Shinawatra University

Thesis Formatting Guide

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Updated September 25, 2008

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Part 1 Thesis Manual

1. Introduction

Graduate students must select a Thesis/ Dissertation/ Research Study/ Special Study/ Project Committee and write a thesis or special study or project proposal in an interesting topic by consulting with your advisor. The recommended lengths of the proposal should have 5-10 pages. The Thesis/ Dissertation/ Research Study/ Special Study/ Project are to be written in **American Psychological Association (APA) style.**

2. The Parts of a Thesis

Traditional thesis includes the following:

1) The front matter or preliminaries
    - Cover page
    - Title page
    - Signature page
    - Acknowledgments
    - Abstract
    - Table of Contents
    - List of Figures
    - List of Tables
2) The text or chapter titles and section headings
    - Introduction (background information, statement of the problem, purpose of the study, research question/ problem, research hypothesis, definitions, delimitations/ limitations, significance of the study/ purpose of the study)
    - Literature review
    - Research methodology or experimental procedure (design of the study, development of the instrument/ experimental treatment, data collection procedures, data analysis procedures, method of verification, study plan and timeline)
    - Result and discussion
    - Conclusions and recommendations

3) References
4) Appendices
5) Biography

2.1 The Front Matter or Preliminaries

2.1.1 Cover page.

The cover page is included of:

1) The university logo (H. 1.5 Inch)
2) Title of publication, all capital letters, font 14 bold
3) The word “By”, font 12
4) Author’s full name, font 14
5) Type of publication: name of school-curriculum title-publication year-accession number (running number), font 14 bold

(size H. 1.5 Inch)

INFLUENTIAL FACTORS ON BUSINESS START-UPS OF THAI ENTREPRENEURS IN VIETNAM AND VIETNAMESE ENTREPRENEURS IN THAILAND

(font 14 bold)

By (font 12)

Nguyen Thuy Linh

(font 14)

SIU THE: SOM-MBA-2005-01

(font 14 bold)

Figure 1 Sample of Cover Page

2.1.2 Title page.

The title page is included of:

1) Title of publication, all capital letters, font 14 bold
2) Author's full name, font 14
3) Field of study (curriculum title, school, Shinawatra University, month and year of the publication), font 12 bold

INFLUENTIAL FACTORS ON BUSINESS START-UPS OF THAI ENTREPRENEURS IN VIETNAM AND VIETNAMESE ENTREPRENEURS IN THAILAND

(font 14 bold)

A Thesis Presented (font 12)

By (font 12)

Nguyen Thuy Linh

(font 14)

Master of Business Administration in Management (font 12 bold)

School of Management

Shinawatra University

February 2006

(font 12 bold)

Copyright of Shinawatra University (font 12)

Figure 2 Sample of Title page

2.1.3 Signature page.

Number of committee: 3-5 inclusive of major advisor.

Co-advisor is recommended for Ph.D and optional for master degree.

Title: (font 12 bold) Influential Factors on Business Start-ups of Thai Entrepreneurs in Vietnam and Vietnamese Entrepreneurs in Thailand

By: Nguyen Thuy Linh

Program: Master of Business Administration in Management

Advisor: Asst. Prof. Dr. Pacapol Anurit

Academic Year: 2005

The Thesis is Accepted by the School of Management, Shinawatra University in Partial Fulfillment of the Requirements for the Degree of Master of Business Administration in Management.

..... Deputy Dean, School of Management
(Assoc. Prof. Dr. Chuvej Chansa-ngvej)

Committee: (font 12 bold)

..... Advisor
(Asst. Prof. Dr. Pacapol Anurit)

..... Committee
(Asst. Prof. Dr. John Walsh)

..... Committee
(Dr. Chanchai Bunchapattanaskda)

..... External Examiner
(Assoc. Prof. Dr. Panarat Parnmanee)

February 2006

Figure 3 Sample of Signature Page

2.1.4 Acknowledgments.

The acknowledgments is optional

Number this page with a lower case Roman numeral

The content and phrasing of the acknowledgmentsare for the author to decide.

Acknowledgments (font 14 bold)

Throughout the course of research leading to the completion of this thesis, I have gratitude to many people, who have provided me with tremendous help and support in one way or anther, which I think I cannot possibly acknowledge in full measures.

I would like to express my sincere thanks to Asst. Prof. Dr. Pacapol Anurit, my advisor, for his valuable advice and kind supervision. His experience, insightful guidance, and encouragement provide me necessary way and confidence to carry out and complete this study.

