



# **User Guide for Paper Submission HRD Journal**

International Graduate Studies HRD Department

HRD Journal,  
International Graduate Studies HRD Department,  
QS1 Building, Faculty of Education, Burapha University, Chonburi, 20131 THAILAND.

## 1. Applying for membership

Before submitting your paper you need to be the HRD Journal membership first, here are the steps;

### 1.1. Access to the HRD Journal website by typing URL:

<http://www.hrdjournal.buu.ac.th/>

HRD JOURNAL

Online Journal

General Information Manuscript Guidelines Board Register Login

Online Journal

Search...

**HRD JOURNAL**

**Volume 6**  
No. 1 - June 2015

**Volume 5**  
No. 1 - June 2014 No. 2 - December 2014

**Volume 4**  
No. 1 - June 2013 No. 2 - December 2013

**Volume 3**  
No. 1 - June 2012 No. 2 - December 2012

**Volume 2**  
No. 1 - June 2011 No. 2 - December 2011

**Volume 1**  
No. 1 - June 2010 No. 2 - December 2010

An Application of the Process Writing Approach in Teaching English Writing to High School Students in China  
Yao Liu, Janpanit Surasin, Prapart Brudhiprabha  
keyword : aimed to investigate  
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Areas of Corporate Environmental Accounting and its Practice in Manufacturing Industries: A Study on Some Selected Manufacturing Industries in Bangladesh  
Mohammed Ali Arshad Chowdhury, Khazza Md. Ochi Uddin  
keyword : Environmental accounting, corporate environmental accounting, Emerging economy, Bangladesh.  
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Corporate Social Responsibility within the Thai with ThaiBev Football Community  
Jatuporn Pramolbai, Somchai Prasertsrisriphan, Ekachai Puongkein  
keyword : Corporate social responsibility (CSR), Football Community, Youth Development  
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Cross Case Analysis of Talent Management in Thai SMEs: Multiple Case Studies Approach  
Thanasit Phoemphan, Saratid Sakulko, Chalong Tubsree  
keyword : Talent Management, SMEs, Cross Case Analysis, Thailand  
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Cross-cultural Competences Required for Department Managers of Selected Chinese Transnational Companies in the Amata City Industrial Estate of Thailand  
Luo Liang, Nart Nontasak, Yupa Pongsabutr  
keyword : Cross-cultural competence; Department manager; Chinese transnational company; Amata City Industrial Estate (ACIE)  
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Human Revolution in the Soka Gakkai Buddhist Movement in Thailand: Qualitative Research and Applications to HRD  
Pimvilai Chawadee, Saratid Sakulko, Chalong Tubsree  
keyword : Human Revolution, Human Resource Development, Spiritual Development, Soka Gakkai  
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Needs Assessment Techniques for Developing an Effective Training Program  
Noppadol Prammanee  
keyword : Needs assessment, Needs assessment techniques, Needs analysis, Training program, Effective training, instructional design  
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Organizational Change: A study of the Krungthai Card Public Company  
Napasorn Charoenp, Anong Wisessuwan, Ian Smith  
keyword : Organizational Change, Change Management, Human Resource Development, Human Resource Management, KTC Bank  
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Self-correction Strategies Employed in Spoken English by Chinese First-year College EFL  
Zhou Nan, Janpanit Surasin, Prapart Brudhiprabha  
keyword : English speaking, error recognition, self-correction, Chinese college  
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The Development and Validation of Thai Adolescents' Desirable Characteristics Measurement Scale.  
Panidaporn Jongrachon, Puntip Sirivunnabood, Penpilai Rithakananone  
keyword : desirable characteristic, Thai adolescents, second-order measurement model  
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The Development Needs of Personnel in a Selected Chinese State-owned Enterprise For the Growth in the Greater Mekong Subregion  
Feng Jing, Nart Nontasak, Ronald A. Markwardt  
keyword : State-owned enterprises, Vision, Professional development, International expansion, GMS  
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1.2 click at the menu **Register** you will get to the page **Fill personal information** below. Fill in your information, then click 

### Fill Personal information

Gender : \*  Mr.  Miss  Mrs

Name : \*  Jamnean

Last Name : \*  Joungrakul

Institution : \*  Student of IGHRD ID   
 Institution

Address : \*  169 Long-Hard Bangsaen Road, Saen Sook Sub-district, Mueang District, Chonburi 20131

