

CHAPTER ONE

INTRODUCTION

1.1 PREFACE

- 1.1.1 A dissertation, thesis, master project or independent study, hereinafter referred to collectively as the ‘**GRP**’ (**graduate research paper**), is an important requirement for graduate-level education. The student is required to present his/her study results, which have been obtained from field studies or laboratory experiments, or which have been concluded from surveys or other means of research, based on the methodology, framework or procedure approved by the GRP committee, and exhibiting a quality worthy of being published.
- 1.1.2 The writing of the GRP requires a tremendous amount of time and commitment, as well as physical, mental and intellectual effort, and involves several important steps, which are either practically necessary or technically required by the university.
- 1.1.3 This manual will offer guidelines on GRP writing, with an emphasis on its significant steps, which are practically essential and which must conform to the university’s requirements.

1.2 SELECTION OF A TOPIC

- 1.2.1 The topic of a GRP should conform to the following criteria.
- 1) Being relevant to the program of study;
 - 2) Being original, or developed based on previous studies;
 - 3) Being academically significant, contributing to formation of a body of knowledge in the field of study;
 - 4) Involving a subject with which the student is considerably familiar and hence capable of completing;
 - 5) Involving a subject which the student is keen to investigate. The student must understand that topic development is a step of a long-term process of GRP writing, which may take a year or more to complete. Choosing a topic which does not really interest the student may result in boredom or frustration, which may eventually cause the student to give up;
 - 6) Being in an area where sufficient literature can be collated and reviewed as a basis for data analysis, without incurring unmanageable expenses or being excessively time-consuming;
 - 7) Being an unbiased topic, as bias is likely to cause the student to gather only the data that would support his/her biased attitude; and
 - 8) Being a topic which has been approved by the GRP committee.

- 1.2.2 The student is advised to start forming a topic as soon as s/he starts his/her graduate studies. The earlier the topic can be decided, the more appropriately his/her GRP writing will be supervised, his/her courses chosen and his/her term papers guided.
- 1.2.3 Possible sources of ideas for the student's development of a GRP topic include articles in academic journals and other publications and discussion with scholars, researchers, experts or even fellow students in a given field of study.
- 1.2.4 Because GRP writing is subject to time restraints, covering every aspect of a subject is impossible. Thus, in order to ensure clear and profound understanding of the chosen subject, the student must set a specific scope for his/her study.
- 1.2.5 A research scope may be set based on literature, textbooks or encyclopaedia relevant to the chosen subject. Such a review will provide the student with information on possible subtopics of the subject, as well as their interrelationship.
- 1.2.6 Discussing with experts in the field, lecturers in the department and even fellow graduate students, as well as using digital media to search for relevant information, can help the student set a scope for his/her research.
- 1.2.7 One important way of scope setting is to form research enquiries, that is, asking what the student wishes to know from conducting the research.
- 1.2.8 Once a scope has been set, the student has to search for information related to each aspect of the field of study, in order to discover if there is sufficient information and if the sources of information are conveniently accessible.
- 1.2.9 It is recommended that the student keep all of the topics that interest him/her. These topics should be listed separately, each accompanied by a set of research questions and relevant works.
- 1.2.10 Compare these topics in order to select two or three most practical ones to be developed into a GRP. Then discuss these topics with a potential GRP advisor in order to seek his/her consent.
- 1.2.11 When seeking a potential advisor's consent, the student must be ready to explain his/her rationale, objectives, goals, expected outcomes, research procedure, and hypotheses for having chosen each of the topics. The student must bear in mind that his/her original research plans may be changed or adjusted as deemed appropriate, and that s/he should not stick too firmly to any particular idea to change.

- 1.2.12 Once a topic has been approved, the next step is to develop an appropriate title and draft a proposal, which must be approved by the advisor. Then the student shall submit a proposal defense request, together with a request for the appointment of GRP advisors, to (i) the Programme Committee; (ii) the School's Graduate Education Committee; and (iii) the School Committee. Both of these requests shall be granted only upon the Dean's approval.

1.3 DEVELOPING A TITLE

- 1.3.1 A GRP title should have the following characteristics:
- 1) Conforming to the objectives or salient points of the GRP;
 - 2) Be concise, clear and unambiguous;
 - 3) Be written in academic language; and
 - 4) Contain keywords of the GRP.

1.4 GRP PROPOSAL

- 1.4.1 A GRP proposal is written for the purpose of explaining the significance, problems, objectives, scope, methodology and plans of the research. The proposal serves as the framework based on which the research shall be constructed.
- 1.4.2 A proposal must consist of the following elements:
- 1) **An introduction, background and significance of the problem;**
- 4.2.2 Research objectives;
- 4.2.3 Research hypotheses or enquiries;
- 4.2.4 A conceptual framework;
- 4.2.5 Expected outcomes or benefits;
- 4.2.6 Research scope;
- 4.2.7 Research limitations (if any);
- 4.2.8 Definitions of technical terms;
- 4.2.9 Relevant documents, concepts, theories and research studies;
- 4.2.10 Research methodology;
- 4.2.11 References; and
- 4.2.12 Other elements as required by each School.
- 4.3 The student is eligible to submit a proposal defense request **ONLY AFTER** s/he has enrolled in the GRP.

- 4.4 In case the proposal defense committee requires the student to adjust, improve or amend his/her proposal, such adjustment, improvement or amendment shall be supervised and approved by the GRP advisors within the period of time set by the proposal defense committee and/or the advisors.

5. GRP WRITING

- 5.1 Once the student has been allowed to write his/her GRP, s/he is required to produce a research plan and present it to his/her advisors.
- 5.2 The student may write his/her GRP in Thai or in English, as approved by his/her advisors, or in the language specifically required by the program.

6. GRP PROPOSAL DEFENSE AND APPOINTMENT OF GRP ADVISORS

- 6.1 The student is required to submit a GRP proposal defense request, along with a request for appointment of GRP advisors, no later than the University's or School's deadline.
- 6.2 Appointment or change of GRP advisors, or change of GRP proposal defense committee members, is permitted only if it is truly necessary and reasonable. Such an appointment or change must be approved by (i) the Program Committee or the School's Graduate Education Committee; (ii) the School Committee; and (iii) the Dean, and finally by the President.

7. QUALIFICATIONS OF A GRP ADVISOR, A GRP PROPOSAL EXAMINER OR A GRP EXAMINER

- 7.1 A GRP advisor must possess the following academic qualifications and/or positions.
- 7.1.1 The main GRP advisor must be a full-time lecturer holding a Ph. D. (or equivalent) or an academic title of associate-professorship or higher in the same or relevant field, and must possess research experience (other than for degree requirement fulfilment).
- 7.1.2 A GRP co-advisor (if necessary) must be a full-time lecturer, external expert or specialist holding a Ph. D. (or equivalent) or an academic title of associate-professorship or higher in the same or relevant field, and must possess research experience (other than for degree requirement fulfilment).
- 7.2 A GRP proposal examiner or a GRP examiner must possess the following academic qualifications and/or positions.
- 7.2.1 Be an external full-time lecturer, expert or specialist;
- 7.2.2 Hold a Ph. D. (or equivalent) or an academic title of associate-professorship or higher in the same or relevant field; or
- 7.2.3 Possess research experience (other than for degree requirement fulfilment), or profound knowledge and expertise, in the same field as the GRP.

8. A GRP PROPOSAL DEFENSE

- 8.1 A GRP proposal defense may be requested on the following conditions.
- 8.1.1 The main advisor, as well as co-advisor(s), has been appointed to supervise the student's GRP.
 - 8.1.2 The student's GRP proposal has been approved by the main advisor (and co-advisor(s), if any).
 - 8.1.3 The student has passed the Ph. D. Qualifying Examination (for a Ph. D. program only).
- 8.2 The purpose of a GRP proposal defense is to test the student's understanding of the significance of the problem, along with the methodology, procedure and problem-solving techniques or methods selected or developed for the implementation of the research.
- 8.3 A GRP proposal defense must be completed:
- 8.3.1 No later than two years after the student's first semester (for a master's degree program); or
 - 8.3.2 No later than three years after the student's first semester (for a Ph. D. program).
- 8.4 If the student fails to have his/her GRP proposal defended within the period specified in 8.3.1 or 8.3.2, his/her student status as a will be automatically terminated.
- 8.5 After a GRP proposal has been approved, a request for any necessary change to the GRP title, whether in its Thai or foreign-language version, must be permitted by (i) the main advisor; (ii) the Program Committee or the School's Graduate Education Committee; and (iii) the School Committee. The request can be granted only upon the Dean's approval.

9. A GRP DEFENSE

- 9.1 A GRP defense may be requested on the following conditions.
- 9.1.1 For any of the following program plans and types, the student must have completed all coursework, with a minimum GPAX of 3.00
 - (a) Master's degree program Plan A, Type A2 and Plan B;
 - (b) Ph. D. program Plan 2.For a master's degree program Plan A, Type A1, or Ph. D. program Plan 1, a GRP defense must be approved by the main advisor (and co-advisor(s), if any) within a period specified by the university.
 - 9.1.2 A **dissertation or master's degree thesis defense** must take place AFTER 90 days of the proposal's being approved.
 - 9.1.3 An **independent study or master's degree project defense** must take place AFTER 45 days of the proposal's being approved.

- 9.1.4 The student has passed a graduate-level test of English proficiency.
- 9.1.5 For a master's degree program Plan B, the student must have passed the Comprehensive Examination.
- 9.2 Qualified according to item 9.1 and permitted by the main advisor (and co-advisor(s), if any), the student may request a GRP defense. The following procedure applies.
 - 9.2.1 For a **dissertation or master's degree thesis defense**, the student must submit, at least FOUR weeks in advance, a copy of the dissertation or master's degree thesis and a defense request by consent of the Program Committee or the School's Graduate Education Committee and with the Dean's approval.
 - 9.2.2 For a **master's degree project or independent study defense**, the student must submit, at least TWO weeks in advance, a copy of the master's degree project or independent study and a defense request by consent of the Program Committee or the School's Graduate Education Committee and with the Dean's approval.
- 9.3 The GRP defense committee consists of the program chairperson chairing the defense, the student's main advisor (and co-advisor(s), if any) and an external examiner. The committee is responsible (i) for reading, inspecting and examining the student's GRP in order to test his/her understanding (whether by querying or other means), (ii) for finalising the defense result, and (iii) for approving of a change made to the title (if requested).
- 9.4 A change made to the GRP title must not affect the course of study or research methodology approved in the proposal defense, and must be permitted by all of the GRP examiners and the chairperson of the GRP defense committee.
- 9.5 A GRP defense is open to the public and may be attended by interested outsiders. However, in the event that some or all of the data used in the study, the study findings or the study discoveries must be kept confidential, the chairperson of the GRP defense committee or the main advisor (and/or co-advisor(s)) may specify otherwise.
- 9.6 When the GRP defense ends, the GRP defense committee shall do the following.
 - 9.6.1 The committee shall in private consider and assess the student's performance. The defense chairperson and external examiner hold one vote each. The student's main advisor and co-advisor(s), if any, constitute one vote. The result of the defense is based on the majority of votes. In case of equal votes, the defense chairperson has the authority to make a final decision.
 - 9.6.2 The committee shall inform the student of the result
 - 9.6.3 The committee shall report the defense result, within two weeks of the defense date, to the School Committee via the Program Committee.

9.7 Period of time to correction

- 9.7.1 Master Project and Independent Study must be corrected and resubmitted to the Office Postgraduate Studies within 60 days after the exam.
- 9.7.2 Dissertation and Thesis must be corrected and resubmitted to the Office Postgraduate Studies within 90 days after the exam.

If students fail to compile with 9.7.1 and 9.7.2 the exam result will be changed into fail and students will need to submit for re-examination

- 9.8 In case the student has failed the GRP defense, the defense chairperson shall inform the student to amend his/her GRP as recommended by the defense committee, and shall schedule the second defense.
- 9.9 It is imperative that the student successfully defend his/her GRP within the following period, whichever is applicable:
 - 9.9.1 For a master's degree program, within 4 academic years of the student's first semester;
 - 9.9.2 For a Ph. D. program Plan 1.1 or 2.1, within 5 academic years of the student's first semester;
 - 9.9.3 For a Ph. D. program Plan 1.2 or 2.2, within 8 academic years of the student's first semester;
- 9.10 A student who fails to defend his/her GRP within the period specified in 8.8.1 – 8.8.3 shall have his/her status as a student terminated.

10. PUBLICATION OF RESEARCH STUDY

To ensure that Mae Fah Luang University's graduate-level students' publication of their research studies conform to the university's Standard Criteria for Graduate Studies, BE 2548 (2005), Mae Fah Luang University, empowered by Article 26 of the Mae Fah Luang University Act, BE 2541 (1998), and by consent of the Academic Council given in meeting 2/2557 (2014) on 5 February 2014, hereby issues this revised edition of the Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013).

- 10.1 This Notification is referred to as the 'Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013) (Revised Edition)'.
- 10.2 This Notification is imposed on the students entering Mae Fah Luang University's graduate programmes in the academic year 2013 and thereafter.
- 10.3 The Mae Fah Luang University Notification on Publication of Graduate-Level Research Studies, BE 2556 (2013), dated 10 October 2013, and any other notification issued in conjunction therewith and in contradiction to This Notification, has been annulled and replaced with This Notification.

