

## **RJES PUBLICATION POLICY**

### **Rangsit Journal of Educational Studies (RJES)**

#### **I. POLICY**

The Rangsit Journal of Educational Studies (RJES) is intended for the publication of original contributions in educational studies and related fields. It is a peer-reviewed journal and each volume is published online-plus-print twice a year (No.1 in June & No.2 in December). Original research articles and mini reviews will be included in this journal. News and views are also welcomed in the section of Professional Reflections. The details and views expressed in the journal by named authors are solely the responsibility of those contributors.

#### **II. SUBMISSION OF MANUSCRIPTS**

Authors should submit original unpublished manuscripts written in English. A single-spaced typed manuscript (see section III. NOTES FOR AUTHORS below for more detail) in a non-formatted WORD file and the letter of consent via email to Chief Editor 1 and CC to Chief Editor 2 as follows:

Office of the Chief Editors, Faculty of Education, Rangsit University, Building 3, Floor 6, Rangsit University, Muang-Ake, Lak Hok, Pathum Thani 12000, Thailand.

Telephone number (office): (+66) 02 997-2222 extension 1275, 1276

Fax number: (+66) 02 997-2222 extension 1277

Manuscript submitted by **e-mail** to <ruja@rsu.ac.th> <rujajinda@gmail.com> and CC to <rsu.wallin@yahoo.ca>

#### **Remarks:**

A. There will be no publication fee for both the online-plus-print versions for papers printed in RJES Volumes 1-3. A publication fee to support peer review may be requested by notification.

B. The latest date for submission of the first draft of the manuscript to be published in RJES in each year: (1) Number 1 on the 30th day of April and (2) Number 2 on the 31st day of October.

#### **III. NOTES FOR AUTHORS**

##### **ARRANGEMENT AND STYLE OF MANUSCRIPTS**

##### **1. Paper and Page Setup Guideline:**

Paper size: Standard A4

Top margin: 1 inch

Left margin: 1.25 inches

Header: 0.5 inch

Gutter: 0 inch

Bottom margin: 1 inch

Right margin: 1 inch

Footer: 0.5 inch

In the main body text section: the two columns are separated by 0.5 inch.

**2. Manuscripts of original articles**, for both print and online versions, should be submitted on the A4-sized paper and should be prepared by using the Times New Roman (12 point, unless specified otherwise) font type MS-Word. Symbols used should be of a similar size and typed on the corresponding lines of text used in each section. Manuscripts of the original article should contain the following sections: title, author's name, author's workplace, abstract and keywords, the main text/ body text), acknowledgements, references, tables, figures, legends, and illustrations. There is one blank line between sections and manuscripts are limited up to twelve pages. Each page should be clearly numbered in the in the bottom center of each sheet. For authors who are not native English speakers, manuscripts should be proof-read by a native English speaker or one who is proficient in English before being submitted.

**2.1 The title:** The length of **the title of the article** must not exceed 2 lines. A title itself has to be informative and indicates the main topic in the article. The title should be set in the center of the page, using upper case and lower case letters of Times New Roman 12 points and printed bold. If there is any symbol, its size must be the same as the text in that line. Prepositions and conjunctions are normally shown in lower case letters.

**2.2 Author's name:** Type the author's name and last name using regular Times New Roman 11 points in upper case and lower case letters in the center of the page below the title of the article. In the case of multi-authorship, identify each author by superscript numbers at the end of the author's last name.

**2.3 Author's workplace:** Type the workplace (address of the institution) of the author and/or the group of the authors, using regular Times New Roman 10 points in upper and lower case in the center of the page. In case of multi-authorship, please superscript numbers in front of the entire author's name. The name and mailing address to which all related correspondence will be sent. The e-mail address, telephone number and fax number of the corresponding author should also be included here.

**2.4 Abstract and Keywords:** Use Times New Roman 11 points for preparing the abstract and keywords. They must be single-spaced under the author's workplace and separated from the bottom line of the author's workplace.

**2.4.1 Abstract** should be informative and state what was done, obtained and concluded. It should be accurate, self-contained, concise and specific, coherent and readable, and reflect only what appears in the original paper. The abstract will also be evaluated on its originality, social and scientific merits, and practical or clinical relevance or significance. An abstract should contain the following basic components: 1) purpose/ motivation/problem statement, 2) methods/design/procedure/ approach, 3) results/ findings/products, 4) conclusion/applications/research limitations/ implications (if applicable), practical implications (if applicable), pedagogic or social implications (if applicable), and 5) originality/value. The length of the abstract must not exceed 250 words. The context of an abstract is as follows: Type the word "**Abstract**", using Times New Roman 11 points and print bold, left-hand justified. The abstract should be written in one paragraph under the heading with single-spaced line.

