SEMINAR GUIDELINES

Faculty of Agro-Industry

Prince of Songkla University

Academic Year 2018

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 **Abstract text not exceeding 250 words**, define all acronyms and abbreviations; do not cite references.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

 days

 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. 3nd 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 ไฟล์บทคัดย่อ)

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

**SEMINAR FORM**

**Title submission form**

**Academic year 2018**

**Department………………..………………………… Faculty of Agro-Industry**

**Name** **Student code**……………………….………

I would like to submit seminar topic in semester………………… Academic year 2018

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 submissionDue date……………….…/Submission date………………....... |  |  |  |
| The 1st progress report submission(Seminar scope + 10% of seminar content)Due date………...…….…/Submission date………..……....... |  |  |  |
| The 2nd progress report submission(Introduction + 60% of seminar content)Due date…………….….…/Submission date…………..…....... |  |  |  |
| The 3rd progress report submission(Introduction + 100% of seminar content+ conclusion + abstract)Due date……….……….…/Submission date………..……....... |  |  |  |
| Final report submissionDue date……………….…/Submission date……………….......Upload abstract file at websiteDue date……….…….…/Submission date…………..……....... |  |  |  |

**(Abstract format)**

Times New Roman 12 bold

**Seminar……... (Subject code........)**

**Seminar title**

Times New Roman 10

**Name-Surname and student code**

(Times New Roman 12 bold)

**Abstract**

(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)

 .......(Advisor’s signature).......

Times New Roman 12

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

พริ้นท์

7,8,9,6,5,10,11,4,3,12,13,2,1,14,15,0

ปกใน

16,0