

ELEMENTS OF A THESIS/DISSERTATION

A thesis/dissertation is composed of 3 parts:

1. Preliminaries or front matters
2. Text
3. Reference and supplementary matters

1.1 The Preliminaries or Front Matters

The preliminaries of a thesis/dissertation are arranged in the order listed below.

1.1.1 Cover or Binding : Front Cover, Spine, and Back Cover

A master's thesis must be a black hard cover and a doctoral dissertation must be a blue hard cover.

1.1.2 Fly Leaf or Blank Page

The fly leaf is a blank sheet of paper of the same size as used to type the thesis/dissertation. One is used after the front page and the other before the back page.

1.1.3 Title Page

The title page contains the same details at the same positions and the same font and font size as on the front cover.

1.1.4 Approval Page

This page is for the thesis/dissertation examining committee to sign their names for approval. The same language as written in the thesis/dissertation is used here.

1.1.5 Abstract

The abstract summarizes all the main points in the thesis/dissertation, covering the objectives, the methodology, the results and the recommendations of the study.

1.1.6 Acknowledgements

The acknowledgements are statements expressing the author's gratitude to individuals or agencies that gave suggestions, aid, and cooperation in conducting the research. The acknowledgements should not be more than one page.

1.1.7 Table of Contents

The table of contents shows all the important topics or headings of the thesis/dissertation listed in order of text reference.

1.1.8 List of Tables

The list of tables shows all the table captions or names and pages where they appear. Like the table of contents, they are listed in order of text reference.

1.1.9 List of Figures

The list of figures, charts or maps (if any) exhibits the captions and the pages of all the figures, charts, or maps in the thesis/dissertation in order of text reference.

1.1.10 List of Abbreviations and Symbols

Abbreviations and symbols used in the thesis/dissertation (if any) must be explained.

1.2 The Text

In general, the text of a thesis/dissertation must be composed of introduction, conceptual of theoretical framework and literature review, methodology, findings and results, conclusions, discussions and recommendations.

The order of these headings can be shifted as appropriate under the consideration of the thesis/dissertation supervisor.

1.3 The Reference Matters and Supplementary Matters

1.3.1 Bibliography

The bibliography lists the titles of books, articles, publications, documents, audiovisual materials, including the sources of data the author cited as references to make his/her thesis/dissertation academically reliable and useful for readers wishing to search for further information on that topic. The bibliography must appear after the text and before the appendix. It must follow the international standard or the academic institute standard.

1.3.2 Appendix (or Appendices)

The appendix is additional information to complement the text of the thesis/dissertation which provides a clearer understanding of that thesis/dissertation. It consists of the data used in writing the thesis/dissertation but these data are not directly cited or not suitable to be placed in the text because of the length and the nature of the content. They are, for example, questionnaires, interview guide, output of statistical analysis beyond what has been mentioned in the findings, procedures for constructing research instruments or equipment, computer programs, illustrations, etc.

1.3.3 Biography

The biography contains the author's educational background and work experience in brief and must not be more than 2 pages. It must appear on the last page of the thesis/dissertation.

**ENERGY CONSERVATION POLICY IN THAILAND:
PERCEIVED EFFECTIVENESS OF
POLICY IMPLEMENTATION**

Sasitorn Sinbanchongjit-Suwannathep

**A Dissertation Submitted in Partial
Fulfillment of the Requirements for the Degree of
Doctor of Philosophy (Development Administration)
School of Public Administration
National Institute of Development Administration
2003**

**THE ADOPTION OF ENERGY CONSERVATION
INNOVATIONS IN PRIVATE CARS: CURRENT
AND FUTURE SITUATION IN BANGKOK**

Alisa Verapatanakul
School of Applied Statistics

Assistant Professor.....Major Advisor
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September 2009

ABSTRACT

Title of Thesis	The Ability of Local Authorities in Dengue Haemorrhagic Fever Protection and Control
Author	Miss Patcharapa Chokeyangkoon
Degree	Master of Science (Environmental Management)
Year	2004

The objectives of this study are: 1) to study the process, the potential, and the ability of local authorities in Dengue Haemorrhagic Fever protection and control; 2) to study the factors related to the ability of local authorities in Dengue Haemorrhagic Fever protection and control and 3) to suggest the way to increase the ability of local authorities for this task.

Data collecting was conducted by 2 methods. The first method was sending questionnaires to local authorities throughout Thailand. The second method was interviewing administrators and staff in local authorities with high rate of Dengue Haemorrhagic Fever and the other local authorities with the low rate. The result analyzed by Chi-square showed that the factors effecting the ability of municipality polities in Dengue Haemorrhagic Fever protection and control at confidential level 0.05 were age and knowledge of the administrators and personnel, class/size of the local authorities, potential of the local authorities, and support from other authorities and people. The only factors affecting the ability of Tambol administration organizations was the education level of their administrators and personnel.

The suggestions for increasing the ability of local authorities in Dengue Haemorrhagic Fever protection and control are 1) strengthening vision of local authorities administrators to concern more about the importance of the protection and control 2) giving attention in the process at policy level, operational level and area network level 3) strengthening potential of local authorities 4) training local authorities officers and communities more about Haemorrhagic Fever 5) drawing

(6) ตัวอย่างหน้า Abstract ปริญญาโท หน้า 51

more coordination among relevant agencies and people participation 6) increasing public relation through various media 7) monitoring and evaluating the process continuously and 8) developing a database system on Haemorrhagic Fever protection and control.

ABSTRACT

Title of Dissertation	Power, Networking, Satisfaction and Commitment in the Thai Service Industry: A Comparison of a Private and Public Enterprise
Author	Mr. Direk Thammarak
Degree	Doctor of Philosophy (Development Administration)
Year	2004

The purpose of the study is to understand the relationships between power, networking, satisfaction and commitment in the Thai service industry. A Comparison of a Private and Public Enterprise was conducted. The objectives of this study are: first, to investigate the different relationships of power, networking, job satisfaction and employee commitment in a private and public enterprise by comparing Amari Group and Thai Airways; second, to identify the interrelationships of these variables ; and third, to explore the effect of power and networking on job satisfaction and employee commitment.

The conceptual model was developed to be tested through statistical analysis. The approach was survey research. Primary data for the research consisted of the surveys, and organizational records of both organizations. Data was collected from samples representing the target population through questionnaire surveys, and document analysis. The unit of analysis was the employees working in service departments of Amari Group and Thai Airways. The samples were selected by stratified random sampling method, from six departments of both organizations which were Reservation, Catering, Food and Beverage Services, Finance/Accounting, Engineering and Human Resources & Administration. The quantitative analysis included descriptive statistics, t-test, analysis of variance, correlation analysis, factor analysis, multiple regression and path analysis. These methods were used to examine the causal relations between variables proposed in the conceptual model.

Job satisfaction and power played a major role in the level of commitment for both organizations. For Amari Group, networking had an indirect effect to on commitment through power and job satisfaction while for Thai Airways, networking had both a direct effect on commitment and indirect effect through power. Also for Thai Airways, power had both direct and indirect effects on commitment through job satisfaction, while for Thai Airways, power has a direct effect on commitment.

