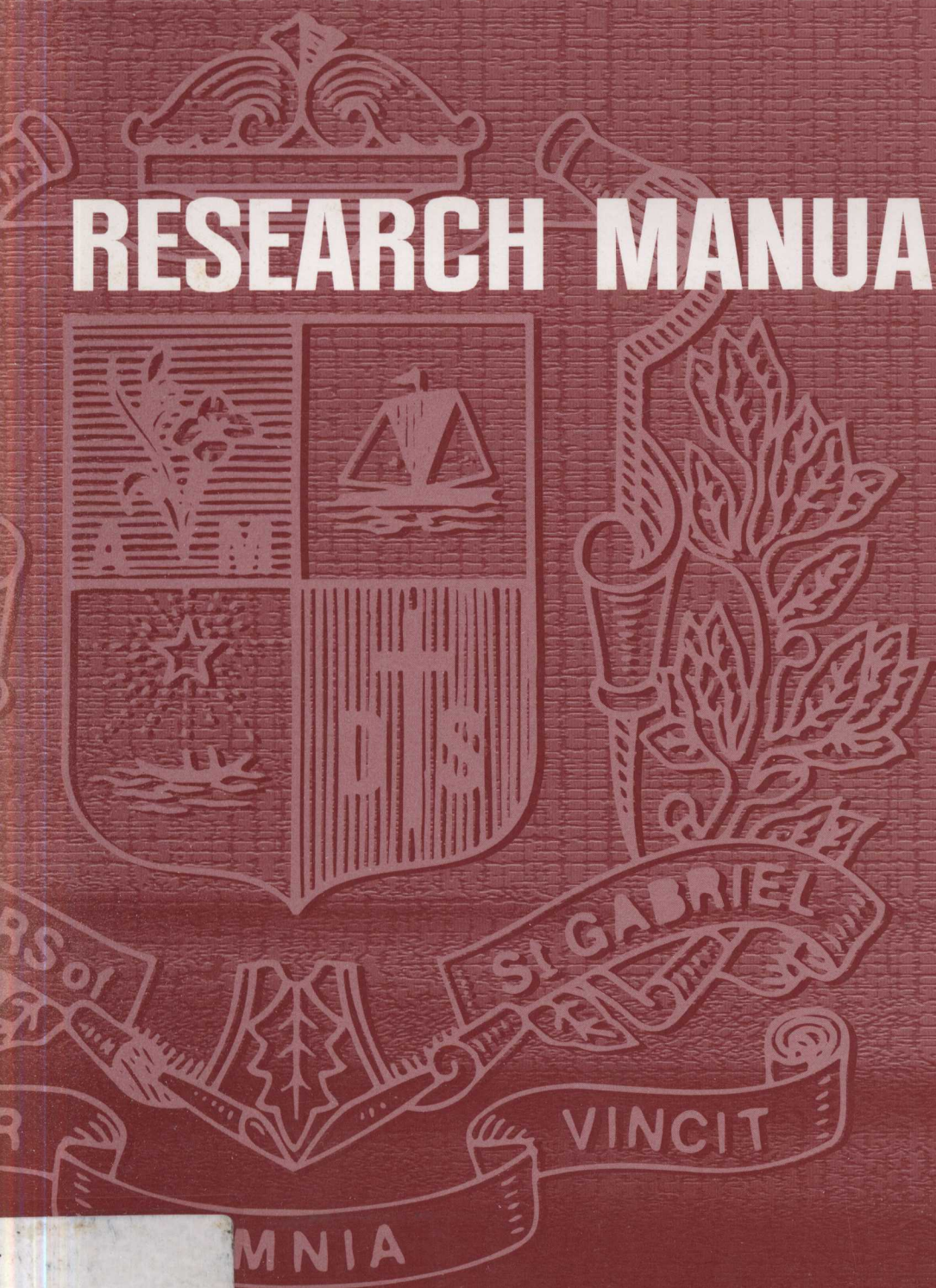


RESEARCH MANUAL



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Assumption University

RESEARCH MANUAL

June 2000

Preface

The dawn of the 3rd millennium has already begun and life has to go on. What is significant for us is to adapt to change and keep us fit to the new environment so that we can live happily and survive. Information at home and elsewhere overwhelms in some a way and if we are not careful, we end up with wrong information and wrong decision. Man is always a genius to make new invention to cope up with new changes.

A university is a center of knowledge, a place to provide knowledge to a hungry mind and a place to find new knowledge. The pursuit of knowledge and dissemination of knowledge are the two key driving factors in the system of any institution of higher learning. It becomes a guide star where society can follow. Education institution can also be a changing factor for the society and to keep society ever dynamic and vigorous.

To be able to achieve the role of institution of higher learning, research would be an integral part of the institution. Thus, the administration will put all effort and invest optimally to achieve the purpose. State-of-the-art must be provided, means to achieve must be structured so that the institution would be able to serve the students, the society and nation in the manner it should be.

Formerly, teaching and research were two separate tasks. For teaching to be meaningful, exciting, and contributing more to students and society, research is essential and should become a part of teaching life. This research manual is drawn partly from the adaptation of practices done in Thailand and from the practices envisioned elsewhere. At the same time, Research Institute of Assumption University (RIAU) is acting as an internal mechanism to facilitate the process and to render expertise on research writing to any researcher who needs assistance. Synergy is desirable to achieve certain things in this age of globalization.

Rev. Bancha Saenghiran, f.s.g., Ph.D.
Vice President for Academic Affairs
June 1, 2000

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Part I

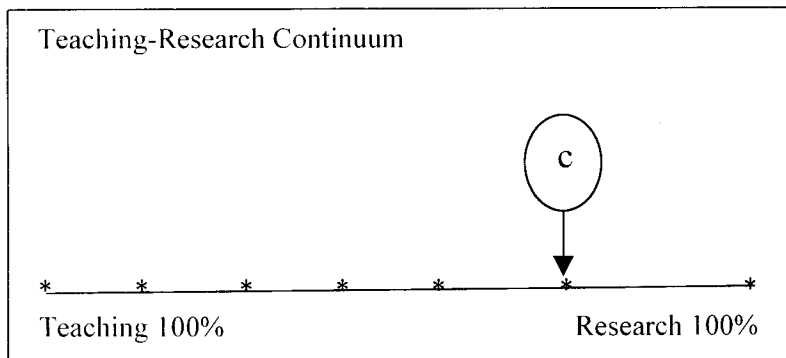
Conceptual Framework

1. Rationale

- 1.1 A premier school of the 3rd millennium not only imparts knowledge and skills to produce excellent graduates but it also includes the goal of advancing knowledge through research and scholarship.
- 1.2 This can be enhanced through the publication and dissemination of top quality research as well as through greater research involvement into the practical problems of industry.
- 1.3 Au currently has over 1,700 professional journals of fine quality. Moreover, there are four research centers within one research institute. These are the two major functional areas that can facilitate any researcher.

