



Republic of the Philippines
Benguet State University
OPEN UNIVERSITY
La Trinidad, Benguet
Telephone No: (074) 309-2353



FORMAT

Margin		Font Size	Paper size
Left:	1.7"	Times New Roman or Arial 12	8 ½ x 11
Right	1.3"		INDENTATION 10 character spaces from the LEFT
Top	1.5"	RIGHT JUSTIFIED	
Bottom	1.3		
Use double space for paragraphs. 3 single space in between center heading titles			
After a period, comma, question mark or exclamation point leave 1 character space and be consistent. If you copied a whole paragraph text (discouraged) use single spacing. Indent the whole paragraph at about ½ inch on both sides. Do not set the paragraph using quotation marks.			
CITATIONS: Indicate literature cited in the text as this: Aczel (2010).... Or (Aczel, 2010).... Ballantyne and Packer (2008).... Or (Ballantyne and Packer, 2008).... Reyes <i>et al.</i> (2007) ... or (Reyes <i>et al.</i> , 2007) For 2 or more sources: arrange chronologically, most recent first. (Bautista & Pinos-an 2009, Cruz, 2008; Reyes, et al., 2007)			Literature Cited At least 10 years below

Statement of the Problem

The research seeks to delve into the dynamics in the Ifugao Rice Terraces. The confluence of several factors seems to impinge on the integrity of the rice terraced landscape. The study then attempts to explain the interplay of various socio-economic factors, including market economy, and how they influence the stability or degradation of the bio-physical components of the ecosystem.

Specifically, the study seeks to:

1. What are the
2. How
3. How the working frame.

RESULTS AND DISCUSSION

Introduce this chapter xxxxxxxxxxxx. XXXXXXXXXXXXXXXXXXXXXXXX
XXX.XXXXXX
XX.

Problem Number 1

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Problem Number 2

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Problem Number 3

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Summary

1. (Summary of Problem 1) XXXXXXX XXXXXXX XXXXXXX XXXXXXX
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2. (Summary of Problem 2) XXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXXXX
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3. (Summary of Problem 3) XXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXX
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CONCLUSIONS AND RECOMMENDATIONS

Conclusions

1. (Conclusion of Problem 1) XXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
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2. (Conclusion of Problem 2) XXXXXX XXXXXXXX XXXXXXXX XXXXXXXX
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3. (Conclusion of Problem 3) XXXXXXX XXXXXXXX XXXXXXXX XXXXXXXX XXXX
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Recommendations

1. (Recommendation of conclusion number 1) XXXXXXX XXXXXXXX
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2. (Recommendation of conclusion number 2) XXXXXXX XXXXXXXX
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3. (Recommendation of conclusion number 3) XXXXXXX XXXXXXXX
XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXX. XXXXXXXXXXXXXXX XXXXXXXX

CHAPTERS OF A BSU THESIS OR DISSERTATION

- NOTE:
1. The preliminary (e.g. Title Page,) and finale (e.g. Literature Cited, ...) portions are the same for non-technical works.
 2. The subdivisions listed per chapter are the *required* subdivisions.

<p style="text-align: center;">NON-TECHNICAL/SOCIAL</p> <p>INTRODUCTION Background of the Study Conceptual Framework Statement of the Problem Hypotheses of the Study [if any]</p> <p>METHODOLOGY Research Design Population and Locale of the Study Data Collection Instruments Data Collection Procedure Treatment of Data</p> <p>RESULTS AND DISCUSSION [presentation, analysis, and interpretation of data per stated problem]</p> <p>Summary [only of findings, not of the entire research]</p> <p>CONCLUSIONS AND RECOMMENDATIONS Conclusions Recommendations</p>
--

Declaration of Principles:

- Review of form, style and content/substance of the thesis/dissertation is a shared responsibility.
- The OU Student, Adviser and Panel Members (*in that order*) have the primary responsibility.
- The Open University conducts the final/ultimate review

→ The OU Student is expected to write a scholarly paper or manuscript; does independent and high quality work; thus, should not depend strongly on others.

OU FORM & STYLE

Form and Style by Dr. Joel V. Lubrica; with a few modifications/improvements

Advisers – should really PUT TIME and EFFORT to check format and content

Traditionally: OU Office looks at form and style (*format*); “content” is left to the Committee → Office would look at and emphasize on the STRUCTURE (correspondence of contents):

Correspondence:

Problem/objective → hypothesis → method → headings under R & D → Conclusions and Recommendations.

Conceptual framework: theories, concepts, principles, empirical data/observations → linked with Paradigm of the study; contents not just being enumerated.

Observations:

- All future tenses in a final paper being defended (“... a thesis proposal...”)
- Some panel members just focus their attended in 1 or 2 aspects (e.g. conceptual framework) → as panel members, we are urged to look into all aspects as much as possible (much more for the Adviser)
 - In a Chapter, do **not leave wide** spaces (text is continuous)
 - Background of the Study of about 30-40 pages?
 - Conceptual Framework – just an enumeration; contents of the ‘boxes’ (paradigm) just being enumerated.
 - 1 sentence paragraphs: in the text and in the explanations → 2 – sentences
 - Reading of data in the **table** – 1) with **no** explanations/**one-sentence** explanation.
 - 2) explaining **over-all mean only**, without touching on the other data/entries.
 - 3) after reading of the table data, corroboration right away.