For both organizations, networking was positively related to power, power was positively related to satisfaction, and satisfaction was positively related to networking. Thai Airways supervisors emphasized legitimate power and workflow networking more than Amari Group supervisors. Thai Airways supervisors had friendship networking, affective commitment and continuance commitment at the same level as Amari Group supervisors. The more reward power of Amari Group supervisors, the higher job satisfaction and the higher commitment. The larger the friendship networking of Thai Airways supervisors, the more the job satisfaction and the more the commitment.

This research suggested that power, networking and job satisfaction should be extended to all employees in the organization which will substantially influence on commitment. The strong influence of organizational commitment suggested further efforts to promote higher employee commitment in order to increase the performance of service employees. The increased of power can substantially influence commitment and the increased networking will contribute to organizational commitment.

ACKNOWLEDGEMENTS

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Thank is also dedicated to the “Secondary Education Quality Improvement (SEI) Project” for their sponsorship. And special thanks are due to my wife, Titiya, for taking care of our children, Parichat, and Jirayus, extremely well throughout my entire educational process.

I also would like to thank Ms. Siriporn Suwana, Ms. Pawana Kemarat, the librarians from the Library and Information Center, NIDA, and Mr. Mark J. Mach for their reviewing and formal editing contributed to the finishing stage of this dissertation

Prasert Ruannakarn

February 2003

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ABBREVIATIONS

Abbreviations	Equivalence
BAAC	Bang of Agriculture and Agricultural Cooperatives
BB	Bureau of the Budget
CCS	Cane Commercial System
DOA	Department of Agriculture
DOAE	Department of Agricultural Extension
DIT	Department of Internal Trade
LDD	Land Development Department
RID	Royal Irrigation Department
OCSB	The Office of Cane and Sugar Board
OCSC	Office of Civil Service Commission
OCSF	The Office of Cane and Sugar Fund
MOA	Ministry of Agriculture and Agricultural Co-operatives
MOC	Ministry of Commerce
MOI	Ministry of Industry
SPAC	Sugar Production Administration Center

CHAPTER 1

INTRODUCTION

1.1//Main Heading

1.1.1//First Sub-heading

1.1.1.1//Second Sub-heading

1.1.1.2//Second Sub-heading

1)//Third Sub-heading

2)//Third Sub-heading

(1)//.....

1.1.2//Second Sub-heading

1.1.1.1//Second Sub-heading

1.1.1.2//Second Sub-heading

Table 25 Percentage of Female Executives Classified by Ministry and Level

Ministry	Level 9				Level 10				Level 11			
	1994	1995	1999	2001	1994	1995	1999	2001	1994	1995	1999	2001
Office of the Prime Min.	29.4	22.2	16.7	35.7	9.8	21.4	12.2	16.3	-	-	18.2	18.2
Min. of Finance	31.6	31.6	19.1	19.0	-	-	10.0	8.3	-	-	-	-
Min. of Foreign Affairs	41.2	29.4	25.0	14.3	-	-	-	21.4	-	-	-	-
Min. of Agri. & Coop.	3.2	3.2	-	8.8	-	6.7	6.3	6.3	-	-	-	-
Min. of Transport & Comm.	15.8	15.8	15.0	10.0	-	-	-	8.3	-	-	-	-
Min. of Commerce	31.6	30.0	36.8	35.0	9.1	27.3	-	-	-	-	-	-
Min. of Interior	-	-	4.8	4.5	-	-	-	-	-	-	-	-
Min. of Education	-	-	-	-	-	-	-	-	-	-	-	-
Min. of Education	15.4	15.4	13.3	-	12.5	-	-	-	-	-	-	-
Min. of Publ. Heal.	21.4	35.7	43.8	38.5	11.1	20.0	10.0	22.2	-	-	-	-
Min. of Industry	8.3	5.6	17.1	17.6	12.5	18.8	10.5	16.7	-	-	-	-
Min. of Science	6.3	5.9	6.3	5.6	10.0	9.1	8.3	-	-	-	-	-
Min. of Univ. Affairs	27.3	18.2	16.7	8.3	-	11.1	22.2	11.1	-	-	-	-
Min. of Labor & Welf.	-	-	-	-	-	-	-	-	-	-	-	-
Indep. Public Agencies	-	-	-	100.0	25.0	25.0	50.0	-	100.0	100.0	-	-
Total	167	152	162	163	57	104	86	11.7	42	42	80	83

Source: Office of the Civil Service Commission, 2001: 24.

Table 45 Percentage of Female Ordinary Civil Servants Classified by Ministry and Level

Ministry	Level										
	1	2	3	4	5	6	7	8	9	10	11
Office of the Prime Minister	75.10	69.52	56.76	61.45	58.05	48.65	51.51	43.37	34.59	18.31	16.67
Ministry of Finance	87.28	77.52	56.98	71.93	60.86	58.23	48.07	40.45	30.00	21.05	0
Ministry of Foreign Affairs	0	77.78	77.28	65.26	58.62	40.15	39.29	24.83	20.00	7.79	0
Ministry of Agriculture and Co.	69.56	53.68	43.45	41.07	35.08	21.91	18.74	22.72	19.95	3.23	0
Ministry of Transport and Comm.	61.70	51.46	51.13	47.59	35.55	20.54	18.28	15.35	07.69	09.09	0
Ministry of Commerce	85.71	81.69	74.67	74.84	67.07	57.62	46.47	49.89	40.00	30.00	0
Ministry of Interior	49.15	59.32	44.39	44.53	31.21	24.19	18.32	09.92	05.06	00.93	0
Ministry of Justice	94.63	91+4.	74.24	76.61	69.84	63.22	48.28	43.94	18.75	0	0
Ministry of Labor and Social Wel.	89.95	87.62	84.27	83.12	72.50	57.69	40.05	34.21	25.47	11.43	0
Ministry of Science	84.17	75.47	77.66	77.74	74.45	75.85	84.47	55.63	29.82	26.44	33.33
Ministry of Education	66.67	61.22	63.41	66.86	49.30	34.74	32.99	24.53	15.63	14.29	0
Ministry of Public Health	48.67	54.72	50.77	58.93	53.75	52.76	47.73	52.78	36.00	21.43	0
Ministry of Industry	100.00	88.89	75.61	81.25	86.49	68.57	66.67	71.43	50.00	0	0
Total	68.57	72.75	65.32	62.42	57.08	55.29	53.27	37.82	24.47	13.29	10.00

Source: Office of the Civil Service Commission, 1999: 14.