I wish to express my special gratitude to Dr. Chranchai Bunchapattanasakda and Assistant Professor John Walsh for their kindly comments and useful advice during the implementation process of this study. I also wish to faithfully acknowledge Dr. Wuthichai Sittimalakorn for his lecture in Research Methodology subject that provides me knowledge and technique to develop a good research.

Figure 4 Sample of Acknowledgments Page

2.1.5 Abstract and keywords.

Number this page with a lower case Roman numeral

Abstract part recommended not more than one page. First paragraph, state short background objective, research methodology, populations and results from this research. Second paragraph are for conclusion and suggestion. At the bottom is for keywords.

Keywords will be placed at the bottom at the end of the abstract. You can use major key words in the content or choosing from online database or subject headings manual.

Abstract (font 14 bold)

The thesis aims to identify the influential factors on business start-ups of Thai Entrepreneurs in Vietnam and Vietnamese Entrepreneurs in Thailand. The scope of the study is based on profiles of Thai entrepreneurs who are potential to start-up a business in Vietnam and Vietnamese entrepreneurs who are potential to start-up a business in Thailand.

This study is quantitative and qualitative research, using structured questionnaire to collect the data among 50 Thai entrepreneurs who are potential to start-up a business in Vietnam and 49 Vietnamese entrepreneurs who are potential to start-up a business in Thailand. Descriptive statistics is used in order to analyze the result of this study. The researcher analyzes data variables using percentage, frequency, mean, standard deviation, Pearsons Correlation Coefficient, T-test, and Chi-square to test hypothesis and answer research questions.

Keywords: (font 12 bold)
Entrepreneurship
Political entrepreneurship
Entrepreneurship -- Thailand
Entrepreneurship -- Vietnam

Figure 5 Sample of Abstract Page

2.1.6 Table of contents.

Number this page with a lower case Roman numeral iii

Number chapter titles in Arabic numeral.

Omit third level sub-section headings from the table of contents.

Capitalize the first letter of each words.

Table of Contents (font 14 bold)

Title (font 12 bold)	**Page**
Acknowledgments (font 12)	i
Abstract	ii
Table of Contents	iii
List of Figures	iv
List of Tables	v
Chapter 1 Introduction (font 12)	
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1.2 Research Problem	2
1.3 Research Objectives	3
1.4 Scope of Research	3
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Chapter 4 …….
4.1 ……
4.2 ……
4.3 ……

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Biography 125

Figure 6 Sample of Table of Contents Page

2.1.7 List of abbreviation, illustrations, figures, and tables.

Number this page with a lower case Roman numeral.

Style and lay out should match the table of contents.

List of abbreviations can be omitted if it is not necessary.

List of illustrations, figures and tables may be shorten if necessary, and running number under chapter number.

List of Figures (font 14 bold)

Title (font 12 bold) **Page**

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List of Tables (font 14 bold)

Title (font 12 bold) **Page**

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Figure 8 Sample of List of Tables Page

2.2 The Text or Chapter Titles and Section Headings

2.2.1 Introduction.

Introduction should includes of background (some relevant key studies), introduce the key variables, constructs, importance of area of inquiry, specific research questions, research hypotheses, definitions, research limitation/ delimitations.

2.2.2 Text or body of contents.

Chapter Titles and Section Headings should give the reader clear indication of the content then they can follow. Discuss appropriate outline with your advisor.

2.2.3 Conclusions and recommendations.

Summarize the result including the problem and recommendations.

2.3 References

Using **APA Citation Style** (Publication Manual of American Psychological Association) for reference style. (see also APA style resources, page 18)

Normally, References section is a list of all works that the author has cited or referred to in his text. Bibliography is a list of all works that the author read and get some information but did not cite directly in his text.

List of References or Bibliography is arranged in alphabetic order by last name of author or main entry of document.

2.4 Appendices

Number or letter appendices and give each a title as if it were a chapter.

Example:

Appendix A …….enter title of appendix…….

Appendix B …….enter title of appendix…….