2. The Role of Research

- 2.1 Educational institutions are arrayed on a continuum of teaching and research activity.



At one end of the spectrum, are institutions which dedicate themselves to teaching. At the other end, are the giant research Universities that expect faculty members to distinguish themselves in research and publications.

- 2.2 At the turn of the new century, research plays a significant role in all fields of human life. There is a positive and reliable association between teaching effectiveness and research productivity. Research

is desirable and necessary for guaranteeing the ongoing quality of instruction.

2.3 Through research, the university teachers add new knowledge to their existing knowledge and, in turn, dispense it to students.

- Good researchers likely are stimulating teachers because they are able to report on the most current findings by virtue of discovering them.
- By going through the research process, it upgrades faculty members' knowledge and it reinforces many of the same skills that are required for effective teaching, including the ability to organise one's thoughts in a cogent manner, and to communicate well.
- Moreover, the content of the courses still can be enriched if faculty members are up-to-date with new development in their field.
- Published research reveals something to university administrators about the quality of the material a faculty member is likely to teach.
- At the institutional level, educational institutions achieve distinction through the quality and quantity of faculty members' publication. The prestige of the school is enhanced and this, in turn, attracts better quality students and more support from various bodies allocating research grants, e.g. MUA, Thailand Research Fund, National Science and Technology Development Agency.

3. How to Promote/Enhance Quality Research

3.1 Allocation of faculty time between teaching and research should depend on a faculty member's background, training experience and interests.

- Experienced and interested researchers who have proven themselves should have a lighter teaching load with minimal administrative work.
- Those individuals interested primarily in teaching would teach more hours per week.

3.2 The criteria for evaluating these two categories would be different and this fact should be disclosed.

- 3.3 Faculty members who are given time off to do research must set targets to get their research papers accepted in good regional and international journals and conferences.
- To be a good university for graduate students in the region, scholarly publication in top journals is very important because it signals academic quality.
 - Faculty members also should be encouraged to serve on the editorial boards of prominent international journals.
- 3.4 Faculty members who are interested primarily in teaching should also do some research and publish mainly in professional journals. They should attend classes focusing on research tools and skills for research training would enhance their intellectual skills and knowledge.
- 3.5 To the extent possible, faculty members should teach in the same discipline as their research specialisation.
- 3.6 To enhance interdisciplinary knowledge, teaching rotation among subjects has merit.
- 3.7 Research assistants can facilitate this process and can function as tutorial assistants or computer assistants.
- 3.8 Full-time Ph.D. students can be utilised as both teaching or research assistants.

4. Role of Research Institute

Within Research Institute of Assumption University (RIAU), there are research centers that serve as organised research units that focus their activities on related problem areas. These centers can provide the organisational structure to attract external funding for large research projects that may be difficult to secure and to manage in academic departments. They may be a vehicle for promoting interdisciplinary research collaboration.

4.1 Greater autonomy

- These centers should evolve into autonomous, but university-linked centers.
- To be free to solicit funds from outside and to decide independently how the funds will be utilised to promote research.
- This process needs to be governed by proper controls, audited account of fund expenditures and University guidelines.

- The incentive for centers to earn money will be foregone if it is difficult to spend funds promoting research.

4.2 Staff of Research Centers

- Objective

Each center should have a nucleus of full-time research fellows and supporting staff. Their objective is to create an environment where researchers can devote their efforts toward sustained, in-depth inquiry and knowledge creation without teaching and administrative responsibilities. Another possibility is to attach faculty members to these centers on a rotating basis and simultaneously give them less teaching.

Faculty members from other universities during sabbatical leave can also be attached to these centers to devote full time to research. These centers will also attract the **top scholars** from universities all over the world. These scholars typically do not wish to teach while they are on their sabbaticals; instead, they prefer to devote their sabbatical time toward research.

Other scholars can be attached to the school and the respective centers simultaneously. Academic staff members must also be exposed to the research programmes of the finest universities and research institutions in the world.

- Staff

A full-time non-teaching Director of Research post can be created. The Director would oversee and co-ordinate the efforts of the various research centers, each of which would be managed by faculty members on a rotating basis. The Director also would be responsible for upgrading the research skills of faculty, keeping the faculty abreast of new developments, acting as internal editor of publications, co-ordinating conference attendance, and assisting staff members with other arrangements and business secondments.

- Research Facilities

The resources of the various centers should be centralized in a ~~well~~-equipped research library that is easily accessible to all faculty members and students. Fund should be set aside for purchasing commonly requested databases (especially databases with data and information from various countries in the world). A periodic newsletter on resources provided by the research library would be helpful (including all of the databases available).

- Sources of Fund

The research centers should be encouraged to obtain more funding from industry. The organisation of joint university and industry seminars could be another way of demonstrating to members from industry that collaborative research is possible and that it can have practical value.

- Research Focus

The focus should be on research areas where the University has a comparative advantage.

- A specific research area matched with a geographical location may help.
- Using a matrix of different disciplines combined with geographical areas offers many possibilities.
- Asia is the hub of projected increasing economic growth over the coming decade, the University research centers should exploit this immense opportunity.
- Cross-cultural research will surge in importance as the world becomes one borderless market-place.
- With the rapid development of technology and innovation in the global business environment of the future, businesses will be faced with a series of increasingly complex issues. This will require a research approach that is interdisciplinary and that examines issues across the boundaries of countries.
- The University's research output should be seen to have an impact on business practice and public policy.
- Research output should provide useful information for businesses, policy-making bodies and governments, and it should contribute to a better understanding of specific business phenomena and market environments.
- Of course, basic or theoretical research will also be useful for the accumulation of knowledge.

- Research Methods

A unit should be set up to conduct courses on research methods, skills and tools used for research. This will help academic staff members to upgrade their research skills constantly and to be exposed to the latest technologies in research.

5. The Dissemination of Research Findings

5.1 One major goal of undertaking research is to disseminate the findings to a wide audience.

5.2 Many conference and publication outlets are available (see Appendix 10).

The task of choosing the ideal outlets is in terms of reputation and the extent of readership.

- **Conferences**

Seminars and conferences should be held on a regular basis in order to share the University's research findings with academic and industry participants. Conference funding for important conferences, therefore, should be provided when needed.