NOTE TO THE FOLLOWING:

Short Bond Paper

Margins - 1.7”LM 1.5”TM 1.3”RM, BM

For	<u>Final Thesis</u>	<u>Thesis Proposal</u>
	Title Page	✓
	Approval Sheet	×
	Acknowledgments	×
	Abstract	×
	Table of Contents	✓
	List of Tables	✓
	List of Figures (diagrams)	✓
	List of Plates (pictures)	✓
	Literature Cited	✓
	Appendices	✓ Dummy tables,
	- Questionnaires	✓

Table of Contents, LoT, LoF, LoP: Pages are flushed to the RM

Tables, Figures, Plates:

- Flushed to the left margin; Sentence case (written as phrases, not as sentences, NO period); numbered consecutively; hanging format/style
- Titles of tables, figures & plates in the pages should be exactly the same as in the List of Tables, Figures and Plates; check if pages are correct
- Tables: 1st level LABELS all caps; double lines-top and end of the table; no vertical lines within the table; no horizontal lines except to separate 'major' entries)
- Double-lines: top and bottom edge of table; no vertical and generally no horizontal lines inside the table.

Pagination:

- Main Text: about 1 inch in the upper right hand corner;
- Preliminary pages: center, bottom margin

Statement of the Problem/Objectives of the Study:

- General Statement of the Problem
- Specific problems/specific objectives
- Parallel with the hypothesis of the study
- Profile of the respondents – as an objective [built-in/integral in the thesis (for social/non-technical researches)]; might be more appropriate in the Population and Locale of the Study;
- As an objective, if intended to be correlated with other aspects or dimensions.

Conceptual Framework:

- Contents of the 'boxes' (paradigm) should be discussed and linked to/grounded on the theories, concepts, literatures; NOT just being enumerated.

Methodology/ Materials and Methods:

- follow required headings; put details; not just a general idea.
e.g. Data Collection Procedure

Results and Discussion:

- follow the flow of the specific problems/objectives of the study (Center Headings)
- **5 specific problems/objectives** → **5 Center Headings in the R&D (+ Summary for social/non-technical researches)**
- Observe HIERARCHY OF TOPICS (also in all parts – Intro, Rev Lit, Methodology, R & D, Summary, C and R)
- R & D: Present data (table, figure) → **explain fully** → corroborate/negate from literature citations/references.
 - exhaustively/fully explain; use and connect with terms/ concepts/ principles in your field of specialization.

Literature Cited (Citations):

- limit number of websites as lit sources (<http://www> ...)
Credible websites: Elsevier publications, Scopus ...
On-line traceable sources
- **avoid** newspaper reports/magazines
- books and journals; preferably Scopus/ISI-indexed
- references preferably 2000 and onwards
- complete reference entries (author, year, title, place of publication, publisher, vol, edition, etc.)
- **avoid** using (Anonymous, date) or (Author, n.d.)

In Citations:

“... The postulate being advanced by an organization (de la Cruz, 2010).”
 “De la Cruz (2010) postulated that ...”
 *do not put initials or full name: ...Joshi, Ravindara M (2010)... → Joshi (2010);
 *do not include the page in the citation: ...(Joshi, 2010, pp.23-30) → (Joshi, 2010)

PRELIMINARIES

- **Full name** of STUDENT AND ALL SIGNATORIES (including **middle initials**)
- Indicate **HIGHEST DEGREE** of the SIGNATORIES/ADVISORY COMMITTEE;
- Not **Atty., Dr., RGC, RPh**
- Ph.D. → PhD
- Nomenclature of the Degree Program

MASTERS **S** IN COMMUNITY DEVELOPMENT

Time Line:

Adviser-advisee exchanges submission / checking of draft revised defense
 x-----x-----Day1,2,3-----x--4,5---x---10---x

*Corrections/suggested revisions coming from the OU are marked on the draft → obligatory for the Thesis Student to confer with the Thesis Adviser (& other Panel Members only after proposal/final thesis defense).

*Form (prior to Proposal and Final Defense): The Adviser to **endorse (READ/REVIEW FORM AND STYLE, STRUCTURE AND CONTENT and then SIGNS)** draft to GS/OU for Checking of Form and Style (and structure).

*When correction is marked on a certain page, similar observations/ items/ aspects of similar nature should also be checked vigilantly in all other parts of the draft, not just the marked page (e.g. format for Table1-title → hanging format, sentence case should also be checked in all Tables).

***NUMBER OF DRAFTS** submitted → 5th, 6th, 7th ... drafts?
Corrections/comments are not given attention to...

if DEADLINE IS VIOLATED, **and/or draft form, style, structure and content IS **NOT YET ACCEPTABLE***, then please be wary of the possible repercussions, such as: (1) **non-approval**, (2) **delay in the schedule of examination** (3) **failure to submit an ACCEPTABLE MANUSCRIPT on the set deadline** by the University.

