

Manuscript Preparation Guidelines and Requirements for Saengtham College Journal (Philosophy, Religion, Theology, and Education)

Manuscript Preparation Requirements

Manuscripts must be prepared in accordance with Saengtham College Journal format for academic articles or research articles. The submitted manuscripts must be complete, original work, and have not been previously published or simultaneously submitted to any other journal or publication for consideration.

The manuscript must be submitted in editable Microsoft Word format, written in Thai or English on A4-sized paper, using **TH SarabunPSK 16-point font**. Margins must be set to 1.5 inches on the top and left sides, and 1 inch on the bottom and right sides. Line spacing should be single, and page numbers must be included consecutively throughout the manuscript. Tables and figures must be numbered consecutively and appropriately labeled, if any. An academic article should not exceed 12 pages, and a research article should not exceed 12–15 pages, including references.

The manuscript file should be named using the name of the first author (-), followed by the type of article (-) and ending with the first 5 words of the article title, for example: Chartchai-Research-Promoting the Virtue of Courage for Seminarians.

Five components of the manuscript must be presented in both Thai and English:

1. Title 2. Author(s) 3. Affiliation(s) 4. Abstract and 5. Keywords.

Manuscript Preparation Guidelines

1. Article Title

The title should accurately reflect the main content of the article. It should be concise, descriptive not overly lengthy and presented in both Thai and English. Use **TH SarabunPSK, 18-point font, bold and center-align** on the page.

2. Author Name(s)

Full names of all authors who contributed to the article should be listed in order of significance. Names must be provided in both Thai and English. Include royal titles, academic titles, ranks, or honorifics (if applicable). For thesis/dissertations, all advisor names must be specified. The corresponding author's email address must be provided, for example:

Rev. Asst. Prof. Dr. Chartchai Phongsiri

Corresponding Author, e-mail: researchcenter@saengtham.ac.th

Faculty of Humanities, Saengtham College

3. Author Affiliation(s)

Specify the faculty and institutional affiliation of all authors in both Thai and English. For thesis/dissertations, specify the degree program and institution of the author(s), for example: Master of Arts Program in Moral Theology, Faculty of Divinity, Saengtham College. All advisor(s)'s faculty and affiliations are required to be mentioned.

4. Email Address

Specify a valid email address that is readily accessible for correspondence.

5. Abstract

The abstract should provide a summary of the essential content to provide an overview of the article, include all key terms, be concise and brief, use precise language in complete sentences without abbreviations, tables, figures and references of one-paragraph continuous prose format. It should state the research objectives, the methodology or procedures, the main findings, and conclusions obtained from the research. Abstracts must be provided in both Thai and English. It is recommended that the abstract should not exceed 250 words.

6. Keywords

Keywords are typically 3-5 words or phrases that best indicate the main topics of the article in both Thai and English with clearance, consistency, grammatical correctness, and proper spelling. They should be written as **single words** or short phrases, not in sentence form separated by semicolons (;).

7. Introduction

The introduction should present the significance leading to the research, summarize the background and importance of the problem, review relevant literature, and state the research objectives. Tables or figures should not be included.

8. Research Objectives

Statements that clearly indicate what the researcher intends to study in a specific manner. Each objective must be specific, measurable, and directly aligned with the scope of the research. Upon completion of the research, answers must be obtained for all stated objectives.

9. Research Hypothesis (Optional)

This section may be included or omitted depending on the nature of the study. A research hypothesis is a reasoned prediction or assumption about the expected outcomes or possible answers to the research problem formulated in advance.

10. Conceptual Framework (Optional)

This section may be included if applicable. The conceptual framework should be developed based on the review of relevant literature and should illustrate the relationships among key variables or concepts guiding the research.

11. Research Methodology

This section should clearly and concisely describe the research instruments and procedures. It should include details about the participants or samples, sampling techniques, research tools and equipment, and the reliability and validity of the instruments. The design of the study, methods of data collection, measurement procedures, and data analysis techniques should be presented systematically.

12. Research Findings

The results should be presented succinctly and should correspond directly to the research objectives stated. For quantitative studies, data may be presented in tables or figures, accompanied by explanatory captions placed below each. The sequence of tables and figures should follow the logical order of the research content. Interpretation or analysis of the findings should also be provided to clarify their meaning and implications.

13. Conclusion

This section should summarize the essential points unambiguously, ensuring that the conclusions directly address the stated research objectives.

14. Discussion

The discussion should correspond to the sequence of results presentation and research conclusions. It involves critical analysis and interpretation of the findings in relation to the research hypothesis. The author should compare the findings with existing theories, empirical evidence, and prior research, providing well-reasoned explanations and insights. The discussion should clearly reflect the researcher's interpretation and perspective on the study's outcomes, highlighting both consistency and discrepancies.

15. Recommendations

The author should also present recommendations and additional observations for future academic research and professional development or as guidance for further study.

16. References

This section lists all the sources cited in the article, demonstrating the origin of the information and acknowledging the intellectual property of other authors. References must be formatted according to the **APA (American Psychological Association) 7th edition**

referencing style, with Thai and English sources listed separately and **arranged alphabetically** by author.

In-text citations must follow APA7, using the author–date system e.g., (Smith, 2020) or Smith & Jones (2021). Authors are responsible for ensuring the completeness, accuracy, and consistency of all references cited in the text and in the reference list. Sources that are not directly relevant to the article should not be included. Additional information can be found in the [Reference Formatting Guidelines](#) of Saengtham College Journal.

Submission Procedures for Publication in Saengtham College Journal

1. Manuscript Preparation

Authors must prepare the manuscript in accordance with Saengtham College Journal’s Manuscript Preparation Guidelines and Requirements. Additional information can be found in the Academic Article Format or Research Article Format files.