- **Publications**

These publication outlets should include not only the better local, regional and international journals, but also books and monographs. The in-house journals published by the University and the School (ABAC Journal, Au Tech Note, Risk Management, etc.) provide faculty members with excellent and accessible venues for publishing their research. The University should attempt to elevate these journals to world class status and encourage eminent scholars to publish in these journals. Assumption University Press should be created to publish and print books, monographs and other research materials from different Schools.

6. On the Present Research Environment

To overcome the existing impediments to conduct research the following measures must be taken into consideration.

6.1 Facilitate Funding

- Social science research is largely data and people driven, involving problems faced by the economy, businesses and society. It involves small amount of money. Engineering research is very costly.

- The deans of the respective schools should be responsible for allocating the funds to these projects and approving them.
- The applications still should be subjected to an audit, and controls should be instituted by each school to ensure that the funds are expended properly.

6.2 Subsidise Costs

- Many items of expenditure required for social science research are not allowed. They include the following; travel to neighboring countries, internal travel to conduct interviews and collect data, required literature search, submission fees to journals, computers and work stations for research requiring facilities not currently possessed by staff members, the costs of the above items be covered by research funds, overseas travel to conduct research depends on the resources of the University.
- It should be compulsory for all Ph.D. students to acquaint themselves with faculty members to share joint interests in research.
- Ph.D. students should be strongly encouraged to attend staff seminars in their area of specialization.

6.3 Incentives to Promote High Quality Research

- Attendance at major international conferences by academic staff members with proven research records should be encouraged.
- Faculty members who have been producing good quality research should be placed on a faster promotion track.
- “Best Research” Award for each area of specialisation should be established.

(Adapted from: Lim, C-Y. (1996). **Nanyang Technological University: Nanyang Business School's 21st century vision.** Singapore: Nanyang Business School, Nanyang Technological University.)

Part II

Research Institute

1. Historical Background

The Research Institute of Assumption University (RIAU), originally known as the Center for Research in Business or CRIB, has been serving the Thai business community and international corporations since it was established in 1982 by Dr. Frederic L. Ayer.

Since its inception the CRIB has continued to grow into other research areas in response to demands for those services. Under the supervision of Dr. Jirawat Wongswadiwat, the Vice President for Research Affairs, the center began conducting social science research and in 1993 was reorganized and known as the Center for Research in Business and Social Science (CRIB & SSc).

In 1998 the center was incorporated into the Research Institute of Assumption University (RIAU). This organizational change was made to better reflect the advancement of information technology as well as the academic diversity of research work conducted by the CRIB & SSc, especially the need for extensive research in educational fields designed to strengthen the University's newly established graduate program in Education. At present, the RIAU includes four major functional areas: Business Research, Social Science Research, Educational Research and Research Information Systems.

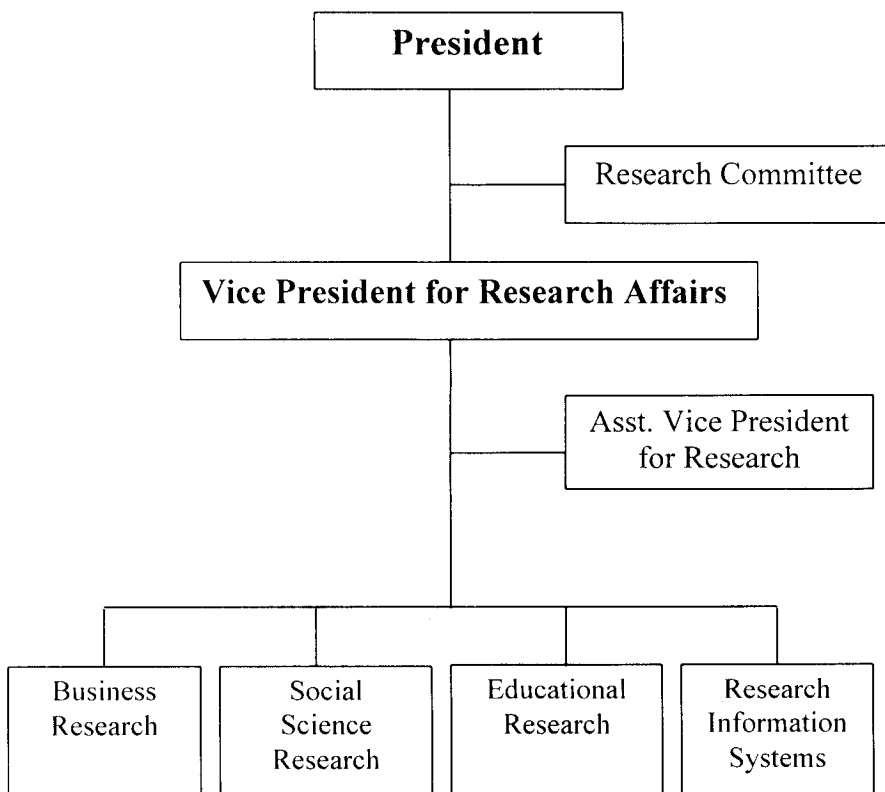
2. Mission of RIAU

To provide and support the academic community and other sectors of society with research services and to help strengthen the academic programs of Assumption University.

3. Objectives

- To provide research assistance in response to the demands of the University and to requests from other sectors of society.
- To conduct research projects and to offer research services to others through efficient manpower usage, effective information system design using advance technology equipment.
- To be locally and internationally recognized by various academic communities and by society in general.

**Functional Organization Structure
Research Institute of Assumption University (RIAU)**



4. Functional Areas of Research

The Research Institute of Assumption University, in order to fulfill its mission and objectives, is currently addressing four major research functional areas: business, social science, educational and information systems. In order to ensure that each area is given specific attention and addresses research needs, proactively the RIAU has dedicated functional specialist to specifically address the issues and areas of their specialty.

At the present time, the business research and social science research functional areas of the RIAU are well established and have years of productive experience on which to draw upon in carrying out their assignments. The educational research and the research information systems functional areas are still in the earlier stages of development but have the capacity and expertise to expand as the various situations may warrant or dictate.

The following is a more specific or definitive list of objectives associated with the four functional areas and a more detailed description of their roles.

4.1 Business Research

- **Objectives**

1. To conduct and disseminate academic research in business area for the benefit of the educational system, the global business community and society at large.
2. To support and advise students, staff and faculty members of Assumption University in conducting their research.
3. To provide research services in response to the demands of the University, the international business community and society at large.

- **Functional Area**

The business researchers are dedicated to: providing business education and management science through research and interdisciplinary approaches, strengthening the University's academic excellence and enhancing the development of business in Thailand. Business research is viewed as vital for the rational development of higher education in business administration. Furthermore, business research plays a key role in corporate success and its sustainability at the global level.

