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**FORMATTING SAMPLES FOR  
MASTER'S LEVEL  
(INDEPENDENT STUDY)**

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**1. Cover page**  
(Blue hard cover page,  
with Golden text)

2 inches



Size of the logo  
1.5 inches each

The distance  
between the logo  
and the thesis title  
is 0.75 inches.

**RESEARCH TITLE**

Times New Roman Font size 16 bold  
Center

1.5 inches

1 inch

**Your name (same as in passport)**

Times New Roman Font size 16 bold  
Center

**Presented in Partial Fulfillment of the Requirements for the Degree of**  
**MASTER OF EDUCATION**  
**IN**  
**EDUCATIONAL ADMINISTRATION**

Times New Roman Font size 14 bold  
Center

For example,  
**November 2025**

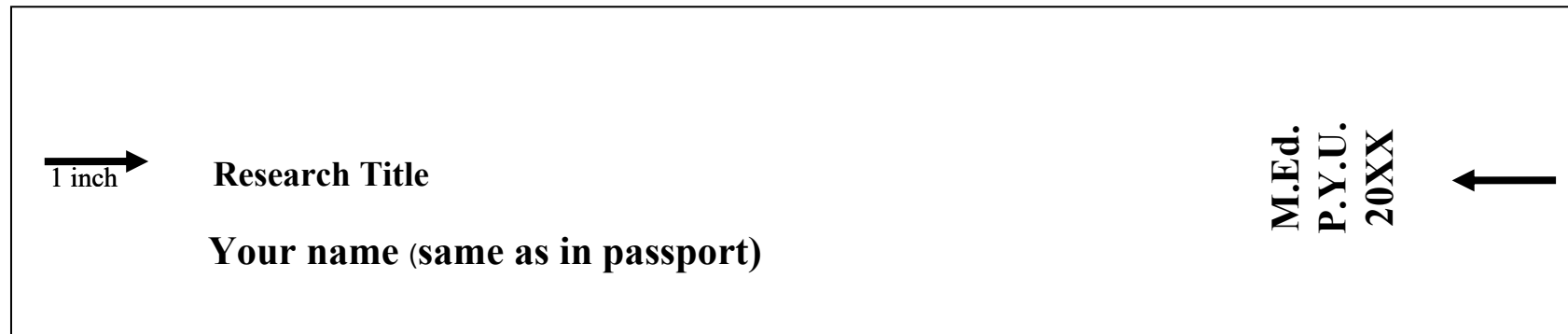
**PAYAP UNIVERSITY**

**Month Year**

Times New Roman Font size 14 bold

Center

2. Thesis spine



**Note:**

1. Name, surname, research title, course abbreviation, university abbreviation, and year should be placed at equal distances from the top and bottom edges of the spine.
2. The font used on the spine is Times New Roman, size 14, bold.
3. In the case that the research title is longer than 3 lines, the font size may be reduced as appropriate.

2 inches



Size of the logo  
1.5 inches each

The distance  
between the logo  
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**RESEARCH TITLE**

Times New Roman Font size 16 bold  
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1 inch

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**Presented in Partial Fulfillment of the Requirements for the Degree of  
MASTER OF EDUCATION  
IN  
EDUCATIONAL ADMINISTRATION**

Times New Roman Font size 14 bold  
Center

**PAYAP UNIVERSITY  
Month Year**

For example  
**November 2025**

Times New Roman Font size 14 bold

2 inches

Center



1.25 inches



4. approval page

**Independent Study Title:** .....

**Author:** .....

**Degree:** Master of Education (Educational Administration)

**Advisor:** .....

**Approval Date:** **Defense Examination Date**.....

**Institution:** Payap University, Chiang Mai, Thailand

The members of the Independent Study examination committee

For example  
 Associate Professor Dr.Suparat Zhangyou

1. .... Chairperson  
 (Academic position, qualifications, name-surname) ←
  
2. .... Member  
 (Academic position, qualifications, name-surname)
  
3. .... **Student's Advisor**..... Member  
 (Academic position, qualifications, name-surname)

**Note : sample approval page**

1. The distance from the top of the paper is 1.25 inches or 3.125 centimeters, the left margin is 1.5 inches or 3.75 centimeters, and the right margin is 1 inch or 2.5 centimeters. (The distance from the bottom edge of the paper depends on the number of thesis examination committees. but should not be less than 1 inch or 2.5 centimeters)
2. The font used is Times New Roman, normal font size 12
3. Before the colon (:): No need to tap the keyboard.
4. In the line "Author" there is no need for a title (such as Mr., Mrs., Miss, Second Lieutenant) or any other title except military rank, police officer, or royal title)
5. In the "Degree" line, enter the name of the degree. and append with the name of the field of study (if any) in parentheses without the word "field of study" such as Master of Arts (Linguistics).
6. If there is only one thesis advisor There is no co-thesis advisor. In the line "Advisor," omit the word "Main", leaving it with "Advisor" and delete the line. All "co-thesis advisors (if any)" have been removed.
7. Academic position, qualifications, name, and surname of the thesis examination committee in parentheses must be typed to the left. (The opening bracket matches the beginning of the line for the committee to sign.)

