

# **KJSS's Guideline for Author**

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**Kasetsart Journal of Social Sciences (KJSS)**

**Production and hosting by Kasetsart University Research and  
Development Institute (KURDI) on behalf of Kasetsart University**

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# **Kasetsart Journal of Social Sciences**

## **Guideline for Author**

### **Aim and Scope**

The Kasetsart Journal of Social Sciences is published by the Kasetsart University Research and Development Institute (KURDI) under the authorization of Kasetsart University to serve the interests of both Thai and international social scientists and researchers. The aim is to publish high quality research papers in various areas of social sciences, such as social and development studies, humanities, education and economics. Contributions to the journal can be made as either a research article or a review article. The journal is published as a periodical, with three issues annually in January-March, April-June, July-September, and October-December, and is distributed both within Thailand and overseas. Kasetsart Journal of Social Sciences is produced and hosted by Kasetsart University Research and Development Institute (KURDI) on behalf of Kasetsart University.

The following areas are covered in the journal:

- Agricultural Development
- Business
- Economics
- Education
- Humanities
- Human and Community Resource Development
- Political Sciences
- Psychology
- Sociology and Anthropology
- Other areas in Social Sciences

## 1 **Publication Ethics and Author Guidelines**

### 3 **Ethical Compliance**

4 The Kasetsart Journal of Social Sciences (KJSS) upholds a strict ethical policy to  
5 maintain the quality, integrity, and accuracy of all published articles. Authors are required to  
6 clearly specify any relevant ethical considerations, particularly those involving research  
7 with human or animal subjects. This includes providing details of ethical approvals or  
8 consent procedures where applicable. Submissions that do not adhere to these ethical  
9 requirements may be rejected.

### 11 **Authorship Information and Restrictions**

12 Authors are required to provide complete and accurate information regarding all  
13 contributing authors at the time of manuscript submission. This includes full names,  
14 affiliations, and a clear identification of the corresponding author. Authors must carefully  
15 review and verify the accuracy of this information prior to submission.

16 Please note that the journal does not permit any changes to the authorship  
17 information after the manuscript has been accepted for publication. This includes, but is not  
18 limited to, the addition or removal of authors, changes in the order of authors, or changes in  
19 the designation of the corresponding author or co-first authors.

### 21 **Fraud Prevention and Payment Policy**

22 Beware of fraudsters attempting to deceive you into transferring money. Please  
23 verify all information before proceeding with any transaction. The journal charges a  
24 submission fee of 100 USD, which must be paid via credit card only, with no additional fees  
25 beyond the stated amount. The submission fee must be processed through a bank system  
26 headquartered in Thailand. If you are asked for any additional fees, please verify with the  
27 journal beforehand. Once confirmed, the transaction cannot be canceled or modified.

### 29 **Acceptance Letter Verification**

30 The acceptance letter from the journal will only be issued through the online system  
31 after the review process has been completed. In the case of official letters with the signature  
32 of the editor, they must be issued directly by the journal. If you notice any discrepancies or  
33 wish to verify the acceptance letter, please contact the journal for confirmation at  
34 [kjss@ku.th](mailto:kjss@ku.th).

## 1 Process

### 3 1. Submission Process

5 1. Prepare manuscript following the KJSS format. Author can download *Template of*  
6 *submission items* and *Guideline for author* at journal homepage <https://kjss.kasetsart.org>  
7 and navigate to “Log in” and then click “Author role” to read information and download  
8 *Guideline for Author, Submission Items, and Revision Items*.

9 2. Submit your manuscript with accompanying cover letter and title page on  
10 ScholarOne System. Preparation should be submitted through an **online submission** at  
11 <https://mc03.manuscriptcentral.com/kjss> in **Word** format (.doc, .docx). You will be guided  
12 stepwise. The system automatically converts your manuscript files to a PDF file, which is  
13 used in the peer-review process.

14 3. Wait for format checking by journal staff and confirmation e-mail. If the format is  
15 incorrect, the manuscript will be returned to author to revise. If correct, the payment step  
16 will be informed.

17 4. After receiving your payment, plagiarism, scope, quality of manuscript and  
18 English language will be roughly check and peer review will be proceeded on.

### 20 2. Payment Process

21  
22 You will get a “request for payment” e-mail from rdi@ku.ac.th. Please pay by  
23 **credit card** via attached link **within 3 days**. You will get a receipt after payment 2–3  
24 business days. Your registration will be completed only when we receive your payment for  
25 submission fee.

#### 27 Submission Fee

28 The submission fee of USD 100 for a manuscript is required. All submissions will  
29 be considered after payment of the submission fee. Please note that **payment of this fee does**  
30 **not guarantee acceptance of the manuscript. The submission fee is non-refundable and a**  
31 **paper may be rejected by the editors without being sent for review.** Authors thinking of  
32 submitting an article to the Kasetsart Journal of Social Sciences (KJSS) should consider  
33 carefully whether the paper falls within the ‘Aims and Scope’ of the journal as described on  
34 the journal homepage.

35 As the number of submissions to the KJSS increase, the standard of papers accepted  
36 for publication has been rising. Submitted papers that have little relationship to the ‘Aims  
37 and Scope’ of KJSS, even if such papers are good, are likely to be rejected as ‘out of scope.’  
38 Papers that do not meet our quality standards, are also likely to be rejected. Problems with

1 quality include: insufficient intellectual depth; inappropriate analysis to the research  
2 problem; the language, style, or grammar not conform to accepted standards; or excessively  
3 long paper (longer than 18 typed pages). That is, the paper must be written in a complete  
4 and concise style. No refund of the submission fee will be given due to the editorial time  
5 needed to make this important decision.

6  
7 Please note that:

- 8 1. There is no option to request a refund of the fee once paid.
- 9 2. There is no option of fee waiver/discount.
- 10 3. The payment system does not support cheque or money transfer.
- 11 4. Manuscript will be removed from the system and no longer consideration in Journal if  
12 the payment wasn't made by the due date.

### 13 14 **3. Plagiarism Policy**

15  
16 It is the policy of Kasetsart Journal of Social Sciences (KJSS) to publish new and  
17 original work. Text copied from copyrighted works from third parties, even in an  
18 introduction, should never be used without clearly identifying the other source (either by  
19 quotations or indentations). Every manuscript should present some new results or insights  
20 and be written in an author's own words.

