

## Thesis and Thematic paper guidelines

### Thesis

In a master's thesis a student / researcher has conducted a standard research, which presents additional or new knowledge / results.

### Thematic paper

In a thematic paper, a student has conducted an independent study, as designated / assigned. The information comes from the original works of the authors, of the literature that the student has reviewed. Instead, in a thematic paper, the student summarizes and compiles his / her critical opinions, from the literature review of the selected topic.

### Thesis/Thematic paper components

A thesis / thematic paper can be divided into 3 sections:

1. Preliminary Section
2. Text Section or Body of Text
3. References Section and Back matter

#### 1. Preliminary Section

- **Cover.** This page contains details of the thesis title / thematic paper title, author's name, title of degree and field of study, graduation year. The last line must state that the thesis / thematic paper is the "copyright of Mahidol University".
- **Approval Page.** This page contains details of thesis title / thematic paper title, author's name, members of Thesis / Thematic Paper Defense Committee, Dean of Faculty where the program held and Dean of Faculty of Graduate Studies.
- **Acknowledgement Page.** Acknowledgements are statements of gratitude to any individual, institution and / or agency that provided assistance or cooperation during the course of thesis / thematic paper. They should be extended to members of Thesis / Thematic Paper Advisory Committee, Thesis / Thematic Paper Defense Committee, financial sponsor, individual who provided suggestions and information as well as those who permitted the use of writings and research equipment. Acknowledgements should be written in plain academic style, avoid using spoken and colloquial language. Individuals should be referred by first name-family name with titles, ranks of authority, titles conferred by being or priestly rank.

It must not exceed 1 page.

- **Abstract Page.** This page contains details of thesis title / thematic paper title, author's name, name of degree in brief and name of field of study in full, members of Thesis / Thematic Advisory Committee with degree, key words (not more than 5 words) and total numbering of thesis / thematic paper.

Abstract should include objectives, goals, scope of the research, research

methodology, research findings and meet criteria: accuracy, completeness, precision, conciseness and clarity. An abstract should only reports significant findings and statistical data of the research.

It must not exceed 1 page.

- **Contents.** This page outlines important sections of the thesis / thematic paper in proper order of page numbers.
- **List of tables** (if any). This page lists the captions and page numbers of all the tables that appear in the thesis / thematic paper.
- **List of figures, List of illustrations** (if any). This page lists the page number of all figures (figures, maps, charts and graphs) in the thesis / thematic paper.
- **List of abbreviations** (if any). This page describes symbols and abbreviation in the thesis / thematic paper.

## 2. Body of Text

is divided into 3 sections: Introduction, Main text and Conclusions / or suggestion.

- **Introduction.** This is the first chapter of the thesis / thematic paper that provides background information and indicates the significance of the problem, research objectives, scope, brief methodology and benefits.
- **Main text.** The main text can be divided into as many chapters as needed and should include one chapter of a literature review detailing relevant concepts, theories and previous research works. There should also be a chapter detailing comprehensive research methodology employed, steps taken, type of documents, information or equipment used and the manner in which they were obtained, research findings as well as their analysis and discussion.

The details may be included as deemed appropriate by the thesis / thematic paper Major advisor and Program Director.

- **Summary and /or Suggestion.** This section summarizes the whole thesis / thematic paper while indicating limitations of the research (if any) and providing suggestion for further research effort, research benefits and applications.

## 3. Reference section and Back matter

- **References section.** This section comprises of list of references that details titles of books, publications, audiovisual materials.
- **Appendices** are supplementary texts that cannot be included in the body of the text but can enhance thesis / thematic paper comprehensive and any relevant research data that were not directly cited in the thesis / thematic paper.

