

2014

Format Checklist for Thesis and Independent Study

Office of International Affairs

Kasem Bundit University

1/1/2014

Page Number

1. Apply Roman number for pages before chapter 1.
2. Do not display page number on Cover page, approval page, the first page of table of content, the first page of each chapter, and the half-title page

Table 1: Page Number Example

	Roman number	Display/No display Roman No.
Cover page	i	No display
Approval Page	ii	
Abstract	iii	Display
Acknowledgement	iv	
The first Page of Table of Contents	v	No display
Next page of Table of Contents	vi	Display
List of Tables (if any)	vii	
List of Figures (if any)	viii	
The first page of Chapter 1	1	No display
Next page of Chapter 1	2 3 4	Display
The first page of Chapter 2	15	No display
Next page of Chapter 2	16 17 18	Display
Half-Title Page of References	88	No display
The first page of References	89	Display
Next page of Reference	91 92 93	Display
Half-Title Page of Appendix	95	No Display
Half-Title Page of Appendix A	96	No Display
The first page of Appendix A	97	Display
Next page of Appendix A	98 99 100	Display

Cover

1. Margin: 2 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. Font: Time New Roman; 14 point; bold
3. Place full name of author in the center between research title and the curriculum details

Approval Page

1. Margin: 1.5 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. Font: Time New Roman; 12 point; normal

Abstract

1. Margin: 1.5 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. Font: Time New Roman; 12 point; normal (14 point bold for “Abstract”)
3. Margin of Page Number: 1 inch top and 1 inch right
4. Double space is applied on top and below “Abstract”
5. 0.5 inch indent

Acknowledgement

1. Margin: 1.5 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. Font: Time New Roman; 12 point; normal (14 point bold for “Acknowledgement”)
3. Margin of Page Number: 1 inch top and 1 inch right
4. Double space is applied below “Acknowledgment”
5. 0.5 inch indent
6. Double space is applied between the last line of acknowledgement and full name of author

Table of Contents

1. Margin: 1.5 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. Font: Time New Roman; 12 point; normal (14 point bold for “Table of Contents”)
3. 0.5 indent for chapter title and 0.75 indent for subtitle
4. No page number for table of contents page itself

Table of Tables/Figures

1. Margin: 1.5 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. Font: Time New Roman; 12 point; normal (14 point bold for “Table of Tables”/ “Table of Figures”)
3. 0.5 indent for tables/figures order and 0.75 indent for tables/figures title

Contents

1. Margin of the first page of each chapter: 1.5 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. Margin of its content: 2 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
3. Do not display page number in the first page of each chapter but it is counted in page number
4. Font: Time New Roman, 12 point, normal (14 point bold for chapter title)
5. Font for heading: Time New Roman, 12 point, Bold, none of numbering
6. Double Space
7. 0.5 inch indent for each paragraph
8. Alignment and indent of subheading are in Table 2

Table 2: Multi level heading

Multi level heading	Aligned at	Indent at
Subheading level 1	0.5 inch	0.75 inch
Subheading level 2	0.75 inch	1.1 inch
Subheading level 3	1 inch	1.5 inch

Table/figure

1. A double spacing should be applied above and below the table/figure
2. Title of table/figure, Source, and Note are part of table/figure
3. Title of table should be placed **above** the table. It should start with “Table”, leave a space, Chapter number, point, sequence of table in the chapter, 0.75 inch left margin, title of table
4. Title of Figure should be placed **below** the figure. It should start with “Figure”, leave a space, Chapter number, point, sequence of figure in the chapter, 0.75 inch left margin, title of figure

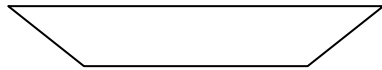
1. Margin: 1.5 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. On Half-Title Page, apply font Time New Roman, 16 point, bold. The title should be in the middle of the page and in trapezoid upside down pattern



3. Font: Time New Roman; 12 point; normal (14 point bold for “References”)
4. For reference exceeding 1 line, apply 0.5 indent for the subsequence line

Appendix

1. Margin: 1.5 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. Font: Time New Roman; 12 point; normal
3. On Half-Title Page, apply font Time New Roman, 16 point, bold. The title should be in the middle of the page and in trapezoid upside down pattern



4. Apply Appendix A, B, ... only when it has extensive of contents
5. Apply “Appendices” for more than one appendix
6. Provide the title of each appendix when Appendix A, B, ... applied (the title will be appear in Table of Contents)
7. The content in appendix have to related to the research

Biography

1. Margin: 1.5 inch top, 1 inch bottom, 1.5 inch left, 1 inch right
2. Font: Time New Roman; 12 point; normal (14 point bold for “Biography”)
3. Double space is applied after “Biography”
4. 0.5 inch indent for the year of education and working experience
5. 2 inches indent for the author filled information