

## Table of Contents

	Page
Table of Contents .....	i
Introduction to NIDA i-Thesis .....	1
iThesis Minimum Requirements.....	1
iThesis Recommended Requirements.....	2
Uninstall e-Thesis Add-in and install i-Thesis Add-in manual (If exists).....	2
Installing i-Thesis Add-in for Microsoft Word .....	7
Installing i-Thesis Add-in .....	9
Web Portal Instruction .....	14
(Proposal) First Section of Web Portal .....	14
Topic – Use for fill in Thesis Topic.....	16
Committee & Examiner – Use for add/edit list of committees, advisor and dean	17
Biography – Use for add/edit biography .....	19
Template Settings – Use for configure Template Settings.....	20
(Complete Thesis/Dissertation) Complete Thesis section in Web Portal .....	21
Abstract .....	21
Acknowledgement .....	22
(Submit) Using Web Portal to Submit Thesis to Advisor and Officer .....	23
Submitting a Proposal.....	23
How to Check the Status of the Proposal Approval Request.....	25
Submitting a Complete Thesis/Dissertation .....	26
How to Check the Status of the Complete Thesis/Dissertation Approval Request.....	28

(Report Data) Filling Information after the Final Defense (Plagiarism & Publication) .....	29
After Defense Tab .....	29
Research Mapping Tab .....	30
Publication Tab .....	31
Working with i-Thesis on Microsoft Word .....	32
iThesis Toolbar .....	32
Guidelines for Writing a Thesis Using Microsoft Word .....	34
Using Microsoft Word Functions to Do the Formatting .....	36
Using the View Toolbar .....	36
Using the Styles Tool .....	38
Using the Breaks Tool .....	45
Inserting a Table .....	50
Inserting Caption and Table of Figures .....	56
Inserting list of tables/figures .....	59
Page Number and Format Page Number .....	61
Landscape Page Orientation .....	63
Inserting Footnote .....	68
Uploading the file to i-Thesis .....	70
Using Reference Manager Software .....	72

## Introduction to NIDA i-Thesis

Integrated Thesis & Research Management System (iThesis) is a system which helps managing thesis/dissertation (thesis) process flows. The system is designed to manage the processes such as sending a proposal to an advisor, creating a template for writing a thesis, detecting plagiarism (Akarawisut; a Thai plagiarism detection system), and transferring a complete thesis to NIDA's repository. iThesis is the upgrade version of eThesis. This means that iThesis will be more stable and support new features. Because iThesis was developed based on eThesis, the usage of iThesis is the same as eThesis.

The main usage of the system is still the same which separates in 3 parts 1) iThesis itself is responsible for managing thesis information and create & upload thesis files to the system. 2) Microsoft Word is used for writing and formatting contents with the proper tools. The last one is a reference manager software such as Endnote or Zotero which will use for managing citations and bibliography.

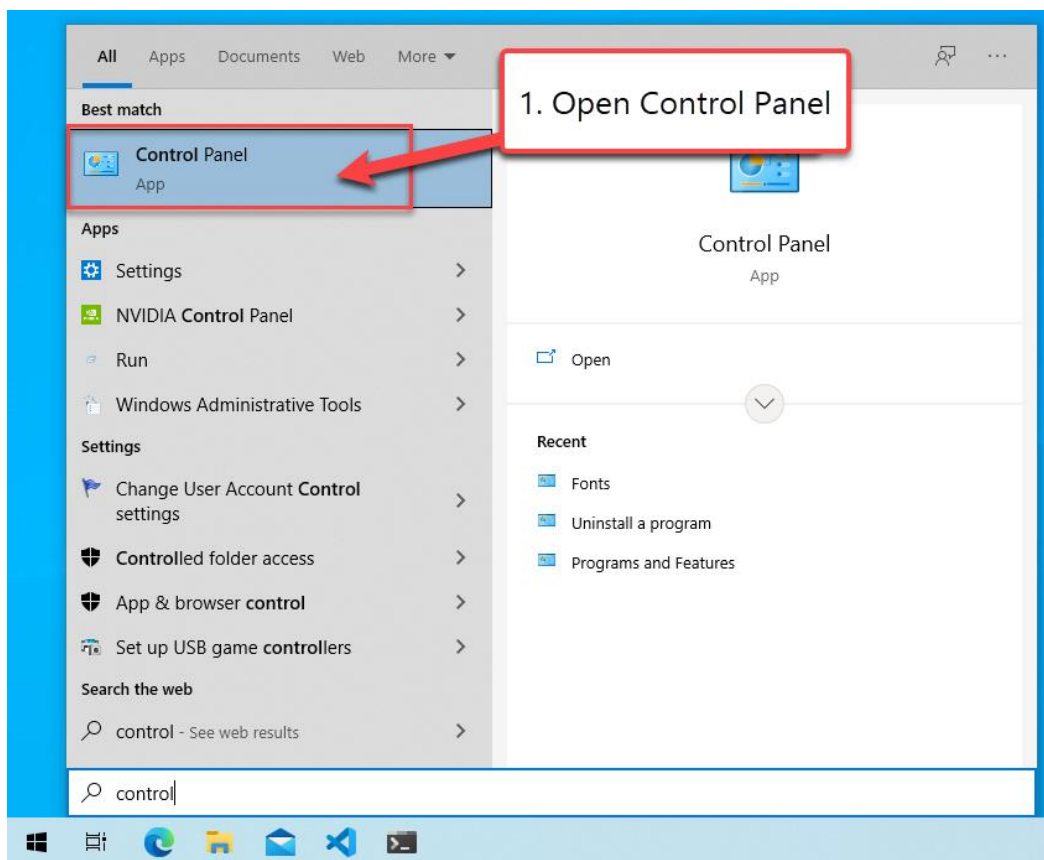
### iThesis Minimum Requirements

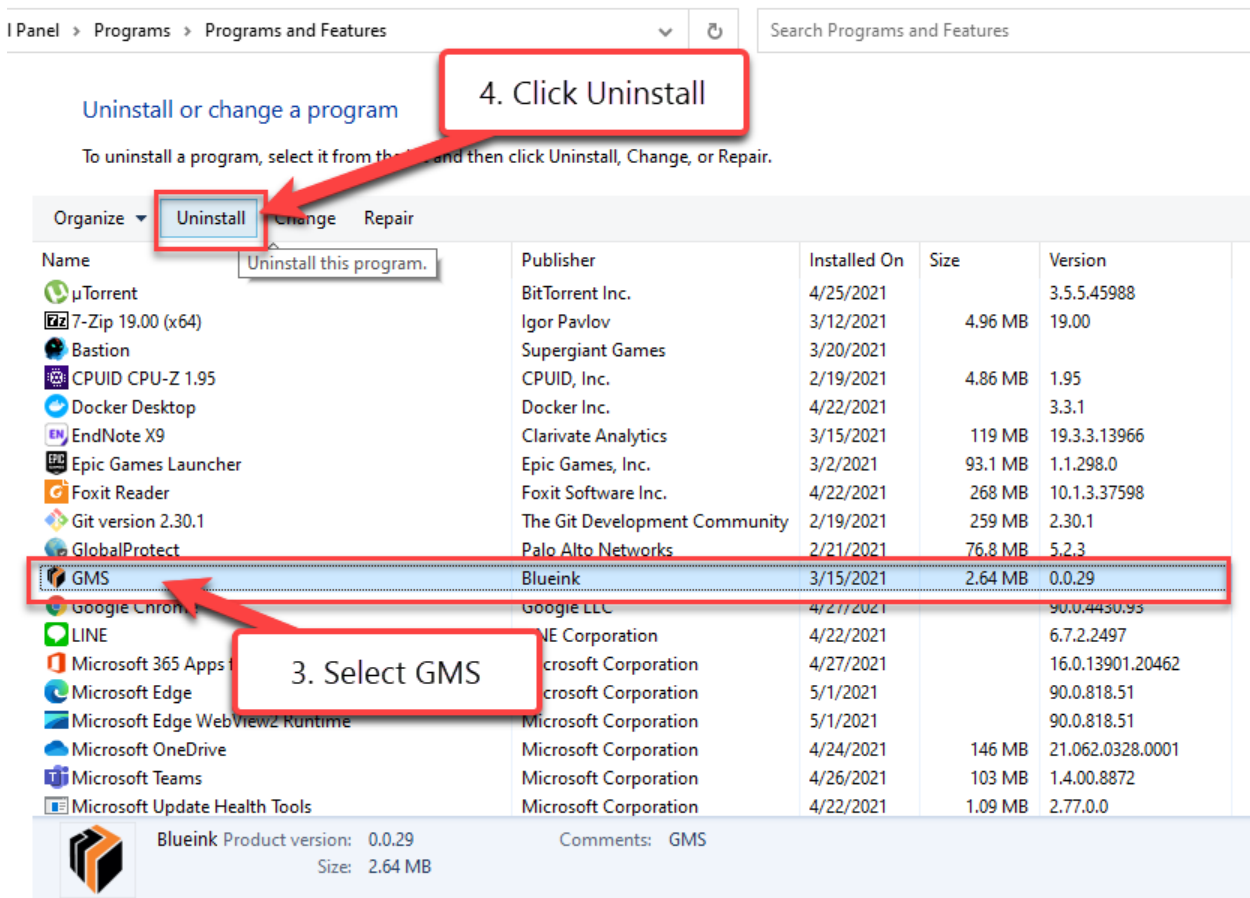
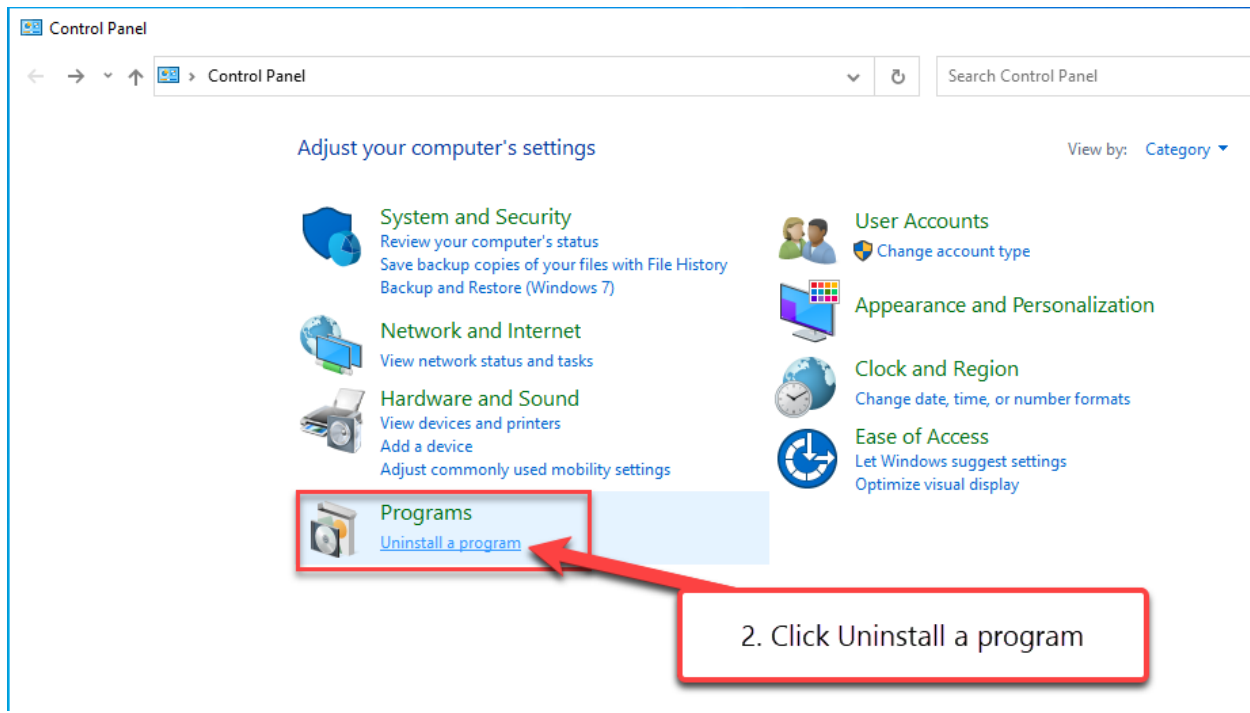
- A personal computer installed with Microsoft Windows 7 or later both 32-bit and 64-bit (MacOS is not supported)
- Microsoft Office 2010 or later (If using Office 2010, Visual Studio Runtime and Visual C++ Package must be installed ( Available for download at iThesis Web Portal: [ithesis.nida.ac.th](http://ithesis.nida.ac.th))
- iThesis Add-in for Microsoft Word (Available for download at iThesis Web Portal: [ithesis.nida.ac.th](http://ithesis.nida.ac.th))
- Reference Manager (EndNote or Zotero)
- Web Browser: Google Chrome is recommended.

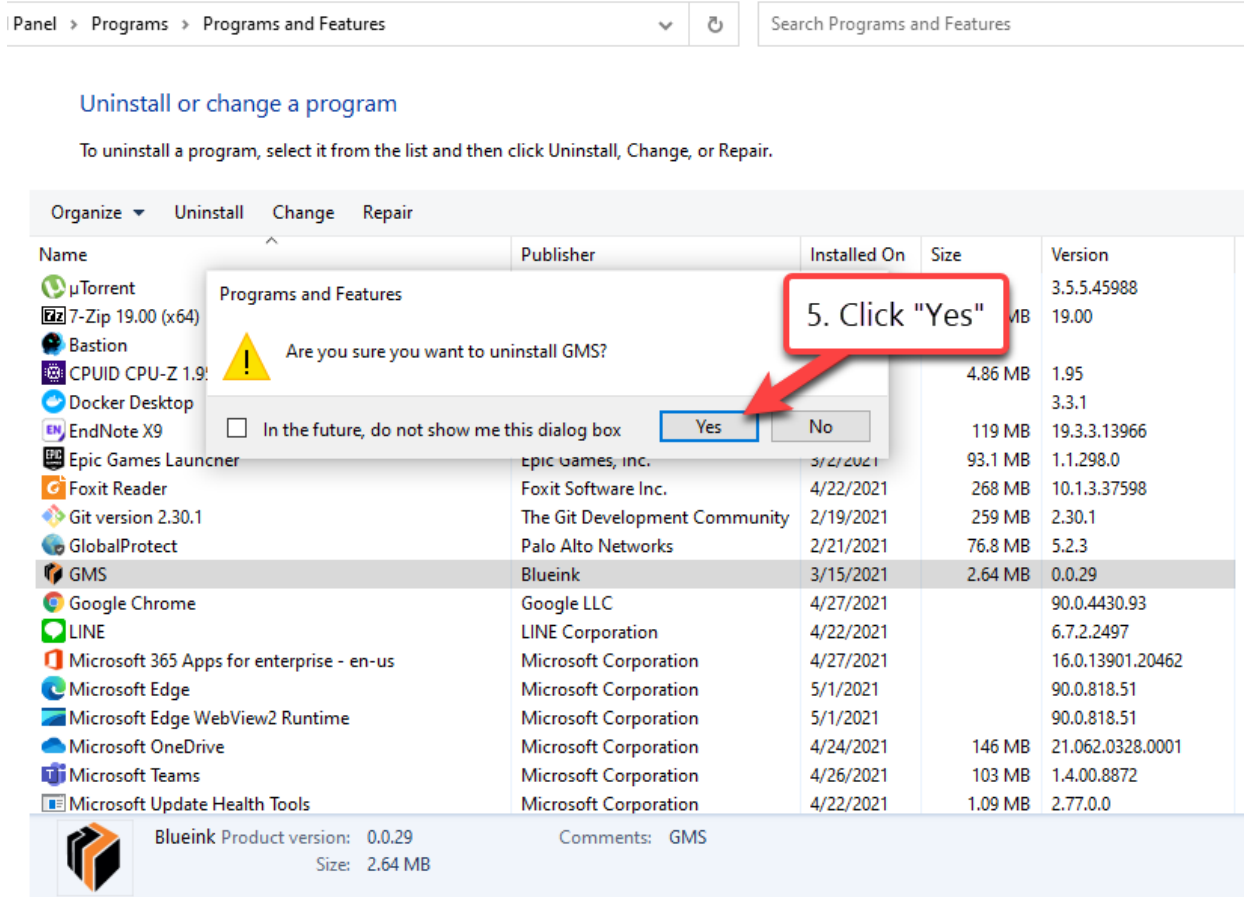
## iThesis Recommended Requirements

- A personal computer installed with Microsoft Windows 10 64-bit with 8GB of memory and SSD hard disk
- Microsoft Office 2016 or later (The latest version of Microsoft Office is available for download at [portal.office.com](http://portal.office.com) (License will be valid until graduation))
- iThesis Add-in for Microsoft Word (Available for download at iThesis Web Portal: [ithesis.nida.ac.th](http://ithesis.nida.ac.th))
- Endnote X9 version (Available for download at [library.nida.ac.th](http://library.nida.ac.th). Search the keyword “endnote x9” (Only internal network or VPN is required for download))
- Google Chrome

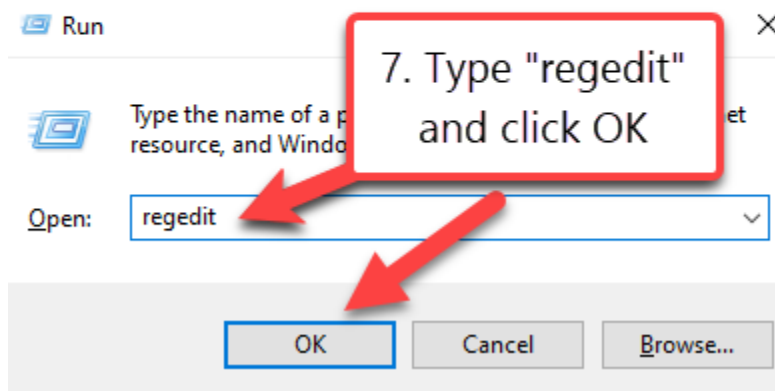
## Uninstall e-Thesis Add-in and install i-Thesis Add-in manual (If exists)

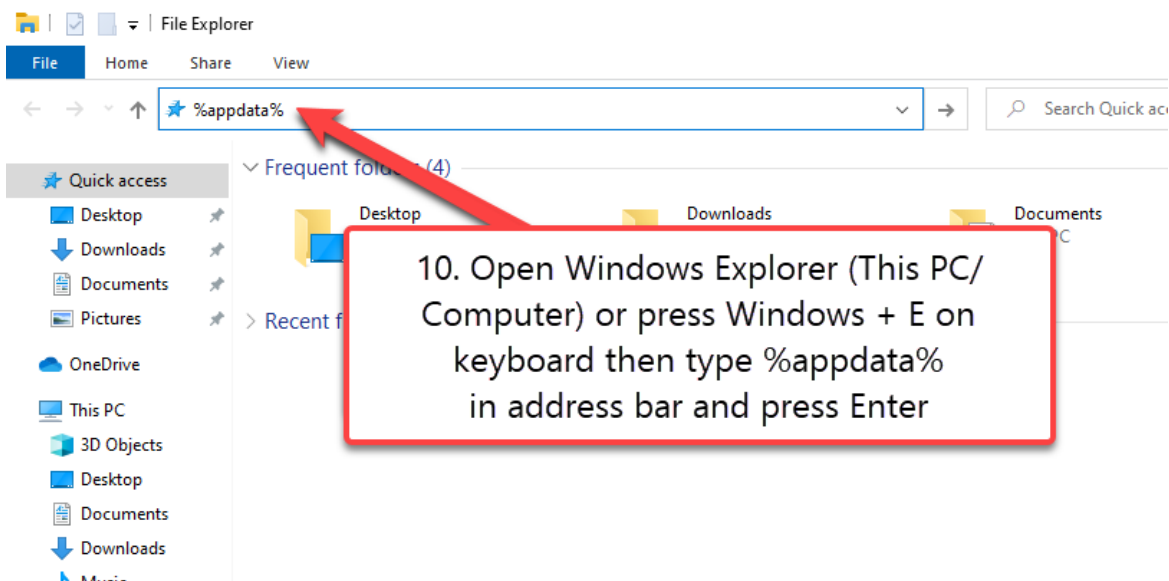
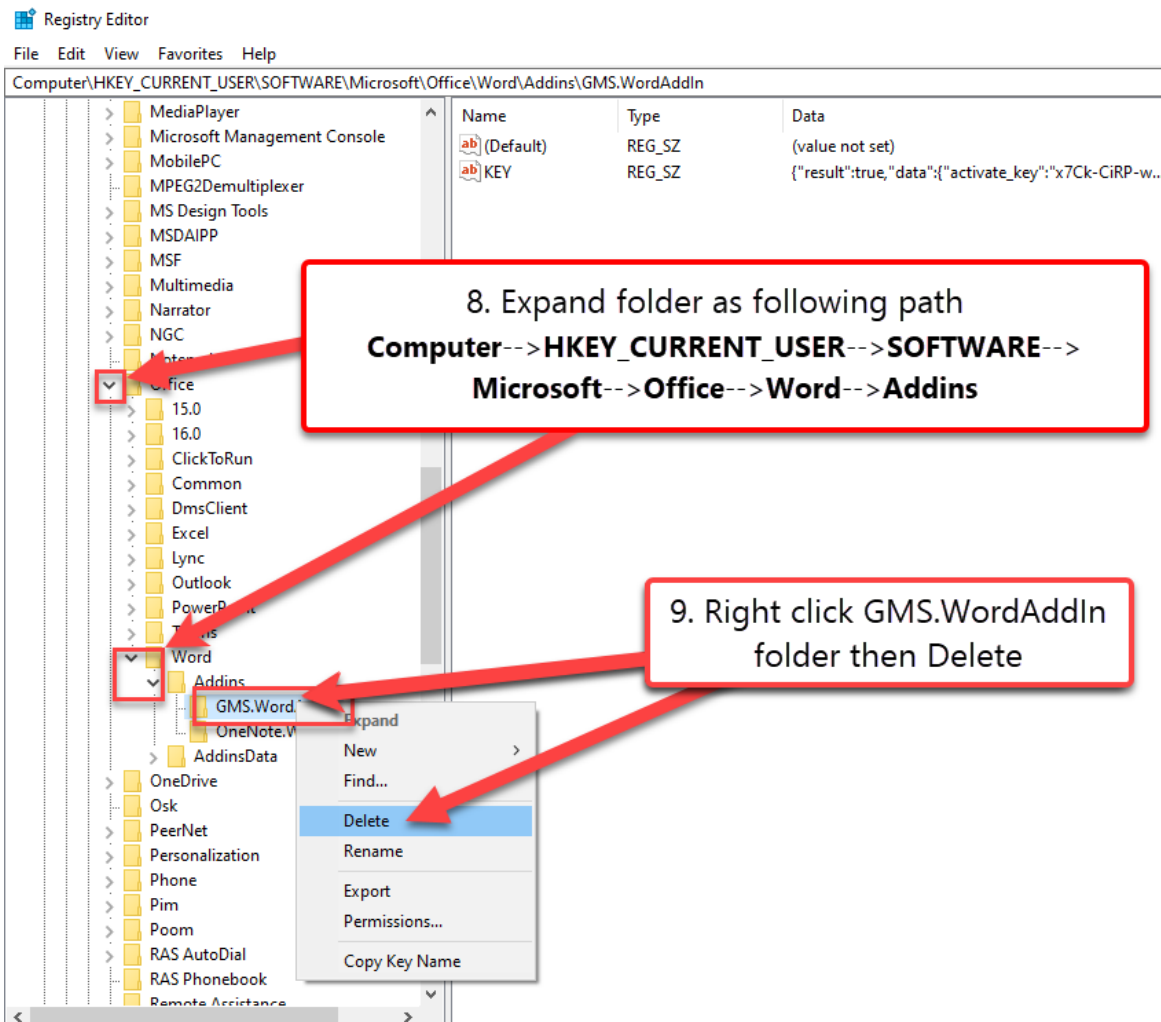