**Middle of the page inches**



5. Copyright Page

Copyright © Student name and surname.  
Payap University Year.....

For Example  
Copyright © Wang Yibo  
Payap University, 2025

**Note:**

1. Type both lines of text in the center of the page.
2. The font used is Times New Roman, normal font size 12.
3. Distance from paper head and the bottom of the paper is approximately 5.5 inches or 13.75 centimeters.

1.25 inches



6. Acknowledgment Page

## ACKNOWLEDGEMENT

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Name, Last name of student  
Month, Year (202X)

**Note:**

1. On the acknowledgment page, leave 2 inches or 5 centimeters at the top of the paper, 1 inch or 2.5 centimeters on the bottom and right side of the paper, and 1.5 inches or 3.75 centimeters on the left side of the paper.
2. The font used is Times New Roman, font size 12, normal except for the topic. "ACKNOWLEDGEMENTS" must be typed in font size 16, bold.
3. In the line "Student's first name and last name" there is no need to include a title (such as Mr., Mrs., Miss, Second Lieutenant. or other titles except military rank, police officer, or royal title)
4. In the line "Month, Year" type for full name of month and use comma, follow with year in B.E format. For example: June, 2025







1.25 inches



8. Thai language abstracts

การค้นคว้าอิสระ: .....

ผู้จัดทำ .....

ปริญญา: ศีษาศาสตรมหาบัณฑิต (การบริหารการศึกษา)

อาจารย์ที่ปรึกษา: .....

วันที่อนุมัติ: .....

สถาบัน: มหาวิทยาลัยพายัพ จังหวัดเชียงใหม่ ประเทศไทย

จำนวนหน้า: .....

คำสำคัญ: .....

บทคัดย่อ

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Note (Appendix 7, sample Thai language abstract):

1. The distance from the top of the paper is 1.25 inches or 3.125 centimeters, from the bottom and to the right side of the paper 1 inch or 2.5 centimeters, and from the left side of the paper 1.5 inches or 3.75 centimeters.
2. The font used is TH Sarabun PSK, font size 16, except for the topic "ABSTRACT", use font size 18 bold characters.
3. Before the colon (:), there is no need for a space.
4. In the "Degree Name" line, enter the name of the degree and follow it with the name of the field of study (if any) in parentheses, without the word "field of study." For example, Master of Arts (Linguistics).
5. In the line "Advisor" enter the academic title (Lecturer, Assistant Professor, Associate Professor, or Professor) followed by educational qualification, name, and surname
6. If there is only one thesis advisor There is no co-thesis advisor. In the line "Main Thesis Advisor," delete the word "Main", leaving only "Thesis Advisor" and delete the line. All "co-thesis advisors (if any)" have been removed.
7. "Approval date" should be arranged in order of day, month, year, such as 20 March 2018.
8. "Number of pages" is given from the first page of Chapter 1 to the last page of the summary. and enter only numbers There is no need for the word "face".
9. "Key words" include one space between words. and must not contain a comma (,) such as language, translation, change, etc. and should contain 3 – 5 words.
10. Between the "Keywords" line and the "Abstract" heading, and between the "Abstract" heading and the first line of the body of the abstract, leave one line blank.
11. Content of the Thai abstract Always type a paragraph (indent) on the first line, and each paragraph should be typed one after the other without any line breaks. However, the length must not exceed 2 pages or not more than 500 words.

1.25 inches

9. Table of Contents

# TABLE OF CONTENTS

1.5 inches

1 inch

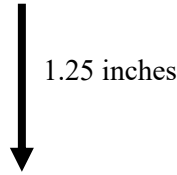
	Page
<b>ACKNOWLEDGEMENTS</b> .....	i
<b>ABSTRACT</b> (English Version).....	ii
<b>ABSTRACT</b> (Thai Version).....	iii
<b>LIST OF TABLES</b> .....	iv
<b>LIST OF FIGURES</b> .....	v
<b>CHAPTER 1 INTRODUCTION</b>	xx
1.1 Introduction.....	xx
1.2 Background of Study.....	xx
1.3 Statement of Problem.....	xx
1.4 Purpose of Study.....	xx
1.5 Objectives of the Study.....	xx
1.6 Research Questions.....	xx
1.7 Research Hypotheses .....	xx
1.8 Significance of the Study.....	xx
1.9 Scope of Study.....	xx
1.10 Definition of Terms.....	xx
1.11 Summary.....	xx
<b>CHAPTER 2 LITERATURE REVIEW</b>	xx
2.1 Introduction.....	xx
2.2 Related Theories and Models.....	xx
2.3 Review of Constructs and Concepts Involved.....	xx
2.4 Review of Previous Studies.....	xx
2.5 Frameworks of the Study.....	xx
2.5.1 Theoretical Framework.....	xx
2.5.2 Conceptual Framework.....	xx
2.6 Summary.....	xx