**2.4.2 Keywords:** Type the word “Keywords”, using Times New Roman 11 points and in italics, left-hand justified, separated by a colon (:) followed by keywords written in English not over five words, and separate words by a comma (,).

**2.5 The main text/body text:** The main body text of the manuscripts must be typed in WORD using Times New Roman 12 points, under an abstract and keywords with single-spaced line and separated from the above section. The main text of your paper should be divided into seven sections, each with a separate heading. Headings are in bold letters, left-hand justified in the column. The first line of each paragraph should indent 0.5 inch from the left margin (of the page/of the right-hand column). Scientific names are normally shown in italic letters and the symbol must be the same size as the text in that line. The body of the context includes: (1) **Introduction**, (2) **Research Objectives**, (3) **Research Methodology**, (4) **Results and Discussion**, (5) **Conclusion**, (6) **Acknowledgement**, (7) **The Author**, and (8) **References**.

**2.6 In-text Citations:** You must give references to all the information that you obtain from books, papers in journals, websites, or other sources. The Author-Date System should be used to cite references within the paper by using the author’s last name and date (year), separated by a comma in parentheses; for example, name(s), year.

### **2.7 Tables and Figures:**

**2.7.1 Tables:** The large-sized table format should not be split into two columns but small-sized table can be fit into the column. Each table must be titled, numbered consecutively and complete with heading (title with a description that goes above the table). The word “**Tables**”, including number should be typed using Times New Roman 11 points and bold, left-hand justified, and follow by regular 11 points Times New Roman for the heading.

**2.7.2 Figures:** Line-drawn graph or Figure (in black) is accepted. Also, in the case of photographs, glossy photographic prints, 3.5x5.0-inchs, should be submitted concurrently. Similar to tables, large-sized figure format should not be split into two columns but small-sized figure can be fit into the column. Each figure must be numbered consecutively and complete with caption/legend (caption/legend goes under the figure). The word “**Figure**”, including number should be typed using Times New Roman 11 points and bold, left-hand justified, and followed by regular 11 points Times New Roman for the legend.

**2.8 Symbols and Units:** Every symbol you use must be defined in the text and must be written in the simplest possible way. Use S. I. units for physical quantities.

**2.9 Numbering Pages:** Number your manuscript pages consecutively throughout the paper except the first page in the bottom center of the page, using bold Times New Roman 12 points.

**2.10 Reference Lists:** The final page of your paper is usually a list of resources you cited in your paper. The style of citations used in RJES should conform to the

American Psychological Association (APA). It is the author's responsibility to ensure the accuracy of all references cited in the paper. References should be listed in alphabetical order not by number entries using regular 11 points Times New Roman font. All references should be typed using regular 11 points Times New Roman font and listed correctly by the following citation formats and examples:

### **Guideline to References**

#### **Abstract**

##### **Format:**

Author.//(Year of publication).//Title of Abstract (abstract).//Journal Title.//Year (Volume if any).//Page number.

##### **Example:**

Clark, D.V., Hausen, P.H., and Mammen, M.P. (2002). Impact of dengue in Thailand at the family and population levels (abstract). *Am J Trop Med Hyg* 67(2 Suppl), 239

#### **Books**

##### **Format:**

Author.//(Year of publication).//Title.//Edition (if any).//Place of publication: Publisher.

##### **Example:**

Goodwin, C.J. (1995). *Research in Psychology: Methods and Design*. New York: John Wiley & Sons, Inc.

#### **Book Articles**

##### **Format:**

Author.//(Year of publication).//Article Title.//Title of book.//Edition (if any).//Place of publication: Publisher,/Page Numbers.

##### **Example:**

Holland, J.L. (1973). "Making vocational choice". *A Theory of Career*. New Jersey: Prentice-Hall, 2-18.

#### **Conference and Seminar Proceedings**

##### **Format:**

Conference or Seminar Organizer.//(Year of publication).//Name of conference,/ Conference date.//Place of publication (if any):/Publisher (if any).

##### **Example:**

Rangsit University. (2010). *Proceedings of RSU Research Conference 2010*, April 1, 2010. Rangsit University.