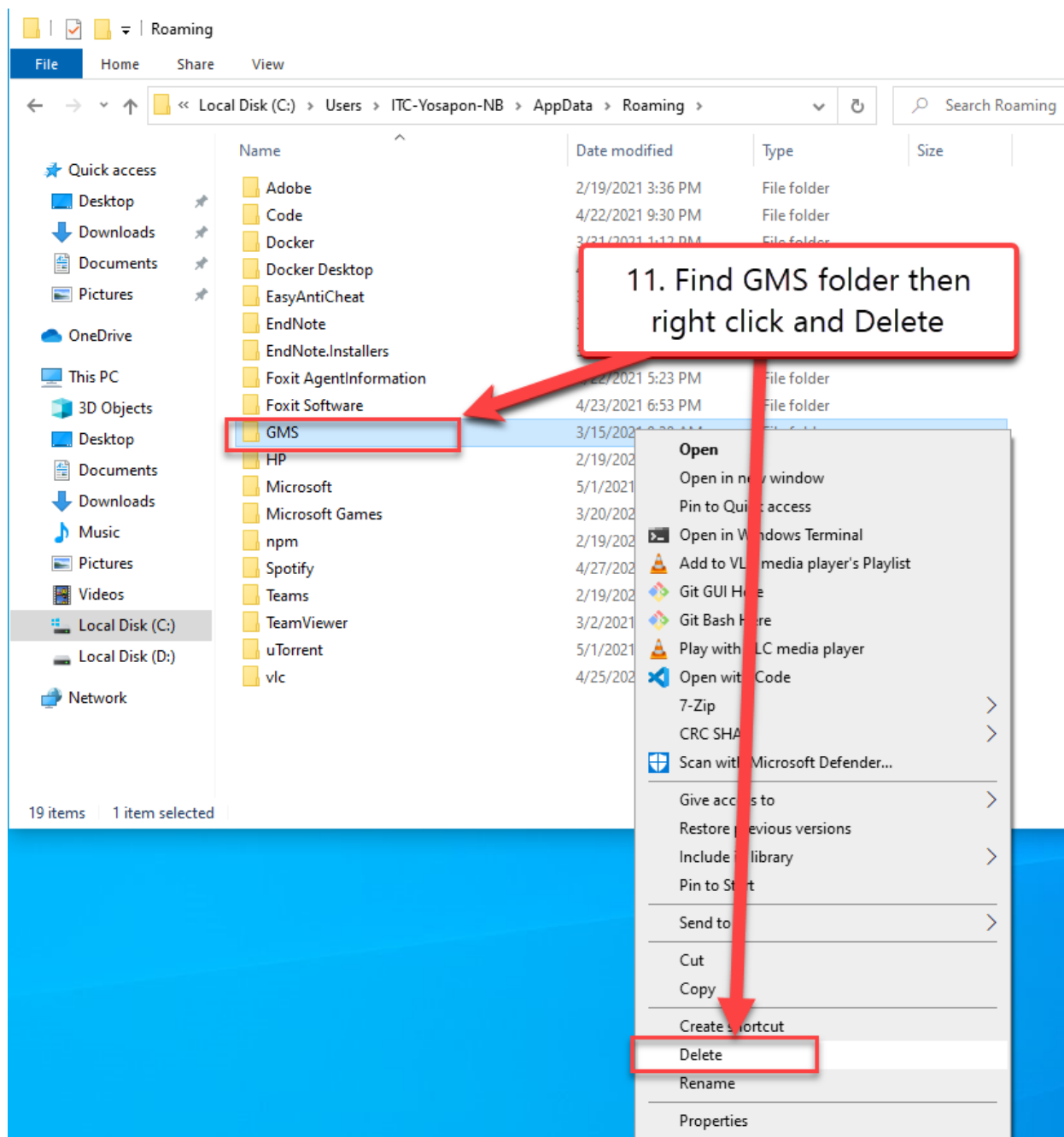




6. Open "Run" window using  
Windows + R on keyboard







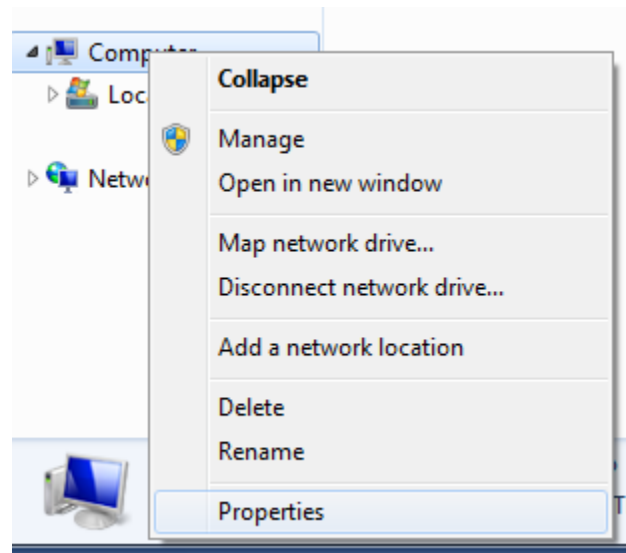


## Installing i-Thesis Add-in for Microsoft Word

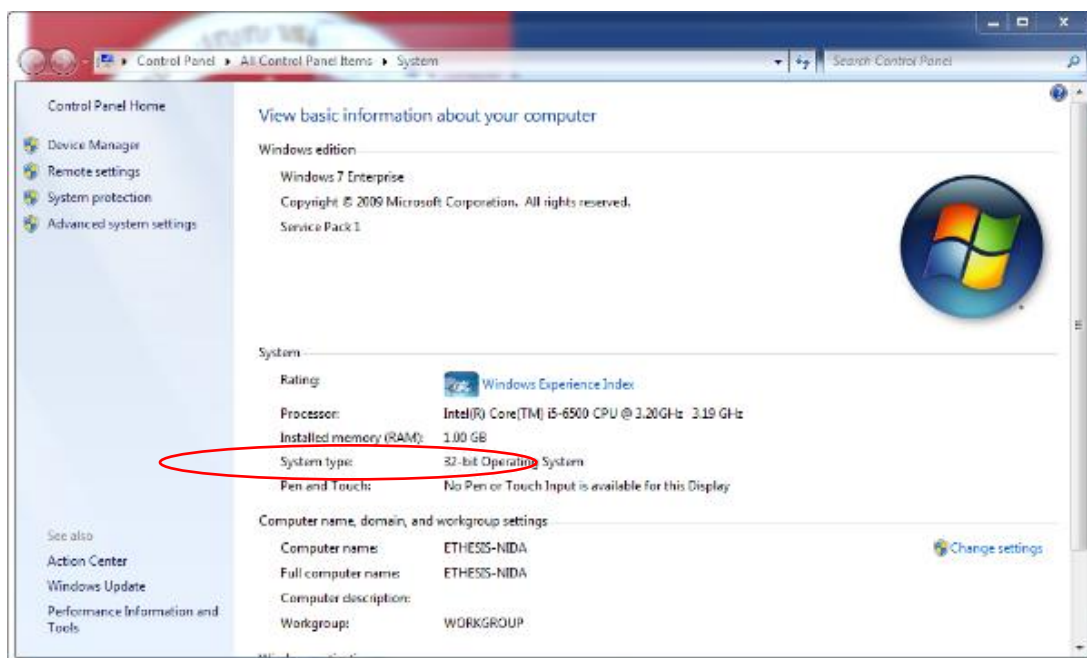
First check system type (32 bit or 64 bit)

### OS Windows 7

Right click on Computer icon then Properties.

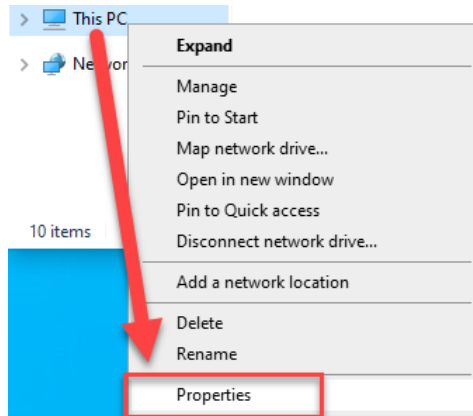


As picture below, System type is 32 bit.

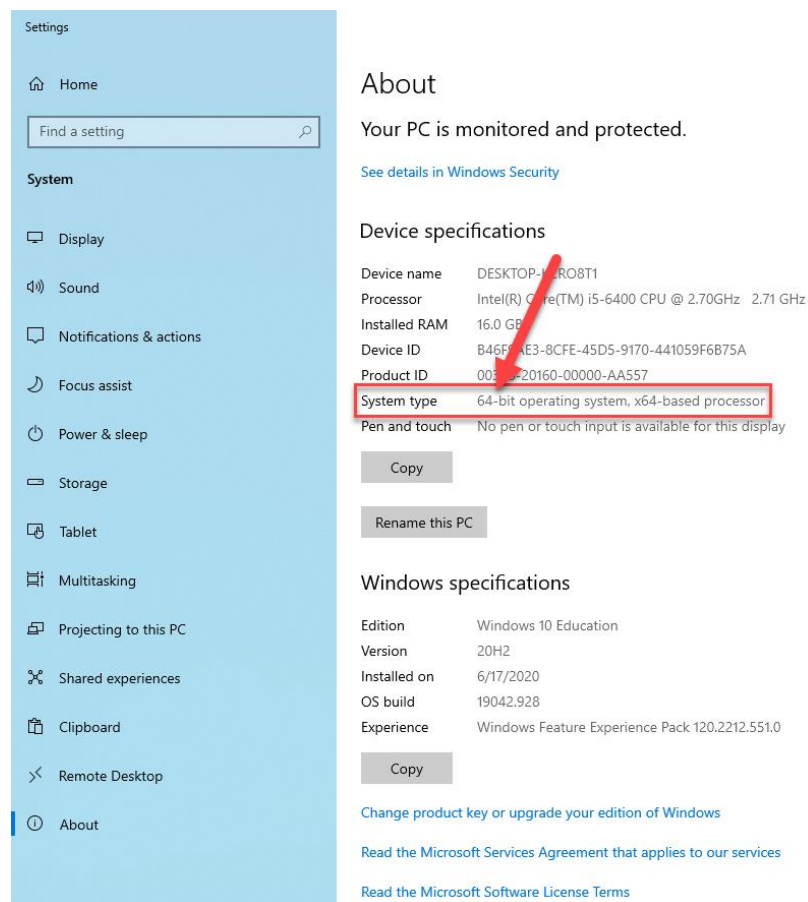


## OS Windows 8/8.1/10

Right click on This PC icon then Properties.



As picture below, System type is 64 bit.



## Installing i-Thesis Add-in

The screenshot shows the iThesis website interface. The address bar displays <https://ithesis.nida.ac.th>. The navigation menu includes 'Status', 'Tutorials', and 'Microsoft Word Add-In'. The main content area is titled 'iThesis Add-In' and lists two download options: 'iThesis x64 (1.3.0)' and 'iThesis x86 (1.3.0)'. Below this, a section titled 'Prerequisite programs' lists three items: 'Visual Studio 2010 Tools for Office Runtime', 'Microsoft Visual C++ 2010 Redistributable Package x86 (for 32bit)', and 'Microsoft Visual C++ 2010 Redistributable Package x64 (for 64bit)'. Red arrows point from numbered text boxes to these elements.

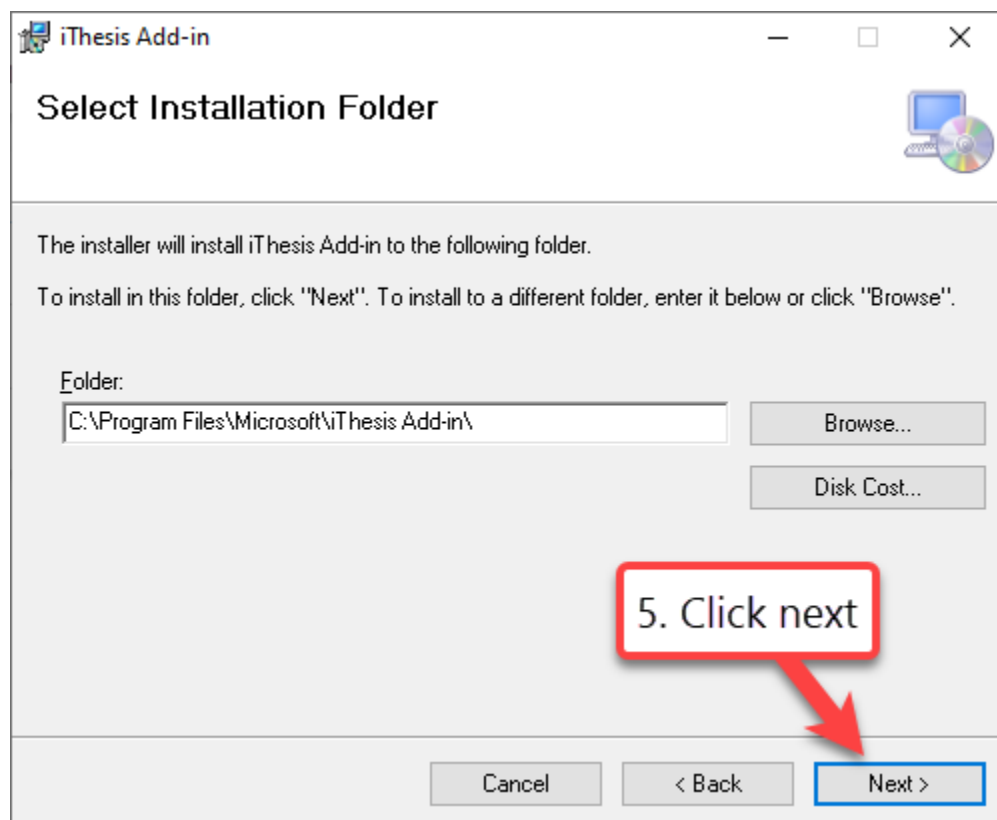
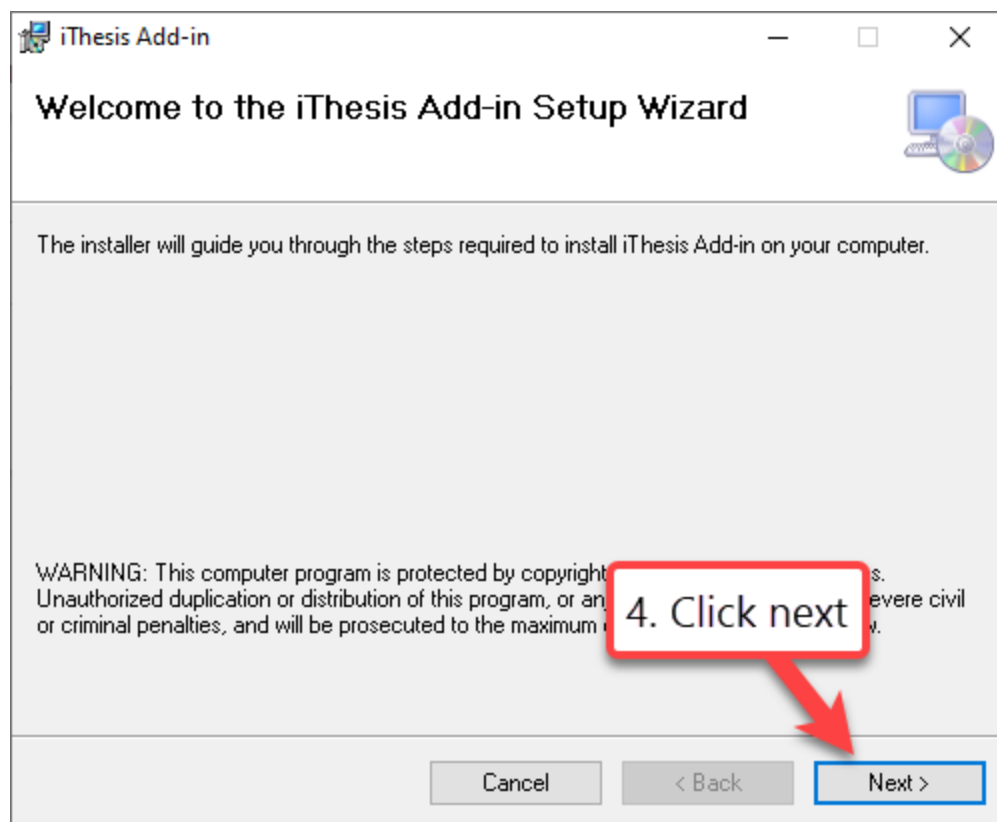
1. Open [ithesis.nida.ac.th](https://ithesis.nida.ac.th) website then click Microsoft Word Add-In tab.

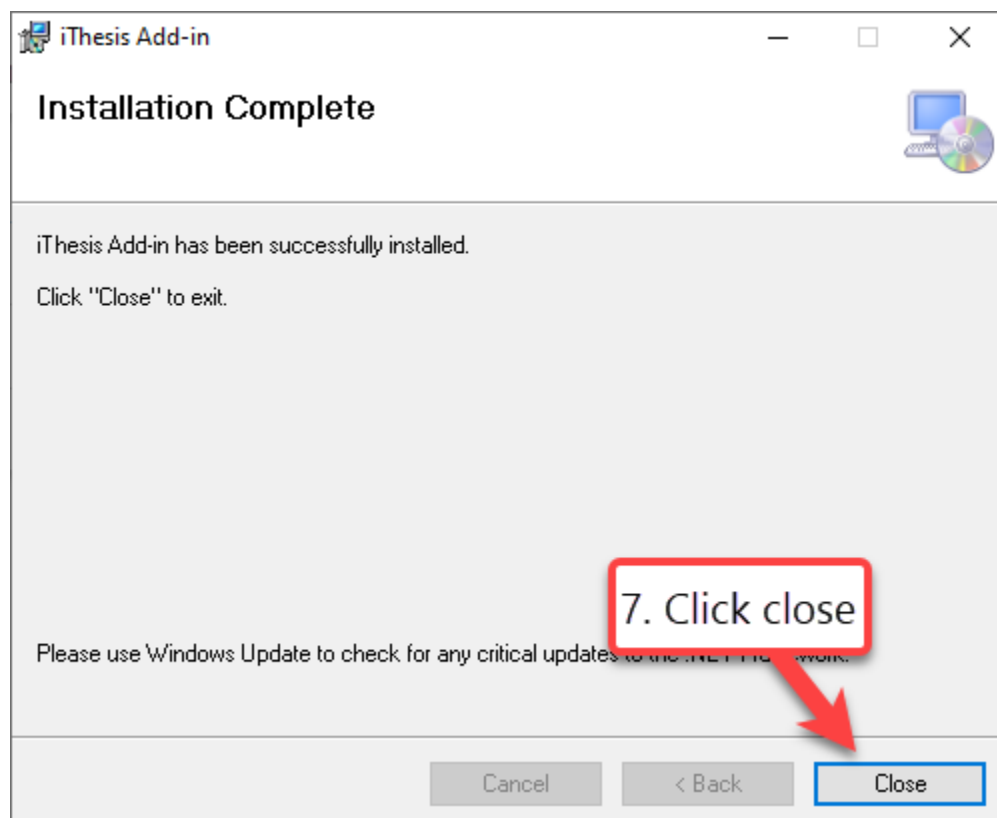
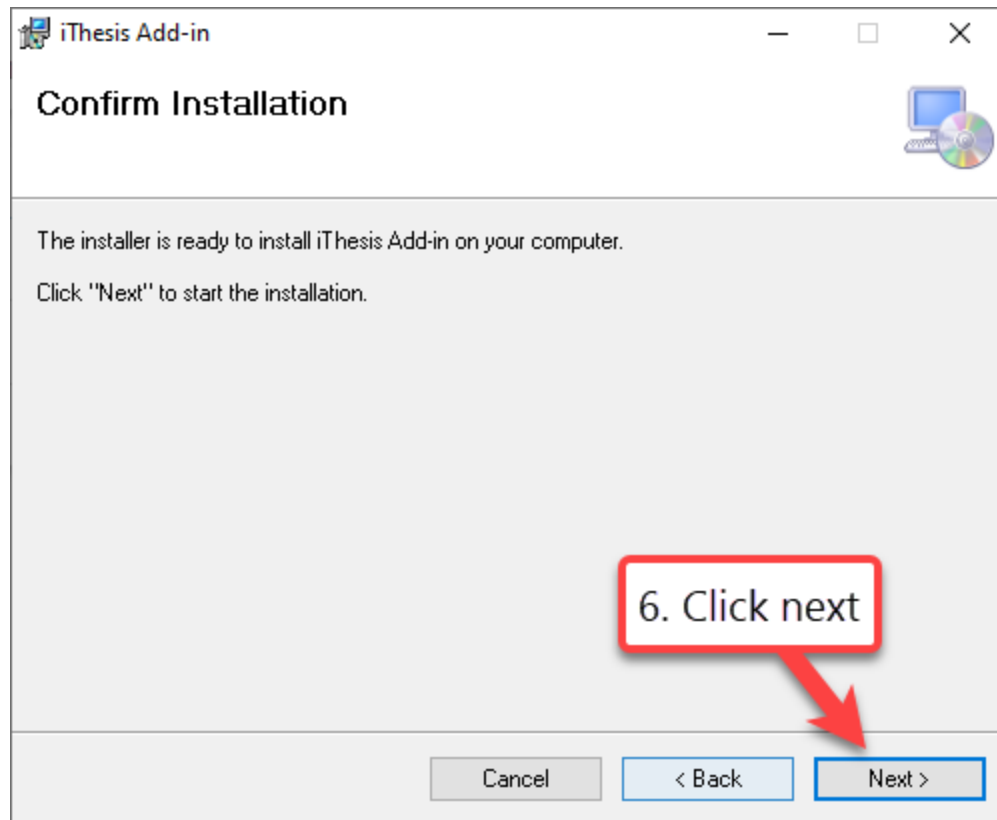
2. Choose version to download as your System type.  
x64 is 64 bit  
x86 is 32 bit

\*For MS Office 2010 only

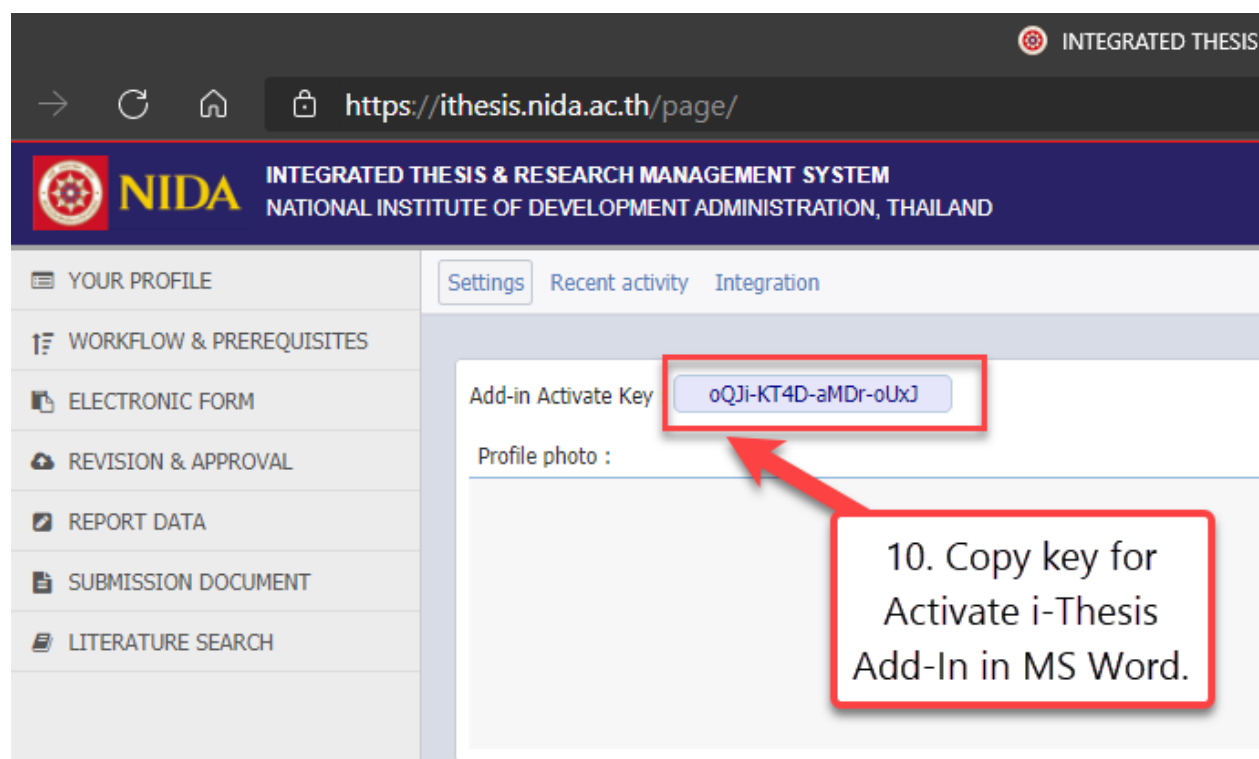
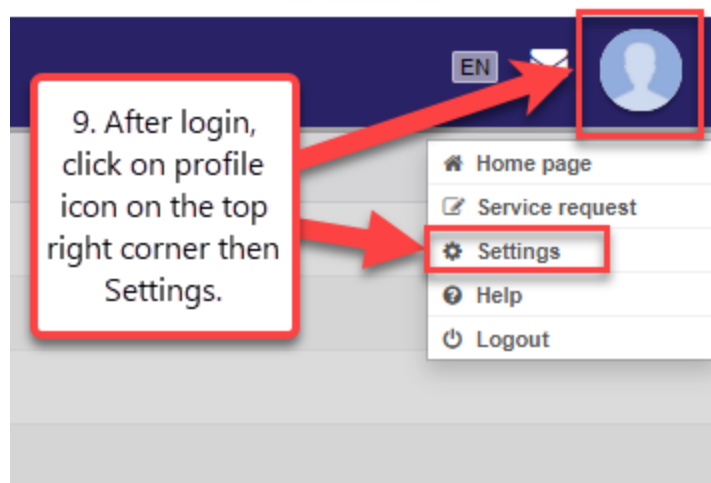
The screenshot shows a Windows File Explorer window titled 'Downloads'. The address bar shows the path to the Downloads folder. The file list contains one item: 'iThesis-Release20180418-[1.3.0]x64.msi'. A red arrow points from a numbered text box to this file. The file has an icon of a document with a download arrow and an 'Open file' link below it. Below the file list is a 'See more' link.