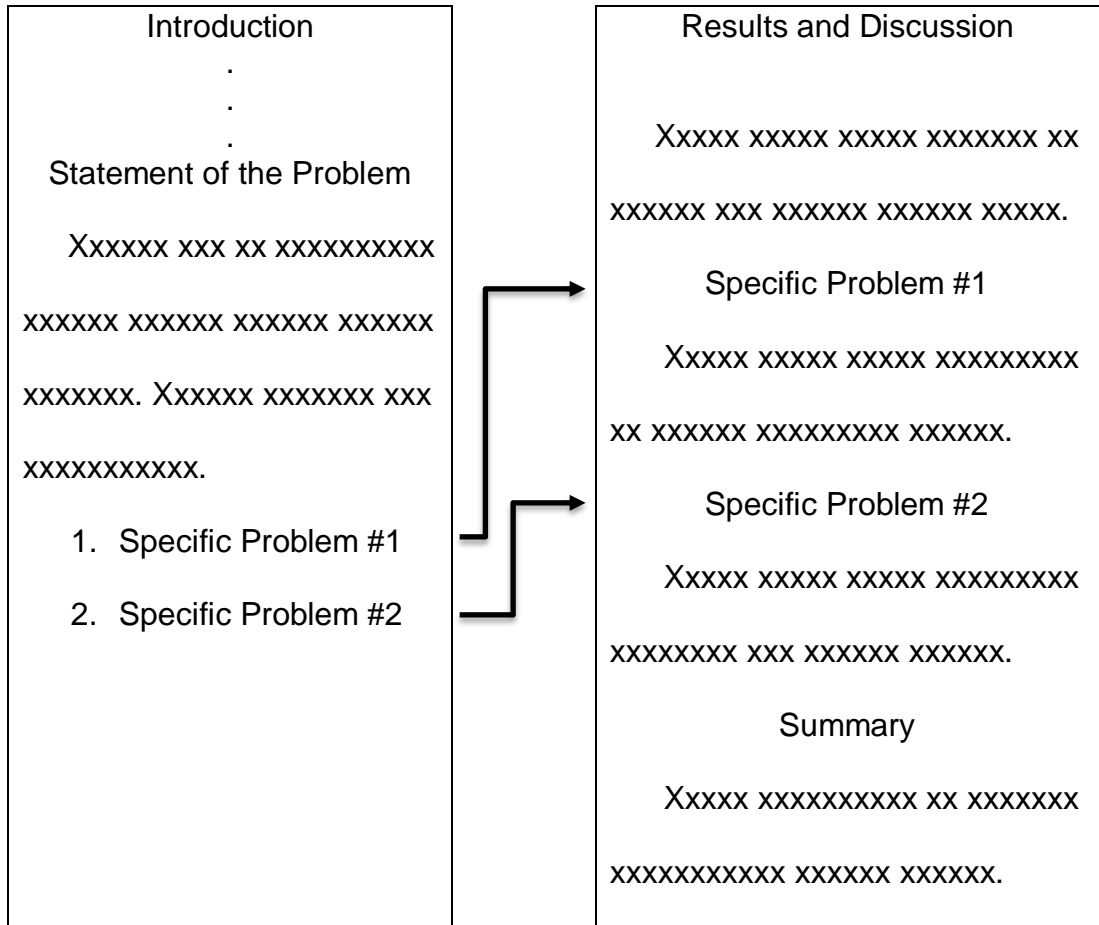
*Please **OBSERVE and RESPECT** the queue (**FIRST COME, FIRST SERVED** basis); submission of drafts/manuscripts within **OFFICE HOURS; DO NOT DEMAND UNREASONABLE TIME for your draft to be returned right-away or within a day or two, ESPECIALLY DURING PEAK DAYS/SEASON.**

* **QUERIES/COMPLAINTS**: see the Dean of the Director of the Open University but should substantiated (COMPLAINTS) with evidence/proof.

***Thesis topics** – try to dwell on relevant contemporary topics, forward – looking ones;

- perception studies alone may just be passé already
- just to characterize a phenomenon or a system
- usual assessments
- job satisfaction, job motivation
- superficial, on-the-surface
- * public governance and ASEAN integration
- * budgeting systems and increased efficiency

**Example for Social
(2 Specific Problems)**



TITLE OF THE THESIS OR DISSERTATION IN FULL
CAPITAL AND IN INVERTED PYRAMID
FORM IF LONG

- Separate the contents of this page with appropriate spaces to show symmetry. Do not use any **boldface** type (in this page and throughout the manuscript).

NAME F. STUDENT

Use full capitals and single spacing.
If long, form it as an inverted pyramid
Do not go beyond three lines; do not end the first or
second line with an article, preposition or conjunction

SUBMITTED TO THE FACULTY OF THE OPEN UNIVERSITY
BENGUET STATE UNIVERSITY, LA TRINIDAD, BENGUET
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

Use full capitals; include middle initial

This should appear "as is"
Use single spacing

MASTER IN HUMAN RESOURCE MANAGEMENT

Use full capitals for the degree program

XXXXXXX 2019

Use full capitals; Do not put punctuation after the month.