E-mail : \*  55550011@buu.ac.th

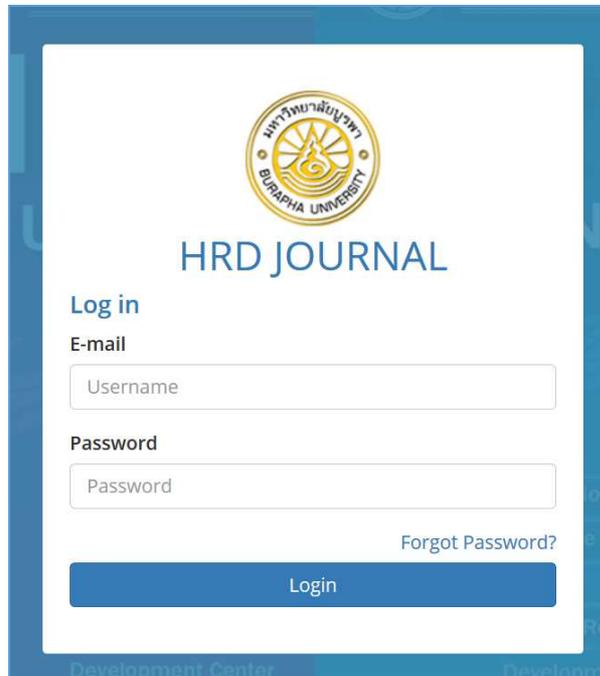
Password : \*  .....

Confirm Password : \*  .....

## 2. Getting in to the HRD Journal website

2.1 Click **Login**. Enter your e-mail and password, then click [Login](#).



  
HRD JOURNAL

**Log in**

**E-mail**

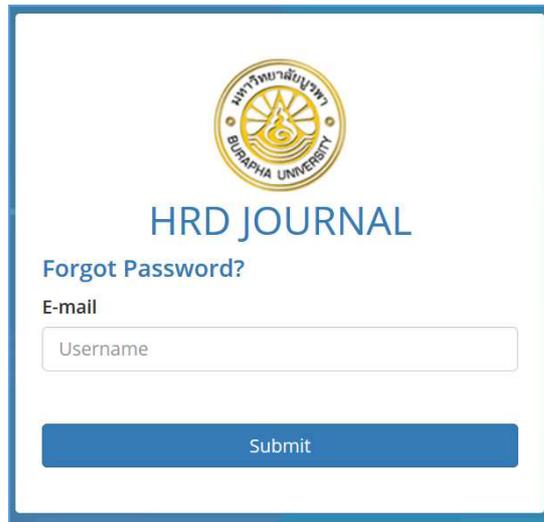
**Password**

[Forgot Password?](#)

[Login](#)

### 3. Changing password

3.1 In case of forgetting your password, click at **Forgot Password?** (located above Login). Fill in your e-mail, then click 



3.2 You will get the new password from the e-mail. ( In case you cannot find email at Inbox, please check at Junk Email). Click menu **User Profile**, select **Change Password**.



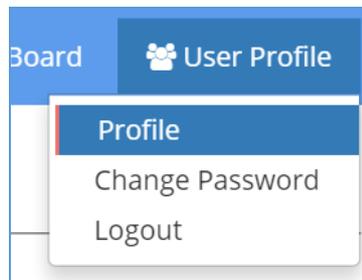
3.3 Provide new password, then click

**Submit**

E-mail :	 55550011@buu.ac.th
Password: *	 Password for sign in HRD Journal Website
Confirm Password: *	 Confirm Password for sign in HRD Journal Website
	<b>Submit</b> Cancel

## 4. Changing Your Information

4.1 Click at **User Profile**, select **Profile**



4.2 You can change your personal information, then click

**Submit**

**Fill Personal information**

Gender : \*  Mr.  Miss  Mrs

Name : \*

Last Name : \*

Institution : \*  Student of IGHRD ID   Institution

Address : \*

E-mail : \*

**Submit**

## 5. Submitting the article

5.1 Click menu **Online Subscription**. Fill in the information, then click

Submit

### Send Manuscript

Title : \*

Author(s) : \*

Principle advisor :

Co advisor :

Type of paper : \*  Research paper  Academic paper

Abstract : \*

Keyword : \*

Article File : \*     
Only file type .doc, .docx (Less than 2 MB)

Reference File : \*     
Only file type .doc, .docx (Less than 2 MB)

Payment File :     
Only file type .pdf, .jpg, .png, .gif (Less than 2 MB)