In order to further develop effective business research and teamwork a professional research environment is very important. To foster this requirement, students, staff and faculty members of the University will be encouraged to use the resources and facilities available within the RIAU. These resources should help improve and develop their business research skills. To produce high quality as well as practical business research work, when apropos, researchers from various fields, such as marketing, strategic management, finance and banking, business computer, advertising management, international business et. al. will be guided and encouraged to work as interdisciplinary teams.

To play its part in Thailand's business development and to help promote collaboration among academics and practitioners, the RIAU will conduct research in conjunction

with other universities, government agencies, non-government organizations as well as the private sectors. There will be both academic research as well as research and development in business administration for both long- and short-term programs, particularly for the benefits of small and medium sized enterprises. At the same time, the RIAU will set aside functional experts as consultants to provide professional business research service that is customized to clients' needs.

4.2 Social Science Research

- **Objectives**

The social science research functional area will include asset resource allocation to address the following:

1. To conduct academic research that will be beneficial to society and the overall educational system.
2. To improve the quality of research making it more acceptable in various academic fields of endeavor.
3. To raise funds both from Thailand and abroad including grants offered by the University, governments and the private sector.

- **Functional Area**

Academic research in social science is becoming more extensive and pervasive. The research derived from this type of research has gained considerable attention and is being more widely applied. Therefore, it is vital to continually develop the body of knowledge of the social sciences and to link it to the other disciplines. Apart from developing and searching new knowledge, a university should be committed to applying that knowledge so derived or discovered.

Formerly, research in business and social science, which is now two functional areas of the Research Institute of Assumption University, has been conducting a great deal of social research work. Topics studied and addressed, to name a few, have included: student alienation, organizational leadership, job satisfaction, job performance, life styles of women in Bangkok, trends of drugs abuse prevention and project evaluation of AIDS prevention. As the CRIB's duties and responsibilities expanded and the number of faculty members and students interested in social research

increased, it was necessary to separate the functions. This functional specialization continues and the RIAU will continue to refine its mission and redefine its roles as the environment and planning so dictate and to maintain a proactive research perspective.

Some RIAU researchers have been specifically assigned to address social science research function. These research functions concern itself with knowledge in the social sciences that cover: psychology, sociology, anthropology, political science, public administration, communication arts, social development and other applied social sciences related to study of social problems and situations. Functional resources assigned include human resources that will provide, when required, instruction to new social researchers and will also provide advices to faculty members, students, and others who are in the process of conducting social research.

4.3 Educational Research

- **Objectives**

1. To conduct research to assist in problem resolution, planning, and setting policies for Au.
2. To conduct research for the academic community and society at large.
3. To be a research information resource that supports post-graduate curriculum development.
4. To encourage and assist University personnel to undertake research, such as providing knowledge related to research methodology, giving advices and seeking research funds.

- **Functional Area**

Resources -- both human and technological -- have been earmarked to specifically address educational needs. Its main aim is to attain and maintain international standards of excellence in education. Au has developed into a large and complex organization that has a great responsibility to educate both students and society and its need for a vigorous research effort in this area is called for.

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A dynamic environment, coupled with rapid advances of information technology and the fast growth of the University, have all led to a need for accurate and up-to-date information for effective decision making. Information that may best be achieved by a well planned and focused research effort.

Therefore, the RIAU will assign specific human and technological resources to this functional area to ensure that systemic studies concerning Au are carried out. Information derived from the studies should aid the University in planning, setting policies, making decision and solving problems. The RIAU plans to build up its research networks by cooperating with other organizations within and outside Au.

Functional experts within the educational research sphere will develop pure and applied educational research studies encompassing all levels of education through the use of interdisciplinary approaches. They will also initiate and accumulate knowledge, and establish databases that will serve to expand and improve post-graduate curriculum, especially that of Au. The research outcomes should have applications that can be used as a basis for educational development aimed at helping students acquire learning skills needed for daily living.

4.4 Research Information Systems

- **Objectives**

1. To develop an efficient, effective and secure information systems for use in conducting research.
2. To share information with other organizations and distribute it through international networking and other channels.

- **Functional Area**

Computer and information technology have a great impact on global business transactions as well as on academic activities. Thus, it is necessary for the RIAU to provide effective and efficient information systems for use in conducting research.

Information systems help facilitate researchers' production of quality work with high productivity and accuracy. Researchers can use the advantages of the system from the beginning of data processing to final report presentation. Furthermore, researchers can access world-wide information sources and exchange knowledge with other scholars from all parts of the globe.

The Research Information Systems specialists of the RIAU will interact and support functional experts from all fields and, as such they are linked to other functional areas of responsibility of the RIAU. In addition to functional experts, the RIAU provides a collection of computer hardware and software systematically designed to capture, store, manipulate, analyze, and display information from both primary and secondary sources. The functional experts assigned this responsibility provide consultation and the necessary tools to aid in research studies by students, staff, and faculty members of the University. The RIAU will also construct and update the information systems available for professionals in all organizations of business, government and non-government in Thailand as well as overseas.

Part III

Regulations for the Application for Research Funding of Assumption University

1. Assumption University's Policy on Research Promotion

The University has a policy to promote the academic progress of its faculty members and staff and to encourage more widespread and efficient research work. The development of research skills is an important element in faculty development as it should pave the way to enhanced academic excellence. To achieve excellence in research, the University will focus on three main policy guidelines.

- 1.1 All full-time faculty members with a master's degree or higher will have academic research as well as teaching requirements.
- 1.2 Administrators, deans and chairpersons are responsible for encouraging faculty members under their supervision to conduct academic research.
- 1.3 The University will enhance and encourage research by allocating sufficient funds for research work.

2. Research Promotion Measures

To encourage faculty members and staff to develop their academic research potential, and to promote research work, the following measures are to be put into effect:

- 2.1 The Research Institute of Assumption University (RIAU) will organize a research seminar once every two years.
- 2.2 Each faculty will be required to present at least one or two research projects, depending on the number of faculty members, at the seminar.
- 2.3 If approved, research projects should require one academic year to complete; researchers will be entitled to request for a reduction of teaching load for that year. Research projects lasting less than a year will not be considered for teaching load reduction.
- 2.4 Administrators, deans and chairpersons must consider research work accomplished together with other work-related

performance in evaluating faculty members salary increases and their potential for academic and other types of promotions.

