

Timeline

Activities	Date
Submission of the topic of your Special Project (Please prepare 200 – 250 words abstract -statement of purpose , objectives, methodology, etc.)	Jan
Advisor's approval	Feb
Submission your special project	May

Course Eligibility & Completion Requirements

JM 491:Special Project

1. Students may enroll in the JM 491 Special Project course when they pass all core courses.
2. Students must have maintained a grade point average of 2.00 (C) or higher.
3. Students must complete their special project to B.J.M. staff before 17th May 2013

Senior Project Proposal

Write a minimum 1 page proposal of your special project. Your proposal should address the following questions:

- What will be the central concept in your project? What will be the main theme (s)? What are the questions of your research?
- What led you to the concept? In other words, what past work experience influenced your decision to develop this concept? And, what work have you seen that inspired this idea?
- What theories or concepts or frameworks you are planning to use in this project?
- What media do you plan to study? How does the choice of medium relate to your concept?

Abstract

Your abstract should be one paragraph and should not exceed 200 - 250 words. It is a summary of the most important elements of your paper. To count the number of words in the paragraph, select the paragraph, and on the Tools menu click Word Count.

Title of Paper

This template is formatted according to APA Style guidelines, with 1.5 inch top, 1 inch bottom, 1.5 inch left, and 1 inch right margins; Times New Roman font in 12 point; double-spaced; aligned flush left; and paragraphs indented 5-7 spaces (1 tab). The page number appears one inch from the right edge on the first line of each page, excluding the Figures page.

Headings

Use headings and subheadings to organize the sections of your paper. The first heading level is formatted with initial caps; Times New Roman font; double-spaced, and is centered on the page. Do not start a new page for each heading.

Subheading

Subheadings are formatted with italics and are aligned flush left.

Citations

Source material must be documented in the body of the paper by citing the authors and dates of the sources. The full source citation will appear in the list of references that follows the body of the paper. When the names of the authors of a source are part of the formal structure of the sentence, the year of the publication appears in parenthesis following the identification of the authors, for example, Smith (2001). When the authors of a source are not part of the formal structure of the sentence, both the authors and years of publication appear in parentheses, separated by semicolons, for example (Smith

and Jones, 2001; Anderson, Charles, & Johnson, 2003). When a source that has three, four, or five authors is cited, all authors are included the first time the source is cited. When that source is cited again, the first author's surname and "et al." are used. See the example in the following paragraph.

Use of this standard APA style "will result in a favorable impression on your instructor" (Smith, 2001). This was affirmed again in 2003 by Professor Anderson (Anderson, Charles & Johnson, 2003).

When a source that has two authors is cited, both authors are cited every time. If there are six or more authors to be cited, use the first author's surname and "et al." the first and each subsequent time it is cited. When a direct quotation is used, always include the author, year, and page number as part of the citation. A quotation of fewer than 40 words should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. A longer quote of 40 or more words should appear (without quotes) in block format with each line indented five spaces from the left margin.

References

Anderson, Charles & Johnson (2003). *The impressive psychology paper*. Chicago: Lucerne Publishing.

Smith, M. (2001). Writing a successful paper. *The Trey Research Monthly*, 53, 149-150.

Entries are organized alphabetically by surnames of first authors and are formatted with a hanging indent. Most reference entries have three components:

1. Authors: Authors are listed in the same order as specified in the source, using surnames and initials. Commas separate all authors. When there are seven or more authors, list the first six and then use “et al.” for remaining authors. If no author is identified, the title of the document begins the reference.
2. Year of Publication: In parenthesis following authors, with a period following the closing parenthesis. If no publication date is identified, use “n.d.” in parenthesis following the authors.
3. Source Reference: Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book).

Appendix, Figures, & Drawings

1. Each Appendix entry should be placed on its own page.

Example of how to label visual elements.

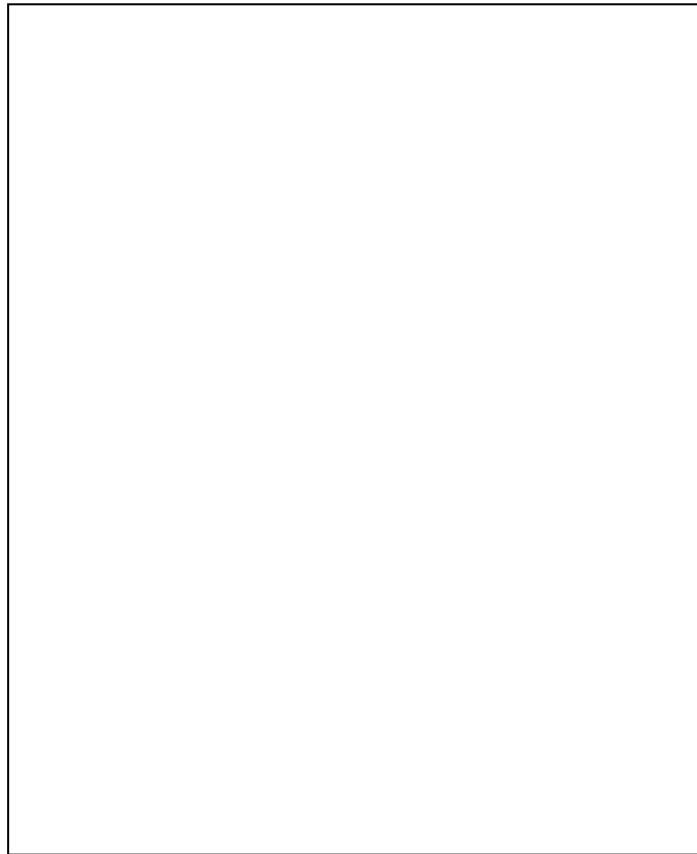


Figure 1. Caption of figure

2. Draft Report

2.1 Report elements and project structure are as follow:

- Cover sheet
- Content
- Bibliographical references
- Appendix*

Remark: * optional depending on the suitability

2.2 Explanatory description of the report elements:

2.2.1 **Cover page** - White paper only with printed project title, student's name, project advisor's name and course name, on it.

2.2.2 **Content** - should be divided as follows
Part 1: sources of the problem;
observation; the intentions on solving the problem through theories and analysis; the objectives of the project, and the benefits the project may bring.

Part 2: theories and knowledge used.

Part 3: working processed and research methods

2.2.3 **Bibliography** - Citation of the source of information

2.2.4 **Appendix** - an additional section to provide further information in order to better understand

readers and would not be appropriate to place within the text; the Appendix can be divided into different parts.

