

MANUAL FOR THESIS AND DISSERTATION



LPU
SCHOOL OF THE PHILIPPINE UNIVERSITY
BATANGAS

Prepared by:
Dr. Cecilia C. Pring
Dr. Ma. Xenia Z. Bitera



**INVESTORS
IN PEOPLE**

Gold



Manual for Thesis and Dissertation Preparation

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PREFACE

Research writing serves as a culminating requirement in every degree program in higher education institutions. It demonstrates the capability of the students to apply what they have learned from the program to achieve specific student learning outcomes. Providing a clear reference guide in writing a thesis/dissertation from submitting the proposal until the final printing of the manuscript is necessary for the undergraduate/graduate school students to follow certain format being required by the institution that is different from one university to another.

A specific set of guidelines, procedures, rules and regulations of conducting a thesis/dissertation should be stated objectively to understand clearly every direction of the writing process and other related activities. It is also important for the students to determine the duties and responsibilities of the adviser and the panel of examiners so that they would know how to respond to the individual needs of the people involved during the course of action.

This manual was prepared for a more practical, understandable and comprehensive reference to guide undergraduate/graduate students through all the stages of their thesis/dissertation writing. This will assist the undergraduate/graduate school faculty and students in the preparation of thesis/dissertation paper even after their enrollment in the Thesis/Dissertation Writing course. The students would have something to read about regarding the steps they need to undertake during the process. They would be more confident that they are taking the right direction.

It is the purpose of this manual to help the undergraduate/graduate school students in the preparation and completion of quality research output through a systematic approach to managing their thesis with the end result of coming up with uniform format of the manuscript for all students.

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VISION-MISSION AND CORE VALUES

VISION

To be a recognized industry-driven university in the Asia Pacific Region by 2026.

MISSION

LPU-B, espousing the ideals of Jose P. Laurel, is dedicated to develop innovative leaders, lifelong learners and globally competitive professionals constantly in pursuit of truth and acts with fortitude (Veritas Et Fortitudo) to serve God and country (Pro Deo Et Patria).

INSTITUTIONAL CORE VALUES

LPU-B aims to develop and strengthen the following core values:

G – GOD CENTEREDNESS

L – LEADERSHIP

I – INTEGRITY

N – NATIONALISM

C – COLLABORATION

S – SERVICE ORIENTATION

QM-LPU-02-02 Revision No. 09 Effective: August 2, 2021

LAURELIAN GRADUATE ATTRIBUTES: 4Cs

Graduate attributes are the competencies, attitudes and understanding that the university aims to help the students develop by the time they graduate.

1. Competent and innovative learners.
2. Committed lifelong learners.
3. Credible and Values-driven Leaders and Members
4. Collaborative and Caring Team Leaders and Members

12 Graduate Competencies:

Competencies are qualities a student possesses-combining skills, knowledge and abilities.

1. Discipline specific competencies (C1)
2. Communication skills (C1)
3. Problem solving, critical and cognitive thinking (C1)
4. Information Technology Skills (C1)
5. Entrepreneurial skills (C1)
6. Analytical thinking and Innovation skills(C1)
7. Lifelong learning (C2)
8. Integrity (C2)
9. Values driven leadership (C3)
10. Interpersonal/Social skills (C3)
11. People Management skills (C4)
12. Service Oriented (C4)

Revised: June 2020

INTRODUCTION

Research has a significant part in the development of learners to become analytical, logical and critical thinkers who would contribute to the advancement of knowledge in their respective disciplines. It is the major role of the higher education institutions to shape the character and values of the Graduate School students with appropriate skills and experience in writing scientific and technical papers to strengthen their intellectual prowess and foundation as researchers.

A master's thesis or doctorate dissertation is an evidence of the contribution of a graduate student in a particular field of knowledge and should reflect the quality of the university. The students are responsible for ensuring that the output of their research writing conforms to the standard format of the Lyceum of the Philippines University-Batangas (LPU-B). This manual has been prepared by the Center for Research and Development and the Graduate School of LPU-B to assist the students in the preparation of their final paper as partial fulfillment of the requirements for their respective enrolled graduate degree programs. It is the primary purpose of this manual is to provide a certain standard of the institutional format.

The quality of graduate school research outputs would not be achieved without the assistance and guidance of the people who shared their expertise in the area of research to make the paper more scholarly written through incorporating the constructive comments and suggestions from their advisers, statisticians, grammarians and panel of examiners where their respective qualifications and responsibilities are discussed in this manual.

The policies of the nature, research period, and requirements to qualify for graduation as well as the flowchart of writing process, procedure for proposal, pre – oral and final oral defense are also stated openly to provide direction on how to accomplish any course of action accordingly. Guidelines on the preparation of protocols of research format, style and formatting, organization of content as well as citation and referencing are also part of the manual that would show them the proper way of doing things right according to the prescribed format of the institution. The rubrics for oral presentation and paper evaluation are also included to let them know how they will be assessed and graded their final paper presentation.

Research writing as a culminating activity for any graduating student may not be too difficult as everyone perceives it as complicated if they know how it should be done exactly for the first time. It is a collaborative effort between the students and the LPU-B to make the writing process works smoothly through constant consultation with the experts and timely manner of giving feedback to the clients. Therefore, the university provides its resources to deliver the services responsibly to the graduate school students on guiding them properly in writing their final thesis and dissertation through this manual.

Policies on Thesis and Dissertation Writing

I. Nature

	Thesis	Dissertation
1. Topic	Specific area of specialization & aligned in the institutional research agenda	Specific area of specialization & aligned in the institutional research agenda
2. Objectives	Stated broadly with sub-objectives. The objective is to expand the body of knowledge examined in the literature review.	Stated broadly with sub-objectives. The objective is to expand the body of knowledge examined in the literature review.
3. Related Literature	Minimum of 30 current related studies	Minimum of 50 current relevant studies
4. Knowledge dissemination	Paper presentation	Paper presentation and Publication
5. Design	Quantitative (Descriptive and Experimental)	Quantitative (Descriptive and Experimental)
	Qualitative	Qualitative
6. Number of Pages	Minimum of 75 pages	Minimum of 100 pages

II. Requirements

- Completion of academic requirements
- Pass the comprehensive examination
- Enrollment of Thesis/Dissertation writing courses