Do not show page number, even if this is already page
"1".

Contribution No. MA 2009-0517-05

Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet

OPEN UNIVERSITY

This xxxxxxxxxx hereto attached, entitled TITLE OF THE THESIS OR
DISSERTATION IN FULL CAPITALS BUT NOT IN BOLDFACE, prepared
and submitted by NAME F. STUDENT in partial fulfillment of the requirements
for the degree of MASTER IN XXXXXXXXX XXXXXXXX XXXXXXXXXXXXX, is
hereby accepted.

COMMITTEE MEMBER 1, PhD
Member
Date Signed: _____

COMMITTEE MEMBER 2, PhD
Member
Date Signed: _____

ADVISER F. STUDENT, PhD
Adviser
Date Signed: _____

Accepted as partial fulfillment of the requirements for the degree of
MASTER IN XXXXXXXXX XXXXXXXX XXXXXXXX.

ROMEO A. GOMEZ JR., PhD
Director, Open University
Date Signed: _____

- Separate the contents of this page with appropriate spaces to show symmetry. Do not use any **boldface** type (in this page and throughout the manuscript).

Insert (or 'Enter') one blank single space line here

Use single spacing

Insert (or 'Enter') two blank single space lines here.

Use full capitals for the title. Do not use boldface, italics, or underlines/ underscores.

Double space these lines

Can spell out the middle name of student

Use single spacing

Use full capitals for all names. Do not use boldface. Capitalize the letter "s" in "Signed".

Use full capitals for the degree program

Use single spacing; Use full capitals for all names. Do not use boldface. Capitalize the letter "s" in "Signed".

Do not show page number, even if it is known as page ii.

ACKNOWLEDGMENTS

Use exactly the word 'ACKNOWLEDGMENTS'. Use full capitals. Do not use boldface. Center this at the first line.

Xxx The recommended spelling is ACKNOWLEDGMENTS. xxxx xxxx

xxx xx, xx xxxx xx xx x xxxx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx.

Xxx xxxx xxxx xx xx x xxxx xxx xxx x xx. xx xxxx xxxx :

Insert two blank single space lines here.

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xxxx xxxx xx xx x xxxx xxx xxx xxx x xx. xx xxxx xxxx xx xx x xxxx xxx xxx x xx. xx xxxx

Indent all paragraphs by 5-7 spaces. Double space paragraphs with each other.

xxxx xx xx x xxxx xxx xxx xxx x xx;

Xx xx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx. The xx xxxx xxxx xx xx x xxxx

Use double spacing

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Insert three blank single space lines here.

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Use full capitals and flush this to the right margin; Can Spell the middle name in full.

Xx xx xxxx x xx. The xx xxxx xxxx xx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx;

Xx xx xxxx xxxx xx xx x xxxx xxx xxx x xx. [There should be two single-spaces between the full name and the text.] xx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx. xx xxxx x xx.

Show page number "iii" here. Put it at the center. It should be in the 'footer' (not within the text portion, of manuscript). Do this for all the preliminary pages.

Xxxxx xxxx [The name is in full capitals, and flush to the right margin. The middle name can be spelled in full] xxx.

NAME FERNANDEZ STUDENT

ABSTRACT

Write 'ABSTRACT' in full capitals, but not in boldface. Center it at the first line.

NAME FERNANDEZ STUDENT, October 2009. *Title of Thesis in Title Case and in Italics.* Benguet State University. La Trinidad, Benguet.

Insert two blank single spaces here

Adviser: Name F. Advisor, PhD

Use double spacing

The abstract is a summary of the study. It should be written simply and in not more than three pages. Xx xxxx xxxx xxxx xxx xx, xx xxxx xxxx xx xx. [The complete name of the student is used: first name, middle name and last name. The month is in capitals and spelled fully. The title is in Title Case and in italics.] Xxx [There are two single-spaces below the word 'ABSTRACT'] xxxxxxxx [These lines are double-spaced] xxx x xx. xx [There are two single-spaces below the Adviser line. The name of the adviser is in Title Case, not in full capitals.] xxxx xx xx x xxxx xxx xxx xxx x xx. xx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx. X xx xxxx xxxx xxxx xxx xx, xx xxxx.

Write the name in full capitals, but not in boldface. The middle name can be spelled in full. The end punctuation is a comma.

Capitalize only the first letter of the month. There is no punctuation after it. However, put a period after the year.

For the title, capitalize only the important words. Write it in italics.

Insert two single space lines here.

Capitalize only the first letter of each word. Do not use italics.

Xxxx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx. xx xxxx xxxx xx xxx xxxx xxx xxx xxx x xx. xx xxxx xxxx xxx xxx xx, xx xxxx xxxx xx xx. X xx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx. xx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx. xx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx.

Indent all paragraphs by 5-7 spaces. Double space paragraphs with each other.

Use double spacing

Show the page number "iv" here. Put it at the center. It should be in the footer.