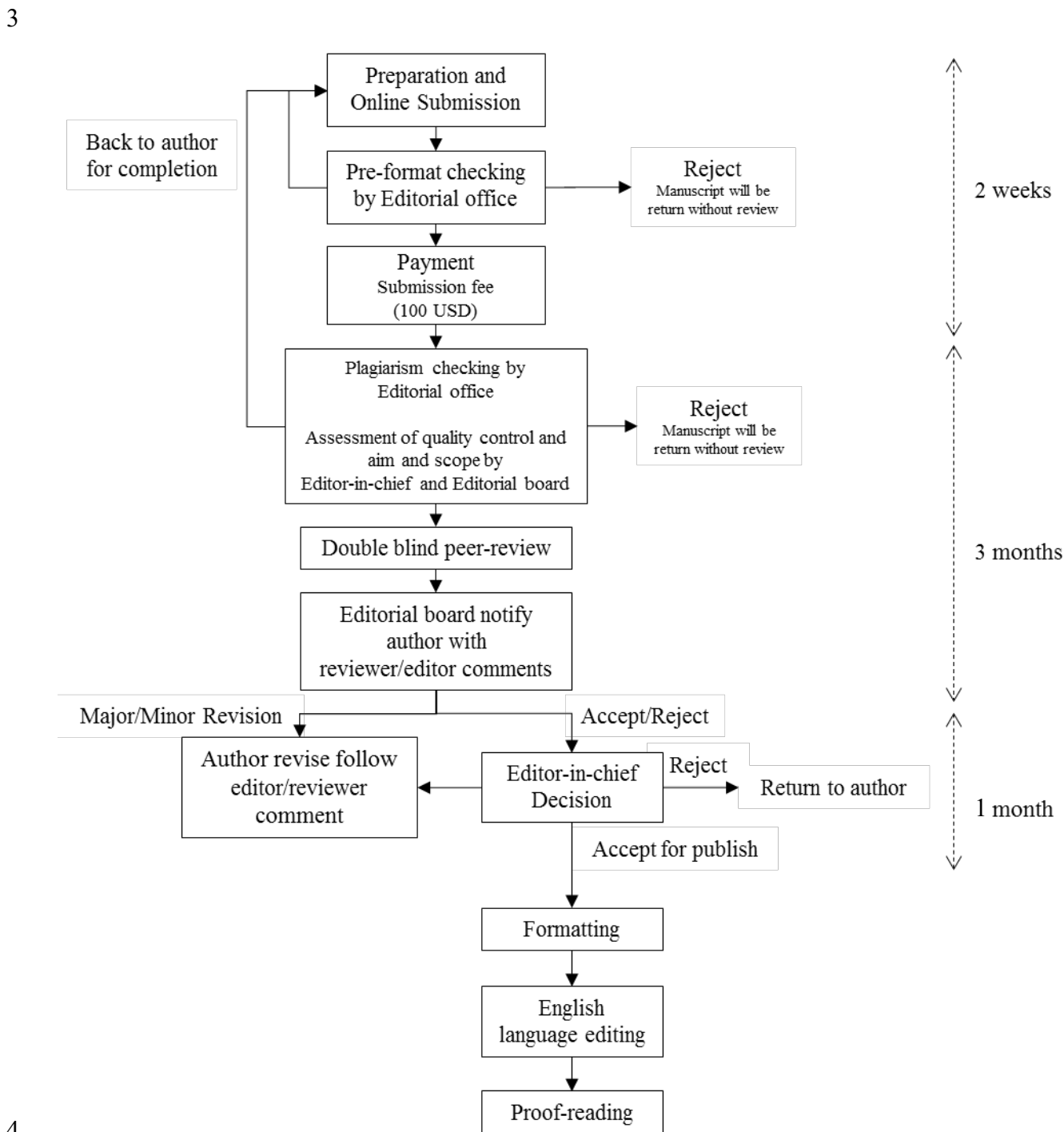
21 Papers submitted to KJSS must be written in original work and not be published or  
22 submitted for publication elsewhere. Any manuscript that is found to have sentences  
23 duplicated from another manuscript, or having appeared in previously published works  
24 leads to plagiarism or self- plagiarism, and such will be classified as plagiarism.

25 When any plagiarism is found, KJSS reserves the right to reject the manuscript  
26 immediately. In a case the manuscript has been rejected for plagiarism, the author must  
27 provide an explanation. If the author cannot provide a legitimate explanation for the large  
28 textual overlap between their manuscript and the mentioned previously published works, the  
29 manuscript will not be reconsidered for publication. It is the responsibility of the author to  
30 ensure that the manuscript was original written work. If the author needs the plagiarism  
31 score before submission, the author has to find the plagiarism check service him/herself.  
32 KJSS does not have the service Crossref Similarity Check for a manuscript that was not  
33 completely submitted to the journal.

34 KJSS uses Crossref Similarity Check powered by iThenticate software to check the  
35 originality of manuscripts. Author should visit the CrossCheck site,  
36 <https://www.ithenticate.com/> for more information.

1 **3. Review Process**

2 The acceptance process ordinarily is completed within 4–7 months.



# 1 Manuscript Preparation

## 3 1. Preliminary details

- 4 - Journal Name
- 5 - In full: Kasetsart Journal of Social Sciences
- 6 - MEDLINE abbreviation: Kasetsart J. Soc. Sci.
- 7 - Internally used abbreviation: KJSS
- 8 - Spelling: American English

## 10 2. Submission items and Revision items

### 12 Submission items

13 To submit your manuscript, you will need the following **THREE** Microsoft  
14 Word (.doc/.docx) files: 1) [Cover letter](#) file 2) [Title page](#) file and 3) [Manuscript](#) file.

- 15 - Cover letter
- 16 - Title page
  - 17 ○ Citation information
  - 18 ○ An Article type
  - 19 ○ An English article title
  - 20 ○ Author names
  - 21 ○ Author affiliations
  - 22 ○ Keywords
  - 23 ○ Corresponding author section
- 24 - Manuscript
  - 25 ○ Title name
  - 26 ○ Abstract
  - 27 ○ Keywords
  - 28 ○ Introduction
  - 29 ○ Literature review
  - 30 ○ Methodology
  - 31 ○ Results
  - 32 ○ Discussion
  - 33 ○ Conclusion and Recommendation
  - 34 ○ Conflict of Interest statement
  - 35 ○ Funding statement (if any)
  - 36 ○ Acknowledgments (if any)
  - 37 ○ References
  - 38 ○ Tables/Figures + legends (if any)

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## **Revision items:** Response to revision request

Once the manuscript has been assigned as revision, the authors must answer the reviewers' comment point by point using the "[Response to reviewer form](#)" and should be submitted in a separate document from the revised manuscript. The manuscript must be revised by using "*Tracking Change*" as a tool in Microsoft Word only. Please download "Response to Reviewer Form" for more details.

To submit your revised manuscript from reviewer or editor comments, you will need the following **FOUR** Microsoft Word (.doc/.docx) files: (1) [Cover letter](#) file, (2) [Title page](#) file, (3) [Revised manuscript](#) file with mark up, and (4) [Response to reviewer form](#) File.

## **How to respond to the reviewer(s)' comments and revise your manuscript**

1. Please revise the manuscript using the most recent version that was submitted for peer review. The revised manuscript must retain the formatting required by the journal. After revision, the manuscript should not exceed 20 pages or contain more than 7,000–7,500 words.