3. Open downloaded file  
\*Typically save to download folder if you can't find the file.

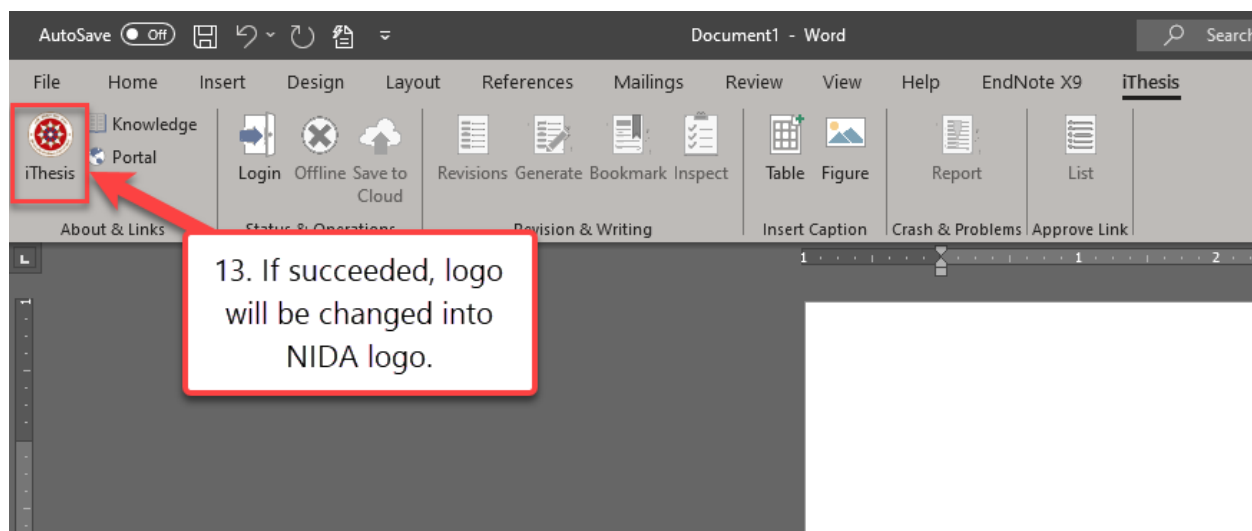
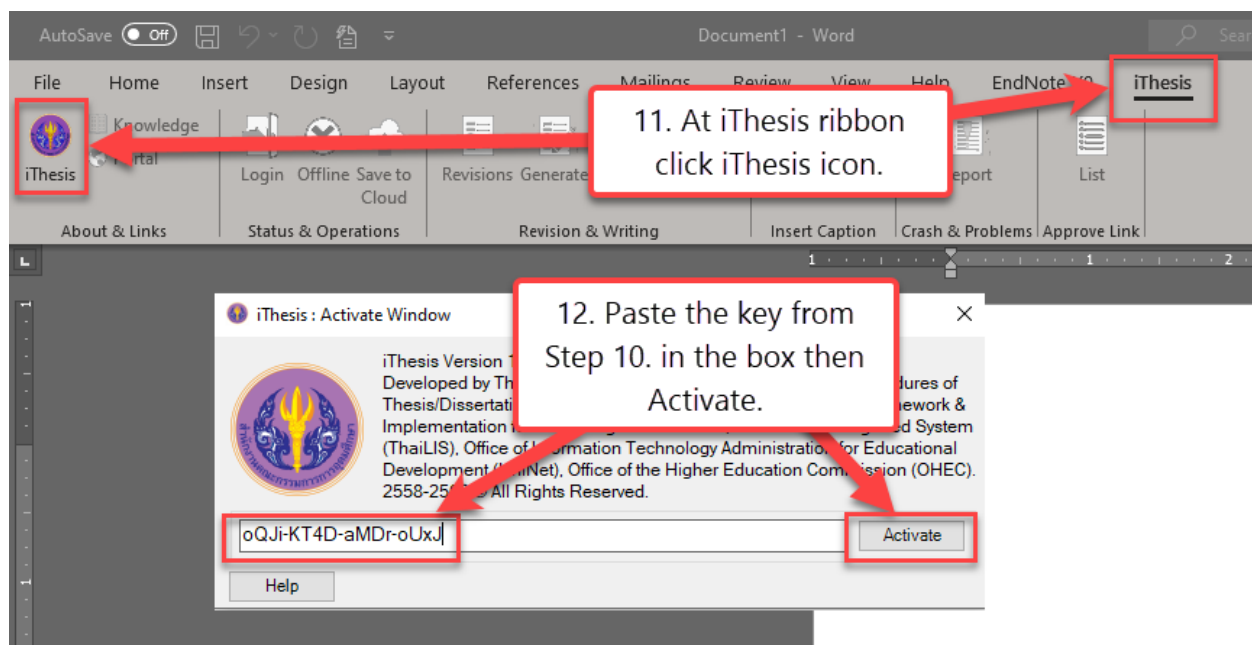




## 8. Login at [ithesis.nida.ac.th](https://ithesis.nida.ac.th) website



Or copy key here [oQJi-KT4D-aMDr-oUxJ](#)



## Web Portal Instruction

This section is for adding and checking student's information as well as the entire thesis, excluding the content and References. Web Portal includes student's information and thesis information: a thesis topic, a name list of an advisor as well as a committee, an abstract, acknowledgement, a biography of the author and thesis publication information. Additionally, the Web Portal is utilized for managing the saved thesis files and submitting an approval request to a thesis advisor.

Thesis preparation via i-Thesis can be divided into 2 stages: a thesis proposal and a complete thesis. In a thesis proposal stage, a thesis topic and a name list of the committee can be added or revised; however, an abstract menu as well as an acknowledgement menu are excluded. Therefore, a student should be certain that the thesis topic and a name list of the committee along with any academic positions are completely correct before submitting an approval request to the thesis advisor. In a complete thesis stage, on the other hand, the abstract menu as well as the acknowledgement menu will be included. However, the thesis topic is not revisable. If required, please submit a request via i-thesis to the thesis advisor and faculty officer in order to receive the approval revision.

### (Proposal) First Section of Web Portal

To access Web Portal go to [ithesis.nida.ac.th](https://ithesis.nida.ac.th). Google Chrome is recommended.

The screenshot shows the iThesis web portal interface. The top navigation bar includes 'Status', 'Tutorials', 'Microsoft Word Add-In', and 'Fact & Figure'. The main content area displays progress charts for 'Semester 2/2563' under 'Dissertation', 'Thesis', and 'Independent Study' tabs. A red box highlights the 'LOGIN' section on the right, which contains fields for 'ชื่อผู้ใช้งาน / Username' and 'รหัสผ่าน / Password', a 'Remember me' checkbox, and a 'LOGIN' button. A red arrow points from a text box to the login fields. The text box contains the instruction: 'Login with NIDA e-mail (name.sur@stu.nida.ac.th)'. Below the login section is a 'Knowledge Base' sidebar with links to 'Question & Answer', 'Other Related Articles', 'Frequently Asked Questions (FAQ)', 'Technical Problem Solving', 'General Usage & Best Practice', 'TDC Staff', 'Zotero', 'Journal Database', 'Advisor', 'Microsoft Word', 'Web Portal', 'Graduate Student', and 'iThesis Add-In'.

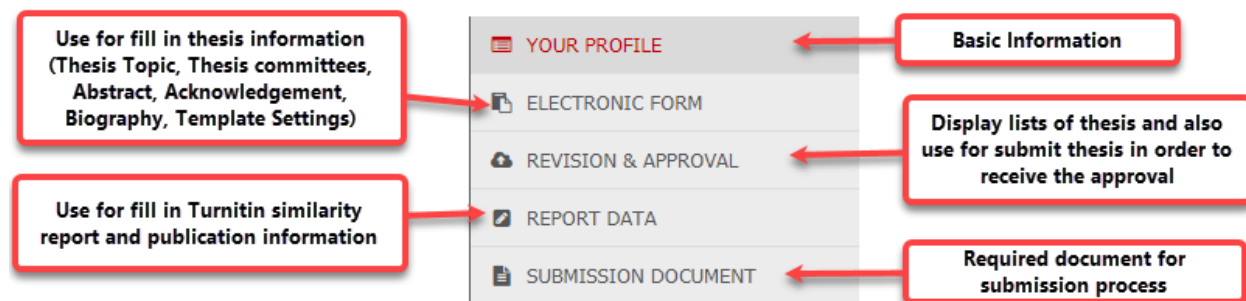


After successfully logged in, display will show as below.

**Check the information carefully. If there are incorrect information, please inform faculty staff.**

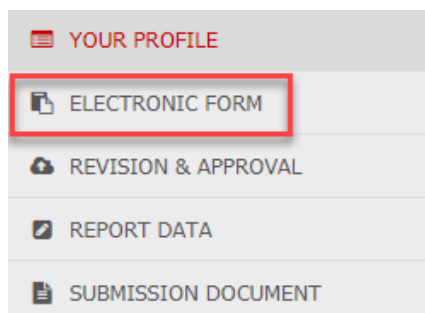
Topic (TH) :	(no data)
Topic (EN) :	(no data)
Student ID :	6210621061
Fullname (TH) :	นายธนกร งามยิ่ง
Fullname (EN) :	Mr.Tanet GEAR
Field of Study (TH) :	การจัดการทรัพยากรบุคคล
Field of Study (EN) :	Human Resource and Organization Development
Faculty / College Name (TH) :	คณะมนุษยศาสตร์และสังคมศาสตร์
Faculty / College Name (EN) :	School of Human Resource Development
Degree Name (TH) :	วิทยาศาสตรมหาบัณฑิต (การจัดการทรัพยากรบุคคล)
Abbrivate Degree Name (TH) :	บ.ส. (การจัดการทรัพยากรบุคคล)
Degree Name (EN) :	Master of Science (Human Resource and Organization Development)
Abbrivate Degree Name (EN) :	M.S.(Human Resource and Organization Development)
University Name (TH) :	สถาบันพัฒนาการศึกษานานาชาติ
University Name (EN) :	National Institute of Development Administration
Last Update : 17:33:49 19/03/2021	

## Web Portal Main Menu

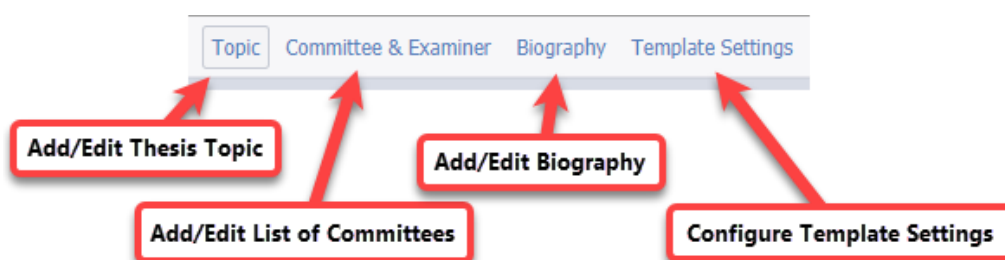


## How to fill data in Electronic Form

First time using i-Thesis, start to fill data with Electronic Form.



## Sub-menu in Electronic Form



## Topic – Use for fill in Thesis Topic

Topic (TH)

Leave Thai Topic blank

Topic (EN)

Fill in Thesis Topic with all capital letters

Then save

Save

The image shows two text input fields. The top field is labeled 'Topic (TH)' and is empty, with a red arrow pointing to it from a box saying 'Leave Thai Topic blank'. The bottom field is labeled 'Topic (EN)' and contains the text 'THESIS TOPIC IN ENGLISH', with a red arrow pointing to it from a box saying 'Fill in Thesis Topic with all capital letters'. Below the bottom field is a blue 'Save' button, with a red arrow pointing to it from a box saying 'Then save'.

## Committee & Examiner – Use for add/edit list of committees, advisor and dean

Start by select type of committee from Drop down list

To specify an examiner or committee,  
please select type of committee, search & select, and enter the details in the form:

-- Select --

-- Select --

Major Advisor / อาจารย์ที่ปรึกษาหลัก

Co-Advisor / อาจารย์ที่ปรึกษาร่วม

Committee Chairperson / ประธานกรรมการ

Committee / กรรมการ

Dean / คณบดี

After selected type, search by committee's name

To specify an examiner or committee,  
please select type of committee, search & select, and enter

Major Advisor / อาจารย์ที่ปรึกษาหลัก

Q kana

Type to search from your saved info

Ka kana

Pa

Wa Manage personal info

Asda Chintakananda - National Institute of Development Administration

Raywadee Roachnakanan - not specify affiliation

Type at least 3 characters of committee's name and do not select from auto complete list of browser. Press ESC button on keyboard to get rid of auto complete list.

To specify an examiner or committee,  
please select type of committee, search & select, and enter the details in the form: Major Advisor / อาจารย์ที่ปรึกษาหลัก

Major Advisor / อาจารย์ที่ปรึกษาหลัก

Q kana

Kanatis Ratanopas - not specify affiliation

Papar Kananurak - not specify affiliation

Warangkana Sornil - National Institute of Development Administration

Asda Chintakananda - National Institute of Development Administration

Raywadee Roachnakanan - not specify affiliation

Only select committee with affiliation (including not specify affiliation)

To fill academic position or academic degree, type a character and select from drop down list or type it manually.

Term of filling:

- Leave Thai blank
- Use Ph.D. (depends on degree) instead of Dr. for academic degree

**For english prefix, postfix and fullname:**

Abbreviate prefix sequence: as | 2

Full prefix sequence: Asst. Prof. | 2

Search and select from drop-down list

Ph.D.

Ph.D.

Kanatis Ratanopas, Ph.D.

Kanatis Ratanopas, Ph.D.

Major Advisor / อาจารย์ที่ปรึกษาหลัก

Kanatis Ratanopas

**For thai prefix, postfix and fullname:**

Abbreviate prefix sequence: #1 | #2 → คณาธิศ รตนโนภาส Postfix

Full prefix sequence: #1 | #2 → คณาธิศ รตนโนภาส Postfix

Do not fill this field. For avoid zero space between academic position and name

คณาธิศ รตนโนภาส

คณาธิศ รตนโนภาส

**For english prefix, postfix and fullname:**

Abbreviate prefix sequence: Asst. Prof. | → Kanatis Ratanopas Ph.D.

Full prefix sequence: Assistant P | → Kanatis Ratanopas Ph.D.

For doctoral degree, Use Ph.D. for postfix

Ph.D.

Ph.D.

Asst. Prof. Kanatis Ratanopas, Ph.D.

Assistant Professor Kanatis Ratanopas, Ph.D.

Fill in advisor's phone number

Email: nida.ethesis@gmail.com Mobile: 08912345467

Then Add/Save

Add/Save committee

After added, committee will show as below.

Major Advisor / อาจารย์ที่ปรึกษาหลัก

Save success

Major Advisor / อาจารย์ที่ปรึกษาหลัก  
 ผศ. ดร.คณาสิต รตนโนภาส / Asst. Prof. Kanatis Ratanopas, Ph.D.  
 ผู้ช่วยศาสตราจารย์ ดร.คณาสิต รตนโนภาส / Assistant Professor Kanatis Ratanopas, Ph.D.  
 nida.ethesis@gmail.com 08912345467

\*Always add advisor as an advisor and a committee.

Biography – Use for add/edit biography

Topic Committee & Examiner Biography Template Settings

Name-Surname	ชื่อ-สกุล (พร้อมตำแหน่ง ยศ ตำแหน่งทางวิชาการ)
Academic Background	วิทยาศาสตรบัณฑิต สถาบันเทคโนโลยีพระจอมเกล้าเจ้าคุณทหารลาดกระบัง ปีที่สำเร็จการศึกษา พ.ศ. 2559
Experience	พ.ศ. 2559-ปัจจุบัน นักวิชาการคอมพิวเตอร์ สถาบันบัณฑิตพัฒนบริหารศาสตร์

Save

Save after finished

## Template Settings – Use for configure Template Settings

Select English, Times New Roman font and set all size 12.

The screenshot shows the 'Template Settings' tab in a web application. The 'Template language & font' section has 'Language' set to 'English' (with a green checkmark) and 'Theme font' set to 'Times New Roman'. The 'Page font size (.pt)' section has five dropdown menus, all set to '12'. A red box highlights the 'English' language selection and the 'Times New Roman' font selection. Another red box highlights the five font size dropdowns. A red arrow points from a box labeled 'Then Save' to the 'Save' button.

Topic Committee & Examiner Biography **Template Settings**

Template language & font

Language: ไทย **✓ English**

Theme font: Times New Roman ▼

Page font size (.pt)

Committee page font size: 12 ▼

Abstract thai page font size: 12 ▼

Abstract english page font size: 12 ▼

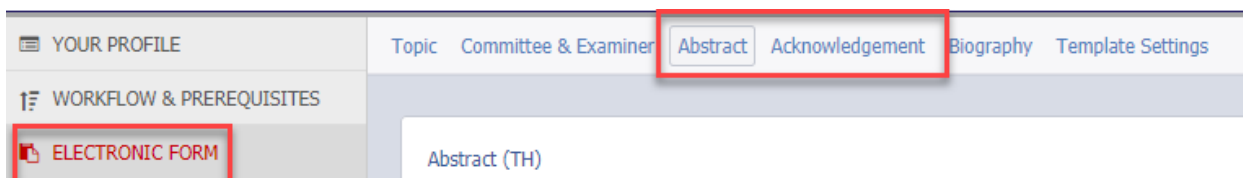
Acknowledgement page font size: 12 ▼

Biography page font size: 12 ▼

**Save** **Then Save**

## (Complete Thesis/Dissertation) Complete Thesis section in Web Portal

After proposal has been approved Abstract and Acknowledgement will appear in Electronic Form.



YOUR PROFILE    Topic    Committee & Examiner    **Abstract**    Acknowledgement    Biography    Template Settings

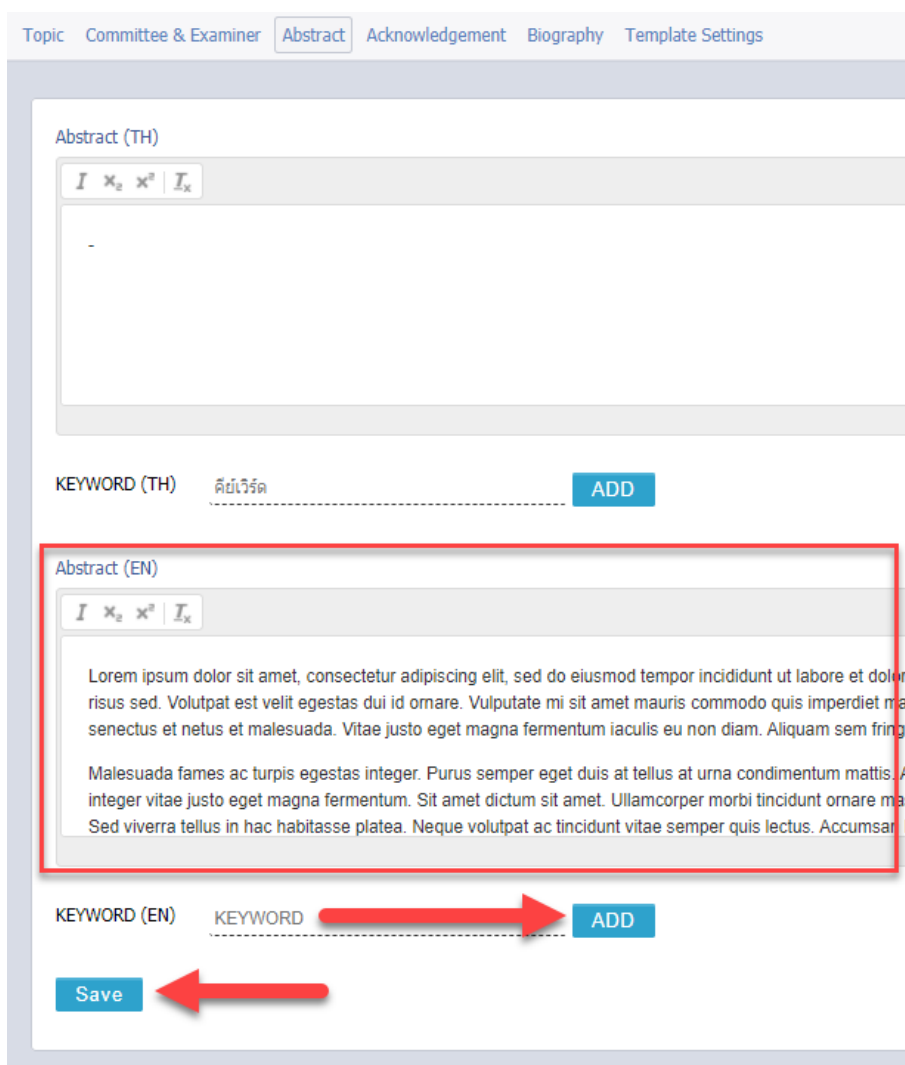
WORKFLOW & PREREQUISITES

**ELECTRONIC FORM**

Abstract (TH)

### Abstract

In Abstract sub-menu, there will be 2 boxes. Fill abstract in English box and leave Thai box blank. Type and add keyword one by one. Then save.



Topic    Committee & Examiner    **Abstract**    Acknowledgement    Biography    Template Settings

Abstract (TH)

*I x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>*

-

KEYWORD (TH)    คีย์เวิร์ด    ADD

Abstract (EN)

*I x<sub>2</sub> x<sup>2</sup> I<sub>x</sub>*

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore  
 risus sed. Volutpat est velit egestas dui id ornare. Vulputate mi sit amet mauris commodo quis imperdiet mas  
 senectus et netus et malesuada. Vitae justo eget magna fermentum iaculis eu non diam. Aliquam sem fringill

Malesuada fames ac turpis egestas integer. Purus semper eget dui at tellus at urna condimentum mattis. Ac  
 integer vitae justo eget magna fermentum. Sit amet dictum sit amet. Ullamcorper morbi tincidunt ornare mas  
 Sed viverra tellus in hac habitasse platea. Neque volutpat ac tincidunt vitae semper quis lectus. Accumsan le

KEYWORD (EN)    KEYWORD    ADD

Save

## Acknowledgement

Fill in acknowledgement and system will automatically separate paragraph by detect new line (Where student hit Enter). Then save.

[Topic](#) [Committee & Examiner](#) [Abstract](#) [Acknowledgement](#) [Biography](#) [Template Settings](#)

Acknowledgement text

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Aliquet eget sit ame est velit egestas dui id ornare. Vulputate mi sit amet mauris commodo quis imperdiet massa. Ornare arcu odio ut sem nulla pharetra diam sit arr justo eget magna fermentum iaculis eu non diam. Aliquam sem fringilla ut morbi tincidunt augue interdum velit euismod. Scelerisque eu ultrices Malesuada fames ac turpis egestas integer. Purus semper eget dui at tellus at urna condimentum mattis. Adipiscing vitae proin sagittis nisl rhei eget magna fermentum. Sit amet dictum sit amet. Ullamcorper morbi tincidunt ornare massa eget egestas purus viverra accumsan. Eu scelerisq platea. Neque volutpat ac tincidunt vitae semper quis lectus. Accumsan lacus vel facilisis volutpat. Urna cursus eget nunc scelerisque viverra. N quam vulputate.

Amet cursus sit amet dictum. At ultrices mi tempus imperdiet nulla malesuada pellentesque elit. Nec ullamcorper sit amet risus nullam eget. Est

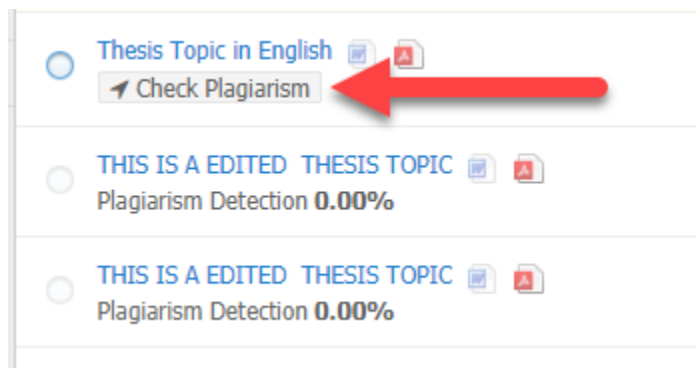
[Save](#)



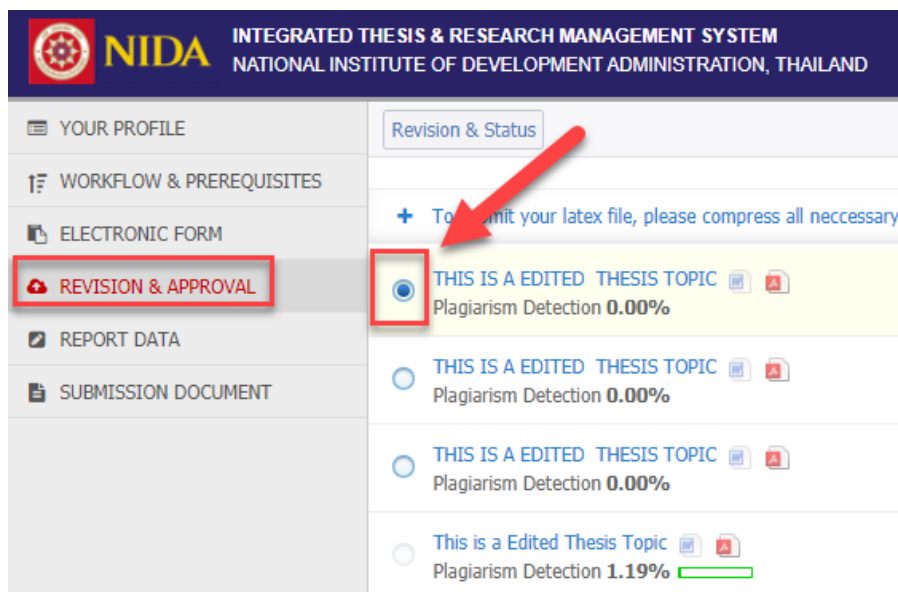
## (Submit) Using Web Portal to Submit Thesis to Advisor and Officer

### Submitting a Proposal

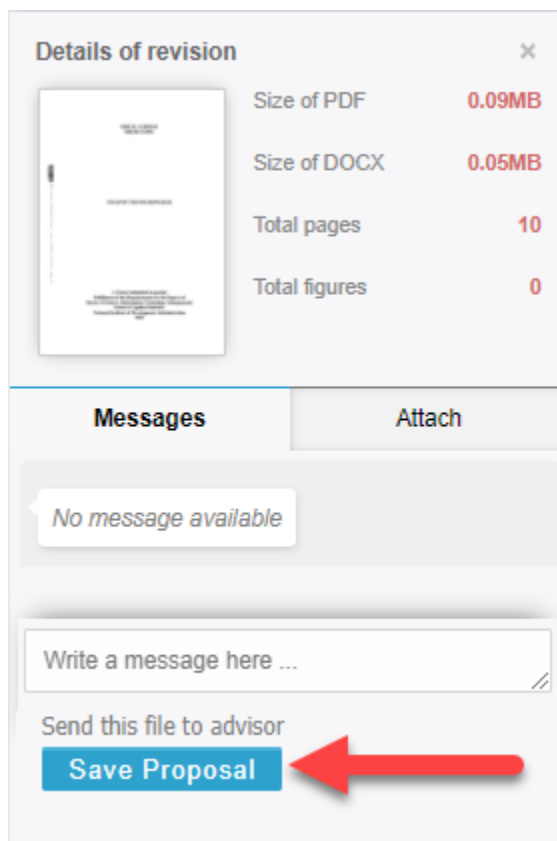
1. After upload (save to cloud) file via iThesis Add-In for Microsoft Word ([Uploading the file to i-Thesis](#)), go to Revision & Approval menu. Click Check Plagiarism on the file that will be submitted.