2.3 Report printing format

See the **report format** and **examples**

3. Full Report and Completed Report

3.1 The components of the project report and their arrangement:

- Front cover sheet
- Sub-cover sheet
- Title page
- Approval
- Copyright
- Abstract
- Acknowledgement*
- Content page
- Table content page*
- Glossary page*
- Content
- Bibliography
- Appendix*
- Background information of the project owner
- Sub-back-cover sheet
- Back cover sheet

Remark: * optional depending on the suitability

3.2 Explanatory description of report components

- 3.2.1 **Front cover page** - use plain white the project title, student's name, project advisor's name and course name
- 3.2.2 **Sub-cover sheet** - use white paper with the same type of the paper used throughout the project report
- 3.2.3 **Title page** - same exact layout as the front cover page
- 3.2.4 **Approval form** - approval of assessment and permission of the project
- 3.2.5 **Abstract**
- 3.2.6 **Acknowledgement** - functions as a platform to express gratitude to those who had offered a hand in working on the project
- 3.2.7 **Content page**- page details of headings, sub-headings and henceforth
- 3.2.8 **Glossary page** - define the terms of specific topics, words or abbreviations used in the project report
- 3.2.9 **Content** - divided as such
 - Chapter 1** Source of the problem; your observation; your intentions on solving the problem through theories and analysis; your objective of the project; and the benefits the project may bring

Chapter 2 theories and knowledge drawn on in the project

Chapter 3 working procedures and research methods

Chapter 4 experiment results, working processes and analysis of the results

Chapter 5 conclusions, the problems encountered along with suggestions of how the project could improve in the higher level.

3.2.10 **Bibliography**

3.2.11 **Appendix** - an additional section to provide further information in order to make better understandings of readers and would not be appropriate to place within the text; the Appendix can be divided into different parts

3.2.12 **Personal information** - personal background of the project owner which may comprise of status, name, date of birth, educational background or/and any work experience.

3.3 Report printing format

- See the report format and examples

Report Format

Printing format

1. Use plain **white A4 paper**, print in single-sided format
2. Use **Time New Roman** font in black print
 - The headings: **Project title, Introduction, Abstract, Acknowledgement, Content, Table Content, Chapters, Bibliography, Appendix and Personal information**, must be printed in bold letter font size 18.
 - Other topic (s) that is not related to the content must be printed in bold letter font size 14.
 - Other details that are not related to the content must be printed in the font size 12.
 - The title that is printed underneath the 'Chapter' must be printed in bold letter font size 16.
 - The content must be printed in the font size 12.
 - In circumstances where printing is not an option, use black ink pen.

3. Margin

3.1 Pages which are not concerned with the content (i.e. front cover, sub-cover, certified documentation, summary, abstract, acknowledgement, content, table content, diagram content, glossary page, bibliography, appendix and personal information)

Top	1.5	inches
Bottom	1.0	inches
Left	1.5	inches
Right	1.0	inches
Gutter	0.0	inches
Header	0.5	inches
Footer	0.0	inches

3.2 Format for the first page of each chapter

Top	2.0	inches
Bottom	1.0	inches
Left	1.5	inches
Right	1.0	inches
Gutter	0.0	inches
Header	0.5	inches
Footer	0.0	inches

3.3 Normal pages

Top	1.5	inches
Bottom	1.0	inches
Left	1.5	inches
Right	1.0	inches
Gutter	0.0	inches
Header	0.5	inches
Footer	0.0	inches

4. Numbering pages

- From the abstract page to content page, print the page number in the middle at the bottom part of the page by using Roman numerals I, II, III, IV ...

- For the content section (from Chapter 1 onwards), print the page number on the top right hand corner, one inch apart from above and the right edge by using Arabic numerals
5. Tables or diagrams should be embedded within the text where they are related. Leave a line between the text and the table number by the table number will be printed at the middle above the table followed by table title. Should the title be longer than a line, make sure that the starting point of the second line is even with the starting point of the table title.
 6. The tables must be numbered by the chapter. For instance, in chapter 1, the tables will be numbered as Table 1.1, Table 1.2...in chapter 2, the tables will be numbered as Table 2.1, Table 2.2 and henceforth.
 7. To add a picture, leave a line in before placing the picture.
Underneath the picture in the middle position, print the number of the picture (Image no.) with its description. Should the title be longer than a line, make sure that the starting point of the second line is even with the starting point of the description. Lastly, the images should be numbered in the same format as the tables.

Project Submission

The procedures are as follow:

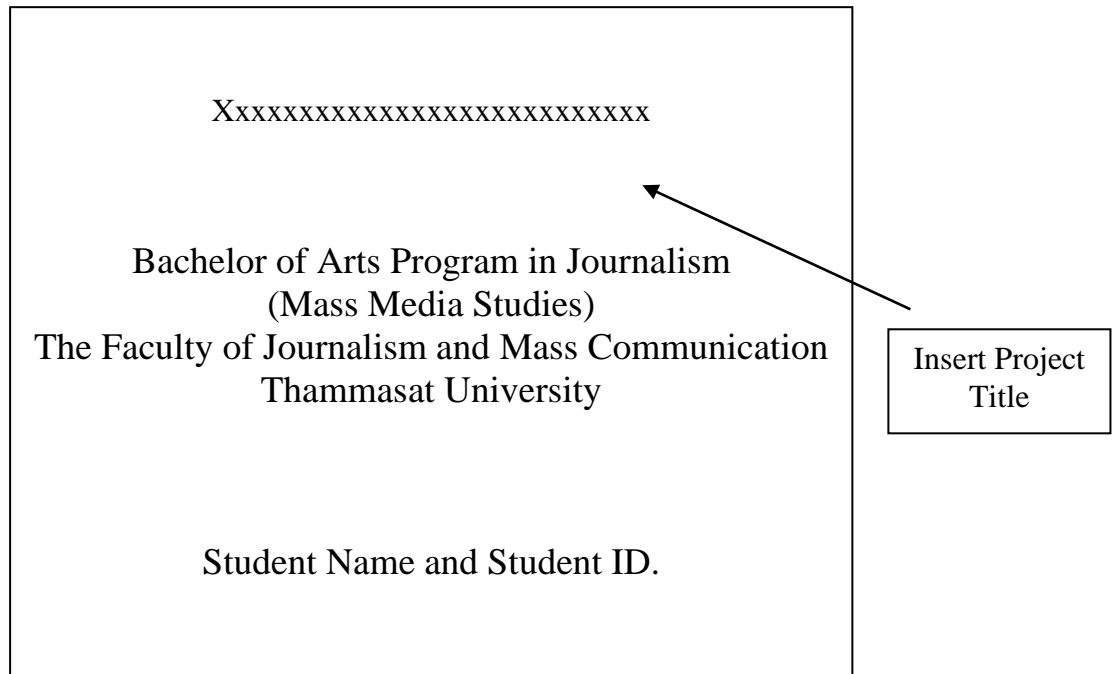
1. One copy of the project proposal will be submitted to the B.J.M. staff.
2. Three copies of the report will be submitted to the coordinating faculty.
3. Completed report-modified by the project advisor's advice must be handed in to the B.J.M. staff 3 CD.

Note: It is important that the student should hand in the updated report writing to the project advisor for comments and suggestions before submission.

Otherwise, it is risky to the student to revise the whole report if the final work is submitted at the last session.