3. Budget Allocation for Research

To provide an opportunity for faculty members and staff to develop their ability to undertake efficient research, the University has allotted part of its budget for this purpose. Special rules and regulations that govern the administration of research funds granted to the researchers will be established.

4. Research Promotion Committee

The University has established a “Research Promotion Committee” to encourage Au’s lecturers and other personnel interested in conducting research. The committee will provide financial support to cover the research effort. They will establish procedures and will be responsible for managing the research funds and for appointing sub-committees who will bear the major responsibility for supervising research projects (see Appendix 1).

5. Research Team

A research team may comprise project director and collaborators. Qualifications of the research team are as follows:

- 5.1 The project director must be a full-time faculty member of Au.
- 5.2 Collaborators may be adjunct faculty members or staff of organizations recognized by the committee.

The project director may apply for research funding for one project and must submit the final report before being eligible for the funding of another research project.

6. Proposing a Project for Research Funding

The University has a policy of promoting basic and applied research projects relevant to curriculum development or courses offered at Au. Faculty members applying for funding are required to:

- 6.1 follow *Guidelines for Writing a Research Project Proposal* (see Appendix 5) and turn in the proposal details and the cost estimate application (see Appendix 2).
- 6.2 present proposal during the month of August to the Chairperson, Dean, and Vice President for Academic Affairs for approval. The decision will be announced in February of the same academic year.

7. Funding Granted to Researchers

Due to current annual budget constraints, the funding of each project shall not exceed 100,000 baht. Funding includes remuneration, material expenses and other related expenditures.

- 7.1 Remuneration shall not exceed 40% of the project funding and may be received by:
 - the director of the project, and
 - one assistant assigned to help carry out a particular part of the project.
- 7.2 Expenses:
 - traveling, allowances and lodging will not exceed the costs estimated by the University.
 - payments for minor items such as postal fees, telephone calls, printing and book-binding will be reimbursed by the exact amount spent. Receipts will normally be required.
- 7.3 Materials that require research funding include items such as office stationary, scientific or medical supplies, agricultural items, advertisements, and the dissemination of various objects that may be used in carrying out the research.
- 7.4 Differences regarding estimated miscellaneous expenses and other expenditures will be decided upon by the Research Promotion Committee.

8. Project Management

Project Management refers to reporting on research funding, funding assessment, other fundings and actual expenditures. The project director shall observe the following procedures:

- 8.1 Funding will be provided and portioned out by the Office of Financial Management.
- 8.2 The project director of a research team is required to submit a progress report to the Research Promotion Committee every six months.
- 8.3 No later than one month following the conclusion of the project, the project director shall submit to Au:
 - 3 copies of the final report, including an abstract in English.
 - 3 copies of financial report covering the project expenses.

9. Management of the Research Funding

As soon as a project is approved by the Research Promotion Committee, the University will prepare a budget. To help manage the research fund effectively and ensure the progress of the research work, funds granted will be paid in three installments. The Research Promotion Committee will decide on the amounts and timing of the installments. These amounts will be dependent on the nature and cash flow requirements of the project. *Contract of Application for Research Funding of Assumption University* will be signed by the project director and University representatives (see Appendix 4).

Project director will receive:

- 9.1 the first installment immediately after the *Contract of Application for Research Funding of Assumption University* is signed (see Appendix 4).
- 9.2 the second installment after a progress report has been submitted and is approved by the Research Promotion Sub-Committee (see Appendix 1).
- 9.3 the final installment soon after the Research Promotion Committee approves the final report.

Note: To receive an installment payment, the project director is required to submit a financial report on the actual expenditures made, keep and maintain all expenditure documents and receipts, and indicate any remaining cash on hand (see Appendix 8) from the previous installment. A receipt (see Appendix 9) will be used, if the project director cannot provide an official receipt, for expenditures incurred.

Materials and equipment obtained with permission as project requirements are the property of the University and are not to be disposed of without proper permission.

10. Report on Research Results

Reports on the work-in-progress will be reviewed by the Research Promotion Sub-Committee and the Research Promotion Committee. The *Progress Report on Research Project* (see Appendix 7) needs to be submitted upon completion of each installment (milestone).

When the research project is completed, the project director will present the project to the Research Promotion Committee for evaluation. Once approved, the project director will be required to prepare and submit:

- 10.1 3 copies of the final report.
- 10.2 3 copies of the abstract, and
- 10.3 a financial report on the actual amount spent on the project.

These papers will be submitted to the Research Promotion Committee no later than one month following the completion date of the project. However, if the project could not be concluded within the pre-determined time period, the project director may apply for an extension from the Committee.

11. Research Project Alterations

The Committee will be informed of changes related to details and the time frame of the project (see Regulations, item 10). Additional changes to a research project that has been given the first installment of funding will be reviewed and sent to the Research Promotion Committee for their approval, modification, cancellation, or further action.

12. Copyright of the Research Findings

The copyright of the Research Findings is the property of the University for one year from the date of submission of the final report, after which the copyright, if any, belongs to the researcher.

APPENDICES

Appendix 1

Research Promotion Committee/Sub-Committee

I. Members of the Research Promotion Committee

1. Vice President for Academic Affairs	Chairman
2. Vice President for Research Affairs	Vice-Chairman
3. Dean, School of Management	Member
4. Dean, School of Nursing Science	Member
5. Dean, School of Sciences and Technology	Member
6. Dean, School of Biotechnology	Member
7. Dean, School of Arts	Member
8. An associate appointed by Vice President for Academic Affairs	Member and Secretary
9. An associate appointed by Vice President for Research Affairs	Member and Assistant to Secretary

II. Functions of the Research Promotion Committee

1. Managing the research promotion funds of Au
2. Setting budgets for research projects
3. Reviewing proposed research topics
4. Evaluating research proposals
5. Appointing specialist members to a sub-committee
6. Setting rules and regulations to support and fund research projects
7. Organizing activities to support research projects
8. Evaluating research reports

III. The assignment period for the Research Promotion Committee members

Committee members will be assigned for two years. A member may be released from duty due to one of the following circumstances:

1. completion of the work period.
2. permission to resign from the University.
3. dismissal from the University, for cause.
4. other extenuating reasons deemed valid by the Vice President for Academic Affairs

IV. Members of the Research Promotion Sub-Committee

- | | |
|---------------------------------------------------------------------------|-------------------------|
| 1. A functional expert of the RIAU center | Chairman |
| 2. An associate appointed by
Dean of the research-related faculty | Vice-chairman |
| 3. A faculty member in a research-related
field | Member |
| 4. A professional in a research-related field | Member |
| 5. An RIAU's lecturer appointed by
Vice President for Research Affairs | Member and
Secretary |

V. Functions of the Research Promotion Sub-Committee

1. Setting time frames for funding of research projects.
2. Setting and proposing an applicant's research budget to the Research Promotion Committee.
3. Reviewing the research work at selected milestones or at funding times in order to expand, decrease or terminate project funding, and to report the findings to the Research Promotion Committee.
4. Determining income and profit sharing arrangements that may be derived from funded research projects.
5. Following up and evaluating the research work and its results.

