



Thesis Writing Manual

NAPAPAN KUN-ANUSITH

Presented in Partial Fulfillment of the Requirements for the Degree of

MASTER OF LAWS

PAYAP UNIVERSITY

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ACKNOWLEDGEMENTS

We would like to thank our committee for reviewing this manual.

Napapan Kun-Anusith



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PYU iThesis 6371413221 proposal / recv: 06062567 10:57:05 / seq: 9

Title: Thesis Writing Manual
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Approval Date: Click or tap to enter a date.
Institution: Payap University, Chiang Mai, Thailand
Number of Pages: 38
Keywords: Click or tap here to enter text.

ABSTRACT

The objective of this research was



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LIST OF ABBREVIATIONS

iThesis	ไอทีลีส
PLA	Poly lactic acid
ρ	ความหนาแน่น

คำแนะนำ (ลบคำแนะนำส่วนนี้ออกได้เมื่อต้องการใช้งาน template)

หลังจากกรอกข้อมูลเสร็จให้นำเส้นตารางออก โดยเลือกทั้งตารางและคลิกขวา ไปยัง borders และ
เลือกนำเส้นตารางออก

CHAPTER 1

How to use the iThesis Template

In this section, we will discuss how to use the template file for writing a thesis. The file is divided into subsections to facilitate understanding. There are steps for usage, and users can edit this document directly to turn it into their thesis. Paper format and fonts have already been configured for immediate use; however, users must select the appropriate options. The usage instructions and preparation steps are as follows:

1.1. Cover page of the thesis in English and Thai

You can edit the title and click 'update' on the add-in window to update the information on the iThesis Web Portal. If you need to revert to the previously saved title in the system, click 'revert'. Note that you cannot update the thesis title once it has been approved. A title change after the approval must be requested through the iThesis IT system only. The system will automatically populate the author's name and the footer. Please verify the information, and if any discrepancies are found, inform the IT administrator of your institution.

1.2. Thesis certification

"On this page, students are required to add the names of the thesis examination committee via the 'Form' menu, then select the 'Committee' submenu. Afterward, click on 'Generate template' to update the information on this page."

1.3. Acknowledgments

Please type the acknowledgment message into the text box and click the "update" button to save the information into the iThesis system.

1.4. Abstract

Please type the keywords and abstract content into the designated box. Be careful not to type outside the text box. Separate each keyword with a comma. Then click "update" to save the information into the iThesis system. Please do this for both the Thai and English language pages.

1.5. Table of Contents

The table of contents will change depending on the selected language. If you choose Thai, it will display "สารบัญ." If you choose English, it will display "TABLE OF CONTENTS." The items on the table of contents page will be generated from the heading style settings. These settings will detail how to create the table of contents and configure headings to appear, eliminating users needing to manually type the items.

1.5.1. Starting the Creation and Updating of the Table of Contents

1. To create the table of contents, click "Update Table," as shown in Figure 1.1. This will display the table of contents with the already-set headings.

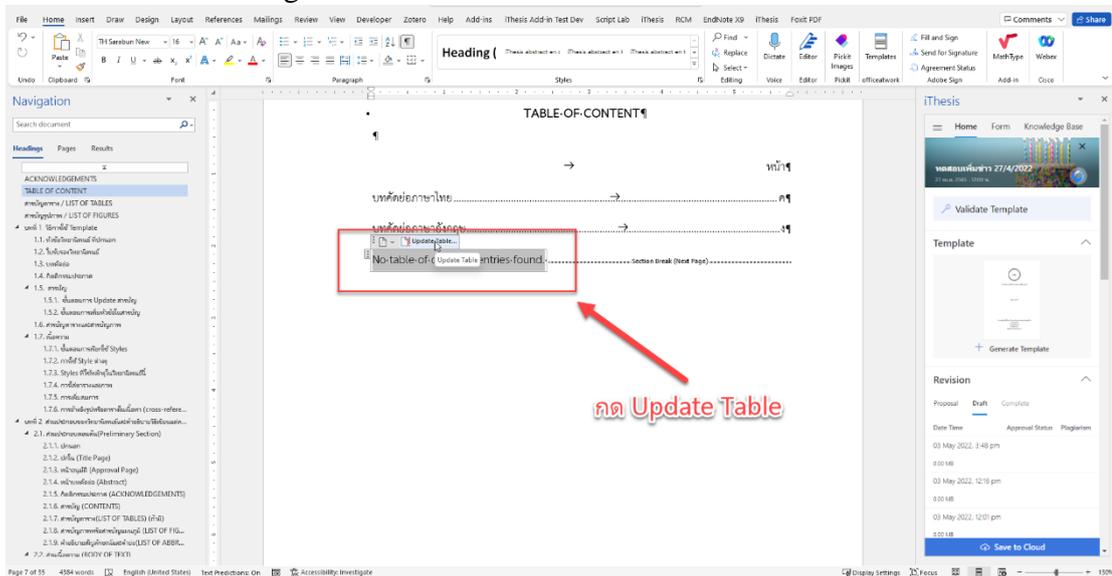


Figure 1.1: Starting the Table of Contents Creation

If you want to update the table of contents, right-click on Figure 1.2 and select "Update Field" as shown in Figure 1.3.