- 10.4 The President has the authority to enforce This Notification, to make interpretations and to arbitrate any problem or dispute arising from This Notification or enforcement thereof. The President's judgment is final.
- 10.5 The Schools that offer graduate programmes are listed by field-group as follows.
- 10.5.1 Science and Technology Fields
- 1) School of Science
 - 2) School of Information Technology
 - 3) School of Agro-Industry
 - 4) School of Cosmetic Science
- 10.5.2 Health Science Fields
- 1) School of Health Science
 - 2) School of Anti-Aging and Regenerative Medicine
- 10.5.3 Humanities and Social Sciences Fields
- 1) School of Liberal Arts
 - 2) School of Management
 - 3) School of Law
- 10.6 Each graduate student's (master's degree or Ph D level) publication of a selected part of his/her graduate research paper (GRP, i.e., independent study, thesis or dissertation) shall meet one of the following conditions.
- 10.6.1 All or part of the GRP has been published or accepted for publication by the editor or editorial board of an internationally recognised and quality-ranked journal that meets the following criteria. (The date of publication shall be considered in relation to the student's graduation.)
- 1) An international journal listed on the Thailand Research Fund's database or an international journal for the Royal Golden Jubilee Ph D Programmes;
 - 2) An international journal listed on the Office of Higher Education Commission's latest announcement; or
 - 3) An international journal classified as belonging to Quartile 1 or Quartile 2 of the SCImago Journal Rank (SJR).
- 10.6.2 All or part of the GRP, or equivalent work (e.g., innovation, design or prototype with potential for commercial or utility application), has been copyrighted or patented.

- 10.6.3 All or part of the GRP has been published or accepted for publication by a quality-approved journal listed in Class 1 or Class 2 of the Thai Journal Citation Index (TCI) and listed on the TCI's database, or by a national journal listed on the Office of Higher Education Commission's latest announcement. (The date of publication shall be considered in relation to the student's graduation.)
- 10.6.4 All or part of the GRP has been presented at an academic national or international conference, with the full article being published in the conference's proceedings compiled by an editorial board or organising committee at least 25% of whose members comprise professors, Ph D holders or specialists in the given field from non-host institutions or from abroad. The student is required to deliver, in person, his/her presentation orally or through posters at the time scheduled by the host.
- 10.6.5 All or part of the GRP has been read and evaluated by a committee of experts prior to publication.
- 10.6.6 Quantitative requirements for publication are as follows.
- 1) Master's Degree Level
 - (1) Plan A (1): At least two pieces of thesis-based work must be published through any of the channels specified in 10.6.1-10.6.4.
 - (2) Plan A (2): At least one piece of thesis-based work must be published through any of the channels specified in 10.6.1-10.6.4.
 - (3) Plan B: At least one piece of independent-study-based work must be published through any of the channels specified in 10.6.1-10.6.4.
 - 2) Ph. D. Level
 - (1) Plans 1.1 and 1.2: At least two pieces of dissertation-based work must be published, one piece through any of the channels specified in 10.6.1-10.6.2 and one piece through any of the channels specified in 10.6.1-10.6.4.
 - (2) Plans 2.1 and 2.2:
 - A. Science and Technology and Health Science Fields: At least one piece of dissertation-based work must be published through any of the channels specified in 10.6.1-10.6.2
 - B. Humanities and Social Sciences Fields: At least one piece of dissertation-based work must be published through any of the channels specified in 10.6.1-10.6.2, or at least two pieces through the channel specified in 10.6.3.

- 10.6.7 The student's name must be the first on the list of research study authors. In the case of a set of research projects, the student's name must be either the first or the second on the list of authors, with an appended note indicating, as universally practised, that the student's contribution is part of his/her independent study, thesis or dissertation in partial fulfilment of a Mae Fah Luang University graduate programme.
- 10.7 Submission of publication evidence:
As required by Mae Fah Luang University, the student must submit publication evidence along with a completed Graduate Research Publication Report to the Graduate Coordination Office.
- 10.8 In the case that the student is unable to submit publication evidence by the deadline of the semester in which the student wishes to graduate (provided that the student has fulfilled all of the programme requirements with only the exception of research study publication), it is considered that the said student has NOT graduated and, therefore, is required to pay the Studentship Status Maintenance Fee for the given semester, as stipulated by the university.

11. CONDITIONS FOR GRADUATION

- 11.1 For a master's degree program, the student must:
- 11.1.1 Pass the English proficiency test;
 - 11.1.2 Pass the comprehensive examination (Plan B);
 - 11.1.3 Have a minimum GPAX of 3.00 (Plans A2 and B);
 - 11.1.4 Orally defend his/her GRP (thesis, master's degree project or independent study) to the appointed committee; and
 - 11.1.5 Have part or all of the thesis (Plan A) or master's degree project or independent study (Plan B) published, or accepted to be published, by an academic journal or publication, or presented at a conference with proceedings. Detailed requirements are in accord with the university's notification.
- 11.2 For a Ph. D. program, the student must:
- 11.2.1 Pass the English proficiency test;
 - 11.2.2 Pass the comprehensive examination (Plan B);
 - 11.2.3 Have a minimum GPAX of 3.00 (Plans 2);
 - 11.2.4 Orally defend his/her GRP (Ph. D. dissertation) to the appointed committee; and
 - 11.2.5 Have part or all of the dissertation (Plans 1 and 2) or master's degree project or independent study (Plan B) published, or accepted to be published, by a peer-reviewed and recognised academic journal or publication. Detailed requirements are in accord with the university's notification.

12. GRP QUALITATIVE ASSESSMENT

12.1 Assessment of the quality of a GRP is based both on the paper and the oral GRP defense.

12.2 The GRP defense committee is responsible for assessing the quality of a GRP after the student's oral presentation.

12.3 A GRP is assessed according to the following criteria.

- Excellent: All members of the defense committee unanimously agree that the student has displayed excellent ability to clearly, completely and thoroughly explain all of the significant points of the study and answer all of the committee's questions.
- Good: All members of the defense committee unanimously agree that the student has displayed very satisfactory ability to clearly, completely and thoroughly explain all of the significant points of the study and answer all of the committee's questions.
- Passed: All members of the defense committee unanimously agree that the student has displayed satisfactory ability to clearly, completely and thoroughly explain all of the significant points of the study and answer all of the committee's questions, but with minor adjustments or amendments to be made to the content of the GRP.
- Failed: All members of the defense committee unanimously agree that the student did NOT display satisfactory ability to clearly, completely and thoroughly explain all of the significant points of the study or answer all of the committee's questions, and/or did NOT profoundly understand the content and/or the methodology used in the study.

The result and qualitative assessment of the GRP defense shall be appended to the GRP title on the academic transcript.

13. SUBMISSION OF GRP FOR PROOFING AND SUBMISSION OF FINAL GRP AND CR-ROM

- 13.1 One unbound copy of the GRP must be submitted to the Office of the Postgraduate Studies to be proofed by the proofing committee at least one month before the final draft of the GRP is due. The process of proofing is as specified by the university.
- 13.2 Three hard copies and four CD-ROMs (see 12.3) of the GRP adjusted or amended according to the defense committee recommendations must be submitted to the Office of the Postgraduate Studies, which, in turn, shall forward them to (1) the main advisor; (2) the School to which the student belongs; and (3) Learning Resource and Educational Media Center.
- 13.3 Each of the four CD-ROMs submitted must be contained in a white transparent or opaque case, with a cover (which must be clearly seen) bearing the main advisor's signature, and must be accompanied by written consent to allowing Mae Fah Luang University to hold the copyright on the GRP (form DGC 13). The four CD-ROMs and written consent must be submitted to the Office of the Postgraduate Studies within the university-specified period and according to the university's applicable regulations.

14. COPYRIGHT

The copyright on a GRP having been approved by the university as partial fulfilment of a curriculum is owned by Mae Fah Luang University.

CHAPTER TWO**PARTS OF A GRP**

A GRP consists of the following three major parts.

The Preliminaries or Front Matters**1. Cover**

The cover is made up of the front cover, the back cover and the spine

1.1 The front page shall bear the title in Thai and English, the student's name, the degree title, the program, the university's name and the year of graduation.

1.2 The back cover bears no information.

1.3 The spine bears the student's name, the degree abbreviation and the year of graduation.

2. Flyleaf

A flyleaf is a blank sheet of paper of the same size and type as the content pages. The flyleaf is inserted to prevent the title page from being damaged during the binding process. The flyleaves are placed next to the front cover and before the back cover.

3. Title page

The title page bears the same information on the GRP as does the cover.

4. Approval page

The approval page bears the signature of each of the members of the defense committee. It is official proof that the GRP has been examined and approved as partial fulfilment of a given program.

5. Acknowledgements

The acknowledgements are a statement in which the writer expresses thanks to the people or organizations that have helped him/her accomplish his/her GRP. The acknowledgements page shall not exceed one A4 page.

6. Abstract

If the GRP is in Thai, both Thai and English abstracts are required.

The abstract, which summarizes the major contents of the GRP, must feature three main parts.

6.1 The objectives and scope of the study;

6.2 The methodology (including the type of population, sampling method and instrument(s) used); and

6.3 The results.

7. Table of contents

The table of contents is a list of divisions (chapters or articles) and the pages on which they start. It facilitates a quick search for a given topic.

8. List of tables

This list shows the numerically arranged labels of the tables used in the GRP and their pages, both in the content and appendix sections.

9. List of figures

This list shows the numerically arranged labels of the figures (e.g., photographs, graphs, diagrams, plans and images) used in the GRP and their pages, both in the content and appendix sections.

10. Abbreviation and symbol page

This page shows all of the abbreviations and/or symbols, together with their full terms or meanings, used in the GRP.

The Body of the Text

The body, which contains all of the significant parts of the GRP, may be divided into five or more chapters as deemed appropriate.

1. Introduction

The introduction leads the reader to the main concept of the GRP by providing general information related to the topic. The introduction is usually composed of the following.

- 1.1 It provides the background to and significance of the problem, as well as presenting the rationale for the study, in order to explain why the problem is worth investigating. The introduction may also discuss a problematic phenomenon and its potential solution. Whichever the case, the introduction has to discuss related or applicable theories and previous studies to support the rationale.
- 1.2 It states the objective(s) and goal(s) of the study. The objective(s) and goal(s) must be related to the background given in the introduction. In case there are two or more objectives and goals, they are to be itemized in the order of significance.
- 1.3 It states the significance of the study, which outlines two major types of benefits the study may offer: (1) academic significance: the new or improved body of knowledge, principles or theories; and (2) applicational significance: potential application of research outcomes to developing or improving policies or their implementation.
- 1.4 It gives a set of hypotheses, or projected outcomes of the study. The hypotheses, which must be related to the objectives and literature reviewed, will be tested in the course of research. A survey study, however, may not have a hypothesis.

- 1.5 It sets a scope of the study by delimiting such factors as the sample population, data-gathering sites, research duration and so forth, all of which serve as criteria with reference to which research results will be discussed.
 - 1.6 It states preliminary conventions or agreements between the researcher and the reader in terms of methods, conditions or instruments of the study. In other words, it is the section in which the researcher informs the reader of how the research will be conducted and concluded, such as the reason for the reliability of the questionnaire, the respondents' confirmation of their truthful answers or unbiased sampling of subjects.
 - 1.7 It states limitations of the study, by explaining problems or unfavourable conditions that can potentially cause drawbacks to the study, such as a too small population or insufficient data-gathering time.
 - 1.8 It provides a list of definitions of technical terms as they are used in the context of that particular study, in order to ensure the reader's accurate understanding of those terms.
2. Literature review
 - 2.1 The literature review section presents contents, concepts, theories or any findings relevant to the study being conducted. Such relevancy should be in both content and research methodology terms.
 - 2.2 Reviewed parts of relevant literature **MUST NOT** be copied or summarised and pasted chronologically. Instead, they must be paraphrased and re-expressed in the researcher's own words and integrated with the researcher's points **to separately discuss each significant aspect of the study**.
 - 2.3 The literature reviewed may concern the following aspects.
 - (1) Definitions of keywords used in the study: How have they been defined and what can be concluded from the definitions?
 - (2) Theories related to the study: What theories can be applied? What are the main principles of each theory? How do the theories support or contradict one another?
 - (3) Factors or variables that may influence the study: What factors or variables may affect the study? What effects or impacts do they have? How are these factors or variables related?
 - (4) Relevant research results: How are the results of relevant studies related, similar or different? Which studies have produced conclusive answers and which require further investigation? Do the answers found still need confirmation or attestation? Also, the main strengths and/or weaknesses of each piece of literature reviewed should be discussed.

- (5) The conclusion: This part discusses the principal bodies of knowledge obtained from the review of relevant works in the light of the GRP's background, objectives, hypotheses, methodology and instruments used.

3. Research methodology

This section provides a detailed description of how the study is conducted and usually consists of the following.

3.1 Population and sample subjects

Related to the data collected in the course of research, this section describes the population used in the study, and also indicates whether the entire population or part of a population is used, and, in the latter case, how and how many subjects are sampled.

3.2 Instruments

This section lists and describes each of the instruments used in the study, as well as discussing the reliability of each. In case of a researcher-developed instrument or questionnaire, the researcher must describe the development of the instrument or questionnaire, and clarify the process of quality, validity and reliability testing and verification.

3.3 Data collection

This sections describes the process of collecting data, as well as providing proof of the reliability of the data obtained. In case a questionnaire is used, the process of distribution, completion and recollection must also be described.