Table 5.2 Number and Percentage of Management Ability of Women Business
Communities in Kamphaengphet

Index	Management Ability		
	High	Medium	Low
The place of management	23 (63.9)	7 (19.4)	6 (16.7)
Distribution of information or public relations	9 (25.0)	11 (30.6)	16 (44.4)
Length of establishment of the women business community up to the present time	9 (25.0)	11 (30.6)	16 (44.4)
Total present member-count	16 (44.4)	17 (47.2)	3 (8.3)
Managing at least 3 registrars: member registrar, materials registrar, durable materials registrar, activities/projects registrar	10 (27.8)	3 (8.3)	23 (63.9)
Regulations/Rules of the women business community	12 (33.3)	6 (16.7)	18 (50.0)
Establishment of a committee for the women business Community	22 (61.1)	9 (25.0)	5 (13.9)
Determining the responsibilities of the committee for the women business community	13 (36.1)	13 (36.1)	10 (27.8)
Role in management of the women business community committee	22 (61.1)	9 (25.0)	5 (13.9)
Meetings of the women business community committee in the past year	14 (38.9)	17 (47.2)	5 (13.9)
Minutes of the meetings of the women business community committee in the past year	18 (50.0)	8 (22.2)	10 (27.8)
The annual general meeting of members	9 (25.0)	11 (30.6)	16 (44.4)
Management plan and following said plan	14 (38.9)	8 (22.2)	14 (38.9)
Time used in annual production	18 (50.0)	5 (13.9)	13 (36.1)

Table 5.2 (Continued)

Index	Management Ability		
	High	Medium	Low
The integration of business factors such as production / materials / technology of the women business community with external agencies or individuals	11 (30.6)	9 (25.0)	16 (14.4)
Marketing / Distribution outlets for the products	14 (38.9)	15 (41.7)	7 (19.4)
Time of distribution during the past year	21 (58.3)	6 (16.7)	9 (25.0)
Source of funds	12 (33.3)	12 (33.3)	12 (33.3)
Financial management	19 (52.8)	9 (25.0)	8 (22.2)
Devison of profits	13 (36.1)	11 (30.6)	12 (33.3)
Accounting system and auditing	13 (36.1)	17 (47.2)	6 (16.7)
Reception of new knowledge or information in the past year	22 (61.1)	5 (13.9)	

Table 31 Reliability of Measurement of Factors Related to Dropout.

Original DESP Scale	Original DESP Alpha	DESP Developed by the Researcher	DESP Alpha Developed by the researcher
1. Social integration 1.1 Enrollment Encouragement 1.2 Study encouragement 1.3 Family support	0.68	1. Social integration 1.1 Enrollment Encouragement 1.2 Study encouragement 1.3 Family support	0.76
2. External attribution 2.1 Insufficient time 2.2 Distraction attributes 2.3 Unexpected events 2.4 Potential dropout	0.61	2. External attribution 2.1 Insufficient time 2.2 Distraction attributes 2.3 Unexpected events 2.4 Potential dropout	0.78
3. Academic integration 3.1 Deep approach 3.2 Intrinsic motivation 3.3 Positive course evaluation 3.4 Reading habit 3.5 Positive telephone counseling	0.65	3. Academic integration 3.1 Deep approach 3.2 Intrinsic motivation 3.3 Positive course evaluation 3.4 Time management* 3.5 Achievement motivation* 3.6 Satisfaction on institution services* 3.7 Reading habit	0.87
4. Academic incompatibility 4.1 Surface approach 4.2 Extrinsic motivation 4.3 Negative course evaluation 4.4 Language ability	0.55	4. Academic incompatibility 4.1 Surface approach 4.2 Extrinsic motivation 4.3 Negative course evaluation	0.73

Source: Kember, 1995: 142.

Note: * Variables which are added based on the review of literature by the researcher

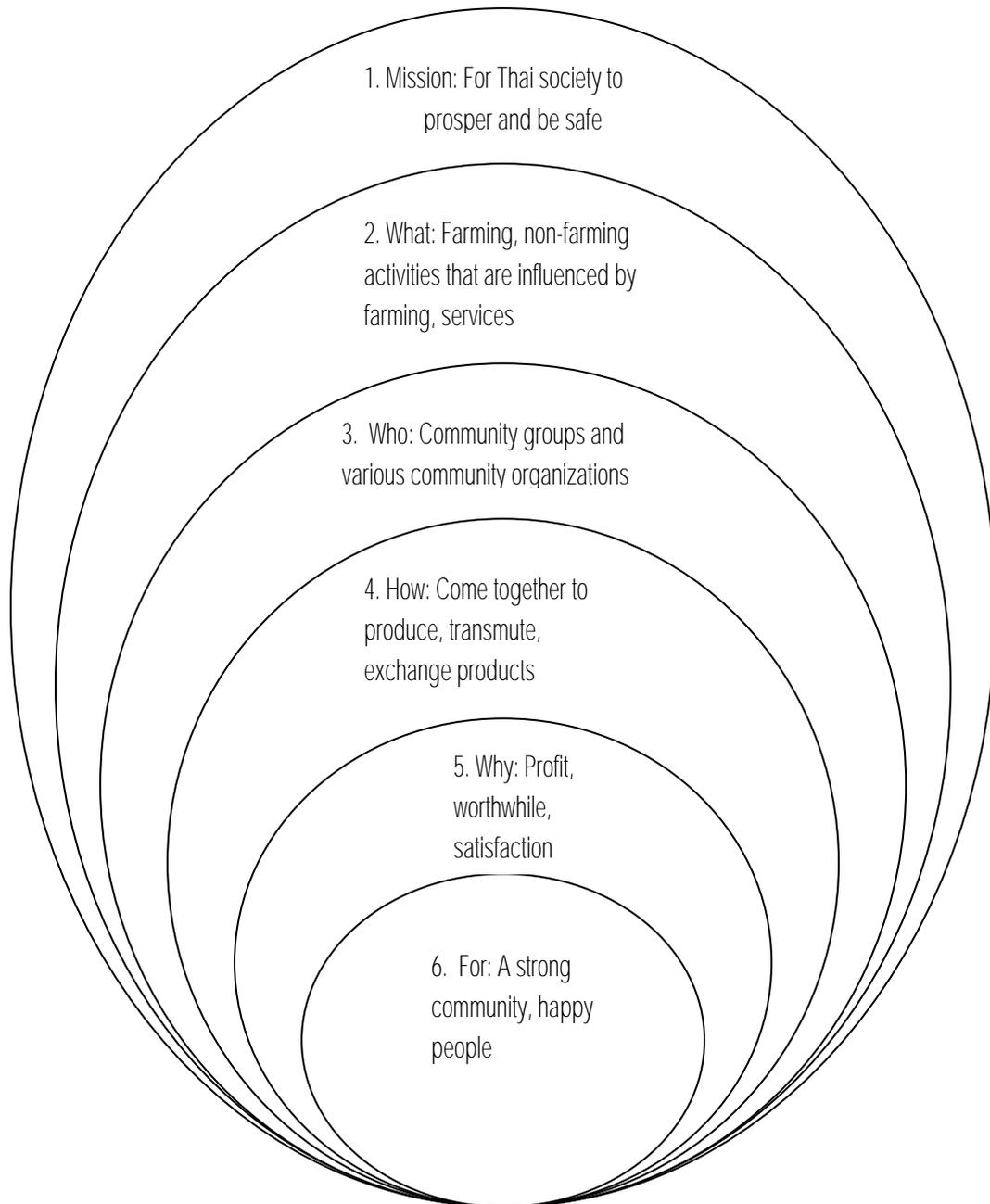


Figure 23 Framework and Meaning of a Self-Sufficient Business Community

Source: Sangsit Phiriyarangsarn, 1998: 55.