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FOR NON-TECHNICAL THESES

- Write "TABLE OF CONTENTS" in full capitals, but not in boldface. Center it at the first line.
- Insert two blank single space lines here
- The word "Page" is flush to the right margin (or "right-justified").
- The page numbers are also right-justified.
- Use double spacing
- Type the 'chapter titles' in full capitals.
- For other titles, capitalize only the first letter of each Important word → Title Case. Use single spacing if long.
- Still for others, capitalize only the first letter, unless a word is for a proper noun → Sentence case. Use single spacing if long.
- Use the appropriate number and spacing of "dots".
- Show the page number here, using small Roman Numerals, like all the other preliminary pages.

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For the second page of the Table of Contents, Place Page at the upper top, which will also be flush to the right margin.

Insert one blank single- space line here.

Use single spacing for long titles. When 'chopping' the title, try to have balance so that a line does not reach more than ¾ of the allotted space.

However, double space them with each other (i.e., insert one blank single space line between them).

Write the "chapter titles" in full capitals.

Label the appendices using capitals A, B, C... do not use any punctuation after the letter. Center the labels under the word "APPENDICES." Use around 5 to 8 spaces between the letter and the Appendix Title.

Show page number here.

LIST OF TABLES

Write the "LIST OF TABLES" in full capitals, but not in boldface. Center it at the first line.

Table No.

Page

Insert two blank spaces here.

1 Xxxxx xxxxxx xxxxxx..... 30

Insert one blank space here.

2 Xxxxx xxxxxx xxxxxxxx xxxxx
xxxx xxxx xxxxx xxxx 32

Table No. is flush to the left margin, while "Page" is flush to the right margin. Put them on the same line.

3 Xxxxx xxxxxx xxxxxxxx xxxxx
xxxx xxxx xxxxx xxxx
xxxxxx xxxxxx 34

Use Sentence case for the caption

Use single space for long captions. When 'chopping' the caption, try to have balance so that a line does not reach more than 3/4 of the allotted space.

However, double-space them with each other.

Use the appropriate number and spacing of dots.

Use around 5 to 8 spaces between the number and the caption.

Number the tables consecutively, use numbers under the words "Table No." Do not use any end punctuation after the number.

Show the page number here.

LIST OF FIGURES

Write the "LIST OF FIGURES" in full capitals, but not in boldface. Center it at the first line.

Figure No.

Page

Insert two blank single space lines here.

1 Xxxxx xxxxxx xxxxxxxx xxxxx
xxxx xxxx xxxxx xxxx

30

Insert one single blanks space line here.

2 Xxxxx xxxxxx xxxxxxxx xxxxx
xxxx xxxx xxxxx xxxx

32

The word "Figure No." is flush to the left margin, while "Page" is flush to the right margin. Put them on the same line.

The page numbers are right-justified.

Use single spacing for long captions. When chopping the caption, try to have balance so that the line does not reach more than 3/4 of the allotted space. Use sentence case for the captions.

Use Sentence case for the caption

Double space them with each other (i.e., there is one blank single space line between them).

Number the figures consecutively. These numbers are centered under the words "Figure No.". There is no end punctuation after the number.

Use around 5 to 8 spaces between the number and the caption.

(When making this list of figures, as the other LISTS, we suggest that you make use a three column table, with the gridlines hidden. With this kind of table, it will be easy to center those in the first column (the figure numbers), align left those in the middle column (the figure captions), and align right those in the right column (the page numbers).

READ ME

Show page number here.

INTRODUCTION

Xxxx It is recommended that a paragraph that provides an overview of the chapter or main section will be placed here. It should have at least two sentences; a single- sentence paragraph is not acceptable. Xxxxxx xxxx xxxx xxxx xxxx xxxx xxxx xxx.

Background of the Study

Xxxx This section, three to five pages long, provides an overview of the study. It gives the reader a) a sense of why the research is being conducted, and b) possible contributions of the research to existing knowledge. Thus, it provides the justification for conducting the study. When writing this section: You can start with the context or situation of the problem (preferably as an “inverted pyramid”, from the international down to the local level). At this portion, sources can be cited to support important ideas.

Do not show the page number on the first page of a chapter or major section (such as LITERATURE CITED, APPENDICES, BIOGRAPHICAL SKETCH...)

Write INTRODUCTION at the center of the first line. Type it in full capitals, but not in boldface. Do the same for METHODOLOGY, RESULTS AND DISCUSSION, CONCLUSIONS AND RECOMMENDATIONS, LITERATURE CITED and other major sections as those mentioned above.

Insert two blank single space lines here.

READ ME

Delineate divisions within a chapter by a CENTER HEADING. The center heading is in title case, underline, not boldface, no italicized. It has no end punctuation. If it has two or more lines, it is single spaced, formed in an inverted pyramid.

Next, discuss the justification, motivation, or reasons of selecting the topic for research. Lastly, include the significance (theoretical or practical) of the study by enumerating possible contributions to existing knowledge. Xxx xxxx.

Show the page number at the second page of a chapter or major section. Put it at the upper right- hand corner. It should be inside the "header," and must be around one blank single space line above the text of the page.

Conceptual Framework

Always, insert (or Enter) two blank single space line both above and below a center heading.