2. Use a word processing program (e.g., Microsoft Word) to make your revisions, and save the file on your computer.

3. The revised manuscript must clearly show all changes made in response to the reviewers' comments. We recommend using the *Track Changes* feature in Microsoft Word. Alternatively, you may *highlight* each change made. All revisions must correspond with your explanations in the *Response to reviewers form*.

You can find instructions on how to use the Track Changes and Show Markup features in MS Word at: <https://support.office.com/en-gb/article/Video-Track-changes-and-show-markup-3faf8a07-26ed-4b76-b6a0-43cca013e6d3?ui=en-US&rs=en-GB&ad=GB>

## **3. Cover letter**

Author has to fill out the information where an asterisk is provided in the template and certify that the four points of journal requirement have been addressed in this manuscript.

Authors should confirm that the work is original and has not been published elsewhere nor is it currently under consideration for publication elsewhere. Please explain in your own words the significance and novelty of the work, the problem that is being addressed, and why the manuscript belongs in this journal.

Author is required to provide the details for three suggested reviewers. However, editorial Board reserve the right to assign the appropriate reviewers. Criteria for suggested reviewers as following:

1           1. Two external reviewers (The reviewer who is member outside author’s institute)  
2 and one internal reviewer (The reviewer from the same department or institute as author)

3           2. Hold a doctoral degree or an academic title of Professor

4           3. Has expertise in the area agreeable or relevant to the paper

5           4. Continually produce research work

#### 7 **4. Title page**

8  
9           The title page is the first page of the manuscript (1 page) and should be submitted in  
10 a separate Word document from the manuscript. This page should include all the  
11 information of the contents of the article, author(s), origin of the article, and the article type.

##### 13 4.1 Citation information

- 15 - Citation information is listed as: Kasetsart J. Soc. Sci. year. Vol(No): xx–xx.
- 16 - This is for journal staff.

##### 18 4.2 An English article title

- 20 - Bold font. The first letter of a sentence, and the first letter after a colon are capitalized  
21 unless the word usually is capitalized.
- 22 - Title with subtitle may joint with colon (:) or comma (,).
- 23 - Align article title with the left margin.

##### 24 **EXAMPLE:**

- 25 - Philosophy of sufficiency economy for community-based adaptation to climate  
26 change: Lessons learned from Thai case studies
- 27 - The constructionist paradigm shift of teachers in 21th century learning
- 28 - Instructional model development to enhance critical thinking and critical thinking  
29 teaching ability of trainee students at regional teaching training center in Takeo  
30 province, Cambodia

##### 32 4.3 Author names

- 34 - Bold font. Author names are spelled out in full and separated by commas (,)
- 35 - Family name (surname) appears last, e.g. Author first name is “Sawatree” and family  
36 name is “Nathalang”; the author name will be appear that **Sawatree Nathalang**.
- 37 - Do not use a degree or title.
- 38 - Affiliations are indicated by superscripted letter placed next to each author name.

- 1 - If an author has more than one affiliation, the superscript letter is separated by a
- 2 comma (closed up).
- 3 - There is an asterisk (\*) placed next to superscript letter and separated by comma to
- 4 indicate the corresponding author. An asterisk is not superscripted.
- 5 - To designate co-first authors, use a symbol, such as an asterisk (\*), next to their
- 6 names in the author list Use superscript dagger symbol (†) after First author and each
- 7 author name to indicate Co-first author(s) (If any).

8 **EXAMPLE 1 (indicate Co-first author(s)):**

9 **Sawatree Nathalang<sup>a,†</sup>, Witsanu Attavanich<sup>b,†</sup>, Tanaradee Khumya<sup>a,\*</sup>**

10 **EXAMPLE 2 (No Co-first author):**

11 **Sawatree Nathalang<sup>a</sup>, Witsanu Attavanich<sup>b</sup>, Tanaradee Khumya<sup>a,\*</sup>**

12 **EXAMPLE 3 (Two affiliations; More than one Co-first author):**

13 **Sawatree Nathalang<sup>a,\*†</sup>, Witsanu Attavanich<sup>b,†</sup>, Tanaradee Khumya<sup>a,†</sup>,**  
 14 **Phatcharapha Rattanawinyouphirom<sup>c,d</sup>**

15 **NOTE:**

- 16 - Corresponding author and First author can be the same person.
- 17 - Co-first author is the author(s) who have equal contribution in the research article to the
- 18 First author. It is an option, not mandatory to specify co-first author.

#### 20 4.4 Author affiliations

- 21
- 22 - Each affiliation starts a new line, and has complete details including **Major (if any),**
- 23 **Department, Faculty, University, District/City, Province/State, Post code and Country**
- 24 **respectively**
- 25 - There is NO street address in this section
- 26 - There is NO need rank or position in this section
- 27 - Corresponding lowercase letters linking each affiliation to authors are placed at the
- 28 beginning of each affiliation, space between lowercase letters and affiliation
- 29 - There is NO period at the end of the affiliations

30 **EXAMPLE:**

31 **<sup>a</sup> Department of Sociology and Anthropology, Faculty of Social Sciences, Kasetsart**  
 32 **University, Bangkok 10900, Thailand**

33 **<sup>b</sup> Department of Economics, Faculty of Economics, Kasetsart University, Bangkok 10900,**  
 34 **Thailand**

35 **<sup>c</sup> Doctoral program of Sociology and Anthropology, Faculty of Social Sciences, Kasetsart**  
 36 **University, Bangkok 10900, Thailand**

37 **<sup>d</sup> Research Dissemination Division, Kasetsart University Research and Development**  
 38 **Istitute, Bangkok 10900, Thailand**

#### 1 4.5 Keywords

- 2
- 3 - Note “*Keywords:*” as the heading (left-align and italic note there is a terminal colon).
- 4 - Keywords are in alphabetical order, lower case and separated by commas (,).
- 5 - There is NO period after the last keyword.
- 6 - Five keywords are allowed.
- 7 - Keywords are in lower case only (unless it is a proper noun or species name).

#### 8

#### 9 4.6 Corresponding author section

- 10
- 11 - “\*Corresponding author.” followed by the corresponding author’s email address.
- 12 - The asterisk (\*) before the “Corresponding author.” is not superscripted.
- 13 - E-mail address is on the next line. “E-mail” is hyphenated (-), and all hyperlink
- 14 should be removed.
- 15 - Must be **only one** corresponding author.
- 16 - If there are co-first author, use the dagger (†) before the “Co-first author.” to
- 17 indicate Co-first authors to explain this symbol in a footnote.
- 18 - The corresponding author and co-first author only are allowed.
- 19 - No Co-second author or co-third author.
- 20 - Tel/fax numbers and mailing address should be deleted.

#### 21 EXAMPLE

22 \*Corresponding author.

23 E-mail address: fsocstn@ku.ac.th (S. Nathalang).

24 †Co-first authors.