Title and the Cover of the CD-ROM

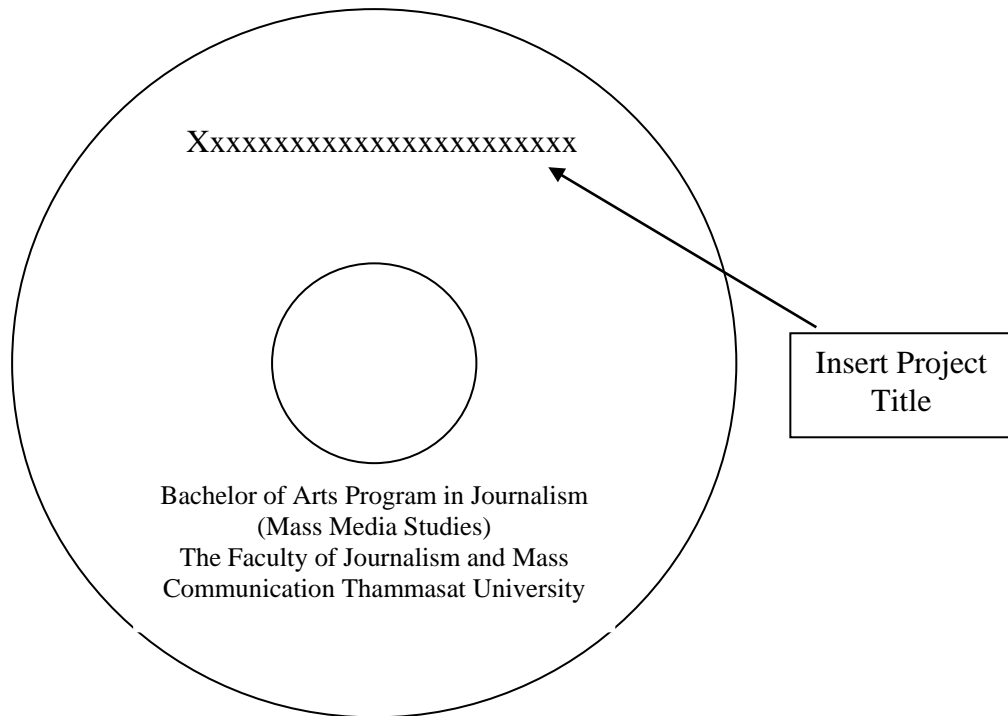
Example:



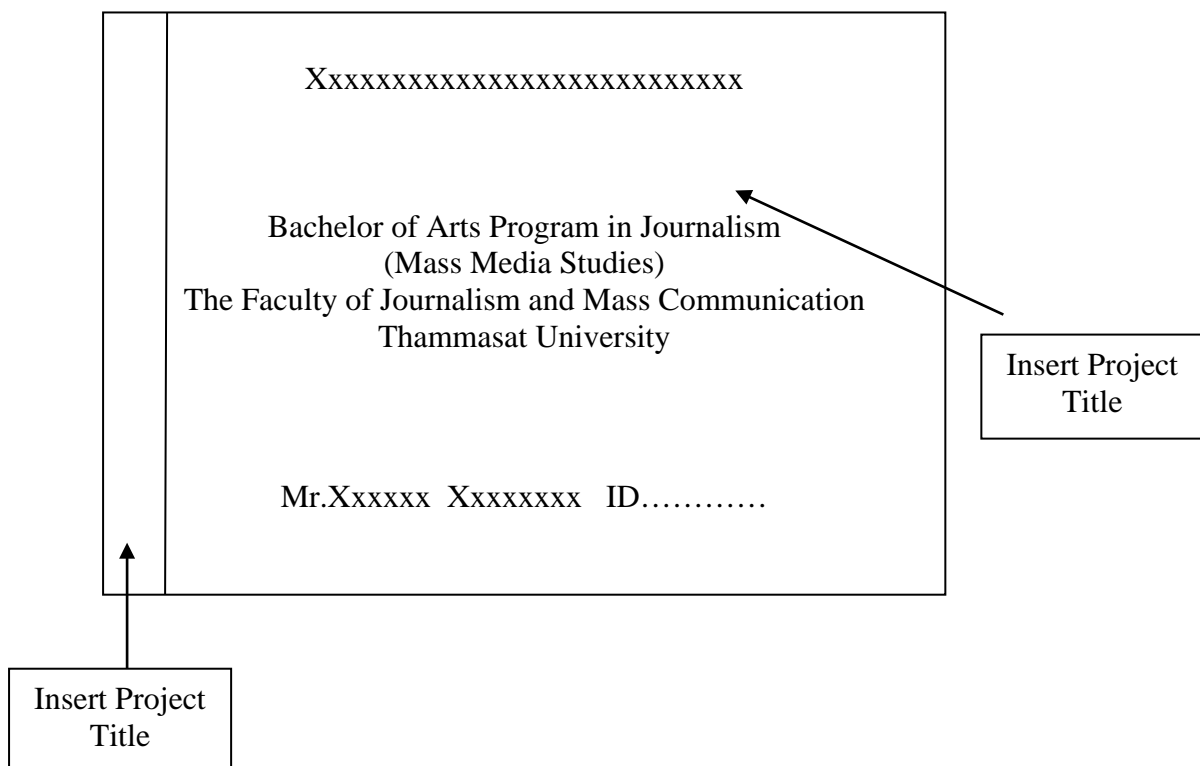
Example of how to submit the electronic file

1. REPORT.doc
2. REPORT.pdf
3. PROJECT folder
4. The PROJECT folder contains the following details:
 - Install.exe or Setup.exe
 - Other folders or files related to the project
5. Any reference articles and related documents files
 - Create a folder titled MISC
 - Sub-folders are allowed
 - The folder stores all references

6. Completed CD-ROM with printed title and name



7. CD-ROM Cover



Abstract

Advice on writing an abstract

Winker, A.C. and McCuen J.R. (1999). *Writing the research paper: A Handbook*. Harcourt Brace College Publishers.

An abstract – a summary of the major ideas contained in your research paper – is usually required for papers written in the natural or social sciences, but not in the humanities....In writing the abstract, use on more than one page...The abstract should observe the following conventions:

1. Reflect accurately the purpose and content of your paper
2. Explain briefly the central issue or problem of your paper
3. Summaries your paper's most important points
4. Mention the major sources used
5. State your conclusions clearly
6. Be coherent so that is easy to read
7. Remain objective in its point of view

Bibliography

It is important for you to be able to read and interpret a bibliographical reference, and to know how to write one. There are no absolute rules for setting out bibliographical references, but certain information must be given. The information given here shows referencing in the Harvard style but different styles of referencing are used in different disciplines, so that the accepted conventions in, say, the biological sciences may be different from those in electronic engineering. Ask your supervisor or your liaison librarian for guidance if you are not sure what style your department prefers.

What to reference

You must always give a reference **in the text** during, or directly after, each sentence or short section in which you draw upon or summarise someone's work or ideas.