<b>CHAPTER 3 METHODOLOGY</b>	XX
3.1 Introduction.....	XX
3.2 Research Design.....	XX
3.3 Location of the Study.....	XX
3.4 Population and Sample.....	XX
3.4.1 Population of Study.....	XX
3.4.2 Sample Size Determination.....	XX
3.4.3 Sampling Method.....	XX
3.5 Instruments of the Study.....	XX
3.5.1 Validity of Instruments.....	XX
3.5.2 Reliability of Instruments.....	XX
3.6 Procedure of the Study.....	XX
3.7 Data Analysis.....	XX
3.8 Ethical Concerns.....	XX
3.9 Summary.....	XX
<b>CHAPTER 4 RESEARCH RESULTS</b>	XX
4.1 Introduction.....	XX
4.2 Demographics of Respondents.....	XX
4.3 Reporting Research Results.....	XX
4.3.1 ... <b>Research Results on Research Question 1</b> .....	XX
4.3.2 ... <b>Research Results on Research Question 2</b> .....	XX
4.3.3 ... <b>Research Results on Research Question 3</b> .....	XX
4.4 Summary.....	XX
<b>CHAPTER 5 DISCUSSION AND CONCLUSIONS</b>	XX
5.1 Introduction.....	XX
5.2 Summary of Findings.....	XX
5.3 Discussion.....	XX
5.4 Implications of the Study.....	XX
5.5 Recommendations from the Study.....	XX
5.6 Recommendations for Future Research.....	XX
5.7 Conclusions.....	XX
<b>BIBLIOGRAPHY</b> .....	XX
<b>APPENDIXES</b> .....	XX
APPENDIX A Questionnaire.....	XX

	Page
APPENDIX B Interview...(If any) .....	xx
APPENDIX C Format for Accuracy Verification .....	xx
<b>CURRICULUM VITAE</b> .....	xx

**Note:**

1. Acknowledgement and Abstract will use alphabetical ordering, such as i, ii, iii, etc. in the case of a thesis in English.
2. xx means sorting by Arabic numerals such as 1 2 3 4 etc.
3. If there is more than one page of the table of contents, on the second page, leave a 1.25-inch margin at the top
4. The font used is Times New Roman, font size 12, normal, except for the topic "Table of Contents", use font size 14, bold.
5. In the case that the topic name has more than one line, the first letter of the second line and subsequent lines must match the first letter of the topic name in the first line and put the page number on the last line of the topic name.
6. The bibliography should follow APA 7<sup>TH</sup> edition format and be arranged in alphabetical order.

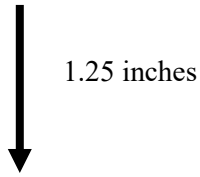


10. List of Tables

**LIST OF TABLES**

<b>Table</b>		<b>Page</b>
2.1	.....	XX
2.2	.....	XX
3.1	.....	XX
3.2	.....	XX
4.1	.....	XX
4.2	.....	XX
4.3	.....	XX
4.4	.....	XX
4.5	.....	XX
4.6	.....	XX
4.7	.....	XX
4.8	.....	XX

- Note :**
1. N means sorting by Arabic numerals such as 1 2 3 4 etc.
  2. If there is more than one page of the table of contents, on the second page, leave a 1.25-inch margin at the top.
  3. The font used is Times New Roman, font size 12, normal, except for the topic "LIST OF TABLES", use font size 14, bold.
  4. In the case where the image title has more than one line, the first letter of the second and subsequent lines must match the first letter of the image name on the first line. and place the page number on the last line of the image name.



**LIST OF FIGURES**

<b>Figure</b>		<b>Page</b>
2.1	.....	XX
2.2	.....	XX
3.1	.....	XX
3.2	.....	XX
4.1	.....	XX
4.2	.....	XX
4.3	.....	XX
4.4	.....	XX
4.5	.....	XX
4.6	.....	XX

**Note :**

- 5. N means sorting by Arabic numerals such as 1 2 3 4 etc.
- 6. If there is more than one page of the figure of contents, on the second page, leave a 1.25-inch margin at the top.
- 7. The font used is Times New Roman, font size 12, normal, except for the topic "LIST OF FIGURES", use font size 14, bold.
- 8. In the case where the image title has more than one line, the first letter of the second and subsequent lines must match the first letter of the image name on the first line. and place the page number on the last line of the image name.



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1.25 inches

12.Examples of Abbreviations and Symbols Pages

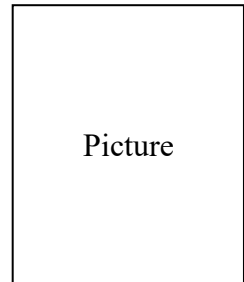
**ABBREVIATIONS AND SYMBOLS**

- WOS. Working group supporting rural development operations at the sub-district level
- V. Vietnamese language
- LWC Language of Wider Communication
- RQ Research Question

→  
1.5 inches

←  
1 inch

# CURRICULUM VITAE



Full Name:

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Address: .....

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E-mail : .....

Educational Background: .....

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Work Experience: .....

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Additional Information: .....

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