25

26 \*Please note that Author(s)’ information in the Title page, Cover letter and Online

27 Submission System should be matched.

### 28

### 29 5. Manuscript

30

31 The manuscript must be an original copy typed. The use of either language must

32 meet written publication standards. Manuscript head should contain only Title without

33 author details. Manuscript must not exceed 18 typed pages. Abstract should be no longer

34 than 250 words. The manuscript format is 12 point Times New Roman, 1.5 line spacing

35 (except Table is 1.0 line space), one inch margins, and must include page numbers on the

36 top right of the page.

37

38

- 1 To conform double blind peer-review,  
 2 - All author information should be deleted from manuscript.  
 3 - In acknowledgments should not contain personal name. Author can add the personal  
 4 name after peer-review process.  
 5

## 6 5.1 Front matter

### 8 1) Title name

9 Left-align. Bold font. The first letter of a sentence, and the first letter after a colon are  
 10 capitalized unless the word usually is capitalized.

#### 11 EXAMPLE:

- 12 - Philosophy of sufficiency economy for community-based adaptation to climate  
 13 change. Lessons learned from Thai case studies  
 14 - The constructionist paradigm shift of teachers in 21th century learning  
 15 - Instructional model development to enhance critical thinking and critical thinking  
 16 teaching ability of trainee students at regional teaching training center in Takeo  
 17 Province, Cambodia  
 18

### 19 2) An English abstract

- 20 - There is an “**Abstract**” heading.  
 21 - Only the first letter of each sentence is capitalized.  
 22 - Abstracts should be no longer than 250 words in English Abstract.  
 23 - Where a term/definition is continually referred to, it is written in full when it first  
 24 appears, followed by the subsequent abbreviation in parentheses; thereafter, the  
 25 abbreviation is used.  
 26

### 27 3) Keywords

- 28 - Note “*Keywords:*” as the heading (left-align and italic note there is a terminal colon).  
 29 - Key words are in alphabetical order and separated by commas.  
 30 - There is NO period after the last keyword.  
 31 - 3–5 keywords are allowed.  
 32 - Keywords are in lower case only (unless it is a proper noun, species name).  
 33

#### 34 EXAMPLE:

35 *Keywords:* authenticity, code of conduct, ethics, lifelong learning, modernity  
 36  
 37  
 38

## 5.2 Main text

### 1) Section Headings

- Original articles generally use these **Level I headings (bold)**: Introduction, Literature Reviews, Methodology, Results, Discussion, Acknowledgments, Conflict of Interest, and References

- Depending on the manuscript, there may be **Level II Headings (italic)**

- Depending on the manuscript, there may be **Level III headings (italic)**

#### Structure

#### Example

**Level I Headings**

**Introduction**

**Level I Headings**

**Literature Reviews**

**Level I Headings**

**Methodology**

*Level II Headings*

*Participants*

*Level III headings*

*Participants I*

*Level III headings*

*Participants II*

*Level II Headings*

*Data Collection*

*Level II Headings*

*Data Analysis*

**Level I Headings**

**Results (Results and Discussion)**

**Level I Headings**

**Discussion (Results and Discussion)**

**Level I Headings**

**Conclusion and Recommendation**

**Level I Headings**

**Conflict of Interest**

**Level I Headings**

**Funding Statement (if any)**

**Level I Headings**

**Acknowledgments (if any)**

**Level I Headings**

**References**

- Review Articles do not have restricted section headings but should be appropriate to each section of the article.

- **Level I headings:** bold font, with 1 lines of space before it and 1 line of space after it.

- **Level II headings:** first letter of each word is capitalized, in italic font, with 1 line of space before it and 1 lines of space after it.

- **Level III headings:** Only first word is capitalized, in italic font, with 1 line of space before it and 0 lines of space after it.

- But if Level III headings follows immediately after a Level II heading, then there is 0 lines of space before it and 0 lines of space after it.

- No the bullet number/letter at Section level I, II, and III headings.

- Once all levels of headings have been organized, numbering formats shall be applied as follows: Arabic numerals followed by a period (e.g., 1. 2. 3.) and Arabic numerals followed by a closing parenthesis (e.g., 1) 2) 3)), respectively, depending on the heading level.

- 1 - For seriation within sentences, authors may use numbers in bracket and join by semi-  
2 colon (;) or comma (,), e.g. (1); (2); (3); or (1), (2), (3),  
3

## 4 2) Paragraphs

- 5 - First line of each paragraph under any level of section heading is indented one tab  
6 (0.5 inch or 1.27 cm) from the left margin and the following lines being at the left  
7 margin (the default setting is likely already 0.5 inch).  
8 - Subsequent paragraphs are indented one tab (0.5 inch or 1.27 cm).  
9 - Exceptions to References section, paragraph-formatting requirements are as follows:  
10 The first line of each reference entry should start at the left margin with the following  
11 lines being indented one tab (0.5 inch or 1.27 cm).  
12 - Do not use the space bar to create indentation.  
13

## 14 3) Abbreviations

- 15 - Where a term/definition is continually referred to, it is written in full when it first  
16 appears, followed by the subsequent abbreviation in parentheses (even if it was  
17 previously defined in the abstract); thereafter, the abbreviation is used  
18 - Ensure that an abbreviation so defined does actually appear later in the text  
19 (excluding in figures/tables), otherwise, it should be deleted  
20

## 21 4) Numbers

- 22 - Numbers that begin a sentence or those < 10 (i.g. **one to nine**) are spelled out using  
23 letters.  
24 - Laboratory parameters, time, temperature, length, area, mass, and volume are  
25 expressed using digits.  
26 - Centuries and decades are written out using digits, e.g. the 1980s or 19<sup>th</sup> century  
27 [note: not superscripted “th”]  
28 - Numbers within parentheses are expressed in digits even if < 10.  
29 - A comma is used as a thousand separator, e.g. “10,581”, “6,293,470”.  
30 - No comma for page number, binary digits, serial numbers, degree of temperature,  
31 acoustic frequency designations, and degrees of freedom.  
32

## 33 5) Statistics

- 34 - Student’s *t*-test NOT Student’s t test. When using a statistical term in the narrative,  
35 reporting it in the form: *t*(degree of freedom) = the *t* statistic, *p* = *p* value. i.g., *t*(47) =  
36 2.1, *p* = .028, *t*(28) = 3.0, *p* < .05.  
37 - For Chi-squared test, the “ $\chi^2$  test” is used. [note:  $\chi$  is NOT in italics]  
38 - ANOVA is spelled out in full as analysis of variance.