2. Submission Form Completion

Authors are required to complete all required information in the Research / Academic Article Submission Form in both Thai and English. In cases of multiple authors, information for all co-authors must be provided in full.

3. Submission through ThaiJO

Submit the manuscript in Word file format only, together with completed Saengtham College Journal’s Research/Academic Article Submission Form (SCJ) to the Editorial Board via Thai Journals Online (ThaiJO) at <https://so01.tci-thaijo.org/index.php/scj>

4. Processing and Review Fee

The processing and article quality assessment fee of **3,000 Baht (three thousand baht exactly)** is required. The Editorial Board will notify authors to make the payment once the manuscript has passed the initial verification for completeness and accuracy. Payment should be transferred to: Account Name: **Saengtham College Journal** Bank: **Krung Thai Bank**, Samphan Branch **Saving Account** Number: **734-0-27562-2**. Please send proof of payment to the Editorial Board via email at researchcenter@saengtham.ac.th / rcrc.saengtham2016@gmail.com. This fee is the responsibility of the author and is not refundable under all circumstances whether the author subsequently requests to cancel consideration for publication or the article fails to meet the quality assessment review.

5. Revision after Peer Review

After the double-blind peer review, if the assessment results indicate that revisions are required before publication, the author(s) must revise the manuscript accordingly and resubmit the revised version together with the Post-Review Revision Form to the Editorial Board of Saengtham College Journal within 15 days from the date of receiving the assessment results or as specified by the Editorial Board.

6. Editorial Decision and Acceptance

Once the revised manuscript meets Saengtham College journal's requirements, the Editorial Board will notify the author(s) of the acceptance for publication. However, if the manuscript fails to comply with the required format or editorial criteria, or if the manuscripts found to involve plagiarism, data fabrication, or unethical research practices will be rejected immediately.

7. Ethical Considerations

For research involving human participants or experimental animals, the author(s) must attach an Ethics Approval Certificate issued by an accredited Human Research Ethics Committee or Animal Research Ethics Committee together with the manuscript and the Research/Academic Article Submission Form to the Editorial Board. Manuscripts not conforming to Saengtham College journal's ethical and publication standards will be rejected.

Submission Preparation Checklist

During the submission process, author(s) are required to carefully review and comply with all requirements in the following submission preparation checklist, and manuscripts may be rejected if author(s) do not comply with all requirements.

1. Originality and Prior Publication

The manuscript must not have been previously published, in whole or in part, and must not be under consideration for publication elsewhere as of the date of submission to Saengtham College Journal.

2. Authorship and Academic Integrity

The submitted manuscript represents the original work of all authors whose names appear in the article. The manuscript does not contain plagiarized material or infringe upon the rights of others. All listed authors have made a significant contribution to the research and have approved the final version for submission.

3. Manuscript Format and Reference Style

The manuscript has been prepared in accordance with Saengtham College Journal's Manuscript Preparation Guidelines and Requirements, including the formatting requirements for structure, citations, and references. The author(s) have completely reviewed and complied with all relevant submission requirements and structure formatting instructions.

4. Withdrawal and Peer Review Policy

Once the manuscript has entered the peer review process, the author(s) understand and agree that if they subsequently request to cancel consideration for publication, or if the manuscript is rejected following the review process, any processing or review fees already paid are non-refundable under all circumstances.

5. Responsibility and Legal Liability

The accuracy, completeness of all content, and opinions expressed in the manuscript are solely the responsibility of the author(s). The author(s) accept full responsibility for any legal consequences that may arise from the publication of their articles.

Review Principles of Research / Academic Articles of Saengtham College Journal

1. Articles published in Saengtham College Journal are academic quality articles presenting content in the fields of **Philosophy, Religion, Theology, and Education** only. All submitted manuscripts must be original works that have not been previously published and are not under consideration for publication in any other journal.

2. All manuscripts shall undergo a quality assessment through a peer review process conducted by **at least three (3) expert reviewers** with recognized expertise in the relevant field. The reviewers must be affiliated with institutions different from those of the author(s), and the reviewers of the same manuscript must also be from different institutions. Saengtham College Journal employs a **double-blind peer review process**, in which neither the reviewers nor the author(s) are aware of each other's identities.

3. The accuracy of language usage, content, opinions, and manuscript format is solely responsibility of the author(s). The Editorial Board of Saengtham College Journal will forward manuscripts for peer review only after the manuscripts adhere to the journal's prescribed academic Manuscript Preparation Guidelines and Requirements.

4. The Editorial Board of Saengtham College Journal reserves the right to proofread, edit, and revise manuscripts and article formatting prior to publication. Manuscripts may be

returned to the author(s) for revision, further improvement, or resubmission, as deemed appropriate.

5. In cases where the quality assessment results require revision prior to publication, the author(s) must complete all revisions and resubmit the revised manuscript together with the Post-Review Revision Form to the Editorial Board within 15 days from the date of notification, or as specified by the Editorial Board.

6. Authors are responsible for the opinions expressed, as well as the accuracy and completeness of all content in their manuscripts. The author(s) shall be solely responsible for any legal consequences arising from the publication of the manuscripts.

7. The acceptance or rejection of manuscripts for publication is at the sole discretion of the Editorial Board of Saengtham College Journal, and the decision of the Editorial Board shall be considered final.

Note: For further inquiries, please contact the Editorial Board of Saengtham College Journal, Tel. 02-429-0100-3 ext. 635, 065-727-5900, Fax 02-429-0819, or e-mail: researchcenter@saengtham.ac.th / rcrc.saengtham2016@gmail.com