2.5 Biography

Biography consists of:

- Name
- Date of Birth
- Place of Birth
- Institutions Attended
- Position and Office
- Home Address
- Tel. & E-mail

Biography (font 12 bold)

Name:	Nguyen Thuy Linh
Date of Birth:	November 14, 1980
Place of Birth:	Hanoi, Vietnam
Institutions Attended:	
1998 – 2002	Student of the University of Finance and Accounting Academy of Finance, Hanoi-Vietnam Major: Information Finance
Sep 02 – Feb 03	National Institute of Fashion Technology (NIFT) – New Delhi, India. Certificate in Production Management
February 2006	Master of Business Administration in Management (MBA) Shinawatra University, Bangkok, Thailand
Home Address:	56/ 639 Hoang Hoa Tham – Ba Dinh – Hanoi
Telephone:	+84-4-7610027
Mobile:	+84-912 314 635
E-mail:	thuyling@yahoo.com

Figure 9 Sample of Biography Page

3. Style

3.1 Citation Style

- **Citing Reference** in the text using *name, year* format. Entry the author's last name then year of publication.

  One author: Lamb, D. (2004) for David Lamb

  Two authors: Lamb, D., & Gutman, R. (2003) for David Lamb and Roy Gutman

  More than six authors: cite the first six authors followed by "et al." and (Year)

  For multiple references: separate the author names with semi-colons; Lamb, 2004; Kurtz et al., 2001

- **Citing Internet Reference** is similar in structure to references for books. Just add an access date and URL:

  Neuman, J. (2004). *Living color*. Retrieved June 4, 2005, from http://www.abc.com

- **Footnotes:** in case you have footnote, put it at the bottom of a page, to explain or comment and referring to specific part of the text on the page.

- **APA Style Resources:**

  1) Publication manual of the American Psychological Association (5th ed.) call number BF76.4 P83 2001 C.1 (reference book)

  2) American Psychological Association (APA) http://www.apastyle.org/elecref.html

  3) APA format examples from the Long Island University (LIU) http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm

  4) Purdue http://owl.english.purdue.edu/owl/resource/560/01/

  5) APA format examples from the University of Minnesota at Crookston http://www.crk.umn.edu/library/links/apa5th.htm

3.2 Spelling

Spelling should be used consistently throughout the text. You can choose either British or American.

3.3 Punctuation

Take care with spacing before and after punctuation.

There are no leading space before the comma, period, colon, semi-colon or question mark .

There is a space before the opening parentheses and a space after the closing parentheses.

There is no space between the beginning of the first word or the end of the last word inside the parentheses.

The term **as following** or **the following** require a colon (:) if followed directly by a list of items.

The introducing clause if it is incomplete, punctuate the numbered items with commas or period as if they were clause in a single long sentence. The numbered clauses do not begin with a capital letter and place a period at the end of the last item.

3.4 Numbers

Do not begin a sentence with a number, write in words instead.

It is commonly accepted style to write numbers less than ten in words.

3.5 Quotations

Short quotations should be included in the text and enclosed in double quotation marks (“). Long quotations should be indented and no quotations marks are used.

Use ellipsis marks (…) for omitting parts of the author’s original sentence to show what part is missing.

3.6 Units and Measures

Use the International System of Units (SI). Consult any standard reference manual on the correct form of abbreviation for SI units.

3.7 Tables, Figures, and Equations

Tables, figures and quotations should be inserted into the text as close as possible to their first mention in the text and should be numbered to indicate the chapter and the sequence in the text. Large tables or figures would appear on the following page.

Each table or figure is given a title as well as a number. Tables are titles at the top. Figures and Illustrations are titled at the bottom.

3.8 Abbreviations

Use any standard style manual to check on standard abbreviations.

The name of organizations or specific terms when abbreviating write the full name or term the first time it is used then followed by the abbreviation in parentheses. In the text, do not abbreviate ordinary words such as **approximately** or **versus.**

Do not use the ampersand (&) in place of **and.** Do not use a **slash (/)** in place of **and** or **or.**

4. Printing

4.1 Font/ Size/ Page Setup

1) Using white paper, A4, Window program (such as word, page maker, etc.)
2) Using Times New Roman: font, pt. 14 bold for heading, 12 bold for subheading and 12 for plain text.
3) Line spacing 1.5
4) Margins:
   - **Cover and title page:** 1.5 inch from top and bottom margin, left margin 1.5 inch, right margin 1 inch.
   - **Other pages:** top margin, bottom margin, and right margin 1 inch. left margin 1.5 inch.
5) Mathematical symbols should be in italic.

4.2 Level of Heading

One to five levels of headings may be used. For most papers, three or four levels of heading are sufficient. Short papers may require only one or two levels of headings.

