward to a bright tomorrow…,” 1949)

• Citing title of journals, books, brochures or reports use italic font as example;

  Herb lore of the Shire…(1955) ……………………………………… ...
  or
  …………………………………………………...(Herb lore of the Shire…, 1955)

• Legal materials insert title of the law followed by the year of legislation such as
Chapter 5 Citation in thesis (First format)

The Royal Decree On The Establishment and Management of Tonle Sap Biosphere Reserve of 2001 (2001)………………………………

- **Work with no author** which designates **Anonymous**; insert Anonymous instead of the name of the author such as (Anonymous, 1996)

1.1.5 **Authors With the Same Surname**

Foreign authors who have the same surname should be designated by the first name’s initial and middle name for every citation although year of publication is different, as follows;

R.J. Smith (1994)…………………………………………
P. Smith (1997)………………………………

or

…………………………………………(Smith R.J., 1994)
…………………………………………(Smith P., 1997)

1.1.6 **Citing 2 or more documents**

- To cite two or more documents of the same author but with different years of publication, arrange according to the year of publication as follows;
  
  ………………..…… (Edward William Said, 1979, 1994)

- Citing two or more documents or the same author, published in the same year. Regularly in the References page, it must designated with the alphabet letters a b c… respectively, after year of publication to indicate that it is not the same documents, for example;

  If 2 documents of Edward William Said have been cited

  Use In-text citations as follows:
  Edward William Said. (1979b) When cited from The question of Palestine

  Edward William Said. (1979a, 1979b)……. When citing two documents at the same time

  or
  ………………………………………(Edward William Said, 1979a)
  ………………………………………(Edward William Said, 1979b)
  ………………………………………(Edward William Said, 1979a, 1979b)
• To cite two or more documents written by different authors, arrange the references alphabetically by author’s name, and separate each reference with a semicolon (;) as shown;


1.1.7 No date
Insert n.d. instead of year of publication as follows;

Example 1
Viravaidya (n.d.).................................................................

or
.................................................................(Viravaidya, n.d.)

1.1.8 In press
Insert in press instead of year of publication as follows;

Example 1
Viravaidya (in press).................................................................

or
.................................................................(Viravaidya, in press)

1.1.9 Specific Parts of a Source
Specific parts, chapters or tables of a source should be designated by page number, chapter, or table as appropriate, and the word ‘page’ or ‘chapter’ should be abbreviated.

Patten (2005, p.123)
Enger and Smith, (2004 chap.2)

To cite electronic documents with no page numbers, insert the number of indents instead by using the initial para., or the symbol ¶ followed by the number. If there are no indents, insert the section title instead, such as

Friday (1984, ¶ 3).................................................................

or
.................................................................(Friday, 1984, Introduction section)

1.1.10 Citing the document as cited in another work
If the document you intend to cite has been cited in another work and the manuscript of cited-work can not be found, use repeating citations following these 2 methods:

1) Cite the name of the author of the manuscript first insert the name of the author of the manuscript, followed by the word cited in, and the name of the author of the work from which the information is taken, for example; we intend to cite Pratt’s document which has been cited in Edward William Said’s
or

2) Cite the name of the author of the document used as a reference first insert the name of the author of the work which has been used as a reference, followed by the word cited from and the name of the author of the manuscript, for example; we intend to cite Edward William Said’s work which cited from Pratt

Said (1994 cited from Pratt, 1992)……………………………………
or
…………………………..(Said, 1994 cited from Pratt, 1992)

1.1.11 Citing Personal Communications

Personal Communication includes letters, aide-memory, email or discussion group on the internet, interviews, phone conversations, which involve personal communication regarding an academic matter. To cite personal communications, cite only in the main text with no need to provide a listing in the References section, and add the word ‘personal communication’ followed by communication date.