- a. Select "Update page numbers only" to update only the page numbers.
 - b. Select "Update entire table" to update the entire table of contents.
2. Choose "Update entire table" if you want to update everything.
3. The table of contents will be updated automatically.

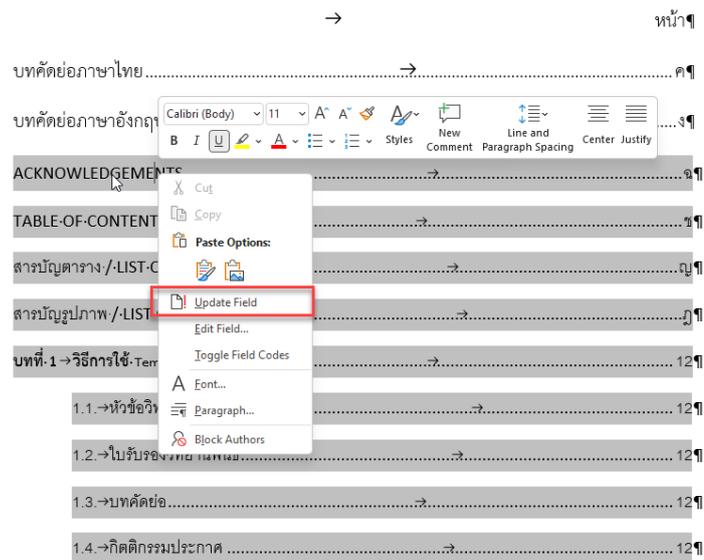


Figure 1.2: Example of Updating the Table of Contents 1

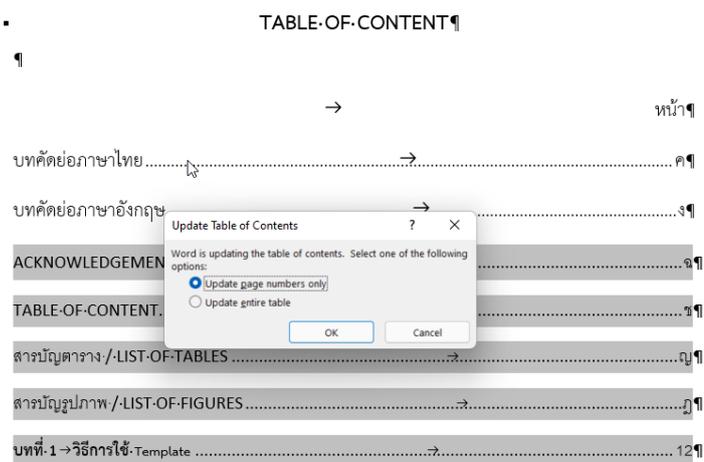


Figure 1.3: Example of Updating the Table of Contents 1

1.5.2. Steps for Adding Headings to the Table of Contents

The table of contents has been linked with “Styles.” Therefore, to add items to the table of contents, add headings within the content and assign the appropriate style to each heading, such as Heading 1, Heading 2, etc. Then, update the table of contents.

1. Please type the text that you want to turn into a heading, as shown in Figure 1.4.



Figure 1.4: Steps for Adding Table of Contents 1

1. In the Styles window, select "Heading 3." The selected text will change its format immediately according to the settings, as shown in Image 1.5.



Figure 1.5: Steps for Adding Table of Contents 2

1. Update the table of contents following the method in section 1.5.1.1.



Figure 1.6: Steps for Adding Table of Contents 3

1.6. Table of Figures and Table of Tables

The “Table of Figures” and “Tables” have been linked to the existing tables and images in the document. The updating process will be similar to updating the table of contents. Instructions for increasing the number of images will be provided in the section for adding images within the content.

1.7. Content

To discuss the steps to configure a thesis to link with various tables of contents and reference lists:

1.7.1. Steps to Utilize Styles

1. Go to the Home tab.
2. Click on the bottom-right corner of the Styles box to open the Styles pane.
3. Select the text you want to modify and click on the desired style. See Image 1.7.

