

SEMINAR GUIDELINES

Faculty of Agro-Industry
Prince of Songkla University
Academic Year 2017

Guideline for Seminar Report Writing

Arrangement of contents

1. Front Matter
2. Text
3. Reference
4. Appendix

1. Front Matter

1.1 Cover: The top page of report should carry the following information on A4 paper sheet.

- 1.1.1 Subject name and subject code
- 1.1.2 Title of seminar
- 1.1.3 Name of student
- 1.1.4 Department, faculty,
- 1.1.5 Semester and academic year

1.2 Title Page: Written in the same format as in the cover on white A4 paper sheet.

(A specimen copy of the cover page and title page of the seminar report are given in cover format - page 13)

1.3 Abstract: The abstract must contain **introduction**, explain the importance of the topic and **the objective(s)** of your work. **Method**, state what was done and how it was done. **Results**, a summary of the main findings and **conclusion**, indicate the significance and application of the research findings.

Abstract format

- Title: Times New Roman size 12 point, bold.
- Name of student and student code: Times New Roman size 10 point, bold.
- Text: Times New Roman size 12 point. **Abstract text not exceeding 250 words**, define all acronyms and abbreviations; do not cite references.
- Keywords: Times New Roman size 12 point. Provide **3 to 5 key words** for indexing purposes.
- Advisor's name: Times New Roman size 12 point
- Margins: Top, left and right: 1" (1 inch = 2.54 cm)

1.4 Acknowledgment: A statement printed at the beginning of a report expressing the author's gratitude to others.

1.5 Contents

1.6 Contents of Tables

1.7 Contents of Illustrations

2. Text

2.1 Introduction: The main purpose of the **introduction** is to give a description of the problem that will be addressed. In this section the writer might discuss the nature of the research, the purpose of the research, the significance of the research problem, and the research question(s) to be addressed.

2.2 Text: It is to succinctly review recent progress in a particular topic. It creates an understanding of the topic for the reader or listener by discussing the findings presented in recent research papers.

2.3 Conclusion: The writer can summarize the paper's findings and generalize their importance. It is also where the writer can raise questions, discuss ambiguous data, and recommend places for further research.

3. References

3.1 Reference order : Name-Year System

3.1.1 Name: Write only Last Name

3.1.2 Year: The year that referred paper or thesis was published

For example

3.1.3 One author:

- Kader (1998) found that

-(Clark, 1954)

3.1.4 Two authors:

- Boss and Wright (1987) indicated that

- (Bose and Rawat, 1984)

3.1.5 More than 2 authors: *et al.* (italic) is used in state of authors' name.

- (Smith *et al.*, 1984)

3.1.6 References more than 2 groups: use this sign (;) between the groups. Groups are arranged in the order of published year.

-(Smith *et al.*, 1974; Paterson and Clarke, 1985)

3.1.7 If your references are referred by the other who is not the author, use "cited in"

- Smith (1984 cited in Harrington, 1989).....

3.1.8 References in Tables and Illustrations

For example

Table 1. _____

(Detail)

Reference: Johnson and Smith (1980)

mg/100 g sample



Figure 1. _____

Reference : Johnson and Smith (1980)

3.2 Citation

Your Literature Cited section will contain the complete reference. You should give a detail of reference as much as possible because the reader can look it up there.

3.2.1 All citation entries are listed in **alphabetical order** based the first author's last name

3.2.2 If the same author(s) are cited for more than one paper having the same order of authors' names, the papers should be listed in chronological sequence by year of publication.

3.2.3 Authors' names **MUST** be listed in the citation in the same order as in the text.

3.2.4 If the same author(s) are cited for two or more papers published within the same year, place a small case letter after the year to denote the sequence in which you referred to them

- Boyd, A. H. and Andrews, C. H. 1984a.
- Boyd, A. H. and Andrews, C. H. 1984b.

3.2.5 Name of journal: abbreviation of the journal name; usually the header on the article will list the appropriate abbreviation for the journal

- Agron. Soil Sci. Aoc. Amer. J.

3.3 Citation order

3.3.1 Journal/Bulletin

Author name. Year. Title. Journal name. No : Pages

For example

Brooks, J. R. and Griffin, V. K. 1987. Liquefaction of rice starch from milled rice flour using heat-stable alpha-amylase. *J. Food Sci.* 52 : 712-717.

Secondary source in a journal article

Give the secondary source in the reference list. In the text refer to the original work and give a citation for the secondary source.