Initially, when referring to a particular source, you simply give:

- the **author** (s) surname (either in the text or in brackets)
- the **date** of publication (in brackets)
- **page number** if quoting directly or referring to a point clearly located on a particular page

Full details are listed alphabetically in the bibliography/references at the end.

a) If you are using a book with a single author you simply give the author's surname and date of publication in the text. Include the page number if appropriate.

e.g. Those involved in club culture tend to differentiate themselves from a constructed notion of 'mainstream culture' (Thornton , 1995)

e.g. According to Thornton (1995, p.99), those involved in club culture tend to differentiate themselves from a constructed notion of 'mainstream culture'.

b) If you are citing several works by an author from the same year, distinguish them by adding "a, b, c,....." to the year

e.g. Two recent studies by Smith (2006a, 2006b) have raised interesting questions ...

c) If you are summarising several pieces of work, list them in alphabetical order.

e.g. Smith's (1992) work has been criticised by a number of writers (Brown 2004, Douglas 1999, Peake, 2000).

e) If there are more than three authors, cite the first author's surname followed by 'et al' (meaning 'and all the rest').

e.g. Barnevik et al (2000) argue that the EU enlargement process may have lost its way

f) If you are using a secondary source (i.e. you use a quote that you read in the work of another author).

It is always preferable for you to find, read and reference from the original source, especially if you make repeated references to it. However, occasionally it will be necessary to rely upon someone else's summary. Give the author of the point you wish to reference, followed by 'cited in' and the normal reference for the book or article in which you saw the work cited. Your text must make it clear that you have not read the original work. In your list of references you should only include the reference where you read about the original work.

e.g. Stan Cohen argues that, prior to the moral panics about mods and rockers in the mass media, there was very little violence or rivalry between the two groups (Cohen, cited in Thornton , 1995, p.120).

THE REFERENCE LIST

BOOKS

- author's surname (comma, initials, full stop)
- year of publication (in brackets)
- title of book (in *italics*)
- edition
- place of publication (colon :)
- name of publisher

Examples:

Hodkinson, P. (2002) *Goth: Identity, Style and Subculture* . Oxford : Berg.

Bender, D.A. and Bender, A.E. (1999) *Bender's dictionary of nutrition and food technology* . 7th edn. Cambridge : Woodhead Publishing .

N.B. Where more than one edition of a book exists, it is essential to cite the edition you have used.

EDITED BOOKS

- editor's surname (comma, initials, full stop)
- year of publication (in brackets)

- title of book (in *italics*)
- edition
- place of publication (colon :)
- name of publisher

e.g. Wrigley, N. and Lowe, M.S. (eds.) (1996) *Retailing, consumption and capital: towards the new retail geography*. Harlow : Longman.

BOOK ILLUSTRATIONS, DIAGRAMS OR TABLES

- author's surname (comma, initial, full stop)
- year of publication (in brackets)
- title of book (in *italics*)
- place of publication: Publisher
- page reference of illustration
- Illus./fig./table (whichever one is appropriate)

e.g. Weil, D.N. (2009) *Economic growth*. 2nd edn. London: Addison Wesley, p.188, fig.~

ELECTRONIC BOOKS (Ebooks)

- author's surname (comma, initials, full stop)
- year of publication (in brackets)
- title of book (in *italics*)
- edition
- place of publication (colon :)
- name of publisher
- name of ebook supplier
- [online]
- Available at: URL
- (Accessed date)

e.g. Riley, M., Ladkin, A. and Szivas, E. (2002) *Tourism employment: analysis and planning*. Clevedon: Channel View. Ebrary [Online]. Available at: <http://site.ebrary.com/lib/surreyuniv> (Accessed: 10 July 2009).

CHAPTERS IN EDITED BOOKS

- Chapter author's surname (comma, initials, full stop)
- year of publication (in brackets)
- title of chapter (between single inverted commas ' ').
- **In:**
- editor(s) of book: surname, initials, followed by (ed.) or (eds.)
- title of book (*italics*)
- edition or volume number
- place of publication:
- name of publisher
- page numbers

e.g. Mann, S. H. (1977) 'The use of social indicators in environmental planning'. In: Altman, I. and Wohlwill, J. F. (eds.) *Human behaviour and environment: advances in theory and research*. Vol. 2. London : Plenum. pp. 307 - 330.

CHAPTERS IN ONLINE BOOKS

- chapter author's surname (comma, initial, full stop)
- year of publication (in brackets)
- title of chapter (between single inverted commas ' ').
- **In:**
- editor(s) of book: surname, initials, followed by **(ed.)** or **(eds.)**
- title of book (*italics*)
- edition or volume number
- place of publication:
- name of publisher

- page numbers
- name of ebook supplier in italics
- [online]
- Available at: URL
- (Accessed date)

e.g. Hales, C. (2005) "Managerial roles", in Cooper, C.L. (ed.) *Blackwell encyclopedia of management*. 2nd edn. Oxford :Blackwell, vol.11, pp.224-226. *Blackwell Reference Online* [Online]. Available at: <http://www.blackwellreference.com> (Accessed: 10 July 2009).

DICTIONARIES

- title of dictionary (in *italics*)
- date of publication (in brackets)
- edition
- place of publication (colon :)
- name of publisher

e.g. *Concise Oxford Dictionary* (2003) 4th edn. Oxford : Oxford University Press.

PUBLICATION FROM A CORPORATE BODY (e.g. a government department or other organisation)

- **name of issuing body**
- year of publication (in brackets)
- title of publication (in *italics*)
- place of publication:
- publisher
- report number (where relevant).

e.g. Department of Health (2001) *The expert patient: A new approach to chronic disease management for the 21st century* . London : Department of Health.

CONFERENCE PROCEEDINGS

- author's surname (comma, initials, full stop)
- year of publication (in brackets)
- title of conference paper (between single inverted commas ' ')
- title of conference proceedings (in *italics*)
- conference host and venue:
- title of conference
- page numbers

e.g. O'Shea, J. (1998) 'Unbalancing the Authentic/Partnering Tradition: Shobana Jeyasingh's "Romance with Footnotes"'. *Society of Dance History Scholars Proceedings*, University of California, Riverside : Society of Dance History Scholars, pp.117-126.

UNPUBLISHED WORKS AND DISSERTATIONS

- author's surname (comma, initials, full stop)
- year of publication (in brackets)
- title of work / dissertation
- Unpublished PhD/MA/MSc thesis / type of work
- place where the work was completed

e.g. Claid, E. (1998) *Yes, no, maybe: The practice of illusion in dance theatre performance*. Unpublished PhD thesis, University of Surrey.

JOURNAL ARTICLES

- author's surname (comma, initials, full stop)
- year of publication (in brackets)
- title of article (between single inverted commas ' ')
- title of journal (in *italics*)
- volume number and issue/ part number e.g. Vol.28 no.5; 28 (5); 28/5
- page numbers of the article

e.g. Lievrouw, L. (2001) 'New Media and the "Pluralization of Live-Worlds": A Role for

Information in Social Differentiation', *New Media and Society*, 3 (1), pp. 7-28.