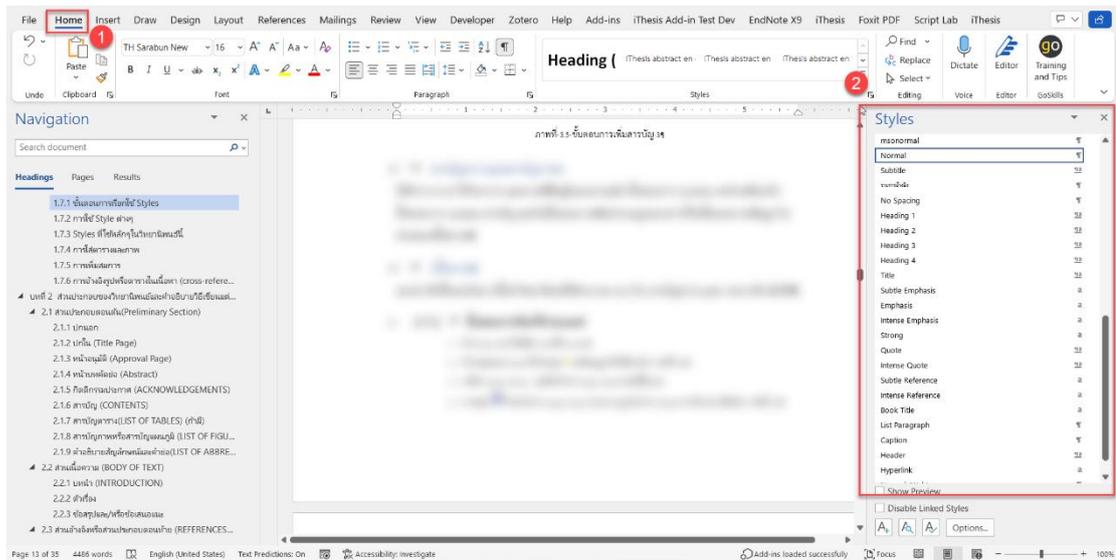


Figure 1.7: Using Styles

1.7.2. Utilizing Various Styles

The various styles available in the Styles pane determine the formatting of text. Utilizing them is straightforward: place the cursor in the desired area, then click to select the desired style from the Styles pane. The text at the cursor position will adopt the style chosen instantly. An example of this can be found in section 1.5.2, where selecting the Heading 3 style immediately changes the text format.

The importance of styles in this document lies in their linkage to different parts of the document. For instance, headings 1 through 7 and Headings (No Numbering) are linked to the table of contents. The updated table of contents will display the corresponding text whenever these styles are used.

1.7.3. Main Styles Used in this Thesis

Table 1.1: Main Styles in this Thesis

Styles	Descriptions	Link
Heading 1	Chapter Format ex. "Chapter X"	Table of Contents
Heading 2	Main Heading Format ex. 1.1	Table of Contents
Heading 3	Sub-Heading Format x.x.x ex. 1.1.1	Table of Contents
Heading 4	Sub-Sub-Heading Format x.x.x.x ex. 1.1.1.1	Table of Contents
Heading 5	Sub-Sub-Sub-Heading Format x.x.x.x ex. 1.1.1.1	Table of Contents
Heading 6	Sub-Sub-Sub-Sub-Heading Format x.x.x.x.x ex. 1.1.1.1.1	Table of Contents
Heading 7	Sub-Sub-Sub-Sub-Sub-Heading Format x.x.x.x.x.x ex. 1.1.1.1.1.1	Table of Contents
Heading (NoNumbering)	Major Heading ex. Table of Contents, Acknowledgements	Table of Contents
Normal	"Entire Body of Content"	-

1.7.4. Inserting Tables and Images

To link tables and images to the table of contents, follow these steps:

1. Insert the image or table and place the cursor at the desired location. For images, position it centered below the text. For tables, align it to the right at the top.
2. Select the "Menu bar" in the References tab.
3. Choose "Insert Caption," and a Caption window will appear, as shown in Figure 1.8.
4. In the "Label" field, select "Figure" for images and "Table" for tables, as depicted in Figure 1.8.