When citing in the main text, however; if the author is a foreigner, insert the author’s first name, middle name initial, and full surname, designating the word personal communication followed by communication date as follows;

D. Ellis (personal communication, June 2, 2007) …………………
or
………………………….. (D. Ellis, personal communication, June 2, 2007)

1.2 Number style

Number style is a citation format designating the number of the reference document at the end of the statement to provide the source. The number could be designated singularly such as 1 2 3 …. or inserted in brackets [ ] such as [1] [2] [3] as follows;

The U.S. has projected military force in the Persian Gulf for two decades. The policy aims to preempt emergence of a regional superpower[1]. However, preemption of Iraq has been accomplished only after two wars and an occupation. These costly exercises have not slowed Iran's procession toward regional superpower status but rather may have accelerated it[2]…
or
The U.S. has projected military force in the Persian Gulf for two decades. The policy aims to preempt emergence of a regional superpower[1]. However, preemption of Iraq has been accomplished only after two wars and an occupation. These costly exercises have not slowed Iran's procession toward regional superpower status but rather may have accelerated it[2]…

If citing several documents but the same information, insert the number of reference documents, respectively, and separate them with a comma (,) as shown;
Number style citations have 2 methods. Student may choose either as follows;

1.2.1 **Cited-order number**
Insert number according to the order in which references are listed in the main text, beginning with 1 2 3… respectively, to the end of the book. The number could be used again if cited again. The References lists at the end of book should be ordered similar to the main text, following the order in which they are cited with no need to arrange the names of authors alphabetically, as follows:

**In-text citations**
The U.S. has projected military force in the Persian Gulf for two decades. The policy aims to preempt emergence of a regional superpower [1]. However, preemption of Iraq has been accomplished only after two wars and an occupation. These costly exercises have not slowed Iran's procession toward regional superpower status but rather may have accelerated it [2] [3] [4] [5].

**List of References (not arranged alphabetically by author name)**

1.2.2 **Reference-order number**
This method involves inserting the number corresponding to the order appearing in the Reference section, which is arranged alphabetically by author name. The References at the end of the book will be ordered similar to the main text with no need to begin with 1 2 3… respectively, and the number could be used again for subsequent citations, as shown:

**In-Text Citations**
The U.S. has projected military force in the Persian Gulf for two decades. The policy aims to preempt emergence of a regional superpower [1]. However, preemption of Iraq has been accomplished only after two wars and an occupation. These costly exercises have not slowed Iran's procession toward regional superpower status but rather may have accelerated it [2] [3]. U.S. failure to confront market power is not an oversight, however. It is a policy whose premise is that cartel states must be appeased to secure their oil exports. This conception is based in turn on the perceived threat of an "oil weapon" [4] [5].
1.3 Citing Thai document in a thesis written in English

To cite independent studies or a thesis written in English, if choosing the Name-year style, insert the reference name and year in English including A.D. To translate a Thai name into English, the student must use formal the name correctly (if any) especially the name of the organization, for example; (มหาวิทยาลัยขอนแก่น, 2550) will be (Khon Kaen University, 2007). If the formal name or the name of the person can not be found in English, use transliteration into the Roman alphabet such that คุณวิศวกร ลำวับเสื้อ (2545) will be Tuamsuk (2002)

If Thai names are not translated into English, use the Number style citations instead.

To write Reference, see page 58 No. 2.2.16

2. Reference citations

Reference citations is an index compiling all documents which the author cites in the work; normally arranged alphabetically by the name of the author, but can be arranged respectively as to the references list in the main text if the author chooses cited-order number style of citation.

To compile documents in the References section, student should compile as Bibliography or References which have important differences.

- **Bibliography** author could include the reference documents from other source though they are not referred to in the main text if the author supposes that it relates to the text or benefits the reader. Therefore, the number of references listed in the end of the book could be more than the reference documents in main text.

- **References** shows only the references documented in the main text. Therefore, the references listed in the end of the book must be equal to the references documented in the main text.

