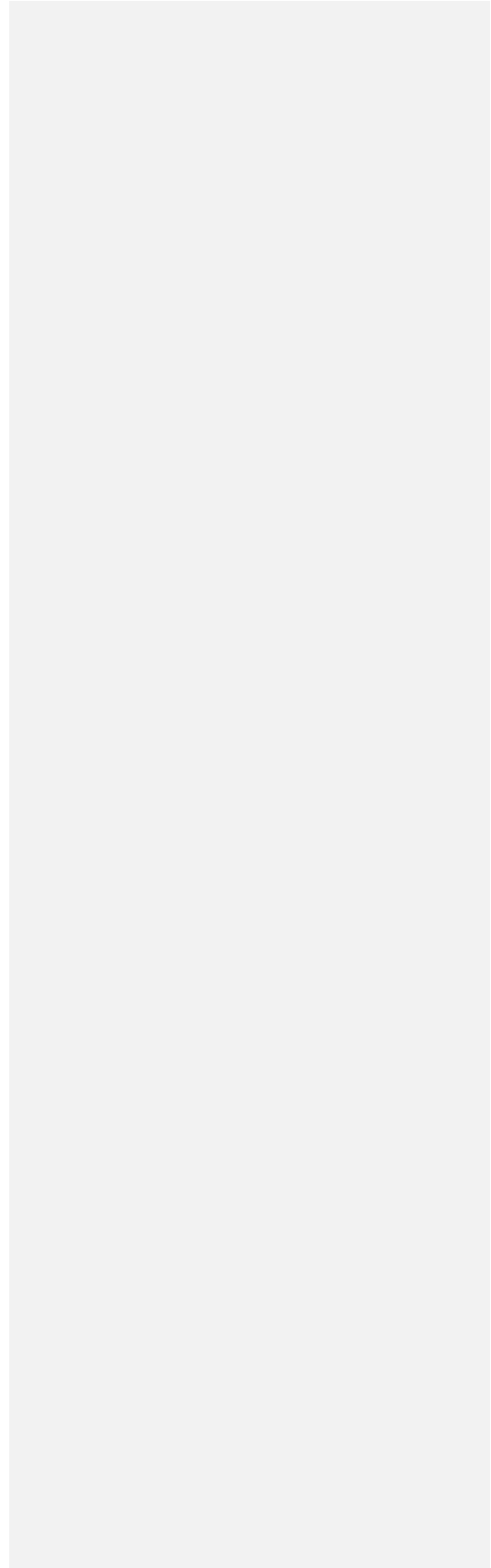




**Guide to Thesis Formatting  
for International Students**



## Guide to Thesis Formatting for International Students

The following steps will guide you through utilizing the template to produce your thesis. International students will need to do the following:

1. Download the template from <http://grad.swu.ac.th/TH/MFileDownload/>
2. Format your research by making use of the template's 'Styles' tools.

The following shows how to put the template to use.

### Examples and instructions for using the Styles tool

#### 1. The Styles tool preparation process

1) After you've downloaded and opened the template, you can use the 'Styles' tool to make formatting easier by learning how to use it as shown in figure 1.

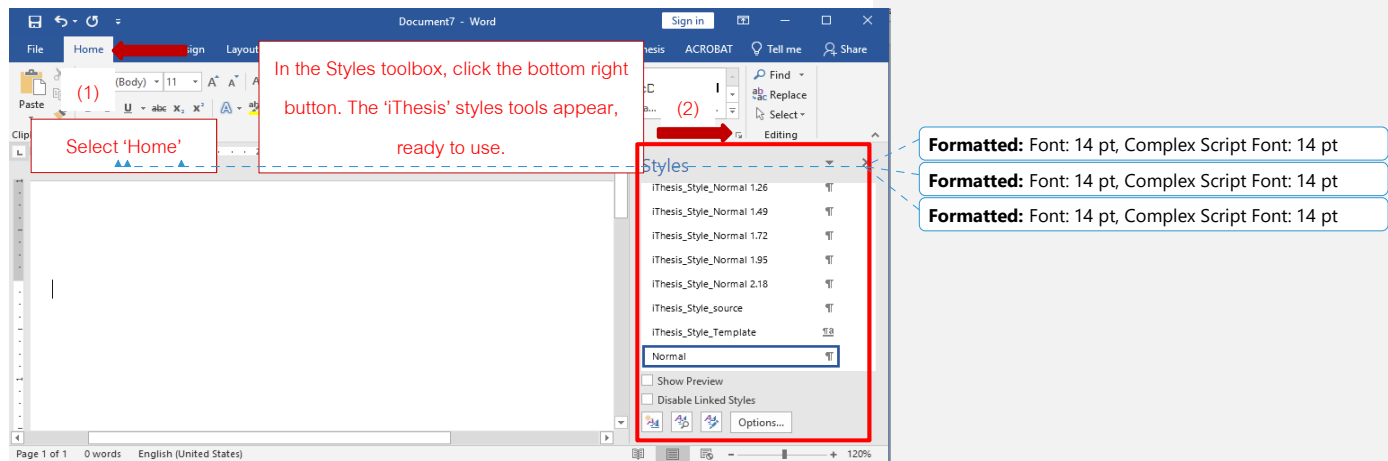
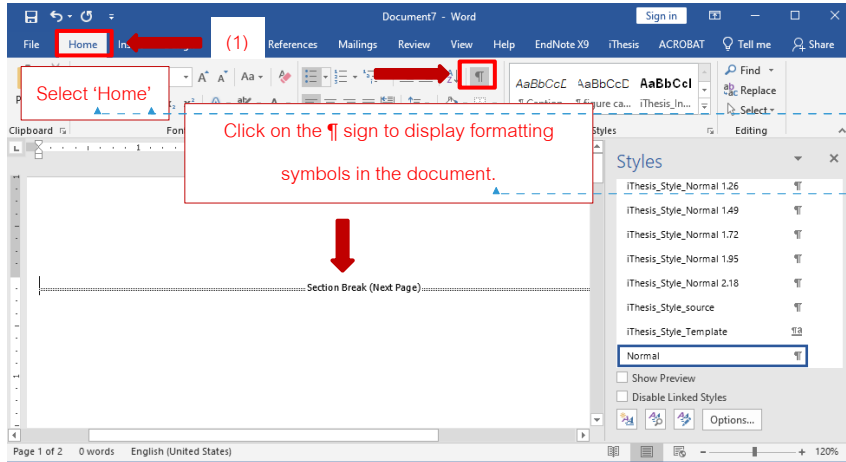


Figure 1: Using the Styles tool.

C

2) Before starting to use the Styles tool, click ¶ to display the document layout symbol. In Figure 2, Section Break can be seen after clicking ¶.



Formatted: Font: 14 pt, Complex Script Font: 14 pt

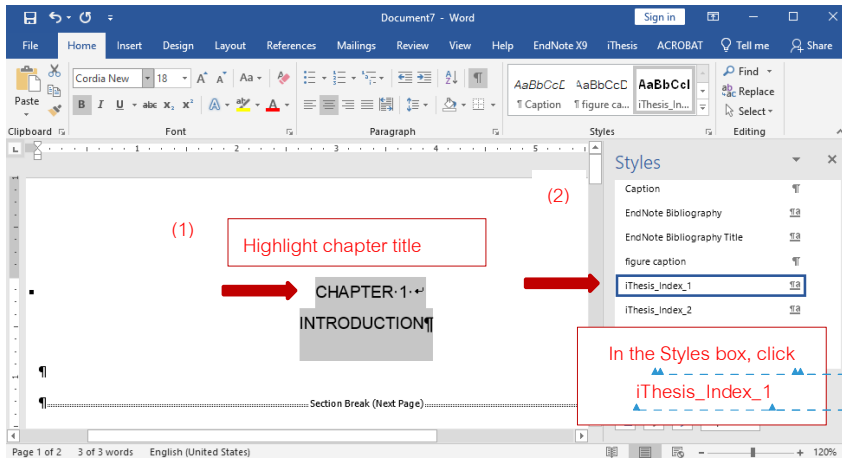
Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

**Figure 2:** Preparation of the workspace before using the **Styles** tool.

## 2. Starting to write research and using the Styles tool

1) Use 'iThesis\_Index\_1' for managing the titles of research papers. Follow the steps as shown in Figure 3.



Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

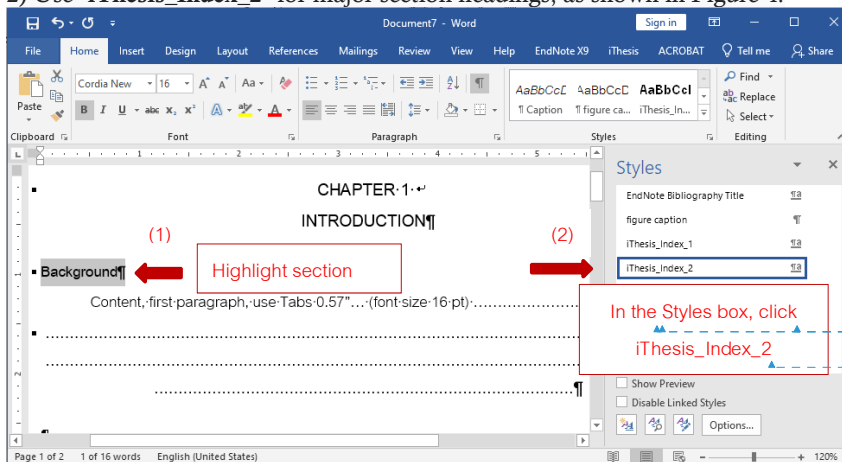
Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Figure 3: The use of 'iThesis\_Index\_1' for formatting the title of each chapter.

2) Use 'iThesis\_Index\_2' for major section headings, as shown in Figure 4.



Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Figure 4: The use of iThesis\_Index\_2 to format major section headings.

\*\*\*In case of multiple major headings, the styles 'iThesis\_Index 3 – 7' can be used as shown above for 'iThesis\_Index 1 – 2'.\*\*\*

E

3) Use 'iThesis\_Style\_Normal\_0.57' for formatting the content of the first paragraph. Follow the steps as shown in Figure 5.

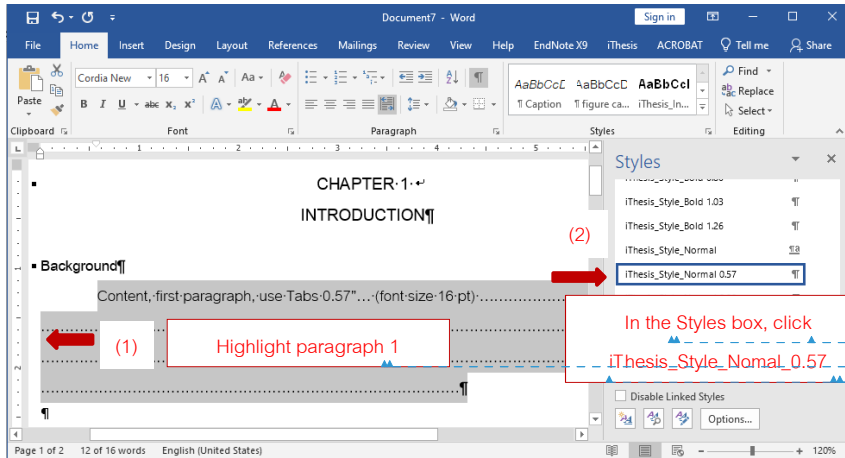


Figure 5: The use of iThesis\_Style\_Normal\_0.57 to format the first paragraph.

4) Use 'iThesis\_Style\_Normal\_0.80' for formatting the contents of the second paragraph. Follow the steps as shown in Figure 6.

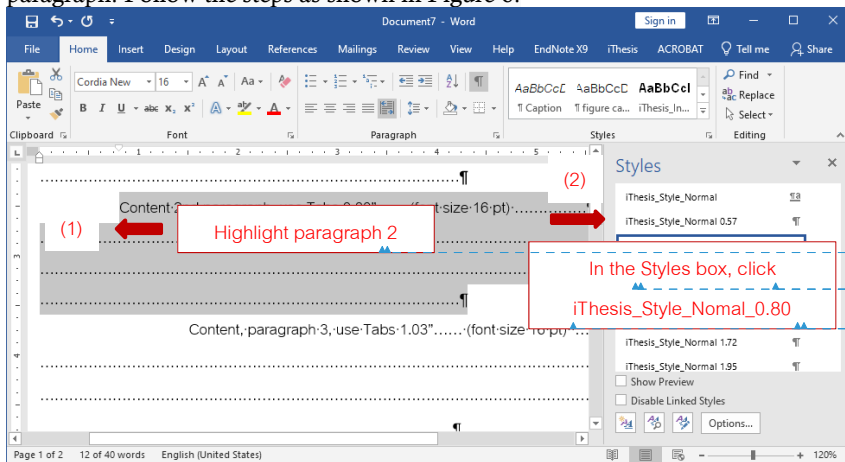


Figure 6: The use of iThesis\_Style\_Normal\_0.80 to format the second paragraph.

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

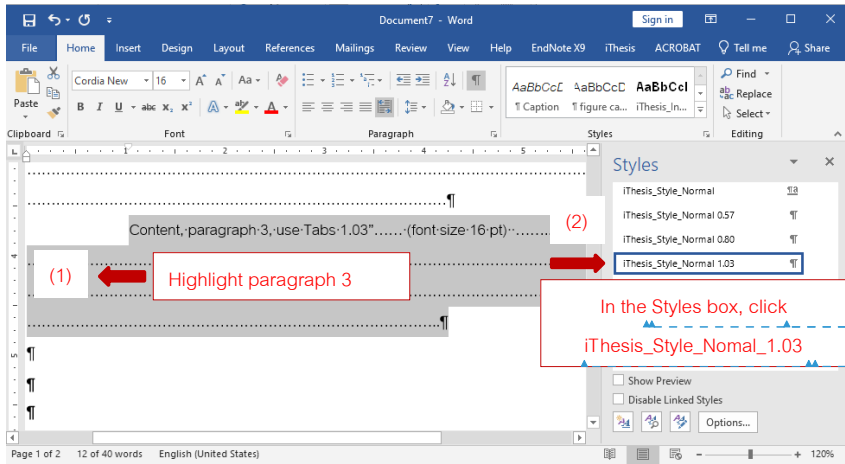
Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

F

4) Use 'iThesis\_Style\_Normal\_1.03' for formatting the contents of the 3rd paragraph. Follow the steps as shown in Figure 7.



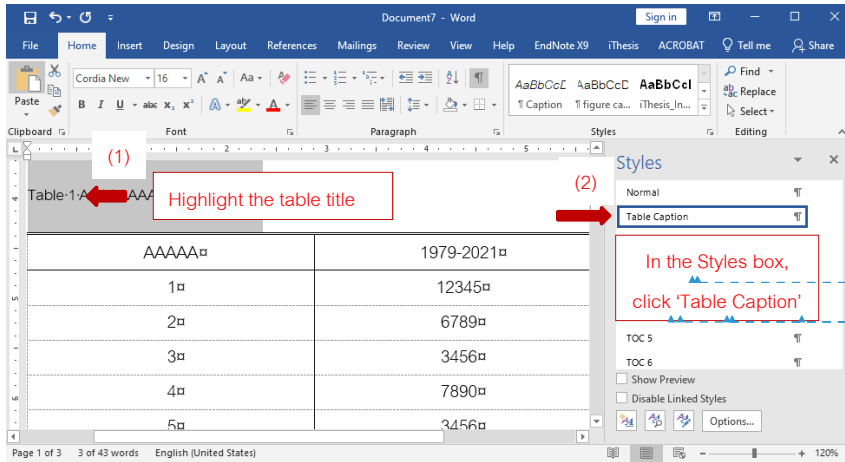
- Formatted: Font: 14 pt, Complex Script Font: 14 pt
- Formatted: Font: 14 pt, Complex Script Font: 14 pt
- Formatted: Font: 14 pt, Complex Script Font: 14 pt
- Formatted: Font: 14 pt, Complex Script Font: 14 pt
- Formatted: Font: 14 pt, Complex Script Font: 14 pt
- Formatted: Font: 14 pt, Complex Script Font: 14 pt

Figure 7: The use of iThesis\_Style\_Normal\_1.03 to format the third paragraph.

\*\*\*In case of multiple paragraphs, the styles 'iThesis\_Style\_Normal 1.26 – 2.18' can be used as shown above for iThesis\_Style\_Normal 0.57 – 1.03\*\*\*

G

5) Use Style 'Table Caption' tool to manage table names, follow the steps shown in Figure 8.



Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

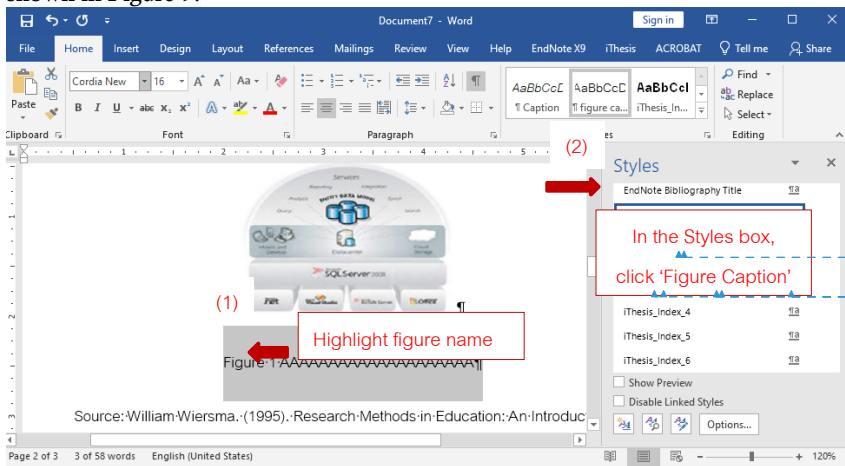
Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Figure 8: The use of Table Caption to format table titles.

6) Use the Style 'Figure Caption' tool to manage figure names, follow the steps shown in Figure 9.



Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

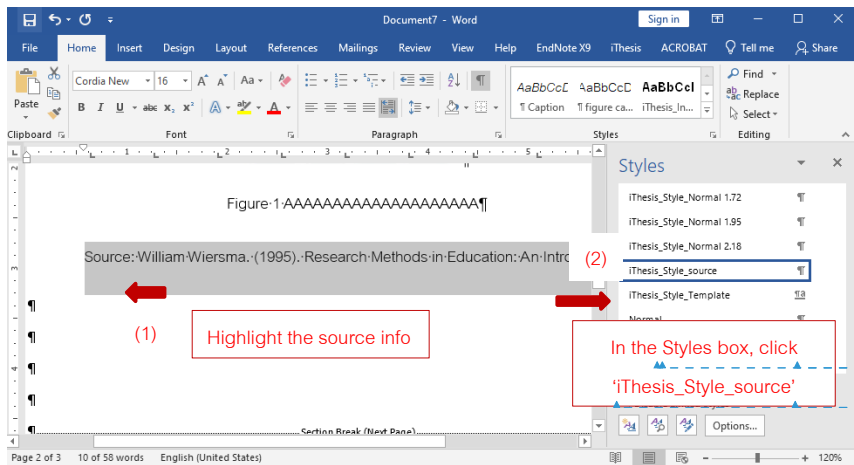
Formatted: Font: 14 pt, Complex Script Font: 14 pt

Formatted: Font: 14 pt, Complex Script Font: 14 pt

Figure 9: The use of Figure Caption to format figure titles.