READ ME

Xxxx This section presents the basic arrangements of the study by showing the inter- relationships among the important topics or the variables. If there are theories or models that underpin the study, these are presented in this section.

When writing this section, you can start with the theory or model, if any, that underlies the study and a discussion of the theory/ model. The next part can then be the enumeration (in paragraph form) of the a) independent variables (or their equivalent) b) the dependent variables (or their equivalent), c) intervening or moderating variables, if any, and d) other components of the research. A figure (possibly the "Paradigm of

the variables”) showing the paradigm of variables, the independent variables are discussed in relation to existing literature. This is followed by discussion of the dependent variables. If relationships between the independent and dependent variables are being studied, then the last portion of the Conceptual Framework should consider literature about the relationships. If the study does not involve independent-dependent variables, each of the main topics are still to be discussed in relation to existing literature.

Note that, since there is no separate sub-section for “Definition of Terms,” the terms that are used in the study are defined in this section, as they occur.

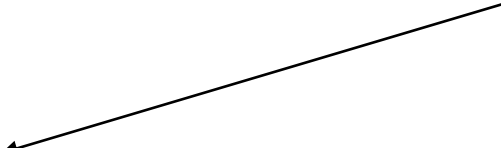
Statement of the Problem

A heading should not be typed at the bottom of the page without a line of text material below it. Thus, either transfer this heading to the next page, or reduce the content of the paragraphs before it.

READ ME



Since this is a division within a chapter, delineate by the use of a center heading.



READ ME.



RESULTS AND DISCUSSION

Xxxx It is recommended that a paragraph that provides an overview of the chapter or main section will be placed here. It should have at least two sentences; a single- sentence paragraph is not acceptable. Xxxxxx xxxx xxxx xxxx xxxx xxxx xxxx xxx.

Xxxxxx xxx Xxxxxxxx

Xxxx Another paragraph can be placed here. It can be used to provide an overview of the next sub-section. Xxxx xxx xxxx xxxxx xxxx xxxx.

Xxxx xx Xxxxxxx

Xxx This is a side heading. It is flush to the left margin. There are two single spaces above it (Triple-spaced) and one single space below it (leading to double- spacing between it and the next line). The side heading is always in Title Case and always underlined. There is no punctuation after it. Xxx xxxx xxxx xxxxx xxxx xxxx.

Do not show page number on the first page of a major section.

Again, put the title of the chapter or the major section at the center of the first line. Write in full capitals, but not in boldface.

Insert two blank single space lines here.

Use a center heading for this. If it is long, use a single spaced inverted pyramid format.

Always, insert (or enter) two blank single space lines *above* a side heading, and one blank single space line *below* it.

Delineate the sub-divisions of 'center heading' by SIDE headings. The side heading is flush to the left side. It is in title case, underlined/underscored, not boldface, not italicized. It has no end punctuation. If it has two or more lines, it is single spaced, with the second line still flush to the left.

Xxxxx xxx Xxxx

Show page number.

Xxxx xxxxx. This is a paragraph heading. Only the first letter of the first word is capitalized. However, proper nouns shall start with a capital letter. It is underlined and ends with period. Xxx
xxx xxx xxx xxxx xxxxx xxx xx xx xxxx xx xx xxx.

Delineate further divisions within a 'side heading' by PARAGRAPH HEADINGS. The paragraph heading is indented. Only the first letter of the first word is capitalized, unless a word is proper noun. The paragraph heading is underlined, not italicized, not boldface. It ends with a period.

A sentence immediately follows the paragraph heading.

Introduce a figure (Figure 1) in the text before showing it.

In the text, introduce a figure before showing it (Textual Reference).

Xxx xxx xxx xxx. Xxxxxx xxxxx xxx xxx xxxxx. [There should be atleast three single- spaces above the boundary of the figure.]

Insert three blank single space lines above the boundary of the figure.

Xxxxx xxxx xxx xxxxx.

XXXXX XXXXX
XXXXXXXX XXXXX
XXXXXXXX
XXXXX



XXXXXXXX XXXXXX
XXXXXXXX XXXXX
XXXXXXXX
XXXXX

Insert one blank space line above the caption.

Figure 1. XXXXX XXXXX XXXXX XXXX XXXXX XXXX XXXX XXXXX XXXXXXXX
XXXXXXXX XXXXXXX XXXXX XXXXX

Place the figure caption under the figure. Write the caption in Sentence Case. The caption has the same font and font size as those of the text. It is set flush to the left margin. It does not have any end punctuation. It is not underlined, not in boldface, and italicized. If it is two or more lines, use single spacing with the second line staring under the first line after the figure number

Xxxxx [The figure caption is placed under the figure. It is in the Sentence Case, like the captions of a table. It has the same

Insert two blank single space lines below the caption.

font and font size as those of the text. It is set flush to the left margin. If it has two or more lines, it is single- spaced, with the second line starting under the first line after the figure number. It does not have any end- punctuation. It is not underlined, nor in italics. There is one single- space above the caption; there are two single- spaces below the caption] xxx xxxx xxxx xxxxx xxxxx xxxxx xxxx.