The format of APA style for writing an independent report or thesis appears as follows;

2.1 General guidelines

2.1.1 Author name

1) **Thai author** writing in Thai language, insert the name and surname, respectively, without adding title (such as นำหน้า นำนาม) rank (such as พ.ท. ร.อ.) post (such as ผู้ช่วยศาสตราจารย์ ศาสตราจารย์) or qualification (such as ดร. นพ.). If the author has the rank of nobility, put the rank of nobility after the name, punctuated with a comma (,) but write normally for the priest rank, as example;

สิ่งอย่า สิ่งอย่า วิริฒิ

ประสงค์ ระสี.
2) Foreign author or Thai author writing in English, insert the surname, then the first name initial and middle name as shown;
   Spencer M.
   Pratt RJ.
   Panyarachun A.

3) Author is an editor insert the word editor or Ed. or Eds. For multiple editors in ( ) after the name of the author. If the author is the compiler, insert the word compiler or Comp. or Comps. in ( ) after the name of the author, as shown;
   Hernon, P. (Comp.)
   Ray, L. (Ed.)
   Remacle, C. and Reusens, B. (Eds.)

4) Author is a business insert the name of the business as it appears in the document beginning with sub-organization, then organization, as example;
   American Sociological Association.
   The American Institute of Architects Design For Aging Center
   Institute for Population and Social Research, Mahidol University.

5) Two authors, but not more than five insert commas (,) between authors and place ‘&’ before the last author, punctuate with ‘&’ (or can be used and ) as follows;
   Enger, E.D. & Smith, B. F.
   Gebbie, K., Rosenstock, L., & Hernandez, L.M. (Eds.)

6) More than six authors insert the name of the first six authors followed by et al. as follows;
   Mann, J.M., Tarantola, D.J., Netter, T.W., Sande, P.,

2.1.2 Title
1) Title of books, articles, theses, and unpublished materials
   • Insert the full name as it appears in the documents. For the English title, type the first letter of the sentence with a capital letter and the rest in lowercase except proper nouns; for example;

   Foundations of modern sociology.
   The economics of Thailand.

   • For sub-titles and two-part titles, insert a colon (:) between the title and sub-title. If the title is in English, type the first letter of the first sentence with a capital letter such as
Ecological economics: Concepts and methods.
Old-age income support in the 21st century: An
International perspective on pension systems and reform.

- To type the titles of books and theses, use bold, or italics or
underlining to emphasize them. For unpublished materials or articles (such as pamphlets,
mimeographs), type the name in normal font.

**Example of unpublished materials or articles title**
The impact of economic on sociology.

2) **Title of journals, encyclopedia, conferences/seminars**
- Insert the full name as it appears in the paper. For an English
title, type the first letter of every significant word with a capital letter.
- To type title of journals and encyclopedia, use bold, italic or
underlining to emphasize them. For the conference/seminars title, type it in normal font
except if the title of the conference is the same as the name of the book, then emphasize
the book’s title.

**Example of journals and encyclopedia title**
Journal of Economic Literature
The Wall Street Journal
Encyclopedia of the Social Sciences

**Example of conferences/seminar title**
Proceedings of the Fourth International Symposium on AIDS
in Asia

2.1.3 **Information about pressing**

1) **Abbreviation list** to organize the references at the end of the
thesis, use the abbreviation for specific parts of the documents or papers, as follows;

- chap. chapter
- ed. edition
- Rev.ed. revised edition
- 2 nd. ed. second edition
- Ed. (Eds.) Editor (Editors)
- Trans. Translator(s)
- n.d. No date
- p. (pp.) page (pages)
- Vol. Volumes (as in Vol. 4)
- vols Volumes (as in 4 volumes)
- No. Number
- Pt. Part
- Suppl. Supplement
2) **Information about book publication**

- **Edition**: insert the edition if second edition or later. If there is a designation regarding revised or enlarged, insert it also; as example;
  
  - 2\textsuperscript{nd} ed.
  - 6\textsuperscript{th} ed.
  - 3\textsuperscript{rd} rev. ed. \hspace{1cm} (revised)
  - 2\textsuperscript{nd} rev. & enl. ed. \hspace{1cm} (revised & enlarged)

- **Place of publication**: insert the city or province of publication as it appears in the book. If there is more than one city or province, insert only the first place. If required to designate the state, district or region after the name of the city, insert it in ( ) and either initials or full name can be used (look for the USPS in Appendix C on page C-10) as example;
  
  - New York
  - Scarborough (Ontario)
  - Princeton (NJ)
  - If there is no place of publication, insert [n.p.]