3.4 Data analysis

This section describes the methods, principles or criteria used to analyse the collected data. In case statistics are involved, the researcher must explain the types of statistics and statistical criteria used to interpret the data, so as to conclude whether the outcomes support or contradict the hypotheses.

4. Research results

4.1 This chapter discusses the results acquired through the analysis of the data. It is supposed to clearly present the facts and findings in a succinct and well-organised fashion, with illustrative tables, figures or diagrams where appropriate.

4.2 Only the findings obtained from the given study shall be presented; no results or findings from any other study are allowed in this chapter.

4.3 Upon presenting the results, the researcher shall examine and discuss relevant evidence to show whether they support or refute the hypotheses and whether each of the hypotheses is valid.

5. Conclusion and discussion

This chapter brings the study to a conclusion and is supposed to enhance the reader's understanding of the salient findings of the study. This chapter is comprised of three parts.

- 5.1 The conclusion part shall provide a concise but complete summary of the contents of the study, namely, the objectives, hypotheses, methodology and the relevant results or findings, in keeping with the theoretical framework employed. By NO means may the results of other studies, personal opinions or prejudiced remarks be included in this chapter. Reference to or citation of any supporting statements is NOT necessary.
- 5.2 The discussion part shall attempt to address the acquired knowledge in a critical manner, by clearly and thoroughly discussing its possible causes or reasons in accord with the objectives and hypotheses. In addition, the researcher shall discuss his/her work in the light of other researchers' works and state clearly whether and how his/her work supports or contradicts them. Finally, the researcher shall identify and explain his/her work's academic impact or contribution, or in what way it may confirm, refute or redefine existing concepts in the given academic field.
- 5.3 The recommendation part shall present suggestions concerning different aspects of the study and its findings. This part provides two kinds of suggestion.
 - (1) It suggests potential benefits or application of the study's outcomes.
 - (2) It recommends courses of further research to more comprehensively address other aspects of the problem.

Appendices

1. References

This section lists ALL of the sources of information consulted by the researcher in writing his/her GRP, such as books and articles from journals, magazines and other kinds of publication. It shall also list ALL items of audio visual material and on-line sources. All of the above items shall be listed in the correct bibliographic format specified in this manual. (See Chapter 6 for a GRP format.)

2. Appendix

An appendix, which is optional, provides additional information to enhance the clarity or completeness of the contents. An appendix may present texts, tables or illustrations. Common types of information given in an appendix are the names of informants (if agreed or permitted) and such data-gathering tools as an unfilled questionnaire and an unfilled interview form.

3. Author's curriculum vitae

This section provides brief personal information of the author, including his/her given name, surname, date and place of birth, current address, educational and professional backgrounds and academic achievements (if any).

CHAPTER THREE**LANGUAGE STYLE FOR GRP WRITING**

A GRP must be written in formal, academic language, with an appropriate terminology. Presentation of contents must be impassive, concise, precise and well-organised. Although several important mechanics must also be taken into account, the following section will focus specifically on spelling, scientific names and abbreviations.

Spelling

1. Each word shall be spelled identically throughout the GRP, unless it is spelled differently in a quoted statement, in which case every word must be spelled exactly as it is in the original.
2. English words shall be in American spelling, based on Webster's Comprehensive Dictionary of the English Language (2003) or any other standard American dictionary. Spelling shall conform to only ONE dictionary.
3. For a word with more than one spelling, the first spelling provided in the given dictionary shall be used.

Capitalization of English Words or Texts

1. The first letter of every sentence or every proper name shall be capitalized.
2. For the title of a book or an article cited in the content parts, the first letter of every word—except a determiner, a conjunction and a preposition with fewer than four letters—shall be capitalized (e.g., Palms Around the World).
3. For the title of a book or an article listed in the references section, only the first letter of the primary title, the secondary title and a proper noun shall be capitalized (e.g., Palms around the world).
4. For the title of a journal, either cited in the content parts or listed in the references section, the first letter of the primary title, the secondary title and every word—except a determiner, a conjunction and a preposition with fewer than four letters—shall be capitalised (e.g., Language in Society).
5. For a hyphenated word, if the first letter of the first word is capitalised, the first letter of the second word shall also be capitalised (e.g., Problem-Solving Skills). However, for the title of a book or article listed in the references section, the first letter of the second word may not be capitalised (e.g., Problem-solving Skills).

Scientific Names

Scientific reference to an animal and plant is made using a binomial nomenclature consisting of a generic term (or genus), whose first letter is capitalized, and a specific term (or epithet), whose first letter is NOT capitalised. The generic and specific terms are separated by one space and are both italicised. In case of a scientific name to which the name of the designator and additional information are appended, but the designator's name and additional information shall be typed in the regular style.

Ex.

Borassus flabelifer

Artocarpus heterophyllus Lam.

Amomum krervanh Pierre

Eugenia caryophyllum Bullock & Harrison

Abbreviations

1. Although abbreviations can save space, they should be kept to a minimum, especially in the contents, as different readers may understand abbreviations differently.
2. If abbreviations are really necessary in the contents, only those that are widely known may be used. Each word or phrase to be abbreviated shall be fully written for its first mention, followed by its parenthesized abbreviation, which may be used for subsequent mentions.
3. Once an abbreviation is used, it shall be used consistently throughout the GRP. Switching back and forth between a full form and its abbreviation is NOT acceptable.
4. In the references section, every abbreviated word shall be written in full, followed by its abbreviation in parentheses.
5. A list of commonly accepted abbreviations is provided in page 62-66.
6. An unfamiliar US town or city should be accompanied by the name of the state or county. In English, the name of a state or county is normally abbreviated and placed after the name of the town or city, separated by a comma. A list of the US states and counties is provided in page 62-66.

CHAPTER FOUR**TYPING A GRP****General Requirements**

1. A GRP shall be neatly and meticulously typed, paginated and formatted according to Mae Fah Luang University's requirements.
2. When correction of a mistake or typing error is made, the entire page shall be reprinted. Using a correction fluid and overwriting or overtyping are prohibited.
3. In case a GRP is more than 500 pages long, it shall be printed in two volumes of similar thickness, each having a table of contents. The second volume shall begin with the first page of a new chapter.

Paper

Only plain white 80-gram A4-size printing paper (8.27 x 11.69 inches) can be used. Additional copies, which shall be printed on the same type of paper, may be photocopied with a high-quality machine.

Font Type

1. A GRP shall be typed on a word-processing program (e.g., Microsoft Word) and printed with a laser printer.
2. If a GRP is written in English, the Times New Roman font shall be used throughout, with line spacing set at 1.5 lines.
3. A sign or symbol not available in the word-processing program or printer may be handwritten in black, insoluble ink.

Page Margins

1. Top margin:
 - (1) Two inches for the first page of each preliminary part, the first page of each chapter, the first page of the reference section, the first page of the appendix (appendices) and the first page of the author curriculum vitae; and
 - (2) One and a half inches for other pages.
2. Left margin: 1.5 inches.
3. Right margin: 1 inch
4. Bottom margin
 - (1) One and a half inches for each page of each preliminary part; and
 - (2) One inch for the other pages.

Text Alignment

The text shall be properly aligned. In order to minimize disproportionate gaps between words, there should be only ONE space between phrases, clauses and/or sentences.

Indentation

An indented paragraph shall be set at 0.5 inches from the left margin. If more paragraphs need to be further indented, each shall be set at a further 0.25 inches from the previous paragraph.

New Line

If a line-final word is so long that it cannot be contained in the same line, the entire word shall be moved to the next line, not hyphenated (e.g., ‘university’ not ‘univers-ity’).

New Page

1. A new page shall NOT begin with the last line of the paragraph from the previous page. (If the last line of a paragraph has to continue to the next page, then the last TWO lines of the paragraph shall be moved to the next page, so that the new page begins with at least two lines of text.)
2. If a new paragraph starts at the bottom of a page and there is space only for its first line, the entire paragraph shall be moved to the next page.

Pagination

1. The preliminary section and the body and end sections are paginated differently.
2. In the preliminary section (from the title page to the last page before Chapter One), each page number is in Arabic and in parentheses (e.g., (3), (4), etc). The title page and approval page are NOT numbered; the first page to be numbered is the Acknowledgements page (as (3)). The page number shall be of the same font type and size as in the text, and shall be centred at the bottom of the page, approximately 1 inch from the bottom edge.
3. In the body and end sections, numbering starts at the first page of Chapter One and continues to the last page. The first page of each chapter or each part of the end section is NOT numbered but counted. The page number shall be of the same font type and size as in the text but NOT parenthesised or punctuated in any way, and shall be at the top right corner of each page, approximately 1 inch from the top and right edges (i.e., at the same vertical position as the right margin of the text).

Typing Each Page of the Preliminary Section

1. Cover

- 1.1 A GRP which is a Ph. D. dissertation or a master's degree thesis shall have a hard cover with gold lettering. The covering material may be lack sine or synthetic leather.

A GRP which is a master project or an independent study shall have a soft, matte-white 260-gram paper cover, with the letters printed in blue (code 204, on color setting).

1.2 The cover shall bear the following:

- (1) A Mae Fah Luang University emblem (1 x 1.5 inches), centered, approximately 2 inches from the top edge;
- (2) The title, font size 14, bold and centered, set proportionately below the emblem. A title that exceeds one line in length shall be divided into two or three lines, with each line being longer than the next, like an inverse pyramid. Text division, however, must be linguistically appropriate;
- (3) The author's name and surname without a prefix (except an official title, rank, clerical title or military or police rank) and without an academic degree, set proportionately below the title, font size 12, bold and centered (the name and surname must be spelled exactly as in the Registration Division's records);
- (4) The degree and programme, font size 12, bold and centered, set as far below the name as the name is below the title;
- (5) The School's name, The name 'Mae Fah Luang University' and the year of graduation on different lines, font size 12, bold and centered;
- (6) The term '©COPYRIGHT BY MAE FAH LUANG UNIVERSITY, font size 10, bold and centered, set under the academic year of submission, approximately 1.5 inches from the bottom edge.

2. Fly leaf

The fly leaf, which is neither counted nor numbered, is of the same type of white paper as in the content sections and must be blank.

3. Title page bears:

- 3.1 NO Mae Fah Luang University emblem;
- 3.2 The title and author's name, identical to those on the cover;

- 3.3 Under the degree and the program, type in the center:

THIS IS A PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF **PROGRAM NAME**
IN
MAJOR NAME

- 3.4 The School's name, The name 'Mae Fah Luang University' and the academic year of submission on different lines, font size 12, bold and centered;

- 3.5 The term '©COPYRIGHT BY MAE FAH LUANG UNIVERSITY, font size 10, bold and centered, set under the academic year of submission, approximately 1.5 inches from the bottom edge.

4. Approval page

- 4.1 The approval page is counted—but not numbered—as the second page of the preliminary section

- 4.2 A GRP written in Thai shall bear the following under the author's name (regular font style, point 12, centred).

THIS IS A PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF **PROGRAM NAME**
IN
MAJOR NAME

ACADEMIC YEAR OF SUBMISSION

- 4.3 The phrase COMMITTEE (e.g., THESIS COMMITTEE) shall be typed in a regular font style, point 12, flushed left, and set properly and beautifully under the academic year of submission.

- 4.4 Under the COMMITTEE line and indented by 0.75 inches, a dotted line of appropriate length (approximately 3 inches) shall be typed for each of the GRP Defense Committee members to sign. The position of each member shall be typed in capital letters next to the dotted line (e.g., CHAIRPERSON, SUPERVISOR, etc.). The GRP copy to be submitted to the university shall bear the original signatures.

- 4.5 The academic title, name and surname of each GRP Defense Committee member shall be typed in parentheses under the dotted line. (A complete list of academic titles and their abbreviations is provided in page 62-66). In case a GRP Defense Committee member holds a professional title (e.g., Doctor of Medicine), such a title shall NOT be included.

- 4.6 The term ‘©COPYRIGHT BY MAE FAH LUANG UNIVERSITY, font size 10, regular and centered, shall be set under the last GRP Defense Committee member’s name, approximately 1.5 inches from the bottom edge.
5. Acknowledgments
 - 5.1 The acknowledgments should not exceed one A4 page and must be written in the same language as the rest of the GRP.
 - 5.2 The word ‘Acknowledgments’ shall be typed in a bold style, font size 14 and centered, set approximately 2 inches below the top edge. The text shall be placed two lines below in the same font type and size as in the content sections (i.e., Times New Roman, 12 point, regular). The author’s first name and surname shall be placed, flushed right, two lines below the acknowledgment text.
 - 5.3 The people acknowledged shall be referred to in their real names, with prefixes, positions and/or titles if appropriate.
6. Abstract
 - 6.1 The abstract shall contain the GRP title, the author’s name, the degree and the supervisors’ names, followed by the abstract text and keywords.
 - 6.2 The abstract may be written in one paragraph or divided into several paragraphs, but it should not be in the form of a list. The abstract must concisely, succinctly, accurately and grammatically present the salient points of the GRP, namely, (i) the objectives and scope; (ii) the methodology, sample population, sampling method and instruments; and (iii) the results.
 - 6.3 The abstract shall be written in a descriptive or expository—not evaluative—style.
 - 6.4 The abstract text shall be placed two lines below in the same font type and size as in the content sections (i.e., Times New Roman, 12 point, regular).
 - 6.5 The first page of the abstract shall bear the GRP title, the author’s name, the degree and the supervisors’ names, set approximately 2 inches from the top edge and separated from each other by 1.5 lines.
 - 6.6 The title of each type of GRP shall be typed as follows: Dissertation Title; Thesis Title; Master Project Title; or Independent Study Title.
 - 6.7 Only the first name and surname of the author shall be included.
 - 6.8 The degree shall include the degree title and major field (if applicable).
 - 6.9 The names of the advisor and co-advisor shall be preceded by their academic titles. The main advisor’s name shall be placed on top, followed by each of the co-advisors (if any).