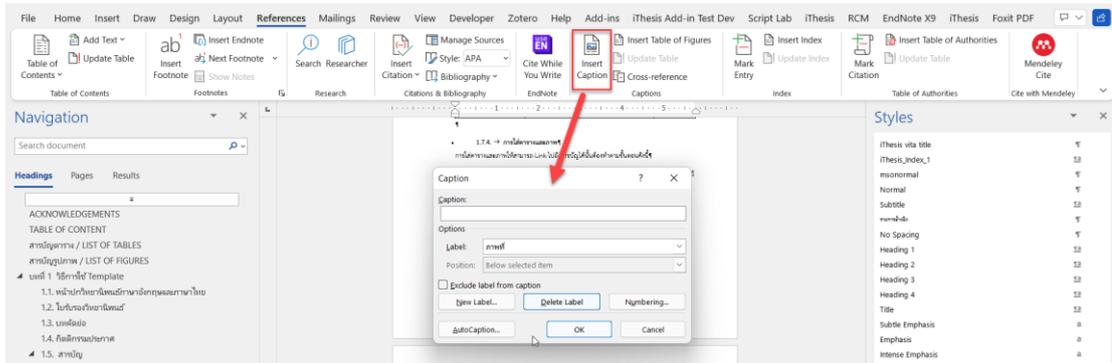


Figure 1.8: Caption Window

After completing the steps, the numbers of the images and tables will be automatically sorted accordingly. The prefix number corresponds to the link with Heading 1, which is the chapter number, and the number after the dot indicates the sequence number within that chapter. Afterward, a test update of the image or table index will be performed, and the newly added items will appear in the respective table of contents.

1.7.5. Adding Equations

1. Go to the "Insert" tab.

2. Click on "Equation," and a text box will be created where you can type your equation directly or select equation formats from the dropdown list, as shown in Image 1.9.

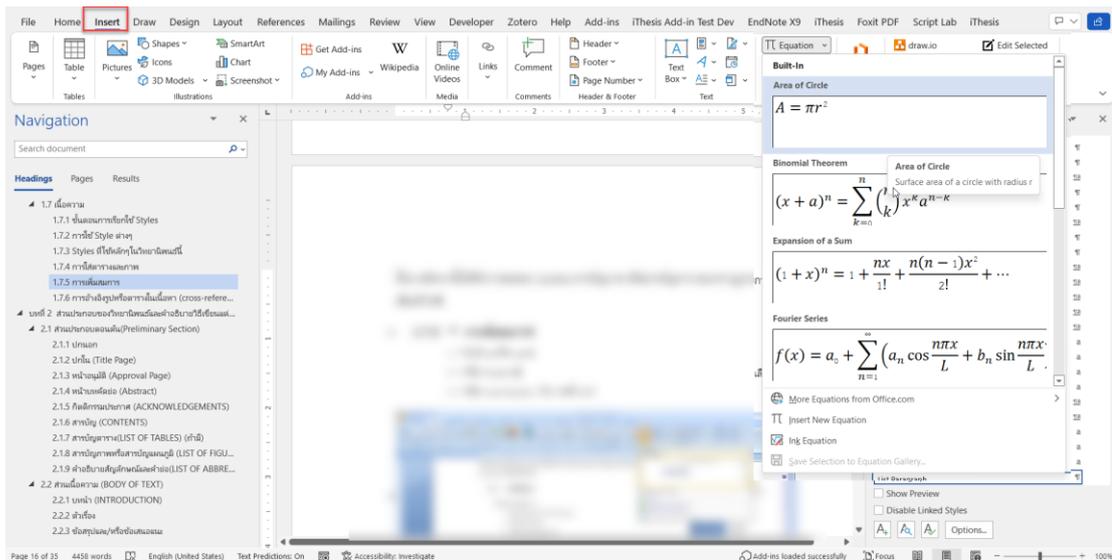


Figure 1.9: Equation Insertion

Alternatively, you can use sample equations and equation numbers, as shown below.

After following the steps, the example would be as follows:

$$A = \pi r^2 \tag{1.1}$$

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k} \tag{1.2}$$

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right) \tag{1.3}$$

1.7.6. Referencing Figures or Tables in the Content (cross-reference)

1. Go to "References."

2. Select "Cross-reference" to open the Cross-reference window, as shown in Image 1.10.

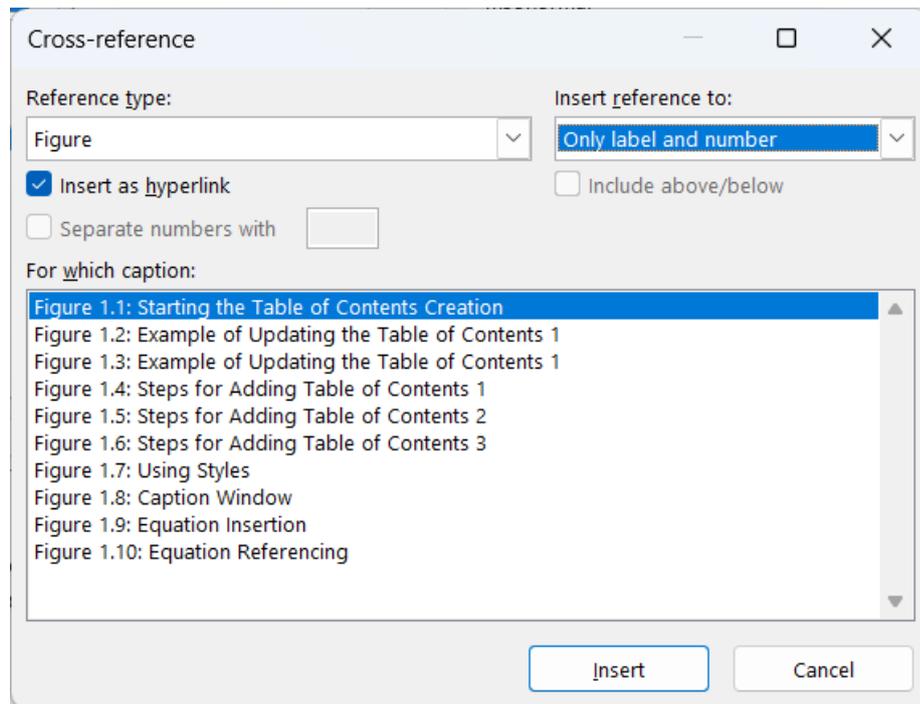


Figure 1.10: Equation Referencing

3. In the "Reference type" section, select either "Figure," "Table," or "Equation," depending on the type of reference you need. A list will appear. Set the "insert reference to" option to "only label and number."

4. Select the desired item from the list and click "Insert."

The headings for Cross-Reference should be: "Figure," "Table," and "Equation."



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CHAPTER 2

Components of the Thesis

This chapter explains the components of the thesis, including the formatting of the thesis and the organization of the content to enhance the reader's understanding of thesis preparation, including content preparation for each section. There are no strict guidelines on how to divide the content of each section. Additional details can be obtained from the thesis advisor or the faculty/department to ensure a specific format.

A thesis can be divided into 5 parts:

- 2.1 Preliminary Section
- 2.2 Text Section or Body of Text
- 2.3 References Section
- 2.4 Appendix
- 2.5 Resume

2.1. Preliminary Section

This section includes all elements from the cover page to the final page before the main body of the text. It specifically discusses the preparation of content, focusing on formatting, and includes the following components:

2.1.1 Title Page

This page contains details in the following order: University logo, thesis title, author's name (without specifying titles such as Mr., Mrs., Miss, etc., but if there are military or royal titles, they should be mentioned), degree name, department (if any), university name, and month/year of completion. The iThesis system will generate a cover page with this information based on student data.

The cover page consists of an outer cover and an inner cover, depending on the requirements of each university, including the language used.

2.1.2 Approval Page

The iThesis system will generate an approval page according to the language chosen by the student. The student's task on this page is to add the names of the examination committee through the system menu.

2.1.3 Copyright Page

The iThesis system will generate a copyright page according to the language chosen by the student.

2.1.4 Acknowledgements

This section expresses gratitude to individuals, institutions, and/or organizations that have contributed to the research for the thesis, including the examination committee, research funders, contributors, data providers, and those who have granted permission to use materials or tools for research. It reflects academic integrity, but the acknowledgment should be limited to actual exceptional assistance received. The text should be written formally in academic language, avoiding colloquialisms and slang. Full names along with titles and positions should be used. Nicknames such as "Sister Lek," "Sister Som," "Sister Tim," "Piak," "Daeng," "Nok," etc., are prohibited. If a person holds an academic title and position, it should be mentioned. The acknowledgments should be after the abstract of the thesis, with a maximum length of 1 page. The author's name does not need to be specified at the end of the text because the iThesis system will automatically sign it.

2.1.5 Abstract

An abstract is a concise and clear summary of the content of the thesis, providing readers with an overview before reading the entire text. The abstract should not exceed 2 pages in length, and every Thai thesis must have abstracts typed in both

Thai and English, unless the program requires the thesis to be written in English. This is subject to the requirements of the curriculum.