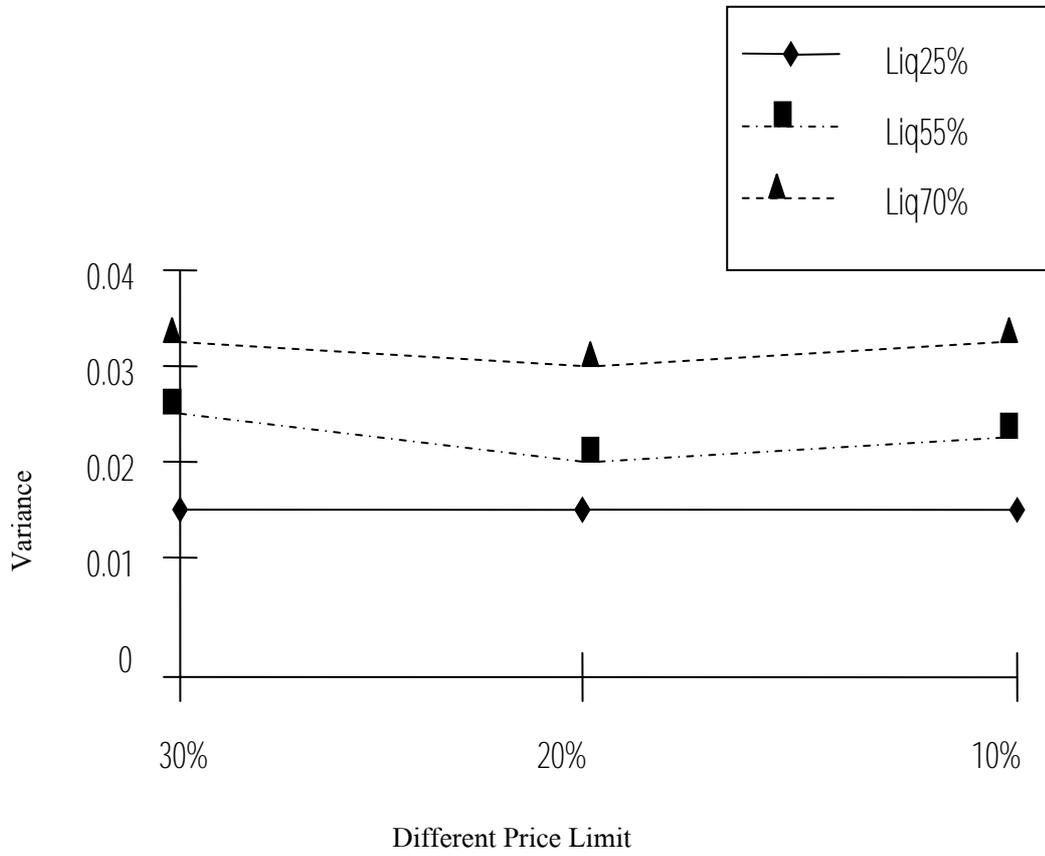


Figure 44 Return Variance Sensitivity

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WRITING IN-TEXT REFERENCING

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In the author-date system, the reference (in-text citation or parenthetical reference) is placed wherever appropriate in your text, providing the author's name, the year of publication, and page number (s) in parentheses. If the author's name is already included in your text, only provides the year and page number (s) in parentheses. However, the page number or page range is omitted if the reference refers to the entire work in a general way. In-text citation is a brief reference because a full information about the source, e.g. the title, the place of publication and the publisher is given in the bibliography at the end of the thesis or dissertation.

Examples of In-Text Citation/Parenthetical Citation:

[Coelho and McClure \(2005: 13\)](#) argue that just as dynamic ecosystems depend on death to replace senescent organisms with vigorous growth, the determination of uneconomic ventures is essential to wealth creation.

Numerous scholars have shown that business failure is good for the economy and society overall due to the release of knowledge and resources from defunct businesses ([Hoetker and Agarwal, 2007](#); [Knott and Posen, 2005](#))

[Strichez \(2001\)](#) analyzed a survey taken by 4,500 high school students and found that ...

In the spirit of managerial flexibility, reformers have also supported severe limitations to, or outright elimination of, employee procedural due process rights to promote great efficiency and effectiveness in public management (Facer, 1998).

Cogburn (2007) suggests that these recent efforts in Texas and Florida have attracted greater private sector interest in soliciting government business. Recent research suggests that there are at least 10 to 15 states pursuing the potential of outsourcing HRM functions (Koch, 2004).

Lynn (1990 quoted in Teske and Schneider, 1994: 332) note that entrepreneurial managers are more likely to focus on agency issues, while non-entrepreneurial administrators focus mostly inward.

We have argued that such narrowly drawn methodological articles, typically based on just a handful of firms, or even multiple units in the same firm, simply raise more questions than they answer (Huselid and Becker, 2000). Moreover, it seems unnecessary. Just as the authors in Gerhart et al. (2000) could have reanalyzed their own data to examine these questions, Wright recently coauthored an article (Satta et al., 2005) that could have easily included pre- and postperformance measures as part of analysis.

To date, scholars have gone to great lengths to assess both the extent of reform efforts across the public sector and their impact on employee attitudes toward public sector employment (Bowman and West, 2006; Condrey and Battaglio, 2007; Kellough and Nigro, 2002, 2006a, 2006b).

Episodic framing also encourages a “morselized” understanding of political problems by presenting recurring problems as discrete instances (Iyengar, 1991: 136)

Instead, there is simply the acknowledgement that “it is also possible that firms experiencing higher productivity are better positioned to invest in high performance practices” (Data et al., 2005: 143)

Stuart (2010: 47) found that 44 percent were using their Twitter account to “broadcast library news/information.”

3.1 Writing Authors in Citation

3.1.1 Use only family name but for Thai authors, use first name followed by family name.

- Indicate the author's family name followed by a comma (,), date of publication, followed by a colon (:), and then the page number. The page number or page range is omitted if the entire work is cited.

Format: (author's family name, date of publication: page number)

For example:

(James, 1985: 56)

(Aldrich and Nelson, 1994: 143)

(Stern, Porter and Furman, 2000)

- Indicate both the first name and the family name for Thai authors.

Format: (Thai author's first name and family name, date of publication: page number)

For example:

(Sombat Kusumavalee, 2005: 32)

(Patama Attanatho and Darin Pradittatsanee, 2010)

(Komain Jiranyakul, 1989: 8)

(Patarapong Intarakumnerd and Jarunee Wonglimpiyarat, 2012:55)

(Rabieb Na Kalasin; Kanitta Utawanit and Yura Iemchuen, 2004)

3.1.2 In case the author has an official status, royal and noble ranks, or titles, write the name followed by comma “,” and include the status, rank or title.