- 6.10 The word ‘ABSTRACT’ shall be typed two lines below the last advisor’s name, in font size 14, bold and centered.
 - 6.11 The abstract text shall be set two lines below the word ‘ABSTRACT’.
 - 6.12 The term ‘Keywords:’ in font size 12 and bold shall be set two lines below the last line of the abstract text. One space after the colon (:) shall be the first of the keywords (font size 12, regular), which are separated by slashes (/).
 - 6.13 The keywords are important terms or technical terms (mostly nouns) that are directly reflective of the salient points of the GRP. As the keywords help readers identify the GRP title, they may come from the beginning, the middle or the end of the GRP.
7. Table of Contents
 - 7.1 The table of contents should not exceed two pages in length.
 - 7.2 The phrase ‘TABLE OF CONTENTS’ shall be typed in a bold style, font size 14, and centered, set approximately 2 inches below the top edge. Two lines below, the word ‘Page’ shall be typed in a bold style, font size 12 and flushed right.
 - 7.3 One and a half lines (1.5) below the word ‘Page’ shall be the parts of the preliminary section (i.e., Acknowledgments, Abstract, List of Tables, List of Figures and List of Abbreviations and Symbols (if any)).
 - 7.4 One and a half lines (1.5) below the last part of the preliminary section shall be the word ‘Chapter’ in a bold style, font size 14, followed by the chapter number (not punctuated in any way) and the title of the chapter.
 - 7.5 Each page number shall be flushed right, with the last digit set in the same vertical position as the letter ‘e’ of the word ‘Page’ in the previous line. (In case of a chapter title more than one line long, its page number shall be on the same level as the last line of the chapter title.)
 - 7.6 Each main heading or primary section heading shall be flushed left.
 - 7.7 All of the chapter titles shall be aligned; so shall equally significant headings.
 - 7.8 Below the last chapter title shall be the parts of the end section, each of which shall be flushed left and its page number aligned with those of the other parts.
 - 7.9 In case a chapter title or heading is so long that the space between its last letter and its page number is less than 0.5 inches, the title or heading shall be divided into two lines. The first letter of the second line shall be aligned with that of the first. Title or heading division must be linguistically appropriate.
 - 7.10 The space between chapter titles, chapter headings or other major headings (e.g., References or Appendix) shall be 1.5 lines. The space between each chapter’s headings shall also be 1.5 lines.

- 7.11 The title of every chapter and every part, as well as its page number, shall be identical to that in the content section.
 - 7.12 The page numbers of the table of contents pages shall be Arabic numerals in parentheses, set at the bottom center of the page, approximately 1 inch from the bottom edge.
 - 7.13 If continuing onto a second page, the phrase ‘**TABLE OF CONTENTS (continued)**’ shall be at the top of the second page, set identically to its first-page counterpart.
8. List of tables
 - 8.1 The phrase ‘LIST OF TABLES’ shall be typed in a bold style, font size 14, and centered, set approximately 2 inches below the top edge. Two lines below, set at the left margin, the word ‘Table’ shall be typed in a bold style, font size 12; set at the right margin, the word ‘Page’ in a bold style, font size 12. One and a half lines (1.5) below shall be the title of the first table on the left and its page number on the right.
 - 8.2 All entries shall be identical in font type, style and size to the text in the content section (12 point, regular). Each table number (not punctuated) shall be set at the left margin, followed by the table title. The table page shall be flushed right, with the last digit set in the same vertical position as the letter ‘e’ of the word ‘Page’ in the previous line.
 - 8.3 In case a table title is so long that the space between its last letter and its page number is less than 0.5 inches, the title shall be divided into two lines. The first letter of the second line shall be aligned with that of the first.
 - 8.4 The title of every table, as well as its page number, shall be identical to that in the content section.
 - 8.5 If continuing onto a second page, the phrase ‘LIST OF TABLES (continued)’ shall be at the top of the second page, set identically to its first-page counterpart.
 9. List of figures
 - 9.1 The list of figures shall be typed and formatted identically to the list of tables, with the word ‘tables’ changed to ‘figures’.
 - 9.2 The title of every figure, as well as its page number, shall be identical to that in the content section.
 10. Abbreviations and symbols

The phrase ‘**ABBREVIATIONS AND SYMBOLS**’ shall be typed in a bold style, font size 14, and centered, set approximately 2 inches below the top edge. The abbreviations and symbols shall be set at the right margin.

Typing Each Part of the Content Section

The content section is divided into chapters each of which is numbered and may be further divided into headings. The content of each chapter shall be written in prose, with illustrative materials (e.g., tables or figures) provided for enhanced clarity and comprehensibility.

1. Chapter

Each new chapter shall start on a new page. The phrase ‘CHAPTER ...’ (e.g., CHAPTER 1) shall be typed in a bold style, font size 14, and centered, set approximately 2 inches below the top edge.

1.1 Two lines under the phrase ‘CHAPTER ...’ shall be the title of the chapter, typed in a bold style, font size 14, and centered.

1.2 A chapter title that exceeds one line in length shall be divided into two or three lines, with each line being longer than the next, like an inverse pyramid. Text division, however, must be linguistically appropriate.

1.3 The first heading or paragraph of the chapter shall be two lines below the chapter title.

2. Chapter headings

2.1 Each chapter may be organized into headings, each heading into sub-headings and each subheading into sub-subheadings, if necessary.

2.2 The headings and sub-headings of the same level shall be aligned and equally indented.

2.3 Each major or primary heading shall be set at the left margin, typed in a bold style, font size 14. A major or primary heading should not be too long; however, if it exceeds one line in length, it shall be divided into two lines, with the first letter of the second line aligned with that of the first line.

2.4 If a major heading is not at the top of the page, it shall be placed two lines below the last line of the previous part. The last line of a major heading’s text and the following sub-heading shall also be separated by two lines.

2.5 Sub-headings shall be indented from the left margin by 0.5 inches.

2.6 Sub-subheadings and further subdivisions shall be indented by 0.25 inches each, numbered and typed in regular font style.

3. References

(See Chapter Five for referencing and citation guidelines.)

4. Tables

4.1 A table shall be preceded by a number, a title, a description and a note (if necessary). If possible, the entire table shall be in one page. The table should be accurate, clear and simple, and should be placed as close to the relevant text as possible.

- 4.2 If inserted between paragraphs, the first line of the table (the line that contains its number, title and description) shall be placed two lines below the last line of the preceding paragraph. Likewise, the last line of the table shall be placed two lines above the first line of the next paragraph. (If the table has a note, the note shall be two lines below the table, and two lines above the first line of the next paragraph.)
- 4.3 A table should be introduced in the paragraph immediately preceding it, so as to inform readers of its contents and purpose. After the table, only specific or significant points—NOT every single detail—illustrated by the table should be discussed.
- 4.4 Reference to a table shall be specific, with the table number clearly stated (e.g., ‘... as shown in Table 3.1’). Vague reference such as ‘... the table above’ or ‘... the table on page 3’ must be avoided.
- 4.5 All tables shall be numbered even though the GRP contains only two or three tables. Table numbering applies to the contents section and the appendix/appendices.
- 4.6 Table numbering in the contents section shall be solely in Arabic numerals—no letters can be used. The tables shall be numbered sequentially from the first to the last chapter.
- 4.7 Table numbering in the appendix/appendices shall be sequentially numbered, each consisting of a letter and a numeral. The letter refers to the appendix and the numeral to each of the tables presented in that appendix (e.g., ‘Table A1’ referring to the first table in Appendix A or ‘Table B3’ referring to the second table in Appendix B). Although there is only one appendix (meaning the appendix is not lettered), the table numbering system still applies, such as ‘Table A1’, ‘Table B3’, etc. (The tables in the appendix/appendices are not listed on the ‘LIST OF TABLES’).
- 4.8 A table’s number shall be typed in bold above the table and set at the left margin. If a table is not at the top of the page, the first line of the table (the line that contains its number, title and description) shall be placed two lines below the last line of the preceding paragraph.
- 4.9 The title of a table shall be typed in regular font style and separated from the table’s number by two spaces. If it exceeds one line in length, it shall be divided into two lines, with the first letter of the second line aligned with that of the first line.
- 4.10 The last line of the title shall be two lines above the table.
- 4.11 Only the horizontal borders of a table shall be darkened. The vertical borders may be darkened only if a table consists of so many columns that the texts in adjacent boxes are too close together to read clearly. However, the left-most and right-most vertical borders shall NOT be darkened.

- 4.12 The top and bottom horizontal borders shall be double-lined—approximately 1 millimeter apart. All of the other horizontal borders shall be single-lined. The double-lined horizontal bottom border is used only at the end of a table, even if it continues across one page.
- 4.13 The texts and numbers, whether in the table’s heading row or column or other boxes, should be appropriately and neatly positioned, with sufficient space between immediate rows and columns. The text and numbering styles should be consistent; for example, the last digits of all integers must be aligned, the number of decimals must be consistent and the dots must also be aligned.
- 4.14 The width of a table should not exceed the right margin. An oversized table should be reduced so that it fits the page, by photocopying or other means, and still maintains clarity and readability. Another option for an excessively wide table is to set its page to landscape orientation and set the top of the table at the left margin.
- 4.15 If a table continues to the next page, the table’s number and the parenthesised word ‘continued’ (e.g., Table 4.1 (continued)) shall be placed at the top of the next page. The table’s title is not to be included, but the heading row must be repeated at the top of each subsequent page. However, the continuing part of a table must contain at least two lines of text. In case the ‘note’ to a table has to be on the next page, a portion of the table (at least two lines of text) shall be moved onto the next page along with the ‘note’.
- 4.16 The ‘note’ supplies any of the following kinds of additional information about the table: (1) explanation of the entire table; (2) explanation of certain parts of the table; or (3) explanation of statistical figures.
- 4.17 The ‘note’ shall be placed two inches immediately below the bottom border of the table and, to prevent confusion, NOT too close to the footnotes. If two or more kinds of notes need to be appended to a table, the notes shall be arranged in the order stated in 4.16 (note on the entire table, note on certain parts of the table and note on statistical figures, respectively).
- 4.18 The colon-attached word ‘Note:’ shall be typed in bold and set at the left margin, followed by two spaces and the description.
- 4.19 For a reproduced table, the word ‘Source’ in bold shall be placed at the left margin, followed by two spaces and a name-year reference (e.g., Kellerman, 2005). The full bibliographic information of the reference shall be included in the references section.
- 4.20 A note on certain parts of the table shall be presented in a footnote-like fashion, that is, with a superscript number or letter appended to each relevant part in the table and placed before its explanatory text. Each explanatory text shall begin on a new line set at the left margin. If the explanatory text exceeds one line, its next line shall also be set at the left margin.

- 4.21 A letter—not a number—should be used for a note on a number, as a superscript number can be easily mistaken for a mathematical power.
 - 4.22 The note numbers or letters for parts of a table shall be table-specific. The number or letter sequence shall start with each new table. The numbers or letters shall be horizontally arranged, beginning with the top left box.
 - 4.23 Notes on statistical figures shall be last, starting with most significant values and usually preceded with asterisks (*). However, if such significant values are already explained in the data analysis part, they need not be explained again under a table.
 - 4.24 A table showing comparative statistical values shall also present reliability values and degrees of freedom, which are to be parenthesized and placed next to the relevant figures.
5. Figures
- 5.1 Figures include pictures, photographs, diagrams, maps, graphs and the like.
 - 5.2 An illustrative figure must be clear, precise and relevant to the information that it illustrates.
 - 5.3 A figure should be of a proper size—neither too big nor too small.
 - 5.4 Use of figures is based on the same presentation, introduction and numbering principles as use of tables.

A figure should be introduced in the paragraph immediately preceding it, so as to inform readers of its contents and purpose. After the figure, only specific or significant points—NOT every single detail—illustrated by the figure should be discussed.

Reference to a figure shall be specific, with the figure number clearly stated (e.g., ‘... as shown in Figure 3.2’). Vague reference such as ‘... the figure above’ or ‘... the figure on page 3’ must be avoided.
 - 5.5 All figures shall be numbered even though the GRP contains only two or three figures. Figure numbering applies to the contents section and the appendix/appendices.

Figure numbering in the contents section shall be solely in Arabic numerals—no letters can be used. The figures shall be numbered sequentially from the first to the last chapter.

Figure numbering in the appendix/appendices shall be sequentially numbered, each consisting of a letter and a numeral. The letter refers to the appendix and the numeral to each of the figures presented in that appendix (e.g., ‘Figure A1’ referring to the first figure in Appendix A or ‘Figure B3’ referring to the second figure in Appendix B). Although there is only one appendix (meaning the appendix is not lettered), the figure numbering system still applies, such as ‘Figure A1’, ‘Figure A3’, etc. (The figures in the appendix/appendices are not listed on the ‘LIST OF FIGURES’).

