



Article Guideline

The Seminar On the 70th anniversary of Faculty of Social Administration, Thammasat University

“A Celebration of 7 Decades: Transforming Social Work and Social Policy in Thailand”

On Thursday 25th January 2024 via Zoom

Faculty of Social Administration, Thammasat University would like to invite professor, researcher, officer student and who is interested to participate to oral present the article in the seminar of the 70th anniversary of Faculty of Social Administration, Thammasat University event, please check out the details of preparation and time schedule information below:

Page template:

Please use paper in A4 size and white color, print in Portail, set up the page in “Normal” or specify margins option for 1 centimeter, 2.5 centimeter for Top and Bottom, 2.5 centimeter for Left and Right. The number of papers should be around 12-15 pages.

Text Font:

Please use only font “TH Saraban New” for general text who use Microsoft Word for Windows version 2007 or 2021 and use “Symbol” for special text characters (please carefully check the detail of font size for every topics)

Structure of Article Journal Document:

Please follow the detail below:

Part 1: Abstract

Title of article:

The title of the article should be on the top of the page. If you have the title of article in both of Thai and English, please spit a line of Thai text and English text. Each title name of Thai and English should be no more than 2 lines, use font “TH Saraban New” size 15 point and do “bold” For the Line spacing, please set up to be “Exactly” size (At:) 16 points [Format> Paragraph> Indent and Spacing> Line spacing] and set the title align to center. If there are special text characters, please use Symbol in size 12 point or the same size as other text in the same line.

Name of article author and team:

Please write your full name in Thai and English under one line of the title of the article (Single space each entry), please split a line of Thai name and English name, add the Reference number Footnote to inform about the name organization of article author and team by using number order in Reference Footnote after the surname of every names. Please select the font "TH Saraban New" **size 12 point** and do it bold, set up the Line spacing to be "Exactly" size (At:) 10, and set the text in Right align of the paper.

How to insert "Reference Footnote", go to the **References** tab, select **Insert Footnote**, select automatically number (1,2,3,...) and please use "TH Saraban New" font, size 10 point, set up the Line spacing to Exactly size (At:) 10 point and set the text in Left align of the paper.

Abstract:

The abstract should have been no more than 300 words in Thai or English and fit only one page of A4 paper. Please start in English Abstract text before Thai abstract for those who are using both languages (no including between Thai word and English word), both of Thai and English abstract should have been no more one page of A4 paper, please follow the details:

Click the new line by leaving under the name of the article (in English) and type that "Abstract", go to the new paragraph for writing the body of the abstract in English. When you finish writing an English abstract body, omit an empty line and go to the next paragraph for the abstract in Thai, go to the paragraph for writing the body of the abstract in Thai. Please use TH SarabunPSK size 14 points and do bold, use exactly fixed line spacing (At:) 16 points and set the text in the center of page.

The body of abstract in both of Thai and English, please use font "TH Saraban New" size 14 point, use exactly fixed line spacing (At:) 16 points. Please set the first line of the abstract in right (0.5 inch) and set the text in every beginning new paragraph to "Justified" or "Thai distribute". If there are any symbols, please use font 'Symbol' in the 12 size or equal to other alphabets' size in the same line. The good abstract should be a summary of the key words, purpose, method and results.

Keyword:

please provide only 3 words for each of Thai and English and use mark "," for text separating.

Body of abstract:

It should have following details:

- 1) Rational Criterion
- 2) Objective
- 3) Methodology
- 4) Result
- 5) Summary and Discussion

Part 2: Full-text

The full-text should have the introduction, methodology, result, summary and reference documents

When starting the new page, please omit an empty line every time (not for the other beginning of paragraph in the page). For rational criterion, objective, methodology, result, summary and reference documents use "TH Saraban New" size 14 in bold, use exactly fixed line spacing (At:) 16 points and set the text in the center of the page.

For each body text per paragraph, use "TH Saraban New" size 16 points, use exactly fixed line spacing (At:) 16 points, the first line of the abstract in right (0.5 inch) and set the text in every beginning new paragraph to "Justified" or "Thai distribute". If there are any symbols, please use font 'Symbol' in the 12 size or equal to other alphabets' size in the same line. The good abstract should be a summary of the key words, purpose, method and results.