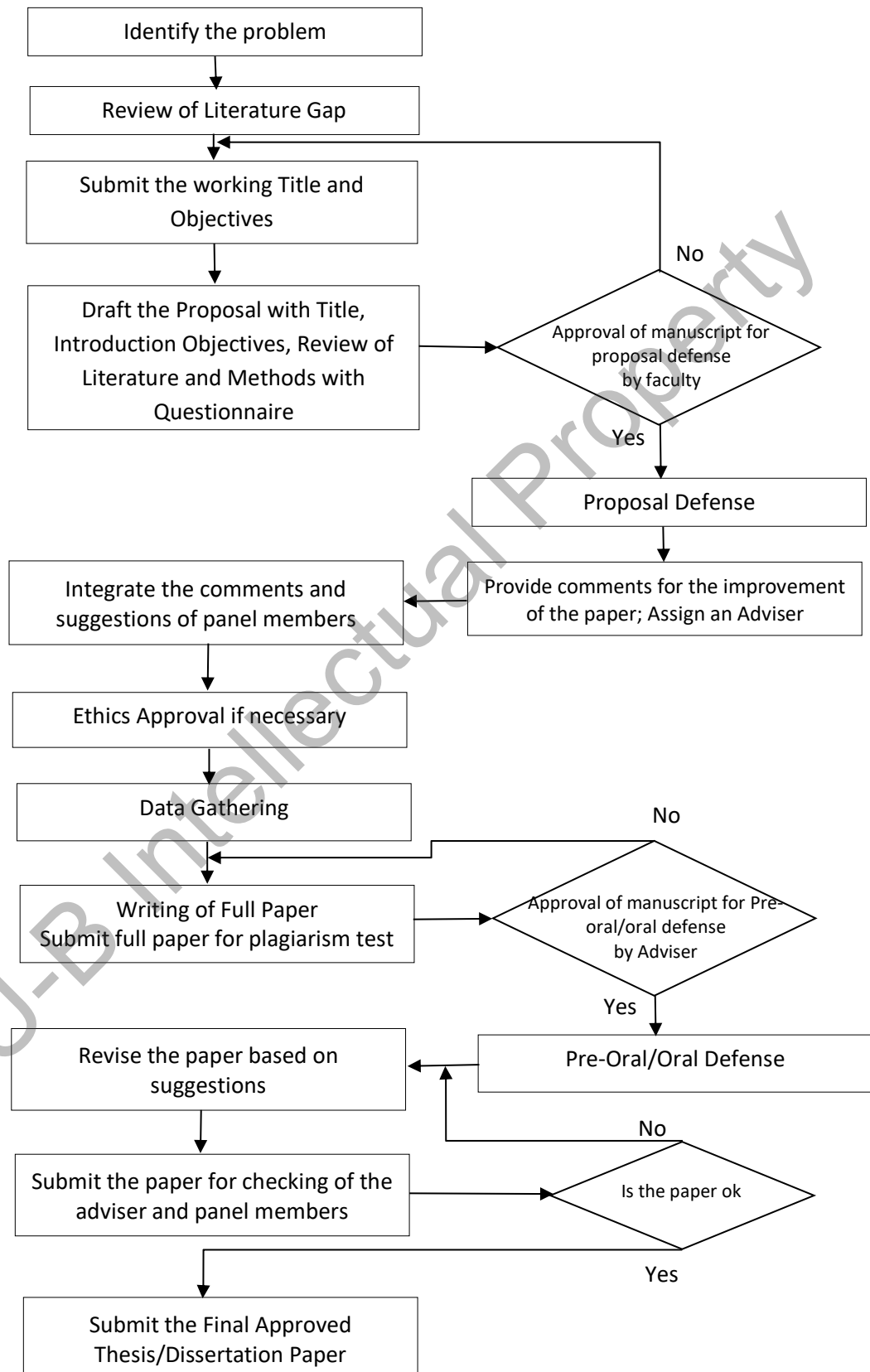
III. Research Period

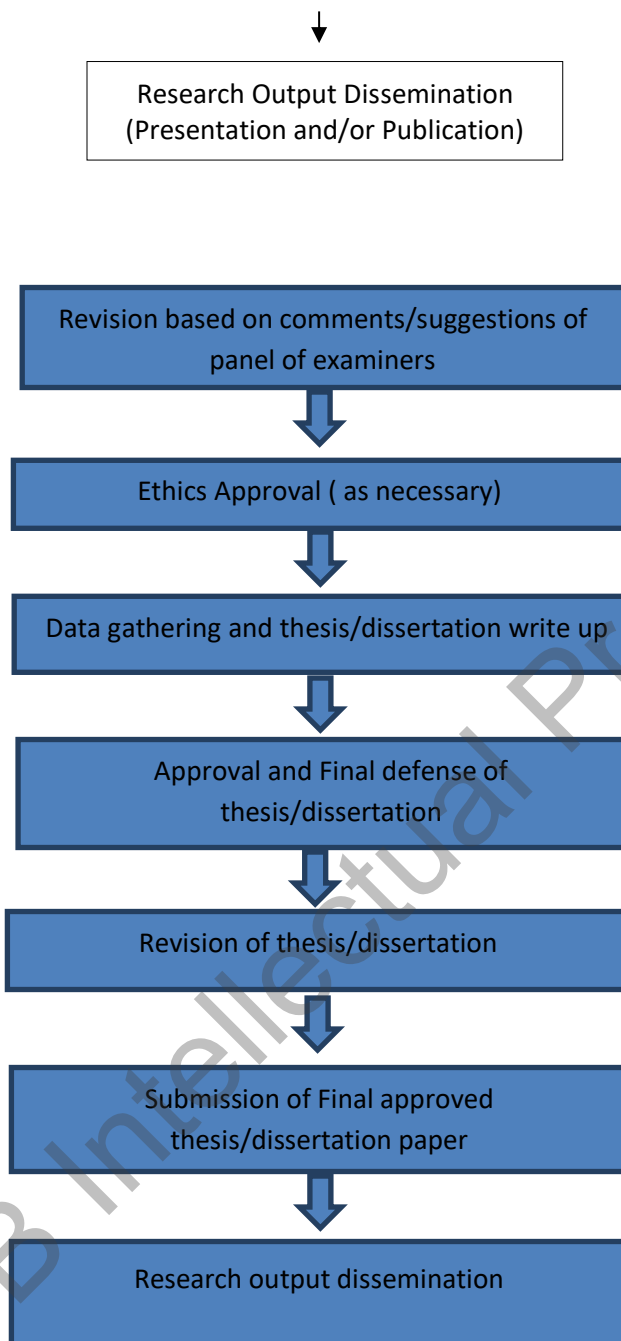
- Conduct of Master's thesis is 8 months
- Dissertation period is one-year

