

Notes for Students on the JGSEE Thesis Template

Robert H. B. Exell
November 2019

This template is designed for Theses, but it may be used with a suitably modified Title Page for Special Study Reports, Proposals, and Progress Reports. Use the attached **Checklist** to recheck your work from time to time, and again at the end before you submit your work to your Advisor.

Introductory Pages

The items that appear **before the main text** are:

- TITLE AND APPROVALS
- ABSTRACT
- BIODATA
- ACKNOWLEDGEMENTS

The ABSTRACT should be on one page only.

The main text begins with **CONTENTS, LIST OF TABLES, LIST OF FIGURES, LIST OF ABBREVIATIONS,** and **LIST OF SYMBOLS.** Examples of the formats used in these lists are shown in the template.

Chapters and Appendices

The **chapters** are divided into **numbered sections** and **paragraphs**. If possible, avoid the use of too many subsections by using ordinary **numbered lists** and **bulleted lists**.

Chapter headings are centered at the top of a new page. **Section headings** are aligned on the left.

The **Normal** paragraph style should be justified right and left with no first line indent, and with 1.5 line spacing. You should also use the **BlockQuote** paragraph style with all the lines indented on the left where appropriate.

Headings and **paragraphs** are separated from each other by an extra 1.5 line space.

The template shows how to make **references**, write **equations**, and how to insert **tables** and **figures**.

The titles of journals and books in the **REFERENCES** at the end of the Thesis, are in *italics*. The volume numbers of journals are in **bold** type. The numbers at the end of references are page numbers.

Printing Format

It is assumed that students will use Microsoft Word.

Paper size: A4 (210 mm × 297 mm), weight 80 gsm (g/m²), white, unlined.

Print on one side only.

Margins: Top 2.5 cm (1.0 in), left 3.8 cm (1.25 in), right 2.5 cm (1.0 in), bottom 2.5 cm (1.0 in).

Page numbers are centered at the top of each page. Assume the Roman numeral "i" for the TITLE AND APPROVALS page, but do not print it. Start page numbers with "ii" at the top of the ABSTRACT page, and so on up to the end of the LIST OF FIGURES. Restart the numbering with the Arabic numeral "1" at the top of the first page of the first chapter (1. INTRODUCTION), and continue up to the end of the REFERENCES.

Line spacing: 1.5.

Font family: Times New Roman.

Font size: 12 point.

Font weight: Normal for the main text, but bold for headings.

Font style: Normal for most of the text, but italic where appropriate.

Links to Other Useful Thesis Guides

King Mongkut's University of Technology Thonburi, The Graduates and International Office, (2019). *Thesis/Dissertation Preparation Manual*.

http://web.kmutt.ac.th/sbt/document/Thesis_and_Dissertation_Preparation_Manual_English.pdf

University of Oxford, (May 2012). *Thesis & Report Guide*.

<http://www.robots.ox.ac.uk/~gari/teaching/ThesisTemplate/GuideToWritingYourThesis.pdf>

Harvard University, The Graduate School of Arts and Sciences, (March 2014). *Guidelines for The PhD Dissertation*. [https://cdn1.sph.harvard.edu/wp-](https://cdn1.sph.harvard.edu/wp-content/uploads/sites/74/2014/09/guidelines-for-the-PhD-dissertation.pdf)

[content/uploads/sites/74/2014/09/guidelines-for-the-PhD-dissertation.pdf](https://cdn1.sph.harvard.edu/wp-content/uploads/sites/74/2014/09/guidelines-for-the-PhD-dissertation.pdf)