7) Use 'iThesis\_Style\_Source' for managing image sources, follow the steps shown in figure 10.

H



- Formatted: Font: 14 pt, Complex Script Font: 14 pt
- Formatted: Font: 14 pt, Complex Script Font: 14 pt
- Formatted: Font: 14 pt, Complex Script Font: 14 pt
- Formatted: Font: 14 pt, Complex Script Font: 14 pt
- Formatted: Font: 14 pt, Complex Script Font: 14 pt

Figure 10: The use of 'iThesis\_Style\_Source' to format figure titles.



### Overview of Formatting Tools

Name	Font	Font styles	Size	Alignment	Special	Use
Use for Major Headings						
iThesis_Index_1	Cordia New	Bold	18	Centered	-	Chapters 1 – 5
iThesis_Index_2	Cordia New	Bold	16	Left	-	Major Section Headings
iThesis_Index_3	Cordia New	Bold	16	Justified	Fist Line 0.57	Sub-heading 1
iThesis_Index_4	Cordia New	Bold	16	Justified	Fist Line 0.80	Sub-heading 2
iThesis_Index_5	Cordia New	Bold	16	Justified	Fist Line 1.03	Sub-heading 3
iThesis_Index_6	Cordia New	Bold	16	Justified	Fist Line 1.26	Sub-heading 4
iThesis_Index_7	Cordia New	Bold	16	Justified	Fist Line 1.49	Sub-heading 5
Use for Paragraph Formatting						
iThesis_Style_Normal_0.57	Cordia New	Regular	16	Justified	Fist Line 0.57	Paragraph 1
iThesis_Style_Normal_0.80	Cordia New	Regular	16	Justified	Fist Line 0.80	Paragraph 2
iThesis_Style_Normal_1.03	Cordia New	Regular	16	Justified	Fist Line 1.03	Paragraph 3
iThesis_Style_Normal_1.26	Cordia New	Regular	16	Justified	Fist Line 1.26	Paragraph 4
iThesis_Style_Normal_1.49	Cordia New	Regular	16	Justified	Fist Line 1.49	Paragraph 5
iThesis_Style_Normal_1.72	Cordia New	Regular	16	Justified	Fist Line 1.72	Paragraph 6
iThesis_Style_Normal_1.95	Cordia New	Regular	16	Justified	Fist Line 1.95	Paragraph 7

iThesis_Style_Normal_2.18	Cordia New	Regular	16	Justified	Fist Line 2.18	Paragraph 8
Use for Sources						
iThesis_Style_source	Cordia New	Regular	16	Justified	Fist Line 0.57	Sources
Use for Tables						
Table Caption	Cordia New	Regular	16	Left	-	Tables
Use for Figures						
Figure Caption	Cordia New	Regular	18	Centered	-	Figures



Thesis title (font size 16 pt uppercase)

First name and last name (font size 16 pt)

Graduate School Srinakharinwirot University

2021 Graduation year (font size 16 pt)

K

L

Thesis title (font size 16 pt uppercase)

First name and last name (font size 16 pt)

A Thesis Submitted in partial Fulfillment of Requirements

For.....

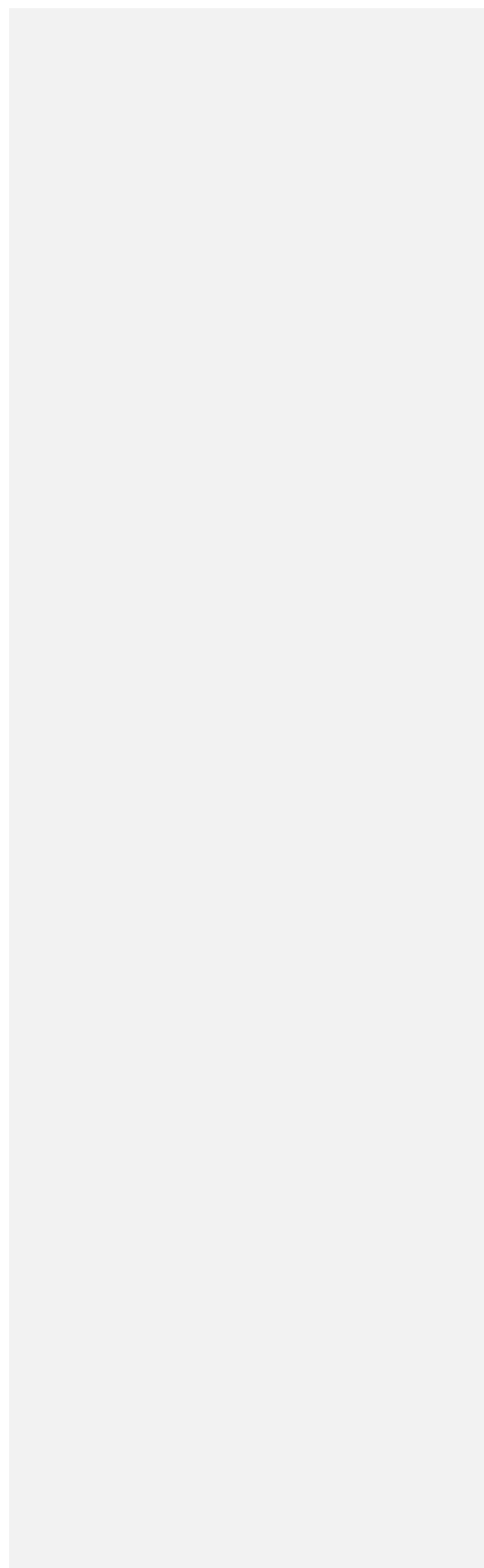
Graduate School Srinakharinwirot University

.....

Copyright of Srinakharinwirot University

(font size 16 pt)

The thesis titled



Thesis title (font size 16 pt Sentence case)

Srinakharinwirot University

By

First name and last name (font size 16 pt)

Has been approved by the Graduate School as partial fulfillment of the requirements

for the .....

of Srinakharinwirot University

..... Dean of Graduate School

(Associate ofessor Chatchai Ekpanyaskul, MD.)

...../...../.....

Oral Defense Committee

.....Major-advisor .....Chair  
(.....) (.....)

.....Major-advisor .....Committee  
(.....) (.....)

.....Committee  
(.....)

N

Title Thesis title (font size 16 pt Sentence case)  
Author First name and last name (font size 16 pt)  
Degree Doctor of Philosophy (font size 16 pt)  
Academic Year 2021 Graduation year (font size 16 pt)  
Thesis Advisor (Assistant Professor Dr. teacher01 teacher01)  
Thesis Co-Advisor (Assistant Professor Dr. teacher02 teacher02)

Abstract content

Keyword : .....(font size 16 pt)

O

## ACKNOWLEDGEMENTS

Acknowledgment text (font size 16 pt)

First name and last name (font size 16 pt)

TABLE OF CONTENTS

	Page
ABSTRACT.....	A
ACKNOWLEDGEMENTS.....	B
TABLE OF CONTENTS.....	C
LIST OF TABLE.....	
LIST OF FIGURE.....	
CHAPTER 1 INTRODUCTION.....	
Background.....	
Objectives of the Study.....	
Significance of the Study.....	
Scope of the Study.....	
Definition of terms.....	
CHAPTER 2 REVIEW OF THE LITERATURE.....	
Conceptual Framework.....	
Translation Studies.....	
Translation Strategies.....	
Teaching Translation.....	
Related Studies.....	
CHAPTER 3 METHODOLOGY.....	
Research Design.....	
Participants of the Study.....	
Research Instruments.....	
Data Collection.....	
Data Analysis.....	



TABLE OF CONTENTS (Continue)

Page

CHAPTER 4 FINDINGS.....

    Test of Normality.....

    Test of Differences (Wilcoxon Signed-Rank Test).....

    Students Reflections.....

    Classroom Observation.....

CHAPTER 5 CONCLUSION AND DISCUSSION.....

    A Brief Summary of the Study. ....

    Discussion of the Statistical Results.....

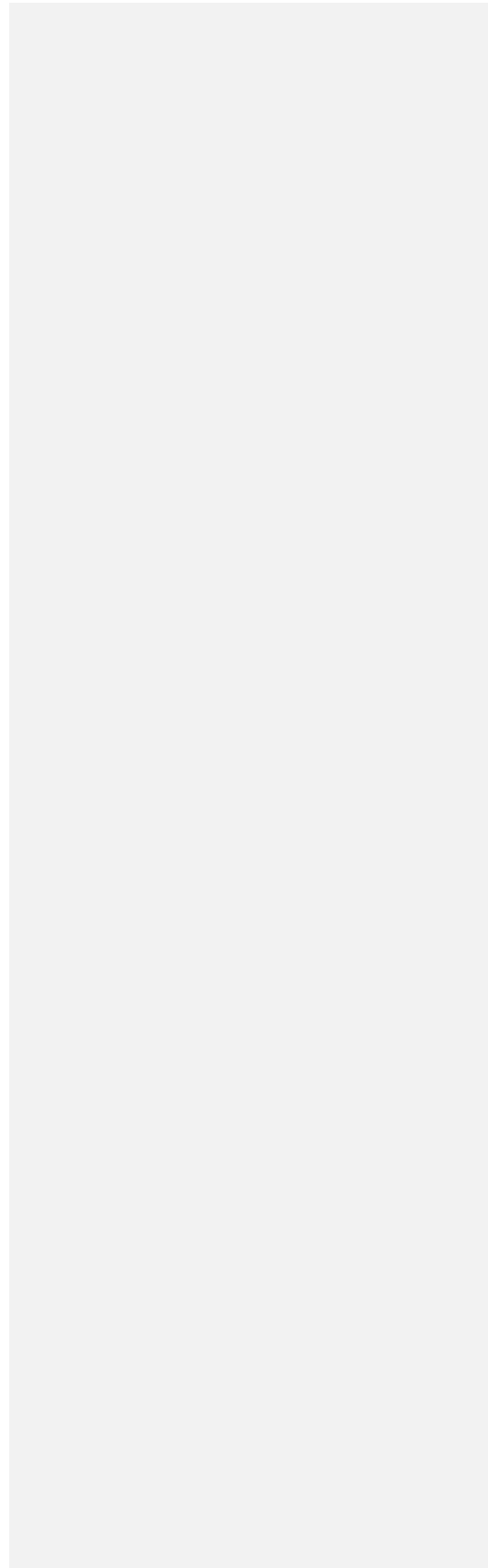
    Discussion of Student Reflections.....