- 5.6 The word ‘Figure’ and its number—separated by one space—shall be centered and typed in bold, font size 12, under the figure, followed by two spaces and its title (in regular font style). If the title exceeds one line in length, it shall be divided into two lines, with the first letter of the second line aligned with that of the first line.
- 5.7 If a figure continues to the next page, the figure’s number and the parenthesised word ‘continued’ (e.g., Figure 4.1 (continued)) shall be placed at the top of the next page.
- 5.8 For a reproduced figure, the word ‘Source’ in bold shall be placed at the left margin, followed by two spaces and a name-year reference (e.g., Kellerman, 2005). The full bibliographic information of the reference shall be included in the references section.

Typing the End Section

Typing each part of the end section is based on the following general principles.

- A. Pagination of the end section shall continue from the body section.
- B. Each part of the end section shall begin with a part-introduction page, which is a sheet of plain white paper of the same type and size as the pages in the body section.
- C. Each part-introduction page shall bear the title of the part (e.g., REFERENCES, APPENDIX, CURRICULUM VITAE), typed in font size 14, bold and all capitalized in the middle of the page.
- D. All part-introduction pages are counted but not numbered.
1. References
- 1.1 The references part is the first part after the body section. The word ‘REFERENCES’ shall be typed in font size 14, bold and all capitalized in the middle of the page.
- 1.2 On the first page of the references part, the word ‘REFERENCES’, in font size 14, bold and centered, shall be in the first line, set approximately two inches from the top edge. The first references entry shall be typed two and a half lines below, in the same font style (regular) and size (12) as in the body section.
- 1.3 See Chapter 6 for detailed information on writing references entries.
- 1.4 References part pagination shall continue from the body section. Every page in this part, except the part-introduction page, shall be numbered with an Arabic numeral set approximately one inch below the top edge and aligned with the right margin.

2. Appendix/Appendices

- 2.1 An appendix is an optional part. If a GRP has an appendix, it shall follow the references part. If there is only one appendix, the part-introduction page shall bear the word ‘APPENDIX’, font size 14 and bold; if there are two or more, the word shall be ‘APPENDICES’.
- 2.2 The appendix, or each of the appendices, must have a title.
- 2.3 On the first page of the appendix part, the word ‘APPENDIX’, in font size 14, bold and centered, shall be in the first line, set approximately two inches from the top edge. In case of two or more appendices, each shall have a capital letter appended thereto (e.g., ‘APPENDIX A’, ‘APPENDIX B’, etc.). Each appendix must start on a new page.
- 2.4 The title of each appendix shall be typed in font size 14, bold and centered, and set two lines below the previous line. Two lines below the title shall be the first line of the appendix information or text, typed in the same font style (regular) and size (12) as in the body section.
- 2.5 References part pagination shall continue from the body section.
- 2.6 Every page in this part, except the part-introduction page, shall be numbered with an Arabic numeral set approximately one inch below the top edge and aligned with the right margin.

3. Author’s curriculum vitae

- 3.1 The author’s curriculum vitae shall be written in the same language as that of the contents. This part shall be after the appendix/appendices or after the references part in case the GRP does not contain an appendix. The part-introduction page shall bear the word ‘CURRICULUM VITAE’, font size 14 and bold, in the middle.
- 3.2 On the first page of the curriculum vitae part, the word ‘CURRICULUM VITAE’, in font size 14, bold and centered shall be in the first line, set approximately two inches from the top edge. Two lines below shall be the first line of the curriculum vitae information or text, typed in the same font style (regular) and size (12) as in the body section.
- 3.3 The curriculum vitae shall present a brief biography of the author, including the given name, surname, place and date of birth, current address, educational background, professional experience and publication of academic works (if any).
- 3.4 The entries in each category shall be arranged in a chronologically regressive order.
- 3.5 Publications (if any) shall be presented in a chronologically regressive order and in the same bibliographic format as those in the references part.

- 3.6 Pagination of the curriculum vitae part continues from that of the appendix (or references, if without an appendix). Every page, except the part-introduction page, shall be numbered with an Arabic numeral set approximately one inch below the top edge and aligned with the right margin.

The Spine

1. The spine shall bear the author's name, surname, GRP title, degree abbreviation (without the program name) and year of graduation, all set lengthways. These pieces of information must be identical to those on the approval page. The size of the font may vary from 14 to 11, depending on the width of the spine.
2. The author's name shall be set 0.5 inches below the top edge of the spine.
3. The GRP title shall be separated from the last letter of the author's surname by 0.5 inches. However, the last letter of the title shall be **NO MORE THAN 8** inches below the top edge of the spine. Thus, a long title shall be divided into two lines. In case a title cannot be entirely contained in two lines, its remainder may be properly omitted and replaced with ellipsis (...).
4. The degree abbreviation shall be equidistant between the title and the year of graduation.
5. The year of graduation shall consist only of the year number (e.g., 2010), and the last digit shall be set 0.5 inches above the bottom edge of the spine.

CHAPTER FIVE

CITING SOURCES OF INFORMATION

In-text citation means the act of giving information recognizing a source of information or of a quoted passage. An integral part of academic writing, in-text citation indicates where a piece of information has come from and provides sufficient bibliographic information enabling readers to study further.

Significance

1. In the course of GRP writing, the author must do extensive research to acquire information from various sources. Previous works or findings related to the GRP topic have to be reviewed and discussed. Cited statements—whether paraphrased, summarised or quoted and regardless of the types of their sources (newspapers, magazines, academic or professional journals, books, encyclopedic entries, internet websites, interviews or personal correspondences)—must be properly referenced. This is not only to acknowledge the copyright holders, but also to honour the owners of the original works reviewed.
2. Failure to provide proper references or acknowledge sources of information (in other words, using other people's statements or information as if they were the author's own), whether intentionally or unintentionally, constitutes plagiarism, which is a serious violation of academic ethics.
3. Another academic benefit of proper citation is that it guides readers wishing to do further research to sources of information. In addition, proper citation enhances the author's credibility, showing that what the author presented had been thoroughly and appropriately researched.
4. In-text citation must correspond to the list of references; that is, every item of in-text citation must be included on the list of references in the end section of the GRP, and vice versa.

In-Text Citation

Based on Mae Fah Luang University regulations, any of the following two styles of in-text citation is allowed in a GRP: (1) name-year system; and (2) numerical citation.

1. Name-year system

Each item of name-year citation consists of the author's name, the year of publication and, if applicable, the page(s) on which the statement is found. An item of in-text citation, which shall be placed as close to the cited statement as possible, may be written in any of the following ways.

- 1.1 Both the author's name and the year of publication, separated by a comma, are placed in parentheses.

Ex.

(Petersen, 1995)

- 1.2 The author's name is part of the cited statement and only the the year of publication is placed in parentheses.

Ex.

According to Petersen (1995) ...

- 1.3 Both the author's name and the year of publication are part of the cited statement (e.g.).

Ex.

Petersen in 1995 postulated that ...

- 1.4 In the same paragraph, if a source is cited twice or more, its year of publication needs not be repeated in the subsequent references, UNLESS a different work by the same author is cited in the same paragraph.
- 1.5 A source's page number or volume may be included with the author's name and its year of publication. This may be done in either of these two ways.
- 1.5.1 The author's name, the year of publication, the volume and/or the page number may be put in the same parentheses placed after the cited statement. Commas shall be used between the author's name and the year of publication, and between the year of publication and the page number.
- 1.5.2 In case the author's name is part of the text, only the year of publication, the volume and/or the page number shall be parenthesised.
- 1.6 Author's name in in-text citation shall conform to the following principles.
- 1.6.1 Thai author
- (1) Both the first name and surname, as listed in the references part, shall be cited.
 - (2) NEITHER prefix nor degree title of any kind shall be attached.
- 1.6.2 Foreign author
- (1) Only the surname shall be cited.
 - (2) In case of two or more authors with the same surname, the initial letter of each author's first name shall be placed before the surname.

Ex.

(D. Patterson, 1999; W. Patterson, 2006)

1.6.3 Two authors

For a foreign-language source, both authors' surnames shall be cited in the same order as on the book's cover. If the names are part of the text, they shall be joined by 'and'. If they are in parentheses, they shall be joined by an ampersand (&).

1.6.4 Three to five authors

- (1) For a foreign-language source, all of the authors' surnames shall be cited in the same order as on the book's cover. For the first mention, if the names are part of the text, they shall be joined by commas, and the conjunction 'and' shall be placed before the last surname. If they are in parentheses, they shall be joined by commas, and the ampersand (&) shall be placed before the last surname. For subsequent mentions, only the first author's surname shall be written, followed by a comma and the words 'et al.'.

Ex.

(Jennings et al., 2006)

- (2) If two or more sources with three to five authors are cited, and if these sources have the same first author and the same year of publication,

Ex.

Source A:

Dow Branne, Kenny Folletts, Steve Jobbes, and Bill Gates, 1998

Source B:

Dow Branne, Kenny Folletts, Steve Jobbes, and Jan Grishom, 1998

their subsequent mentions shall NOT be based on the principle in (1) above (i.e., Branne et al.), as no differentiation is made between sources A and B. In this case, one or more of the other authors of each source shall be included until the difference becomes apparent

Ex.

Source A:

(Branne, Folletts, Jobbes & Gates, 1998)

Source B:

(Branne, Folletts, Jobbes & Grishom, 1998)

1.6.5 Six or more authors

- (1) For a source with six or more authors, only the first author's name shall be cited, followed by a comma and the words 'et al.'. (In the references part, all of the authors must be included.)
- (2) If two or more sources with three to five authors are cited, and if these sources have the same first author and the same year of publication, follow the guideline provided in 1.6.4(2).

1.6.6 Compiler or editor

For a source of compiled or edited works without authors, the name of the compiler or editor shall be written, followed by the words 'Compiler' or 'Editor'.

1.6.7 Institution or organization

- (1) For a source that has the publishing institution/organization's name, but without the author's or the editor's name, the full name of the institution/organization shall be cited.
- (2) If the institution/organization's name is very long, its abbreviation may be used if it is widely known. Otherwise, its full name, followed by its abbreviation in parentheses, shall be used for its first mention. Subsequently, its abbreviation may be used.

1.6.8 No author

For a source without the author's name, the editor's name or the publishing institution/organization's name, its title shall be cited, a book's title to be typed in bold and an article's title to be put in quotation marks. For an English-language source, every word of the title (except a determiner, a conjunction and a preposition with four letters or fewer) shall be capitalized. In case of a long title, only the first few words may be cited.

1.6.9 Year of publication

- (1) The year of publication shall be based on the Christian or international calendar (AD). If the source indicates a different calendar, the abbreviation of the calendar shall be appended, followed by its equivalent Christian calendar year.

Ex.

B. E. 2556 (2013)

- (2) A source without the year of publication shall be followed by the abbreviation, n.d. (i.e., ‘no date’).

Ex.

Branne (n.d.) ...
(Branne, n.d.)

- (3) Different sources published by the same author or group of authors in the same year shall be marked with a, b, c, etc. after their year of publication and in the alphabetical order of their titles (identical to the order in the references part).

Ex.

Branne (1998a, 1998b) ...
(Branne, 1998a, 1998b)
Branne (1998a) (Branne, 1998b)

1.6.10 Page number(s)

- (1) For information cited from one page, the page number shall be put after the letter p.

Ex.

(Branne, 1998, p. 45)

- (2) For information cited from two or more consecutive pages, the first and last page numbers shall be hyphenated and put after the letters pp.

For information cited from two or more unconsecutive pages, every page number and/or the first and last page numbers of every series of pages (hyphenated), separated by commas, shall be placed after the letters pp.

Ex.

(Branne, 1998, p. 45-49)
Branne (2001, pp. 34, 36, 40-42, 45-49)

1.6.11 Same information from several sources

- (1) Two or more sources of the same information may be integrated with the text or cited in parentheses.
- (2) If the sources belong to the same author, they shall be accompanied by the author’s name, followed by their years of publication in a chronological order and separated by commas (whether cited in the text or in parentheses).

- (3) For parenthetical citation of sources belonging to different authors, the names of the authors shall be arranged alphabetically and separated by commas. (For a group of authors, only the first author's name shall be included.)
- (4) In case the different sources by different authors are integrated with the text, the authors' names shall be accompanied by the years of publication, parenthesized and chronologically arranged.

2. Numerical citation

Numerical citation indicates the item number of each of the documents or publications referred to in a GRP.

- 2.1 Item numbers shall be put in brackets ([1], [2], [3], etc.) in numerical order throughout the GRP.

Ex.

Triglyceride comprises three fatty acid esterified with a glycerol backbone [1]. The majority of triglyceride comes from dietary fat, which is hydrolysed in intestinal tract by lipase to monoglycerides and three fatty acids [2], and then monoglycerides incorporate into chylomycrons. The endogenous triglyceride synthesis comes from the liver and adipose tissue. In normal condition, hepatic triglyceride is secreted in very low density lipoproteins (VLDL) and triglyceride also accumulates in hepatocytes, leading to hepatic steatosis. Furthermore, adipose tissue triglyceride represents the main energy store of the body [3, 4].

- 2.2 Reference to a previously cited source is by the same item number.
- 2.3 In the references part, the sources shall be arranged in the same order as that of the in-text references, not in alphabetical order.

