Guidelines for Submitting Theses and Independent Studies (IS) to DSpace

Contents and File Format

*****Before submitting, please ensure that your thesis/IS File contains the following contents and in PDF format. *****

- 1. <u>The contents of your thesis/IS shall be organized in the following order.</u>
- 1.1 Title Page (in Thai and English)
- 1.2 Approval Page
- 1.3 Abstract Page (in Thai and English)
- 1.4 Acknowledgement
- 1.5 Table of Contents, including lists of table and lists of illustration
- 1.6 Main Body, namely Chapter 1-5 (Chapter 1-6 for certain majors)
- 1.7 Bibliography
- 1.8 Appendices
- 1.9 Author's Biographical Statement

2. <u>Your file shall be named in English, using lower case letters.</u> Name your file with your first name_the first four letters of your last name. For example, if a student's first name is Chirapasr and last name is Kongpoolsilpa, the file shall be named chirapasr_kong.

3. <u>Add Bangkok University watermark.</u> You can download BU watermark at graduateschool.bu.ac.th.

Uploading your Item(s)

1. Type the URL <u>http://dspace.bu.ac.th/jspui</u> into a web browser.



or

Type the URL <u>http://www.bu.ac.th/</u> and click 'Academic Archives'.



2. Click 'My DSpace' in the left-hand corner to log in to DSpace.

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- 3. Enter the same email address and password as for your BU email (omit @bu.ac.th).
- 4. Click 'Log In'.

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The displaying screen after logging in will vary in accordance with the user's access rights.

5. Click 'Home'.

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6. Click 'Graduate School' to upload your item.



7. Select the academic level (Doctoral Degree/Master Degree) for which your thesis/IS is intended.

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8. Select 'Theses' or 'Independent Studies'.



9. Check the academic level information and click 'Submit to This Collection' to upload your item.

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10. Check all three boxes and click 'Next'.



12. The screen will display bibliographical details you shall fill out. Fill in the blanks for Author, Advisor, Title, Other Titles, Date of Issues, Publisher, Type and Language (see Appendix) and click 'Next'.



12.1 Only first and last name, as well as formal titles such as Khunying (Lady), Sir, Phra, Mom Rajawong (M.R.) are required. Common, academic and military titles such as Mr., Mrs., Miss, Dr., Assoc. Prof., Asst. Prof. are not required.

If there are more than two entries for Author, Advisor, and Other Title, click 'Add More'.

12.2 Add a title in the language corresponding to the language of your thesis/IS content.

12.3 Only the first letter of the main title and subtitle shall be capitalized.

12.4 For Thai-language content, enter Buddhist year; for English-language content, enter Christian year.

12.5 For Thai-language content, enter มหาวิทยาลัยกรุงเทพ, for English-language content, enter Bangkok University.

Not Required

12.6 Select Theses or Independent Studies.

12.7 Select the language corresponding to the language of your thesis/IS content.

13. For the Subject Keyword section, enter the details in the language corresponding to the language of your thesis/IS content. This section may contain words and phrases from the title and abstract. For theses/independent studies with Thai content but contain English words or phrases in the title or abstract, those English words/phrases can be used for this section. For example, for an IS named "การประยุกตใช Skype ที่สงผลตอประสิทธิภาพการทำงานขององคกร", 'Skype' can be used for Subject Keyword section.

14. If your thesis/IS includes both Thai and English abstracts, enter your Thai abstract in the Abstract section and click 'Add More' to add the English version.



- 15. Enter the details for Description section. See Appendix for more details.
- 16. Click 'Next' to upload your file.



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Description Section: Examples

1) Thesis (Degree Abbreviation)--Major (If any) Graduate School, Bangkok University, Graduation Year

2) Independent Study (Degree Abbreviation)--Major (If any) Graduate School, Bangkok University, Graduation Year

Doctor of Philosophy in Knowledge Management and Innovation Management (International Program)

Thesis (Ph.D.)--Knowledge Management and Innovation Management, Graduate School, Bangkok University, 2021

Doctor of Philosophy in Communication Arts (International Program)

Thesis (Ph.D.)--Communication Arts, Graduate School, Bangkok University, 2021

Doctor of Communication Arts Program in Global Communication (International Program)

Thesis (D.Com.Arts.)--Global Communication, Graduate School, Bangkok University, 2021

Doctor of Engineering Program in Electrical and Computer Engineering (International Program)

Thesis (D.Eng.)--Electrical and Computer Engineering, Graduate School, Bangkok University, 2021