    Recommendations for Future Study.....

REFERENCES.....

APPENDIX.....

VITA.....



R

LIST OF TABLES

Page

Table 1 AAAAAAAAAAAAAAAAAAAAAA.....

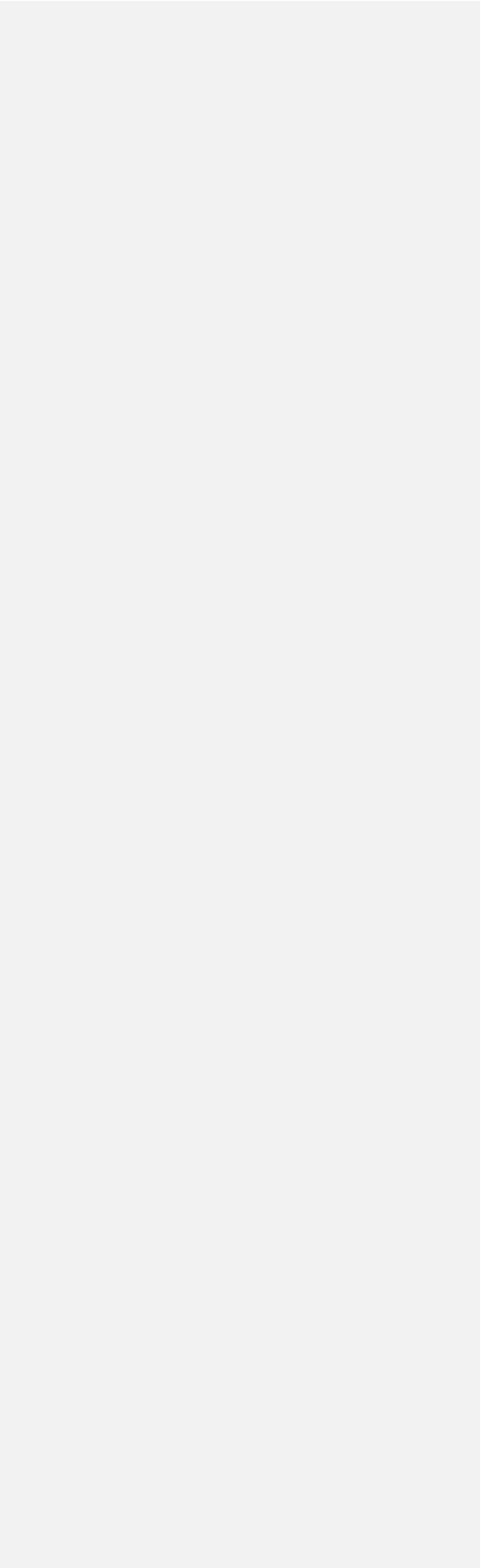
Table 1 BBBBBBBBBBBBBBBBBB.....

Table 1 CCCCCCCCCCCCCC.....

Table 1 DDDDDDDDDDDDDDDDD.....

Table 1 EEEEEEEEEEEEE.....

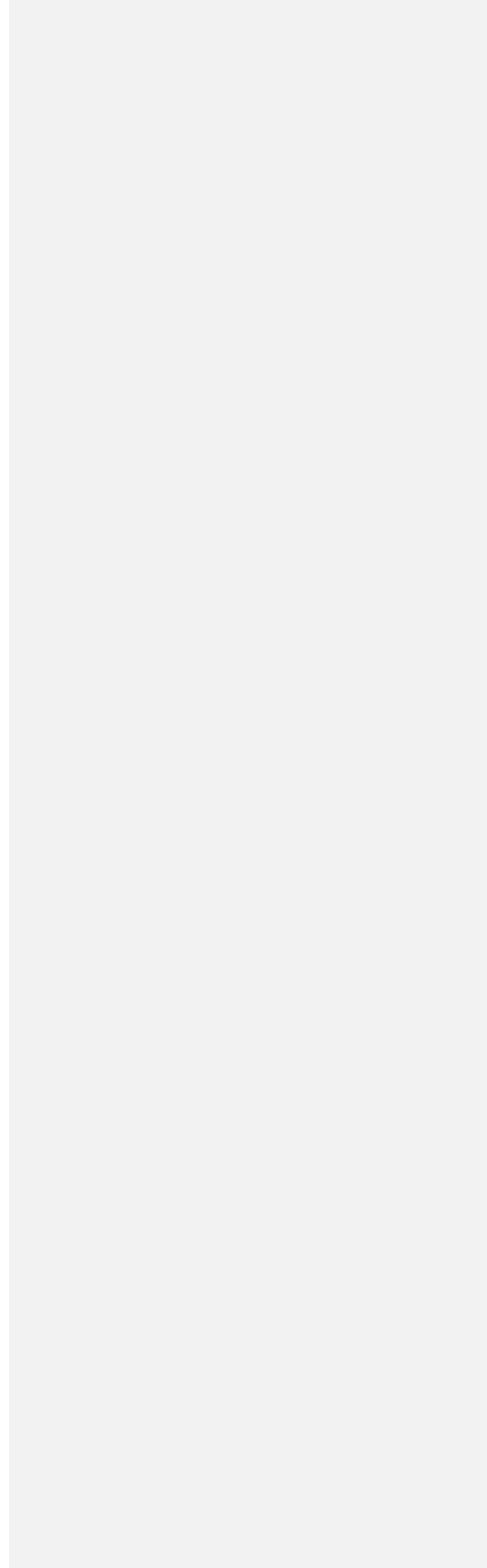
Table 1 FFFFFFFFFFFFFFFFFF.....



LIST OF FIGURES

Page

Figure 1 AAAAAAAAAAAAAAAAAAAAAAAAAA.....  
Figure 2 BBBBBBBBBBBBBBBBBBBB.....  
Figure 3 CCCCCCCCCCCCCCCC.....  
Figure 4 DDDDDDDDDDDDDDDDDDD.....  
Figure 5 EEEEEEEEEEEEEEE.....



CHAPTER 1  
INTRODUCTION

Background

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Content, paragraph 3, use Tabs 1.03"..... (font size 16 pt) .....

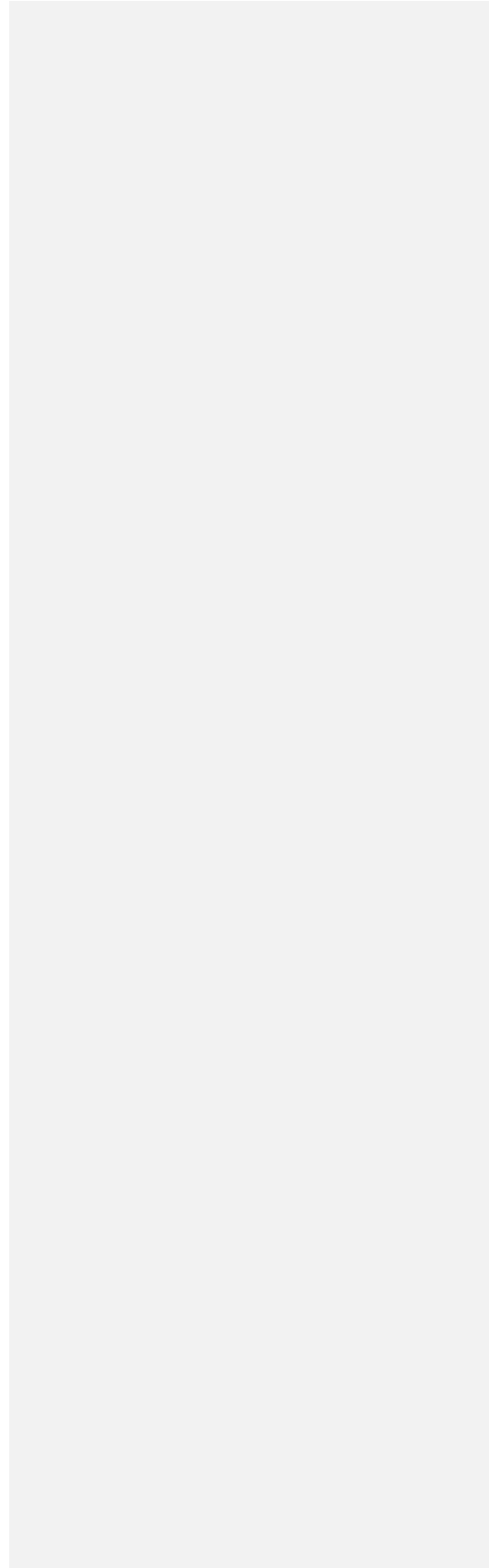
.....  
.....  
.....

Content, paragraph 4, use Tabs 1.03"... (font size 16 pt)

.....  
.....  
.....

Content, paragraph 5, use Tabs 1.26".....

.....  
.....  
.....



Objectives of the Study

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Significance of the Study

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....