- 1 - ANCOVA is spelled out in full as analysis of covariance.
- 2 - For sample size, the “*n*” is an italicized lowercase letter, with a space on either side:  $n = 36$
- 3 - When the statistic is significant should report in *p* value form.
- 4 - For *p* values, the “*p*” is an italicized lowercase letter, with a space on either side.
- 5 Reporting *p* values in the form:  $p < .05$ ,  $p = .562$ .
- 6 - *p* should NEVER start a sentence: “ $p < .05$  was taken to be significant.” should be
- 7 rewritten as “A *p* value  $< .05$  was taken to be significant.”
- 8 - If one-tailed and two-tailed tests in the same table, use an asterisk for two-tailed *p*
- 9 values and an alternate symbol for one-tailed *p* values.
- 10  $*p < .05$ , two-tailed.  $**p < .01$ , two-tailed.  $†p < .05$ , one-tailed.  $††p < .01$ , one-tailed.
- 11 - For table note below the table, an asterisk for significant level is reported in the form:
- 12  $* p < .05$ .  $** p < .01$ .  $*** p < .001$ .
- 13 - Do not use a zero before a decimal point when the statistic cannot be greater than 1
- 14 (e.g., Correlations, proportions, and levels of statistical significance: e.g. .75 NOT
- 15 0.75)
- 16 - See *APA 7th edition* Section 6.44 Table 6.5 for guidelines on Statistic using. Some of
- 17 abbreviation are as following:

Abbreviation/symbol	Definition
ANCOVA	Analysis of covariance
ANOVA	Analysis of variance
CI	Confidence interval
<i>F</i>	<i>F</i> distribution, Fisher’s <i>F</i> ratio
<i>M</i> (or $\bar{X}$ )	Sample mean, arithmetic average
<i>Mdn</i>	Median
<i>n</i>	Number of cases (generally in a subsample)
<i>N</i>	Total number of cases
<i>p</i>	Probability; probability of a success in a binary trail
<i>r</i>	Estimate of the Pearson product–moment correlation coefficient
<i>R</i>	Multiple correlation
$R^2$	Multiple correlation squared; measure of strength of association
<i>SD</i>	Standard deviation
<i>SE</i>	Standard error
<i>SEM</i>	Standard error of measurement; standard error of the mean
<i>t</i>	Student’s <i>t</i> distribution; a statistical test based on the Student <i>t</i> distribution; the sample value of the <i>t</i> -test statistic
$\alpha$	In statistical hypothesis testing, the probability of making a Type I error; Cronbrach’s index of internal consistency (a form of reliability)
$\beta$	In statistical hypothesis testing, the probability of making a Type II error ( $1 - \beta$ denotes statistical power); population values of regression coefficients (with appropriate subscripts as needs)

Abbreviation/symbol	Definition
$\lambda$	Goodman–Kruskal measures of predictability
$\mu$	Population mean; expected value
$\chi^2$	The chi-square distribution; a statistical test based on the chi-square distribution; the sample value of the chi-square test statistic

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## 6) Units

3

- Système International (SI) units are used.

4

- Metric system is used for the expression of length, area, mass, and volume.

5

- Temperatures are given in degrees Celsius, e.g. 33 °C [note: space between number and degree symbol]

6

7

- Virgule (/) is used, e.g. 74 beats/min NOT 74 beats min<sup>-1</sup>

8

- Either uses 74 beats per minute or 74 beats/min

9

- Litre is always a “lower case”, e.g. ml/sec

10

11

## 7) Miscellaneous style points

12

- When within parentheses, use “vs.”, e.g. (male vs. female) [note: vs. is italicized with end period]

13

14

- When NOT within parentheses, spell it out, e.g. male versus female [note: not italicized]

15

16

- When within parentheses, use “%”, e.g. (60%, 74% and 25%).

17

- When NOT within parentheses, spell out “percent”, e.g. 25 percent, 60 percent and 74 percent.

18

19

- In the table headings and figure legends, use symbol “%” to conserve space.

20

- Use repetitive/serial units, e.g. (60%, 74% and 25%) NOT (60, 74 and 25%)

21

- e.g. or i.e. NOT e.g., or i.e., [note: no comma]

22

- Order of parentheses should be used as below:

23

- When reporting confident intervals, use the format 95% CI...

24

- Square bracket can be nested [using round bracket (like this) inside square bracket]

25

26

- Italicize all foreign-language terms, e.g. *in vivo*, *in vitro*, *in utero*, *en bloc*, etc.

27

- Italicize species names, e.g. *Klebsiella pneumoniae* and *Escherichia coli* were found in...

28

- “st”, “nd”, “rd”, “th” are not superscripted after numbers e.g. 1st, 2nd, 3rd, 4th.

29

- Use en dashes (–) without space for number ranging, e.g. 25–30 °C, 1980–1982.

30

- Use closed-up em dashes (—) for parenthetical dashes.

31

- Quotes: double quotes are used; single quotes used for quotes within a quote.

32

- For equipment, software, chemical reagents, etc., complete details of the manufacturer should be provided, e.g. SPSS version 11 (SPSS Inc., Chicago, IL, USA)

33

- 1 - OR if name of product appears within parentheses: (SPSS version 11; SPSS Inc.,  
2 Chicago, IL, USA)

3  
4 8) Conflict of Interest

- 5 - Level I section heading “**Conflict of Interest**”  
6 - The conflict of interest will occur when the author actions may be influenced from  
7 organization or personal relationship such as financial gain, personal interest or any  
8 successful outcomes.  
9 - Provide a conflict of interest statement. If there is no conflict of Interest, state that  
10 “The author(s) declare(s) that there is no conflict of interest.”

11  
12 9) Funding statement (if any)

- 13 - Level I section heading “**Funding**”  
14 - State any source of funding such as institutional, private, and cooperate financial  
15 support. Name of funding institution/organization and Grant No. should be included.  
16

17 10) Acknowledgements (if any)

- 18 - Level I section heading “**Acknowledgments**” is spelled without an “e” after “g”  
19 - Positioned after main body of text, BEFORE the references  
20 - Collate acknowledgements in a separate section at the end of the article before the  
21 references and do not, therefore, include them on the title page, as a footnote to the  
22 title or otherwise. List here those individuals who provided help during the research  
23 (e.g., providing materials, laboratory equipment, writing assistance or proof reading  
24 the article, etc.)  
25

26 11) Citation and References

27 References as cited in the text and under the reference list must be identical. A name:  
28 year system must be consistently used for references throughout the article. 1.5 line space  
29 through the references list. References and citations must follow the Seventh edition of  
30 Publication Manual of American Psychological Association style. A style template for the  
31 APA Seventh Edition is available in Microsoft Word 2007 and later versions. You can use  
32 the note to create the APA reference style.

