User Guide for Paper Submission HRD Journal

International Graduate Studies HRD Department

HRD Journal,
International Graduate Studies HRD Department,
QS: 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/
1.2 click at the menu **Register** you will get to the page **Fill personal information** below. Fill in your information, then click **Submit**.
2. Getting in to the HRD Journal website

2.1 Click Login. Enter your e-mail and password, then click 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 **Submit**.

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**.
4. Changing Your Information

4.1 Click at User Profile, select Profile

4.2 You can change your personal information, then click Submit.
5. Submitting the article

5.1 Click menu **Online Subscription.** Fill in the information, then click Submit.
5.2 After submit you will find List of manuscript, you can: view, edit or delete the submitted article

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<tr>
<th>Article ID</th>
<th>HRD2016002</th>
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<tbody>
<tr>
<td>Title</td>
<td>Code of Ethics for HR Practitioners in the Public Sector under the CIVI Service of Thailand</td>
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<td>Manuscript Status</td>
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<td>Manage</td>
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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**

### View Detail

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<td>Title:</td>
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<tr>
<td>Authors:</td>
<td>jammeau jomgrahakul</td>
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<tr>
<td>Abstract:</td>
<td>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 interviews 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 the public sector under the Civil Service of Thailand was developed. The code of ethics was presented in a model of &quot;TRUSTS&quot; 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) T-thoughtfulness in handling conflicts of interest in human resource management; and (4) 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.</td>
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<td>Keywords:</td>
<td>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.</td>
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5.6 click **Edit** at the **Send Manuscript** for editing your manuscript, then click **Submit**.
5.7 Replacing/ Deleting your article. In case that you want to revise, replace or delete your article, click Delete then click OK.

6. Logout from website

6.1 Click menu User Profile, select Logout