



Graduate School, Khon Kaen University Announcement (No.145/2020)

Title: Regulations for Submitting Thesis/Independent Study as an Electronic File for Graduation

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For an effective and qualified process in conducting a thesis/independent study, in accordance to Khon Kaen University regulation on graduate study 2016, chapter 8 on thesis/independent study No. 49.1, with the approval of the Graduate School Committee at the meeting 4/2020, on April 2, 2020, the approval of Khon Kaen University Academic Council at the meeting 4/2020, on April 27, 2020, and the approval of Khon Kaen University Executive Committee at the meeting 9/2020, on June 22, 2020, therefore issued this announcement of the regulations for submitting a thesis/independent study as an electronic file for graduation as follows:

Clause 1 This announcement shall be called, “Graduate School, Khon Kaen University Announcement (No.145/2020), title: Regulations for Submitting Thesis/Independent Study as an Electronic File for Graduation”

Clause 2 This announcement becomes effective for students whose student code starts with 63 onwards. Students with the code prior can also choose to submit thesis/independent study follow this announcement of Graduate School, Khon Kaen University, No.145/2020 or the announcement of Graduate School, Khon Kaen University, No.30/2020.

Clause 3 These are to be canceled.

3.1 Graduate School, Khon Kaen University (No. 30/2560), title: Criteria and Guideline for Thesis/Independent Study Completion, clause 10.5, clause 11.2, and clause 11.4.

3.2 Thesis Handbook for Graduate Study 2007, Graduate School, Khon Kaen University

Clause 4 The format for thesis and independent study shall be as detailed in the attachment of this announcement.

Clause 5 of this announcement

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|---------------------|-----------|---|
| “Graduate School”   | refers to | Graduate School, Khon Kaen University   |
| “Dean”              | refers to | Dean of Graduate School, Khon Kaen University   |
| “Student”           | refers to | Graduate students, Khon Kaen University   |
| “Thesis”            | refers to | A research report that is part of a graduate study of the curriculum that required to complete a thesis |
| “Independent Study” | refers to | an independent study report that is part of the   |

study of the Master's Degree Program Plan B  
“Electronic files” refers to thesis and independent study data file of  
graduate students of Khon Kaen for graduation

Clause 6 Electronic file submission

6.1 The file is to be sent as a pdf file

6.2 To submit, all data including the cover, biography (if any) are to be merged as  
one single file.

6.2 The file is to be sent or shared as the Graduate School assignation

Clause 7 The content and reference in the thesis and the independent study must be  
approved by the thesis or the independent study advisor before submitting to the Graduate School for  
the format checking process

Clause 8 In the case of an independent study, the decision to proceed according to this  
announcement depends on each faculty.

Clause 9 If any dispute arises from this announcement, or in case of any problems with  
the implementation of this announcement, the Dean of the Graduate School has the final authority as  
regards arbitration and his/her decision is final.

This announcement is to come into effect from January 1, 2020 onwards.

Announced on November 26, 2020

(Signed)

(Professor Dr. Surasakdi Wongratanacheewin)

Dean of the Graduate School

**Attachment of Graduate School, Khon Kaen University Announcement**  
**(No. 140/2563, Announced on November 18, 2020)**

**Format Guideline for Thesis and Independent Study Submitted as an Electronic File**

**1. Context of thesis:** There are two types (to follow Type 1 or Type 2 can be chosen as appropriate).

**1.1 Type 1 Research book:** the context is presented as one research report. This type generally comprised of some chapters as follows:

1.1.1 Frontage consists of front cover, title pages, certification, Thai abstract, English abstract, acknowledgment, dedication (if any), table of content, list of tables, list of figures, list of abbreviations (if any).

