

Guidelines for Manuscript Submission

Name of Journal: Journal of Social Sciences and Humanities ISSN 0125-2860

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Release Scheduled: The journal is published as a periodical, with two issues annually in June and December.

Owner: Journal of Social Sciences and Humanities is produced and hosted by the Faculty of Social Sciences, Kasetsart University .

Aim and scope:

- 1) to publish high quality research papers in various areas of social sciences
- 2) to serve as space for both Thai and international scholars to exchange their knowledge in social sciences and humanities

Scope of content: The following areas are covered in the Journal:

Psychology Sociology and Anthropology History Geography Law Political Science and other field related

How to prepare manuscripts:

1. General guideline

1.1 Manuscripts submitted should be academic ones either research article or review article. The manuscripts must be original and have not been published elsewhere nor is it currently under consideration for publication elsewhere.

1.2 All submitted manuscripts are screened by the editor for general scientific quality and information. Articles which meet general standards are sent to expert referees for peer review with double-blind. Special article is an exemption. Referee's comments are reviewed by editor and after authors revise the manuscripts in response to referee's comments, the scientific editor will either accept or reject the manuscripts.

2. Manuscript Preparation

All submitted manuscripts are screened by editorial board with the following requirement

2.1 *Font of manuscripts* The manuscript must be an original copy typed in Thai or in English. The use of either language must meet written publication standards. The manuscript should not be margined with the length not more than 15 pages A4 issuing page number on the right top of the page

- *TH SarabanPSK* size 16 is used in both Thai and English manuscript.

*see further in detail at item 4 Form of typing

2.2 *Title*: Name of article should be concise and relevant to content.

2.3 *Author's name(s)*: It should put full name of author (s).

2.4 *Author affiliation*: it should be specified by work place, province and postcode for convenient contact.

2.5 *Abstract*: It should be made both Thai and English by summarize important content and not more than 300 words with 5 keywords.

2.6 *Content*: It should be presented in relevant to research process including the following items:

- *Introduction*: Explain research problem and importance objectives and scope of study and hypothesis (if any) or research question including review literature in the section of research problem and importance

- *Literature Review*: Synthesize relevant literature to illustrate conceptual framework theory and information related to the study

- *Research Methodology*: Specify method of data collection and method for analysis including period for data collection (year of research conducted)

- *Research Result*: Illustrate research results and data, which may be contained in form of tables or graphs, and should discuss the research result with conceptual framework gained from literature review

- *Conclusion, Comments and suggestions:* Conclude research result, discuss it with concept reviewed from literature review and provide suggestion based on the research result.

2.7 *Image and table* : Image and table should be available only in case, be chronologically and represent the content clearly when printed in black and white. Picture caption and table should be provided concisely.

2.8 *References and bibliography* : References and bibliography should be attached in every item and precisely, by referring only the ones relevant to the content. They should be done in the form determined. Details must be provided in order to follow the references and bibliography referred.

*References and bibliography should be done in consistency using author-date system

2.8.1 References and bibliography must be in chronology and alphabetical order without numbering. Thai references are firstly sought followed by foreign languages using the word Bibliography

2.8.2 Bibliography in Thai

Author's full name-last name must be translated in item of **Translated Thai References** by writing in the same style with item 2.8.3 และ 2.8.4
*see example in item 5 translation from Thai to English

2.8.3 For bibliography in foreign languages, author's last name must be firstly referenced by fully written followed by other names which summarized in the first capital letter. In the case of last name beginning with "Van de, der, von" they must be filled before last name.

2.8.4 References and bibliography in foreign languages must be provided in APA style (American Psychological Association) which author can choose APA Sixth Edition from Reference in Microsoft Word 2007 or higher

2.9 *Suggestion for language use*

2.9.1 Correct, precise and understandable

2.9.2 Vocabulary chosen in according with the Royal Institute's dictionary and its declaration

2.9.3 Academic terminology used in parallel with English vocabulary

2.9.4 Original language of specific name or translated foreign word, if necessary, should be typed in bracket when firstly mentioned for example ไทรบุรี (Kedah) เคปเวอร์ดี (Cape Verde)

2.9.5 Not use foreign vocabulary in case of Thai is widely used

2.9.6 Remain consistency in using vocabulary abbreviation throughout article

2.9.10 Changing in manuscript: Editorial review is all rights preserved. In case, the manuscript will be sent back to authors to make final decision for publication

2.9.11 Reviewing process: It is normally completed within 3 months (depending the author duration to revise in response to the referee's comments)

3. **Conditions of Publication**

3.1 Manuscripts or articles should have not been published previously (except as the proceeding of Kasetsart University Annual Conference)

3.2 Authors should revise the manuscripts according to comments given by referees and should return a revised versions on time. If authors refuse to revise or are not able to revise the manuscripts on time or cancel the submission, written notification must be sent to the editor.

3.3 Manuscripts and disks will not be returned back to authors .

4. Preparation of Manuscripts (see table below)

4.1 Thai manuscript uses TH SarabunPSK font

4.2 English manuscript uses TH SarabunPSK font

Sections	Formats	Layout	Font size
Title	Bold	Middle	18
Author's names	Italics	Keep right	16
Abstract	Bold	Middle	18
Topic	Bold	Keep left	18
Sub-topic	Bold	numbered	16
Text	Normal	-	16
Highlighted text	Bold	-	16
Text in tables	Normal	-	14
Footnotes	Italics	-	14
References	Bold	middle	20

4.3 Margin setting

Head 1.5 inches

Bottom 1.5 inches

Left side 2.0 inches

Right side 1.0 inches

5. Manuscript submission

Submission via website at <http://www.tci-thaijo.org/index.php/socku>

6. Contact information

6.1 To submit manuscript and to ask for Guidelines for authors please kindly contact

Mr. Panya Parmkaew (Journal Manager)

Tel. 0 2561 3484 ext 222, or sockujournal@ku.ac.th

Faculty of Social Sciences, Kasetsart University 50 Ngamwongwan Rd.

Ladyao, Jatujak Bangkok 10900

6.2 To receive your manuscript for revision, to submit revised versions, and to receive approval letter please kindly contact

Mr. Panya Parmkaew (Journal Manager)

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6.3 For more detail please visit



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