E-JOURNALS

- author's surname (comma, initials, full stop)
- year of publication (in brackets)
- title of article (between single inverted commas ' ')
- title of journal (in *italics*)
- volume number and issue
- name of collection (in *italics*)
- [online]
- Available at :URL of web page
- (Accessed: date)

e.g. Lievrouw, L. (2001) 'New Media and the "Pluralization of Live-Worlds": A Role for Information in Social Differentiation', *New Media and Society* , 3 (1), pp. 7-28. *Sage Premier 2008* [Online] Available at <http://nms.sagepub.com/> (Accessed: 10 July 2011)

NEWSPAPER & MAGAZINE ARTICLES

- author's surname (comma, initials, full stop)
- year of publication (in brackets)
- title of article (between single inverted commas ' ')
- name of newspaper/magazine (in *italics*)
- date (day, month)
- page(s)

e.g. Smith G. (2008) 'Foul food: can the Government protect us from killer bugs?' *The Independent* Thursday 10 January p.1

ELECTRONIC NEWSPAPER ARTICLES

- author's surname (comma, initials, full stop)
- year of publication (in brackets)

- title of article (between single inverted commas ' ')
- name of newspaper/magazine (in *italics*)
- date (day, month)
- page(s)
- location within host.
- [online]
- Available at :URL of web page
- (Accessed: date)

e.g. Smith G. (2008) 'Foul food: can the Government protect us from killer bugs?' *The Independent* 10 January p.1 *Infotrac Full Text Newspaper Database* [Online] Available at: <http://infotrac.london.galegroup.com/itweb/> (Accessed 10 July 2010)

OTHER INTERNET SOURCES

WEB SITES

- author/editor's surname (comma, initials, full stop) or name of organisation
- year of publication if known (in brackets)
- title of article (*italics*)
- name of organisation or publisher (if known)
- Available at: URL
- [Accessed date]

e.g. BBC (2009) *Young resent 'negative images'* Available at: <http://news.bbc.co.uk/1/hi/education/7820245.stm> (Accessed 22 December 2011)

BLOGS

Many authors give first names or aliases. Use the name they have used in your reference

- author of message (comma, initials, full stop)
- year of publication or last update (in brackets)
- title of message (in single inverted commas)

- title of internet site (italics)
- day/month of posted message
- Available at: URL
- (Accessed date)

e.g. Peston, R. (2009) 'Why banks must be allowed to die', *Peston's Picks*, 26 June. Available at: <http://www.bbc.co.uk/blogs/thereporters/robertpeston/2009/06/> (Accessed 10 July 2009)

http://www2.surrey.ac.uk/mediacentre/multimedia/audio/burma_update.htm (Accessed 5 February 2010)

SAMPLE BIBLIOGRAPHY

The bibliography is arranged alphabetically by author, and within each separate author's name, chronologically. If the dates are not known, then they are listed alphabetically by title. To make it easier to find references, it is usual to put the date of publication immediately after the author's name.

Bibliographies are normally single spaced but separated by a double space.

Ayres, R. (1999) *The Essence of Professional Issues in Computing* . London : Prentice Hall.

Bainbridge, D. I. (2000) *Introduction to Computer Law* . London : Pearson Education.

Green, A. (2004a) *Growth through Reason* . Oxford : Oxford University Press.

Green, A. (2004b) *Trends in Reasoning* . New York : McGraw-Hill.

Lloyd, I.J. (1977) *Information Technology* . London :Butterworth.

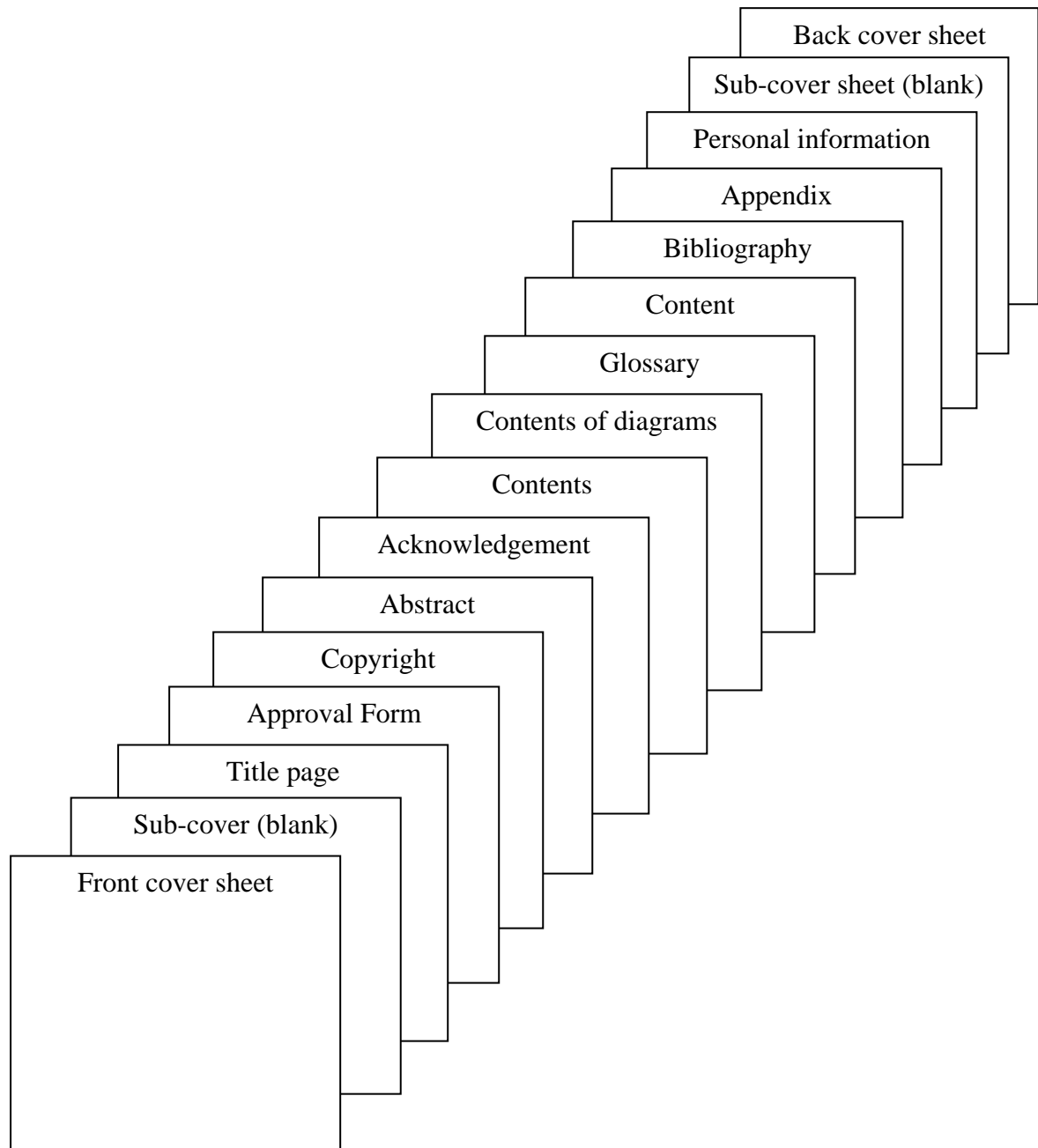
Nielsen, N. and Winskel, G. (1996) 'Petri Nets and Bisimulation' *Theoretical Computer Science*, 153(1-2) pp.211-244.

Privacy Rights Clearing House. (2009) Privacy and the internet: travelling in cyberspace safely (Factsheet 18). Available at: <http://www.privacyrights.org/fs/fs18-cyb.htm> (Accessed: 14 July 2009)

Shields, M.W. (1985) 'Concurrent Machines' *Computer Journal*, .28 (5) pp.449- 465.