## Thesis/Thematic paper writing

1. **Fonts.** Black, clear and legible font sizes must be used and must be consistent throughout all sections of the thesis.
2. **Paper.** The thesis / thematic paper must be printed on single sided plain white A4 80 grams paper.
3. **Format.** Must be in accordance with the Faculty of Graduate Studies 's guidelines.
4. **Page Setup.** Top margin and Left margin should be approximately 3.75 cm. (An exception is at the beginning of a new chapter, when the top margin should be 5 cm.) while right, and bottom margins are approximately 2.5 cm. The top margin is measured from the edge of the paper to the page number.
5. **Page numbering.** Use lowercase Roman numbers in all front matter. For page numbering of a thesis / thematic paper begin with ii on the Acknowledgement page. Though counted, [no page numbering \(neither in letters nor Roman numbers\) appears on the approval page, do not contain any page numbering.](#)

The [body of the text, references, and appendices](#) pages are numbered consecutively as 1,2,3,4, etc. throughout the thesis / Thematic paper.

[The page numbers are placed at the top right hand corner of every page 2.5 cm. from both the top and right margins.](#)

6. **Spacing**  
Manuscripts should be typewritten with 1.5 spacing. To begin a new paragraph, the student should space 2 cm. or 1 Tab = 2 cm.
7. **Header**  
The header should be presented beginning from the "ABSTRACT". The page number is presented on the right corner. The format used is "Times New Roman" with a size of 10 points.
8. **Chapters and chapter heading separation**
  - **8.1 Chapter.** Each chapter must begin on a new page and the number of the chapter must be in uppercase Roman numbers. For a thesis / thematic paper the word "**Chapter**" is center aligned 5 cm from the top edge of the page. The "**Chapter's title**" (all in capital letter and bolding) is also center aligned and appears below the **CHAPTER** line **with one line spacing**. Chapter titles that are longer than 1 line can be divided into 2-3 lines as deemed appropriate and must appear in a reversed triangle shape with **no underlining**.
  - **8.2 Headings.** Headings refer to the **main sections** of a chapter other than the chapter's title which **should be bolded or underlined with left justification**. The headings' font size may vary according to the hierarchy of headings and should have greater than normal line spacing before and after each heading.  
  
If there is only one line left on the page after a new heading, start the heading on a new page.
  - **8.3 Sub Headings.** Leave reasonable indentation for sub headings. A number prefix or a letter-and-number prefix can be used with sub headings.

## 9. Tables, figures, maps, charts, and graphs.

Tables included table numbers, captions, texts, and sources which are usually presented in a single page.

If the table is too long to fit on one page, continuation to the next page is acceptable keeping in mind that the table number, caption, and at least two lines of the table content need appear on the same page. If the table is completed on one page but its source has to be written on the next page, at least two lines of the table content need to be split to the next page even though some free space will appear in the table on the previous page.

The size of the table should not exceed the normal margins of the thesis. Oversized tables must be resized by photocopying or other suitable means, but must remain easily legible. For a table whose width will not fit on a normal thesis page, it can be rotated till the top of the table is placed toward the binding (left) edge in a landscape format.

## 10. Scientific names

Scientific names of microorganisms, plants, and animals are written in accordance with the International Code of Nomenclature guideline and must be differentiated from other letters or texts either by **underlining** or ***italicizing***.

## 11. Electronic Filing

After the student has successfully defended the thesis / Thematic paper and the thesis / Thematic paper is in final form, you are ready to make the electronic file and convert into Portable Document format (PDF). The contents of the electronic file should be divided according to the chapters in the thesis / Thematic , for example:

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| 1. Cover page, Approval page, Acknowledgement page | must be the file "Cover.doc" and "Cover.pdf"       |
| 2. List of Contents etc.                           | must be the file "Conts.doc" and "Conts.pdf"       |
| 3. Abstract  | must be the file "Abstract.doc" and "Abstract.pdf" |
| 4. Introduction                                    | must be the file "Intro.doc" and "Intro.pdf"       |
| 5. Literature Review                               | must be the file "Liter.doc" and "Liter.pdf"       |
| 6. Materials and Methods                           | must be the file "Method.doc" and "Method.pdf"     |
| 7. Results   | must be the file "Result.doc" and "Result.pdf"     |
| 8. Discussion                                      | must be the file "Discuss.doc" and "Discuss.pdf"   |
| 9. Conclusion                                      | must be the file "Conclude.doc" and "Conclude.pdf" |
| 10. Appendix                                       | must be the file "Appendix.doc" and "Appendix.pdf" |
| 11. References                                     | must be the file "Refer.doc" and "Refer.pdf"       |