หลักสูตรศิลปศาสตรมหาบัณฑิต สาขาวิชาการจัดการออกแบบภายใน

้ วิทยานิพนธ์ (ศศ.ม.)--สาขาวิชาการจัดการออกแบบภายใน บัณฑิตวิทยาลัย มหาวิทยาลัยกรุงเทพ, 2564

Thesis (M.A.)--Interior Design Management, Graduate School, Bangkok University, 2021

หลักสูตรสถาปัตยกรรมศาสตรมหาบัณฑิต สาขาวิชาสถาปัตยกรรมภายใน

วิทยานิพนธ์ (สถ.ม.)--สาขาวิชาสถาปัตยกรรมภายใน บัณฑิตวิทยาลัย มหาวิทยาลัยกรุงเทพ, 2564

Thesis (M.Arch.)--Interior Architecture, Graduate School, Bangkok University, 2021

หลักสูตรสถาปัตยกรรมศาสตรมหาบัณฑิต

วิทยานิพนธ์ (สถ.ม.)--บัณฑิตวิทยาลัย มหาวิทยาลัยกรุงเทพ, 2564

Thesis (M.Arch.)--Graduate School, Bangkok University, 2021

หลักสูตรศิลปศาสตรมหาบัณฑิต สาขาวิชาการจัดการอุตสาหกรรมการบริการและการท่องเที่ยว

วิทยานิพนธ์ (ศศ.ม.)--สาขาวิชาการจัดการอุตสาหกรรมการบริการและการท่องเที่ยว บัณฑิตวิทยาลัย มหาวิทยาลัยกรุงเทพ, 2564

Thesis (M.A.)--Hospitality and Tourism Industry Management, Graduate School, Bangkok University, 2021

การค้นคว้าอิสระ (ศศ.ม.)--สาขาวิชาการจัดการอุตสาหกรรมการบริการและการท่องเที่ยว บัณฑิตวิทยาลัย มหาวิทยาลัยกรุงเทพ, 2564

หลักสูตรบริหารธุรกิจมหาบัณฑิต

ชิฟย์¹นิพนธ์ (บธ.ม.)--บัณฑิตวิทยาลัย มหาวิทยาลัยกรุงเทพ, 2564

หลัอสูตสุสิลปุญาสตุธมหาษัณฑิษ สาทุธริหานุวัตกรรมอารสุดุกวกรการท่องเที่ยวและการบริการ

ลิทยศันิพรีเธิ์(159. พ.)ธ.ส.าข-บิณฑิตรัพธรสตารตั้งที่พอกสัธท่องเพิ่มวยอะการบริการ บัณฑิตวิทยาลัย มหาวิทยาลัยกรุงเทพ, 2564

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หลักสูตรบริหารธุรกิจมหาบัณฑิต สาขาวิชาวิสาหกิจขนาดกลางและขนาดย่อม

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名号 is (M.B.A.)--Small and Medium-Sized Enterprises, Graduate School, Bangkok University, 2021

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หลักสูตรนิเทศศาสตรมหาบัณฑิต สาขาวิชาการสื่อสารเชิงกลยุทธ์

หลักสูงหนิธรจัดการมหาษัตติศ สสขสวิชเชงกายุใชยเช่นสดดนอกลัย มหาวิทยาลัยกรุงเทพ, 2564

าิทยุรมิพหรั่ (อก.ห.) เร.ศ.วารเกิลเออูอะ เป็นผู้ปละเกลนอกร, บัณฑิตมิสยารัย เปชต, วิชยารุจัยหรุยหพบ e25694 2021

สกรสัยสหาชิสระโขนสุดภายลุจุษกรีข่าญ เรลื่อมจริตจุลุธ อิณซิสรีหย่าสับราที่เห็มให้สับกรุงเทพ, 2564

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Master of Communication Arts Program in Global Communication (International Program)

Master (MCEnsingering Brogram in Electrical and Georgewer, Engineering (Interpational Program)

กิทยอุษิพนธ์ (กรรม) ปติ เทกโซลกิ การ รมไฟฟ้อมคะออกเพิ่ม เหอร์ เป้น ซิลิชยวลัย รชกอิชยุ ฮิลัหภูรรษท เบกโรย์ dity, 2021

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กษรสัยสร้างสินระ Busines อันกิดจิทยุ่อสัย Gradiate ลัยกรุณาหลือบระคะ University, 2021

Independent Study (LL.M.)--Graduate School, Bangkok University, 2021

<u>Prepare to upload your file after entering the details for the Description section. The theses or independent studies shall be labeled as Document File.</u>

***Requirements

- 1. All of the required components described in Item 1 must be combined into a single file.
- 2. The file must be in PDF format.