IV. Requirements to Qualify for graduation

- Submission of three (3) hard bound copies of the approved thesis/dissertation paper one month prior to date of graduation
- Two (2) copies of Abstract and Approval Sheet
- One (1) CD (*in doc & PDF*) of the manuscript of the dissertation/thesis paper
- Paper presentation for Master's degree
- Paper presentation and publication in refereed research journal for dissertation

Flowchart for thesis/dissertation writing





Writing a Thesis/Dissertation Proposal

I. The Thesis/ Dissertation Proposal

The success of a research paper depends on a relevant and innovative proposal. The proposal forms the basis of the thesis/dissertation paper and should be well written. A good proposal will help the researcher to think about the structure of the arguments and the kind of information that needs to be gathered before the writing starts. The proposal should have been approved by the assigned research teacher. The proposal should be around 15 to 20 pages and should include:

-Working title

-Brief Introduction: background of the study and Problems or issues that the study would like to address; overview of the variables, theoretical foundation, relevance and significance of the study, rationale for the conduct of the study

-Objectives

-Brief review of literature based on the major variables

-Methods

- Research Design
- Participants
- Instrument
- Procedure
- Data Analysis

- References

- Questionnaire

Writing the Thesis/Dissertation Full Paper

II. The Thesis/ Dissertation Paper should add to the existing knowledge bases on the discipline.

The manuscript should contain the following parts;

A. Preliminary Section

- Title Page
- Approval Sheet
- Abstract
- Acknowledgment
- Dedication (optional)
- Table of Contents
- List of Tables
- List of Figures
- List of Appendices

B. Narrative Parts

1. Introduction
2. Objectives
3. Review of Literature
4. Methods
5. Results and Discussion
6. Conclusions
7. Recommendations
8. References
9. Appendix

Procedure for Proposal/Pre-oral and Final Oral Defense

1. Proposal Procedure

- The student shall enroll in Thesis Writing 1 course. The faculty assigned shall require the students to prepare a draft of the proposed thesis and check the same.
- The faculty will recommend the appointment of an adviser once the proposal is finalized and approved
- The Program Dean will appoint an adviser based on the topic of the research. The adviser is given a copy of the appointment from the GS office wherein specific duties and responsibilities were stated.
- The assignment of the adviser will be mainly based on the field of specialization that relates to the topic.
- The advisee is required to submit the proposed thesis to the appointed adviser.
- Upon receipt of the comments from the adviser, needed corrections on the proposal must be accomplished no later than the designated deadline by the graduate school office (within two weeks).
- The revised proposal shall be checked by the adviser who will issue a written endorsement that the thesis paper has satisfied the standards of the graduate school

2. Proposal Defense Guidelines

- In preparation for the proposal defense, the adviser shall fill out the endorsement form and submit it to the Graduate School office.
- The advisee will then be advised to submit five (5) copies of the thesis three (3) days before the scheduled defense for distribution to panel members
- The Program Dean will appoint the Panel of Examiners within five (5) days from the submission of the research paper. The Research Teacher will arrange the schedule and other details about the proposal defense
- The proposal defense panel of examiners shall consist of three (3) persons, composed of the Chairman and two (2) members. The research teacher acts as the recording secretary.
- Proceedings of the defense proposal shall be submitted by the recording secretary to the GS office for encoding

3. Proposal Defense Procedure

- The proposal defense starts with a prayer led by the candidate that is followed immediately by the presentation of the proposal.
- The candidate is allowed to present the proposal in no more than fifteen (15) minutes.
- The candidate should cover the statement of the problem/objectives and methodology.
- Cross-examination of the panel should not exceed thirty (30) minutes, to give enough time for the panel members to summarize comments and suggestions
- During the first round of the questionnaire, each panel is given five (5) minutes to ask all his/her questions with no interruptions from the rest of the panel members.
- In the second round of questioning, follow-up questions are allowed but not to exceed five (5) minutes for each panel member.
- The question must be on the substance of the thesis, format, grammar, syntax, spelling
- The Adviser/Research Teacher, who is the recording secretary, shall take down the minutes of the proposal defense; a copy of which shall be given to the candidate once signed by the Chairman of the Panel of Examiners and the Program Dean

4. Writing Final Paper for Pre orals/Final Defense

- The candidate shall revise the thesis paper based on the comments/suggestions and recommendations of the panel of examiners.
- The candidate shall conduct the data gathering until completion of the research paper under the supervision of the adviser
- The thesis adviser shall recommend the student for the Final defense for the Master's/ Oral defense for the doctorate once the research is completed.

5. Pre -Oral Defense for Dissertation

- The appointed adviser shall fill out the endorsement form and submit it to the Graduate School office for scheduling of the oral defense.
- The advisee will then be advised to submit five (5) copies of the thesis three (3) days before the scheduled defense for distribution to panel members
- The GS Program Dean will appoint the Panel of Examiners within five (5) days from the submission of the research paper. The Research Teacher will arrange the schedule and other details about the proposal defense.
- The oral defense panel of examiners shall consist of four (4) persons, composed of the Chairman, External panel, and two (2) members. The research teacher will sit in the defense and will act as the recording secretary.

- Proceedings of the defense proposal shall be submitted by the recording secretary to the GS office for encoding

6. Pre –oral defense for Dissertation Procedure

- The Chairperson allows the candidate to present the paper in no more than twenty (20) minutes
- The candidate should cover the statement of the problem, methodology, finding, conclusion, and recommendation
- Cross-examinations of the panel should not exceed thirty (30) minutes to give enough time for the panel members to summarize comments and suggestions.
- The questions must be on the substance of the research paper.
- The recording secretary shall take down the minutes of the oral defense; a copy of which shall be given to the candidate once signed by the Chairman of the Panel of Examiners and the GS Dean

7. Final oral defense for Thesis/ Dissertation

- The adviser shall fill out the endorsement form and submit it to the Graduate School office for scheduling the final defense.
- The advisee will then be advised to submit five (5) copies of the thesis three (3) days before the scheduled defense for distribution to panel members
- The Program Dean will appoint the Panel of Examiners within five (5) days from the submission of the research paper. The Research Teacher will arrange the schedule and other details about the proposal defense
- The oral defense panel of examiners shall consist of four (4) persons, composed of the Chairman, External panel, and two (2) members. The Research Teacher will sit in the defense and will act as the recording secretary.
- Proceedings of the defense proposal shall be submitted by the recording secretary to the GS office for encoding
- Final Oral defense procedure same as pre oral defense

8. Post defense requirement

- After the successful defense of the research paper, the student revises the manuscript based on the comments and suggestions stated in the minutes of the oral defense. The Dean signs the approval sheet only after the Adviser, Chair and members of the panel sign the research paper
- Submission of the revised manuscript must be done within 30 days after the oral defense.