Ex.

- [1] Crislip, M. (2009). *Live blood analysis: The modern auguries*. Retrieved August 13, 2012, from <http://www.sciencebasedmedicine.org/index.php/live-blood-analysis-the-modern-auguries/>
- [2] Vance, D. E & Vance, J. E. (Eds.). (2008). *Biochemistry of Lipids, Lipoproteins and Membranes* (5th ed.). Alberta: Elsevier.
- [3] Fernandes, J. L., Orford, J. L., Garcia, C., Coelho, O. R., Gidlund, M. & Blotta, M. H. (2004). Differences in human autoantibodies in patients with stable and unstable angina. *Journal of Autoimmunity*, 23(4), 345-352. doi: 10.1016/j.jaut.2004.08.004
- [4] Deslypere, J. P. (1995). The role of HMG-CoA reductase inhibitors in the treatment of hyperlipidemia: a review of fluvastatin. *Current Therapeutic Research*, 56(2), 111-128. doi: 10.1016/0011-393x(95)85036-8

CHAPTER SIX

REFERENCES

The references constitute the first part of a GRP's end section. The references part lists all of the sources of information cited in the contents of the GRP (except confidential or undisclosable sources, such as personal letters or conversations). The items in this part are listed in alphabetical order of the authors, compilers, editors and/or publishing institutions/organisations, with complete bibliographical information guiding readers to original sources.

As previously stated, references appear in two places in a GRP. Brief references are integrated with the contents of the GRP (as detailed in Chapter 5). Complete bibliographic references, which are in the end section, shall be written based on the following principles.

Author's Name

All of the authors of each cited work must be included (i.e., those referred to by the words 'et al.' in cases of multiple authors).

Thai Author

Writing in English language, insert the name and surname, respectively, without adding title (such as Dr., Prof., Mr., Miss) or used on the original source's inner cover shall be used.

Ex.

Warisorn Suwanchatchai, Chuchai Tanglertsampan, Nopparat Pengsalae & Manchima Makornwattana. (2012). Efficacy and safety of bimatoprost 0.03% versus minoxidil 3% in enhancement of eyebrows: A randomized, double-blind, split-face comparative study. *Journal of Dermatology*, 39(10), 1-2.

Or

Wanitphakdeedecha, R., Thanomkitti, K., Sethabuttra, P., Eimpunth, S. & Manuskiatti, W. (2011). A split axilla comparison study of axillary hair removal with low fluence high repetition rate 810 nm diode laser vs. high fluence low repetition rate 1064 nm Nd:YAG laser. *J Eur Acad Dermatol Venereol*, 26(9), 1133-1136.

Foreign Author

The entry starts with the surname, followed by a comma, the initial letter of the first name and the initial letter of the middle name (if any).

Ex.

John Keith Syers	Use	Syers, J. K.
Ortrun Zuber-Skerritt	Use	Zuber-Skerritt, O.
Sang-Youn Kim	Use	Kim, Sang-Youn
Zai-Chao Liang	Use	Liang, Zai-Chao
Shutang Cai	Use	Cai, S.
Taro Yamane	Use	Yamane, T.

Multiple Authors

All of the authors are listed in the same order as that in the original source. The names are separated by commas, and an ampersand (&) is placed before the final name.

Ex.

Stone, M. R. & Brown, B. B.
Wolak, J., Mitchell, K. J. & Finkekhhor, D.

Pseudonym

The pseudonym used on the original source's inner cover shall be used.

No Author, but with Person in Charge

The name of the person in charge shall be stated, followed by the role-signifying term in parentheses.

No Author, but with Compiler or Editor

The name of the compiler or editor shall be stated, followed by the abbreviation Ed. (in case of one editor) or Eds. (in case of two or more editors) in parentheses.

Ex.

France, R. L. (Ed.). (1998).
Diem, K. & Lentner, C. (Eds.). (2000).

No Author, but with Publishing Institution/Organization

1. The name of the publishing institution/organization shall be stated.
2. In case of a source by a Thai state organization, if the publishing organization is a department or equivalent, only its name shall be stated (without the ministry's name). If the publishing organisation has a sub-departmental status, the name of the department to which it belongs shall be stated, and the name of the sub-departmental organization shall be stated as the publisher.

Ex.

American Psychological Association. (2003).
World Health Organization (WHO). (1998).

No Author and No Publishing Institution/Organization

1. In case of a book, the entry shall start with the title of the book in italics (not bold), followed by a full stop.
2. In case of an article from a book or a journal, the entry shall start with the title of the article, followed by a full stop.
3. An entry with an editor (or editors) shall have a full stop after the parenthetical Ed. (or Eds.).
4. The initial letter of a foreign author's first name already ends in a full stop; therefore, a full stop shall not be repeated.

Ex.

A guide to crisis intervention. (2003).
Thai images: The culture of the public world. (2011).
Management in 20xx: What will be important in the future-a holistic view.
(2010).

Year of Publication

1. The year of publication (only the number) shall be in parentheses.
2. For two or more different sources published by the same author or group of authors in the same year, the letters a, b, c, etc., shall be appended to the year of publication, in the alphabetical order of the titles.

Ex.

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.
Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

3. For a monthly periodical, its year and month shall be stated.
4. For a newspaper or a periodical issued more frequently than once a month, its year, date and month shall be stated.

Ex. Newspaper

Johnstone, B. F. (1992, May 28). Treaty claim upheld. *The Daily Telegraph*, p.2.

Cumming, G. (2003, April 5). Cough that shook the world. *The New Zealand Herald*, p. B4.

5. For a source from conference proceedings, the year and month of the conference shall be stated, separated by a comma.

Ex. Conference proceedings (Print or Electronic)

Gibson, C. C. (2005). International Council for Distance Education: One world many voices: Quality in open and distance learning. In S. Allsop (Ed.), *Impact of the larger social context on the distance learner* (pp. 279-282). Chicago, IL: Milton Keynes.

Shennan, S. (2008). Canoes and cultural evolution. *Proceedings of the national Academy of Sciences*, 105, 3416-3420. Doi: 10.1073/pnas.0800666105.

Schnase, J. L. & Cunnius, E. L. (Eds.). (1995). *Proceedings from CSCCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Shobhadevi, Y. J. & Bidarakoppa, G. S. (1994). Possession phenomena: As a coping behaviour. In G. Davidson (Ed.), *Applying psychology: Lessons from Asia-Oceania* (pp. 83-95). Carlton, Vic., Australia: Australian Psychological Society.

Ex. Contribution to conference or symposium

Hirata, J. (2005). How Should happiness guide policy? Why gross national happiness is not opposed to democracy. In *Rethinking development: Local pathways to global wellbeing; the Second International Conference on Gross National Happiness*. Antigonish, Nova Scotia: St. Francis Xavier University. Retrieved from <http://www.gpiatlantic.org/conference/papers/hirata.pdf>

Gorman, B. (2009, March). A treatment plan: Some hopes (pipe dreams?) and suggestions for effective statistical education. In B. Gorman (Chair), *The crisis in the statistical education of psychologists*. Symposium conducted at the 24th annual meeting of the Society for Industrial and Organizational Psychology, New Orleans, LA.

Liu, C., Wu, D., Fan, J. & Nauta, M. M. (2008, November). *Does job complexity predict job strains?*. Paper presented at the 8th Biannual Conference of the European Academy of Occupational Health Psychology, Valencia, Spain.

Rosenshine, B. (1997). *The case for explicit, teacher-led, cognitive strategy instruction*. Paper presented at the Annual Meeting of the American Educational Research Association, Chicago, IL. Retrieved from <http://apaa.asu.edu/barak/barak1.html>

Gross, P. F. & Penny, R. (Editors). (1992). *AIDS in Asia: Meeting the challenge through training, education and prevention*. Proceeding of the International Symposium on AIDS in Asia, 1992 Mar 8, Bangkok, Thailand. Sydney: Institute of Health Economics and Technology Assessment.

6. For a multiple-volume entry, if only one volume has been cited, only the year of publication of that volume shall be stated, with its ISBN (parenthesised) placed after the title.
7. For a source without a year of publication, the abbreviation n.d. (i.e., 'no date') shall be written.
8. Each year of publication shall end with a full stop.

Books or Other Sources (Non-Periodicals)

1. The title, as on the inner cover, shall be typed in italics (not bold).
2. For an English source, only the first letter of the title, the secondary title and each proper name shall be capitalized.

Ex.

Psychological effects of cocaine and crack addiction: A survey of the psychological side of so-called "designer drugs".

Ethical patient care: A casebook for geriatric health care teams

Applying psychology: Lessons from Asia-Oceania

3. For a source that is a volume of a series, both the volume title and the series title shall be stated.

Printing Edition

1. For a first-published source, no edition number shall be stated. For a source having been published more than once, the edition number shall be stated, starting with the second edition.
2. Additional information that may be useful (e.g., the ISBN, translator's name, etc) may be put in parentheses. No full stop is needed between the title and this parenthetic piece of information.

Other Sources

The description shall be bracketed and placed after parenthetical information (if any), and end with a full stop.

Reference to a Specific Chapter of a Book

1. A chapter-specific reference entry shall consist of the word ‘In’, the editor’s name or editors’ names (if any), the abbreviation Ed. or Eds. in parentheses, the name of the book and the page numbers of the article (parenthesised). A comma is placed between the parenthesised abbreviation Ed. or Eds. and the name of the book.
2. All of the compilers’ or editors’ names shall be stated, in the same order as in the original, with commas between the names and an ampersand before the final name.
3. For a source with six or more compilers or editors, only the first editor shall be stated, followed by a comma and the words ‘et al.’.
4. Because the compiler’s or editor’s name is not in the position of the author’s name, its noble title (if any) may be placed before the name. Likewise, a foreign-language name shall not be written surname-first.

Reference to an Article in a Periodical or Chapter in a Book

1. For an English source, only the first letter of the title, the secondary title and each proper name shall be capitalized.
2. The article or chapter title shall not be underlined or placed insided quotation marks, unless a quotation-mark-enclosed word or phrase is part of the title.
3. Any additional information contributing to further research shall be in brackets.
4. The entry ends with a full stop.

Reference to a Periodical

1. The periodical’s full title shall be stated.
2. Every word in the title shall be capitalised.
3. The periodical’s volume number shall not be accompanied by any text.
4. In case of a periodical with a discontinuous numbering system (i.e., each issue starts with page 1), the issue number shall be parenthesised, followed by the volume number.
5. In case of a periodical without a volume number, the month or season of the given issue shall be placed next to the year of publication in the same parentheses, separated by a comma.
6. The periodical’s title and volume number shall be italicized.

Indicating Place of Publication

1. The place of publication consists of the city name and the publisher or publishing company, separated by a colon (:).
2. If the city is not well-known, it shall be accompanied by the country name. For a city in the United States of America, the state's two-letter abbreviation (e.g., CA) shall be used in place of the country name. A comma shall be inserted between the city name and the country or state name. A list of US state abbreviations is provided in page 62-66.
3. For a source in which two or more cities are listed, only the first shall be used.
4. The name of the publisher shall be brief but comprehensible. In English, the word 'Co.' or 'Inc.' may be omitted.
5. In case no place of publication is given, the abbreviation 'N.P.' (i.e., 'no place') shall be stated.
6. In case no publisher is given, the abbreviation 'n. p.' (i.e., 'no publisher') shall be stated.

Order of Bibliographic Entries

1. If the year-name style of in-text citation has been used, the bibliographic entries shall be arranged based on the following.
 - 1.1 They shall be listed in alphabetical order (i.e., A to Z: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z).
 - 1.2 They shall be listed in a letter-by-letter style; that is, if two or more entries have the same initial letter, they shall be arranged alphabetically based on their second letters, and the third, and the fourth and so on.
 - 1.3 The ampersand is equal to 'and'.
 - 1.4 A contraction (e.g., 'who's' or 'she'd') is counted as one word.
 - 1.5 A book whose title begins with an article (i.e., 'a', 'an' or 'the') shall be listed based on the first letter after the article. But an article that is not the first letter of the title shall be part of alphabetical listing.
 - 1.6 A name beginning with such a prefix as 'Mc', 'Mac' or 'O' shall be listed based on its initial letter.
 - 1.7 Bibliographic entries whose authors have the same name or surname shall be arranged as follows.
 - 1.7.1 For foreign authors with identical surnames, the next criteria shall be the initial letters of their first names and middle names, respectively.
 - 1.7.2 One-author entries shall precede multiple-author entries.
 - 1.7.3 Entries with the same first author shall be listed alphabetically based on their next authors.

- 1.7.4 Entries with identical authors shall be listed based on their years of publication.
 - 1.7.5 For entries with identical authors and years of publication, the letters a, b, c, etc. shall be appended to the years of publication.
 - 1.7.6 A source published by an institution/organization shall be listed based on the initial letter of the full name of the institution/organization.
- 1.8 English-language bibliographic entries cited in a numerical system shall be listed according to the order in which they have been referred to in the contents. Each entry shall start with a bracketed number (e.g., [1], [2], [3], etc.), followed by one space and its bibliographic information.