For example, if Smith's work is cited in Harrington and you did not read the original work by Smith, list the Harrington reference in the reference list. In the text use the phrase 'cited in' inside brackets.

3.3.2 Text book/ Book

3.3.2.1 Book: authors contributing a specific chapter

Author name. Year. Chapter. *In* (book name). Vol no. number of Ed. (Editor, ed. or eds.). p.(pages). Publisher. Place.

For example

Harrington, J. F. 1972. Seed Storage and Longevity. *In* *Seed Biology*. Vol. II. 3rd ed. (Kozlowski, T. T., ed.). p.145-295. Academic Press. New York.

3.3.2.2 Book

Author name. Year. Book name. Vol no. number of Ed. Publisher. Place.

For example

Bewley, J. D. and Black, M. 1982. *Physiology and Biochemistry of seeds in Relation to Germination*. Vol.11. 2nd Ed. Springer-Verlag. New York.

3.3.3 Proceeding

Author name. Year. Title. *In* Proceedings of Conference name. Editors name (Editor, ed. or eds.) Place. Date of conference. p.(pages).

For example

Hill, M. J., Archer, K. A. and Hutchinson, K. J. 1989. Towards developing and model of persistence and production for white clover. *In* Proceedings of the XIII International Grassland Congress Nice. P. Singhand and F.A.R. Oliveria (Ed.) France. 4-11 October 1989. P. 1043-1049.

3.3.4 Thesis

Author. Year. Thesis title. Degree. University.

For example

Phillips, O. C., Jr. 1962. The Influence of Ovid on Lucan's *Bellum Civil*. Ph.D. Dissertation. University of Chicago.

3.3.5 Internet

From government, institute, company or organization website that are reliable.

For example

Department of the Environment and Heritage. 1999. Guide to Department and Agency Libraries (Online). Available <http://www.erin.gov.au/library/guide.html> (17 November 2000)

4. Appendix

Information that is **NOT ESSENTIAL** to explain your findings in the essay or report that you have written. However, this information may support your analysis and validate your conclusions.

Course Evaluation

1. Course Evaluation

All students must attend all training in seminar course.

| Evaluation | Mark (%) |
|--|------------|
| 1. Advisor | 25% |
| 1.1 progress report 3 times (each 1.5 mark = 4.5 mark) and abstract 1.5 mark | 6% |
| 1.2 final report | 19% |
| 2. Evaluation committee | 60% |
| 2.1 Evaluation committee team | 60% |
| 3. Coordinator | 15% |
| 3.1 Attendances; submit progress report, abstract, and final report | 15% |

2. Scoring rubrics

Maximum is 10 and minimum mark is 1

9-10 Very good

7-8 Good

5-6 Fair

3-4 Unsatisfied

1-2 Very unsatisfied

Determined by below factors

2.1.1 Abstract

Title name; match the topic name with a detail inside an abstract, spelling and reference

2.1.2 Report detail

- Introduction to the research problem and its significance
- Literature review
- Report detail; It is not merely a report on some references you found. Instead, a review paper synthesizes the results from several primary literature papers to produce a coherent argument about a topic or focused description of a field.
- Conclusion

2.1.3 Presentation technique

2.1.3.1 Personal approach

- Gesture
- Voice
- Eye contact

2.1.3.2 Visual aid, clear slides, having a good storyline and prepare a presentation in a logical sequence.

PS : should write a number of page in your slide

2.1.4 Timing: Should be on time

| Presentation time | Mark |
|---------------------|------|
| 14-16 min | 10 |
| 13-14 or >16-17 min | 9 |
| 12-13 or >17-18 min | 8 |
| 11-12 or >18-19 min | 7 |
| 10-11 or >19-20 min | 6 |
| ≤ 10, ≥ 20 min | 5 |

2.1.5 Q&A

- Accuracy
- Get to the point of the question
- Timing : 15 min for Master's degree student and 20 min for Ph.D. student

2.2 Report submission

2.2.1 Progress report

- Hand in your progress report to your advisor. Writing your progress in seminar guideline book and submit to your department's coordinator.

2.2.2 Final report

- Submit one copy of your final report and seminar guideline book to your department coordinator.

- Upload your abstract file at website of the faculty

(<http://agro.psu.ac.th/การเรียนการสอน/วิชาสัมมนาคณะอุตสาหกรรมเกษตร/Upload> ไฟล์บทความย่อ)

(Upload your file by no later than final report submission date)

SEMINAR FORM

Title submission form

Academic year 2017

Department..... Faculty of Agro-Industry

Name.....Student code.....