Full-text should have following details:

1. Introduction: to mention problems, background, objectives of the study, and then provide

Literature Review

2. Instruments and Methods: to explain the study's methods and instruments without particularizing. Do not need to explain generally understandable methods. In case there are many sections, please do not separate them.

3. Results: to present results of the study by explanation along with tables, graphs or pictures. Please provide explanation which is brief and free from the body of the study by using TH Saraban New 14 points (or smaller but still readable clearly) and using exactly fixed line spacing (At:) 16 points or smaller. If there are any symbols, please use font 'Symbol' in the size equal to other alphabets' size in the same line

4. Discussion:

1. to make readers conform by providing rational reasons
2. to support or oppose an existing theory

3. to compare with any existing study results/ research results.
4. to point out any outstanding or important topics raised by the study's result. The researchers should pay attention to the analysis of the topic they studied about and also give recommendations for further research

5. Summary: to summarize important points and empirical evidences from the study

6. Citation: For in-text citation, please use the name-and-year system; for example, Jackson (1967) ... OR ... (Murashige and Skoog, 1962)

If there are more than 3 authors, please use **et al.** behind the first author; for example, Schaad et al. (1992) OR (Schaad et al., 1992). But please use all authors' name in the study reference,

In the reference section (at the end of the study), please use TH Saraban New 16 points and exactly fixed line spacing (At:) 13 points. For the reference, please set the indentation to be "**hanging**". The first line of each reference should be indented left. The other lines will be indented 0.5-inch right. For text alignment/justification, please choose "Justify" or "Thai Distributed". If there are any symbols or Greek alphabets, please use font 'Symbol' 10 points or in the size equal to other alphabets' size in the same line

Reference's sort order: Do not put numbers before each reference. Do not use any unpublished works. Please alphabetize and follow the year (AD) each work published chronologically

Reference examples:

For periodicals:

Surname, The first alphabet of first name. The first alphabet of middle name., The first alphabet of first name. The first alphabet of middle name Surname. (use "and" before the last name) year (AD). Study name. Topic (use the abbreviated one if any). Year : Page.

For textbooks:

Name Surname, Name Surname (use "and" before the last name) Year (AD). Textbook name. Publisher. City. Page.

For Reports and Proceedings:

Name Surname. Year (AD). Topic. Name of the meeting. Location. Page.

7. Illustration:

Photo: black and white photo is preferred. In case of colored photo, the photo size should be at least 9.0 x 13.5 cm or in the actual size. Please insert photo in the file directly. Inserted photo should have high quality and appropriate brightness and contrast.

Drawing: black ink is preferred. Please write alphabets with Lettering Guide or Letter Press. Please insert drawing in the file directly.

Formatting pictures is required: Please arrange layout and choose wrapping style to be behind-text.

8. Writing Thai words in English or Roman alphabets: please use Thai Royal Academy System

9. Typing degree symbol: please press Alt+0176

Submitting work to be considered

If you are interested in submitting your work, please contact Ms. Pimpaka Ngoklap at: socialad.callforpaper@gmail.com and please call 02-696-5512 if you need to know more details or have any questions (business days only)

Your work quality will be evaluated and need to be improved according to the qualified committee to meet academic standards, then you can present it. You will be informed about the result via email

Schedule

Activity	Date
Call for papers	18 Sep 2023
Submitting Full-Text Paper	18 Sep – 31 Oct 2023
Proceeding of journal article evaluation by article reviewer	1 – 15 Nov 2023
Announcement of result of journal article evaluation	17 Nov 2023
Revising by article author	20 Nov - 4 Dec 2023
Announcement of successful selection	25 Dec 2023

The process after you are verbally accepted:

1. Prepare to present your academic work by using Power Point and/or pictures
2. Present your work in an assigned breakout room for 15 minutes. Then be questioned by the qualified committee around 10 minutes (25 minutes in total)
3. You will receive a certificate for presenting your work in the seminar's breakout room

Remark: Academic works, which will be included in the proceeding after the seminar, have to be improved according to the qualified committee and are verbally presented in the seminar only.