5.2 After submit you will find List of manuscript, you can: view, edit or delete the submitted article

### List of Manuscript

<b>Article ID</b>	HRD2016002
<b>Title</b>	Code of Ethics for HR Practitioners in the Public Sector under the Civil Service of Thailand
<b>Article File</b>	<a href="#">Download File</a>
<b>Payment Status</b>	Send Payment
<b>Manuscript Status</b>	Send Subscription
<b>Manage</b>	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

5.3 You can also download the article by go to [Download File](#)

5.4 Verifying your article status, you can verify your submission with the following conditions

#### 5.4.1 Payment status

- Already Paid: your membership payment is complete
- Check Payment: on the process of verifying your payment
- Send Payment: you have sent document payment
- No Payment: cannot find the payment
- Reject Payment: payment is not correct

## 5.4.2 Status of your article

- Send Subscription: you have submitted the manuscript
- Edit From Admin: the editorial staff are checking for the completion of your manuscript
- Revised Version: the manuscript needs revision prior sending to the reviewer
- Send Peer: the manuscript being sent to the paper reviewers
- Edit From Peer: getting the comments from the reviewer
- Success: the manuscript is ready for print
- Reject: the manuscript is rejected for print

## 5.5 Viewing the details of your manuscript, click



### View Detail

Article ID : HRD2016002

Title : Code of Ethics for HR Practitioners in the Public Sector under the Civil Service of Thailand

Author(s) : Jamnean Joungtrakul

Abstract : The purpose of this study was to develop a code of ethics for HR practitioners in the public sector under the Civil Service of Thailand. Two data collection methods, document review and focused group interviews were applied in this study. A purposive sampling technique was used to select participants for focused group interviewees and a qualitative data analysis method was employed in analysing data. As a result of this study a code of ethics for HR practitioners in public sector under the Civil Service of Thailand was developed. The code of ethics was presented in a model of "TRUSTS" comprising of: (1) T-Treating others with integrity, legality, and non-discrimination in human resource management; (2) R-reliable proficiency and continuous learning in human resource professionals; (3) U-upholding confidentiality and information sharing; (4) S-stably being role models in human resource ethics code; (5)J- thoughtfulness in handling conflicts of interest in human resource management; and (6) S- support others to have a balance of work and life. A set of expected behaviours for the code of ethics for each HR function was also developed, supplemented by a code of ethics handbook for use in implementation. A three-step approach to implementation was recommended using: (1) awareness; (2) commitment; and (3) engagement mechanisms.

Article File : [Download File](#)

Keyword : Code of ethics; HR practitioners; civil service; integrity; legality; non-discrimination; proficiency; learning; confidentiality; information sharing; role model; conflict of interests; balance of work and life.

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Payment Status : Send Payment

Manuscript Status : Send Subscription

5.6 click  at the **Send Manuscript** for editing you manuscript, then click 

### Send Manuscript

Title : \*  Code of Ethics for HR Practitioners in the Public Sector under

Author(s) : \*  Jamnean Joungtrakul

Principle advisor : Professor Dr.  Ex. : Chalong Tubsree

Co advisor : Professor Dr.  Ex. : Anong Wisessuwan

Type of paper : \*  Research paper  Academic paper  
Qualitative research

Abstract : \*  The purpose of this study was to develop a code of ethics for HR practitioners in the public sector under the Civil Service of Thailand. Two data collection methods, document review and focused group interviews were applied in this study. A purposive

Keyword : \*  Code of ethics; HR practitioners; civil service; integrity; legality

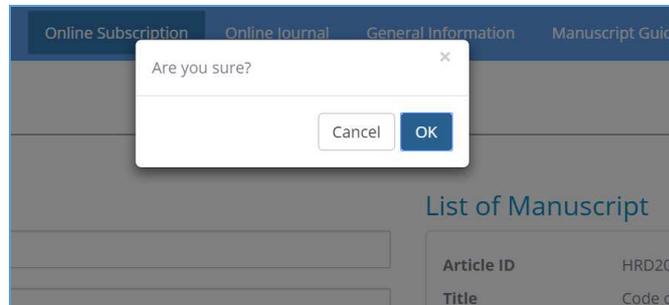
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5.7 Replacing/ Deleting your article. In case that you want to revise, replace or delete your article, click  then click 



## 6. Logout from website

6.1 Click menu **User Profile**, select **Logout**