Project Report Example

Sequence arrangement of the book report



Example: Front cover sheet
(Use Time New Roman Font)

Project Name → Size 20, Bold

by → Size 14

Mr./Miss.....

Student Code: → Size 18, Bold

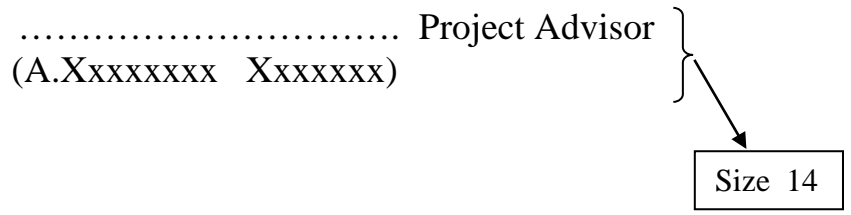
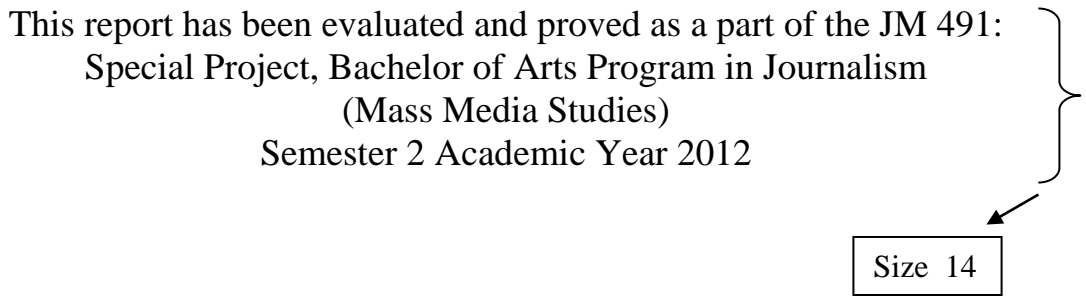
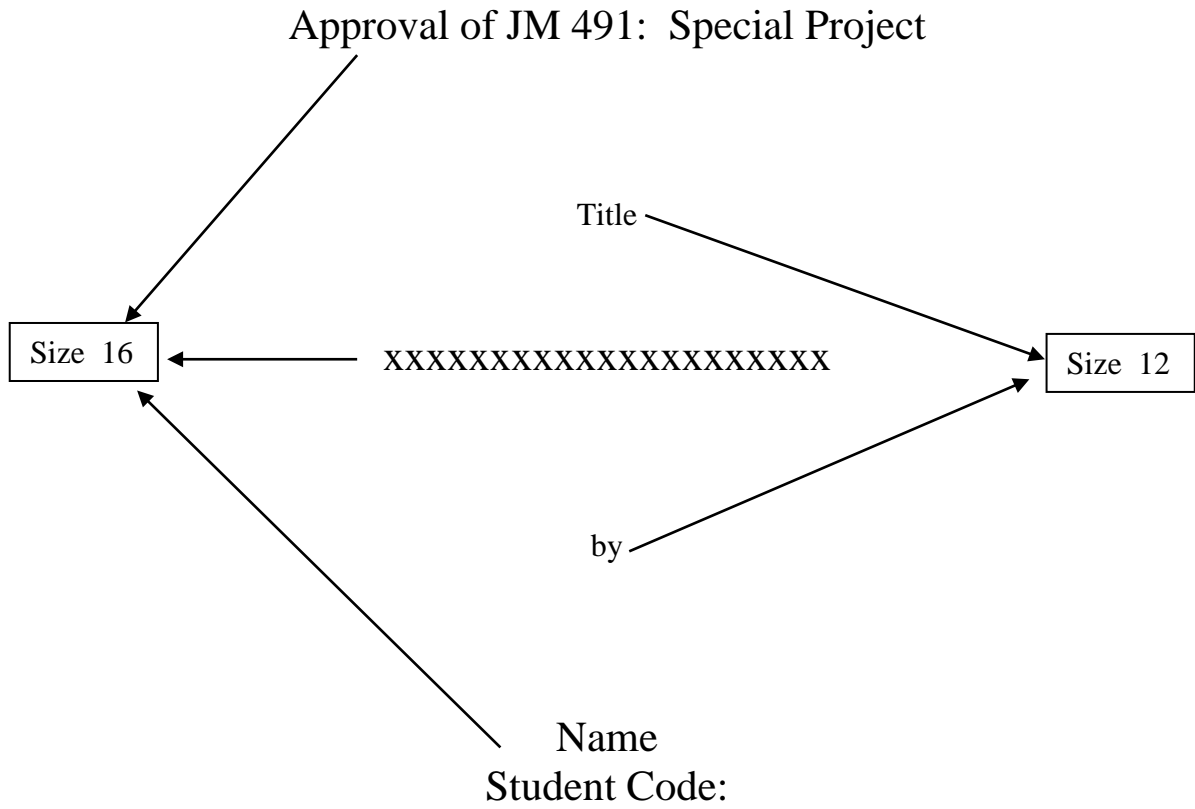
Program : Bachelor of Arts Program in Journalism
(Mass Media Studies)
Semester 2 Academic Year 2012

Size 16

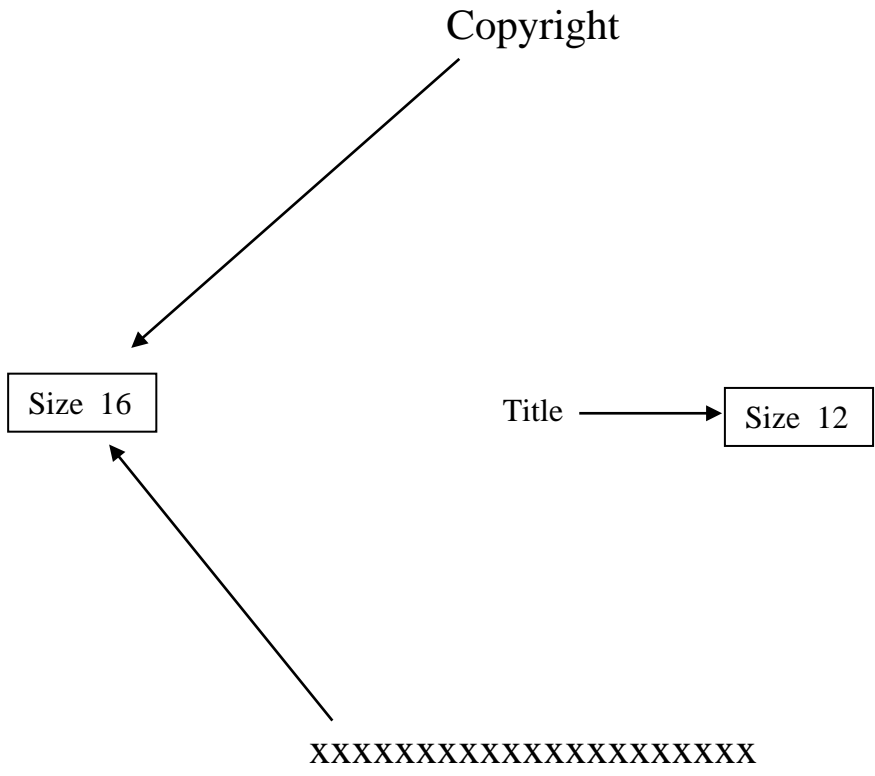
The Faculty of Journalism and Mass Communication
Thammasat University