- **Publisher or press**: insert the name of the publisher or press as it appears in the book. If both publisher and press are present, insert the publisher. In case that the publisher is a sub-organization or organization, insert the name of the sub-organization or organization as the publisher. Cut the word บริษัท ที่่งุ้นส์ว่าจั่งีก็ต and จั่งีก็ต for Thai publisher, and the word Limited (Ltd.), Incorporated (Inc.) in English as follows;
  
  - Prentice-Hall
  - Institute of Developing Economics
  - If no publisher or press is present, insert [n.p.]

- **Year of publication**: designate either A.D. or B.C of publication year in parenthesis ( ) after the name of the author as follows;
  
  - ประจวบ ทะเบียน. (2541)
  - If no year of publication is present, insert [n.d.]

3) **Information about journal press**

- **Year of publication**: insert similarly to publication year of book respectively as follows;

  - Volume, number of issue and page number: insert

    - **volume** (issue), page number for example;
      
      - 2 (3), 5-21.
      - 15, 17-23. \hspace{1cm} [If no issue]
      - (87), 3-16. \hspace{1cm} [If no volume]
      - 32 (September), 145-51. \hspace{1cm} [If no issue but designate month]
• For unpublished journals and in-press articles, insert in press after the name of author as shown;


4) Information about encyclopedia press
• Year of publication: insert same as above for published year of book
• Insert volume, page number, place of publication, and publisher respectively as follows;

volume. (page number). Place of publication: publisher as example;

• For encyclopedias completed in one volume, do not designate the issue as example;


5) Information about thesis press
• Year of publication: same as published year of book
• Insert level of degree, program, institute respectively as follows;

...(degree)...thesis in... (subject)...., faculty...., institute/university Example

Master of Arts Thesis in Library and Information Science, The Graduate School, Khon Kaen University.
• Foreign thesis: insert location of country where the institute is located, for example;

Doctoral Dissertation in Linguistics, Indiana University, U.S.A.
Ph.D. Thesis in Psychology, Massey University, New Zealand.

6) Information about unpublished materials
• Insert the year of publication, place of publication, and publisher as Information about book publication (no. 2), and attach the type of materials in (   ) as example;

Texas: Texas University. (Unpublished)
Paris: UNESCO. (Pamphlet).

7) Information about Abstract press from CD-ROM database
• Insert [Abstract] after the title
Chapter 5 Citations in thesis (First format)

For information about pressing, insert according to citation format; for example, Abstract of an article in a journal, use as Information about journal press (no. 3); follow with date of retrieval, the name of the CD-ROM database, and the number of the abstract as follows:

**Example abstract from article in journal**

. . . Title [Abstract]. *Title of journal, volume* (issue), page number. Retrieval date, From the name of CD-ROM database, number of Abstract.


**Example of a book Abstract**


**Example of a thesis Abstract**


8) **Information about online materials press**

- Insert retrieval date and URL address or domain of the press on internet after any details of the press, as shown;

**Example**


2.2 **Format of references and examples**

2.2.1 **Books**

1) **One author, first edition**

<table>
<thead>
<tr>
<th>Author. (Year of publication). <em>Title of the book</em>. Place of publication: publisher.</th>
</tr>
</thead>
</table>
2) One author, from second edition


3) Two to five authors


Note The symbol “&” can be used and instead

4) Six or more authors

Six authors insert all six authors


More than six authors insert first six authors followed by et al.