For example:

Sirindhorn, H.R.H. Princess Maha Chakri.

Kukrit Pramoj, M.R.

3.1.3 In case the author has an army or police rank, or an academic rank, or the professional addresses, e.g. Doctor, Dentist, these ranks and professional addresses need not to be included.

For example:

(Sem Pringpuangkeo, 1977: 7) [is used for Prof. Dr. Sem Pringpuangkeo]

(Wasit Dejkunchorn, 1996) [is used for Police General Wasit Dejkunchorn]

3.1.4 In case of a translated work, use the original author. If there is no author's name, use the translator's name.

For example:

(Sladkosky, 1994: 13)

(Emoto, 2004: 15)

(Shimobura, tr., 2003: 65-66)

3.1.5 If the work has “no date of publication”, identify this by the abbreviation “n.d.”

For example:

(Cohen, n.d.: 7)

(Thailand. Board of Investment, n.d.: 9-11)

3.1.6 If many works are referred to at the same time, arrange them by the year of publication. Semicolons are used to differentiate between the entries.

For example:

(Bosman, 1970: 2; Cherlin, 1988: 3-9; Hellriegel, 2004: 17)

(Cooper, 1993; Holmes and Tangontazy, 1995)

3.2 Number of Authors in Citation

The format of citation entries will vary based on the number of authors. Apply the following guidelines.

3.2.1 One Author

3.2.1.1 If the author's name is mentioned in the text, put the date of publication and the page number in parentheses before the cited matter.

For example: Thomas (1986: 35-40) introduced...

3.2.1.2 If the author's name is not mentioned in the text, write the author's family name, the date of the publication and the page number in parentheses after the cited matter.

For example:

...What comes out with the best practices literature is the need to engage in discussion. Library are meant to “...treat Twitter as a conversation rather than a broadcast medium” (Milstein, 2009: 18).

3.2.1.3 If there are more than one work by the same author published in different years and needed to be referred to at the same time, list them by the date of publication.

For example:

(Kotler, 2003: 40, 2004: 19)

3.2.1.4 If the same author published several books in the same year, put the letter “a” “b” “c” ... in addition to the year, so that readers can differentiate between them. The suffixes a,b,c will correspond to the order of entries in your bibliography.

For example:

(Smith, 2005a: 33)

(Smith, 2005b: 111)

For a multivolume work under a general title written by one author also add the volume number of the referred book.

For example: (Sharma, 1990: Vol. 1: 83)

3.2.2 Two to Six Authors

3.2.2.1 If the work has two to six authors, include the family name of each and use “and” before the last author.

For example:

...(Aldrich and Nelson, 1994: 143)

...(McGeehee, Kraff, Shepker, Wilson, Gallagher and Karaszi, 1999: 143)

[for the first time it is cited]

...(McGeehee et al., 1999: 160) [for all other times it is cited]

3.2.2.2 If authors of the work have the same family name, write both first name and family name.

For example:

...(L. M. Spencer and S. M. Spencer, 1997: 198-122)

L. M. Spencer and S. M. Spencer (1997: 198-122) also found...

3.2.3 More than Six Authors

If there are more than six authors, include the family name of the first author followed by "et al." without any intervening punctuation:

For example:

(Harmanson et al., 2000: 45)

(Patarapong Intarakumnerd et al., 2012)

3.3 Work by a Corporate Author

3.3.1 Work by a Corporate Author

If the work was published under the name of association, corporation, agency and organization, and there is no single author, they are considered authors.

Write the name of the higher-level agency first. And if it is a public agency, start with the department downwards.

For example:

(Department of Corrections, 2012)

(Chulalongkorn University. Faculty of Arts, 2011: 10)

(National Institute of Development Administration. School of Development Economics, 2009)

(Organisation for Economic Co-operation and Development, 1996)

(World Bank, 2012: 6)

3.3.2 Works with an Editor

If the work has no author but has an editor, use the latter's name.

For example:

(Hirono, ed., 2003: 51)

(Rutman and Leonard, eds, 1982: 117)

3.3.3 Newspapers Articles with No Author

Articles or news from newspapers with no author, use the title of newspapers

For example:

(Bangkok Post 2012, 5 November: 4)

3.4 Secondary Sources

You should avoid using secondary sources when possible. You should try to track down the original or primary source of information so you can read it and cite it directly. However, it is not always possible to track down the original one as it may be out of print or unavailable. In this case, you are not able to cite the original source directly.

When citing a secondary source, name the original work and provide the citation for the secondary source. Indicate the name of both authors by writing the author's family name of the primary source first, then the year, followed by "quoted in" and then the author of the secondary source, the year and the page number.

In your bibliography or reference list at the end of your thesis or dissertation, provide an entry of the secondary source which you have really read.

For example:

...(Taylor, 1947 quoted in Lerner and Wanat, 1992: 22)

...(Vass and Wiedeman, 1981 quoted in French, 1995: 18)

If the author is mentioned in the text, only the year and page reference needs to be inserted:

For example:

Lynn (1990 quoted in Teske and Schneider, 1994: 332) ...

3.5 Quotations

Before quoting any statement to put in the thesis/dissertation, there should be introduction in the text about who said it and the source must be listed in the bibliography too.

3.5.1 Short Quotations

3.5.1.1 If the quoted matter is not more than 3 lines long, put that quotation in the text by enclosing it in double quotation marks ".....".

For example:

Wexley and Yuki (1977: 172) define conflict as "a dispute or struggle between two parties that is characterized by overt expression of hostility and/or intentional interference in the goal attainment of the opposing party"

3.5.1.2 If there is a quotation inside the quotation, enclose the inside quotation in single quotation marks.

For example:

Yin (1989: 13) observed that “In general, case studies are the preferred strategy when ‘how’ or ‘why’ questions are being posed, when the investigator has little control over events, and when the focus is on a contemporary phenomenon within some real-life context.”

3.5.2 Long Quotations

3.5.2.1 If the quoted matter is longer than three lines, place it on a new line. Each line must be 0.5 inches from the left and the right margins of the text.

For example:

Zalman and Duncan’s (1977: 379) observation about the seemingly obvious often being ignored:

Many of the principles may appear too obvious to mention. Some of them strike us this way. However, it is surprising how often a seemingly obvious principle has been ignored, with very unfortunate consequences in a planned change setting. If some principles are seemingly obvious, they are apparently also easy to forget.

3.5.2.2 In case the quoted matter omit some part, use three dots ... to replace the omitted part.

For example:

Anderson and King (1991) established, for a health care innovation, that there may be significant differences between the perceptions of senior and junior staff.

Similar concerns were noted by Zalman and Duncan (1977: 45):

In potential pitfall in interviewing is that the change agent may not talk to a representative number of people. For example, in studying in organization, a good rule of thumb would be to talk to at least two people occupying the same organizational role ... Time permitting, it would also be useful to interview people at each level in the organization, since people at different levels might have very different perceptions of the organization.