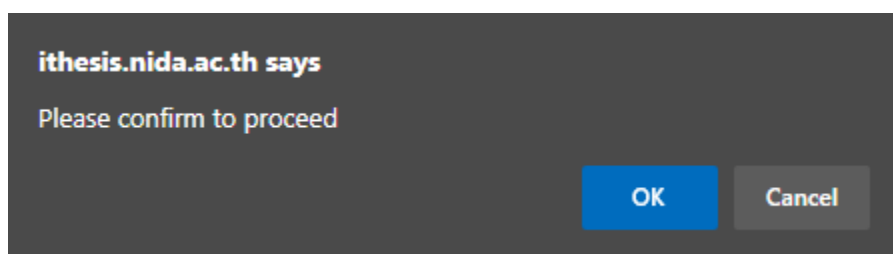
2. When the plagiarism detection is completed, the percentage result will be shown below of the row (If the result is not shown, refresh the page by pressing F5 on the keyboard). Then select one of the rows that will be submit to the advisor by click at ☐, the button will change to ☒.



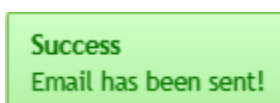
3. There will be a dialog box on the right side, click Save Proposal button.



4. The confirmation dialog will appear, click OK to submit or Cancel to cancel.



5. The system will show a result at the bottom right of the screen.



If refresh the page (F5), the proposal status will be shown on top and also shows the detailed on the right.

Revision & Status

Approval History

Last update on electronic form 01 May 2021 23:06:11

+ To submit your latex file, please compress all necessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon to read the document for the compilation on the system.

(PENDING) PROPOSAL - THIS IS A EDITED THESIS TOPIC  
Plagiarism Detection 0.00%

04 May 2021 17:22:54  
(Ref: 02 May 2021 18:04:21)

THIS IS A EDITED THESIS TOPIC  
Plagiarism Detection 0.00%

02 May 2021 18:04:21

THIS IS A EDITED THESIS TOPIC  
Plagiarism Detection 0.00%

Delete this version 01 May 2021 23:18:47

THIS IS A EDITED THESIS TOPIC  
Plagiarism Detection 0.00%

Delete this version 01 May 2021 23:16:51

6. Inform the advisor and officer for the approval.

### How to Check the Status of the Proposal Approval Request

Go to Electronic Form, there will be an approval status box on the right side.

1. Initial status (No submitted proposal)

Approval status

Proposal Complete

Advisor : None

Officer : None

Approval history

2. The proposal has been submitted. (Pending on Advisor)

Approval status

Proposal Complete

Advisor : Pending

Officer : None

Approval history

3. The proposal has been submitted. Advisor has been approved (Pending on Officer)

Approval status	
Proposal	Complete
Advisor :	Approved
Officer :	Pending
Approval history	

4. The proposal has been approved.



Approval status	
Proposal	Complete
Advisor :	Approved
Officer :	Approved
Approval history	

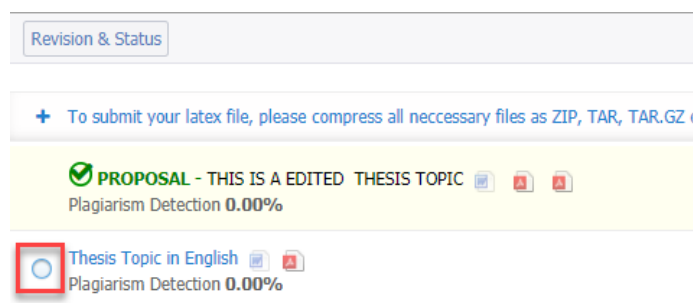
### Submitting a Complete Thesis/Dissertation

1. After upload (save to cloud) file via iThesis Add-In for Microsoft Word ([Uploading the file to i-Thesis](#)), go to Revision & Approval menu. Click Check Plagiarism on the file that will be submitted.

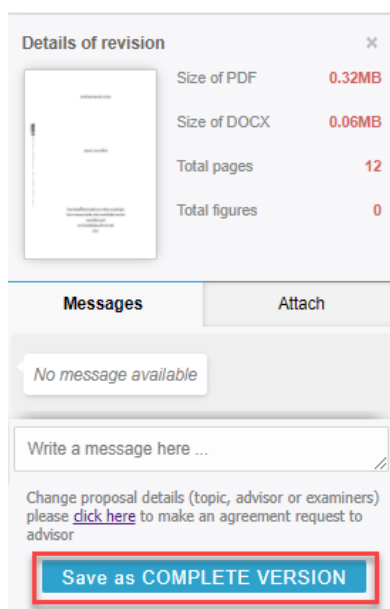
Revision & Status	
+ To submit your latex file, please compress all necessary files as ZIP, TAR, TAR.GZ or GZ. Click help	
<input checked="" type="radio"/>	<b>PROPOSAL - THIS IS A EDITED THESIS TOPIC</b> Plagiarism Detection <b>0.00%</b>
<input type="radio"/>	<b>Thesis Topic in English</b> <input type="button" value="Check Plagiarism"/>
<input type="radio"/>	<b>THIS IS A EDITED THESIS TOPIC</b> Plagiarism Detection <b>0.00%</b>
<input type="radio"/>	<b>THIS IS A EDITED THESIS TOPIC</b> Plagiarism Detection <b>0.00%</b>

2. When the plagiarism detection is completed, the percentage result will be shown below of the row (If the result is not shown, refresh the page by pressing F5 on the keyboard). Then

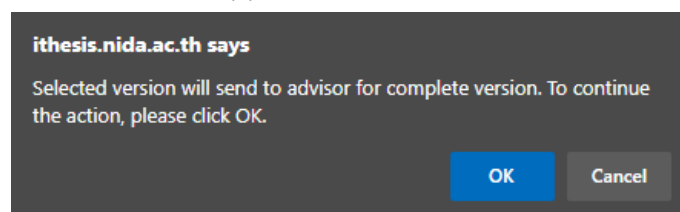
select one of the rows that will be submit to the advisor by click at , the button will change to .



3. There will be a dialog box on the right side, click Save as COMPLETE VERSION button.



4. The confirmation dialog will appear, click OK to submit or Cancel to cancel.



5.The system will show a result at the bottom right of the screen.

Successful  
Successful!

If refresh the page (F5), the complete thesis status will be shown on top and also shows the detailed on the right.

Revision & Status	Approval History
To submit your latex file, please compress all necessary files as ZIP, TAR, TAR.GZ or GZ. Click help icon to read the document for the compilation on the system.	
(PENDING) COMPLETE - Thesis Topic in English Plagiarism Detection 0.00%	06 May 2021 10:17:48 (Ref: 05 May 2021 01:25:22)
PROPOSAL - THIS IS A EDITED THESIS TOPIC Plagiarism Detection 0.00%	04 May 2021 17:22:54 (Ref: 02 May 2021 18:04:21)
Thesis Topic in English Plagiarism Detection 0.00%	05 May 2021 01:25:22

6.Inform the advisor and officer for the approval.

### How to Check the Status of the Complete Thesis/Dissertation Approval Request

Go to Electronic Form, there will be an approval status box on the right side.

1.Initial status (No submitted Complete Thesis)

Approval status

Proposal Complete

Advisor : None

Approval history

2.The Complete Thesis has been submitted. (Pending on Advisor)

Approval status

Proposal Complete

Advisor : Pending

Approval history

3. The Complete Thesis has been submitted. Advisor has been approved

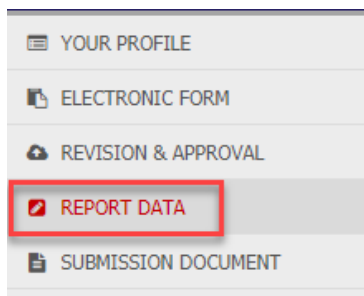
Approval status

Proposal Complete

Advisor : Approved

Approval history

## (Report Data) Filling Information after the Final Defense (Plagiarism & Publication)



### After Defense Tab

In this tab, fill the plagiarism detection result from Turnitin. Also attach the result file in PDF format, the first page of the file must be the overview summary of the result which can be downloaded from Turnitin website. (Select the download option as Current View, the overview is the last section of the file.) For other sections of this tab, please follow the screenshot below.

After Defense Research Mapping Publications

Plagiarism Detection: Percentage of similarity from Turnitin

Totally agree : 2 % [File: Turnitin.pdf](#)

Plagiarism Detection: Percentage of similarity from Akarawisut

Totally agree : (Auto Fill-in) %

Evaluation

☐ Very Good ☐ Good ☒ Passed ☐ Not Passed

Dissemination through electronic media, publication, radio and te

การเผยแพร่วิทยานิพนธ์ จะมีการส่งข้อมูลเล่มวิทยานิพนธ์พร้อมไฟล์แนบ

☒ Allowed ☐ Not Allowed to YYYY-MM-DD

Dissemination of full document on a website

การเผยแพร่วิทยานิพนธ์ จะมีการส่งข้อมูลเล่มวิทยานิพนธ์พร้อมไฟล์แนบ

☒ Allowed ☐ Not Allowed to YYYY-MM-DD

Save

## Research Mapping Tab

This part splits into 4 sections as the following screenshot. Each section is to select the category of the thesis in the different standards. All sections must be selected then click save.

The screenshot shows the 'Research Mapping' tab in a web application. It features four numbered sections highlighted with red boxes and yellow circles:

- Section 1:** 'Subject Area / Subject Category'. It contains two dropdown menus: 'Arts and Humanities' and 'History and Philosophy of Science', followed by an 'ADD' button. Below the dropdowns, the selected categories are displayed as 'Arts and Humanities / History and Philosophy of Science' with a close button (X).
- Section 2:** 'Thailand Standard Industrial Classification (TSIC)'. It is a header for a list of categories.
- Section 3:** A list of five categories under the TSIC header:
  - A. Agriculture and agricultural industry development
  - B. Economic, social, educational and cultural researches
  - C. Science, Technology and Industry Development
  - D. Health Promotion
  - E. Humanities
- Section 4:** 'The International Standard Classification of Education (ISCED)'. It contains three dropdown menus: 'Humanities and Arts', 'Humanities', and 'History and archaeology'.

At the bottom of the form is a blue 'Save' button.



## Publication Tab

This tab is collecting a publication information. First of all, fill in the form at Publication Forms sub-menu. If the article will be published in a journal, select Journal/Article and search for the journal by using ISSN or journal name. The list of journals will show up, select the journal from the list.

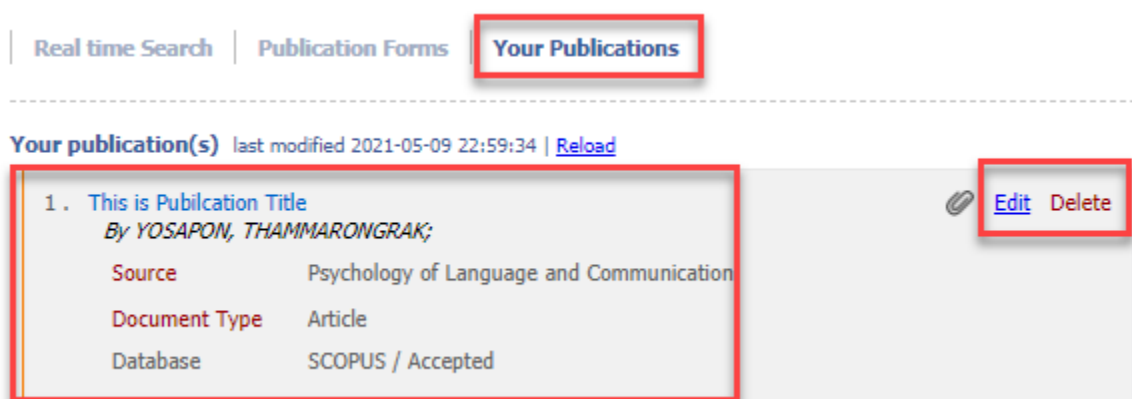
\*\*\* If the journal is not showed up, send an acceptance letter or the published article to [ethesis@nida.ac.th](mailto:ethesis@nida.ac.th). A officer will add the journal to i-Thesis database and revert back to inform student by email.

The screenshot shows the 'Publications' tab selected in the top navigation bar. Below it, a 'Direction' message states: 'To facilitate publication reporting to the institute, we have developed please add by hand on "Publication Form" and see the result on "Your Publications"'. The 'Real time Search' section has 'Publication Forms' highlighted. Under 'Publication Forms', 'Journal / Article' is selected. The 'ISSN' field is filled with '1234-2238' and the 'Source Name' field is filled with 'Psychology of Language and Communication'. A red arrow points from the 'ISSN' field to the 'ISSN' dropdown menu, and a green arrow points from the 'Source Name' field to the 'Source Name' dropdown menu.

After select the journal, finish the form as shown below.

The screenshot shows the 'Publication Form' with the following fields filled: 'Publication Forms' (Journal / Article), 'ISSN' (1234-2238), 'Source Name' (Psychology of Language and Communication), 'Database Name' (SCOPUS), 'Level' (International), 'Country' (Poland), 'Document Type' (-), 'Publication Title' ( ), 'Authors' (YOSAPON, THAMMARONGRAK), 'Issue' ( ), 'Volume' ( ), 'Pages' (Begin-End), 'Published Date' (YYYY-MM-DD), 'Peer-review' (Yes), 'Status' (Accepted to publish), 'URL / Website' (http://), and 'Attach file (.pdf)' (Choose File). A red box highlights the 'Document Type', 'Publication Title', 'Authors', 'Issue', 'Volume', 'Pages', 'Published Date', 'Peer-review', 'Status', 'URL / Website', and 'Attach file (.pdf)' fields. A red arrow points to the 'Save' button at the bottom.

When complete the form and save, go to Your Publication sub-menu to check the result.

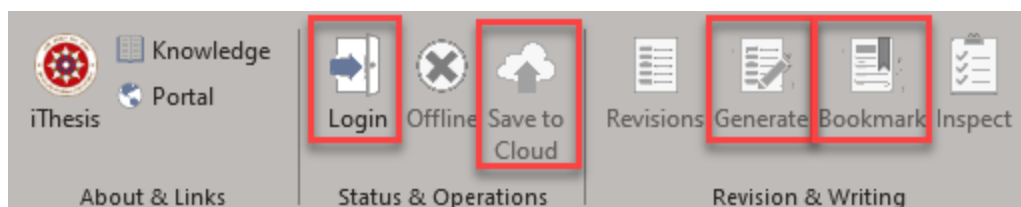


## Working with iThesis on Microsoft Word

In this section, a student can use Microsoft Word for formatting the entire content of a thesis. iThesis Add-in must be installed in order to link the data, format the first draft of a thesis proposal and save the data into the system. E-Thesis will only assist in providing a basic format while the entire content must be completed by students themselves. The sections provided by E-Thesis are a cover page, an approval page, an abstract page both in Thai and in English, a table of contents page and a biography page.

## iThesis Toolbar

When accessing Microsoft Word with iThesis add-in installed, the iThesis add-in toolbar can be found on the top of the system. The four main tools of the toolbar are **Login**, **Save to Cloud**, **Generate** and **Bookmark**.



**Login** – is used for i-Thesis access in order to work on Microsoft Word. However, it is not necessary to log in every time. Nevertheless, a student can log in when he/she requires accessing **Save to Cloud**, **Generate** and **Bookmark**.

**Save to Cloud** – is used for uploading a thesis file to i-Thesis. This tool is functioning as a PDF converter, which converts a Microsoft Word file (.docx) into PDF file along with the attachment of a bar code on every page of a document. In addition, Save to Cloud is utilized for submitting a document to an advisor.

\*While writing the thesis contents, please save the file into your computer by utilizing the tool of Microsoft Word intermittently (Ctrl + s)\*

**Generate** – is used for creating a basic thesis template. The system will provide a cover page, an approval page, an abstract page, an acknowledgement page, a table of contents page, a bibliography page and a biography page. Furthermore, this tool is adopted for updating the data, which has been revised on Web Portal such as topic modification, committee addition or modification and abstract revision.

\*A bibliography page must be produced by Reference Manager  
Software: EndNote or Zotero\*

**Bookmark** – is used for updating the table of contents of a thesis, which the **Styles** tool of Microsoft Word must be utilized for indicating which part is a chapter name or which part is a heading.

## Guidelines for Writing a Thesis Using Microsoft Word

Getting started with writing a thesis, initially, the thesis template must be generated from i-Thesis by clicking **Generate** on the **iThesis** toolbar for system login.

**Status & Operations**

Login Offline Save to Cloud

**iThesis Panel**

Version 1.3.0

Username: yosapon.tha@stu.nida.ac.th

Password: [Masked]

Login Clear

**iThesis Panel**

Version 1.3.0

Mr.YOSAPON THAMMARONGRAK  
6020426005  
School of Applied Statistics  
Master of Science (Information Technology Management)  
National Institute of Development Administration

4.88 GB free of 5.00 GB

Revisions			References
No.	File size	Date time	
1	53.52 KB	01/05/21 23:18:47	
2	52.64 KB	01/05/21 23:16:51	
3	631.80 KB	30/04/21 20:45:41	
4	628.32 KB	30/04/21 17:21:46	
5	623.44 KB	30/04/21 15:58:55	
6	623.07 KB	29/04/21 20:31:08	
7	610.35 KB	29/04/21 15:20:13	
8	616.07 KB	29/04/21 13:43:42	
9	613.41 KB	29/04/21 13:36:29	

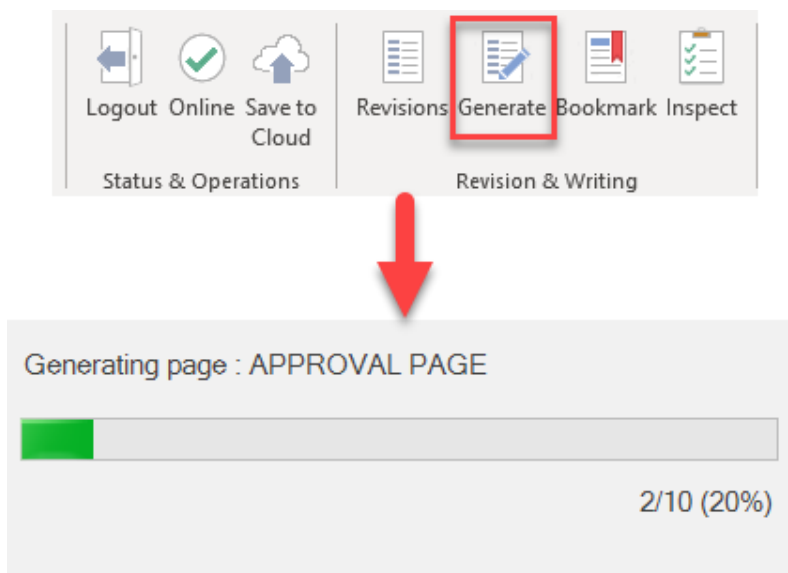
Download Refresh

Student's data will be displayed if logged in successfully

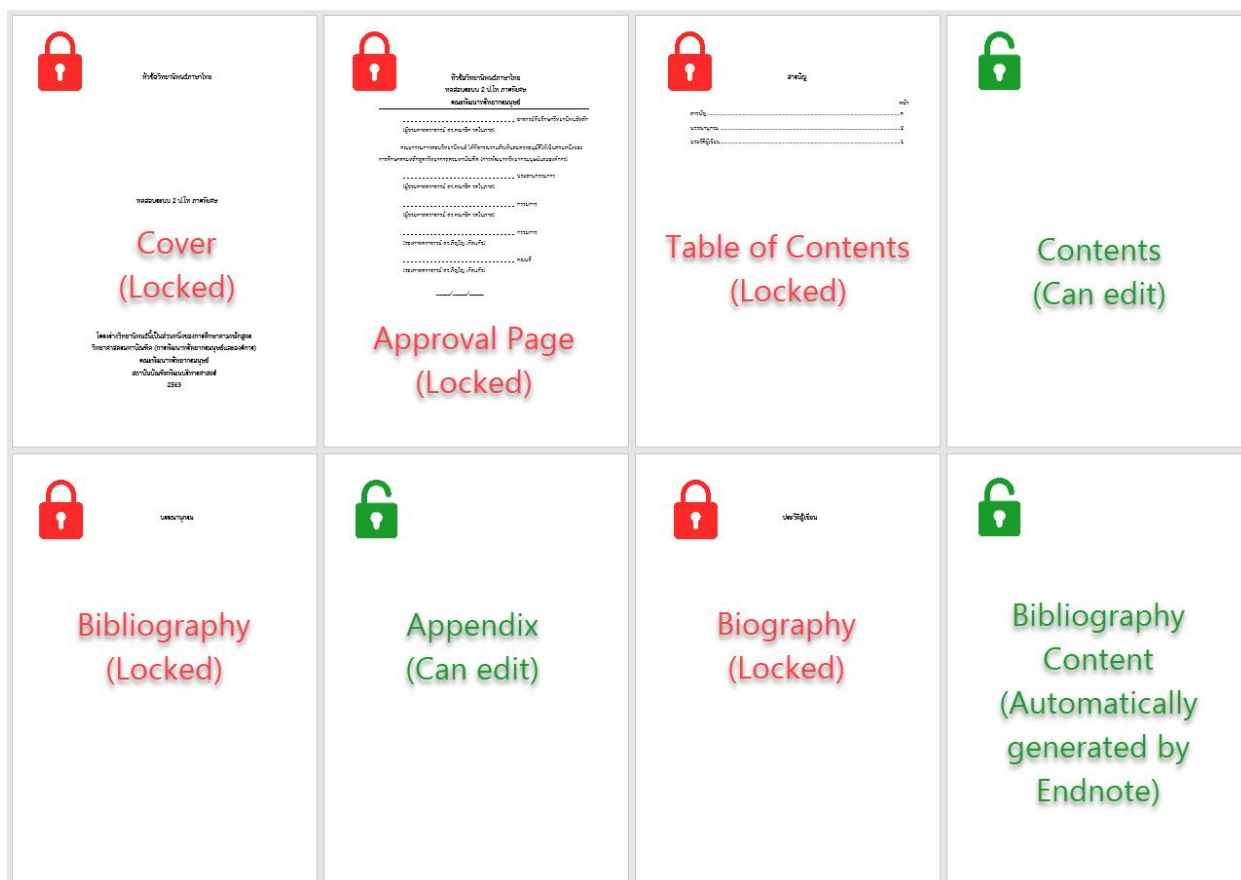
List of thesis (Show up when student Save to Cloud) and the latest file will always on top

Download for editing by select version and click Download

After login successfully, go to iThesis toolbar then click Generate.



When the template generating has completed. The template will be as follows.