1. The thesis abstract should include:
 - 1.1) Objectives, aims, and scope of the research.
 - 1.2) Research methods, including tools used, data collection methods, and characteristics of the research participants.
 - 1.3) Research findings, including statistical significance (if tested).
2. A good abstract should have:
 - 2.1) Accuracy by specifying the objectives and content of the thesis as presented in the thesis.
 - 2.2) Completeness, such as abbreviations being spelled out when first mentioned; there should be no citations of documents, examples, quotes, equations, or drawings. Important terms used in the abstract should be included for the benefit of indexing for information retrieval.
 - 2.3) Specificity, conciseness, and clarity, with each sentence having a distinct meaning. The introductory sentence should be as brief as possible.
 - 2.4) Using a reporting style rather than evaluative style or argumentative style, so there should be no comments outside of reporting results. Include significant numerical data obtained from the research.
 - 2.5) Readability and fluency, using complete sentences in active voice when summarizing and applying research findings. Use the present tense when summarizing and applying research

findings, while using the past tense when discussing research methods and testing.

2.1.6 Table of Contents

This is a list that shows all the key components of the thesis, arranged in order with page numbers written in the language used in the thesis. The first page of the table of contents should not have page numbers, but subsequent pages should be numbered. The iThesis system will generate the table of contents if the student types the thesis using the provided template and follows the style specified in Chapter 1 of the manual.

2.1.7 List of Tables (if any)

This section specifies the page numbers of all the tables present in the thesis. Students should type the tables according to the template provided in Chapter 3. Students can choose one of the following formats:

1. Set table numbers using the format "**Chapter.Number**" such as the first table appearing in Chapter 1 is **Table 1.1**, the second table in Chapter 1 is **Table 1.2**, and the first table appearing in Chapter 2 is **Table 2.1**, the second table in Chapter 2 is **Table 2.2**, and so forth.

2. Set table numbers sequentially starting from Chapter 1 until the last chapter, such as Table 1, Table 2, Table 3, and so on, regardless of the chapters they appear in.

The iThesis system will automatically generate the table of contents if students format their theses using the provided template and style as specified in Chapter 1 of the manual.

2.1.8 List of Figures or List of Illustrations (if any)

This section identifies the page numbers of all figures (images, maps, diagrams, graphs, etc.) present in the thesis. Figure numbering should follow the same

format as table numbering, and students should type the figures and their captions in the format provided in the template in Chapter 3. The iThesis system will generate the list of figures automatically if students format their theses using the provided template and style as specified in Chapter 1 of the manual.

2.1.9 List of Abbreviations and Symbols (if any)

This section provides explanations of the various symbols and abbreviations used in the thesis. It is typed immediately following the List of Figures.

2.2. Body of Text

It should be divided into 5 chapters unless the thesis content is structured in a sequence that does not fit into 5 chapters. In such cases, there may be more or fewer than 5 chapters. For example, if the content of any chapter contains more substance than can be covered in a single chapter, it may be expanded into more than one chapter. Similarly, if it is appropriate to provide guidance, it should be done accordingly. However, the number of chapters should not exceed 7 and should not be less than 4. Students must type the chapter titles, major headings, subheadings, indentation, use of declarations, and adhere to the formatting and font size specified in the template provided in Chapter 3. Each chapter should have significance as follows:

2.2.1 Chapter 1 Introduction

This is the first chapter of the thesis, aiming to highlight the key issues of the study, including the significance of the problem and the objectives of the researcher. In this chapter, the author will explain the definitions or symbols used, as well as various limitations directly affecting the scope, methods, and results of the research, as follows:

1. Background and Rationale
2. Objectives of the Study
3. Hypothesis of the Study (if any)

4. Contributions of the Study
5. Scope of the Study
6. Delimitation of the Study (if any)
7. Definitions of Terms (if any)
8. Research Methodology - In cases where the research methodology involves various complex steps or details, they should be outlined separately in Chapter 3: Research Methodology (refer to section 2.2.3).

2.2.2 Chapter 2 Literature Review

This section provides specific knowledge related to the research topic, including theories, concepts, and/or related research. The author will summarize the background of the problem studied and previous research findings under the same or related topics. If there are conflicting theories on the subject, they should be summarized to illustrate the contradictions. Additionally, it should be clearly stated which aspects the future research will support or refute.

2.2.3 Chapter 3 Research Methodology

This chapter explains the research methodology in detail. For example, if the research involves using questionnaires, the methodology should explain how the questionnaires are developed, the nature of the questions, population sampling criteria, sampling methods, data collection procedures, data analysis methods, statistical procedures including the steps for calculations and hypothesis testing. If the research does not use statistical methods (or is qualitative research), the data analysis method should be detailed and clear. This chapter should include the following headings:

1. Research Design: Specify the research methods used.
2. Data Sources: Population and sample groups.

3. Research Instruments: Tools used in the research.
4. Data Collection Methods.
5. Data Analysis Methods.

2.2.4 Chapter 4 Results of the Study

This chapter must explain and present the study results. (Presenting the study results can be divided into more than one section, and each section's title should correspond to the content of the thesis.) Tables, graphs, illustrations, and other visuals should be used to align with the research objectives. If hypotheses have been formulated, the study results must be analyzed to determine whether the evidence supports or refutes the hypotheses formulated earlier. This analysis aims to conclude whether to accept or reject the formulated hypotheses. Additionally, theoretical references and other related research findings may be discussed to provide a more credible analysis.