Size 18, Bold

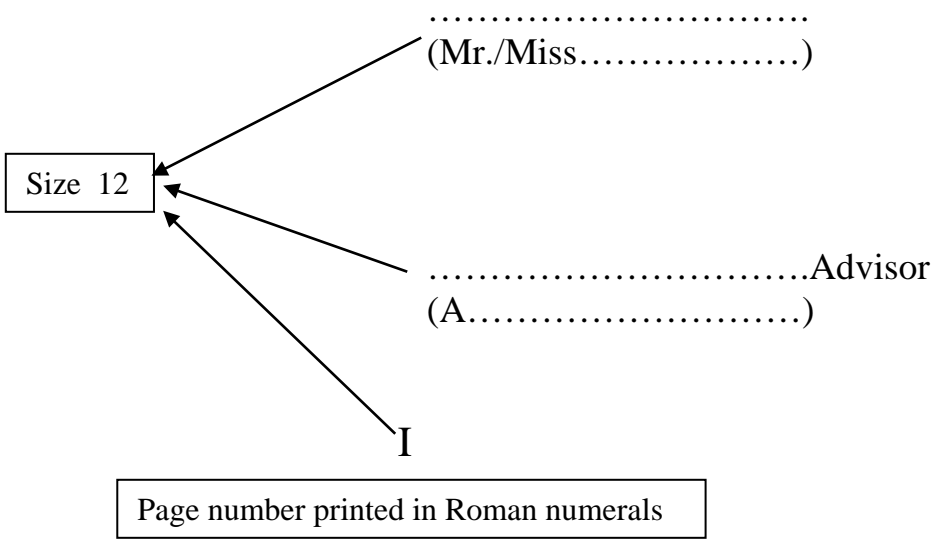
Example: Approval Form
(Use Time New Roman Font)



Example: Copyright
(Use Time New Roman Font)



I am willing to give all the project production as the copyright of Journalism and Mass Communication, Thammasat University for the period of 10 years, from the date stated in this project report onwards.



Example: Abstract
(Use Time New Roman Font)

{	Title:	}
	Student Name:	Mr/Miss.....	
	Student ID:	520764XXXX	
	Advisor:	A.....	
	Project Degree:	Bachelor of Arts Program in Journalism (Mass Media Studies)	
	Faculty:	Journalism and Mass Communication, Thammasat University	
	Semester	2	
Academic Year:	2012		

Size 12

Size 14, Bold

Abstract → Size 18, Bold

.....

.....

..... Size 12

.....

.....

..... Size 12

.....

.....

.....

Size 12 ← II

Page number printed in Roman numerals

Example: Contents
(Use Time New Roman Font)

Size 12

Contents ←

Size 18

	page
Abstract.....	I
Acknowledgement.....	II
Contents.....	III
Contents of Tables.....	IV
Contents of Diagrams.....	V
 Chapter	
1. Introduction.....	1
1.1 History of the Project.....	x
1.2 Project Proposal.....	x
1.3 Project Frame.....	x
1.4 Research Process.....	x
1.5 Working Duration.....	x
1.6 Structure of project Development.....	x
2. Fundamental Knowledge of xxxxxxxxxxxxxxxx.....	xx
2.1 xxxxxxxx.....	xx
2.2 xxxxxxxx.....	xx
3. Project Design and Analysis.....	xx
3.1 xxxxxxxx.....	xx
3.2 xxxxxxxx.....	xx
4. Project Development	
4.1 xxxxxxxx.....	xx
4.2 xxxxxxxx.....	xx
4.2.1 xxxxxxxx.....	xx
4.3 xxxxxxxx.....	xx
5. Conclusion	
5.1 xxxxxxxx.....	xx
5.2 xxxxxxxx.....	xx
5.3 xxxxxxxx.....	xx
Bibliography.....	xxx
Appendix A.....	xxx
Appendix B.....	xxx
Appendix C.....	xxx
Personal Information.....	xxx

Size 12 →

V

Page number printed in Roman numerals

*Remark: Print "Contents (continued)" if the next page is required

Example: Contents of Tables
(Use Time New Roman Font)

Contents of Tables ←

Size 20, Bold

Size 12

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Table No.	page
1.1 XXXXXXXX.....	XX
1.2 XXXXXXXX.....	XX
1.3 XXXXXXXX.....	XX
1.4 XXXXXXXX.....	XX
1.5 XXXXXXXX.....	XX
1.6 XXXXXXXX.....	XX
1.7 XXXXXXXX.....	XX
1.8 XXXXXXXX.....	XX
1.9 XXXXXXXX.....	XX
1.10 XXXXXXXX.....	XX

Size 12

VI

Page number printed in Roman numerals

Example: Contents of Diagrams
(Use Time New Roman Font)

Contents of Diagrams

Size 20, Bold

Size 12

page

Diagram No.

1.1	XXXXXXXXX.....	XX
1.2	XXXXXXXX.....	XX
1.3	XXXXXXXX.....	XX
1.4	XXXXXXXX.....	XX
1.5	XXXXXXXX.....	XX
1.6	XXXXXXXX.....	XX
1.7	XXXXXXXX.....	XX
1.8	XXXXXXXX.....	XX
1.9	XXXXXXXX.....	XX
1.10	XXXXXXXX.....	XX

Size 12

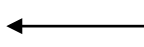
VII

Page number printed in Roman numerals

Example: First page of the chapter
(Use Time New Roman Font)

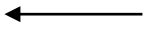
No page number on
the first page of
each chapter

Chapter 1



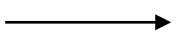
Size 18, Bold

Introduction



Size 16, Bold

1.1 xxxxxxxxxxxxxxxxxxxx



Size 14, Bold

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Size 12

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Size 12

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Example: Bibliography
(Use Time New Roman Font)

Size 12

← 110

Page number printed in
Arabic number

Size 12

Bibliography

Size 18, Bold

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Example: Personal History
(Use Time New Roman Font)



Size 12

← 135

Page number printed in
Arabic number

Personal Information

← Size 18, Bold

	Full Name :	Miss Anna Smith	
	Educational Background:Primary School.....Secondary School...	
	Current Address:	
	E-mail:	
	Achievements:	

Size 14

Size 12

Appendix

Form
Submission of the topic and Abstract



คำร้องขอเสนอหัวข้อ Special Project
โครงการวารสารศาสตรบัณฑิต สาขาวิชาสื่อมวลชนศึกษา (B.J.M.)
คณะวารสารศาสตร์และสื่อสารมวลชน มธ.

วันที่.....เดือน.....พ.ศ.....

เรื่อง ขอเสนอหัวข้อ Special Project


เรียน ผู้อำนวยการโครงการฯ

ข้าพเจ้า นาย นางสาวเลขทะเบียน.....