Typing Bibliographic Entries

1. The references part is the first part after the body section. The word 'REFERENCES' shall be typed in font size 14, bold and all capitalized in the middle of the page.
2. On the first page of the references part, the word 'References', in font size 14, bold and centered, shall be in the first line, set approximately two inches from the top edge. The first references entry shall be typed two and a half lines below, in the same font style (regular) and size (12) as in the body section.
3. If the name-year citation style has been used in the contents, the bibliographic entries shall be listed alphabetically, regardless of source types.
4. If the numerical citation style has been used in the contents, the bibliographic entries shall be listed according to the order in which they have been referred to in the contents. Each entry shall start with a bracketed number (e.g., [1], [2], [3], etc.), followed by one space and its bibliographic information.
5. All bibliographic entries shall be set at the left margin. If an entry exceeds one line in length, its subsequent line(s) shall be hanging-indented by 0.5 inches.
6. The lines of the same entry shall be single-spaced. The lines between entries shall be 1.5-line-spaced.
7. An entry shall not be divided across pages. If it is too long to be contained on a given page, the entire entry shall be moved to the next page.

APA Style: Examples

Books

Book - by one author

In text citation

(Hasbrouck, 2007) or
Hasbrouck (2007) compares Frame with “...” (p. 34).

In reference list

Hasbrouck, J. (2007). *Empirical market microstructure*. New York: Oxford University Press.

Book - by two authors

In text citation

(Turvey & Petherick, 2009) or
Turvey and Petherick (2009) illustrated ...

When paraphrasing in text, use **and**, not &

In reference list

Turvey, B. E. & Petherick, W. (2009). *Forensic victimology: Examining violent crime victims in investigative and legal contexts*. London: Academic.

Book - by three to five authors

In text citation

First in text citation

(Friedman, Friedman, Cohen & Washenik, 2002) or
Friedman, Friedman, Cohen and Washenik (2002) recommend “...” (p. 32).

In subsequent citations:

According to Friedman et al. (2006)

Cite all authors the first time, and in subsequent citations include only the first author followed by et al. (short for et alii. - Latin for ‘and others’). Do not italicise et al.

In reference list

Friedman, E. S., Friedman, P. M., Cohen, D. E. & Washenik, K. (2002). Allergic contact dermatitis to topical minoxidil solution: Etiology and treatment. *J Am Acad Dermatol*, 46(2), 309-312.

Book - by six authors or more than

In text citation

According to Han et al. (2004) ... or
It is ... (Han et al., 2004)

If there are six or more than authors, cite only the first author followed by et al. (short for et alii. - Latin for 'and others'). Do not italicise et al.

In reference list

Han, J. H., Kwon, O. S., Chung, J. H., Cho, K. H., Eun, H. C. & Kim, K. H. (2004). Effect of minoxidil on proliferation and apoptosis in dermal papilla cells of human hair follicle. *J Dermatol Sci*, 34(2), 91-98.

Book - edition other than the first

In text citation

According to Baumann (2009) ...or
It is ... (Baumann, 2009)

In reference list

Baumann, L. (2009). *Cosmetic dermatology principles and practice* (2nd ed.). New York: McGraw-Hill.

Book - by no author or editors

In text citation

In the book, *Psychological effects of cocaine and crack addiction: A survey of the psychological side of so-called "designer drugs"* (1999), it is...

1. Note that the key words of the book title are capitalised when used in text, but not in the reference list.
2. Italicise the book title in text
3. Do not use 'Anonymous' unless the author's name is given as Anonymous.

In reference list

Psychological effects of cocaine and crack addiction: A survey of the psychological side of so-called "designer drugs". (1999). Philadelphia, PA: Chelsea House.

Book - by a corporate/group author

In text citation

First in text citation

(American Psychological Association [APA], 2010) or
The American Psychological Association (APA, 2010) indicated...

In subsequent citations:

According to APA (2010)...

1. Some group authors may be abbreviated in subsequent citations if they are readily recognisable
2. Note use of square brackets around abbreviation in first example above.

In reference list

American Psychological Association. (2010). *Publication manual of the American Psychological Association*. Washington, DC: Author.

When the author and the publisher are the same, use Author in the publisher field. List in the references list by the first significant word of the organisation. For group authors, the parent body precedes a subdivision

Book - cited in a secondary source**In text citation**

Carter and Beadle's (1930, cited in Crisman & Streever, 1996) research shows that... or

In the research of Carter and Beadle (1930, cited in Crisman & Streever, 1996)...

In reference list

Crisman, T. L. & Streever, W. J. (1996). The legacy and future of tropical limnology. Cited in F. Schiemer & K. T. Boland (Eds.), *Perspectives in tropical limnology* (pp. 27-42). Amsterdam, Netherlands: SPB Academic.

Book - translated**In text citation**

(Sartre, 1962) or
Sartre (1962) is an example of ...

In reference list

Sartre, J.-P. (1962). *Imagination: A psychological critique* (F. Williams, Trans.). Ann Arbor, MI: University of Michigan Press.

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

Chapter in an edited book**In text citation**

(Tsao & Hruza, 2005) or
Tsao and Hruza (2005) concludes by ...

In reference list

Tsao, S. S. & Hruza, G. J. (2005). Laser hair removal. In J. K. Robinson, C. W. Hanke, R. D. Sengelmann & D. M. Siegel (Eds.), *Surgery of the skin* (pp. 575-588). Philadelphia: Elsevier Mosby.

O'Neil, J. M. & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

1. The author and chapter title come first, followed by the editor(s) and book title.
2. Note the editor's initials come before the family name.
3. It is the book title that is italicised, not the chapter title. The page numbers of the chapter are also required.

Edited book**In text citation**

(Samovar & Porter, 1997) or
Samovar and Porter (1997) conclude by ...

In reference list

Samovar, L. A. & Porter, R. E. (Eds.). (1997). *Intercultural communication: A reader* (8th ed.). Belmont, CA: Wadsworth.

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York: Scribner's.

Include (Ed.) or (Eds.) after their name(s).

Electronic book with DOI**In text citation**

Lance (2011) argues that... or

In reference list

Lance, L. (2011). Nonproduction benefits of education: Crime, health, and good citizenship. In *Handbook of the economics of education* (Vol. 4, pp. 183-282). doi:10.1016/B978-0-444-53444-6.00002-X

1. DOI is a Digital Object Identifier (DOI). [<http://www.doi.org/>]
2. For researchers, when a DOI is available, no matter whether electronic or print, include it in the reference

Reference book - dictionary or encyclopedia entry (with author)

In text citation

(Hwang, 2002) or
Hwang (2002) identifies the hurdles North Korea ...

In reference list

Hwang, E.-G. (2002). North Korea: Economic system. In D. Levinson & K. Christenson (Eds.), *Encyclopedia of modern Asia* (Vol. 4, pp. 350-353). New York, NY: Charles Scribner's Sons.

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

If there is a volume number or edition (not 1st edition), include this in parentheses after the title along with page number(s).

Reference book - dictionary or encyclopedia entry (with no author)

In text citation

It is defined as ... ("Social Constructionism", 2009).

Note that the entry is capitalised when used in text, but not in the reference list

In reference list

Social constructionism. (2009). In J. Scott & G. Marshall (Eds.), *A dictionary of sociology* (3rd rev. ed.). Retrieved from Oxford Reference Online Premium database.

1. For online dictionaries and encyclopedia, a retrieval statement takes the place of publisher location and name. Note the editors' initials precede the family name.
2. For undergraduate students, give the name of the database, as in the example above (do not include the database URL).

Conference Papers, Reports, & Theses

Conference paper as part of a book of proceedings or Electronic

In text citation

(Shobhadevi & Bidarakoppa, 1994) or
Shobhadevi and Bidarakoppa (1994) published their ...

In reference list

Shobhadevi, Y. J. & Bidarakoppa, G. S. (1994). Possession phenomena: As a coping behaviour. In G. Davidson (Ed.), *Applying psychology: Lessons from Asia-Oceania* (pp. 83-95). Carlton, Vic., Australia: Australian Psychological Society.

Schnase, J. L. & Cunnius, E. L. (Eds.). (1995). *Proceedings from CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Shennan, S. (2008). Canoes and cultural evolution. *Proceedings of the national Academy of Sciences*, 105, 3416-3420.
doi: 10.1073/pnas.0800666105

1. To cite published proceedings from a book, use the same format as for a book or book chapter
2. To cite proceedings published regularly use the same format as a periodical.

Contribution to conference or symposium**In text citation**

(Bochner, 1996) or
Bochner (1996) addressed this ...

In reference list

Bochner, S. (1996, November). *Mentoring in higher education: Issues to be addressed in developing a mentoring program*. Paper presented at the Australian Association for Research in Education Conference, Singapore. Retrieved September 9, 2011, from <http://www.aare.edu.au/96pap/bochs96018.txt>

Hirata, J. (2005). How Should happiness guide policy? Why gross national happiness is not opposed to democracy. In *Rethinking development: Local pathways to global wellbeing; the Second International Conference on Gross National Happiness*. Antigonish, Nova Scotia: St. Francis Xavier University. Retrieved from <http://www.gpiatlantic.org/conference/papers/hirata.pdf>

Gorman, B. (2009, March). A treatment plan: Some hopes (pipe dreams?) and suggestions for effective statistical education. In B. Gorman (Chair), *The crisis in the statistical education of psychologists*. Symposium conducted at the 24th annual meeting of the Society for Industrial and Organizational Psychology, New Orleans, LA.

Liu, C., Wu, D., Fan, J. & Nauta, M. M. (2008, November). *Does job complexity predict job strains?*. Paper presented at the 8th Biannual Conference of the European Academy of Occupational Health Psychology, Valencia, Spain.

Rosenshine, B. (1997). *The case for explicit, teacher-led, cognitive strategy instruction*. Paper presented at the Annual Meeting of the American Educational Research Association, Chicago, IL. Retrieved from <http://apaa.asu.edu/barak/barak1.html>

Gross, P. F. & Penny, R. (Editors). (1992). *AIDS in Asia: Meeting the challenge through training, education and prevention*. Proceeding of the International Symposium on AIDS in Asia, 1992 Mar 8, Bangkok, Thailand. Sydney: Institute of Health Economics and Technology Assessment.

1. A capital letter is used for all key words in the conference name.
2. Give the month of the conference if the paper has not been formally published.

Report - annual

In text citation

(Telecom New Zealand, 2007)

In reference list

Telecom New Zealand. (2007). *Ready to compete, connect, communicate: Annual report 2007*. Retrieved September 9, 2011, from <http://annualreport07.telecom.co.nz/download/telecom-annual-report-2007.pdf>

If it is an annual report, reference it as a book.

Dissertation /Thesis

Dissertation / Thesis - print version

In text citation

(Dewstow, 2006) or
Dewstow (2006) recommends ...

In reference list

Dewstow, R. A. (2006). *Using the Internet to enhance teaching at the University of Waikato* (Unpublished master's thesis). University of Waikato, Hamilton, New Zealand.

Caprette, C. L. (2005). *Conquering the cold shudder: The origin and evolution of snake eyes*. Doctoral dissertation. Ohio State University, Columbus, OH.

Angelova, A. N. (2004). *Data pruning*. Master's thesis. California Institute of Technology, Pasadena, CA.

Include either (Unpublished doctoral dissertation) or (Unpublished master's thesis) after the title as appropriate.

Dissertation /Thesis - electronic version

In text citation

(Dewstow, 2006) or
Dewstow (2006) recommends ...

In reference list

Dewstow, R. A. (2006). *Using the Internet to enhance teaching at the University of Waikato*. Master's thesis, University of Waikato, Hamilton, New Zealand. Retrieved September 9, 2011, from <http://hdl.handle.net/10289/2241>

Pecore, J. T. (2004). *Sounding the spirit of Cambodia: The living tradition of Khmer music and dance-drama in a Washington, DC community*. Doctoral dissertation. Retrieved September 9, 2011, from Dissertations and Theses database. (UMI No. 3114720)

Caprette, C. L. (2005). *Conquering the cold shudder: The origin and evolution of snake eyes*. Doctoral dissertation. Retrieved September 9, 2011, from http://www.ohiolink.edu/etd/send-pdf.cgi?acc_num=osu1111184984

Harzbecker, J. J. (1999). *Life and death in Washington DC: An analysis of the Mortality Census data of 1850*. Master's thesis. Retrieved September 9, 2011, from Dissertations and Theses database. (UMI No. 1395513)

1. Include either (Doctoral dissertation) or (Master's thesis) after the title as appropriate and university's name and location (city and country).
2. If the city name is included in the University's name, leave it out (e.g. University of Auckland, New Zealand).

Journals

Journal article - print version

In text citation

(Bernstein, 2005) or
Bernstein (2005) suggests ...

In reference list

Bernstein, E. F. (2005). Hair growth induced by diode laser treatment. *Dermatol Surg*, 31(5), 584-586.

Braun, M. (2009). Permanent laser hair removal with low fluence high repetition rate versus high fluence low repetition rate 810 diode laser-a split leg comparison study. *J Drugs Dermatol*, 8(11 Suppl. 1), 14-17.

1. A capital letter is used for key words in the journal title. The journal title and volume number are italicised, followed by the issue number in parentheses (not italicised).
2. If each issue begins with page 1, give the issue number in the parentheses immediately after the volume number.
3. For researchers, the issue number is not required for journals with continuous pagination.

Journal article - electronic version with a DOI

In text citation

Shepherd et al., (2007) or
 Shepherd et al. (2007) highlight the ...

If there are six or more authors, from the first citation in text, use et al. after the first author.