5) **Author is an editor or compiler**


6) **Author is a business**


7) **No author or anonymous**


Work by no author, insert title of book instead of author’s name and follow with year of publication. For document which designated Anonymous, use Anonymous instead of author’s name.


8) No place of publication, publisher, or year of publication


9) Translation


10) Research or technical report in a series


11) Conference proceedings

Editor or organizer. (Year of publication). Title of conference proceedings. Title of conferences. Place of publication: publisher.

Conference proceedings, Conference paper on academic topic
- The published Conference proceedings or Conference paper on academic topic, if conferences has a title, use References citations format for citing books. If conference has no title, then insert it after lists of title, for example;


### 2.2.2 Article (proceedings, several authors)


### 2.2.3 Conference papers

1) Conference paper- Published, has both title of the conference proceedings and title of the conference


2) Conference/seminar presentation paper- Unpublished

<table>
<thead>
<tr>
<th>Author</th>
<th>(Year of publication, month)</th>
<th>Title of paper</th>
<th>Paper presented at …….., conference location</th>
</tr>
</thead>
</table>


2.2.4 Article in a Journal

<table>
<thead>
<tr>
<th>Author</th>
<th>(Year of publication)</th>
<th>Title of article</th>
<th>Title of journal, volume (issue), page number</th>
</tr>
</thead>
</table>

2.2.5 In press article in a journal
digital libraries from the perspective of information work.
Information Processing and Management. [in press]
[More than six authors]

2.2.6 Journal

Editor. (Year of publication). Title of journal, volume (issue).


2.2.7 Article in newspaper

Author. (Year of publication, date). Title of article. Title of newspaper,
page number.

New drug appears to sharply cut risk of death from heart failure. (1993,
[No author]

2.2.8 Article in encyclopedia

Author. (Year of publication). Title of article. In Editor’s name (Editor).
Title of encyclopedia. volume (page number). Place of publication:
publisher

Nations and International Agreements. (pp.390-391). New
York: Taylor and Francis.

2.2.9 Thesis

Author. (Year of publication). Title of thesis. ……(degree)……thesis
in……(subject)……….., faculty……., institute/university
Chapter 5 Citation in thesis (First format)


Lan, W.C. (2002). From document clues to descriptive metadata: Document characteristics used by graduate students in judging the usefulness of Web documents. PhD Dissertation, School of Information and Library Science, University of North Carolina at Chapel Hill.

2.2.10 Paper- Unpublished (Pamphlet/Mimeographed)

Author. (Year of publication). Title of paper. Place of publication: publisher. (Pamphlet).

Author. (Year of publication). Title of paper. Place of publication: publisher. (Mimeographed).


2.2.11 Abstract
1) Thesis abstract from abstract press release


2) Thesis abstract from CD-ROM database

Author. (Year of publication). Title of thesis [Abstract].
……(degree)……thesis in……(subject)……, faculty…….
institute/university. Retrieval date, from Name of CD-ROM database,
number of abstract.


3) Article Abstract from a journal from CD-ROM database

Author. (Year of publication). Title of article [Abstract] Title of journal, volume(issue), page number. Retrieval date, from Name of CD-ROM database, number of abstract.


4) Book abstract from CD-ROM database


2.2.12 Information from audiovisual aids/radio/television

Author. (Year of publication). Title [Media type]. Place of publication: publisher.

- Insert the name of the person who is responsible for the information and insert his/her function in parenthesis ( ) such as producer, speaker, commentator, etc.
- If the title is recorded in audiovisual aids, insert the type of media in the brackets [ ] after the title such as [Slide], [Tape cassette], [Videocassette], [Film], etc.
- If the title is from a radio or television broadcast, designate the name of the program and the name of the radio or television station after the title.