นักศึกษาชั้นปริญญาตรี (โครงการ B.J.M.) ปีที่.....คณะ.....

อยู่บ้านเลขที่.....ซอย.....ถนน.....ตำบล/แขวง.....

อำเภอ/เขต.....จังหวัด.....รหัสไปรษณีย์.....

E-mail :

มีความประสงค์ศึกษา วิชา JM 491 Special Project หัวข้อ “.....

.....”

รายละเอียดเพิ่มเติม.....

.....

จึงเรียนมาเพื่อโปรดพิจารณา จักขอบพระคุณยิ่ง

ขอแสดงความนับถือ

ลงชื่อ.....

ความเห็นเจ้าหน้าที่

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ผู้อำนวยการโครงการ / คำสั่งคณบดี

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Form
คำร้องแต่งตั้งอาจารย์ที่ปรึกษา JM 491



คำร้องศึกษารายวิชา JM 491 Special Project

โครงการวารสารศาสตรบัณฑิต สาขาวิชาสื่อมวลชนศึกษา (ภาคภาษาอังกฤษ)

คณะวารสารศาสตร์และสื่อสารมวลชน

วันที่.....เดือน.....พ.ศ.....

เรื่อง ขอลงแต่งตั้งอาจารย์ที่ปรึกษาและเสนอหัวข้อเรื่อง วิชา JM 491 Special Project

เรียน คณบดีคณะวารสารศาสตร์และสื่อสารมวลชน

ข้าพเจ้า นาย นางสาว.....เลขทะเบียน.....

นักศึกษาปริญญาตรี ชั้นปีที่โครงการวารสารศาสตรบัณฑิต สาขาวิชาสื่อมวลชนศึกษา (ภาคภาษาอังกฤษ)

คณะวารสารศาสตร์และสื่อสารมวลชน อยู่บ้านเลขที่.....ซอย.....

ถนน.....ตำบล/แขวง.....อำเภอ/เขต.....

จังหวัด.....รหัสไปรษณีย์.....โทรศัพท์.....

E-mail.....

มีความประสงค์ ขอศึกษาวิชา JM 491 Special Project ในภาคสุดท้ายของการศึกษา ตามข้อกำหนดของหลักสูตรปริญญาตรีวารสารศาสตรบัณฑิต สาขาวิชาสื่อมวลชนศึกษา ในภาคเรียนที่...../.....โดยศึกษาหัวข้อเรื่อง.....

ทั้งนี้ ข้าพเจ้าขอเสนอแต่งตั้ง.....เป็นอาจารย์ที่ปรึกษา

จึงเรียนมาเพื่อโปรดพิจารณาอนุมัติ จักเป็นพระคุณยิ่ง

ขอแสดงความนับถือ

(ลงนาม).....

นักศึกษา

ความเห็นอาจารย์ที่ปรึกษา

ความเห็นเจ้าหน้าที่

เห็นควรอนุมัติ ไม่เห็นควรอนุมัติ

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ความเห็นผู้อำนวยการโครงการ

คำสั่งคณบดี

เห็นควรอนุมัติ ไม่เห็นควรอนุมัติ

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Form
เปลี่ยนแปลงหัวข้อ Special Project



คำร้องขอเปลี่ยนแปลงหัวข้อ Special Project
โครงการวารสารศาสตร์บัณฑิต สาขาวิชาสื่อมวลชนศึกษา (B.J.M.)
คณะวารสารศาสตร์และสื่อสารมวลชน มธ.

วันที่.....เดือน.....พ.ศ.....

เรื่อง ขอเสนอเปลี่ยนแปลงหัวข้อ Special Project

เรียน คณบดี (ผ่านผู้อำนวยการโครงการฯ)

ข้าพเจ้า นาย นางสาวเลขทะเบียน.....

นักศึกษาชั้นปริญญาตรี (โครงการ B.J.M.) ปีที่.....คณะ.....

อยู่บ้านเลขที่.....ซอย.....ถนน.....ตำบล/แขวง.....

อำเภอ/เขต.....จังหวัด.....รหัสไปรษณีย์.....

.....E-mail :

มีความประสงค์ขอเปลี่ยนแปลงหัวข้อวิชา JM 491 Special Project จากหัวข้อ

“.....”

เปลี่ยนเป็นหัวข้อ

“.....”

จึงเรียนมาเพื่อ โปรดพิจารณาอนุมัติ จักขอบพระคุณยิ่ง

ขอแสดงความนับถือ

ลงชื่อ.....

ความเห็นอาจารย์ที่ปรึกษา

ความเห็นเจ้าหน้าที่

เห็นควรอนุมัติ ไม่เห็นควรอนุมัติ

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ความเห็นผู้อำนวยการโครงการ

คำสั่งคณบดี

เห็นควรอนุมัติ ไม่เห็นควรอนุมัติ

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Form
บันทึกที่ปรึกษาให้เกรด JM 491

บันทึกข้อความ

ส่วนราชการ โครงการ B.J.M. คณะวารสารศาสตร์และสื่อสารมวลชน โทร. 6193, 6209

วันที่ _____

เรื่อง คะแนนสารนิพนธ์ วิชา JM 491 Special Project

เรียน คณบดีคณะวารสารศาสตร์และสื่อสารมวลชน

ตามที่ นาย น.ส.

เลขทะเบียน ได้ลงเรียนวิชา JM 491 Special Project ภาค...../.....

โดยเสนอ รศ. ผศ. อาจารย์ เป็นอาจารย์ที่ปรึกษา Special Project ในหัวข้อเรื่อง

ซึ่งพิจารณาแล้วเห็นควรให้คะแนนนักศึกษาดังกล่าวข้างต้น เป็นเกรด “.....” และพร้อมนี้ได้แนบหลักฐานการให้เกรดมาด้วยแล้ว คือ

1. สารนิพนธ์ จำนวน 3 เล่ม
2. ชิ้นงานผลิต ดังนี้
 - DVD จำนวน.....แผ่น เรื่อง.....
 - CD จำนวน.....แผ่น พร้อมสารนิพนธ์.....เล่ม
3. อื่น ๆ (ถ้ามี) โปรดระบุ.....

จึงเรียนมาเพื่อโปรดพิจารณาอนุมัติ

(.....)

อาจารย์ที่ปรึกษา Special Project

ความเห็นเจ้าหน้าที่	คำตั้งคณบดี
<p>เรียน คณบดี</p> <p style="text-align: center;">ด้วยนักศึกษาได้ส่ง Special Project พร้อมหลักฐานเรียบร้อยแล้ว และอาจารย์ที่ปรึกษา Special Project ได้ให้คะแนนเป็นเกรด “.....”</p> <p style="text-align: center;">จึงเรียนมาเพื่อโปรดพิจารณาอนุมัติ</p> <p><input type="checkbox"/> ความเห็นของเลขานุการโครงการ</p> <p style="text-align: center;">.....</p>	

ขั้นตอนการทำ **Special Project**

คำร้องขอเสนอหัวข้อ **Special Project**
พร้อม Abstract

คำร้องแต่งตั้ง
อาจารย์ที่ปรึกษา **JM 491**