- After all corrections have been made to the paper, and upon approval of the Panel of Evaluators and the Program Dean, the student may then proceed to prepare the requested number of copies.

Qualifications and Responsibilities of Panel of Examiners and Adviser

A. Qualifications of Adviser

- For a Master's Thesis, the adviser must be a master's or doctorate degree holder of the same degree program being advised or its related/allied programs.
- For the Dissertation, the adviser must be a doctorate degree holder preferably of the same degree program being advised or its related/allied programs.
- The adviser should also be competent in the field of specialization called for by the topic of the thesis/dissertation paper proposed.
- The adviser should have expertise not only in the content of the paper proposal but also in the technicalities of paper writing.
- The adviser must have at least one published scholarly work or research paper in any national or international refereed journal.
- The adviser can be a part-time or full-time faculty member of the LPU-Graduate School.

B. Responsibility of the Adviser

The adviser:

- Manages the time of the consultation
- Reviews documents such as the proposal and final manuscript in a timely manner
- Counsels the advisee on how to select and emphasize the most important aspect of the study
- Monitors progress of writing either through hard copy submission of the manuscript or email.
- Works in close collaboration with the student on the technical content of the paper
- Ensures the quality of paper follows a high standard of research output and the institutional format of the University
- Guides the advisee on what to include in the PowerPoint presentation and trains them how to answer respectfully from the questions of the panel of examiners
- Determines if the revised thesis/dissertation is satisfactory before the student applies for final defense
- During the oral defense, the adviser should not answer for the candidate or contradict any view of the examiner
- Guides the student in collating the panel's comments/suggestions and the necessary corrections

C. Qualification of Panel of Examiners

- For a Master's Thesis, the panel member/chair must be a master's or doctorate degree holder of the same degree program being examined or its related/allied programs.
- For the Dissertation, the panel member/chair must be a doctorate degree holder preferably of the same degree program being examined or its related/allied programs.
- The examiner must have an experience in the peer-reviewing process of research paper either in local/national or international research presentations and publications.

D. Responsibility of Panel of Examiners

The examiners:

- ensure the quality of the research output conforms to the given standards and format of the University
- provide constructive comments and suggestions for the improvement of the paper
- (for proposal defense) checks the significance, relevance, and contribution of the research proposal to the line of the discipline of the student and ensures to formulate the final set of objectives of the study
- approves the title and objectives of the study during the proposal/ pre-oral defense and major revision of these objectives cannot be done during the final defense
- (for final defense) checks whether the results and discussion follow and answer accurately and comprehensively the approved objectives of the study as well as the appropriateness and completeness of the conclusion and recommendation
- evaluate the content of the paper as well as the research presentation using the given rubric

E. Responsibility of Statistician

The statistician:

- advises the students on the appropriate number of participants if the study will not utilize the total population and the statistical treatment to be used in interpreting the data from the survey instrument
- assists the students in the validation of instruments through reliability testing
- provides the result of the computation through a tabular format
- examines the analysis and interpretation of data from the results and discussion whether scientifically and technically sound and valid

F. Responsibilities of Grammarian

The Grammarian:

- examines and checks the entire manuscript for possible grammatical errors but not limited to: Spelling Errors, Run-on Sentences, Sentence Fragments, subject/verb agreement, pronoun agreement, verb tense, plural & possessive, capitalization, punctuation marks, word usage, Troublesome Verb Conjugation, etc.
- returns the edited manuscript to the students in a timely manner
- Signs the approval sheet after final checking of the manuscript if all corrections had been incorporated.

GUIDELINES ON THESIS/DISSERTATION PREPARATION

To facilitate scholarly writing, it should be consistent in style and format and follows standard guidelines set by the University.

I. PROTOCOLS OF RESEARCH FORMAT

1. **Introduction** (uppercase, left aligned)
2. **Objectives of the study** (uppercase, bold, left aligned must be in paragraph form)
3. **Review of Literature** (uppercase, bold, left aligned)
Subtopics aligned left – sentence case, bold
4. **Methods** (uppercase, left aligned)
Research Design – uppercase/lowercase, bold, left aligned
Participants – uppercase/lowercase, bold, left aligned
Instrument – uppercase/lowercase, bold, left aligned
Procedure – uppercase/lowercase, bold, left aligned
Ethical Considerations (if applicable) – uppercase/lowercase, bold, left aligned
Data Analysis – uppercase/lowercase, bold, left aligned
5. **Results and Discussion** (uppercase. bold, left aligned)
 - Do not close tables on the left and right sides and no column lines (do not cut tables)
 - Table number – uppercase/lowercase, bold, centered, continuous numbering
 - Table title – sentences case, bold centered/inverted pyramid if two lines
 - If there is a proposed plan/program, it must have the table number, and it must be part of the results and discussion. Observe table format.

6. **Conclusions** (uppercase, bold, left aligned)
7. **Recommendations** (uppercase, bold, left aligned)
8. **References** (uppercase, bold, left aligned)
 - Place after recommendations on a separate page.
 - Arrange references alphabetically regardless of whether they are books, journals, theses, or dissertations.
 - Follow APA style in presenting the entries inside text or list of references.
9. **Appendix** (if any) (uppercase, bold, center aligned)

II. STYLE AND FORMAT

A. Font / Size

Use Arial in the entire paper writing. No other font is used throughout the proposal or thesis/dissertation paper. Present the cover and title pages in a 14-point bold font, other than these variations, always write in 12-point font size.

B. Margins

Provide a margin of 1.5" (inches) on the left side of the page for binding purposes. The right, top and bottom margins shall have 1.0" (inch) of space. Apply the same margin dimensions to all pages.

C. Headings

Write each title of the preliminary section and narrative part in uppercase letters. (follow protocol). Do not number the titles of preliminary sections. Do not underline or italicize headings, subheadings, or captions of tables or figures.

D. Spacing and Paragraph Format

The line spacing for the entire paper is double space. Apply single-line spacing to captions of tables and figures. Keep an extra line (1.5 lines of space) between paragraphs above and below all headings, subheadings, and captions. Justify the narrative text in block form with 1" indentation of each paragraph's first sentence.

E. Page Numbering

The page number should be placed on the upper right-hand corner of the page. Use Roman numerals for preliminaries and numerical for the content/body with the first page hidden. Begin each component of the preliminary section, the narrative part, the references and the appendix on a new page. As a rule, each component of a preliminary section should not exceed one page. Exceptions include the Table of Contents, the List of Tables, and the List of Figures.