WRITING BIBLIOGRAPHIES

A bibliography is a list of books, articles, publications, or documents, including the sources of data the author used in the research or thesis/dissertation. It is a basic academic requirement to show details of the sources of your ideas, information and arguments. Doing this you cannot be accused of plagiarism which is the uncredited use of someone else's words or ideas. The purpose of the references/ bibliography provided is to make it easy for someone else to trace the materials which you have listed. Make sure that you get all reference information you need while you still have the source material (e.g. book, journal) in front of you. It is a waste of time to go back and find this information later.

Basic Rules of Writing Bibliographical References

- Type the first line of each entry from the left margin but indent succeeding lines 0.5 inch. This is called hanging indentation.

- Use the bold face for the title of books, periodicals, documents, for example:
Kotler, P. 2004. **Ten Deadly Marketing Sins: Signs and Solutions**. Hoboken, N.J.: Wiley.
Rutter, Carolyn M. and Simon, Gregory. 2004. A Bayesian Method for Estimating the Accuracy of Recalled Depression. **Journal of the Royal Statistical Society Series C**. 53 (April): 341-353.

- Invert authors' names. Indicate the last name first, followed by first name, for example:
Cowherd, D. M.

For Thai authors, names are not inverted; give the first name and then the family name, for example, **Thawilwadee Bureekul**

- Give the name of all authors of a particular work for up to and including six authors. If the work has more than six authors, indicate only the first author plus the words et al., for example:

Albritton, Robert B. and Thawilwadee Bureekul.

Bechara, A. et al.

Cowherd, D. M. and Levine, D. I.

Hoffman, B. J.; Bynum, B. H.; Piccolo, R. F. and Sutton, A. W.

Lepak, D. P.; Takeuchi, R. and Snell, S.A.

Lundvall, Bengt-Ake; Patarapong Intarakumnerd and Vang-Lauridsen, Jan.

Minbaeva, D.; Pedersen, T.; Björkman, I.; Fey, C. F. and Perk, H. J.

Patama Attanatho and Darin Pradittatsanee.
Sombat Kusumavalee.
Terwiel, B. J. et al.
Thomson, Curtis N. and Thawilwadee Bureekul.

- Bibliography entries should be arranged alphabetically by the first author of each work, for example:

Albritton, Robert B. and Thawilwadee Bureekul.
Brewer, Ster et al.
Cooke, Liz.
Cowherd, D. M. and Levine, D. I.
Lepak, D. P.; Takeuchi, R. and Snell, S.A.
Minbaeva, D.; Pedersen, T.; Björkman, I.; Fey, C. F. and Perk, H. J.
Sombat Kusumavalee.
Somboon Suksamran and Ling, Trevor Oswald.

- For several works by the same author, list the entries by year of publication, from earliest to most recent, for example:

Kotler, P. 1986.
Kotler, P. 2004.
Kotler, P. 2006.

- For multiple works published in the same year by the same author, use the year followed by a small letter (a, b, c...) to identify them and list them accordingly in the in-text citation, for example:

Kotler, P. 2006a.
Kotler, P. 2006b.

- Indicate the edition number if other than the first, for example:

Stevens, George E. 1996. **Cases and Exercises in Human Resouce Management.**
6th ed. Chicago : Irwin.

- Present the journal title in full, for example:

Rutter, Carolyn M. and Simon, Gregory. 2004. A Bayesian Method for Estimating the Accuracy of Recalled Depression. **Journal of the Royal Statistical Society Series C.** 53 (April): 341-353.

4.1 Books

Information about a book should be taken from the title page and the back of title page. You might consult the online library catalog for the information.

The information required when citing from a book is as follows:

- Author (s): including editor (s), translator (s)
- Year of publication
- Title of the book
- Place of publication (for example: New York)
- Publisher
- Any additional information such as edition, the title of a series, volume, page numbers

(if it is in-text citation (quotation)), and a web address.

Format:

Author./Date of publication./**Title of the Book**./Number of volumes (if any)/Edition (other than the first)/Name of Series (if any)/Place of publication: publisher.

4.1.1 Books with One Author (Editor) to Six Authors (Editors)

Example:

- Aaker, D. A. 2011. **Brand Relevance : Making Competitors Irrelevant**. San Francisco, CA: Jossey-Bass.
- Albright, M. K. and Woodward, B. 2003. **Madam Secretary**. New York: Miramax Books.
- Bacchetta, M. and Ruta, M., eds. 2011. **The WTO, Subsidies and Countervailing Measures**. Cheltenham, UK : Edward Elgar Pub.
- Bhatia, V. 1993. **Analyzing Genre Language Use in Professional Settings**. New York: Longman.
- Chase, R. B.; Aquilano, N. J. and Jacobs, F. R. 2004. **Operations Management for Competitive Advantage**. The McGraw-Hill/Irwin Series Operations and Decision Sciences. Boston: McGraw-Hill.
- Hewson, C.; Yule, P.; Laurent, D. and Voget, C. 2003. **Internet Research Methods: A Practical Guide for the Social and Behavioural Sciences**. London: Sage.
- Kotler, P. 2004. **Ten Deadly Marketing Sins: Signs and Solutions**. Hoboken, N.J.: Wiley.
- Krames, J. A. 2002. **The Welch Way: 24 Lessons from the World's Greatest CEO**. New York: McGraw-Hill.
- O'Leary, Rosemary; Van Slyke, David M. and Kim, Soonhee, eds. 2010. **The Future of Public Administration around the World: the Minnowbrook Perspective**. Washington, D.C.: Georgetown University Press.

Rothwell, W. J.; Lindholm, J. E. and Wallick, W. G. 2003. **What CEOs Expect from Corporate Training: Building Workplace Learning and Performance Initiatives that Advance Organizational Goals.** New York: AMACOM.

Vig, N. J. and Kraff, M. E., eds. 2000. **Environment Policy: New Directions for the Twenty-First Century.** 4th ed. Washington, D.C.: CO Press.

4.1.2 Books with 7 or more authors

If there are more than 6 authors, cite only the first author followed by et al.

Example:

Harmanson, Roger H. et al. 2000. **Accounting: A Business Perspective.** 7th ed. The Irwin/McGraw-Hill Series in Principles of Accounting. Boston, Mass.: Irwin/McGraw-Hill.

4.1.3 Translated Books

The information required when citing a translation is as follows:

- Author (s)
- Year of publication
- Title of translated book
- Title of the book in the original language
- Translator's name
- Place of publication
- Publisher
- Any additional information such as edition, the title of a series, volume, and a web

address.

Format:

Author././Date of publication././**Title of Translated Book.**/./Translated from (Book title in the original language)/by translator's name././Edition number. (if other than the first)/./Series title (if any)/./Place of publication: Publisher.

Example:

Echenoz, J. 2011. **Lightning.** Translated from Des éclair by Linda Coverdale. New York, NY: New Press.

4.2 Articles

4.2.1 Article in an Encyclopedia

The information required when citing an article from an encyclopedia is as follows:

- Author (s)
- Year of publication
- Title of the article
- Title of the encyclopedia
- Volume number
- Place of publication
- Publisher
- Page number
- Any additional information such as edition number, name of editor or compiler, and a web address.