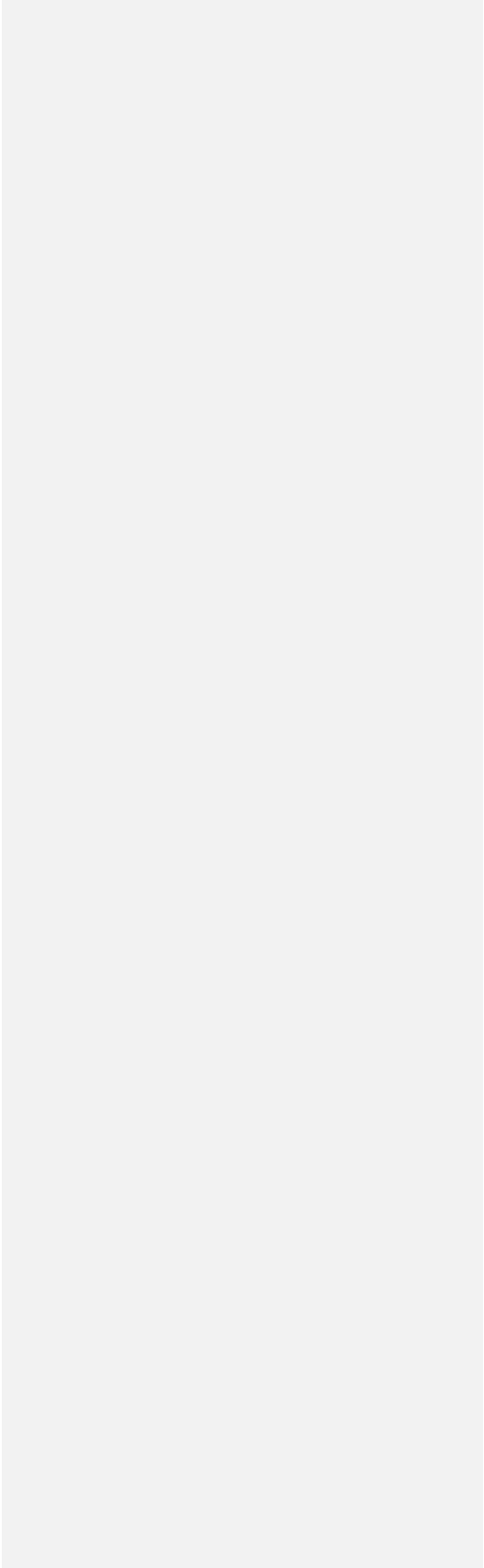
Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Scope of the Study

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....



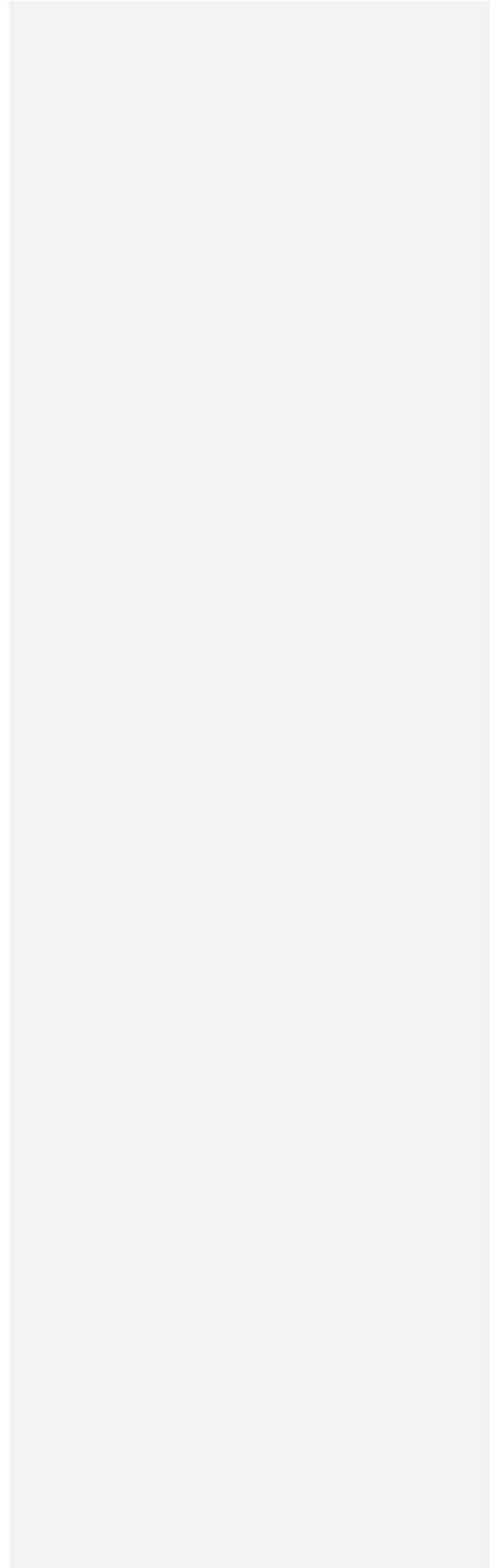
Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Definition of terms

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....



CHAPTER 2  
REVIEW OF THE LITERATURE

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....

Conceptual Framework

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

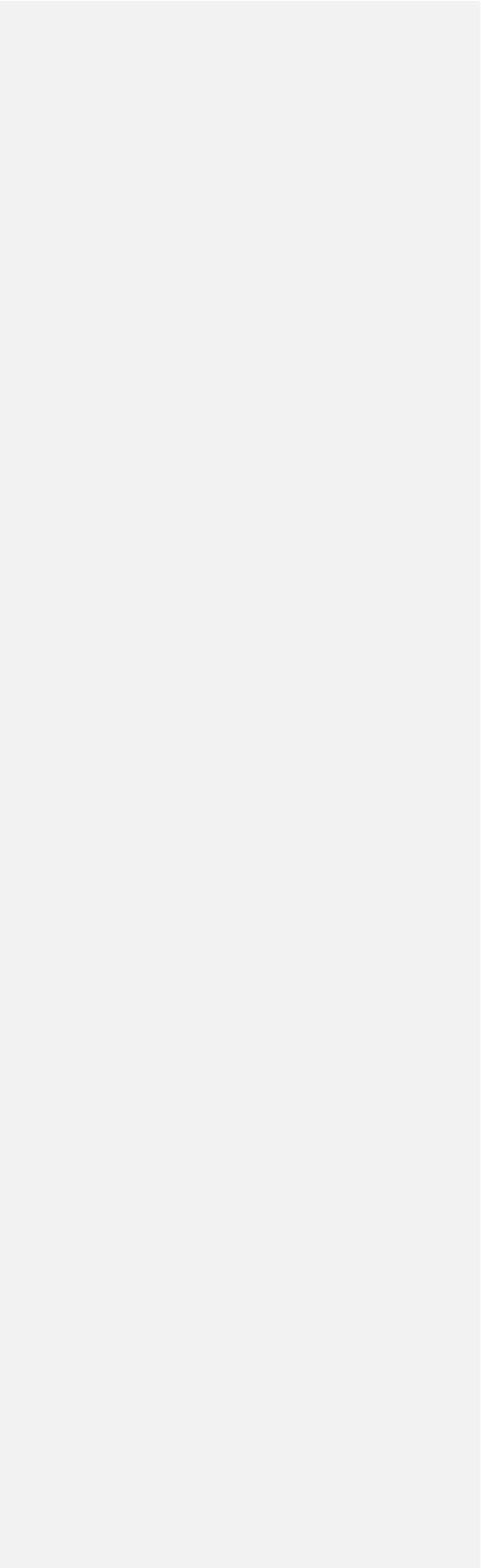
Content, paragraph 3, use Tabs 1.03"..... (font size 16 pt) .....

.....  
.....  
.....

Translation Studies

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....



Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Content, paragraph 3, use Tabs 1.03"..... (font size 16 pt) .....

.....  
.....  
.....

Translation Strategies

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

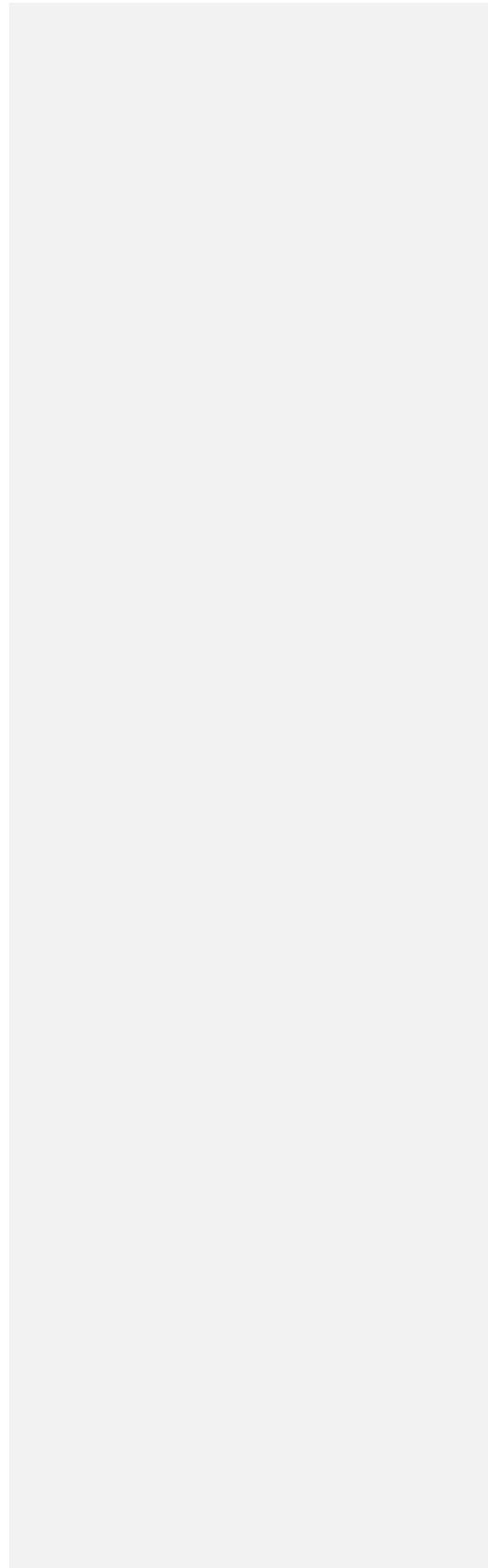
Content, paragraph 3, use Tabs 1.03"..... (font size 16 pt) .....