In reference list

Shepherd, R., Barnett, J., Cooper, H., Coyle, A., Moran-Ellis, J., Senior, V. & Walton, C. (2007). Towards an understanding of British public attitudes concerning human cloning. *Social Science & Medicine*, 65(2), 377-392. doi:10.1016/j.socscimed.2007.03.018

1. DOI is a Digital Object Identifier (DOI).
2. For researchers, when a DOI is available, no matter whether electronic or print, include it in the reference.

Journal article - Internet only

In text citation

(Snell & Hodgetts, n.d.) or
 Snell and Hodgetts (n.d.) identified “.....” (para. 3)

(n.d.) = no date.

In reference list

Snell, D. & Hodgetts, D. (n.d.). The psychology of heavy metal communities and white supremacy. *Te Kura Kete Aronui*, 1. Retrieved September 9, 2011, from <http://www.waikato.ac.nz/wfass/tkka>

Magazines & Newspapers

Magazine - print only

In text citation

(von Drehle et al., 2009)... or
Von Drehle et al. (2009) assert...

In reference list

von Drehle, D., Ghosh, B., Scherer, M., Zaidi, S. H., Baker, A., James, R. & Peters, G. (2009, October 12). An enemy within. *Time South Pacific* [Australia/New Zealand edition], 174(14), 12-17.

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

1. If an author's name begins with a lower case letter, and appears at the beginning of a sentence, it must be capitalised.
2. Full date is used for weekly magazines; month and year for monthly magazines.

Magazine - electronic version

In text citation

Robison, 2008) or
Robison (2008) considers ...

In reference list

Robison, J. (2008, January). On the waka wave. *North and South*, 262, 80-87.
Retrieved from Australia/New Zealand Reference Centre database.

1. If you are submitting work to a publisher, you are now required to give the URL of the journal homepage.
2. For undergraduate students, give the name of the database and do not include the database URL.
3. It is no longer necessary to include the date of retrieval.

Newspaper article - print version

In text citation

Cumming, 2003) or
Cumming (2003) reports ...

In reference list

Cumming, G. (2003, April 5). Cough that shook the world. *The New Zealand Herald*, p. B4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

1. Include p. or pp. before the page number. This is used for newspapers only, not magazines or journals. p = 1 page, pp. more than one page.
2. If page numbers are discontinuous, separate page numbers with a comma. e.g. pp. A1, A4-5.

Newspaper article - electronic version

In text citation

Cumming, 2003) or
Cumming (2003) reports ...

In reference list

Cumming, G. (2003, April 5). Cough that shook the world. *The New Zealand Herald*. Retrieved September 9, 2011, from <http://www.nzherald.co.nz>

1. Use the URL of the homepage of the newspaper to avoid non-working URLs.
2. It is no longer necessary to include the date of retrieval.

Newspaper article - with no author

In text citation

("Drivers Reject Fuel Prices", 2003)

In the in text citation, abbreviate the title, use double quotation marks and capital letters.

In reference list

Drivers reject fuel prices driven by war threat. (2003, March 7). *The Timaru Herald*, p.1.

If there is no author, the article title comes first.

Audiovisual

Audio podcast

In text citation

(Noonan, 2008)

In reference list

Noonan, D. (Producer). (2008, January 9). *The whistle from the blunder: Part 5* [Audio podcast]. Retrieved September 9, 2011, from <http://www.radionz.co.nz>

Include as much information as possible, e.g. date, title and identifier.

Film - motion pictures

In text citation

(Vasile & Fellini, 2001) or
Vasile and Fellini (2001)

In reference list

Vasile, T. (Producer), & Fellini, F. (Director). (2001). *Roma* [Motion picture].
United States: MGM Home Entertainment.

1. In the Author field, identify the primary contributors (i.e. the director or producer or both) but not the presenters.
2. For publication information, give the motion picture's country of origin and the name of the motion picture studio.
3. A description of the form of the work goes in square brackets [] after the title. It is not italicised.

Music recording - recorded by composer

In text citation

(The Beatles, 2003, track 10)

Include side and band or track numbers.

In reference list

The Beatles. (2003). Across the universe. On *Let it be... naked* [CD].
Hollywood, CA: Capital Records.

Add medium of recording with []. If it is downloaded online, use the file format as medium – e.g. [MP3 file], [MIDI file].

Television program

In text citation

(Slater, 2002)

In reference list

Slater, K. (Producer). (2002). Gene in a bottle [Television series episode].
In *60 minutes*. Auckland, New Zealand: TV3 Network Services.

Put television series episode or motion picture in square brackets [] after the title.

Video blog post (e.g. YouTube video)

In text citation

(Leelefever, 2007)

In reference list

Leelefever. (2007, May 29). Wiki in plain English [Video file]. Retrieved September 9, 2011, from <http://www.youtube.com/watch?v=-dnL00TdmLY>

Use the uploader's name as author. When the video's creator is known, reference the video like 'Film - motion pictures'.

Others (Webpages, Legal Materials, Course Handouts etc.)

Blog post

In text citation

(Hobbit Team, 2011)

In reference list

Hobbit Team. (2011, November 5). 3D concept sketch [Web log message]. Retrieved September 9, 2011, from <http://www.thehobbitblog.com/>

1. Do not italicise blog post title, as it is unpublished material.
2. Use the URL of the blog homepage rather than individual post's URL.
3. Twitter posts can be referenced like blog posts. Reference it as [Twitter post].

Course handout - print version (unpublished work)

In text citation

(Brown, 2004)

In reference list

Brown, P. (2004). *Marketing: MKTG200-11B* [Lecture notes]. Hamilton, New Zealand: University of Waikato, Department of Marketing.

1. Course handouts and lecture notes belong to the group "unpublished papers, lectures from an archive or personal collections".
2. In the publication information field, list the organisation's name (e.g. university, department), city, and country.
3. Put the format in square brackets after the title. e.g. [Lecture notes].

Course handout - electronic version

In text citation

(Archard, Merry, & Nicholson, 2011) or
Archard, Merry, and Nicholson (2011) state that

In reference list

Archard, S., Merry, R., & Nicholson, C. (2011). *Karakia and waiata* [Powerpoint slides]. Retrieved September 9, 2011, from TEPS757-11B (NET): Communities of Learners website: <http://elearn.waikato.ac.nz/mod/resource/view.php?id=174650>

Put the format in square brackets after the title. e.g. [Powerpoint slides].

Legal material

In text citation

Children's Commissioner Act 2003 or
The wellbeing of children is covered by the Children's Commissioner Act 2003.

In reference list

Children's Commissioner Act 2003, 2003 S.N.Z. No. 121.

Webpages

In text citation

(Statistics New Zealand, 2007)

Do not write URLs in the text.

In reference list

Statistics New Zealand. (2007). *New Zealand in profile 2007*. Retrieved September 9, 2011, from <http://www.stats.govt.nz>

1. A personal or institutional webpage is considered an informally published work.
2. It is no longer necessary to include the date of retrieval, unless webpage content is likely to be updated (e.g. a wiki).

Figures & Tables

Figures

Illustrations, maps, photographs, graphs, charts and drawings (excluding tables) are referred to as figures. Below is an example of how a figure would appear in text:



Source Mae Fah Luang University (2010)

Figure 1.1 Mae Fah Luang University, C1

Unless it is your own work, the source must be acknowledged in full below the figure as a figure caption. The caption goes below the image with a parenthetical reference, and includes the figure number, a description of the figure, and a parenthetical reference: (Source: Author, Date). The full citation also goes in the reference list.

In text citation

Figure 1.1 shows that ... (Mae Fah Luang University, 2010).

In reference list

Mae Fah Luang University. (2010). *Mae Fah Luang University, C1*. Retrieved September 9, 2010, from <http://www.mfu.ac.th/2012/photo-2013.php/Campus-2.jpg>

Tables

Table 4.1 Plasma Glucose Levels of the Subjects during Oral Glucose Tolerance Test after Ingesting either *Irvingia Ganonensis* Solution or Water

Time point (min)	Plasma glucose level (mg/dL)		P-value Between group
	<i>Irvingia Gabonensis</i> solution	water	
T0	103.09 ± 1.21	102.46 ± 1.32	0.731
T30	163.23 ± 1.79	168.79 ± 1.15	0.015
T60	187.28 ± 0.67	190.25 ± 1.02	0.022
T90	168.57 ± 1.05	171.88 ± 1.30	0.059
T120	141.35 ± 2.78	149.60 ± 0.68	0.012
T150	120.10 ± 1.00	133.99 ± 1.30	<0.001

Note. Values are shown as mean ± SEM. Some significant difference is found between the 2 groups ($P < 0.05$).

Abbreviations

Citing and Reference	Abbreviations
no date	n.d.
no place	n.p.
no publisher	N.P.
chapter	chap.
Compiler (Compilers)	Comp. (Comps.)
Editor (Editors)	Ed. (Eds.)
et alii	et al.
edition	ed.
enlarged edition	enl. ed.
revised edition	rev. ed.
second edition	2nd ed.
third edition	3rd ed.
number	no.
page (pages)	p. (pp.)
Volume	Vol.
Volumes	Vols.

Prefix	Abbreviations
Doctor	Dr.
Assistant Professor	Asst. Prof.
Associate Professor	Assoc. Prof.
Professor	Prof.
Professor Emeritus	Prof.
Lecturer	-
Mom Chao	M.C.
Mom Rajawongse	M.R.
Mom Luang	M.L.

Programme	Abbreviations
Doctor of Philosophy	Ph.D.
Master of Science	M.Sc.
Master of Arts	M.A.
Master of Business Administration	M.B.A.
Master of Engineering	M.Eng.
Master of Public Administration	M.P.A.
Master of Laws	LL.M.
Master of Education (Educational Management)	M.Ed.

US States	Abbreviations
Alabama	AL
Alaska	AK
Arizona	AS
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
New Mexico	NM
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT

US States (continued)	Abbreviations (continued)
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

Militia	Abbreviations
Field Marshal	-
General	Gen.
Lieutenant General	Lt. Gen.
Major General	Maj. Gen.
Colonel	Col.
Lieutenant Colonel	Lt. Col.
Major	Maj.
Captain	Capt.
Lieutenant	Lt.
Sub Lieutenant	Sub Lt.
Sergeant Major First Class	SM1
Sergeant Major Second Class	SM2
Sergeant Major Third Class	SM3
Sergeant	Sgt.
Corporal	Cpl.
Private First Class	Pfc.
Private	Pvt.
Army Cadet	-
Army Non-Commissioned Officer Student	-

Sailor	Abbreviations
Admiral of the Fleet	-
Admiral	Adm.
Vice Admiral	VAdm.
Rear Admiral	RAdm.
Commodore	CM dr.
Captain	Capt.
Commander	Cdr.
Lieutenant Commander	LC dr.
Lieutenant	Lt.
Lieutenant Junior Grade	Lt. JG.
Sub Lieutenant	Sub. Lt.
Chief Petty Officer 1st Class	CPO 1
Chief Petty Officer 2nd Class	CPO 2
Chief Petty Officer 3rd Class	CPO 3
Petty Officer 1st Class	PO 1
Petty Officer 2nd Class	PO 2

Sailor (continued)	Abbreviations (continued)
Petty Officer 3rd Class	PO 3
Seaman	-

Airman	Abbreviations
Air Chief Marshal	ACM
Air Marshal	AM
Air Vice Marshal	AVM
Group Captain	Gp. Capt.
Wing Commander	Wg. Cdr.
Squadron Leader	Sqn. Ldr.
Flight Lieutenant	Flt. Lt.
Flying Officer	Flg. Off.
Pilot Officer	Plt. Off.
Flight Sergeant First Class	Fs. 1
Flight Sergeant Second Class	Fs. 2
Flight Sergeant Third Class	Fs. 3
Sergeant	Sgt.
Sergeant	Cpl.
Leading Aircraftman	Lac.
Airman	Amn.

Police	Abbreviations
Police General	Pol. Gen.
Police Lieutenant General	Pol. Lt. Gen.
Police Major General	Pol. Maj. Gen.
Police Brigadier General	Pol. Bri. Gen.
Police Colonel	Pol. Col.
Police Lieutenant Colonel	Pol. Lt. Col.
Police Major	Pol. Maj.
Police Captain	Pol. Capt.
Police Lieutenant	Pol. Lt.
Police Sub-Lieutenant	Pol. Sub. Lt.
Police Senior Sergeant Major	Pol. Sen. Sgt. Maj.
Police Sergeant Major	Pol. Sgt. Maj.
Police Sergeant	Pol. Sgt.
Police Corporal	Pol. Cpl.
Police Lance Corporal	Pol. L/C.
Police Constable	Pol. Const.

Unit of measure	Abbreviations
Gramme	g
Gramme per Litre	g/L
Kilogramme	Kg
Kilometre	km
Kilolitre	kl
kilohertz	kHz
Centigramme	cg
Centigrade	°C
Centimetre	cm
Centilitre	cl
Decagramme	dag
Decametre	dam
Decalitre	dal
Decigramme	dg
Decimetre	dm
Decilitre	dl
Square centimeter	cm ²
Square kilometer	km ²
Square metre	m ²
Square two-metres	-
Miligramme	mg
Miligramme/Litre	Mg/L
Millimetre	mm
Millilitre	ml
Metre	m
Metric ton	t
Litre	l
Cubic metre	m ³
Hectogramme	hg
Hectometre	hm
Hectolitre	Hl

THESIS EXAMPLE