Level 5---------- CENTERED UPPERCASE HEADING
Level 1 ----------Centered Uppercase and Lowercase Heading
Level 2 -------Centered, Uppercase and Lowercase Heading
Level 3 --Flush left, Uppercase and Lowercase Side Heading
Level 4 ------Indented, lowercase paragraph heading ending with a period.

One or two-level heading:

(L1) Centered Uppercase and Lowercase Heading
(L3) Flush Left, Uppercase and Lowercase Side Heading

Three-level headings:

(L1) Centered Uppercase and Lowercase Heading
(L3) Flush Left, Uppercase and Lowercase Side Heading
(L4) Indented, lowercase paragraph heading ending with a period.

Four-level headings:

(L1) Centered Uppercase and Lowercase Heading
(L2) Centered, Uppercase and Lowercase Heading
(L3) Flush Left, Uppercase and Lowercase Side Heading
(L4) Indented, lowercase paragraph heading ending with a period.

4.3 SIU Field of Studies/ Programs (on cover page and title page)

School of Management:

Master of Business Administration in Management **(SOM-MBA)**
Master of Science in Management **(SOM-MSM)**
Doctor of Philosophy in Management **(SOM-PhD)**

School of Technology:

Master of Science in Information Technology **(SOT-MSIT)**

Master of Science in Management Technology **(SOT-MSMT)**

Master of Engineering in Systems Engineering **(SOT- MESE)**

Doctor of Philosophy in Technology **(SOT-PhD)**

4.4 Type of Publications/ Research Study: (on cover page)

SIU THE - for Thesis and Dissertation

SIU RS - for Research Study

SIU SS - for Special Study

SIU PS - for Project

4.5 Folding Oversized Page

Oversized page, folding should be restricted to one direction. Some long page would require folding in two directions and should be placed in a pocket in the inside back cover. Indicated the location of the page by writing on the lists of tables or figures (inside back pocket) in the contents.

4.6 Page Numbers

Page in the Front Matter or Preliminaries are numbered with lower case Roman numerals (i, ii. iii, iv, v, vi, etc.).

Starting with the first page (1) of the Text with Arabic numerals at the bottom center of each page through the last page of the publication.

4.7 Thesis Deposit and Final Format Check

4.7.1 Number of publications.

Students gave their master or completed publications:

- **Thesis/ Dissertation**
  1) Graduate Library: 1 hardbound original copy (with the electronic format to store in SIU Theses Digital Collection)
  2) National Library of Thailand: 1 softbound copy
  3) National Research Council of Thailand: 1 softbound copy
  4) Advisor and/ or Co-Advisor: 1-2 softbound copies
  5) Student: 1 softbound copy
  6) Funding agencies: as their requirement

- **Research Study/ Project**
  1) Graduate Library: 1 hardbound original copy (with the electronic format to store in SIU Theses Digital Collection)
  2) Advisor and/ or Co-Advisor: 1-2 softbound copies
  3) Student: 1 softbound copy
- **Special Study**
  1) Graduate Library: 1 softbound copy (with the electronic format to store in SIU Theses Digital Collection)
  2) Advisor: 1 softbound copy
  3) Student: 1 softbound copy

4.7.2 Thesis format check.

Submit your finalized thesis/ research study/ project/ special study, unbound printed copy (with a photocopy of a signature page) to the library for format checking. The library need at least a week for processing.

4.8 File Name

The publications will be converted into SIU Theses database. File name of the electronic thesis should be separated as the following list:

1) **front:** cover page, title page
2) **signature:** signature page
3) **acknowledgment:** acknowledgments
4) **abstract:** abstarct
5) **content:** list of figures, list of tables, abbreviation, illustration
6) **chapter_1, chapter_2, chapter_3 …**
7) **reference:** references
8) **appendix:** appendices
9) **vita:** biography

Part 2 Thesis Format Templates

The Parts of Publications

1. Cover Page
2. Title Page
3. Signature Page
4. Acknowledgments
5. Abstract
6. Table of Contents
7. List of Figures
8. List of Tables
9. Chapters
10. References
11. Appendices
12. Biography

THESIS TITLE (enter title, all capital latter, font 14 bold)

By (font 12)

(1 blank line)

Author (enter name and surname, capital letter only the 1st letter, font 14)

SIU THE: enter School-Program-Year-Running number

(font 14 bold)

THESIS TITLE (enter title, all capital letters, font 14 bold)

A Thesis Presented (font 12)

(1 blank line)

By (font 12)

(1 blank line)