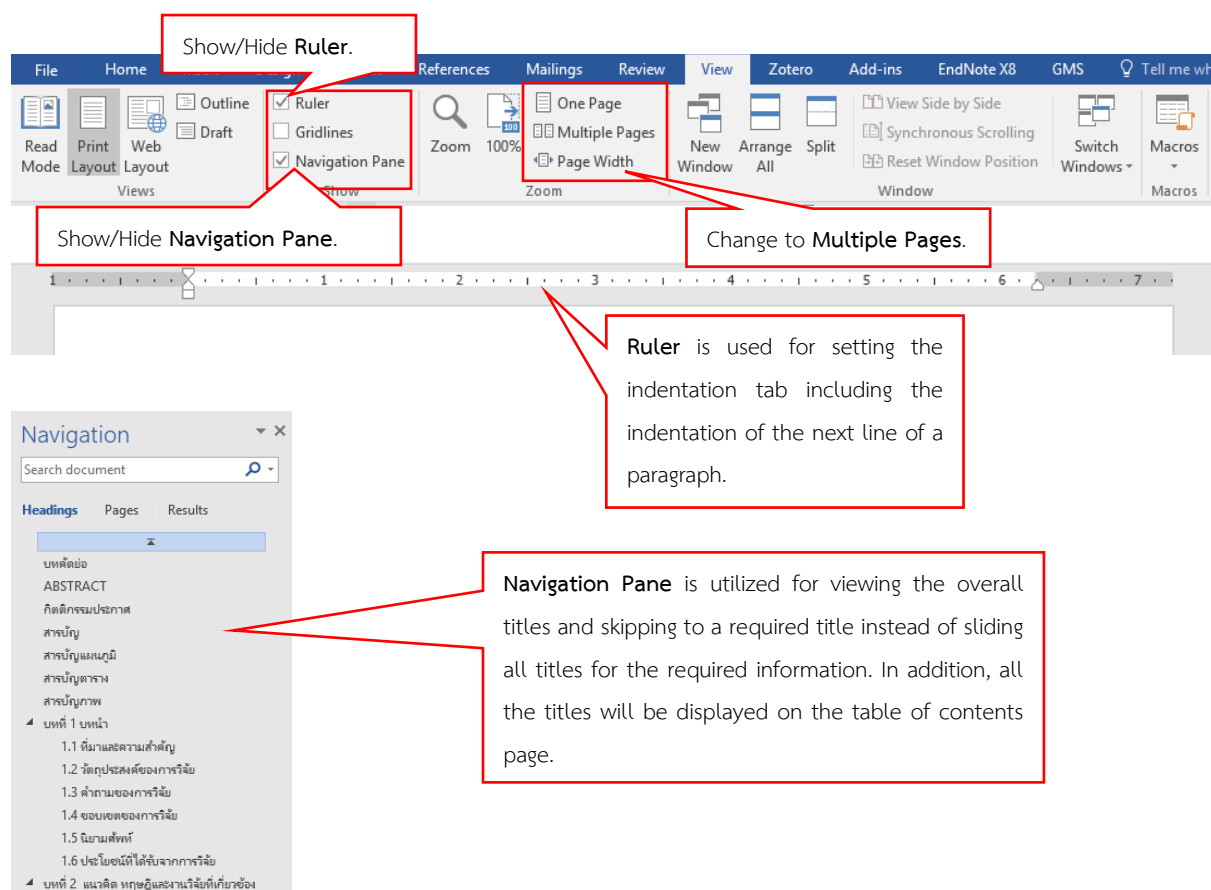
## Using Microsoft Word Functions to Do the Formatting

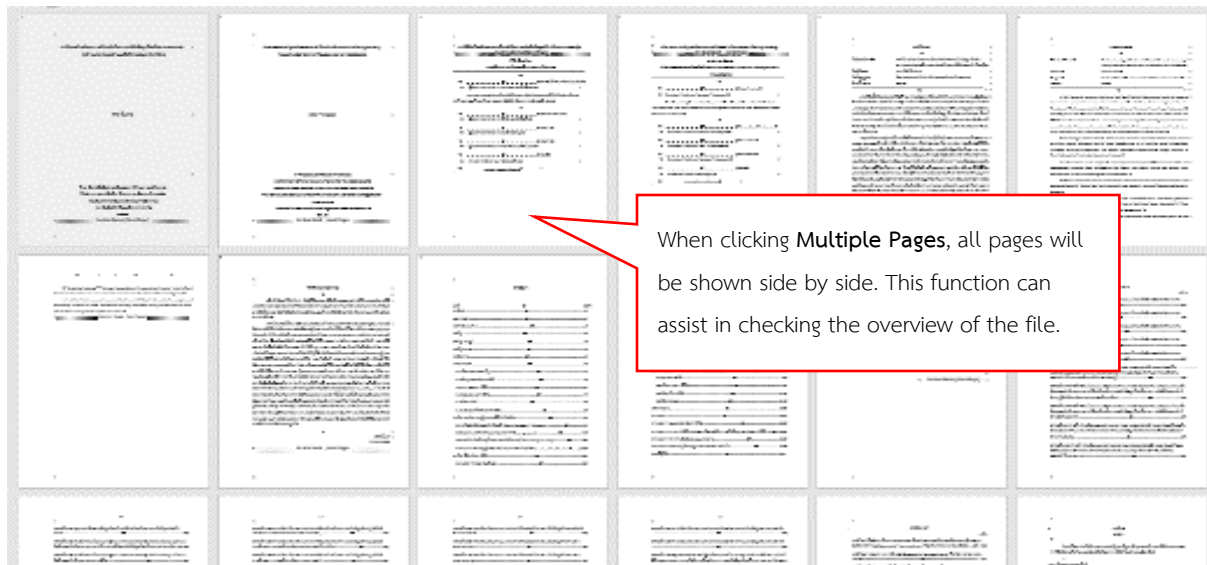
As aforementioned, i-Thesis does not provide the format of the content; therefore, a student should format his/her own content. This section will illustrate how to format a document and utilize basic formatting tools in Microsoft Word. A student can also adapt this instruction to organize other general Microsoft Word documents.

The important tools for formatting are as follows:

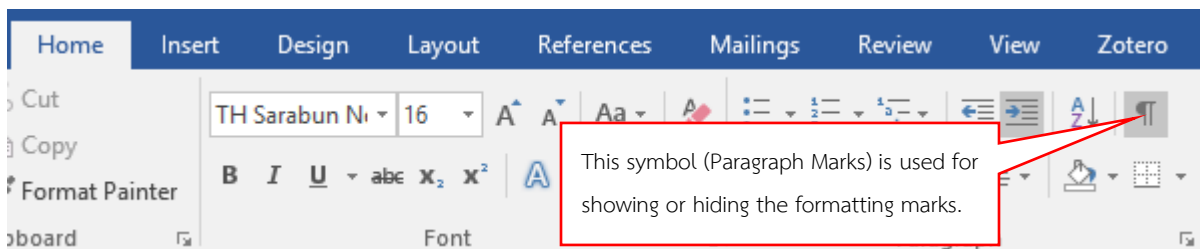
### Using the View Toolbar

The View Toolbar – is used for showing or hiding **Ruler**, **Navigation Pane** including **Multiple Pages**.





How to Turn the Display of Formatting Marks in Microsoft Word on – Regularly, the formatting marks are hidden. It can be shown by clicking **Paragraph Marks** (¶) on the **Home** tab and re-clicking for hiding the formatting marks.

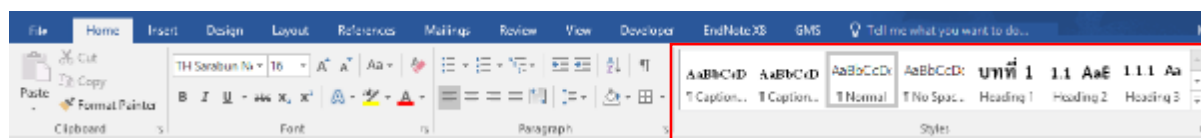


## Basic Formatting Marks

Symbols	Meaning
¶	Paragraph Marks – this symbol is used for indenting a new paragraph by pressing <b>Enter</b> on a keyboard while it is turned on.
→	Tab Characters
↵	Line Breaks Symbol (Shift + Enter)
NIDA e-Thesis - Microsoft Word ¶	Spaces: dots on the central (Spacebar)
.....Page Break.....¶	Paragraph Marks on Page Break (Ctrl + Enter)
.....Section Break (Next Page).....	Section Breaks Symbol (Layout -> Breaks -> Section Breaks -> Next Page)
□	End-of-Cell Marks

## Using the Styles Tool

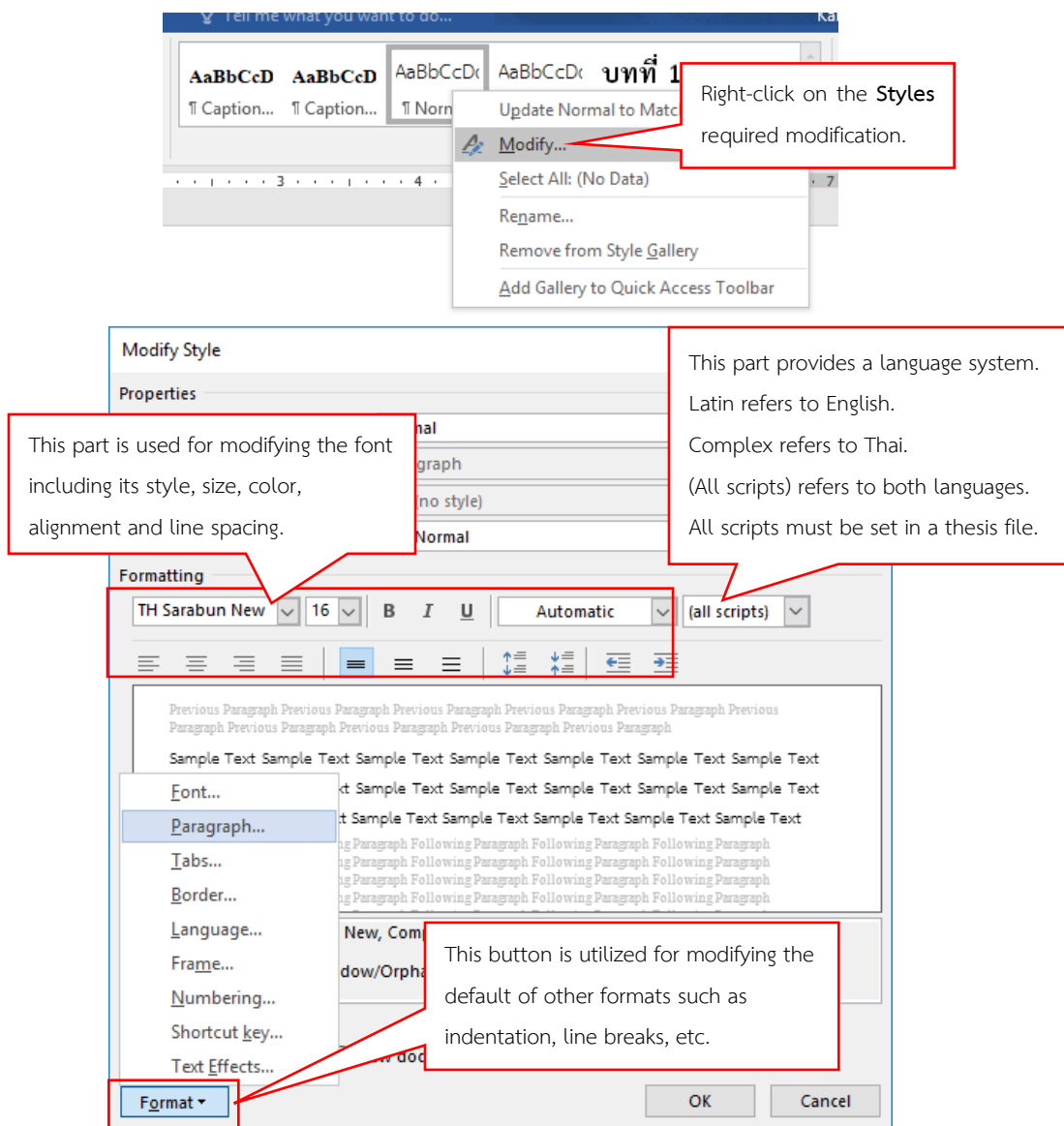
**Styles** is used for allocating a chapter heading, a title or a subtitle in order to be displayed on the table of contents precisely. **Heading Styles** (Heading 1, Heading 2, etc.) will be applied on the table of contents page. This tool is located on the **Home** tab.



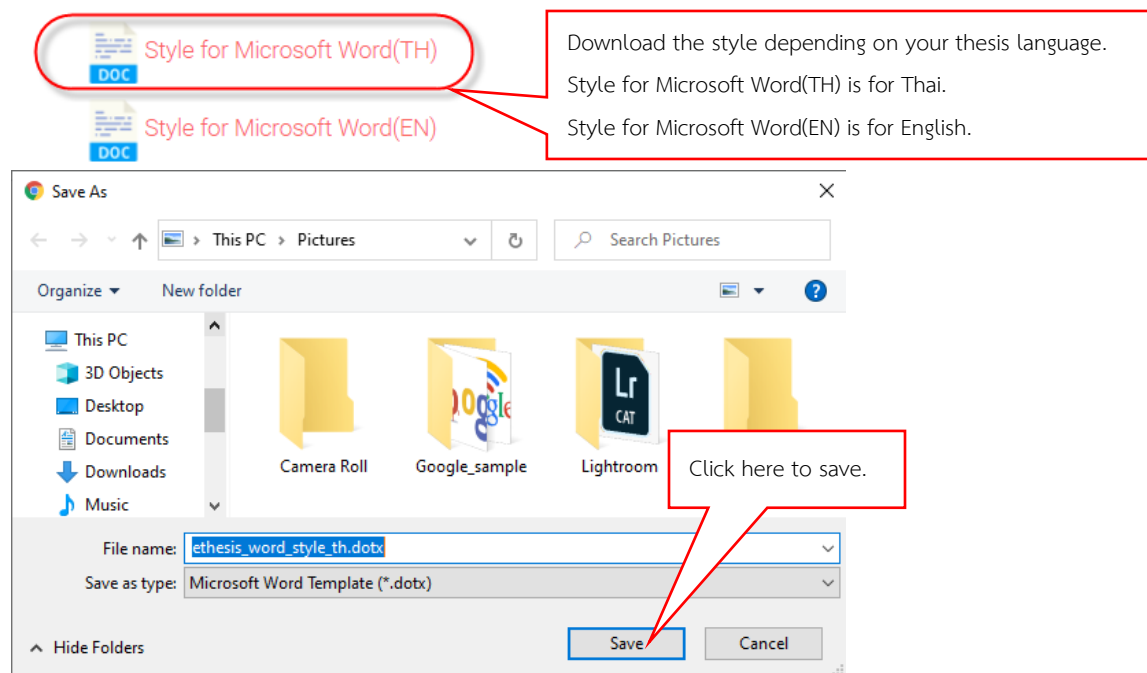
Furthermore, Styles is utilized for the default settings of formats on the current document such as a chapter name, a font style, a font size, alignment, etc., which can facilitate the modification if any. A student can modify the default style, which all of the binding formats will be changed automatically.



## How to Modify Styles

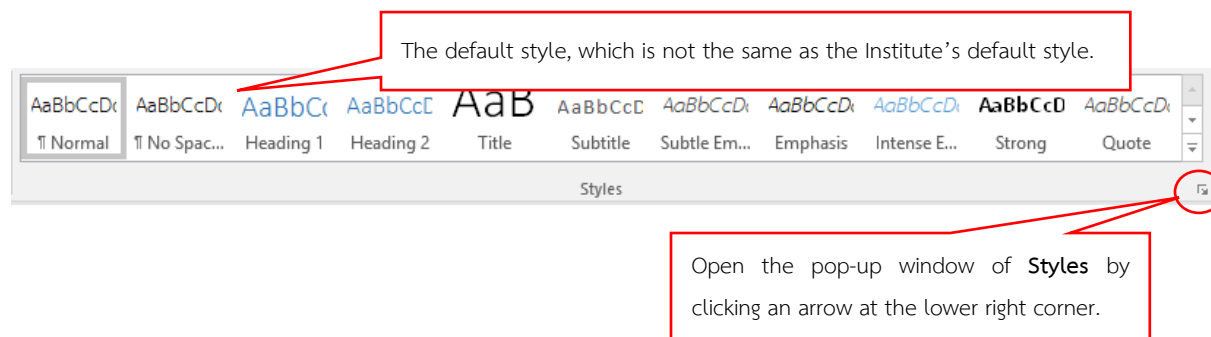


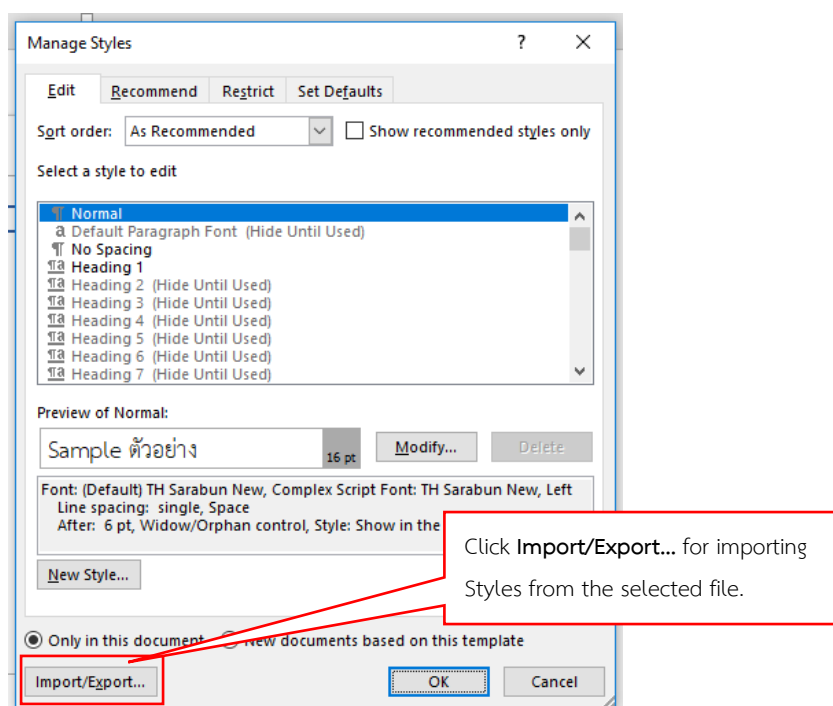
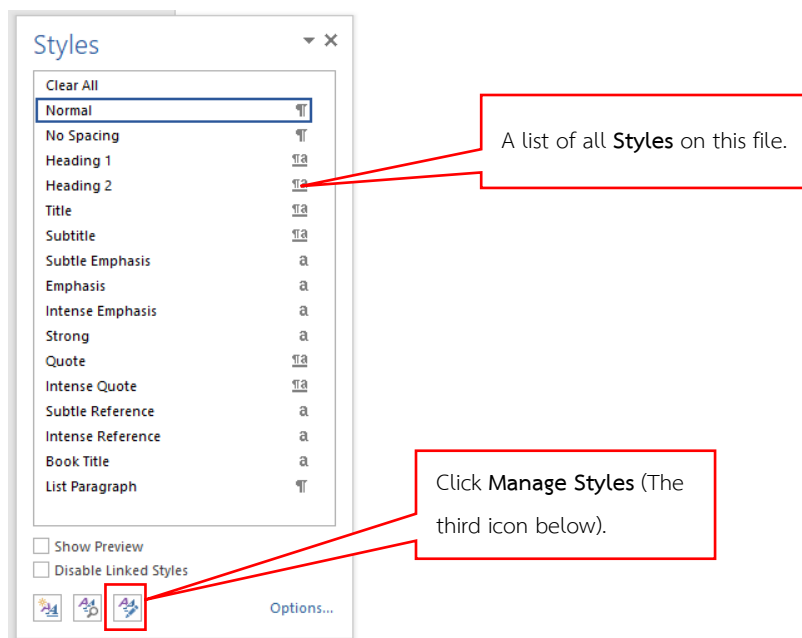
In addition, ITC creates the default files of Basic Styles, which can be downloaded from <http://itc.nida.ac.th/home/student/ithesis> and can be imported to the Microsoft Word document of a thesis.

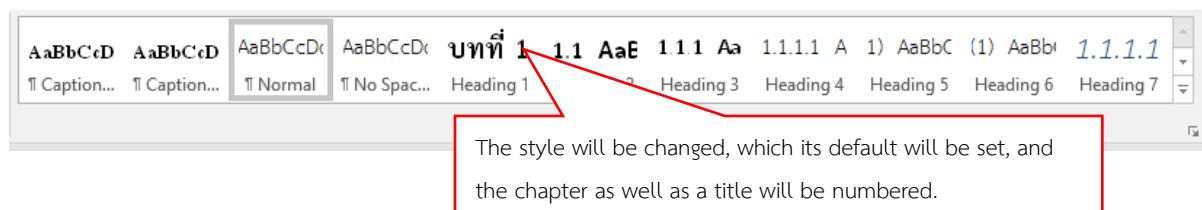
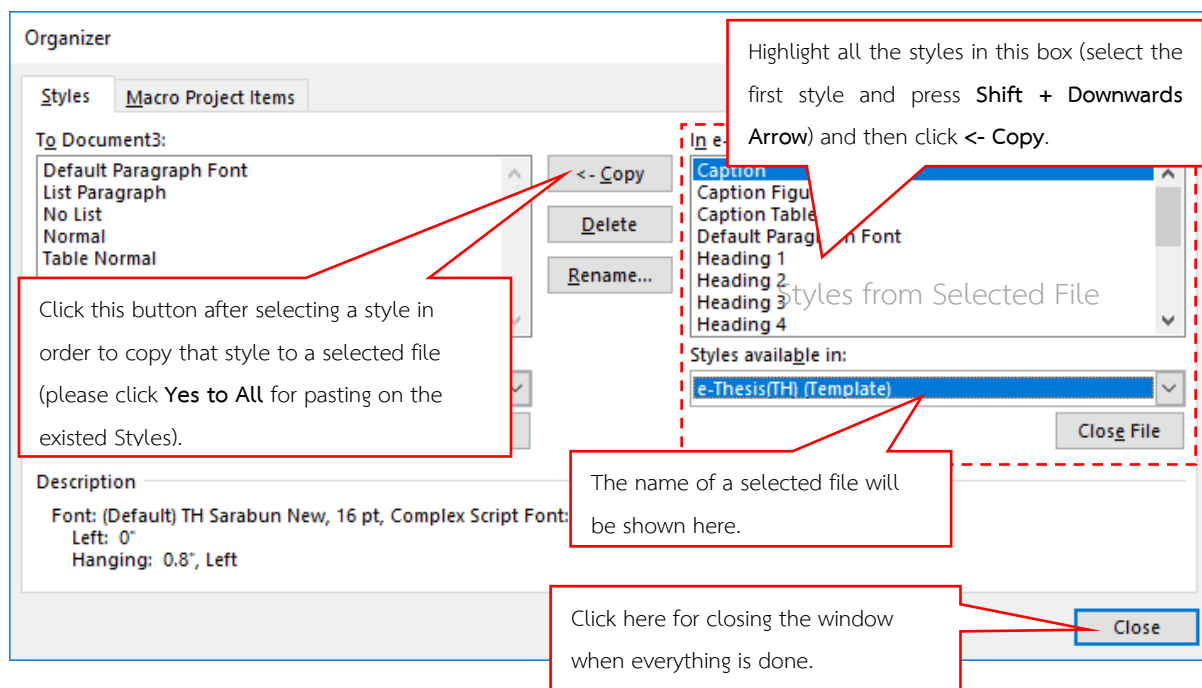
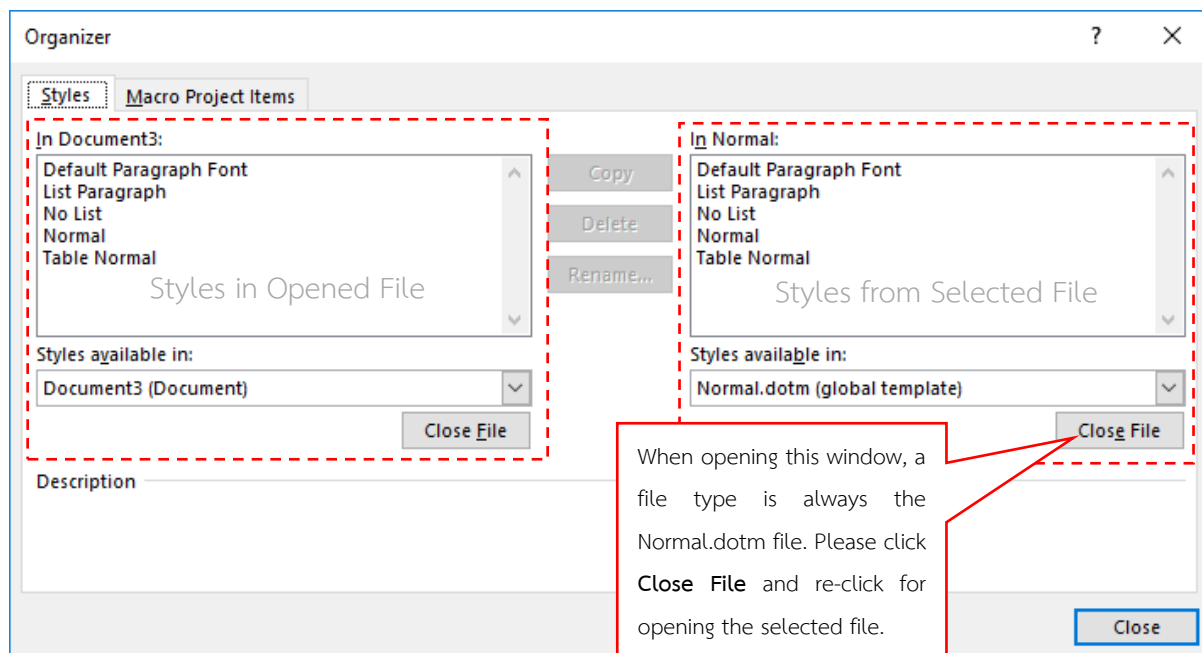


### How to Import Styles from DOTX File

When the new document is created, Microsoft Word will typically default the **Normal.dotm** style as shown in the picture below.