33 The authors must be referred to by their family name followed by the capitalized  
34 initial letter of their first and any other middle names. Where the name has a common prefix  
35 such as Van, de, der and von, these words must be written in front of the family name.  
36 Honorifics should not be included.  
37  
38

- 1 - In text, figures+legends, tables+legends
- 2 - References are alphabetically ordered
- 3 - Multiple references are separated by semi-colon (;)
- 4 - Abstracts should not be cited unless it is the only available reference to an
- 5 important concept
- 6 - Uncompleted work or work that has not yet been accepted for publication
- 7 (i.e. “unpublished data”, “personal communication”) should not be cited as
- 8 references
- 9 - If reference cited only has 2 authors, both surnames are listed, e.g. Hawkins
- 10 and Price (2015) reported that... or ... (Hawkins and Price, 2015).
- 11 - If  $\geq 3$  authors, the name only the first author and follow by et al. (“et al.”
- 12 NOT italic)
- 13 - In narrative citation spell out “and”, in parenthical citation, use “&” between
- 14 two authors
- 15 - In-Text Citation format as the following:

Type of Citation	Narrative Citation	Parenthetical Citation
One work by one author	Luna (2020)	(Luna, 2020)
One work by two authors	Salas and D’Agostino (2020)	(Salas & D’Agostino, 2020)
One work by three or more authors	Martin et al. (2020)	(Martin et al., 2020)
Groups author with abbreviation		
First citation	National Institute of Mental Health (NIMH, 2020)	(National Institute of Mental Health [NIMH], 2020)
Subsequent citations	NIMH (2020)	(NIMH, 2020)
Group author without abbreviation	Stanford University (2020)	(Stanford University, 2020)

16 *Note:* Adapted from “Publication Manual of the American Psychological Association, Seventh  
17 Edition” by American Psychological Association, 2020. <https://doi.org/10.1037/0000165-000>

- 19 - In References section
- 20 - Level I section heading “**References**”
- 21 - Alphabetical order, NOT separate reference type.
- 22 **Learn more:** Publication Manual of the American Psychological Association, Seventh
- 23 Edition. (Section 9 page 281 and Section 10 page 313)

25 **EXAMPLE:**

27 **Book:**

28 **a. Book with DOI**

29 Barro, R. (1998). *Determinants of economic growth: A cross-country empirical study*. U.S.  
30 MIT Press Book. <https://doi.org/10.3386/w5698>

31 **b. Book without DOI (Print version)**

1 Babbie, E. (2007). *The practice of social research* (11th ed.). Thomson Higher Education.

2 **c. Edited Book Chapters**

3 Ajzen, I. (1985). From intentions to actions: A theory of planned behavior. In J. Kuhl, & J.  
4 Beckmann (Eds.), *Action control* (pp. 11–39). Springer.

5 Wilson, R. A., & Briscoe, G. (2003). The impact of human capital on economic growth: A  
6 review. In P. Descy, & M. Tessaring (Eds.), *Impact of education and training. Third  
7 report on vocational training research in Europe: Background report*. Office for  
8 Official Publications of the European Communities.

9 [https://www2.warwick.ac.uk/fac/soc/ier/publications/2003/  
10 wilson\\_and\\_briscoe\\_2003.pdf](https://www2.warwick.ac.uk/fac/soc/ier/publications/2003/wilson_and_briscoe_2003.pdf)

11 McAlister, A. L., Perry, C. L., & Parcel, G. S. (2008). How individuals, environments, and  
12 health behaviors interact: Social cognitive theory. In K. Glanz, B. K. Rimer, & F. M.  
13 Lewis (Eds.), *Health behavior and health education: Theory, research, and practice*  
14 (3rd ed., pp. 67–98). John Wiley & Sons, Inc.

15 Hutton, W., & Giddens, A. (2001). Fighting back. In W. Hutton, & A. Giddens (Eds.), *On  
16 the edge: Living with global capitalism*. Vintage.

17 **d. Dictionary or encyclopedia**

18 Landau, S., & Chis Ster, I. (2010). Cluster analysis: Overview. In P. Peterson, E. Baker, & B.  
19 McGaw (Eds.), *International Encyclopedia of Education* (3rd ed., pp. 72–83).

20 Elsevier. <https://doi.org/10.1016/B978-0-08-044894-7.01315-4>

21 Maher, J. (2010). Work and mothering. In A. O'Reilly (Ed.), *Encyclopedia of motherhood*  
22 (Vol. 3, pp. 1278–1283). Sage.

24 **Periodical:**

25 **a. Journal article with DOI**

26 Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the  
27 survival times of terminally ill patients. *Health Psychology, 24*, 225–229.

28 <https://doi.org/10.1037/0278-6133.24.2.225>

29 Charrad, M., Ghazzali, N., Boiteau, V. Niknafs, A., & Niknafs, A. (2014). NbClust: An R  
30 package for determining the relevant number of clusters in a data set. *Journal of  
31 Statistical Software, 61*(6), 1–36. <https://doi.org/10.18637/jss.v061.i06>

32 **b. Journal article without DOI, with URL**

33 Sillick, T. J., & Schutted, N. S. (2006). Emotional intelligence and self-esteem mediate  
34 between perceived early parental love and adult happiness. *E-Journal of Applied  
35 Psychology, 2*(2), 38–48. <http://ojs.lib.swin.edu.au/index.php/ejap>

36

37

38

1           **c. Journal article without DOI from academic research database or print**  
2 **version**

3 Richard, L., Rollerson, B., & Phillips, J. (1991). Perceptions of submissiveness: Implications  
4 for victimization. *Journal of Psychology*, 125(4), 407–411.

5           **d. Newspaper article/Magazine article/Blog post**

6 Guarino, B. (2017, December 4). How will humanity react to alien life? Psychologists have  
7 some predictions. The Washington Post.

8 [https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-](https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions/)  
9 [will-humanity-react-to-alien-life-psychologists-have-some-predictions/](https://www.washingtonpost.com/news/speaking-of-science/wp/2017/12/04/how-will-humanity-react-to-alien-life-psychologists-have-some-predictions/)

10  
11 **Doctoral Dissertations and Master's Theses:**

12           **a. Unpublished doctoral dissertation or master's thesis**

13 Namsa-ghuan, K. (2011). *Practice pattern: Reflection of moral practice students*  
14 [Unpublished doctoral dissertation]. Kasetsart University.

15           **b. Doctoral dissertations or Master's thesis from a database**

16 McNiel, D. S. (2006). *Meaning through narrative: A personal narrative discussing growing*  
17 *up with an alcoholic mother* [Master's thesis, California State University-Long  
18 Beach]. ProQuest Dissertations and Theses database (UMI No. 1434728).

19           **c. Doctoral dissertations or Master's thesis published online (not in a database)**

20 Bruckman, A. (1997). *MOOSE Crossing: Construction, community, and learning in a*  
21 *networked virtual world for kids* [Doctoral dissertation, Massachusetts Institute of  
22 Technology]. <http://urn.kb.se/resolve?urn=urn:nbn:se:kth:diva-3029>

23  
24 **Conference sessions or Presentations:**

25 Türkcan, B., Caliskan, T. E., & Kaya, A. A. (2009, June 17–19). *Industrial clusters as a*  
26 *regional development tool: A spatial analysis on Turkey* [Paper presentation].

27 EconAnadolu 2009: Anadolu International Conference in Economics, Eskisehir,  
28 Turkey.

29 [http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.521.9793&rep=rep1&typ](http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.521.9793&rep=rep1&type=pdf)  
30 [e=pdf](http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.521.9793&rep=rep1&type=pdf)

31 Jahnkassim, P. S., & Ip, K. (2006, September 6–8). *Linking bioclimatic theory and*  
32 *environmental performance in its climatic and cultural context – An analysis into the*  
33 *tropical high rises of Ken Yeang* [Paper presentation]. The 23rd International  
34 Conference on Passive and Low Energy Architecture, Geneva, Switzerland.