.....  
.....  
.....

Teaching Translation

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....





Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Content, paragraph 3, use Tabs 1.03"..... (font size 16 pt) .....

.....  
.....  
.....

Related Studies

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

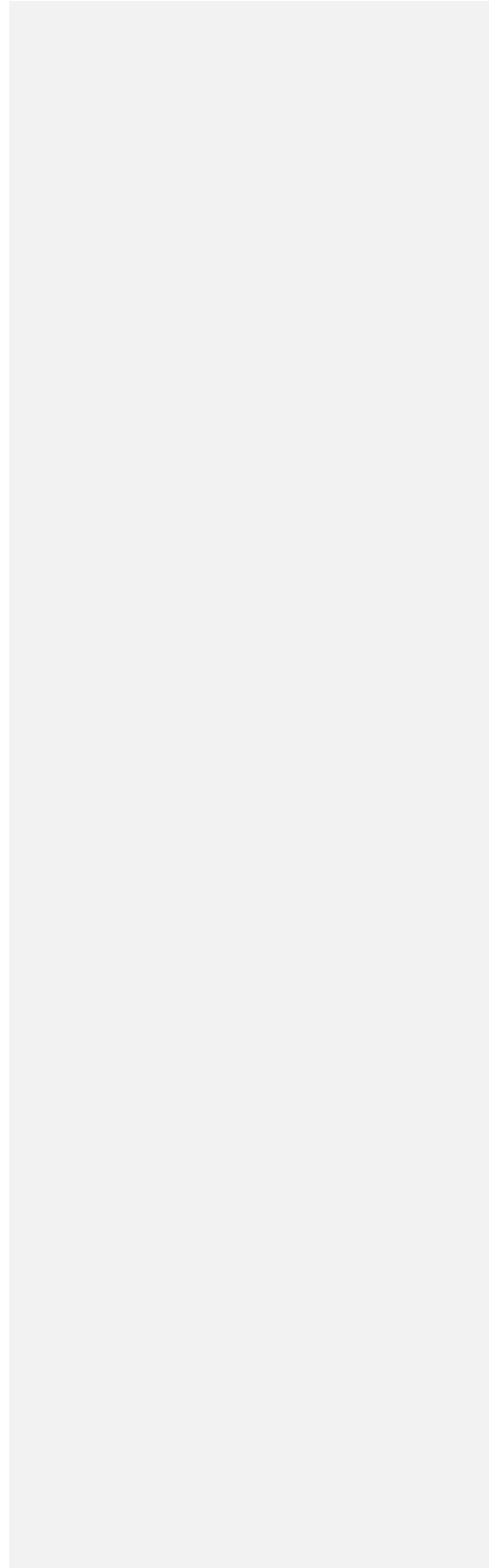
.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Content, paragraph 3, use Tabs 1.03"..... (font size 16 pt) .....

.....  
.....  
.....



CHAPTER 3  
METHODOLOGY

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....

Research Design

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

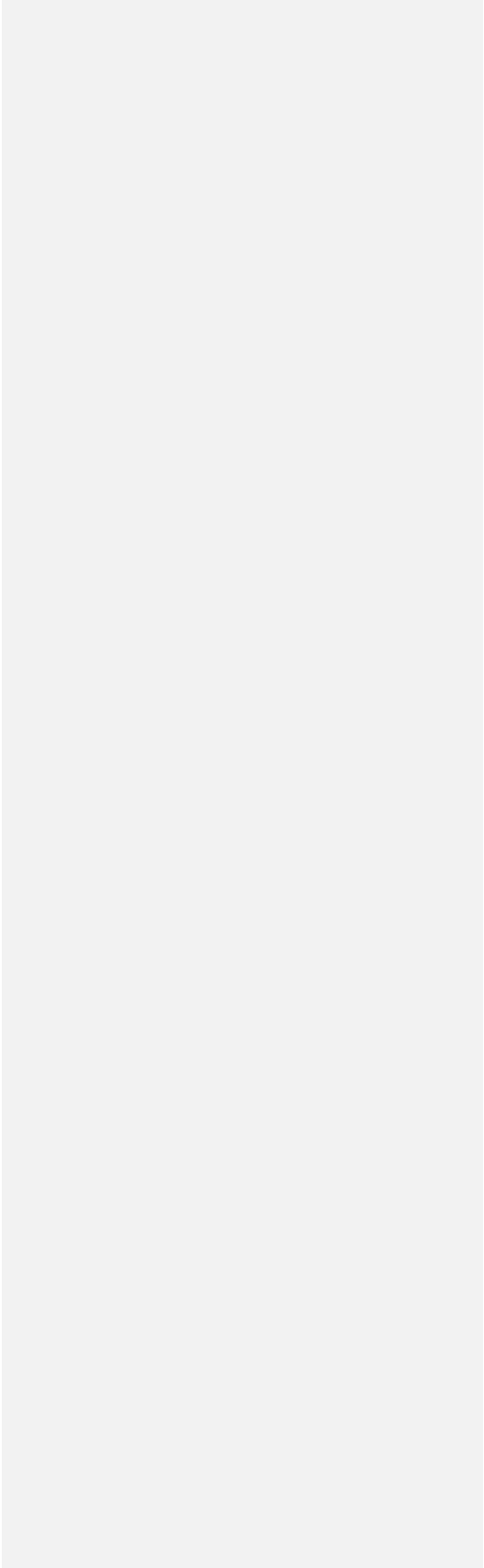
Participants of the Study

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....



Research Instruments

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Data Collection

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....

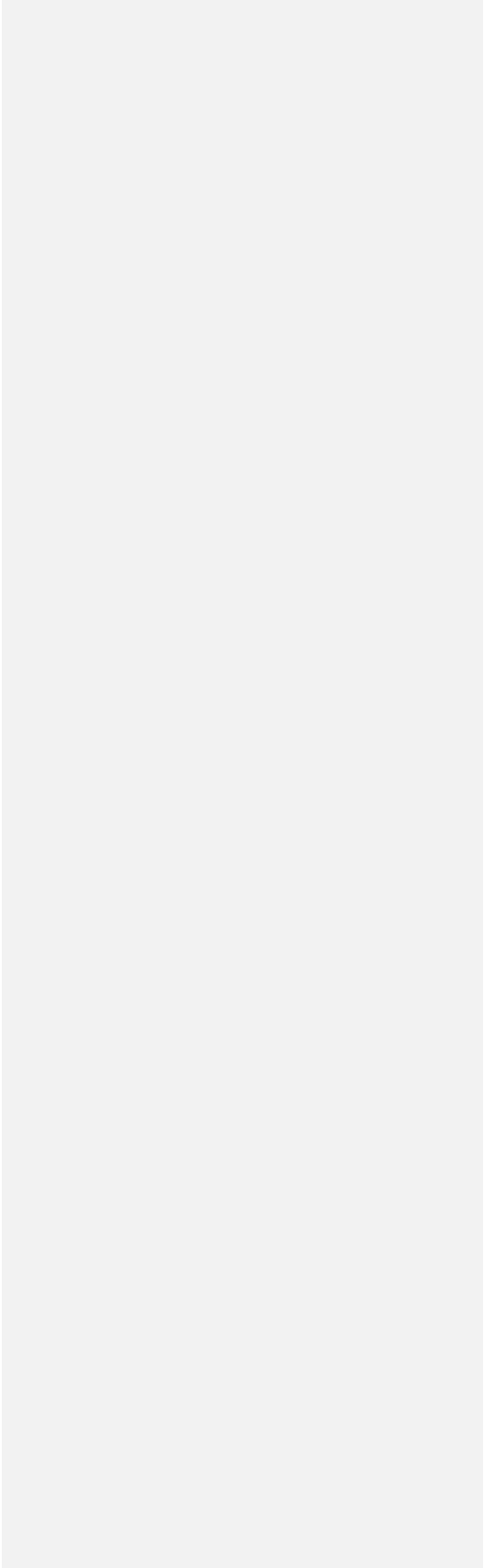
Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Data Analysis

Content, first paragraph, use Tabs 0.57" ... (font size 16 pt) .....

.....  
.....  
.....



Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

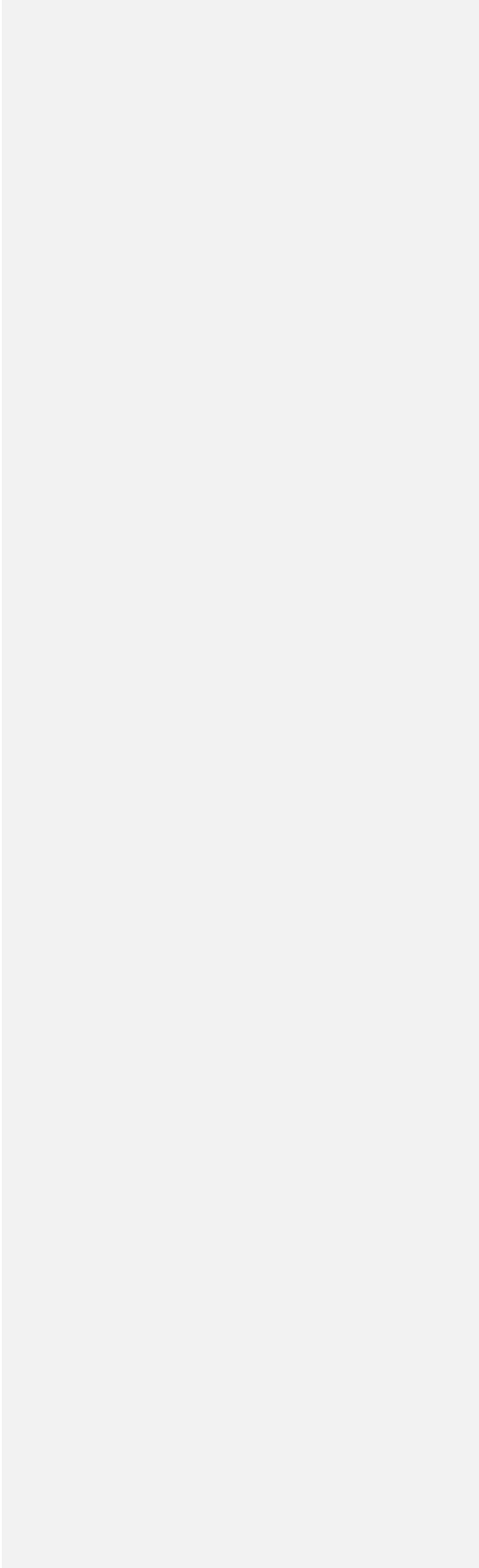
.....  
.....  
.....

Content, paragraph 3, use Tabs 1.03"..... (font size 16 pt) .....

.....  
.....  
.....

Content, paragraph 4, use Tabs 1.26"... (font size 16 pt)

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....



CHAPTER 4

FINDINGS

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Test of Normality

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

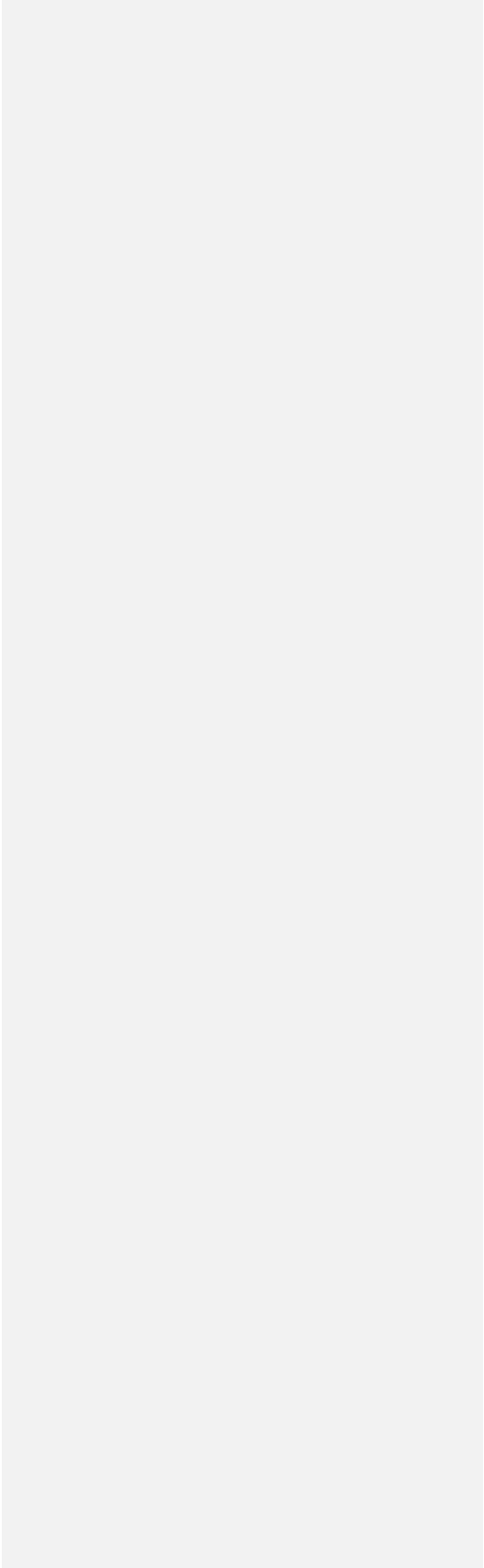
Test of Differences

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....



Classroom Observation

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

Content, paragraph 3, use Tabs 1.03"..... (font size 16 pt) .....

.....  
.....  
.....

Content, paragraph 4, use Tabs 1.26"... (font size 16 pt)

.....  
.....  
.....

Content, paragraph 5, use Tabs 1.49".....

.....  
.....  
.....

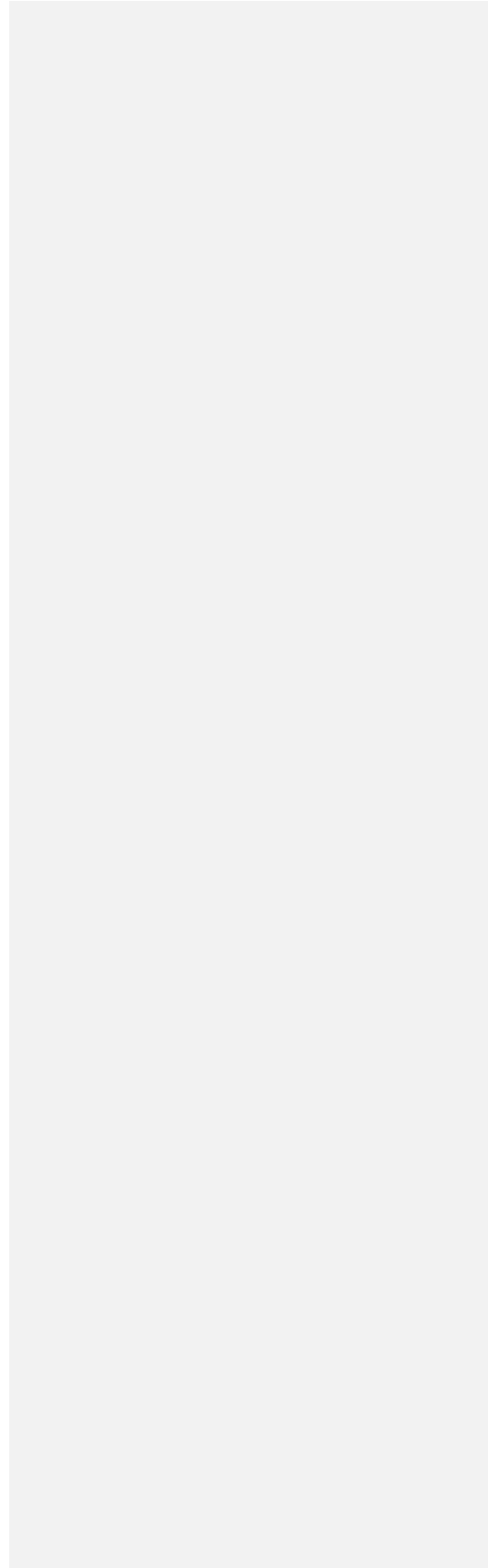


Table printing example

Table 1 AAAAAAAAAAAAAAAAAA

The size of the double line is 3/4 pt

AAAAA	1979-2021
1	12345
2	6789
3	3456
4	7890
5	3456

Table 2 BBBBBBBBBBBBBBBBBB

The size of the double line is 3/4 pt

BBBB	1979-2021
1	12345
2	6789
3	3456
4	7890
5	3456

The size of the double line is 3/4 pt

Example of printing a resume table. (In case it doesn't finish in 1 page)

Table 3 CCCCCCCCCCCC

CCCC	1979-2021
1	12345
2	6789
3	3456
4	7890
5	3456
6	12345
7	6789
8	3456
9	7890
10	3456
11	3456
12	7890
13	3456
14	3456
15	7890
16	3456
17	3456
18	7890
19	3456
20	3456
21	7890

Unfinished tables use a single line



Example of printing a resume table. (In case of not finishing in 1 page)  
Page (continued)

Table 3 (Continue)

CCCC	1979-2021
22	12345
23	6789
24	3456
25	7890
26	3456
27	12345
28	6789
29	3456
30	7890

Example of print illustrations



Figure 1 AAAAAAAAAAAAAAAAAAAAAA

Source: William Wiersma. (1995). Research Methods in Education: An Introduction p. 285.

CHAPTER 5  
CONCLUSION AND DISCUSSION

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

A Brief Summary of the Study

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

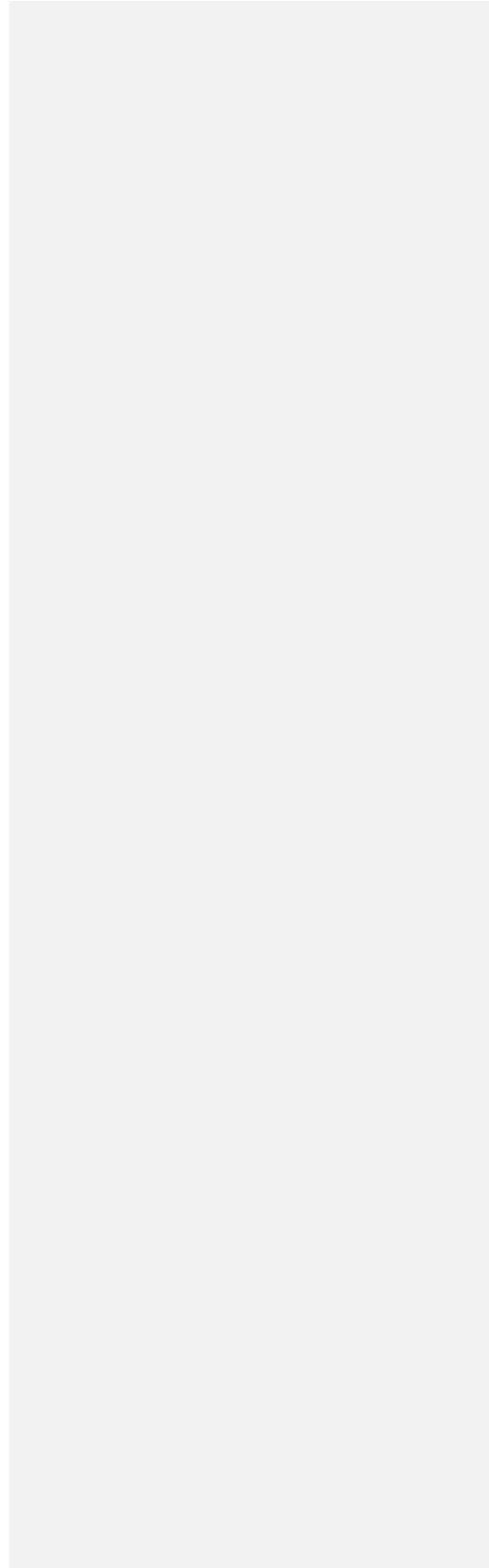
Discussion of the Statistical Results

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....