2.2.5 Chapter 5 Conclusion, Discussion, and Recommendations

The content of this chapter discusses the key points of the thesis in brief. It should recapitulate the objectives and research methodology in general. Additionally, it should address the application of the research findings and provide recommendations for future research in the same area. Generally, this chapter must clearly state how the results of this study support or challenge other research findings. It should also discuss whether the academic progress resulting from this research has led to changes in the analyzed and studied concepts.

2.3. References Section

For the preparation of the thesis at Payap University, students should format their references according to the template provided in Chapter 3. They may use any citation style as prescribed by the curriculum.

2.3.1 Footnote-Bibliography System

The Footnote-Bibliography system involves placing footnotes at the bottom of thesis pages alongside the bibliography. This referencing style follows the Turabian style.

2.3.2 Author-Date (or Name-Date) System

The Author-Date system involves inserting references within the text, including the author's name, publication year, and page number. The citations are inserted in parentheses within the text where references are made and are listed alphabetically in the reference section at the end of the volume. This referencing style follows the APA style.

In the reference list, documents should be separated into Thai language documents and foreign language documents only, without the need to distinguish the type of document such as books, articles, or others. They should be alphabetically ordered from A to Z or α to ω , depending on the case. However, the format of referencing each document type may vary.

In the reference list page, write “REFERENCES” in the center of the page, with a 2-inch (5 centimeters) margin from the top of the page, using Times New Roman font size 16 in bold, uppercase. Then, leave a single line of space before starting the first document with Times New Roman font size 12, regular.

In the case of having both Thai and foreign language documents, begin with the Thai language document list first, followed by the foreign language document list. Leave a single line of space between the two lists.

For page margins, leave a 1.5-inch (3.75 centimeters) margin from the left edge of the paper, a 1-inch (2.5 centimeters) margin from the right edge, and a 1.25-inch (3.125 centimeters) margin from the bottom edge.

If the list continues onto another page, do not write "REFERENCES (continued)" at the top of the new page. Instead, leave a 1.25-inch (3.125 centimeters) margin from the top of the page.

2.4. Appendix

The appendix is an additional section aimed at enhancing the understanding of the thesis content. It may or may not be included. The appendix includes supplementary content that aids in better understanding of the thesis or is beneficial to others. This may include additional tables, illustrations, explanatory documents, glossaries, survey tools, definitions, abbreviations, and symbols used.

If there is only one appendix, write "Appendix" in the center of the page, then begin the appendix content on the next page. If there are multiple appendices, write "Appendix" in the center of the first page, and on the following pages, designate them as Appendix A, Appendix B, respectively, along with the name of each appendix. Type this information in the center of the page. Subsequent pages should contain the content of each respective appendix.

The words "Appendix," "Appendix A," "Appendix B," etc., should be typed in Times New Roman font size 16, bold, uppercase.

For the content part of the appendix, if the content is obtained from other sources, such as photographs or PDF files, maintain the original format. If the content is self-written, use Times New Roman font size 12, regular, with a 1.25-inch (3.125 centimeters) top and bottom margin, a 1-inch (2.5 centimeters) right margin, and a 1.5-inch (3.75 centimeters) left margin.

2.5. Author's Biography, Curriculum vitae, Vita, Resume

The author's biography will be placed before the back fly leaf. The author's biography should provide the educational background of the thesis author, approximately one page in length. This page does not require page numbering. The content of the author's biography includes the following details:

1. Name and Surname
2. Educational qualifications: Degree, Institution, Year of completion
3. Academic or professional experience, such as affiliated organizations, positions held, academic achievements, honors, or scholarships received, etc.
4. Contact information