1.1.2 Chapter 1 Introduction

1.1.3 Chapter 2 Literature Review

1.1.4 Chapter 3 Research methodology

1.1.5 Chapter 4 Results and discussion

1.1.6 Chapter 5 Conclusions and/or suggestions

1.1.7 References (or Bibliography)

1.1.8 Appendices

1.1.9 Vitae (if any)

**1.2 Type 2 Collection of research articles:** the context is presented from a combination of more than one research article. In case that some parts of the approved thesis topic are publicized as research articles, these articles can be included in the context of the thesis section. To present the context of the thesis section, there are 6 major parts:

1.2.1 Frontage: consists of front cover, title pages, certification, Thai abstract, English abstract, acknowledgment, dedication (if any), table of content, list of tables, list of figures, list of abbreviations (if any).

1.2.2 Thai-English abstract: is to present all research articles including in the thesis cohesively and coherently as one single abstract

1.2.3 Introduction: the first chapter that presents the background and significance of the problem, research objectives, scope of each research article. The connection between each research article and the thesis should be made explicit.

1.2.4 Context: Number of chapters can be varied depending on number of the included articles, e.g. 3 articles maybe divided into 3 chapters in the thesis. The research articles can be shown in the form published without changes and to not include names of the researchers or the abstracts in the chapter. The references section of each article are to be collected as one references of the thesis. Figures and tables are to be arranged orderly.

1.2.5 Conclusion of the study and/or suggestions: the last chapter summarizing key aspects of the whole thesis and indicating the between each research article presented in the context. Also, it is to provide suggestions for research applications as well as further research.

1.2.6 References (or bibliography): a collection of references of each article presenting in regards to the reference arrangement format in the last section of the thesis.

## 2. Organization of the Thesis:

**2.1 Paper setting** The text should be set as standard A4 paper size, set top margin at 1.5 inches (3.81 cm.), left margin at 1.5 inches (3.81 cm.), right margin at 1 inch (2.54 cm.), and bottom margin at 1 inch (2.54 cm.) for the whole file.

**2.2 Khon Kaen University Logo** Logo is to be at the front cover and certification of the thesis. The template for front cover and certification can be download from the Graduate School website at - <https://gs.kku.ac.th>. The size for Khon Kaen University logo is 1.8 cm. height and 1.1 cm. wide.

**2.3 Certification** to be submitted with the thesis or independent study file once submitted for format checking. The thesis advisor, co-advisor, dean of the student's faculty, and dean of the Graduate School will sign a digital signature after the format checking is complete.

**2.4 Fonts** use the fonts namely, "TH Sarabun New" for a thesis written in Thai. For a thesis written in English can choose either "TH Sarabun New" or "Times New Roman", use only one format consistently throughout the thesis.

**2.5 Fonts Size** as appropriate according to the details below:

2.5.1 For frontage including front cover, Thai-English title pages, thesis title in Thai and English, use size 16 -18 with Bold.

2.5.2 For the content using TH Sarabun New, content headings use size 16 with Bold, for normal content and details use size 14 – 16. Sub-headings and the sub-points are to be arranged correctly.

2.5.3 For the content using Times New Roman, content headings use size 14 with Bold, for normal content and details use size 12. Main headings and the sub-headings are to be arranged correctly.

## 3. Citations: there are two styles (choose only one style to apply throughout the thesis):

**3.1 Style 1 The American Psychological Association [APA]:** see more details from *Publication Manual of the American Psychological Association 5<sup>th</sup>ed. 2001* and *APA Style Electronic Formats, 2001*, which the format guideline can be downloaded from the Graduate School website - <https://gs.kku.ac.th>.

**3.2 Style 2 Vancouver Style:** (*Uniform Requirements for Manuscripts Submitted to Biomedical Journals, 1997*) and *Vancouver Referencing, 2001*, which the format guideline can be downloaded from the Graduate School website - <https://gs.kku.ac.th>

## 4. Citations and References

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, use only one style throughout the thesis according to the details below:

### 4.1 In-text citation

#### 4.1.1 Name-year style

It is a type of 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.

#### **4.1.2 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]. The citation number must be corresponding to the reference number at the references section.

#### **4.2 Reference citation**

Reference citation 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. This section may be compiled in terms of either bibliography or references.