2.2.13 Referencing from an Internet

These guidelines for referencing from the internet are source adapted from APA Style Electronic Formats (Guffey, 2001) has explained how to reference sources from the internet further from the original APA Style as follows;

- Students should cite directly from the URL where the information is located; do not cite from a home page or menu page.
- To write URL address; if there is not enough space, students should continue on the next line with a word immediately after / (slash) or . (dot)
- To cite e-mail, students should use only the In-text citation format, and not inclusion in the References page, as information from e-mail is not easily found beyond the text.
- If the information has no author, insert the title or specific part of the title and follow with the year of publication.

Example citations from the internet

1) Article in an e-journal, which has a printed version no need to insert retrieval date and URL

Author. (Year of publication). Title [Serial online]. Title of journal, volume (issue), page number.


2) Article in an e-journal, with no printed version

Author. (Year of publication). Title. *Title of journal*, volume (issue), page number(if any). Retrieval date, from URL


3) Newspaper- on the internet

Author. (volume, date). Title. *Title of newspaper*. Retrieval date, from URL


4) Information from an organization’s web site

Author or Organization. (year of publication). Title. Retrieval date, from URL.


5) Information from a personal web site – no sources/organization

Author. (Year of publication). Title. Retrieval date, from URL.


6) Information from web site- no author or contributor

Title. (Year of publication). Retrieval date, from URL.

Chapter 5 Citations in thesis (First format)


7) Information from letter or message posted in newsgroup or discussion group on internet

Author. (posted date). Title from subject. Message posted to address of newsgroup or discussion group.


Note personal e-mail letter can be cited in content but no need to cite in References.

2.2.14 Referencing from interview

Contributor name. (Interview date). Interview. Function. Agency or address


2.2.15 Citing a document that has been cited in other work

Write references list according to each type of citation. Citation may begin with the previous document followed by cited in and the work that has been used as a reference. Otherwise, begin with the document used as a reference followed by cited from and the previous work, for example;

1) Begin with the previous work

2) Begin with the document used as a reference  

2.2.16 Citing Thai independent studies or theses written in English  
Write references list in English, designating [in Thai] after the list, for example;


2.3 Arrangement and organization of References  
2.3.1 Every reference listed in the main text must be compiled in the rearward of the book under title Bibliography or References  
2.3.2 To organize References  
1) Arrange in alphabetic order according to the name of author if choosing Name-year or Reference-order number style of citations. Following these steps;

- Arrange alphabetical according to dictionary order. If there are both Thai and English documents, arrange the Thai first then follow with the English.
- If the name of authors are the same or citing works by the same author, arrange according to year of publication. If year of publication is the same, designate a b c . . . after and arrange the list alphabetical as to title. If the author has both personal work and co-work, list the personal first and follow with the co-work. For typing, type full name only for the first listing. For subsequent works, use an underline continually 6-8 times ended by . (dot) or , (comma) as example;

**Type as**

________. (1973b). *Autopsy on people’s war* . . .

Insert _____. Only for the first author

2) **Arrange in order of citation in the main text** if choosing Cited-order number style, student should designate number in front of each referenced document as in the main text.

2.3.3 **Spacing**

1) Type any symbols after the first sentence without spacing. Use two space (type space bar 2 times) after a period, and use one space (type space bar 1 time) after a comma (,) colon (:) or semicolon (;) as shown;

X *Buddhism Journal* , 2 (3), 5-21.

2) If the text is longer than one line, enter the next line with a 4-8 space indent (type space bar 4-8 times) as example;


Indent

3) Grammar and typing format should supercede concerns appearance. Do not cut words or type incorrectly, but make sure the right margins stay equal as shown;