CHAPTER 3

INTRODUCTION

3.1. Background and Significance

Line spacing 1.5, Paragraphs indented 1 inch , Times New Roman, 12 pt, Regular, Thai Distributed With the development of society and economy, the role and influence of companies in modern social development is increasing, corporate social responsibility “CSR” is becoming more and more accepted and valued by companies, and CSR-related issues are widely concerned by the society (Bialkova & Te Paske, 2020; Cochran & Wood, 1984; Ervits, 2021; E. H. Kao et al., 2018; Kitzmuller, 2017; Roth, 2021; Withisuphakorn & Jiraporn, 2016; M. Yang et al., 2022). CSR is the integration of environmental and social factors into the business activities of companies on a voluntary basis, as well as in their interactions with stakeholders (Ankersmit, 2020). Through CSR, sustainable growth conditions are created for long-term corporate development (Abbas, 2019; Chhaparia & Jha, 2022), and improved financial, environmental, and social performance (Li et al., 2019; Xie et al., 2019; D. Zhang et al., 2019). CSR has been used as part of a company's business strategy (Bae et al., 2022; Hadj et al., 2020). However, CSR capitalization may also have a negative impact on corporate profitability (Barnett & Salomon, 2012; Di Giuli & Kostovetsky, 2014; Lin et al., 2020). In short, the active fulfillment of social responsibility by companies can send a signal to the outside world that they are strong and operate well, and the results of quality social responsibility fulfillment can play a positive role in promoting corporate performance.

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3.2. Research Questions

Line spacing 1.5, Paragraphs indented 1 inch , Times New Roman, 12 pt, Regular, Thai Distributed

If your thesis has subheadings 1

1.2.1 Subheading 1

The Subheading 1 leaves 1.5 line space, Paragraphs indented 1 inch, Times New Roman, 12 pt, Bold in subheading 1 and Regular in content.

If your thesis has subheadings 2

1.2.1.1 Subheading 2

The Subheading 2 leaves 1.5 line space, paragraphs indented 1.125 inch. Times New Roman, 12 pt, Regular both in subheading 2 and content. The paragraph indented of the content of subheading 2 is 1 inch.

Table 1.1 Table Name - Times New Roman, 12 pt, align left, single line space, if the table name is longer than 1 line, type the first letter of line 2 onwards, corresponding to the first letter of the table name on line 1. (Use Bold font in **Table 1.1** and regular font in table name)

No.	Items	Mean	SD

Abbreviations or other explanations in the table are described below the table, Times New Roman, 12 pt, align left, single line space.

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The description of the findings below the table uses Times New Roman, 12 pt, Regular and includes paragraphs indent and 1.5 line spacing as well as the thesis content.

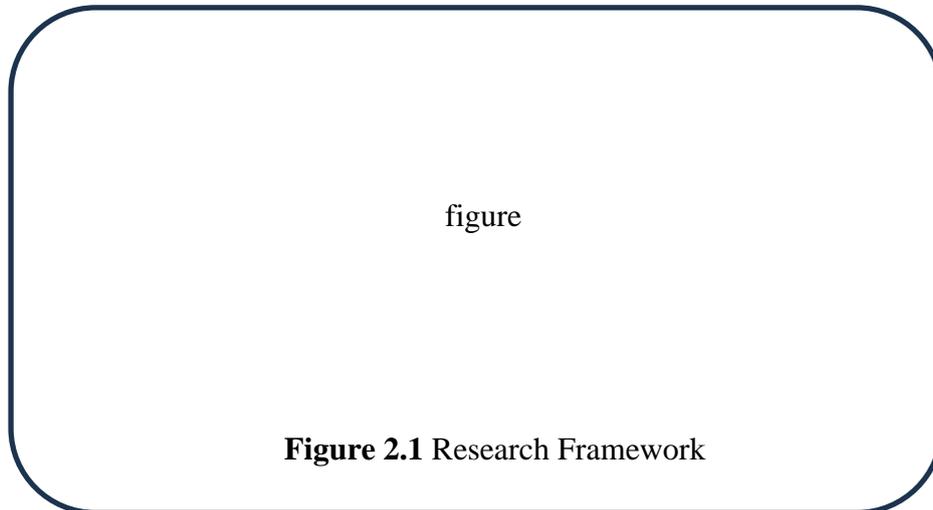
If the table is too long and cannot be on a single page, continue it on the next page with the table sequence number and parentheses with the word "continued" at the end of the table number, e.g. "**Table 1.2** (continued)".

Table 1.2 (Continued)

The table number and name, which in the landscape page, must be on the left side of the page (ridge side) as follows:

Table 1.3 Table Name.....

The number and name of the figure are written below the image; Times New Roman, 12 pt, Center alignment, Bold in figure number and Regular in figure name, as follows:



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REFERENCES

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Aghion, P., Howitt, P., & Prantl, S. (2015). Patent Rights, Product Market Reforms, and Innovation. *Social Science Electronic Publishing*, 20(3), 223-262.

APPENDIX

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