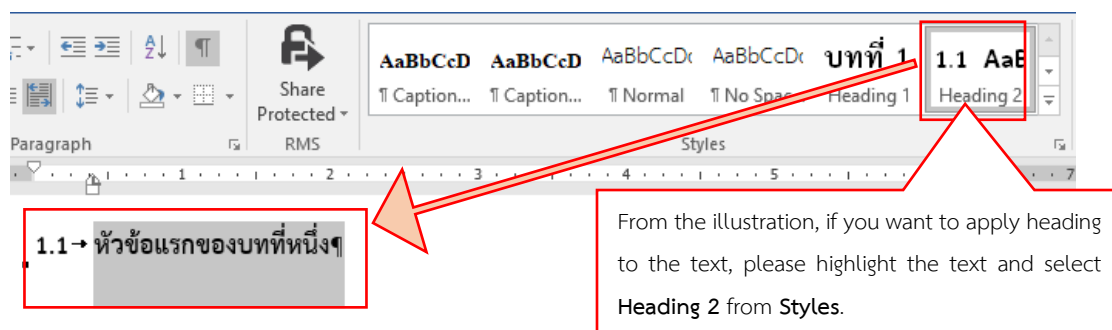


Institute's Basic Formatting Requirements for the thesis contents are as follows:

List	Font Size	Other Details	Styles
Heading/Chapter Name	Times New Roman 14 Bold	Center the content, insert a single line spacing from "CHAPTER", set the two-inch top margin of the page, and use capital letters for all alphabets.	Heading 1
Title	Times New Roman 13 Bold	Begin with a chapter number followed by a title number such as 1.1, 1.2 and 2.1, align left, insert a space both before paragraph and after paragraph, and use a capital letter for the initial letter of each word, excluding a preposition, a conjunction and articles. Nevertheless, if the aforementioned types of word places initially, the initial letter should also be capitalized.	Heading 2
Subtitle 1	Times New Roman 12 Bold	Begin with a chapter number followed by a title number and the number of Subtitle 1, respectively such as 1.1.1, 1.1.2 and 2.1.1, and insert the 0.5-inch paragraph spacing.	Heading 3
Subtitle 2	Times New Roman 12 Normal	Type on the same direction of the initial letter of Subtitle 1 and then type a chapter number followed by a title number, the number of Subtitle 1 as well as the number of Subtitle 2, respectively such as 1.1.1.1, 1.1.1.2 and 2.1.1.1.	Heading 4
General Contents	Times New Roman 12 Normal	Insert the 1.5-inch line spacing.	Normal
Caption Table/ Figure	Times New Roman 12 Normal	Align left.  In case of inserting a table, please add "Table" with a number on the top of the table. Likewise, in case of inserting a picture, please add "Figure" with a number.  In case of numbering, please type a chapter number followed by Table/Figure with its number such as Table 1.1 and Figure 1.1.  If a caption exceeds one line, the following line should be organized on the same direction with the caption's first line.  The initial letter of each word must be capitalized, excluding a preposition, a conjunction and articles. Nevertheless, if the aforementioned types of word	

List	Font Size	Other Details	Styles
		places initially, the initial letter should also be capitalized.	

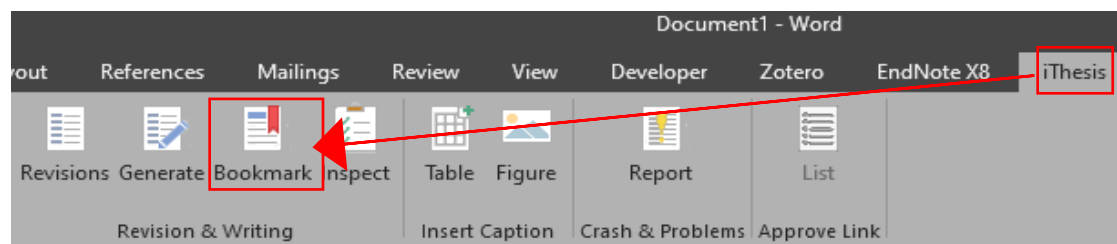
How to Use the Styles Tool: Highlight the part needed and click the selected style on the top of a toolbar.

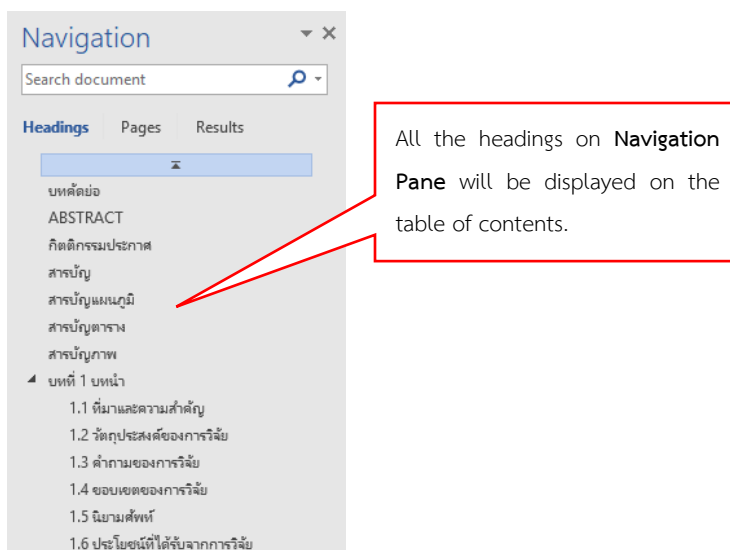


\*In case of thesis preparation on iThesis, please apply the heading style to the text expected to be displayed on the table of contents only.

For the headings that do not expect to display on the table of content, use Normal style with manually inserted heading number. \*

**Bookmark**, located on the iThesis toolbar, is utilized for creating the table of contents in e-Thesis. All the headings (applied by the Heading Style) on Navigation Pane will be added in the table of contents.

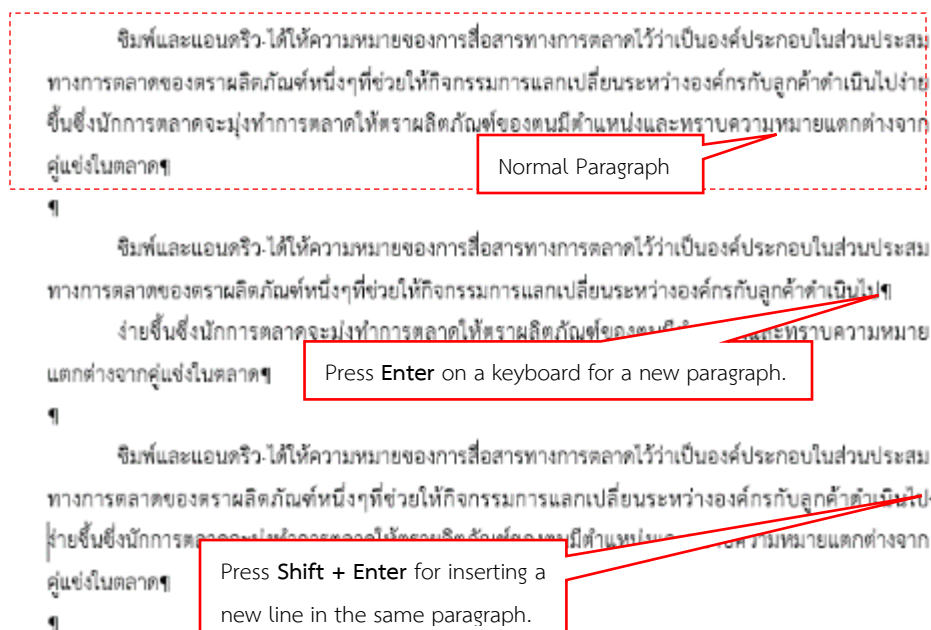




### Using the Breaks Tool

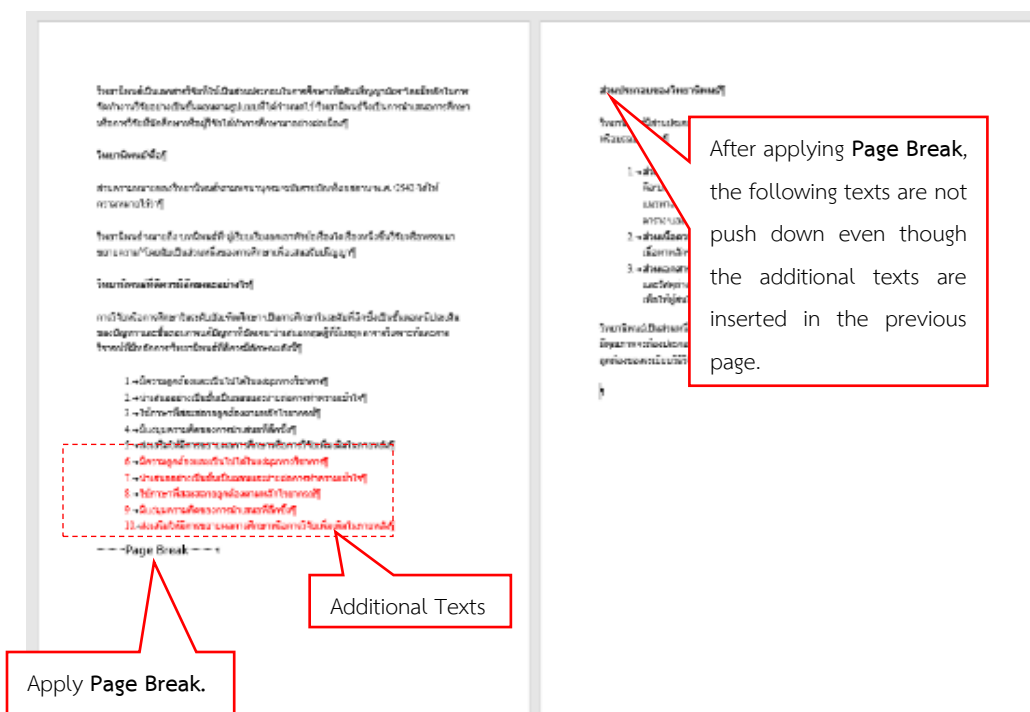
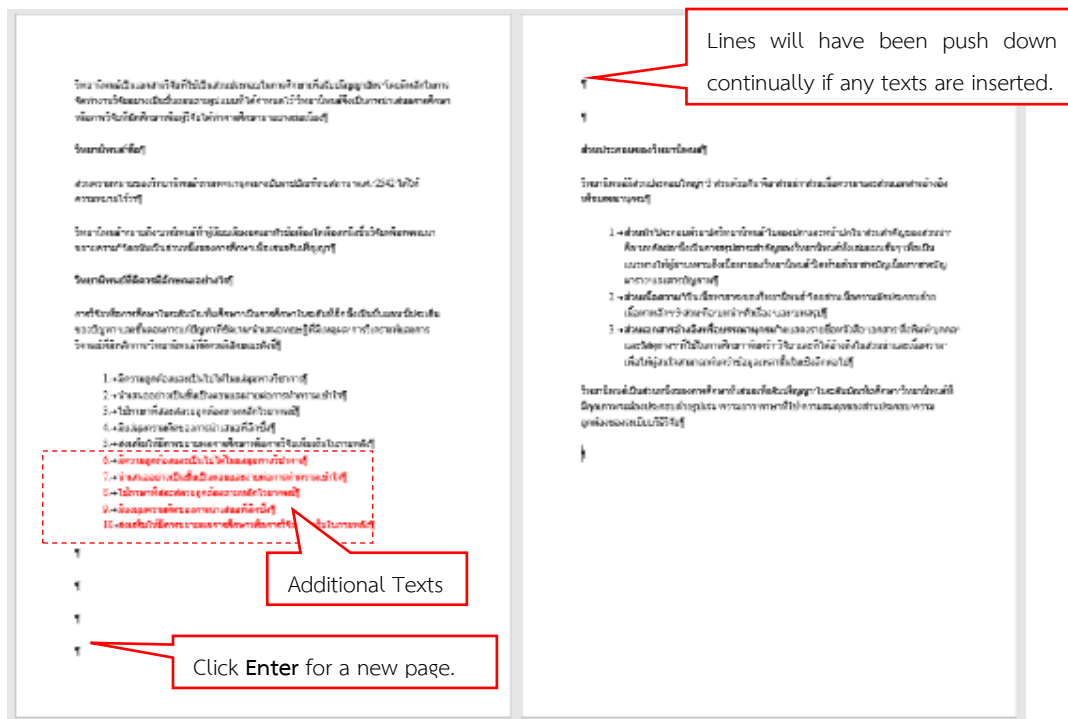
The Breaks tool consists of several functions; however, the three important functions are Line Breaks, Page Breaks and Section Breaks.

**Line Break** is used for breaking the line in the same paragraph. In general, breaking the line can be applied by pressing **Enter** on the keyboard for a new paragraph. However, it is more difficult to format the entire thesis content by this method. In this case, therefore, Line Breaks will assist in formatting the entire thesis content. This tool can be utilized by pressing **Shift + Enter** simultaneously.

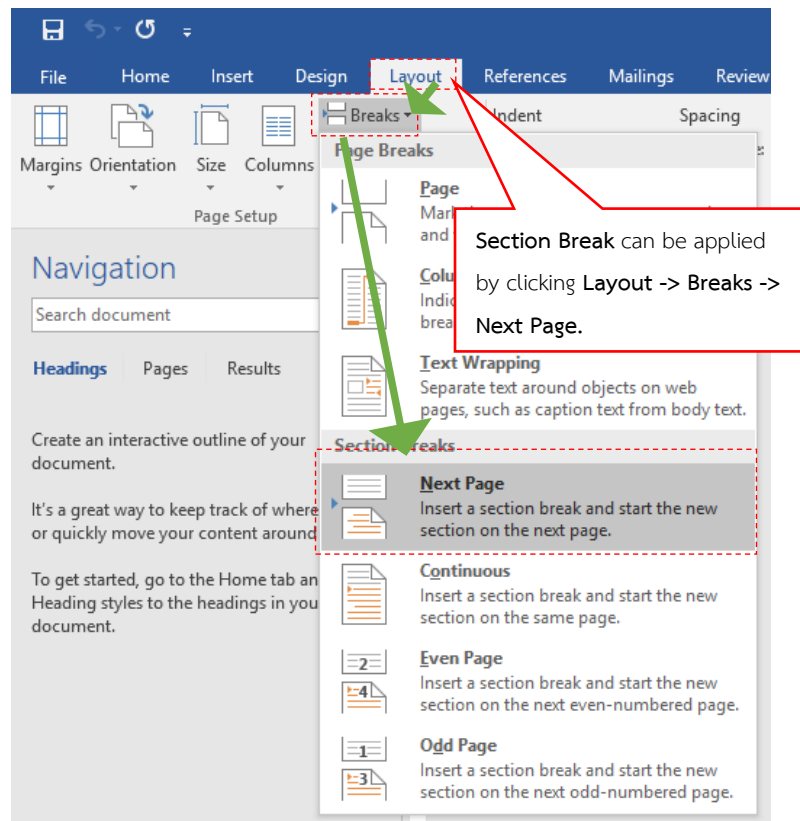


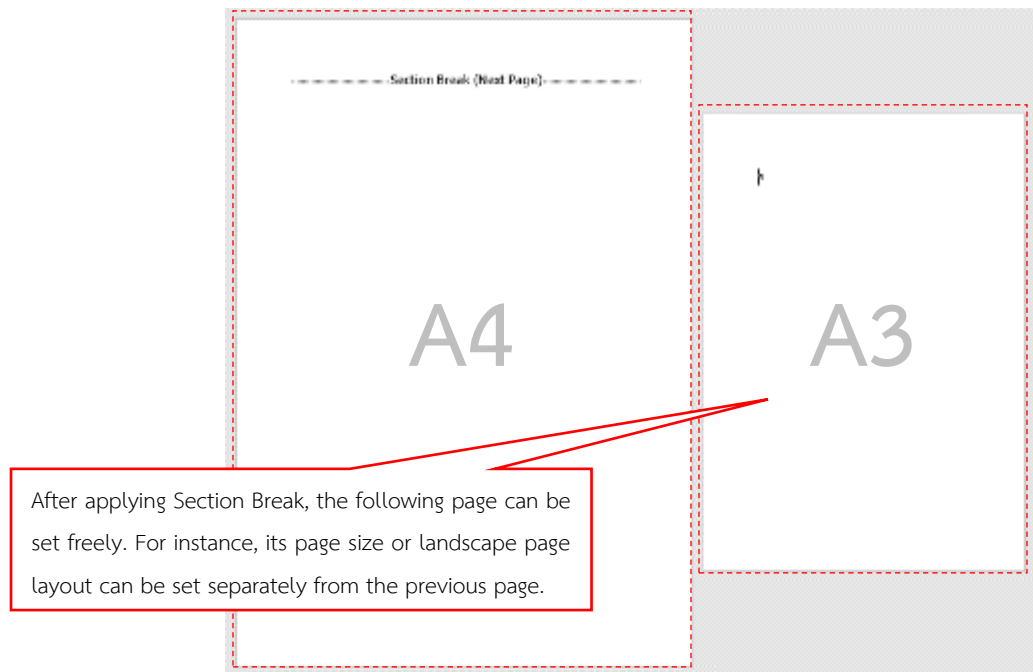
**Page Break** is utilized for starting the new page by pressing **Ctrl + Enter** simultaneously. Breaking the page is regularly completed by pressing **Enter** for several times until the needed line is on the next page. However, this method causes difficulties on formatting. If the texts are inserted above, the bottom line will have been push down continually. Thus, applying **Page Break** can stop pushing the following lines down while the texts are inserted above.





**Section Break** is utilized for breaking each chapter or each heading. The example is to break between the table of contents and chapter 1. Apart from breaking, it can be applied to organize the landscape page layout. Although the function of Section Break is similar to the function of Page Break, only the Section Break can be utilized for separating the page settings (e.g. page number settings) of each page.

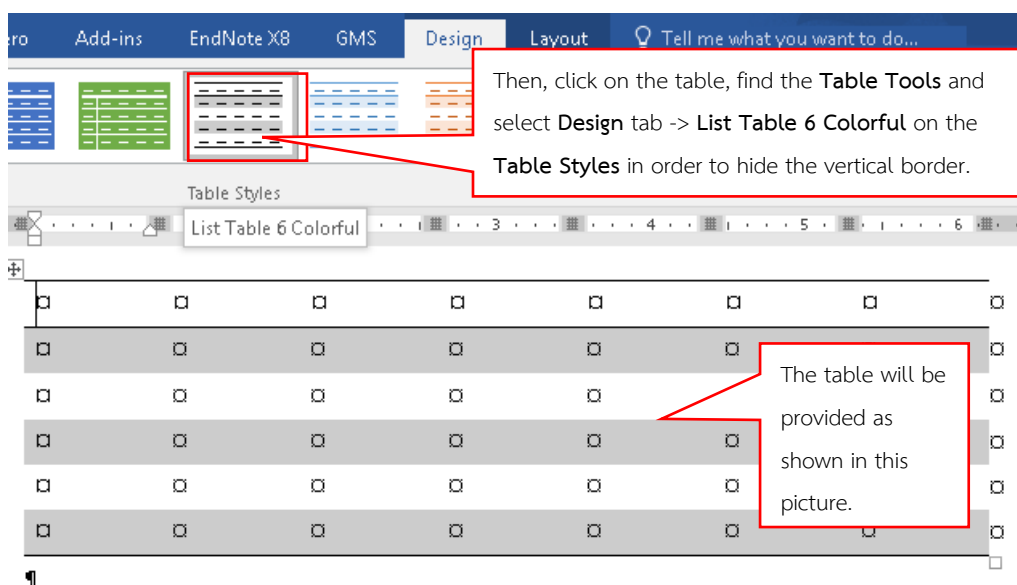
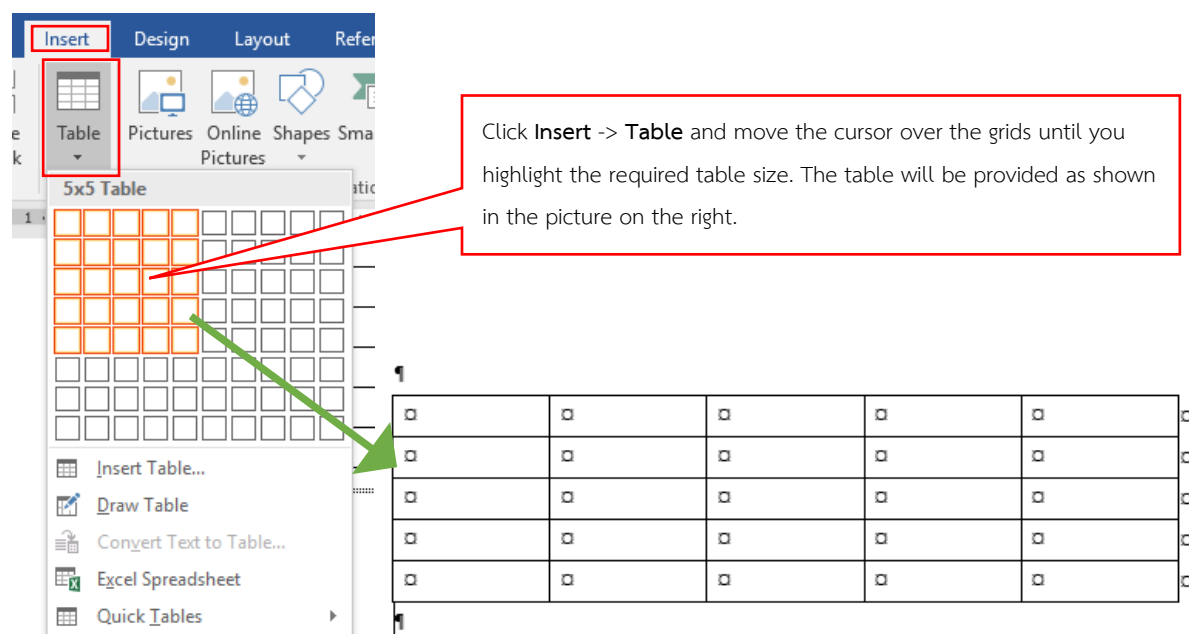




## Inserting a Table

In the section of the table utilized for NIDA thesis, the table borders must not be exceeded the left and right edges of the page. The table must exclude the vertical border while the horizontal borders are used for separating the header rows and creating the bottom table border only. Unless the table fits in one page, the header rows must be added in every page.

For the use of table, please select **Insert** -> **Table** and highlight the size of table needed.



On the **Design** tab, untick the **Banded Rows** box in order to hide the colour.

Correct Table Style

More details can be added here. If you want to insert a row or a column of the table, please click this symbol (+) at the left edge or the top of the table.

หัวข้อตาราง	หัวข้อตาราง	หัวข้อตาราง	หัวข้อตาราง	หัวข้อตาราง	หัวข้อตาราง	หัวข้อตาราง
111๑	111๑	111๑	111๑	111๑	111๑	111๑
222๑	222๑	222๑	222๑	222๑	222๑	222๑
333๑	333๑	333๑	333๑	333๑	333๑	333๑
444๑	444๑	444๑	444๑	444๑	444๑	444๑
555๑	555๑	555๑	555๑	555๑	555๑	555๑

Highlight the cells needed to merge.

If you want to merge cells, please highlight the cells needed to merge, right-click, and select **Merge Cells**.

หัวข้อตาราง	หัวข้อตาราง
111๑	111๑
222๑	222๑
333๑	333๑
444๑	444๑
555๑	555๑

Highlight the Header Row.

If the table does not fit in one page, the header rows must be added in every page.  
Highlight the header rows, right-click, and select **Table Properties...**

หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง
111๑	111๑	111๑	111๑	111๑	111๑	111๑	๑
222๑	222๑	222๑	222๑	222๑	222๑	222๑	๑
333๑	333๑	333๑	333๑	333๑	333๑	333๑	๑
444๑	444๑	444๑	444๑	444๑	444๑	444๑	๑
555๑	555๑	555๑	555๑	555๑	555๑	555๑	๑
666๑	666๑	666๑	666๑	666๑	666๑	666๑	๑

**Table Properties**

Select Row.

Table Row Column Cell Alt Text

Rows

Size

☐ Specify height: 0"

Options

☒ Allow row to break across pages

☒ Repeat as header row at the top of each page

Previous Row Next Row

OK Cancel

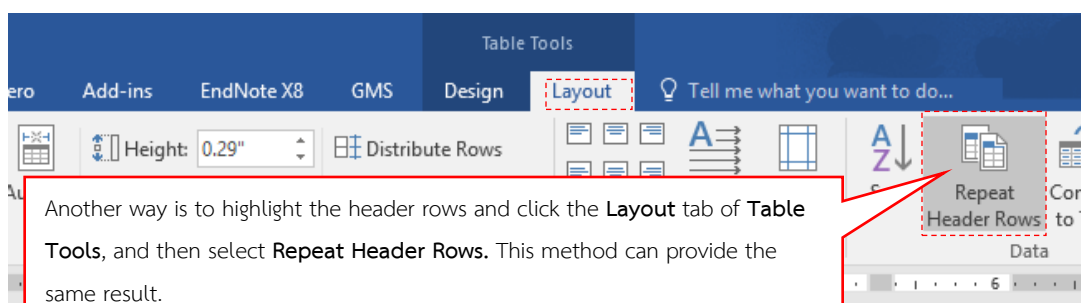
This option is for breaking the texts inside the table.  
If you want the texts inside the row stayed on the same page, please untick this box.

Tick this box for showing a header row.

หัวตาราง							๑
หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	
111๑	111๑	111๑	111๑	111๑	111๑	111๑	๑
222๑	222๑	222๑	222๑	222๑	222๑	222๑	๑
333๑	333๑	333๑	333๑	333๑	333๑	333๑	๑

The header rows will also be shown in other pages.

หัวตาราง							๑
หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	
444๑	444๑	444๑	444๑	444๑	444๑	444๑	๑
555๑	555๑	555๑	555๑	555๑	555๑	555๑	๑
666๑	666๑	666๑	666๑	666๑	666๑	666๑	๑



หัวตาราง							๑
หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	หัวตาราง	
111๑	111๑	111๑	111๑	111๑	111๑	111๑	๑
222๑	222๑	222๑	222๑	222๑	222๑	222๑	๑
333๑	333๑	333๑	333๑	333๑	333๑	333๑	๑

Highlight the header row.





The screenshot shows the Microsoft Word interface with the Table Tools ribbon active. The Design tab is selected, and the Borders dropdown menu is open. The 'No Border' option is highlighted. A red box and arrow point from the 'No Border' option to a text box containing the following instructions:

Then, select the **Design** tab of **Table Tools** -> **Borders** -> **No Border** in order to delete the table border.

222	222	222	222
333	333	333	333

## Inserting Caption and Table of Figures

Inserting Caption is utilized for adding captions to the tables/figures in a document. Moreover, this tool can assist in numbering tables/figures automatically according to Institute's formatting requirement.

