



Manuscript Preparation Guidelines for Full Papers Submission

4th Rajabhat University National and International Research and Academic Conference (RUNIRAC IV)

1st-3rd November 2016

at Buriram Rajabhat University, Buriram, Thailand

The full paper must be typed in the MS word DOC format by using the Microsoft Office Word 2007 or 2010. It must be submitted to Buriram Rajabhat University within the due date mentioned in the **Important Dates**.

The following are some manuscript preparation guidelines:

1. The full paper typed on A4 paper size including figures, tables, references and appendix (if any) should be between 6-10 pages.

2. Font

2.1 The paper title, headings and the name of author(s) should be in bold face and single-spaced at the font size of 14 points with initial caps and be centered.

2.2 Times New Roman font with 12 points is required. The papers must be typed in the one-column width.

2.3 The author's name is typed at the font size of 12 points in bold. If there is more than one author from different institutes, their names can be numbered in order.

2.4 Department(s)/program(s), faculty(s), affiliation(s), city(s), country(s) and e-mail address must be set flush left at the font size of 11 points below the author's name.

3. The components of the full paper are as follows:

3.1 Only English abstract is required for the international conference.

3.2 Names of author(s), co-author(s), advisor(s) and institute(s) with the full address should be indicated.

3.3 The 1-page abstract, with 150-200 words, should be submitted.

3.4 A maximum of 5 keywords should be written.

3.5 The body of the full paper consists of the following parts:

3.5.1 Introduction

The introduction should present the specific problems under the study, discuss the related literature and give the reader a firm sense of what has been done and why.

3.5.2 Research Objectives

Only the important issues of the objectives covering the overall research picture should be written.

3.5.3 Hypothesis (if any)

3.5.4 Research Methodology

The research methods including research population, samples, instruments, experiment and statistics, etc. should be clearly indicated.

3.5.5 Research Results

The research results should be clearly interpreted in line with the objectives.

3.5.6 Discussions

The research results should be discussed with the theoretical support so as to check whether the current research results go in line with or against the previous studies.

3.5.7 Conclusion

The summary of the core issues in the research should be presented.

3.5.8 Recommendations

Utilization of the research results and guidelines for the next research should be recommended.

3.5.9 References

The references must be based on APA style (Author-Year). All entries in the text should be listed at the references.

4. Page set up

4.1 Headings

All headings should be in a bold letter. Headings and subheadings should be set flush left at the font size of 12 with initial caps. A blank line should be used to separate paragraphs when each section is finished. Moreover, they should appear with sequential numbers.

4.2 Margin

The top and left margins must be set at 3.81 centimeters and those for bottom and right must be at 2.54 centimeters. It is noted that a page numbers is prohibited. Moreover, each paragraph should be indented at 1.90 centimeters from the margin.

5. Table

The table must be numbered accordingly, and a particular number must be typed in the same line. However, the table title should be placed in a different line. The table, its number and title must be italicized and are flushed with the left-hand margin. If the table title is longer than one line, the first letter in a new line should correspond to the table title in the first line. In addition, the table title must be at the top of the data but its details must be described below the table.

6. Figure

The figure heading must be arranged in order according to the article contents. The heading together with a clear description must be placed at the bottom.

7. Equations

All equations should be placed on separate lines. A blank line should be left before and after equations. Look the example below:

$$Ti = f(x)$$

8. In-text citation

References within the text should be based on APA style by indicating author, year of publication and page reference (if any). In addition, the names of both Thai and foreign authors should be listed by a family name. It is noted that the in-text citation for electronic information is also the same.

Examples:

Thai author

(วัชรวิทย์ ทรัพย์มี, 2531, หน้า 35)

(Sapmee, 1998, p. 35)

(อรพินทร์ ชูชม และคณะ, 2542, หน้า 40) (Chuchom et. al., 1999, p. 40)

Foreign author

(Neagley, 1969, pp. 15-17)

(Ney et all, 1997, pp. 70-73)

Electronic information

(Gillum, 2005, p. 20)

9. References

For typing the references, the first line of each entry must be printed left aligned. If there are more lines for each entry, the other lines should be indented for 7 letters. The default set on the TAB key in most computer programs is acceptable. The entries must be arranged in alphabetical order from A-Z and a sequence of vowels as well. Notably, the book title should be italicized, and only the first letter of the title's first word is capitalized. Any proper nouns are also capitalized.

Examples:

David, C. (1997). *English as a global language*. Cambridge: Cambridge University Press.

Wasee, P. (2002). *A new theory of medicine*. Bangkok: Moh Chao Ban Publishing House.