Xxxxxxxxx xxxxx xxxx xxxxx xxxxx xxxxx xxxxx xxxx xxxx
xx xxxxx xxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx
xxxx x xxxx xxx xxx xxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx
xxxxxx xxxxx xxxxxx xxxxx xxxxx xxxxx xxx. Xxxx xxxxx xxx xxx
xxxx xxxxx xxxxx xxxxx xxxxxx xxxxxx xxxxx.

Xxxx xxxxx xx xxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx
xxxxxx xxxxx xxxxx xxxxxx xxxxx. Xxx xxx xxx xxxxx xx xxxxxx xxxxx xx
xxx xxxxx xxxxx xxxxx xxxxx xxxxxx xxxxx xxxxxx xxxxxx xxxxx xxx.

SAMPLE of a page that contains a table.

Xxx xxxx xxxx. A table (Table 1) is introduced in the text before it is shown. The caption is placed above the table. [There are two single- spaces above the caption, and one single- space below it. If it has two or more lines, it is single- spaced, with the second line staring under the first line after the table number. The caption has no end punctuation. However, there is a period after the table number] xxx xxxx.

In the text, introduce a table before showing it.

Insert two blank single space lines above the table caption.

Place the table caption under the figure. Write the caption in Sentence Case. The caption has the same font and font size as those of the text. It is set flush to the left margin. It does not have any end punctuation. It is not underlined, not in boldface, and italicized.

If it is two or more lines, use single spacing with the second line staring under the first line after the table number.

Table 1. Xxxx xxxx xxxx xxxx xxxx on the xxx xxxx xxxx xxx
xxxx xxxxx xxxxx xxxxx xxxxx

Insert one single space line below the caption.

Type the header row, or the first level, in full capitals.

XXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Xxxxxx xxxxxx	Z.ZZ	XXXXXXXXXXXXX
Xxxx xxxxxxx	Z.ZZ	XXXXXXXXXXXXX
Xxxxxx xxxx	Z.ZZ	Xxxxxx
Xxxx xxxxxxxx	Z.ZZ	XXXXXXXXXXXXX
Xxxx Xxxxxx	Z.ZZ	Xxxxxx Xxxxxx

Do not draw any vertical lines on the table. Use horizontal line for the header and bottom rows.

Use double lines used at the top and bottom of the table.

Insert two blank single space lines after the table.

Xxxx [The first level are in full capitals] xxxxxxxx. The table does not contain any vertical lines. Horizontal lines are only for the header and bottom rows. Tables are numbered consecutively i.e., 1, 2, 3 etc. Xxx xxxx xxxx xxxxx xxxxx xxx xxxx xxxx xxxx xxxx.

Table 1. Continued...

XXXXXXXXXXXX	XXXXXXXXX Xxxx Xxx	XXXXXXXXXXXX Xxxxx
Xxxxxx xxxxxx	Z.ZZ	Xxxxxxxxxxxxxx
Xxxx xxxxxxxx	Z.ZZ	Xxxxxxxxxxxxxx
Xxxxxx xxxx	Z.ZZ	Xxxxxx
Xxxx xxxxxxxx	Z.ZZ	Xxxxxxxxxxxxxx
Xxxx XXXXXX	Z.ZZ	Xxxxxx XXXXXX

Legend: ZZ.Z = xxx ; FFF = ccc; GGG = mmm

Xxx [The continuation of the table should contain the same column headings]. The legend can be of the same font and font size as those in the table, and can be single-spaced. It should be one single-space below the table (Banaag, 2005). There are two single-spaces after the table or the legend, as appropriate (Banaag, 2005; Greggy, 2004). If there are numbers with decimal points, the decimal points are aligned (Gualdardo *et al.*, 2009).

Xxxx xxxx xxxx xxxxx xxx xxxxxxxxxxxxxxxx xxxxxx xx xxxxx xxxx.

Xxxxxx of Xxxx Xxxx on the Xxxxx XXXXXXXX
of XXXXXX in XXXXXXXX XXXXXXXX XXXXX

XXXXXXXX xx xxxxx xxxxxxx xxx xxxxx xxxxx xxxxx xxxxx xxxxx

XXXXXXXX xxx xxxxxxxxxxx xxxx xxx xx xxxxxxxxxxx xxxxx xxxxxxxxxxx

If at table is LONG, continue it on the next page. Note that a table can have a font and font size (usually smaller) that is different from that of the main text.

The continuation table includes only the table number and the word 'Continued' followed by three (3) dots.

Again, insert one blank single space line below the caption.

The continuation of the table should contain the same column headings.

The first level is in full capitals; the second level, if any, is in title case.

Use double-line at the top and bottom of the table.

For the legend, use the same font and font size as those in the table. Can use single spacing.

Insert two blank single space lines after the table.

LITERATURE CITED

ACZEL, A. D. 1989. Complete Business Statistics. Homewood, Boston: Richard D. Irwin, Inc.

ANDRICH, D. 1999. Rating scale analysis in Advances in Measurement in Educational Research and Assessment. G. Masters and J. Keeves (eds) Oxford, UK: Pergamon, Pp 110-121.