F. Tables and Figures

Decide on the most appropriate way to present the data. Tables and figures should add to and not merely duplicate information. Limit tables and figures to single pages; multiple pages of tables and figures easily confuse the reader and make data interpretation difficult. Bold the headings within the tables and figures. The numerical values cited in the narrative must match those in the tables.

III. ORGANIZATION OF CONTENT

The Thesis/Dissertation for a graduate program can be divided into the following sections.

A. Preliminaries

1. Title

Have a clear, specific, concise title that reflects the main theme and subject of the research study. Avoid including specific name of the institution or geographic location in the title for confidentiality purposes.

2. Table of Contents

All headings and entries in the Table of Contents must correspond exactly in wording, font, and case with the headings and entries as they appear in the narrative. Do not use dotted lines to connect headings and the respective page numbers. The headings and subheadings in the Table of Contents should not exceed four levels. Use the built-in style of your word processor to create the Table of Contents. If the Table of Contents is more than one page, write the title followed by the word 'Continued' in parentheses.

3. Approval Sheet

The approval sheet is available from LPU Graduate School. The final approval sheet should be included in the final thesis/dissertation paper after the Panel of examiners signs it.

4. Dedication(optional)/ Acknowledgement

The dedication should be concise and ideally no more than one or two sentences long.

The acknowledgment section recognizes the persons and institutions for the guidance and to those whom the author wishes to thank for support in the completion of the research paper.

5. List of Appendices

The list includes materials used in the study (questionnaire, standard forms, letter of request, consent form, graph/chart, etc.)

6. Author's Biographical Sketch

Biographical sketch should be brief, including birthplace, schools attended, and a brief description of professional work experience. May include Curriculum Vitae(C.V.) as the last appendix.

B. Narrative Parts

1. Abstract

The abstract must include the title of the study, keywords, author, degree program, institution, and name of the adviser. This section must start with the importance and the rationale of the study including the overview of the objectives, methods used, and statistical tools (if the treatment utilized in the study is something higher than the usual) and the salient or significant findings of the study that would contribute to the existing body of literature and knowledge and the implication of the findings to the intended community as well as its contribution to the discipline. An abstract should have at least 250 -300 words with 3 -7 keywords.

2. Introduction

The purpose of the introduction is to orient the readers regarding the issue that the researcher would like to address. This section must start with the statement of the problem to be investigated so that the readers can proceed with the nature

and purpose of the research in mind. State the overview of the major variables on how they can be used to address the identified problems based on the research gaps found in the literature. A substantial number of reviews of studies and literature must be discussed in the introduction. The theoretical foundation of the study should also be discussed which will serve as the scientific basis for the findings of the study. The objective and hypotheses must be described. It also gives implications of the study to the intended community and practice of the profession as well as its contribution to the discipline.

3. Objectives of the Study

State the major objective. Give specific objectives which the research intends to describe, determine, analyze, discover, or evaluate. The objectives of the study are written in paragraph form. The objectives of the study must be aligned with the questionnaire/instrument to be used in data gathering. Use the demographic profile of the participants if it is really necessary to answer the issues or problems at hand. The use of a firmographic profile or the business or institution profile is encouraged if the topic is about the performance of the institution while a psychographic profile (lifestyle choices, opinions, personality traits, etc) can be used as a variable in replacement to the usual personal profile. Testing of hypothesis and assumption is required to be considered in the objective for quantitative studies. The output of the study for Master's degree programs could be action, development, intervention, strategic plan, or whatever is appropriate for the findings. It could also be a proposed manual, textbook, or module for specific courses while for Doctorate programs could be a proposed framework or models, policies or procedures, etc.

4. Review of Literature

Reviewing related literature and studies is the first step in the research process when the student establishes the concepts and constructs/variables of the selected topic or issue to be addressed. This section follows the topical discussion of major variables based on the sequence of the objectives of the study. Ensure that all major variables have been discussed in both the conceptual and research literature. The literature review includes the strengths, limitations, and, importantly, the gaps identified in previous studies.

This is an important section for relevant research articles from different sources, like the library, scientific journals, databases, the internet, peer-reviewed published studies or articles in reputable journals, and others. It is recommended that student(s) must study at least 30-50 original research papers before starting writing and must have copies of such papers with them.

It is required the use of recent citations and references that are published within the last five (5) to ten (10) years. But beyond that is also allowed if the author is discussing historical events. Do not use reference unpublished documents and lay sources such as encyclopedias or Wikipedia.

The student should observe the proper use of transitional and connecting phrases in writing the review which also follows the APA Citation style.

Use the Claim and Evidence format in organizing the content of each paragraph in doing the reviews. The first sentence of each paragraph should be the claim of the author regarding certain topics or ideas followed by the evidence or supporting literature of the claim.

5. *Materials and Methods*

Note: Use the heading "Materials and Methods" for experimental studies and use only the word "Method" as a heading for non-experimental or descriptive research studies.

The **research design** must justify the reason for using a certain method as the most appropriate and suitable for the present investigation. A short definition of the identified research method must also be cited by reliable authors.

The **participants** will serve as respondents or subjects of the study and how they will be selected. It is also necessary to include a discussion of the inclusion criteria of the participants like demographics and other characteristics if the study will not use the total population. Discussion of the sampling technique as well as the justification of the number of participants is also necessary. Use scientific computation (G*Power or Raosoft Sample Size Calculator) to identify the number of target samples. Slovin's formula can only be used to get the sample size if the study is purely descriptive without testing of hypothesis.

The formulation and validation of **instruments** must also be discussed. Adapted questionnaires from previous studies must be stated clearly and mention the extent of modifications made (if any) in the instrument to make it suitable for the present setting. Content validation of the questionnaire must be done by at least three experts in the field of study including research experts and statistician and/or internal consistency reliability must be presented using Cronbach's alpha or other appropriate method of reliability test.

The **data-gathering procedures** to be done in investigating the problem must also be stated chronologically from asking permission from the concerned establishment or company up to the gathering of data from the respondents.

The period of data gathering, as well as time spent in the data collection, may also be mentioned if this will affect the result if done from different moments in time. All sources of data and information must also be mentioned evidently like survey instruments, interviews, focus-group discussions, and observation. For experimental and qualitative research, mention the materials used for the study in gathering data and information from the field. Conducting triangulation (survey, interview & observation) is also encouraged to make the data and information gathered to be strong and realistic.

The **data analysis** must discuss all statistical tests to be used in analyzing the data. Seek the advice of the assigned statistician regarding the appropriate statistical treatment to be used in the study based on the objectives. Mention the statistical tools both for parametric and non-parametric tests as it applies to the data gathered.

