

THESIS TITLE (**Times New Roman 12 and type in all capital letters**)

Name-Surname of Student (**Times New Roman 12**)

Choose an item. Submitted in Partial Fulfillment of Requirements
for The Degree of Master of Business Administration Program

in Choose an item.

Graduate Studies

Thai-Nichi Institute of Technology

Academic Year 20XX

Choose an item.

Thesis Title / Term Paper Title (**Times New Roman 12**)

By

Name – Surname of Student

Field of Study

Choose an item.

Advisor

Full Name of Advisor

The Graduate Studies of Thai-Nichi Institute of Technology has been approved and accepted as partial fulfillment of the requirement for the Master's Degree.

.....Vice President for Academic Affairs
(Assoc. Prof. Dr. Warakorn Srichavengsup)

Moth.....Date.....Year.....

Choose an item. Committees

.....Chairman
(Full Name of Chairman - **centered on the signature line**)

.....Committee
(Full Name of Committee - **centered on the signature line**)

.....Committee
(Full Name of Committee - **centered on the signature line**)

For A Term Paper, remove this section and leave only one committee member for signature

.....Advisor
(Full Name of Advisor - **centered on the signature line**)

NAME-SURNAME STUDENT: THESIS TITLE. ADVISOR : NAME-SURNAME ADVIOSR, TOTAL NUMBER OF PAGES PP. (These two lines must be in Times New Roman 12 and typed in all Capital letters)

Abstract(Times New Roman 12).....

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Graduate Studies

Field of Study Choose an item.

Academic Year 20XX

Student's Signature

Advisor's Signature.....

Acknowledgement (Times New Roman 14 Bold)

(Times New Roman 12).....

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Name-Surname of Student

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Table of Contents (Times New Roman 14 Bold)

	Page
Abstract.....	iii
Acknowledgement	iv
Table of Contents.....	v
List of Tables	vii
List of Figures	viii
 Chapter	
1 Introduction	1
1.1 Topic	1
1.2 Topic	x
1.3 Topic	x
1.4 Topic	x
1.5 Topic	x
2 Literature Review.....	x
2.1 Topic	x
2.2 Topic	x
3 Research Methodology.....	x
3.1 Topic	x
3.2 Topic	x
3.3 Topic	x
3.4 Topic	x

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Table of Contents (Continued) (Times New Roman 14 Bold)

Chapter	Page
4 Research Results.....	x
4.1 Topic	x
4.2 Topic	x
4.3 Topic	x
4.4 Topic	x
5 Conclusion.....	x
5.1 Topic	x
5.2 Topic	x
5.3 Topic	x
References.....	x
Appendices.....	x
Appendix A. Topic	x
Appendix B. Topic	x
Biography.....	x

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(If the Topic caption has two lines, indent the second line by three characters and start typing at the fourth character.)

List of Tables (Times New Roman 14 Bold)

Table		Page
1	Topic.....	x
2	Topic.....	x
3	Topic.....	x

(If the Table caption has two lines, indent the second line by three characters and start typing at the fourth character.)

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List of Figures (Times New Roman 14 Bold)

Figure		Page
1	Topic.....	x
2	Topic.....	x
3	Topic.....	x

(If the figure caption has two lines, indent the second line by three characters and start typing at the fourth character.)

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Creating an Automatic Table of Contents in Microsoft Word

1. Apply Heading Styles

1. Type the headings and subheadings in your document.
2. Select (highlight) the main headings, such as Chapter 1, Chapter 2, or other major sections.
3. On the **Home** tab, click **Heading 1**.
4. Select the subheadings and click **Heading 2**.
5. For lower-level subheadings, use **Heading 3** as needed.

Note: Applying the correct Heading styles is essential because Microsoft Word uses these styles to generate an automatic Table of Contents.

2. Create an Automatic Table of Contents

1. Place the cursor where you want the Table of Contents to appear.
2. Go to the **References** tab.
3. Click **Table of Contents**.
4. Select the desired automatic Table of Contents format, such as:
 - Automatic Table 1
 - Automatic Table 2

Once selected, Word will automatically generate the Table of Contents, including headings and corresponding page numbers.

3. Update the Table of Contents

When the document content or page numbers change, you can update the Table of Contents as follows:

1. Click anywhere inside the Table of Contents.
2. Click **Update Table**.
3. Choose one of the following options:
 - **Update page numbers only:** Updates only the page numbers.
 - **Update entire table:** Updates both the headings and page numbers.
4. Click **OK**.

The Table of Contents will be updated to reflect the latest changes in the document.

Video Tutorial

For a step-by-step demonstration, please refer to the following video:

<https://www.youtube.com/watch?v=rOZ7BPgmV-I>

"The Table of Contents, List of Tables, and List of Figures should be generated automatically and created as the final step after completing the document."

Chapter 1

Introduction (Times New Roman 14 Bold)

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Chapter 3

Research Methodology (Times New Roman 14 Bold)

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Chapter 4

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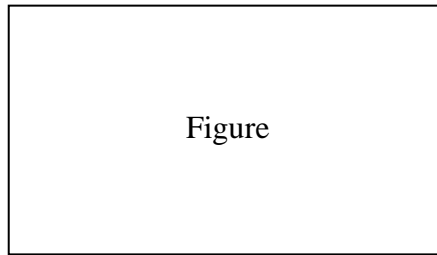
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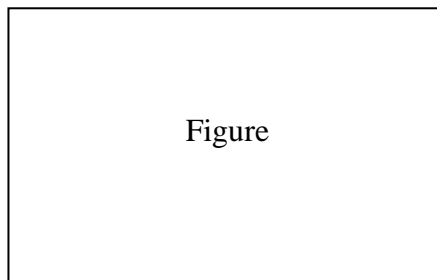
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Figure 8 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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Chapter 5

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References (Times New Roman 14 Bold)

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References should be arranged in alphabetical order (A–Z).