The format of table/figure captions required by Institute can be customized by starting with "Table/Figure" followed by a chapter number, the "." (Period) separator and the number of table in that chapter respectively. For instance, "Figure 3.1" should be inserted on the first table of chapter 3.

**บทที่ 3**  
**การหาคำอธิบายตาราง/ภาพ**

"Figure 3.1" should be added on this table.

For a table, please right-click on the top left corner of a table whereas, for a figure, please right-click on the figure, and then select **Insert Caption...**

Label (Table/ Figure)

Caption Position (for the table is above selected item whereas, for the figure, it is below selected item.)

Select **Insert Caption...**

Create New Label...

Insert a caption. The caption can be filled in this box or on the page later.

Set Caption **Numbering...**

**Caption**

**Caption:**  
Table 1

**Options**

**Label:** Table

**Position:** Above selected item

☐ Exclude label from caption

**New Label...** **Delete Label** **Numbering...**

**AutoCaption...** **OK** **Cancel**

For the initial use of the caption, its formats should be set as shown in the table below.

	Table	Figure
Label	Table	Figure
Position	Above Table	Below Figure
Numbering	Chapter Number.Table Number	Chapter Number.Figure Number

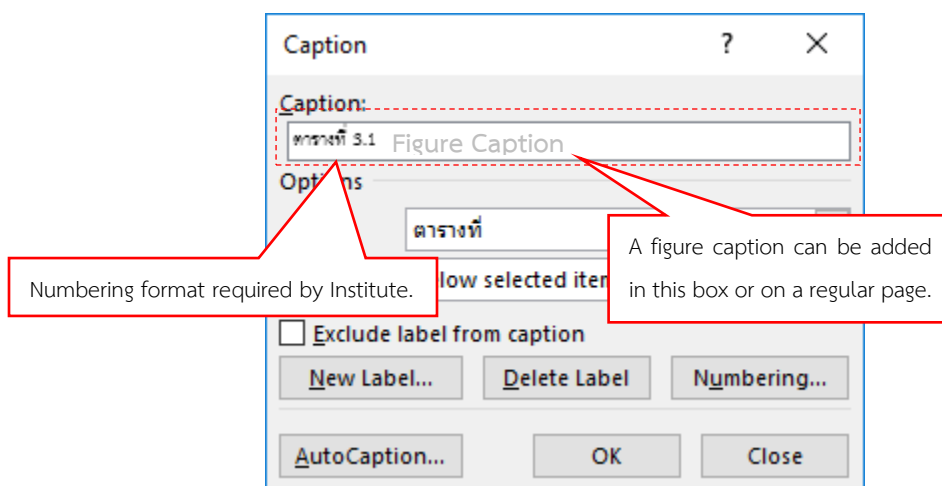
### Steps for Caption Settings

**Step 1:** In the **Caption** dialog, click **New Label...** to create a new label.

**Step 2:** In the **New Label** dialog, enter the label in the **Label:** field and click **OK**.

**Step 3:** In the **Caption** dialog, select the new label from the **Label:** dropdown. Check the **Include chapter number** checkbox. The new caption label will be displayed on **Label**.

**Step 4:** Click **Numbering...** to open the **Caption Numbering** dialog. Tick the **Include chapter number** checkbox. Select **Arabic Numerals** for the **Format**. Select **Heading 1** for the **Chapter starts with style**. Select **.(period)** for the **Use separator**. Examples: Figure II-1, Table 1-A. Chapter number will be excluded in the caption. Please click **Numbering...** for number setting.



ตารางที่ 1.1 → คำอธิบายตาราง 1.1			Figure Caption
อ	ตาราง		
หัวคำอธิบาย (Label)อ	ตารางที่		
ตำแหน่งคำอธิบาย (Position)อ	ด้านบนของตารางอ	ด้านล่างของภาพอ	
การนับเลข (Numbering)อ	เลขบท.เลขตารางอ	เลขบท.เลขภาพอ	

Unless the figure caption is inserted in the above box, it can be added here.

ตารางที่ 1.1 คำอธิบายตาราง 1.1			
ตาราง			
หัวคำอธิบาย (Label)	ตารางที่		
ตำแหน่งคำอธิบาย (Position)	ด้านบนของ		
การนับเลข (Numbering)	เลขบท.เลขตาราง	เลขบท.เลขภาพ	

Highlight the caption, then apply a style.  
For table, use Caption Table Style.  
For figure, use Caption Figure Style.

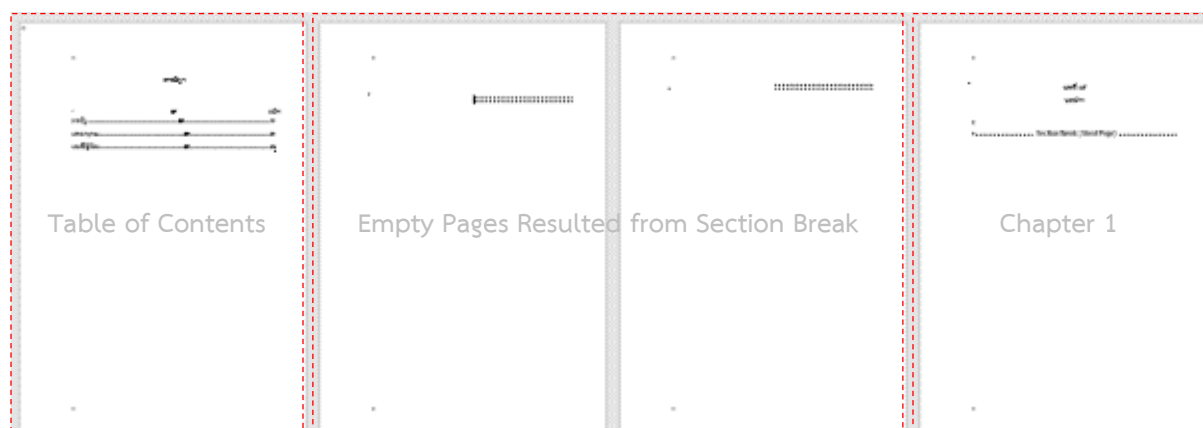
- Clear All
- Caption
- Caption Figure
- Caption Table
- iThesis\_Index\_1
- iThesis\_Index\_2
- iThesis\_Index\_3
- iThesis\_Index\_4
- iThesis\_Index\_5
- iThesis\_Index\_6
- iThesis\_Index\_7

## Inserting list of tables/figures

Inserting Table of Figures – Microsoft Word includes a function of caption in a document, which is utilized for creating table of contents and table of figures. In a thesis, the table of figures should be placed after the table of contents page. This tool can be applied by inserting an empty page with the utilization of **Section Break** between the table of contents and the page of chapter 1. If a thesis includes both table of contents and table of figures, please insert **Section Break** twice (2 empty pages).

บทที่ 1  
บทนำ

Move a cursor to the top of the selected page (after number 1) and click the **Layout -> Breaks -> Next Page**.



บทที่ 1 สารบัญตาราง

Type a heading (Table of Figures/List of Tables) and then “Chapter 1” will be displayed automatically. Please click on **Chapter 1**, which the whole text will be selected automatically, and then press **Delete** on a keyboard in order to remove it.

สารบัญ	
สารบัญตาราง	
บทที่ 1 บทนำ	
บทที่ 2 ทฤษฎี	
บทที่ 3 การทำคำอธิบายตาราง/ภาพ	
บรรณานุกรม	
ประวัติผู้เขียน	

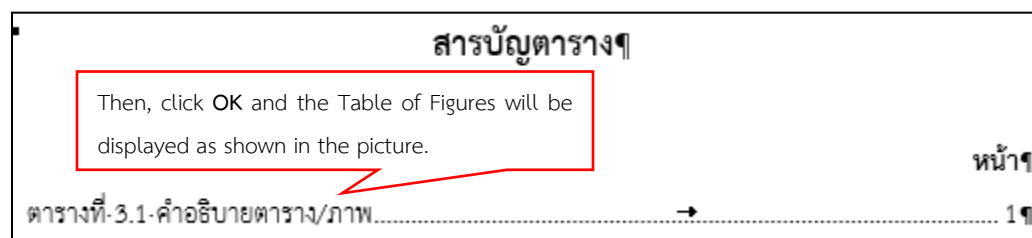
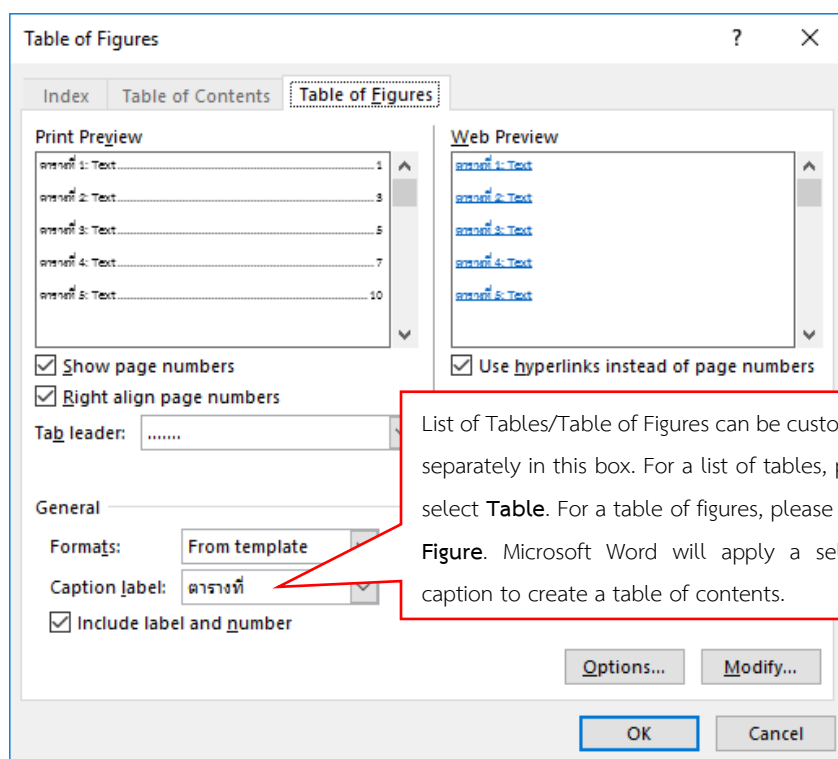
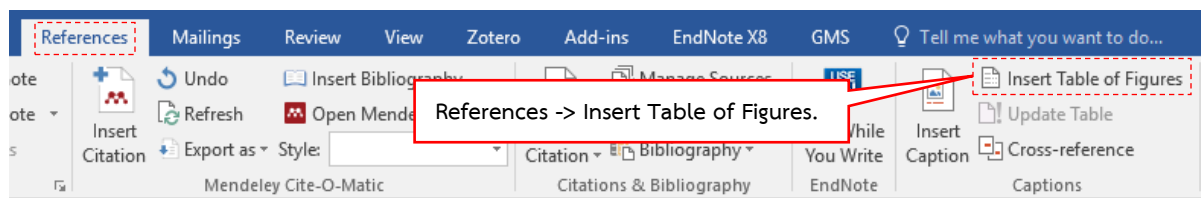
If you delete the aforementioned text precisely, the Navigation Pane will display the correct chapter as shown in the picture.

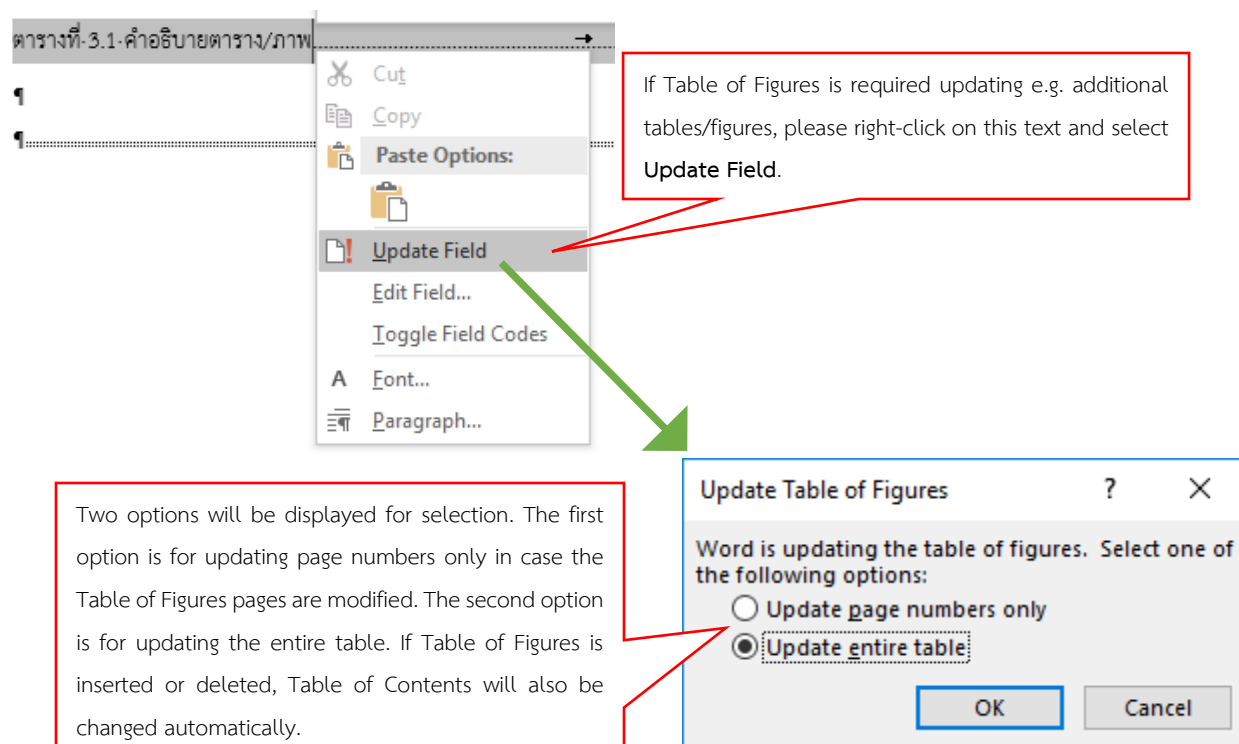
## TABLE OF CONTENTS

Please type “Page” for a thesis (EN) on the next line with bold fonts. Additionally, the font size should be the same font size of the content with the right alignment.

Page

The following line should insert **Table of Figures** or **List of Tables** by clicking **References** -> **Insert Table of Figures**. This tool assists in customizing both of them separately as follows:



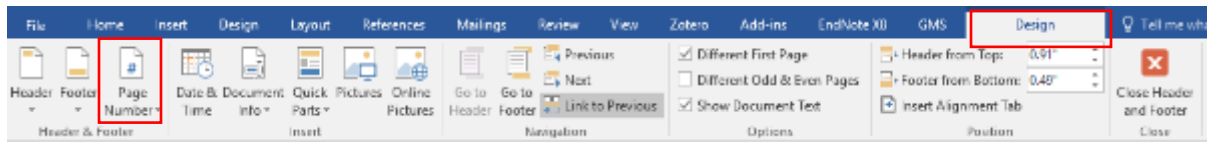


### Page Number and Format Page Number

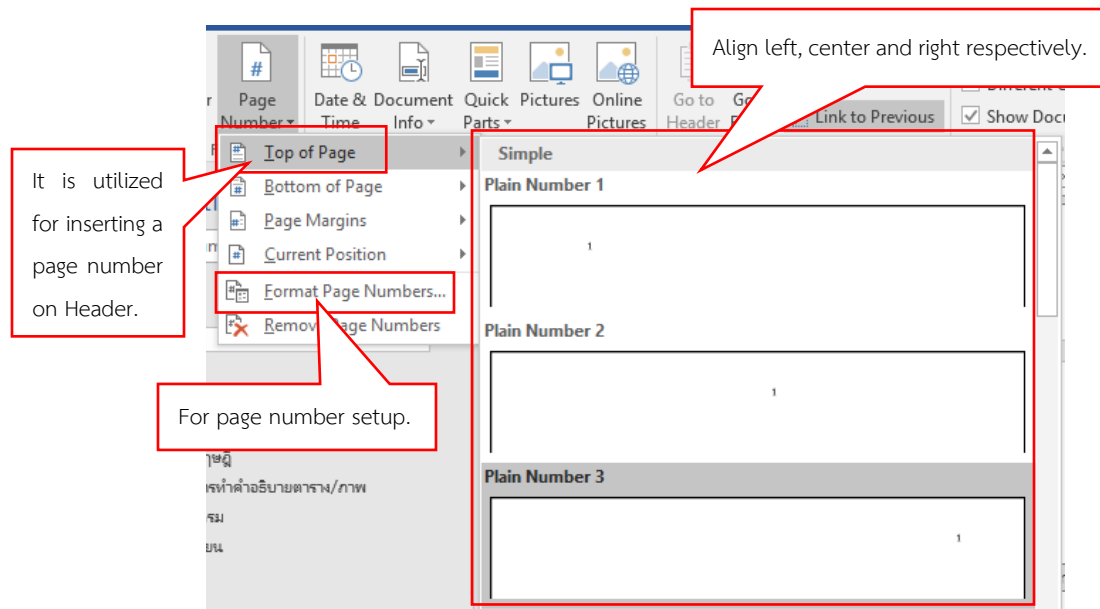
i-Thesis template regularly provides page numbers; however, in some case, the page numbers should be adjusted. For instance, a page number on the first page of a chapter is not displayed, or page numbers are discontinuous.

Page number can be inserted by double-clicking on the header for revision and click **Design -> Page Number** in order to insert or set the page number.



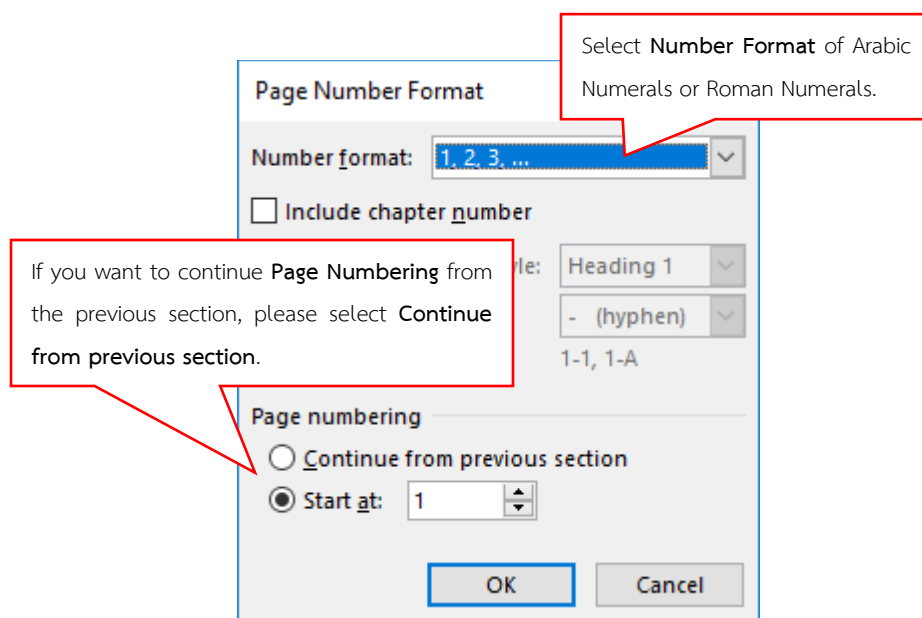


If page numbers required, please go to **Page Number -> Top of Page -> Format Page Numbers...**

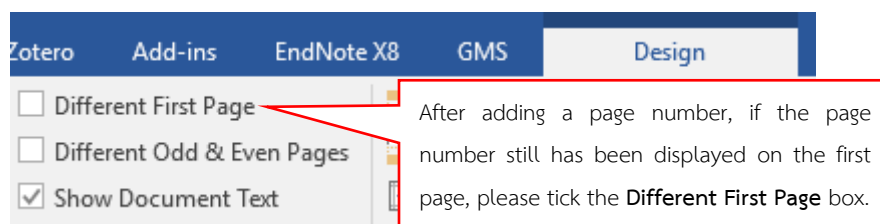


In case of discontinuous page numbering due to the use of Section Break or the change of number format, please click on **Page Number -> Format Page Numbers...**



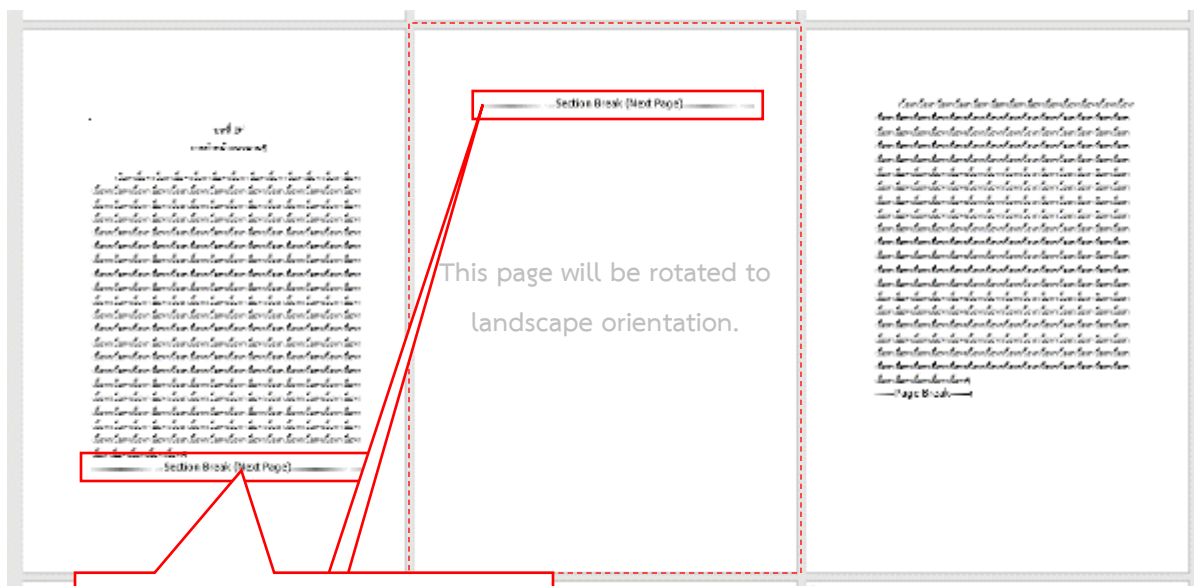


Page number of the first page of each chapter can be hidden by double-clicking on **Header** and ticking the **Different First Page** box.

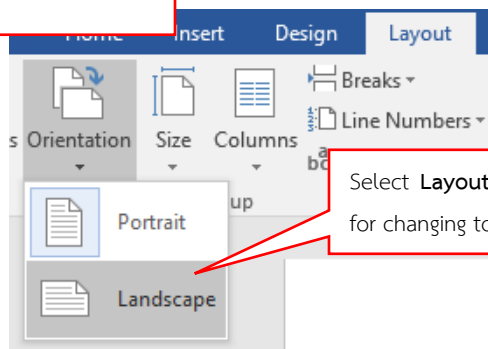


### Landscape Page Orientation

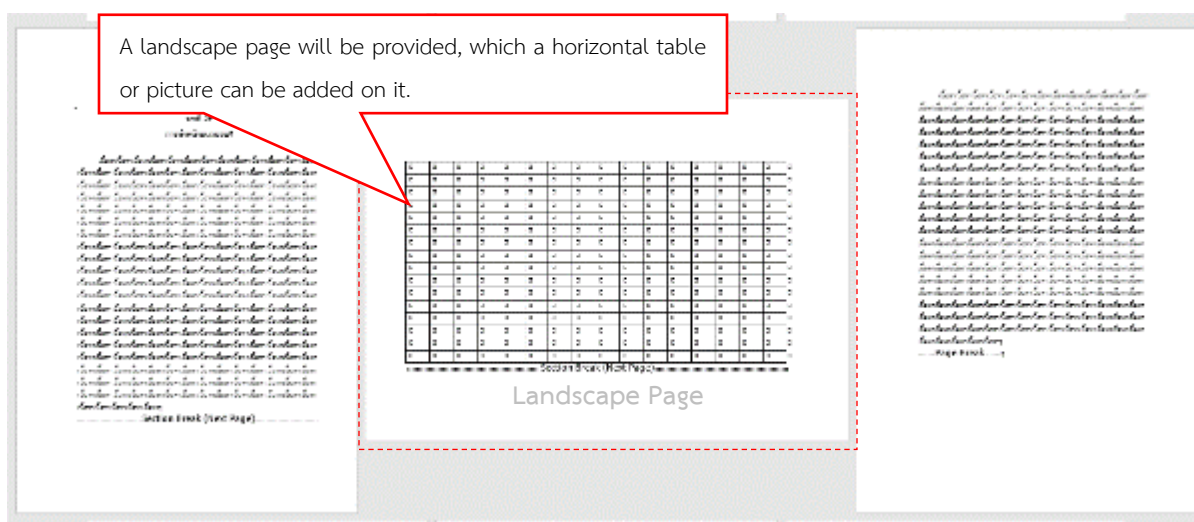
The thesis content pages consisting of the tables with loaded details or various chart figures should be rotated to landscape orientation. This orientation can be applied by inserting Section Break and rotating the page to landscape orientation. When the information is complete on the landscape page, please end with Section Break once more in order to rotate the page to portrait orientation. Furthermore, inserting a page number on the landscape page orientation differs from the portrait page orientation.