3. The file must contain the University watermark.

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24. As the screen display 'Submission Complete!', you may click 'Go to MY DSpace' to check the status of your submission.

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25. The screen will display the status "Submissions In Workflow Process". This status indicates that your thesis/IS is currently being reviewed, pending the approval from the Graduate School.

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Author Title	ออนไลน์สำหรับวิชาความรู้เบื้องต้นเกี่ยวกับทฤษฎีพัสดุคงคลัง	Studies

26. To check the status of your submission, click 'MY DSpace'. The result will appear on the screen as follows.

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Communities & Collections Issue Date	2555 <mark>การประยุกด์ใบ้ อิเล็กทรอนิกส์</mark>	ัทกษฎีกระบวนการเรียนรู้กระดือรือรับในการออกแบบและพัฒนาเครื่องมือสื่อบทเรี แบบออนไลน์สำหรับวิชาความรู้เบื้องดันเกี่ยวกับทฤษฎีพัสดคงคลัง	<u>ยน ณัฐธีร์ เรขะ</u> <u>พรประสิทธ</u> ิ์	<u>าตณ์พงษ์ า</u> ราโกรสวัสด์
Author Title		Back to My DSpace		

27. If your thesis/independent study is rejected, you will receive an email from **bu dspace@bu.ac.th**, notifying the reason(s) for rejection.



28. To edit your item, click 'My DSpace' and enter your username and password. The screen will display your unfinished submission, click 'Open' to start editing your thesis/IS.



29. Click 'Edit'.



30. The screen will display the details that need to be changed, click 'Next'.



31. The screen will display the bibliographical details which you can edit.

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Appendix

Guidelines for Entering Bibliographical Details of Theses and Independent Studies (IS) to DSpace

1. Authors

1.1 For Thai and foreign authors who have a formal title, the entry for this section is as follows.

Thai authors:

Khunying Suchada Keeranan — Authors: Suchada, Keeranan, Khunying

Foreign authors:

Sir Alexander Chapman Ferguson — Authors: Ferguson, Alexander Chapman, Sir

1.2 For Thai and foreign authors who have no formal title, the entry for this section is as follows.

Thai authors:

Kamonrat Puangpae — Authors: Kamonrat Puangpae

Foreign authors:

John Smith — Authors: Smith, John

- 1.3 For authors who are Buddhist monks or novices, the entry for this section is as follows.
 - Buddhist monks: Aukkarapol Kittiwutto — Authors: Phra Aukkarapol Kittiwutto

Buddhist novices:

Wattana Boon-yiam — Authors: Samanera Wattana Boon-yiam

Remarks:

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2. <u>Title</u>

Enter the details corresponding to those on the Title Page in the Title section, with the following requirements.

- 2.1 Enter the title in the language corresponding to your thesis/IS content for a title in both Thai and English. If the content of your thesis/IS is in Thai, enter the Thai title in the Title section and the title in another language in the Other Titles section.
- 2.2 Enter the title corresponding to the details on the Title Page for the English title.

3. <u>Advisor</u>

Enter the details of all advisors as listed on your thesis/IS' Approval Page. If there is more than one advisor, click 'Add More'.

4. Other Title

If your thesis/IS title is in both Thai and English, enter the title that is not the same as the language of the content in this section.

5. Date of Issue

Enter the most recent date of publication in accordance with the License Page, Approval Page, and Abstract Page. Enter the Buddhist year for a Thai-language thesis/Is, and the Christian year for thesis/IS in another language.

6. Publisher

For a thesis/IS in Thai, enter the University's name in Thai, มหาวิทยาลัยกรุงเทพ, and for a thesis/IS in another language, enter the University's name in English, Bangkok University.

7. Citation

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8. Series/Report No.

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 - Thesis (Ph.D.)--Graduate School, Bangkok University, 2014
- 14.2 For independent studies, enter Independent Study (Degree Abbreviation)--Major (if any) Graduate School, Bangkok University, Graduation Year

E.g. Independent study (MBA)--Graduate School, Bangkok University, 2009

15. Content Order and File Format

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- 4. Abstract Page (in Thai and English)
- 5. Acknowledgement
- 6. Table of Contents, including lists of table and lists of illustration
- 7. Main body, namely Chapter 1-5 (Chapter 1-6 for certain majors)
- 8. Bibliography
- 9. Appendices
- 10. Author's Biographical Statement
- 11. License Agreement

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15.3 Add University watermark.

16. File Description

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