VI. The Assignment of the Research Promotion Sub-Committee

Committee members will be assigned to a research project once it is funded by the Research Promotion Committee. Each member will serve on the committee until the research project is completed. Members will be discharged from duty due to one of the following circumstances:

1. completion of the research work.
2. permission from Vice President for Research Affairs to resign.
3. dismissal by the Vice President for Research Affairs.
4. other reasons deemed valid by the Vice President for Academic Affairs.

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Appendix 2

Guidelines for Cost Estimate

	Baht
1) Remuneration	
(1) Researcher's remuneration	_____
(2) Research Assistant's remuneration	_____
TOTAL	_____
2) Expenses	
(1) Transportation	_____
(2) Questionnaires or other research instruments	_____
(3) Data collection	_____
(4) Computerized data processing	_____
(5) Typing	_____
(6) Final report typing and binding	_____
TOTAL	_____
3) Material and Equipment Needs	
(1) _____	_____
(2) _____	_____
TOTAL	_____

Appendix 3

Guidelines for Time Schedule

Procedure	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Literature review												
2. Developing the instrument												
3. Pre-test & testing the validity and reliability												
4. Improving the instrument												
5. Data collection												
6. Data analysis and interpretation												
7. Writing final report												
8. Printing												

Appendix 4

Contract of Application for Research Funding of Assumption University

Assumption University

Date..... Month Year

(Mr., Mrs., Miss)

Age Nationality Home telephone

Department Faculty

the project director to whom funding for research is granted in (year)

..... for research work entitled

..... The fund receiver agrees to abide by rules

and regulations of the University, which is represented by its President,

whom from now on will be called “fund granter,” and to the terms and

conditions of the contract that are set forth as follows:

Art. 1. I am aware and fully understand and agree to adhere to the rules and regulations of this contract.

Art. 2. I will persevere and complete the research work. However, if circumstances prevent me from fulfilling my duty, I will immediately inform the fund granter. I will also promptly report the problem and the situation to the appropriate Research Promotion Committee for their comments, instructions and decision.

Art. 3. I agree to follow the regulations concerning the payment of installments and understand that all expenditures that require receipts or other relevant documents will be presented to the Office of Financial Management. All funds under my control will be carefully spent and accounted for.

Art. 4. I agree to submit a progress report every six months, effective on the day the contract is signed, and to submit other reports as

required at the end of the funding periods. At the completion of the project, a final report will be submitted following the form and/or format set by the University.

Art. 5. I agree that the copyright, if any, of the research project will be owned by the fund granter for one year, after which the right will revert to me. When the research is published, I will acknowledge in any written document that *the research project was funded by Assumption University*.

Art. 6. If I violate the contract, or fail to complete the research project without proper justification, and approval of the responsible authority, I fully understand that I will be required to return funds received for the project to the University.

The fund granter holds one copy of this contract, the fund receiver the other. The fund receiver has read and fully understood the terms of the contract, and sign his name before the witness.

Signature Fund Receiver
(.....)

Signature Fund Granter
(Rev. Dr. Prathip M. Komolmas)
President

Signature Witness
(.....)

Vice President for Research Affairs

Appendix 5

Guidelines for Writing a Research Project Proposal

This document provides official guidelines on the procedures for the writing of a research project proposal. Faculty members and staff who desire to propose a research project to the University for funding need to follow the standardized format given below:

A. The Format of a Research Project Proposal

Project General Description

1. Title of Research
2. Type of Research
3. Major Concerned Discipline
4. Qualifications of the Research Team

Research Proposal

5. Research Problem
6. Rationale
7. Objectives
8. Expected Benefits
9. Scope
10. Relevant Literature and Conceptualization
11. Methodology
12. Selected Bibliography

Project Management

13. Needed and Available Resources
14. Budget Estimation
15. Time Schedule

B. Instructions

1. Title of Research

Clarify the title in a concise and comprehensive sentence(s) that inform what your study is focused on.

2. *Type of Research*
Specify the nature of your study whether it is a *basic research* or *applied research* in nature.
3. *Major concerned Discipline*
Specify one of the academic disciplines which will be centrally employed in your study.
4. *Qualifications of the Research Team*
List the qualifications of all the research team members, including names, faculty/department, degrees attained, academic area of concentration, previous publications and any other experiences related to or bearing on the proposal research projects.
5. *Research Problem*
Present a very brief, general statement of the substantive area of your research interest. A research problem, then, may be posed as several research questions.
6. *Rationale*
This section should include a justification of the importance of the selected research problem in order to convince the readers of the necessity and the worthiness of the proposed research.
7. *Objectives*
Present the factors that will be addressed in order to answer each research question that will finally make possible the answering of your research problem.
8. *Expected Benefits*
The expected benefits are nothing more than the consequences of the research findings; it is actually the utilization of knowledge derived from the study. Do not overstate expected benefits in an effort to justify your study.
9. *Scope*
Determination of the population and variables to be studied.
10. *Relevant literature and Conceptualization*
This section should provide a conceptual rationale for the concepts and constructs included in your proposals and their particular status (e.g. independent, dependent, or controlled). What is expected is a grounding of your study in some type of conceptual model that will

Cathedral of Learning

justify your proposition. State specifically what your proposition or propositions are.

11. *Research Methodology*

This section should discuss the following methodological issues:

- Research design
- Nature of sample (sample size, sampling methods, sampling plan)
- Operationalization (operational definitions, measuring instrument construction, validity and reliability testing)
- Data collection
- Data analysis

The issues mentioned above may differ due to different research designs.

12. *Selected Bibliography*

Cite only those works that you have used in the proposal. Remember that the quantity of citations will rarely influence the reader either positively or negatively.

13. *Needed and Available Resources*

This section should explore in detail the necessary resources needed in conducting your research project: what is available and what is to be provided in case the available resources are inadequate.

14. *Budget Estimation*

Consult the *Guidelines for Budget Estimation*.

15. *Time Schedule*

Consult the *Guidelines for Time Schedule*.

Appendix 6

Contract for Research Funding Form

Year Installment No. Ref. No.

Date due

Date/Month/Year

To: President of Assumption University

(Mr., Mrs., Miss), Position

Faculty/Department

director for the project entitled

.....

would like to apply for a research funding request for my research project.