BACANI, R. 1990. Education for All (Philippines) <https://www.unesco.org/ef/wef/search/gsurhit.hiw>. Accessed on April 16, 2019.

BALLANTYNE, R. and J. PACKER. 1996. Teaching and learning in environmental education: Developing environmental conceptions, Journal of Environmental Education, 27(2): 25-32.

BIOLOGY EDUCATION GROUP. 2000. Materials and Methods in High School Biology in the Philippines (1960-1998). Monograph No. 62. University of the Philippines, Quezon City: Institute for Science and Mathematics Education Development.

BRIBONAL, A. 2007. Difficulties Encountered in Science and Technology IV by Students in Public Secondary Schools in the Division of Abra 1998- 1999. Unpublished Master's Thesis, Benguet State University, La Trinidad, Benguet.

Do not show page number.

Book, single author.

Chapter in an edited book.

Internet Source.

Journal, with volume (number): pages. Like the other citations, only the first author has the name inverted for alphabetizing. The word "and" is spelled out.

Monograph.

Thesis.

IMPORTANT

Indicate literature cited in the text as follows: Azcel (2010) or (Azcel, 2010); for two or more authors, Ballantyne and Packer (2008) or (Ballantyne and Packer, 2008); for more than three authors, Reyes *et al.* (2007) or (Reyes *et al.*, 2007). For citations involving two or more sources, arrange chronologically, most recent first., e.g., (Bautista and Pinos- an, 2009; Cruz, 2008; Reyes *et al.*, 2007)

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Show page number.

CHACKO, C. and N. ABRAHAM. 1999. Developing environmental literacy of teachers: Should it be a priority in inservice and preservice teacher education? Paper presented to the Distance Paper Group of the 19th Seminar of The International Society for Teacher Education, April 10-11, University of Kent, Canterbury, England.

Paper presented in a conference/ seminar.

Organization's as authors.

Edited book.

DECS- DENR (Department of Education, Culture and Sports- Department of Environment and Natural Resources). 1997. Environmental Education Draft Executive Summary, Asian Development Bank TA No. 1385-PHI, Philippines.

Book with three authors. For four or more authors cite them all.

FISCHER, G. and I. MOLENAAR (eds). 1995. Rasch Models Foundations, Recent Developments, and Applications New York: Springer- Verlag New York.

Television program.

Book with two Authors.

GIBSON, J., J. IVANCEVICH and H. DONNELLY, JR. 1994. Organizations, 8th Ed. Homewood, Illinois: Richard D. Irwin, Inc. P. 100.

IMPORTANT

Always list citations alphabetically by authors.

RPN-9. 2000. Ecological Concerns (video recording) in the program Late Night. July 12, 2018. Manila.

List only literature that is cited in the text. Make the citations complete, consistent and accurate.

SACAY, O. J. and F. S. COMILA 1974. Samahang Nayon: A New Concept on Cooperative Development. Quezon City: National Publishing Co. Pp. 2-9.

For other sources, the citations should contain all the data necessary to locate easily these sources. If no publication date for a document, state n.d. in its place.

APPENDIX A

Xxxxx xxxx Xxxxxx Xxxxx Xxxxxxxx
Xxxxx xxx Xxxxxx Xxxx

Xxxxxxxxxxxxxx xxxx xxxxxx xxxx xxxxx xxxxxxxxxxxx xxxx
xxxx xxx xxxx xxxx xxxx xxxx.

The appendices contain instruments like the questionnaire, interview schedule, letters of transmittal, decrees or laws, sets of raw data, statistical computation or other relevant information.

Do not show the page number on the first page of a major section, such as the APPENDICES.

Put APPENDIX A at the center of the first line. Write it in full capitals but do not use boldface, underlines or italics.

Insert one blank single space line here.

Type the title of the appendix in Title Case.

Insert two single space lines here.

The appendix can contain single space text.

READ ME.

BIOGRAPHICAL SKETCH

Xxxx The biographical sketch tells about the author
(biodata) in narrative form. Xxxx xxxxx xxxxx xxxxx. Xxxxxxxx
xxxxx xxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxx xxxxx xx xxxxx xxxxx xxxxx
xxxx xxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx x xxxxx xxx xxx
xxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx
xxxx xxxxx xxxxx xxx. Xxxx xxxxx xxx xxxxx xxx xxxxx xxxxx xxxxx xxxxx
xxxxxxx xxxxxx xxxxx.

Xxxx xxxxx xx xxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx
xxxxxx xxxxx xxxxx xxxxx xxxxx. Xxx xxx xxx xxxxx xx xxxxxxxx xxxxx xx
xxx xxxxx xxxxx xxxxx xxxxx xxxxxxx xxxxx xxxxxxx xxxxxxx xxxxx xxx.

Do not show the page number on the first page of a major section, such as the BIOGRAPHICAL SKETCH.

Put "BIOGRAPHICAL SKETCH" at the center of the first line. Write it in full capitals, but do not use boldface, underline or italics.

Insert two blank single space lines here.

Indent all paragraphs.