#### **Dissertation or Thesis**

##### **Format:**

Author.//(Year of publication).//Title of dissertation or thesis.//Type of Thesis.//Awarding Institution.

**Example:**

Norasingha, A. (2009). Expression and Distribution of Mucorinic Receptors in Hepatic Composite of the Cirrhotic Rats. A Thesis for the Degree of Master of Science in Biomedical Sciences. Rangsit University.

**Editorial**

**Format:**

Author.//(Year of publication).//Title of Editorial (editorial).//*Journal Title*.//Year (Volume if any),//Page numbers.

**Example:**

Fisher, R.I. (2003). Immunotherapy in Non-Hodgkin's lymphoma: Treatment advances (editorial). *Semin Oncol* 30 (2Suppl 4), 1-2.

**Journal Articles**

**Format:**

Author.//(Year of publication).//Article Title.//*Journal Title*.//Year/Volume (if any),//Page numbers.

**Example:**

Leelawat, S., Leelawat, K., Narong, S., and Matangkasombut, O. (2010). The Dual Effects of delta 9-Tetrahydrocannabinol on Cholangiocarcinoma Cells: Anti-Invasion Activity at Low Concentration and Apoptosis Induction at High Concentration. *Cancer Investigation* 28 (4), 357-363.

Polk, A., Amsden, B., Scarrtt, D., Gonzal, A., Oknamefe, O., & Goosen, M. (1994). "Oral delivery in aquaculture". *Aquacult. Eng.* 13, 311-323.

Seals, D.R., & Tanaka, H. (2000). Manuscript peer review: A helpful checklist for students and novice referees. *Adv Physio lEduc*, 22, 52-58.

Srichandum, S., & Rujiranyong, T. (2010). Production scheduling for dispatching ready mixed concrete trucks using bee colony optimization. *American J. of Engineering and Applied Sciences* 3(1), 823-830.

**Letter**

**Format:**

Author.//(Year of publication).//Title of Letter (letter).//*Journal Title*.//Year (Volume if any),//Page number.

**Example:**

Enzensberger, W., and Fisher, P.A. (1996). Metronome in Parkinson's disease (letter). *Lancet* 347, 1337.

**Unpublished/In press Article**

**Format:**

Author.//(In press Year).//Article Title.//*Journal Title*./(in press).

**Example:**

Veena, B. (2004). Economic pursuits and strategies of survival among Damor of Rajasthan. *J Hum Ecol.* (in press)

**Websites**

**Format:**

Author.//Title.//(Online).//the full address of the web page, accessed date.

**Example:**

Lemire, D. Write good papers. (Online). <http://www.daniel-lemire.com/blog/rules-to-write-a-good-research-paper/>, July 1, 2010.

**1. Manuscripts of mini review articles:** The length of a mini review article must be no more than ten typed A4 pages. Its content should be arranged as follows: **title, keywords, body text, references, name and address of the institution, authors' name and running title.** The format, font, and font size used in each section correspond to those applied for the corresponding section of the **Manuscripts of original article.**

**IV. REPRINTS:** During the three years of publication (2014-2016), authors will receive 5 free reprints of their papers and one free copy of the journal.

**V. FURTHER READING:** The following resources will provide valuable guidelines for the preparation of manuscripts.

Conboy-Ellis, K.A. How to write an abstract. (online). [http://www.aaaai.org/members/allied\\_health/articlesofinterest/conboy\\_ellis.pdf](http://www.aaaai.org/members/allied_health/articlesofinterest/conboy_ellis.pdf). July 1, 2010.

Emerald Group Publishing Limited. How to write an abstract Part: 1. (online). <http://www.emeraldinsight.com/authors/guides/abstracts.htm?PHPSESSID=4v983oj7mghhlotmjbtfloou2&part=1>. July 1, 2010.

Innominate. HOW TO WRITE AN ABSTRACT: Links and Tips. (online)<http://research.berkeley.edu/ucday/abstract.html>. July 1, 2010.

Koopman, P. How to write an Abstract..(online). <http://www.ece.cmu.edu/~koopman/essays/abstract.html> July 1, 2010.

Lemire, D. "Write good papers." (online). <http://www.daniel-lemire.com/blog/rules-to-write-a-good-research-paper/> July 1, 2010.

Seals, D. R., & Tanaka, H. (2000). Manuscript peer review: a helpful checklist for students and novice referees. *Adv Physiol Educ*, 22, 52-58.

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