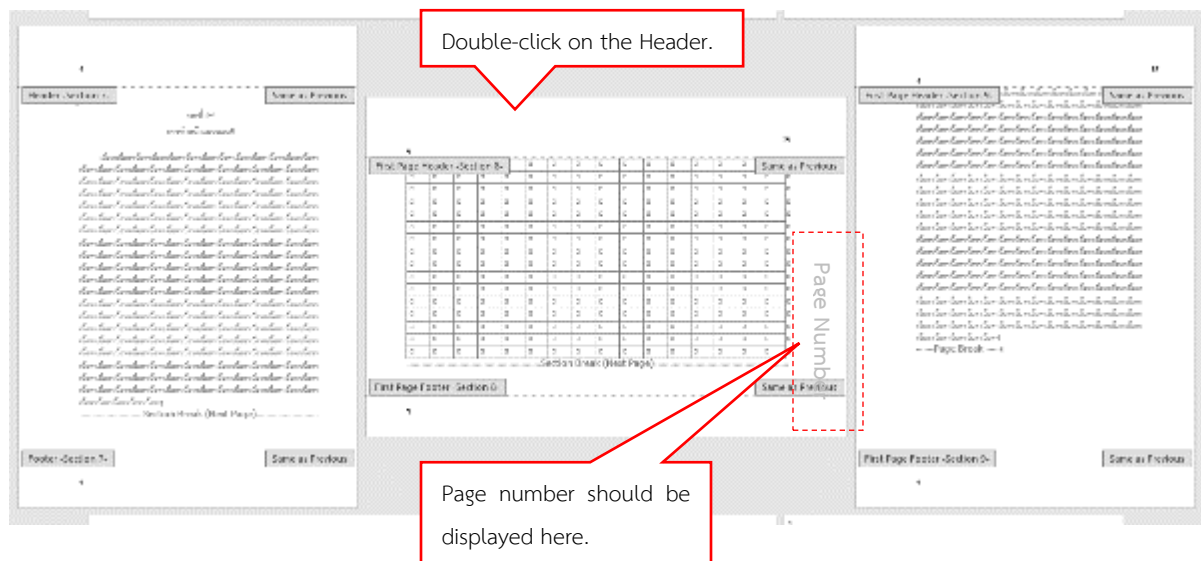
Insert **Section Break** in the previous page and the final landscape page.



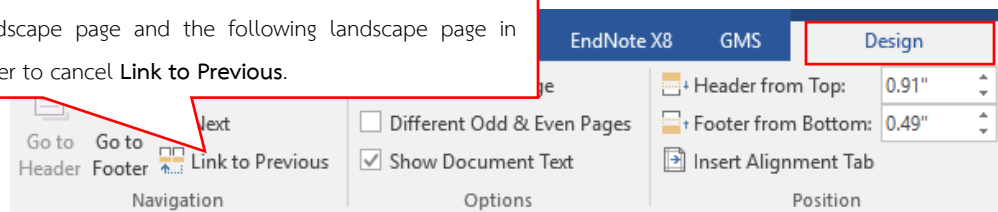
Select **Layout -> Orientation -> Landscape** for changing to a landscape page.

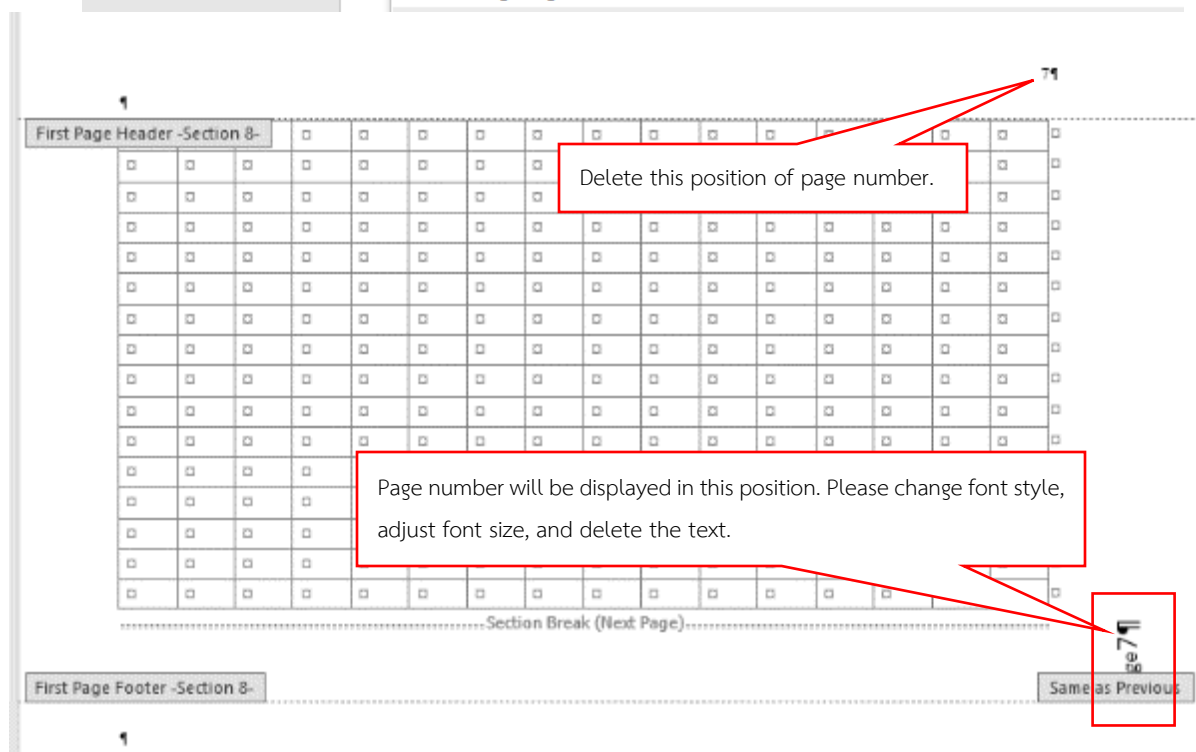
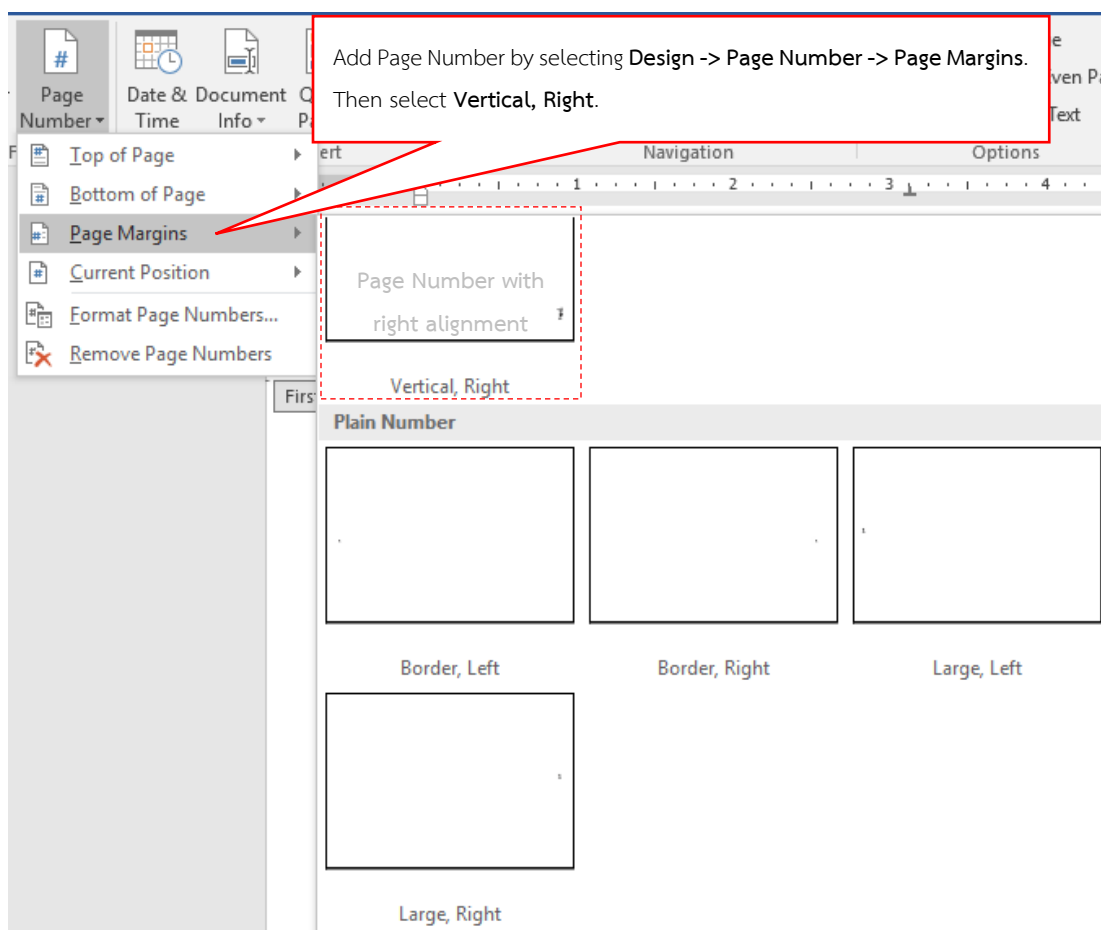


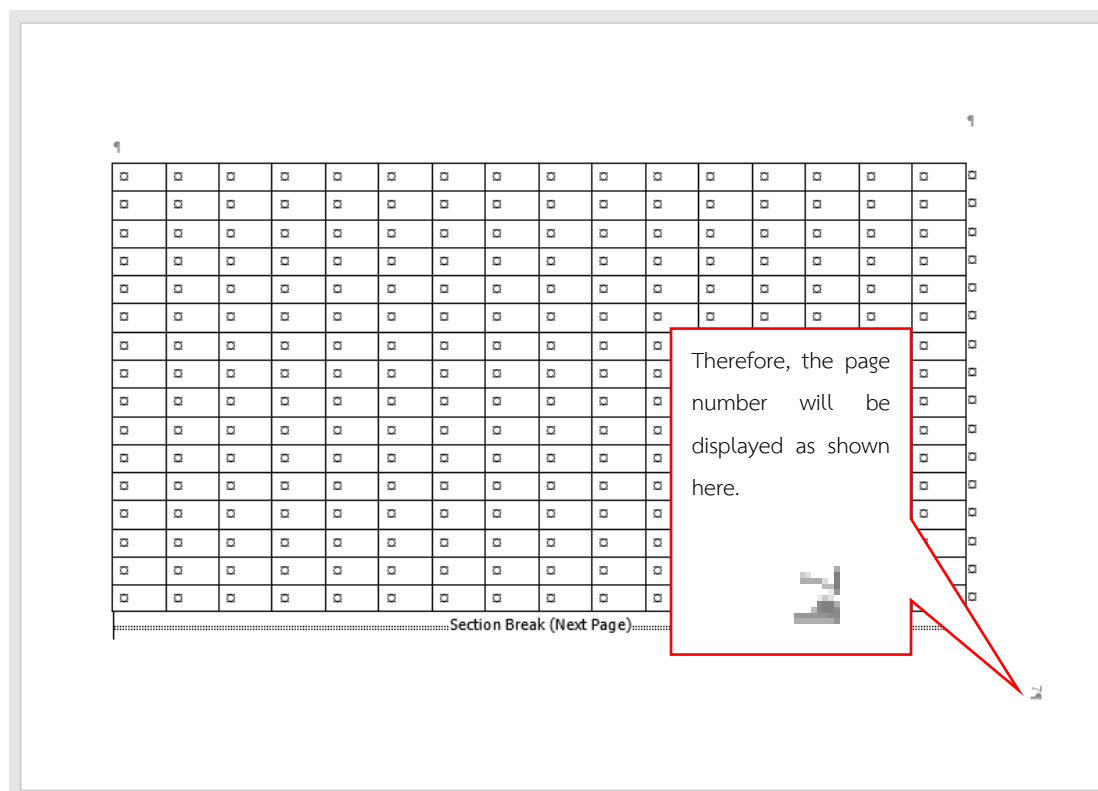
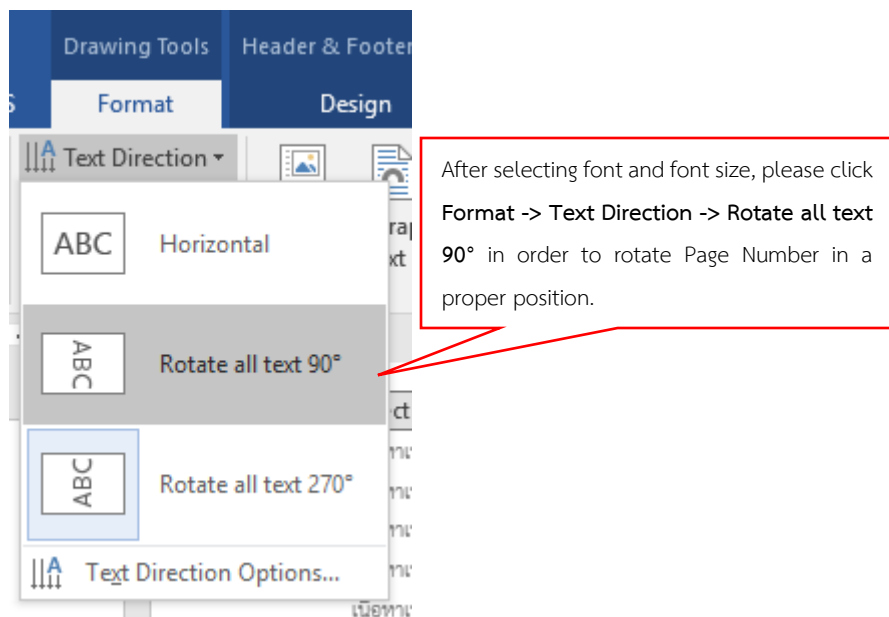
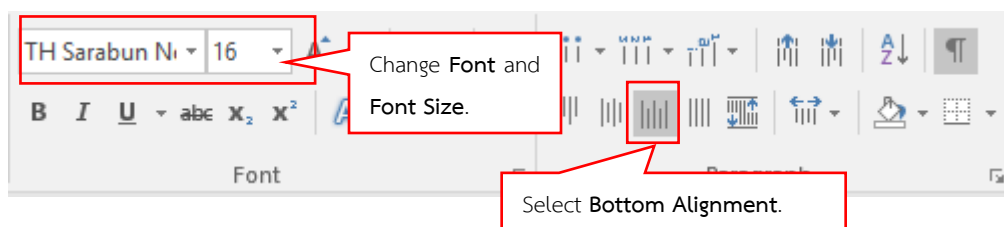
On a landscape page, a position of a page number should be on the right of the page in order that its page number will be aligned with other pages in a process of a thesis binding.



Select **Design** and click **Link to Previous** on the landscape page and the following landscape page in order to cancel **Link to Previous**.

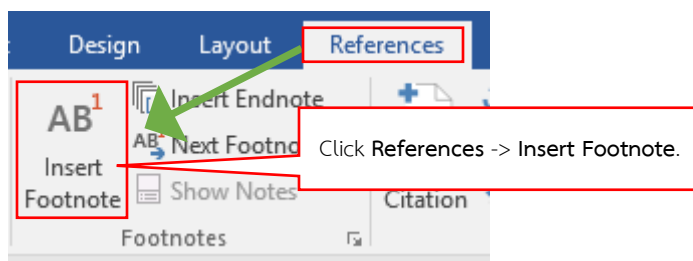
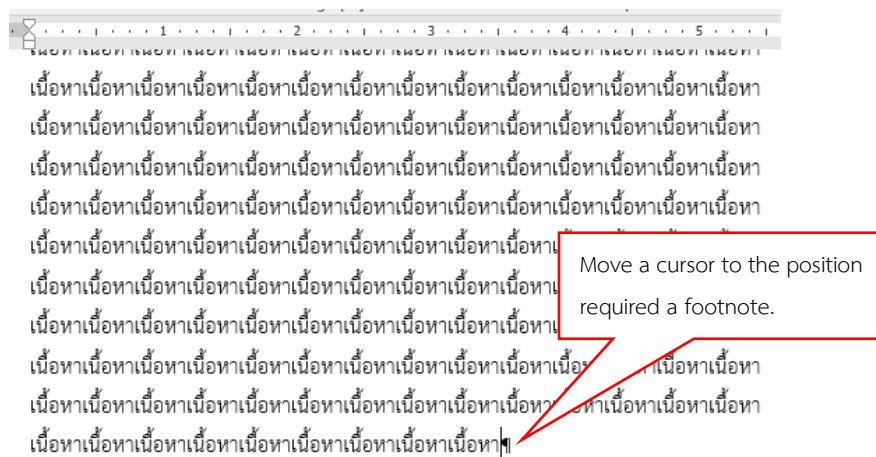






## Inserting Footnote

Microsoft Word includes a tool for creating a footnote located on the **References** toolbar. Footnote can be created by clicking **References -> Insert Footnote**. This tool can assist in numbering and creating footnote of a selected page automatically.



เนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหา  
เนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหาเนื้อหา

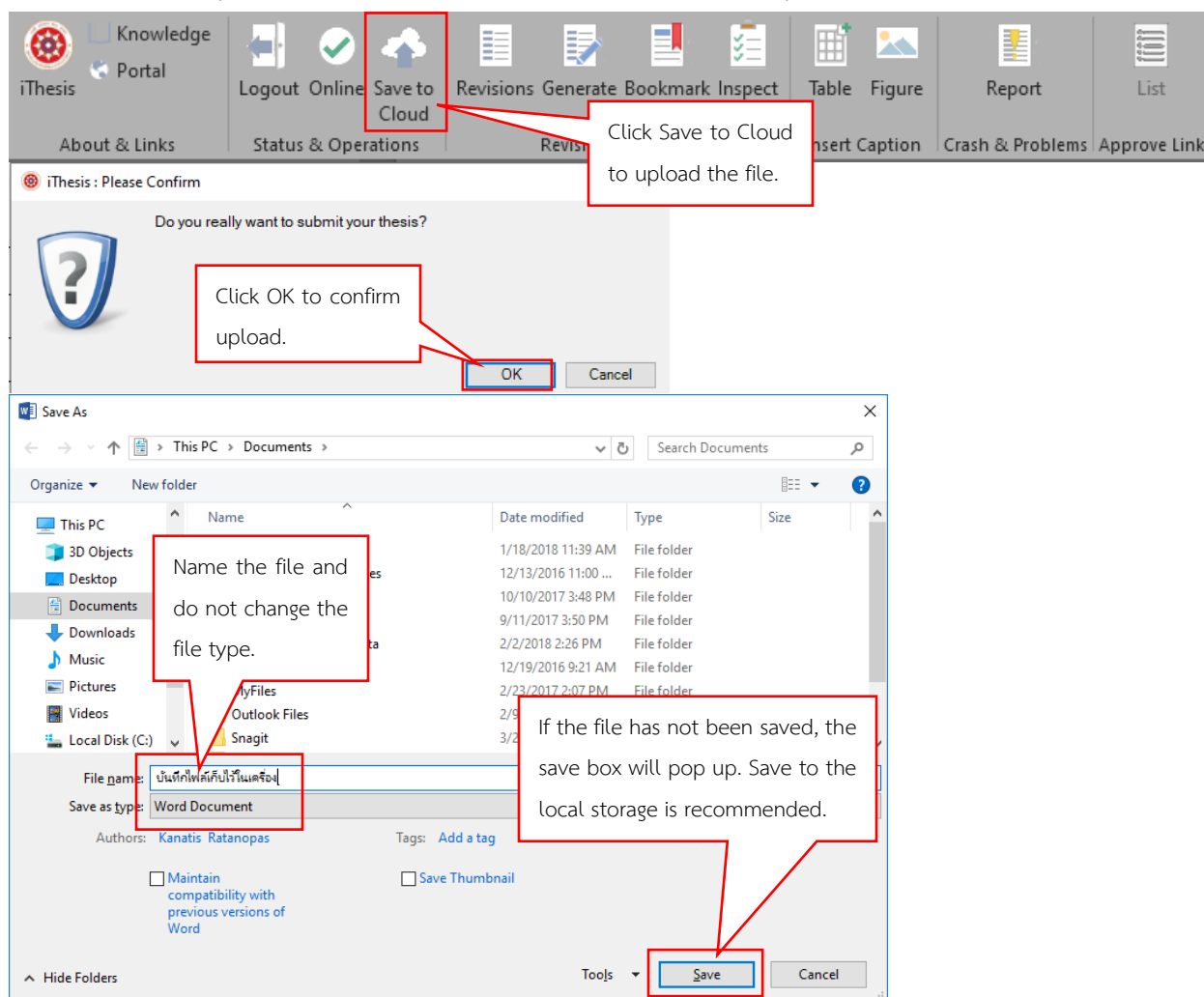
..... Page Break .....

The footnote will be displayed on the bottom of a selected page. You can type footnote details and change font size.

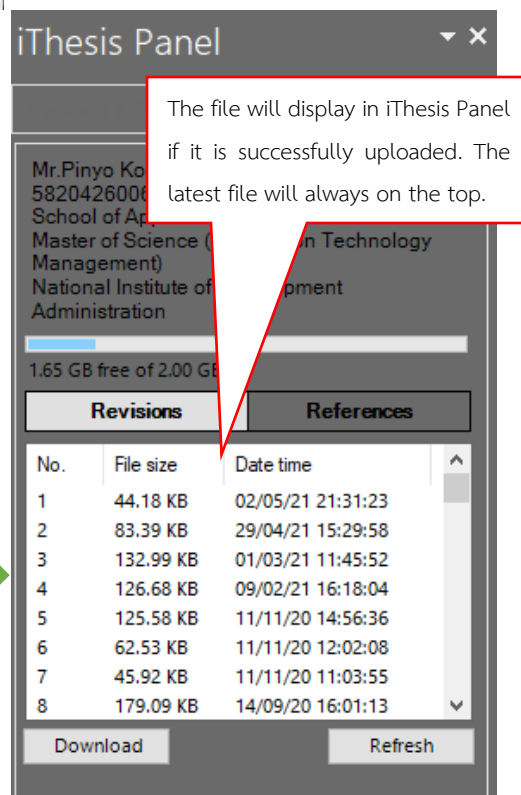
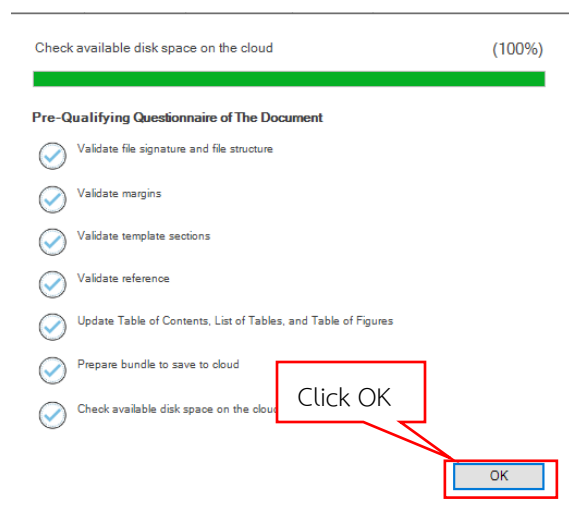
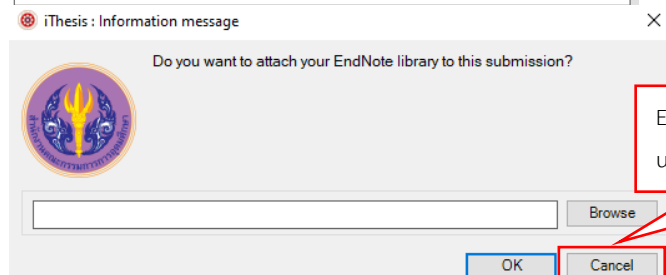
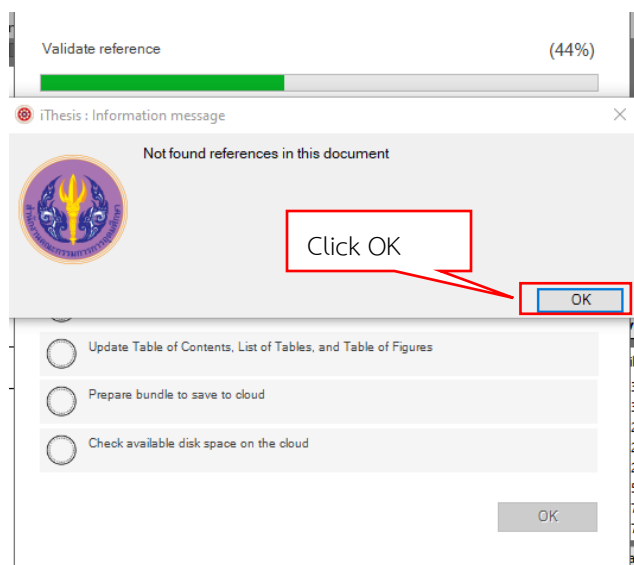
พิมพ์รายละเอียดเชิงอรรถที่นี่

## Uploading the file to i-Thesis

While writing the contents, always save the file with Microsoft Word save function (Ctrl + s) to assure if any unforeseen circumstances happen. By the way, if you need to upload the file to i-Thesis, click Save to Cloud button on the iThesis ribbon. The Save to Cloud function is used for uploading to iThesis server which can be sent to the advisor later or can be used for an online back-up file. Save to Cloud once a day for the best practice.







## Using Reference Manager Software

Writing a bibliography in i-Thesis, reference manager software such as Endnote or Zotero is a requirement. The reference manager software has the same principle which are creating a reference database -> citing an in-text citation then the software will create a bibliography in the selected style (APA, Chicago, etc.). [Click here](#) for more information about Endnote, a recommended reference manager for i-Thesis.

\*A reference manager will use an in-text citation created by the software to generate a bibliography therefore using a reference manager along with writing contents in Microsoft Word is recommended. If not, all manual in-text citations must be replaced with the software eventually.