Format:

Author's name//Date of publication//Title of the Article//In//**Title of the Encyclopedia**//Volume number//Name of the editor or compiler. (If any, name are not inverted)//Edition number (if any)//Place of publication: Publisher//Page number.

Example:

Argyis, C. 1968. Organizations: Effectiveness. In **International Encyclopedia of the Social Sciences**. Vol 11. New York: McGraw-Hill. Pp.311-319.

Bahmueller, C. F. 1996. Political Philosophy. In **International Encyclopedia of Government and Politics**. Vol 2. London: Oxford University. Pp. 1036-1038.

Woelfel, C. J. 1994. Trust. In **Encyclopedia of Banking & Finance**. Vol 2. London: Sage. Pp. 1153-1154.

4.2.2 Article or Chapter in an Edited Book, Proceeding, and Seminar

The information required when citing an article from a book, proceeding and seminar is as follows:

- Author (s) of the Chapter/Article
- Year of publication
- Title of the article
- Title of the book/proceeding/seminar
- Editor/compiler
- Place of publication
- Publisher

- Page number
- Any additional information such as name of the editor or compiler, edition, a web address, etc.

Format:

Author.//Date of publication.//Title of the article.//In//**Title of the Book or Proceeding**.//Name of the editor or compiler. (If any, name are not inverted)//Edition number.//Place of publication: Publisher.//Page number.

Example:

Fitzroy, Felix R. and Kraft, Kornelius. 1991. Firm Size, Growth and Innovation: Some Evidence from West Germany. In **Innovation and Technological Change: An International Comparison**. Zottan J. Aes and David B. A., eds. New York: HaresterWheatsheaf. Pp. 152-159.

4.2.3 Article in Journal

Journals, magazines or serials are publications published regularly with the same title and have a volume and/or number. The information of place and publisher are not required when citing an article from a journal.

The information required when citing an article from a journal is as follows:

- Author(s)
- Year
- Title of Article
- Title of Journal
- Volume number
- Month or Issue number
- Date and month (if no volume or there is a volume but no issue or number)
- Star Page-End Page numbers

Format:

Author's name.//Date of publication.//Title of the article.//**Title of the Journal**.//Volume number (Month).//Page number.

Example:

Mintrom, Michael and Vergari, Sandra. 1996. Advocacy Coalitions, Policy Entrepreneurs and Policy Change. **Policy Studies Journal**. 24 (Autumn): 420-434.

Rutter, Carolyn M. and Simon, Gregory. 2004. A Bayesian Method for Estimating the Accuracy of Recalled Depression. **Journal of the Royal Statistical Society Series C**. 53 (April): 341-353.

Electronic journal articles should be cited in the same way as print ones. You may include information about the date viewed and the hosting services.

4.2.4 Article in a Magazine or Weekly Journals

The information required when citing an article from a magazine or a weekly journal is as follows:

- Author(s)
- Year
- Title of Article
- Title of Journal
- Volume number
- Number/Issue (Month day)
- Start Page-End Page numbers

Format:

Author's name//Date of publication//Title of the article//**Title of the magazine**//Volume number/(Month Day)//Page number.

Example:

Fayard, Judy. 2004. Heaven on Earth. **Time**. 164 (July 19): 50-52.

4.2.5 Article in a Newspaper

Newspaper articles are treated in the same way as journal articles except that it is necessary to include the date not just the year.

Online newspaper articles should be cited in the same way as print ones, including website address/URL (Uniform Resource Locator) and the date on which you accessed the article.

The information required when citing an article from a newspaper is as follows:

- Author(s)
- Year (Month Day)
- Title of Article
- Title of Newspaper
- Page number

Format:

Name of author//Year (Month Day)//Title of the article//**Title of the Newspaper**: Page number.

Example:

Prachai Leophairatana. 2003 (January 24). ASEAN Free Trade Area. **The Nation**: 12.

Somma Parichat. 2004 (June 30). Mr.Anand's View Points. **Bangkok Post**: 6.

Hernandez, Javier C. 2013 (June 19). Energized by Bloomberg's Exit, Labor Chiefs Try to Sway Race. **The New York Times**: 1, A25.

If there is no author, begin with the title of newspaper.

Format:

Title of the newspaper.//Year (Month Day)//News headline or Title: Page number.

Example:

Bangkok Post. 1991 (May 25). Anand Calls for ASEAN Economic Cooperation: 3.

The Nation. 1998 (January 14). Cabinet to Continue AFTA Tariff Reduction: B1.

4.3 Research

4.3.1 Thesis/dissertation

Theses and dissertation are similar to printed books but instead of giving information about the publisher, it is necessary to give the degree level for which it was written and the name of the institution where the thesis/dissertation was undertaken.

The information required when citing a thesis/dissertation is as follows:

- Author(s)
- Year
- Title of Thesis/Dissertation
- Degree
- University/Institution

Format:

Author's name.//Date of publication.//**Title of Thesis/Dissertation.**//Degree level and university.

Example:

Anan Prombut. 2002. **Factors Influencing HCU Students' Internet Usage Behavior.** Master's thesis, National Institute of Development Administration.

Jensen, Clara Sayre. 1967. **Religion and politics in South and Southeast Asia.** Doctoral dissertation, University of Illinois.

Sasivimol Meeampol. 1997. **An Empirical Investigation of Voluntary Accounting Changes: The Case of Thailand Show Details.** Doctoral dissertation, National Institute of Development Administration.

Sevilla, Ramon Cavada. 1976. **Share Economics : a Study of a Communal Saving System in a Bangkok Slum.** Master's thesis, Asian Institute of Technology.

Thawilwadee Bureekul. 1998. **Major Factors Affecting Industrial Hazardous Waste Policy Implementation in Central Thailand.** Doctoral dissertation, National Institute of Development Administration.

4.3.2 Term Paper and Independent Study

The information required when citing a term paper and an independent study is as follows:

- Author(s)
- Year
- Title of Termpaper/Independent Study
- Degree
- School/Faculty
- University/Institution

Format:

Author's name.//Date of publication.//**Title of Termpaper.**//School or Faculty/University.

Example:

Afagbegee, Edward G. 2008. **Refugees and the Likelihood of Conflict: Does a High Influx of Refugees Increase the Likelihood of Conflict in a Host Country?.** Political Science Department, The College of Wooster.

Dussadee Chantasuwanna. 2007. **The Preferences and Perceptions toward Dividend Policy of Listed Firms in Thailand Empirical Study on Thai Investors.** School of Development Economics, National Institute of Development Administration.

Pornpat Amornsupornsart and Rattana Chitladaphitak. 2004. **A Study of English-Thai Code-mixing in Thai Stars.** School of Language and Communication, National Institute of Development Administration.

4.3.3 Research Report and Research Paper

The information required when citing a research report and research paper is as follows:

Format:

Author's name.//Date of publication.//**Title of research.**//Research Organization.

Example:

Chira Hongladarom. 1982. **Agricultural organization in Thai Villages : A Survey.** Submitted to Thai Khadi Institute, Thammasat University.