Example 1  Name-year style (in main text) and Bibliography (rearward of book)*

Kidney (renal) disease is one of the most common problems affecting dogs. The detection of reduced function is difficult in clinical practice because the clinical signs of renal failure do not appear until there is severe dysfunction. Many methods are used to evaluate renal disease. Kidney size, shape, margination and opacity can be evaluated by radiography. Ultrasound provides morphologic information such as renal size, shape and internal architecture. But the confirmation of ultrasound findings that are not severe may cause decreased renal function, they are difficult to confirm. Some structural information is also provided by scintigraphy (nuclear imaging). A biopsy can be used for pathological but not for functional change. The most common methods of diagnosis are based on analysis of blood samples to detect elevated levels of creatinine and urea nitrogen. Both are insensitive and nonspecific as they are only elevated when the kidney function is severely reduced. Glomerular filtration rate (GFR) is considered to be the best single parameter for assessing renal function (Moe and Heiene, 1995; Heiene and Moe, 1998) because it is directly proportional to the number of functioning nephrons (Ross, 1995). Urinary clearance of inulin, exogenous creatinine and single injection plasma clearance method as 99mTc-diethylenetriamine pentaacetic acid (99mTc-DTPA), iohexol for instance are accepted as the standard for kidney function test (Chew and DiBartola, 1989; Gleadhill and Michell, 1996). However, these methods are time consuming and labor intensive, which has prevented more extensive use in clinical practice. . .

Bibliography


*This example was selected and adapted from Naruepon Kampa. (2007). The Effect of Fluid Administration on Glomerular Filtration Rate (GFR) Measured by Scintigraphy in Dogs. KKU Vet. Journal, 17 (1), 22-32.
Example 2 Name-Year style (in main text) And References (rearward of book)*

Kidney (renal) disease is one of the most common problems affecting dogs. The detection of reduced function is difficult in clinical practice because the clinical signs of renal failure do not appear until there is severe dysfunction. Many methods are used to evaluate renal disease. Kidney size, shape, margination and opacity can be evaluated by radiography. Ultrasound provides morphologic information such as renal size, shape and internal architecture. But the confirmation of ultrasound findings that are not severe may cause decreased renal function, they are difficult to confirm. Some structural information is also provided by scintigraphy (nuclear imaging). A biopsy can be used for pathological but not for functional change. The most common methods of diagnosis are based on analysis of blood samples to detect elevated levels of creatinine and urea nitrogen. Both are insensitive and nonspecific as they are only elevated when the kidney function is severely reduced. Glomerular filtration rate (GFR) is considered to be the best single parameter for assessing renal function (Moe and Heiene, 1995; Heiene and Moe, 1998) because it is directly proportional to the number of functioning nephrons (Ross, 1995). Urinary clearance of inulin, exogenous creatinine and single injection plasma clearance method as 99mTc-diethylenetriamine pentaacetic acid (99mTc-DTPA), iohexol for instance are accepted as the standard for kidney function test (Chew and DiBartola, 1989; Gleadhill and Michell, 1996). However, these methods are time consuming and labor intensive, which has prevented more extensive use in clinical practice. . .

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Example 3  Referenced-order number style (in main text) and References (rearward of book)*

Kidney (renal) disease is one of the most common problems affecting dogs. The detection of reduced function is difficult in clinical practice because the clinical signs of renal failure do not appear until there is severe dysfunction. Many methods are used to evaluate renal disease. Kidney size, shape, margination and opacity can be evaluated by radiography. Ultrasound provides morphologic information such as renal size, shape and internal architecture. But the confirmation of ultrasound findings that are not severe may cause decreased renal function, they are difficult to confirm. Some structural information is also provided by scintigraphy (nuclear imaging). A biopsy can be used for pathological but not for functional change. The most common methods of diagnosis are based on analysis of blood samples to detect elevated levels of creatinine and urea nitrogen. Both are insensitive and nonspecific as they are only elevated when the kidney function is severely reduced. Glomerular filtration rate (GFR) is considered to be the best single parameter for assessing renal function [1] because it is directly proportional to the number of functioning nephrons [4]. Urinary clearance of inulin, exogenous creatinine and single injection plasma clearance method as $99mTc$-diethylenetriamine pentaacetic acid ($99mTc$-DTPA), iohexol for instance are accepted as the standard for kidney function test [1, 2]. However, these methods are time consuming and labor intensive, which has prevented more extensive use in clinical practice. . .

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