Appropriate discussion of **ethical considerations** for a research study or experiment involving humans and animals as subjects/participants must also be included under methods. Discuss how the informed consent was explained to the participants including the confidentiality agreement as well as how the respondents were treated concerning giving their opinion and answers from the questionnaire. This section must also include a discussion on how the researcher sought ethical clearance from the Research Ethics Committee of the institution or the Ethics Review Board of other medical institutions if deemed necessary. Ensure that all research protocols in data collection will be properly observed following the Data Privacy Act of 2012.

Results and Discussion

This part addresses the results of the data analysis. Tables and/or figures should be used to illustrate and summarize all numeric information. The purpose of this part is not just to reiterate what has been found but rather to discuss what the findings mean concerning the theoretical body of knowledge on the topic and the discipline being examined.

For qualitative research, this part usually is organized by the themes or categories uncovered in the research. If the researcher has conducted focus groups or interviews, it is often appropriate to provide a brief descriptive (e.g., demographic) profile of the participants first. Direct quotations and paraphrasing of data from focus groups, interviews, or historical artifacts then are used to support the generalizations made. In some cases, this analysis also includes information from field notes or other interpretative data (e.g., life history information).

For quantitative research, this section is divided into three parts: Analysis of results, Interpretation, and Discussion, and supporting literature. Provide analysis on the behavior of data if increasing or decreasing trend, what are the top statements with the highest means and the least statements with the lowest mean scores.

Every statement on the list must be given appropriate discussion regarding the reasons behind the findings as the interpretation of the respondents on why are these statements considered highest and lowest. The interpretation of the results must be coming from respondents as well and not based on the understanding and interpretation of the researcher/s for the discussion to become realistic.

Supporting literature is needed to confirm or contradict the present findings of the study. Ensure that only relevant and recent literature will be considered as support to the findings.

Focus the discussion on the best practices of the respondents to explain the top statements and what is lacking or inadequate at present for the statements with the lowest means.

Always provide implications of the findings to the intended community and its contribution to the practice of the specific profession. Connect the theoretical foundation of the study to the present findings.

Do not make any suggestions for improvement on the identified issues in the middle of the discussion. There is a separate section for the recommendation.

6. Conclusion and Recommendation

The conclusion must provide brief statements based on the findings that answer all the objectives. For the test of differences, be specific on what category from the profile of the respondents with significantly higher or lower in the test. For the test of a relationship, make sense of the correlation between the two variables. Provide the meaning of the correlation rather than saying that there is a significant relationship between the two variables.

Address the recommendation to the appropriate person or agency who can serve as responsible to make the suggestion possible. Ensure that the recommendation is doable, specific, and measurable to make the utilization for improvement as feasible. Provide the limitation of the study and other variables which are not included in the present study that will serve as part of the recommendation for future investigation.

7. References

The Reference List provides information for a reader to locate and retrieve any source cited in the study. Do not separate books, journals, and internet sources, just arrange them in alphabetical order in the reference list. The University requires the use of the recent 7th edition of the American Psychological Association (APA) style of citations and references for thesis/ dissertation writing (visit: <http://www.apastyle.org>).

LPU-B Intellectual Property

CITATIONS AND REFERENCES (APA Style)

How to cite sources using APA style (within the text)

APA in-text citations consist of the author's last name and publication year. When citing a specific part of a source, also include a page number or range.

Example: Adaption to the emerging technology is an integral component of the online learning (Borbon, 2021, p. 23-29).

If the work cited has two authors, name both authors in the signal phrase and in parentheses at the end of the quotation. For the latter, separate their names with the "&" symbol.

Example: (Magnaye & Ylagan, 2021).

For more than two authors, identify all of the authors in the introductory signal phrase or the parentheses the first time they are named.

Example: (Palay, Villena & Caiga, 2022).

Later citations of the same work can use the first author's name followed by "et al."

Example: (Bautista et al., 2022).

If the author is an organization, use the entire name in the body text the first time it is used, with the acronym for the organization enclosed in parentheses, followed by the year.

Example: (Lyceum of the Philippines University [LPU-B], 2022).

For later citations of the same work, use the acronym followed by the year.

Example: (LPU-B, 2022).

APA Citation on sources on the Internet

Authors using and citing sources on the World Wide Web (i.e. Internet) should observe the following guidelines:

- Provide addresses (i.e. hyperlinks) that work.
- Documents available via the Internet include articles from periodicals (e.g. newspapers, newsletters, journals, etc.);

- They may stand on their own (e.g. research papers, government reports, online books, brochures, etc.); or they may be in Web-based format (e.g. Web pages, newsgroups, blogs, etc.).

Example:

Based on the Australian Bureau of Statistics on 2020, Australia's population as at January 2020 is 25,577,330, and is increasing at the rate of one person every 1 minute and 23 seconds

Note: Do not write here the URL or web address of the source, it should be cited in the reference list. The first statement "*Based on the Australian Bureau of Statistics on 2020*" serves as the reference of the statement.

How to write sources in the Reference lists (Use the indented style/format)

Books:

Surname author, first name or initials, (year of publication),
Title of book (publisher, place of publication). DOI (if there is)

Note:

- If more than one author, list by their last names and initials. Use the ampersand " & " instead of "and".
- 3 – 6 authors, list by last names and initials; commas separate author names while the author last name is preceded again by an ampersand "&."
- If there are more than six authors, list the first 6, then "et al." which stands for *others*)

Example:

Jackson, L. M. (2019). The psychology of prejudice: From attitudes to social action (2nd ed.). American Psychological Association.
<https://doi.org/10.1037/0000168-000>.

Kranzler, J. H., & Anthony, C. J. (2022). Statistics for the terrified. Rowman & Littlefield.

Magazine/Journal articles:

Author, A. (Publication Year). Article title. *Periodical/Journal Title*, Volume(Issue), pp-pp.

Example:

Abrugena, R. L. C., Villena, A. C. D., Laguador, J. M., Lopez, E. R., & Pateña, A. D. (2020). Personal, Social And Institutional Barriers In Relation To Attitude Towards Conducting Research Among General Education Faculty Members. *International Journal of Scientific & Technology Research*, 9(6).

Newspaper articles with author:

Author, A. (Year, Month Date of Publication). Article title. *Newspaper Title*, Page number (if available). URL

Example:

Carey, B. (2019, March 22). Can we get better at forgetting? *The New York Times*. <https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html>

Newspaper articles without authors:

Article title. (Year, Month Date of Publication). *Newspaper Title*. Retrieved from URL

Example:

Mrs. Obama says 'lovely frame' in box during awkward handoff. (2018, February 1). *AP News*. <https://www.apnews.com/31f3520500c94a6ebfdbd2a0db5f4b60>

Electronic Sources:

An Internet source reference should include; document title or description, and an Internet address (i.e. a valid URL, or uniform resource locator). When possible, identify author name(s) as well.