Watana Patanapongse. 1999. **Final Report of Application of Information Technology to Improve Productivity in Thai Service Corporations.** Supported by Thailand Research Fund Post Doctoral Research Programme.

4.3.4 Abstract of Dissertation in Publications

The information required when citing an abstract of dissertation in publications is as follows:

Format:

Author's name//Date of publication//Title of thesis/dissertation//Educational level/University//
Title of Publication//Page number.

Example:

Pittaya Suvakunta. 1997. Participation of Government Officials in Implementation of Provincial Environmental Management Plans: A Case Study of Changwat Lumphun. Master's thesis, Chiang Mai University. **Thesis/Independent Study Abstract Graduate Studies Chiang Mai University**. P.2.

Yoshida, Y. 2001. Essays in Urban Transportation. **Dissertation Abstracts International**. 62: 7741A.

4.4 Special Works

4.4.1 Legal Materials

Example:

The Act on Revenue Code Amendment (No.35) B.E. 2544. **Royal Thai Government Gazette**. 118, 85A (27 September 2001): 1-4.

The Act on Investment Promotion (No.3) B.E. 2544. **Royal Thai Government Gazette**. 110A (30 November 2001): 1-4.

The Act on Job Placement and Job Seeker Production (Issue No.3) B.E. 2544. **Royal Thai Government Gazette**. 118, 106A (16 November 2001): 1-2.

4.4.2 Government Publications

Government Publications which were published are treated in the same way as books.

Example:

Bureau of the Budget. 2004. **Thailand's Budget in Brief Fiscal Year 2004**. Bangkok: Bureau of the Budget.

National Bureau of Economic Research. 1990. **NBER Macroeconomics Annual**. Cambridge, Mass.: MIT Press.

United States. Office of the President. 1981. **Environmental Trend**. Washington D.C.: GPO.

4.5 Secondary or Indirect Sources

If you refer to work you have not actually read but are referred to in another work, give the source you did see (the secondary source) in the bibliographical list. In-text, name the original work and give a citation for the secondary source.

For example, if Trost's work is cited in a book by Beaujot and you didn't read Trost's original work, give the actual source you read (in this case the Beaujot's work) in the bibliographical list.

Example:

In-text

Trost (1986 quoted in Beaujot, 2000: 110) proposed that.....

Bibliographical List

Beaujot, Rod. 2000. **Earning and Caring in Canadian Families.** Peterborough, ON: Broadview Press.

4.6 Interviews

If you include any personal interviews, reference them with the person's name, their professional title and employer, and the date, time of the interview.

Format:

Name of Person Interviewed. Position Title or occupation. Year (Day Month). Interview.

Example:

Sombat Thamrongthanyawong. The President of National Institute of Development Administration. 2012 (10 June). Interview.

4.7 Audio-visual Media.

The information required when citing audiocassettes, audio CDs, DVDs, videocassettes, television programs, radio programs, films or movies etc. is as follows:

Format:

Name of producer (Producer)//Year of Release//Title of the Audiovisual Media (Type of Media).

//Name of narrator/writer/director//Place: Studio Name or Production Company.

Example:

Bertam, Beverly; Smithson, Jordan and Lorington, Patrick (Producers). **Desert Sound** (Audio cassette). Reno: Life Research.

Create Media Studio (Producer). 1987. **Chiang Mai and Northern Thailand.** (Videorecording) Bangkok : Create Media Studio.

Grazer, B. (Producer). 2001. **A Beautiful Mind** (Film). Directed by and R. Howard. USA: Universal Studios.

4.8 Electronic Resources

4.8.1 Electronic Journal Article

4.8.1.1 Electronic Journal Article from a Database

Provide the same information as you would for a printed journal article and add the retrieval date and the name of the database.

Example:

Cornelissen, J. P. and Elving, W. J. L. 2003. **Managing Corporate Identity: An Integrative Framework of Dimensions and Determinants**. 8 (2): 114-120. Retrieved August 23, 2004 from ABI/INFORM.

John, Nicholas A. 2013. The Social Logics of Sharing. **The Communication Review**. 16 (3): 113-131. Retrieved July 13, 2013 from Taylor & Francis Online.

Leifeld, P. and Schneider, V. 2012. Information Exchange in Policy Networks. **American Journal of Political Science**. 56: 731–744. Retrieved June 15, 2013 from Wiley Online Library.

Ulrich, D. and Smallwood, N. 2004. Capitalizing on Capabilities. **Harvard Business Review**. 82 (June): 119-127. Retrieved August 11, 2004 from Business Source Premier.

4.8.1.2 Electronic Journal Article from the Web

Provide the same information as you would for a printed journal article and add the retrieval date and the URL.

Example:

Charnvit Kasetsiri. 2003. Thailand-Cambodia: A Love-Hate Relationship. **Kyoto Review of Southeast Asia**. (3). Retrieved January 10, 2013 from <http://kyotoreview.cseas.kyoto-u.ac.jp/issue/issue2/index.html>

4.8.2 Electronic Article in a Newspaper or Magazine

Provide the same information as you would for a printed newspaper article and add the retrieval date and the URL.

Example:

Reuters. 2013 (March 28). Thailand Set to Sell off Huge Stockpile of Rice. **New York Times**. Retrieved June 31, 2013 from <http://www.nytimes.com/2013/03/29/business/global/thailand-set-to-sell-off-huge-stockpile-of-rice.html?pagewanted=all>

Wichit Chaitrong. 2004 (August 12). Asian Markets Still Very Weak. **The Nation**. Retrieved April 14, 2004 from <http://www.nationmultimedia.com/page.news.php3?clid=7&id=118834&usrsess=1>

4.8.3 Website/Internet Source

A web page citation should be done with caution since so much is posted without peer review. It should be treated similarly to a print work, it should have an author or editor and a title. It may be dated and the main site may also have a publisher and may also give an address in the “about us” or “contact us”. You should provide the complete address of the web page including the date you retrieved the page.

Example:

Battaglini, Marco. 2004. **Policy Advice with Imperfectly Informed Experts**. Retrieved August 13, 2012 from <http://www.princeton.edu/~mbattagl/noise.pdf>

National Electronics and Computer Technology Center. 2012. **Digitized Thailand**. Retrieved July 2, 2013 from <http://www.nectec.or.th/en/nectec-flagships/digitized-thailand.html>

4.8.4 Online Thesis/Dissertation

Provide the same information as you would for a printed thesis/dissertation and add the retrieval date and the database or the URL.

Example:

Rattana Sae-Lao. 2013. **The Logic of the Thai Higher Education Sector on Quality Assessment Policy**. Doctoral dissertation, Columbia University. Retrieved July 2013 from Proquest Dissertations and Theses Fulltext.

Kulapa Supongpan Kudilok. 2009. **An Economic Analysis of the Thailand Tuna Fish Industry**. Doctoral dissertation, New Castle University. Retrieved January 2012 from http://agri.eco.ku.ac.th/cv_detail/Kulapa_Supongpa_%20Kuldilok_s_Thesis.pdf