Discussion of Student Reflections

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

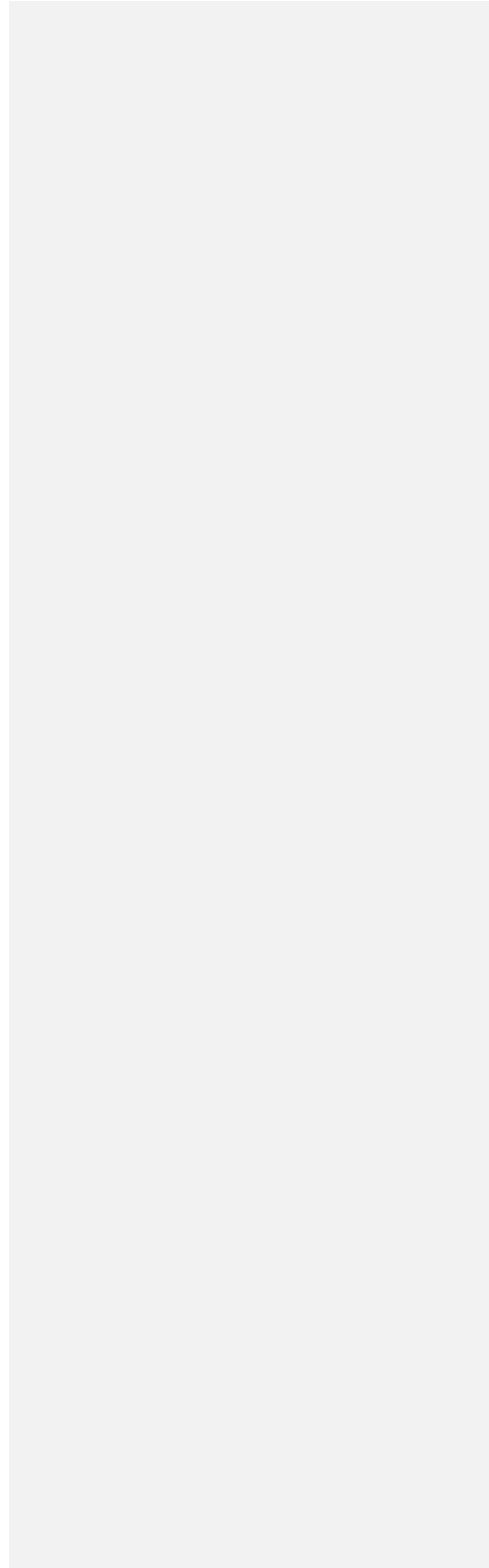
Recommendations for Future Study

Content, first paragraph, use Tabs 0.57"... (font size 16 pt) .....

.....  
.....  
.....

Content 2nd paragraph, use Tabs 0.80" .....(font size 16 pt) .....

.....  
.....  
.....

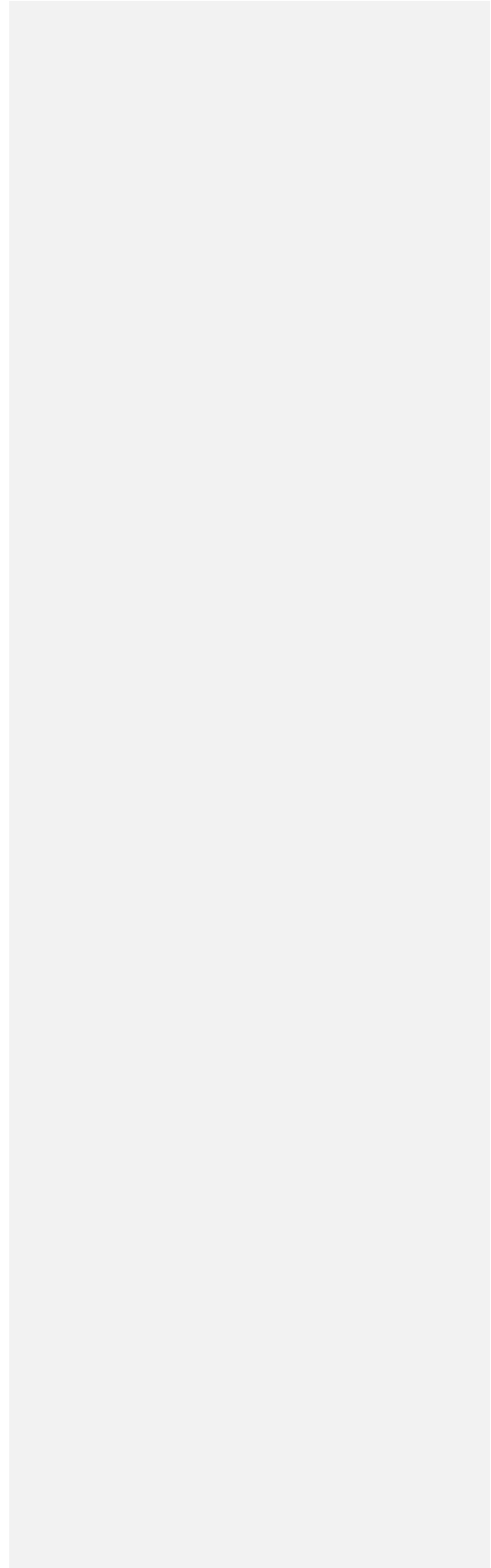


## REFERENCES

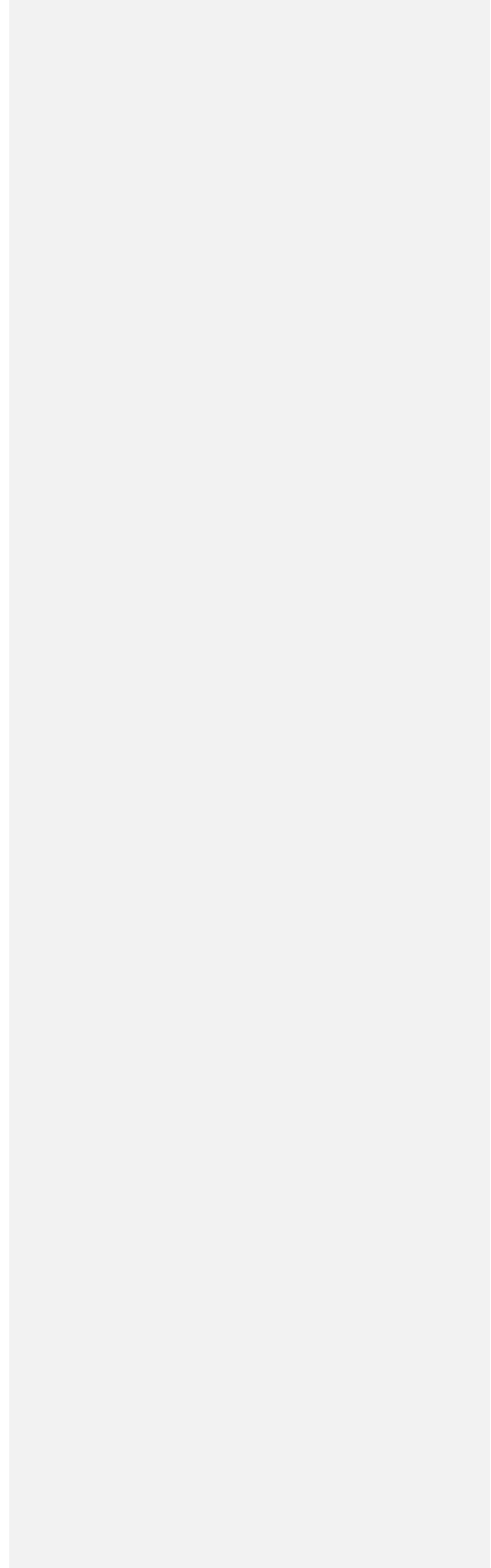
### Reference Example

- Ash, S. L. and Clayton, P. H. (2004). The articulated learning: an approach to guided reflection and assessment innovative. *Higher Education*, 29(2), pp.137- 154.
- Anthony, G. (1996). "Active Learning in a Constructivist Framework". *Education Studies in Mathematics* 31, 4: 349-369.
- Bourdieu, Pierre. (1986). The Forms of Capital. In J. Richardson (Ed.) *Handbook of Theory and Research for the Sociology of Education* (pp. 241-258). New York: Greenwood.

APPENDIX



Appendix details



VITA

NAME ..... (font size 16 pt)  
DATE OF BIRTH ..... (font size 16 pt)  
PLACE OF BIRTH .....(font size 16 pt)  
INSTITUTIONS ATTENDED ..... (font size 16 pt)