National Cancer Institute. (2019). *Taking time: Support for people with cancer* (NIH Publication No. 18-2059). U.S. Department of Health and Human Services, National Institutes of Health. <https://www.cancer.gov/publications/patient-education/takingtime.pdf>

Web page with author:

Surname, first name or initials, (year of publication), *Title of the article*, URL

Example:

Schaeffer, K. (2021, October 1). *What we know about online learning and the homework gap amid the pandemic*. Pew Research Center.

<https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/>

Web page with author:

Surname, first name or initials, (year of publication), *Title of the article*,
Retrieval date, from URL

Example:

U.S. Census Bureau. (n.d.). *U.S. and world population clock*. U.S. Department
of Commerce. Retrieved January 9, 2020, from
<https://www.census.gov/popclock/>

Web page not listing the author:

Title, year posted, date you visited the site and complete URL

Example:

All 33 Chile miners freed in flawless rescue. (2010, October 13).
http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/

Web page from an organization, not listing the author:

Name of organization, title (if known), (date (if known)), complete URL and
date you visited the site.

Example:

Lyceum of the Philippines University, <http://www.lpubatangas.edu.ph>, (visited
on 12 June 2022)

Internet-published Article Based on Printed Source Article:

Waterston, F., Dixon M. (2007). Cuisine as a cultural and religious marker
[Electronic version]. *National Journal of Anthropology*, 7, 125-132.

Internet Article in an Internet-Only Journal:

Flachs, A. (2010). Food for thought: The social impact of community gardens
in the Greater Cleveland Area. *Electronic Green Journal*, 1(30).
<https://escholarship.org/uc/item/6bh7j4z4>

Internet Article in an Internet-Only Newsletter:

Perez, A. R., Winters, S., Jackson D.B., et al. (2005, June). Using video to
increase conversion rates. *Marketing News Online* (05-06).
<http://www.marketingonline.com/newsletters/Jun05.html>

GENERAL CHECKLIST

1. Thesis Publishing Agreement

Graduate students may publish materials intended for subsequent use as a part of the thesis provided that the Graduate School through the Graduate School Dean is notified in writing of this intention by the student at the time the paper is submitted for publication. The complete title, the names of authors as they appear on the paper, and the name of the journal must be furnished.

2. Copyright

- Copyright privileges on a thesis or dissertation belong to the student investigator.
- Copyright Page

Copyright by

Name in Capital Letters

Date

All Rights Reserved

- Thesis or dissertation may be rejected based on the following;
 - There is evidence of plagiarism
 - There is evidence that the researcher did not undertake the investigation

3. Plagiarism

Plagiarism is intellectual theft and academic dishonesty. Failure to cite the work of another writer is plagiarism, even if it is accidental. The University has a web-based plagiarism detection software (Turnitin) for published journals, manuals, and researchers. Graduate students are required to submit the Turnitin Similarity Index Plagiarism Report, which has been signed by the research adviser. There is 20 percent allowable similarity index in the whole manuscript. Even the copied texts are properly cited - paraphrasing, summarizing and synthesizing the ideas are still needed to lessen the similarity index.

4. Final Disposition of Manuscript

The official LPU paper (*available at the Graduate School*) should be used in the final printing of the thesis/dissertation. Graduate student must submit three (3) hardbound and identical copies of the manuscript and one (1) CD (*in PDF*) to the Graduate school at least one (1) month before the scheduled Graduation. The

hardbound copy of the manuscript should have a Red Maroon (*official LPU color*) cover printed in the gold text. The submitted copies become the property of LPU.

LPU-B Intellectual Property



Policy on Student and Adviser Co-Authorship

Rationale:

Lyceum of the Philippines University-Batangas protects the individual rights of the students as authors of scholarly works which are outputs from thesis and dissertation as well as research projects and other forms of research collaboration between students and faculty researchers. This policy on co-authorship recognizes the importance of the intellectual contributions of the student/s and the research adviser from the conception of the problem up to the final version of the paper for presentation and publication. Therefore, harmonizing the privileges and entitlements of students as authors and their advisers as co-authors would bring clarity, transparency, and integrity to the authorship of the scholarly works of this University.

Purpose:

1. Clarify criteria for attribution of co-authorship of all research outputs from thesis and dissertation as well as research projects as course requirements contributed to by the teaching, non-teaching staff, and students in LPU-Batangas;
2. Develop clear and specific rules on ethical procedure of co-authorship; and
3. Ensure that appropriate steps to confirm co-authorship are taken prior to submission for publication and presentation.

Policy Statement:

1. Authorship must be based on making a substantial intellectual contribution to the work described and taking sole or joint responsibility for that contribution or, where appropriate, the work as a whole for at least one or more of the following criteria:
 - a. conception and design of the research project
 - b. analysis and interpretation of research data;
 - c. drafting significant parts of the work or critically revising it for important intellectual content so as to contribute to the discussion.
 - d. final approval of the version to be published.
2. All student authors shall sign the Content to Publish/Present form granting permission to research adviser as co-author.
3. Where there is more than one author of a research output, at least one co-author by agreement amongst the authors should be nominated as the corresponding author usually the group leader who will be responsible for communication between the publishers and managing communication between the co-authors.
4. The authors should discuss and reach an agreement on the order in which the names of the authors appear in the publication based on their intellectual contributions;

5. Anyone who will be considered as co-author aside from the research adviser shall provide an endorsement letter signed by the research adviser in the absence of the team leader to CRIN stating the intellectual contribution of this personnel within the University for proper documentation.
6. Other contributions to the research output that do not meet the authorship criteria described in Policy Statement #1 must be properly recognized in the acknowledgment section. Contributions made solely through the provision of funding, the provision of technical support, technical advice or technical assistance, their position in the department or institution, the provision of materials, infrastructure or access to equipment, are generally not considered to meet the criteria for authorship.

Effectivity

This policy on Student and Adviser Co-Authorship shall take effect on April 3, 2018.

Prepared by:

DR. JAKE M. LAGUADOR (sgd.)
CRID Director

Recommending Approval:

DR. CECILIA C. PRING (sgd.)
VPAR

Approved by:

DR. PETER P. LAUREL (sgd.)
University President



Consent to Publish/Present Form

Research Title: _____

Authors: _____

Adviser: _____

The Author(s) Warrants:

1. All authors are properly credited.
2. The scholarly work does not infringe on or violate any intellectual property rights of another party, including copyrights and patents.
3. The author(s) possesses, or has legally authorized, exclusive ownership and copyright of the work.
4. The author(s) has full power and legal right to execute and perform this agreement.