Cost estimate is as follows:

1. remuneration baht

2. expensesbaht

3. materialsbaht

4. miscellaneous..... baht

Totalbaht

(.....)

I agree to comply with all the rules and regulations pertinent to the Administration of Research Funds, to produce legitimate receipts for expenditures incurred, to return funds not spent, and to repay, if required, any outstanding debt within the period dictated by the Withdrawal of Money regulations. I give my consent that should I fail in my research obligations, my salary, wages, or other compensation may be deducted to repay or settle the loan.

SignatureLoan Receiver

(.....)

Date

Vice President for Research Affairs has reviewed the contract and approved baht (.....) loan.

Signature

(.....)

Date

..... baht (.....) loan is approved with respect to the above conditions.

Signature Financier

(.....)

Date

I have received the loan in the amount of baht

Signature Loan Receiver

(.....)

Date

Appendix 7

Progress Report on Research Project

The project leader must submit the following progress reports.

- Progress Report No.1 to be submitted 6 months after the date of contract signing (Form A)
- Progress Report No.2 to be submitted 12 months after the date of contract signing (Form A)
- Progress Report No.3 to be submitted 18 months after the date of contract signing (Form A)
- Complete report with a financial report to be submitted no later than one month after the deadline (Form B, C)

To be completed in sufficient detail to satisfy the committee's need for information, the progress reports must contain the information as follows:

- Summary of project objectives
- Current research activities
- Expenses from the beginning of the project (categorized)
- Plan for research activities for the following period
- Problems and obstacles (if any) encountered

Form A

Progress Report
Research Project

Progress Report from To
Project leader Faculty/Department

1. Progression

- ☐ The research has been conducted in accordance to the stated plan.
- ☐ The plan has been changed as follows:

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

2. Work accomplishment

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

3. Obstacles and Solutions

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

4. Other suggestion

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

Signature
(.....)
(Project Leader)
Date

Form B

Contract No.

Research Project

Annual Progress Report on Research Project

1. The Annual Progress Report must be submitted once in a year.
2. The contents include
 - 2.1 Cover specifying Period, Name, Project leader, Institution.
 - 2.2 Executive summary specifying objectives and accomplished work with the length not exceeding one page.
 - 2.3 Work which was done includes
 - 2.3.1 Objectives
 - 2.3.2 Project done
 - 2.3.3 Outcome
 - 2.3.4 Future plan
 - 2.4 Other relevant activities
 - 2.4.1 Publication in academic or international journals.
 - 2.4.2 Other publication
 - 2.4.3 Details of
 - 2.4.4 Academic links
 - 2.5 Problems and Obstacles
 - 2.6 Other suggestion

Cover of Report

1 inch

Research Report (Completed Edition)

Research / Project

By

Date

Contract No. ...

Research Report (Completed Edition)

Research / Project

Group of Researchers

1.
2.
3.

Form C

Contract No.
Research / Project

Financial Report

Project Leader
Reported by to

Difference	Expenditure	Current	Total	Budget
		Expense		
	Expenses accumulated from the previous report			
1. Remuneration
2. Wage
3. Operating Cost
4. Material Cost
5.
6.
7.
Total

Fund Received

Fund received
Period 1 Baht Date
Period 2 Baht Date

Total Baht

Appendix 8

Excess Cash Return Receipt

Project Title:

Project Director:

Research fund granted in year:

Total Budget:

Repayment No.

Loan Amount: (.....)

1. Cash baht (.....)

2. Total number of documents

Total baht (.....)

Total amount of repaymentbaht (.....)

Total amount to be returned baht (.....)

Signature

(.....)

Receiver

Date / /

Signature

(.....)

Project Director

Date / /

Appendix 9

Receipt

Project Title:

Receiver:

Address:
.....

Description	Amount	
1.		
2.		
3.		
4.		
5.		
Total		

Total (in letter)

Signature
(.....)

Receiver

Date / /

Signature
(.....)

Project Director

Date / /

Appendix 10

Contacting Details: Submission of Research Paper for Publication

Architecture

Architectural Digest

Manuscripts should be submitted to:

Editorial Office
Architectural Digest
6300 Wilshire Boulevard
Los Angeles
CA 90048

Arts

Cambridge Journal of Education

Manuscripts should be sent to:

The Executive Editor
Mrs. Barbara Shannon
Cambridge Journal of Education
University of Cambridge School of Education
Shaftesbury Road
Cambridge
CB2 2BX
UK

The Modern Language Journal

Manuscripts should be sent to:

The Editor
Sally Sieloff Magnan
Department of French and Italian
618 Van Hise, 1220 Linden Dr.
University of Wisconsin
Madison, WI 53706-1558
e-mail: mlj@lss.wisc.edu

Chulalongkorn Educational Review

Three copies of typescripts should be sent to:

The Editor
Associate Professor Dr. Sumlee Thongthew
Faculty of Education
Chulalongkorn University
Bangkok 10330
Thailand

Studies in Second Language Acquisition

Articles should be sent to:

The Editor
Albert Valdman
Studies in Second Language Acquisition
1105 E. Atwater
Indiana University
Bloomington, IN 47401
USA
e-mail: ssla@indiana.edu

Modern English Teacher

Manuscripts should be sent to:

The Editor
Therese Tobin
Modern English Teacher
PO Box 5141
London W4 2WQ
UK

English Language Teaching Journal

Manuscripts should be sent to the:

Editor
Keith Morrow
Homerton House
Cawston Road
Reepham
Norwich NR 10 4LT
UK
e-mail: 100641.33@compuserve.com

The Comparative Education Review

Manuscripts should be addressed to:

The Editor
Comparative Education Review
Box 951521
UCLA Graduate School of Education and
Information Studies
Moore Hall A036
Los Angeles, California 90095-1521
USA

American Educational Research Journal

Five fully binded copies of the manuscript
should be submitted to:

Patricia Ashton
1403 Norman hall
University of Florida
Gainesville
FL 32611

Annals of Tourism Research

Five paper copies of the manuscript should be
sent to:

The Editor-in-Chief
J. Jafari
Annals of Tourism Research
Department of Hospitality and Tourism
University of Wisconsin-Stout
Menomonie WI 54751-2500
USA
e-mail: jafari@uwstout.edu

Biotechnology

Comprehensive Biotechnology

Manuscripts should be submitted to:

The Executive Editor
Comprehensive Biotechnology
Pregamon Press plc.
Headington Hill Hall
Oxford OX3 0BW, UK

Business Administration

Business Ethics Quarterly

Three clean copies of the manuscript should be sent directly to:

Patricia H. Werhane
Editor-in-Chief, Business Ethics Quarterly
Ruffin Chair in Business Administration
The Darden School, University of Virginia
P.O. Box 6550
Charlottesville
VA 22906-6550
USA

Auditing - A Journal of Practice and Theory

Four copies of the manuscript should be sent to:

Professor Arnold Wright
Editor
Auditing - A Journal of Practice and Theory
Department of Accounting
Carroll School of Management
Boston College, Chestnut Hill
MA 02167-3808
USA

Asia Pacific Journal of Finance

Three copies of the manuscript should be submitted to:

The Chief Editor
Asia Pacific Journal of Finance
Department of Finance and Accounting
Faculty of Business Administration
National University of Singapore
FBA 1, 15 Law Link
Singapore 117591
Republic of Singapore

Chulalongkorn Journal of Economics

Manuscripts should be submitted to:

The Editor
Kamchai Laismith
Faculty of Economics
Chulalongkorn University
Bangkok 10330
Thailand

Asia Pacific Journal of Management

Three copies of the manuscript should be sent to:

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Asia Pacific Journal of Management
Faculty of Business Administration
National University of Singapore
10 Kent Ridge Crescent
Singapore 0511
Republic of Singapore

Harvard Business Review

Manuscripts should be submitted to:

The Editor
Harvard Business Review
60 Harvard Way
Boston, MA 02163
USA

Journal of Services Marketing

Manuscripts should be submitted to:

The Editor
Professor Charles L. Martin
W. Frank Barton School of Business
Campus Box 88
Wichita State University
Wichita, KS 67260
USA

Journal of International Money and Finance

Manuscripts should be sent to:

The Editor
Journal of International Money and Finance
Graduate School of Business Administration
Fordham University at Lincoln Center
113 W 60th Street
Room 616, New York
NY 10023
USA

Journal of Finance

Manuscripts should be submitted to:

The Editor
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College of Business-AFA
Ohio State University
Fisher hall 806
2100 Neil Avenue, Columbus
OH 43210
USA
e-mail: jf@cob.ohio-state.edu

International Journal of Intelligent Systems in Accounting Finance and Management

Five copies of the manuscript should be submitted to:

Daniel E. O'Leary
Editor of IJISAFM
School of Business
University of Southern California
Los Angeles
CA 90089-1421
USA

The Journal of Business

Manuscripts should be submitted to:

The Editor
The Journal of Business
Graduate School of Business
University of Chicago
1101 E. 58th Street
Chicago, Illinois 60637
USA

Journal of Management

Manuscripts should be submitted to:

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Editor
Journal of Management
Department of Management
College of Business
Florida State University
Tallahassee, FL 32306-1110
USA
e-mail: jom@www.fsu.edu

Journal of Money, Credit and Banking

Four copies of the manuscript should be submitted to:

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Department of Economics
Ohio State University
1945 North High Street
Columbus, Ohio 43210-1172
USA

Sloan Management Review

Manuscripts should be sent to:

The Editor
Sloan Management Review
MIT Sloan School of Management
77 Massachusetts Avenue
E60-100
Cambridge, MA 02139-4307
USA
e-mail: smr@mit.edu

Sasin Journal of Management

Four copies of the manuscript and one computer diskette should be submitted to:

The Chief Editor
Sasin Journal of Management
Sasin Graduate Institute of Business Administration
Chulalongkorn University
Soi Chulalongkorn 12
Bangkok 10330
Thailand

Journal of Accountancy

Manuscripts should be sent to:

The Editor
Harborside Financial Center
201 Plaza Three
Jersey City, NJ 07311-3881
USA
e-mail: joaed@aicpa.org

National Tax Journal

Four copies of the manuscript should be submitted to:

The Editor
National Tax Journal
University of Michigan Business School
Room A2 120D
701 Tappan Street
Ann Arbor
MI 48109-1234
USA

Journal of International Business Studies

Manuscripts should be submitted to:

Professor Paul W. Beamish
Editor
Journal of International Business Studies
Western Business School
The University of Western Ontario
London ON N6A 3K7
Canada

Journal of Marketing Research

Manuscripts should be submitted to:

The Editor
Vijay Mahajan
University of Texas, Austin
Marketing Administration
CBA 7.202
Austin, TX 78712
USA

Communication Arts

Journal of Visual Communication and Image Representation

Manuscripts should be submitted to:

Academic Press
Journal of Visual Communication and Image
Representation
525 B Street
Suite 1900
San Diego
CA 92101-4495

The American Sociological Review

Manuscripts should be sent to:

American Sociological Review
Department of Sociology
University of Arizona
Tucson
AZ 85721
e-mail: asr@aruba.ccit.arizona.edu

Engineering

Distributed Systems Engineering

Manuscripts should be submitted to:

The Executive Editor
Distributed Systems Engineering
IEE Publishing Department
Michael Faraday House
Six Hills Way
Stevenage SG 1 2AY
UK

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Manuscripts should be sent to:

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Physics World
Dirac House
Temple Back
Bristol BS1 6BE, UK

Journal of Advertising

Six copies of the manuscript should be sent to:

The Editor
Journal of Advertising
Clemson University
Clemson
South Carolina 29634-1326
USA

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Four paper copies of the manuscripts along with a brief introductory letter should be sent to:

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BSAC/EECS #1770
University of California, Berkeley
CA 94720-1770
USA

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IEE Proceedings-Software Engineering
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Manuscripts should be addressed to:

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The Journal of Law and Economics
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1111 East 60th Street
Chicago, Illinois 60637

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UK

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42097 Wuppertal
Germany

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Oxford OX2 0JU
United Kingdom

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Georgetown University Law Center
600 New Jersey Avenue
NW, Washington D.C. 20001

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The Journal of Nursing Administration

Manuscripts should be submitted to:

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Suzzane P. Smith, Ed.D., RN, FAAN
The Journal of Nursing Administration
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Bradenton, FL 34205-2748
e-mail: drsuzsmith@aol.com

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Three copies of the manuscript and three camera-ready copies of each illustration should be sent to:

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Yale University School of Nursing
25 Park St., PO Box 9740
New Haven, CT 06536-0740

Nursing Research

Manuscript submissions should be sent to:

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Editor
Nursing Research
School of Nursing
CB # 7460 Carrington Hall
University of North Carolina
Chapel Hill, NC 27599-7460
e-mail: m_dougherty@unc.edu

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The Journal of Risk Management and Insurance

Manuscripts should be sent to:

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Managing Editor
The Journal of Risk Management and
Insurance
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Thailand
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