35  
36  
37  
38

## 1 **Research Reports:**

2 U.S. Bureau of the Census. (1991). *Child support and alimony: 1989* (Current Population  
3 Reports, Series P-60, No. 173). U.S. Government Printing Office.

4 Lichtentein, J. (2013). *Profile of veteran business owners: More young veterans appear to be*  
5 *starting businesses* (Issue Brief No. 1). U.S. Small Business Administration, Office of  
6 Advocacy. [https://www.sba.gov/sites/default/files/Issue%20Brief%201,%20Veteran](https://www.sba.gov/sites/default/files/Issue%20Brief%201,%20Veteran%20Business%20Owners.pdf)  
7 [%20Business%20Owners.pdf](https://www.sba.gov/sites/default/files/Issue%20Brief%201,%20Veteran%20Business%20Owners.pdf)

8

## 9 **Online document/Website**

10 Halaburda, H., & Piskorski, M. J. (2010). *Platforms and limits to network effects*.  
11 <http://hbswk.hbs.edu/item/6428.html>

12

## 13 **Personal Communications**

### 14 **EXAMPLE:**

- 15 - Narrative citation: E.-M. Paradis (personal communication, August 8, 2019)
- 16 - Parenthetical citation: (T. Nguyen, personal communication, February 24, 2020)
- 17 - We spoke with Anna Grant (Haida Nation, lives in Vancouver, British Columbia,  
18 Canada, personal communication, April 2019) about traditional understandings of  
19 the world by First Nations Peoples in Canada. She described . . .
- 20 - A reference list entry is not used.

21 **Source:** <https://apastyle.apa.org/style-grammar-guidelines/citations/personal-communications>

22

## 23 12) Tables

- 24 - Each table must be placed either next to the relevant text or the paragraph that  
25 referent it in the article.
- 26 - Referencing each table in text as follows: i.g. “Table 4 showed/indicated that...” or  
27 “...sentence...(Table 4).” [note: “Table 4” is in standard, not bold or italic]
- 28 - If you present descriptive statistics in a table or figure, you do not need to repeat  
29 them in text, although you should (1) mention the table in which the statistics can be  
30 found and (2) emphasize particular data in the narrative when they help in  
31 interpretation of the findings.
- 32 - Table head: Every column have a column head. Align top center in each column.
- 33 - Border: use a border at the top and bottom of the table, beneath column headings,  
34 separate a row containing totals or other summary information from other rows in the  
35 table. Do not use vertical borders.
- 36 - If all or part of a copyrighted table is reproduced or adapted, the table notes give full  
37 credit to the copyright owner.

- 1 - Place any table notes below the table body. Order the notes to a table in the following  
2 sequence: general note, specific note, probability note.

3 **EXAMPLE:**

4 *Note: PFI = parsimonious fit index.*

5  $^a n = 25$ .  $^b n = 42$ .

6  $*p < .05$ .  $**p < .01$ .

- 7  
8 - APA styles. Learn more: Chapter 7 Tables and Figures, pp. 195–250 in Publication  
9 Manual of the American Psychological Association, Seventh Edition.

10 **EXAMPLE:**

11 **Table 1** Results from ANOVA

Phishing Techniques		Sum of squares	<i>df</i>	Mean Square	<i>F</i>	<i>p</i>
Link Manipulation	Between Group	0.9884	3	1.663	2.621	.050
	Within Group	251.2000	396	0.634		
	Total	256.1880	399	-		
Website Forgery	Between Group	3.662	3	1.221	1.816	.144
	Within Group	266.259	396	0.672		
	Total	269.922	399	-		
Spear Phishing	Between Group	9.253	3	3.084	6.560	.000
	Within Group	186.202	396	0.470		
	Total	195.456	399	-		
Filter Evasion	Between Group	7.887	3	2.629	3.924	.009
	Within Group	265.278	396	0.670		
	Total	273.164	399	-		

12 *Note:  $p < .05$ .*

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1 **Table 2** Correlations among observed variables, alpha reliabilities (in parentheses), and  
 2 descriptive statistics

<i>n</i> = 1043													
Variables	1	2	3	4	5	6	7	8	9	10	11	12	13
1. NWFC	(.85)	.43**	.52**	.07*	.04	.09**	-.07*	-.07*	-.06*	.13**	.42**	.10**	.10**
2. NIWFC		(.75)	.42**	-.05	.01	.08**	-.02	-.02	-.04	.07*	.07*	.23**	.01
3. IEWC			(.84)	.12**	.11**	.24**	-.16**	-.16**	-.17**	.22**	.23**	.20**	.31**
4. ENT				(.83)	.26**	.31**	-.14**	-.13**	-.08**	.20**	.18**	.05	.18**
5. DIS					(.89)	.69**	-.02	-.01	.03	.22**	.20**	.06*	.21**
6. EXC						(.90)	-.14**	-.15**	-.10**	.32**	.23**	.17**	.35**
7. SS							(.85)	.88**	.81**	-.24**	-.07*	-.27**	-.33**
8. FHCS								(.87)	.87**	-.23**	-.06	-.30**	-.34**
9. FCCS									(.87)	-.19**	-.02	-.28**	-.30**
10. MD										(.87)	.32**	.26**	.45**
11. NWFI											(.80)	.19**	.34**
12. NIWFI												(.70)	.29**
13. IEWI													(.83)
<i>M</i>	3.77	3.06	2.28	3.28	2.77	2.11	5.44	5.63	5.41	2.38	2.95	2.35	1.65
<i>SD</i>	1.25	0.98	1.14	1.00	1.33	1.33	1.25	1.22	1.23	0.84	1.10	0.91	0.88

3 *Note:* NWFC = Not working full time of colleagues, NIWFC = No intention to work  
 4 faithfully of colleagues, IEWC = Illegal exploitation from working of colleagues, ENT =  
 5 Psychological entitlement, DIS = Disregarding, EXC = Excision, SS = Shame to sin, FHCS =  
 6 Fear of having committed a sin, FCCS = Fear of the consequences of committing a sin, MD =  
 7 Moral disengagement, NWFI = Not working full time of individuals, NIWFI = No intention  
 8 to work faithfully of individuals, IEWI = Illegal exploitation from working of individuals.

9 \**p* < .05, two-tailed. \*\**p* < .01, two-tailed.

10

### 11 13) Figures

12 - Each figure must be placed either next to the relevant text or the paragraph that  
 13 referent it in the article.

14 - Submit charts/graphs/diagram as editable text and not as images. Grouping multiple  
 15 objects for more precise control.

16 - For charts, using different pattern filled, dots, dashes and solid lines, to make charts  
 17 easy to read in black and white version.

18 - Axes labelled. Include a y-axis. Identify a variable, scale or scale bar.