I would like to submit seminar topic in semester..... Academic year 2017

The details are as follows

Master Degree

- Seminar I Code.....with interested topic
- Seminar II Code.....with thesis content **not less than%**. The same content as in the progress report (student must attach Or-Kor Bor 6 form in this book).

Doctoral Degree

- Seminar I Code.....with interested topic
- Seminar II Code.....with thesis content **not less than%** The same content as in the progress report (student must attach Or-Kor Bor 6 form in this book).
- Seminar III Code.....with thesis content **not less than.....%** The same content as in the progress report (student must attach Or-Kor Bor 6 form in this book).
- Seminar IV Code.....with thesis content **not less than.....%** The same content as in the progress report (student must attach Or-Kor Bor 6 form in this book).

Title name

.....

.....

.....

.....

Signature.....

Student's name.....

Signature.....

Advisor's name.....

...../...../.....

Progress report form

| Seminar plan | Activities | Problems/ Obstacles | Advisor's signature |
|--|------------|------------------------|------------------------|
| Title submission Due date...../Submission date..... | | | |
| The 1 st progress report submission (Seminar scope + 10% of seminar content) Due date...../Submission date..... | | | |
| The 2 nd progress report submission (Introduction + 60% of seminar content) Due date...../Submission date..... | | | |
| The 3 rd progress report submission (Introduction + 100% of seminar content+ conclusion + abstract) Due date...../Submission date..... | | | |
| Final report submission Due date...../Submission date..... Upload abstract file at website Due date...../Submission date..... | | | |

(Abstract format)

Seminar..... (Subject code.....) } Times New Roman 12 bold
Seminar title

Name-Surname and student code → Times New Roman 10

Abstract (Times New Roman 12 bold)

(Content : do not exceed 250 words)

Times New Roman 12

Keywords : 3-5 words (Times New Roman 12)

References: 3 papers (Times New Roman 12)

Times New Roman 12 {(Advisor's signature).....
(Advisor's name)
...../...date...../.....

Final report submission form

Seminar.....(Subject code.....) Semester.....Academic Year.....

Faculty of Agro-Industry

Name-Surname.....Student code.....

Department of.....would like to submit the final report
that was presented on.....in semester.....academic year.....in
(DD/MM/YYYY)

Title

.....
.....
.....
.....

This final report has been revised and approved by student's advisor.

Signature.....

Student's name.....

Signature.....

Advisor's name.....

...../...../.....

(Cover format)

Seminar I

850-592

Microencapsulation of Vitamins and Minerals
for Food Applications

By

Veerachai Thongmee 5311030015

Department of Food Technology
Faculty of Agro-Industry
Prince of Songkhla University, Hatyai Campus
Semester 1 Academic year 2010

Announcement
Faculty of Agro-Industry, Prince of Songkla University
Regulations of Seminar courses for graduate students

| Courses | Seminar titles | Presentation | Reports |
|----------------------------------|---|---|--|
| For Master programs | | | |
| Seminar I | Any interesting titles related to the study programs | Presentation and answer in English Presentation 15 min Question and Answer 15 min | Submit report in Thai or English (see the manual for seminar courses) |
| Seminar II | Results from thesis that was already approved by the proposal committees and the results should be at least 70% of the whole thesis | Presentation and answer in English Presentation 15 min Question and Answer 15 min | Submit manuscript in English |
| For Ph.D. programs | | | |
| Seminar I | Any interesting titles related to the study programs | Presentation and answer in English Presentation 15 min Question and Answer 15 min | Submit report in English (see the manual for seminar courses) |
| Seminar II | Results from thesis that was already approved by the proposal committees and the results should be at least 40% of the whole thesis | Presentation and answer in English Presentation 15 min Question and Answer 15 min | Submit manuscript in English |
| Seminar III | Results from thesis that was already approved by the proposal committees and the results should be at least 80% of the whole thesis | Presentation and answer in English Presentation 15 min Question and Answer 15 min | Submit manuscript in English |
| Seminar III (Biotech program) | Results from thesis that was already approved by the proposal committees and the | Presentation and answer in English Presentation 15 min | Submit manuscript in English |

| | | | |
|--|---|---|------------------------------|
| Plan 2.2 only) | results should be at least 60% of the whole thesis | Question and Answer 15 min | |
| Seminar IV (Biotech program Plan 2.2 only) | Results from thesis that was already approved by the proposal committees and the results should be at least 80% of the whole thesis | Presentation and answer in English Presentation 15 min Question and Answer 15 min | Submit manuscript in English |