Author (enter name and surname, capital letter only the 1st letter, font 14)

Master of (enter program of study, font 12 bold)

School of (enter school, font 12 bold)

Shinawatra University

(1 blank line)

enter month and year of publication (font 12 bold)

(1 blank line)

Copyright of Shinawatra University

Title: enter title (each word, capital letter only the 1st letter, font 12)

By: enter name and surname

Program: enter program

Advisor: enter name and surname

Co-Advisor: enter name and surname (Optional)

Academic Year: enter year

(1 blank line)

(1 blank line)

The Thesis (Research, Project, or Special Study) is Accepted by the School of enter school, Shinawatra University in Partial Fulfillment of the Requirements for the Degree of enter degree.

(2 blank lines)

..... Dean, School of enter school

( )

(1 blank line)

Committee:

..... Advisor

( )

(1 blank line)

..... Committee

( )

(1 blank line)

..... Committee

( )

(1 blank line)

..... External Examiner (Optional)

( )

(2 blank lines)

enter Month Year

Acknowledgments (font 14 bold)

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Abstract (font 14 bold)

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(2 blank lines)

Keywords: ……(font12)……...
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……

Table of Contents (font 14 bold)

(1 blank line)

Title (font 12 bold) **Page**

(1 blank line)

Acknowledgments (font 12) i

Abstract ii

Table of Contents iii

List of Figures iv

List of Tables v

(1 blank line)

Chapter 1 Introduction 1

1.1 enter major heading (each word, capital letter only 1st letter, font12) 1

1.1.1 1

1.1.2 2

1.1.3 2

1.2 3

1.3 4

(1 blank line)

Chapter 2 Literature Review 5

(1 blank line)

Chapter 3 Model Analysis/ Method of Study 6

(1 blank line)

Chapter 4 Results and Discussion 7

(1 blank line)

Chapter 5 Conclusions and Recommendations 8

(1 blank line)

References 50

(1 blank line)

Appendices

Appendix A title of appendix 55

Appendix B title of appendix 56

(1 blank line)

Biography 57

List of Figures (font 14 bold)

(1 blank line)

Title (font 12 bold) **Page**

(1 blank line)

Figure 1.1 enter title of figure 1

Figure 1.2 2

Figure 1.3 3

Figure 2.1 6

Figure 2.2 9

Figure 2.3 11

Figure 4.1 15

Figure 4.2 16

Figure 5.1 20

Figure 5.2 21

List of Tables (font 14 bold)

(1 blank line)

Title (font 12 bold) **Page**

(1 blank line)

Table 1.1 enter title of table 1

Table 1.2 2

Table 1.3 3

Table 2.1 6

Table 2.2 9

Table 2.3 11

Table 4.1 15

Table 4.2 16

Table 5.1 20

Table 5.2 21

Chapter 5 (font 14 bold)

Conclusions, Discussions, and Recommendations (font 14 bold)

(1 blank line)

……(font12)……
……

This chapter includes three major sections. The first section is the conclusions (summary of the findings of research questions and hypotheses). The second section is the discussion and ……

(1 blank line)

5.1 …….. (font 12 bold)

……(font12)……
……

5.1 Summary of Findings

The study identified the independent variables which includes entrepreneurial factors (current employment size and current annual household income) ……..

(1 blank line)

5.2 …….. (font 12 bold)

5.2.1 …….. (ending with period " . " font 12 bold)

1) …….. (font 12 bold and italic)

- …….
- …….

(1 blank line)

2) …….. (font 12 bold and italic)

- …….
- …….

(1 blank line)

5.2.2 …….. (ending with period " . " font 12 bold)

5.2 Findings of the Study

5.2.1 Demographic profiles of respondents.

There are 50 respondents or 50.5% of all respondents are Thai Nationality and 49 respondents of 4905^ of all respondents are Vietnam …….

5.2.2 Entrepreneurial factors and environmental factors in relationship with business start-up confidence of Thai entrepreneurs in Vietnam.

1) Current employee size

……
……

(1 blank line)

2) Current annual household income

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……

References (Font 14 bold)

(1 blank line)

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Appendix A (font 14 bold)

…enter title of appendix…(font 14 bold)

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Biography (font 14 bold)

(1 blank line)

Name: …… (font 12)

Date of Birth: ……

Place of Birth: ……

Institutions Attended: ……
……
……

Position and Office: ……
……
……

Home Address: ……
……
……

Telephone: ……

E-mail: ……