19 - Figure caption is reported next to a figure in the form, i.g. “**Figure 1** Design  
 20 prototyping of video call via smartphone for the blind” [note: “Figure 1” is in bold,  
 21 without punctuation marks]

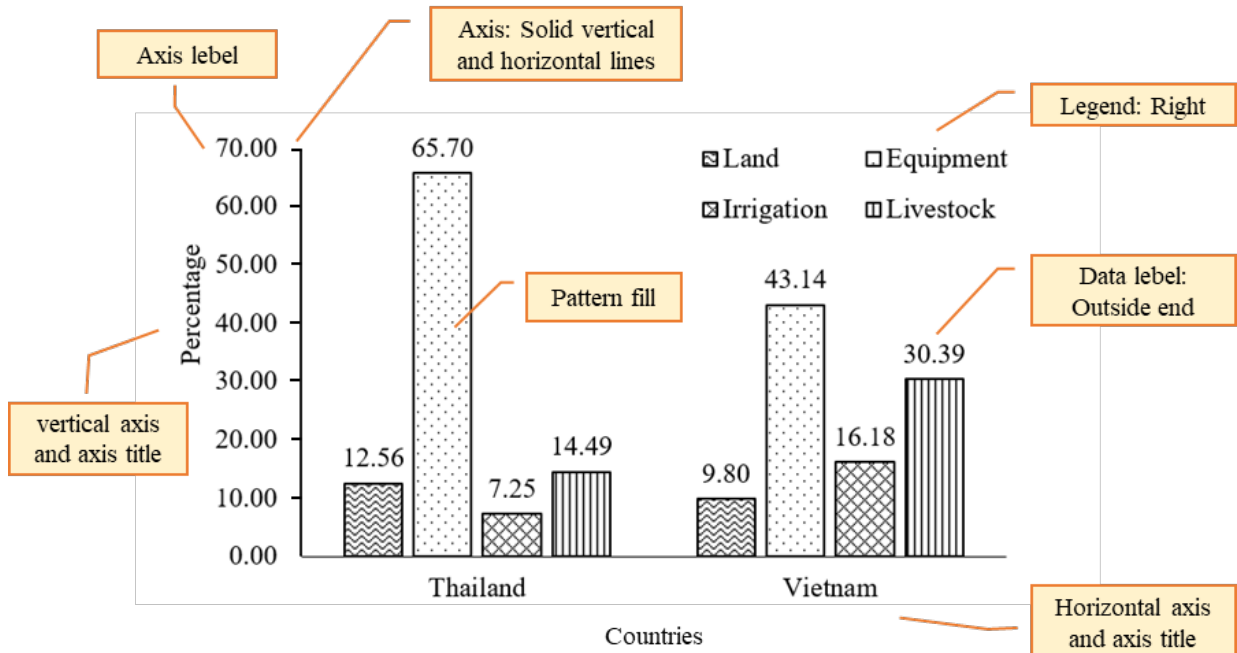
22 - APA styles. Learn more: Chapter 7 Tables and Figures, pp. 195–250 in Publication  
 23 Manual of the American Psychological Association, Seventh Edition.

24

25

1

EXAMPLE:



2

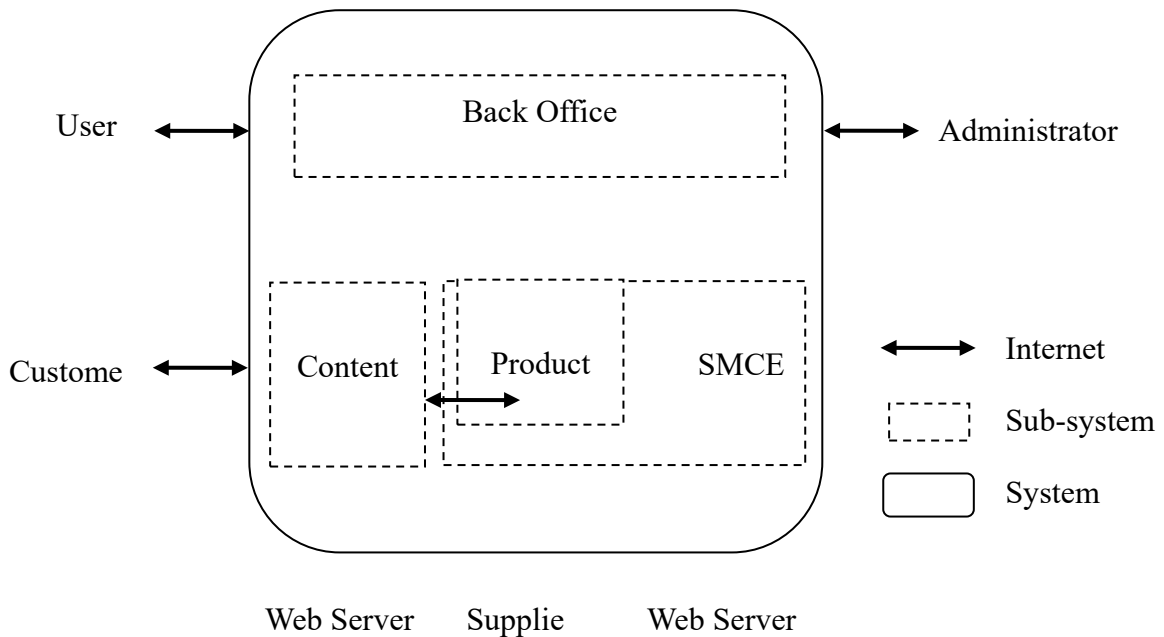
3

4 **Figure 1** Types of agricultural investment in rice farming households in Thailand and  
 5 Vietnam in 2016

6 Adapted from Leartlam, C., Praneetvatakul, S., & Bunyasiri, I. (2021). Investment of rice farming  
 7 households in Thailand and Vietnam. *Kasetsart Journal of Social Sciences*, 42(1), 1–8.

8 <https://doi.org/10.34044/j.kjss.2021.42.1.01>

9



10

11 **Figure 2** The overall picture of users

12

- 1 14) Appendix (if any)
- 2 - Level I section heading “**Appendix**” or “**Appendices**”
- 3 - The length of appendix/appendices 1–2 pages can be place in paper.
- 4 - If the appendix/appendices have more than 2 pages, submit in a separate file and
- 5 format follow manuscript format.
- 6 - Each appendix must be referred to by name in **bold** font: **Appendix A, Appendix B,**
- 7 **Appendix C**, etc. and follow by the title of each appendix
- 8 - If the paper has one appendix, label it, “**Appendix**”
- 9 - If the paper has more than one appendix, each appendix must be labeled with a letter
- 10 (A, B, C, etc.)
- 11 - To refer to the Appendix within main text, use “(Appendix A)” at the end of the
- 12 sentence in parentheses.
- 13 - Any tables and figures included in the appendix should be use the tables and figures
- 14 format (See 12) Table, p. 18 and 13) Figure, p. 20)
- 15
- 16