A book with one author

Author's name. (Year of publication). **Book Title**. City: Publisher.

Example:

Kittisak Ploypanichcharoen. (2007). **Business Problem Solving Using Statistical Methods**. Bangkok: Technology Promotion Association (Thailand–Japan).

A book with two authors

Author1; and Autor2. (Year of publication). **Book Title**. City: Publisher.

Example:

Atjima Setthabut and Saisawan Wattapanich. (1996). **Marketing Management**. 9th ed. Bangkok: Thammasat University Press.

A book with three or more authors

Author 1; et al. (Year of publication). **Book Title**. City: Publisher.

Example:

Nopporn Ruangsakul; et al. (1990). **Report on the Study of Improving Production Efficiency and National Expenditure**. Bangkok: Thailand Development Research Institute.

Author using a pseudonym

Author using a pseudonym. (Year of publication). **Title of the book.** Bangkok:
 Publisher.

Example:

N. Na Paknam. (1990). **Buddhist Sculpture in Thailand.** Bangkok: Muang Boran.

Corporate author (organization as author).

Name of organization. (Year of publication). **Title of the book.** Bangkok: Publisher.

Example:

Ministry of Public Health. (1981). **Research Project on the Cost of Rural Health
 Service Facilities.** Bangkok: Division of Health Planning, Ministry of Public
 Health.

Repeated author

Author's name. (Year of publication). **Title of the book.** Bangkok: Publisher.

(For the 2nd book, use -----, — seven hyphens followed by a period. Use the
 hyphens to represent one paragraph, then add a period.)

Example:

Kitisak Ploypanichcharoen. (2007). **Solving Business Problems Using Statistical
 Methods.** Bangkok: Technology Promotion Association (Thailand–Japan).
 -----, (2008). **Principles of Quality Control.** Bangkok: Technology Promotion
 Association (Thailand–Japan).

Book with no author

Title of the book. (Year of publication). Bangkok: Publisher.

Example:

**Report on the Seminar on the Impact of Political Changes in Europe on
 Agricultural Policy.** (1991). Bangkok: Foundation for Research and
 Development of Thailand.

Journal article

Author's name. (Year of publication, Month). Title of the article. **Title of the Journal.**
 volume(Issue/no): Page numbers.

Example:

Nitaya Ngernprasertsri. (2011, January – June). Horizontal Organizations. **Journal of Social Sciences and Humanities.** 27(15): 37–42.

Thesis/Dissertation

Author's name. (Year of publication). **Title of the Thesis/dissertation.**
 Thesis/Abbreviation of the degree program. (Field of study). City:
 Faculty/University.

Example:

Somphong Poonlaptawee. (2009). **Application of Monozukuri System in Thai Industry: A Case Study of SME Factory.** M.B.A. Thesis (Industrial Management). Bangkok: Graduate School, Thai-Nichi Institute of Technology.

Website

Author's name. (Year of publication). **Title.** Retrieved Month Day, Year, from
 Website name/URL

Example:

Bannakit Bunjong Thongjampa. (2007). **Types of Waste.** Retrieved November 7, 2008, from <http://onzonde.multiply.com/journal/item/61>.

Interview

Name of interviewee. (Year of interview, Day Month). Position of interviewee.
Interview.

Example:

Maenmas Chawalit. (1976, 7 December). Director of the National Library Division.
Interview.

Non-book document

Author's name. (Year of publication). **Title of the document.** (Teaching material).
 City: Place of publication.

Example:

Sombun Pannapop. (1987). **Summary of Lectures for Course 171: Thai Education.**
 (Teaching material). Bangkok: Faculty of Education, Srinakharinwirot
 University.

Newspaper article

Title of the article. (Year of publication, Day Month). **Name of Newspaper,** Page
 number(s).

Example:

Cabinet Approves Kaeng Suea Ten Dam. (1996, 21 November). **Daily News.** p. 3.

Translated book

Author's name. (Year of publication). **Title of the book.** Translated by Translator's
 name. City: Publisher.

Example:

Katsuya Hosotani. (2007). **QC Problem Solving.** Translated by Weerapong
 Chalermjirarat. Bangkok: Technology Promotion Association (Thailand–
 Japan).

No publication year

In English: use n.d. (no date)

No publisher

In English: use n.p. (no publisher)

No page number

In English: use no page

Appendices (Times New Roman 14 Bold)

Appendix A. (Times New Roman 14 Bold)

Title of Appendix

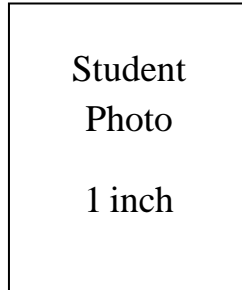
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Title of Appendix

Biography (Times New Roman 14 Bold)



Name-Surname Times New Roman 12.....

Date of Birth

Address

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Mobile Phone :

e-mail :

Educational Background

20xx Master of Business Administration
 in Choose an item.
 Thai-Nichi Institute of Technology

20xx Bachelor of in

 University.....

Working Experiences

20xx – Present Position.....

 Company.....

20xx – 20xx Position.....

 Company.....

20xx – 20xx Position.....

 Company.....