

## **Style Sheet for Abstracts of Recently Submitted Ph.D. Theses**

### **1. File Format**

1.1 To keep the abstract focused and concise, it should not exceed 500 words.

1.1.1 The abstract should not be a detailed summary of your thesis. Rather it should include brief statements of the research question, corpus, theory, methodology, and the findings. It is often useful to structure the abstract according to what is achieved in each chapter.

1.2 After registering with New Voices, please upload the Ph.D. abstract in electronic form as a Word file to the Abstracts section of the website: [newvoices.arts.chula.ac.th](http://newvoices.arts.chula.ac.th)

### **2. Language**

If your thesis is not in English, please give the abstract first in an English translation and then, separated by a page break, give it in the original (with its title and keywords) (Please see also 5.1).

Even if your thesis was written in English, New Voices would welcome a translation of your Ph.D Abstract into a language other than English. We are committed to promoting the use of languages other than English in academia. This is a small gesture but it may help to promote your work.

### **3. General Layout**

3.1 Title, etc.

Please put the following, on separate lines, before your abstract: a) Title: 16pt, bold, centered, b) Name: 14pt, left, c) Current affiliation: 12pt, left, d) E-mail address: 12pt, left.

3.2. Put the abstract preceded by the heading: **ABSTRACT.**

3.3 Margins

Use margins of 2.5 cm (top, bottom, left and right).

3.4 Font

Use 12 pt Times New Roman throughout

#### **4. Keywords**

4.1 After the abstract, put the heading **KEYWORDS**

4.2 In alphabetical order, give three to six keywords. Do not capitalize them. Separate them by commas.

#### **5. Thesis Information**

Put the following, on separate lines, after the keywords:

Completion of Thesis

Place: [insert University the thesis was submitted to]

Year: [insert year the thesis was completed]

Supervisor(s): [insert name of the supervisor(s), including their titles]

5.1 If your thesis was originally written in a language other than English, please add to the above:

Original Language: [insert the original language]

5.1.1 Please add a page break and then put the abstract in the original language.

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