Consent to Publish/Present:

1. This signed consent form grants the permission of the author/s to publish their work in any appropriate reputable refereed journals or as a book chapter (online and print) identified by the Center for Research and Innovation (CRIN), as well as to present the findings of the study to any national and international research forums and conferences;
2. The author(s) agrees to transfer unlimited non-exclusive rights to present, publish, print, reproduce, distribute, and translate throughout all forms of media that are now known and later developed;
3. The author(s) grants the LPU-Batangas the right to use their name in association with the work in published form and in promotional materials; and
4. The student(s) agrees to publish their work with the research adviser as co-author.
5. This also provides permission to the research adviser to present the findings of their study in any appropriate venue with the approval of the CRIN Director and the Vice President for Academics and Research.

By signing this agreement, all author(s) including the adviser as co-author agree to the terms specified above. In addition, the authors agree to cooperate with the CRID and to respond promptly to all queries in the process of preparing the manuscript for final publishing.

Name/s of the Author	Signature

Adviser's Signature: _____

List of Online Research Journal Databases

Database	Description	Website
Digital Commons Network	Brings together free, full-text scholarly articles from hundreds of universities and colleges worldwide. Curated by university librarians and their supporting institutions, the Network includes a growing collection of peer-reviewed journal articles, book chapters, dissertations, working papers, conference proceedings, and other original scholarly work	https://network.bepress.com/
Gale Database	Offers a variety of resources for education, lifelong learning, and academic research. Whether you are looking for peer-reviewed articles; full-text magazines, newspapers, and eBooks; primary source documents; and videos or podcasts	http://www.infotrac.galegroup.com/itweb/lyceumph <i>Password: discovery</i>
Science Direct	Provides access to a large bibliographic database of scientific and medical publications of the Dutch publisher Elsevier	http://www.sciencedirect.com
Education Research Information (ERIC)	ERIC is a comprehensive, easy-to-use, searchable, Internet-based bibliographic and full-text database of education research and information.	https://eric.ed.gov/
JSTOR	JSTOR is a digital library for the intellectually curious. It helps to discover, share and connect valuable ideas. It provides access to more than 12 million journal articles, books and images and primary sources in 75 disciplines	https://www.jstor.org/
Academic One File	Libraries from the world's leading journals, this comprehensive resource covers the physical and social sciences, technology, medicine, engineering, the arts, technology, literature, and many other subjects.	http://find.galegroup.com/menu/commonmenu.do?prodId=MENU&userGroupName=lyceumph
Scopus	The largest abstract and citation database of peer-reviewed literature. Search and access research from the science, technology, medicine	https://www.scopus.com/
Directory of Open Access Journals	DOAJ is an online directory that indexes and provides access to high quality, open access, peer-reviewed journals.	https://doaj.org/
Frontiers in Education	A multidisciplinary journal that explores research-based approaches to education for human development. It focuses on the global challenges and opportunities education faces, ultimately aiming to improve educational outcomes.	https://www.frontiersin.org/journals/education
OMICS International	OMICS Group follows an Open Access publication model that enables the	http://www.omicsonline.org/about.php

	dissemination of research articles to the global community free of cost.	
Public Library of Science	PLOS is a nonprofit publisher and advocacy organization founded to accelerate progress in science and medicine by leading a transformation in research communication	https://www.plos.org/
InfoTrac	Articles cover a broad spectrum of disciplines and topics- ideal for every type of researcher.	http://infotrac.galegroup.com/default
Open Access Journals Search Engine	OAJSE service covers free, full text, quality controlled journals. We aim to cover journals in all subjects that are published in English language.	http://www.oajse.com/
Research Bible	Researchbib is open access with high standard indexing database for researchers and publishers.	http://paper.researchbib.com/
Academia.edu	It is a platform for academics to share research papers. The company's mission is to accelerate the world's research.	https://www.academia.edu/
Mendeley	It is a free reference manager and academic social network.	https://www.mendeley.com/
PubPsych	It is a free information retrieval system for psychological resources.	http://www.pubpsych.eu/

Useful Sites for Local Literature

Database	Description	Website
Tuklas.edu.ph	Tuklas is a resource discovery tool based on the open-source software <i>VuFind</i> , customized to cater to the research needs and information-seeking behavior of the UP community and the general public, by no less than Mr. Chito N. Angeles, former University Librarian of UP Diliman. Its ultimate goal is to enable users to search across millions of print and electronic resources available in the different libraries of the University of the Philippines system. Currently, it is integrated with existing local databases of UP Diliman, e.g., <i>IPP</i> , <i>IPN</i> , <i>iLib</i> , thus reflecting the real-time status of circulation books. It can also be configured to harvest metadata resources from other OAI-PMH compliant databases and open-access repositories	https://tuklas.up.edu.ph/
Philippine EJournal	The Philippine E-Journals is an expanding collection of academic journals that are made accessible globally through a single Web-based platform. It is hosted by C&E Publishing, Inc., a premier educational publisher in the Philippines and a leader in	https://ejournals.ph/

	the distribution of integrated information-based solutions.	
Plaridel Journal	Plaridel Journal of Communication, Media and Society was first published in 2004 as a national journal of communication and has been released on a regular bi-annual basis since. It has since evolved to a more inclusive regional focus and has recently begun publishing papers from other Asian countries. Papers published in Plaridel Journal include original research in different areas of media and communication studies in the Philippines and Asia. These can be qualitative or quantitative work in media effects, industry, political economy, subcultural practices, and journalism studies, among others. Plaridel is published every June and December.	http://www.plarideljournal.org
Philippine Journal of Linguistics	For 50 years, the LSP has been publishing its international peer-reviewed scholarly journal entitled the Philippine Journal of Linguistics (PJL). This is in line with the organization's thrust to advance language science in the Philippines. Such is possible through the help of brilliant and inquisitive minds, both local and foreign, who would like to understand and contribute further knowledge in linguistics centered around the Philippines, its people and languages.	https://www.pjl-phil.com/
Bahadian	BAHÁNDIAN is the institutional repository of the Central Philippine University for the management, dissemination, and preservation of digital materials that represent the scholarly work of the academic community and its affiliates and their faculty members and students.	https://repository.cpu.edu.ph/
Philippine Social Science Journal	The Philippine Social Science Journal (PSSJ) is an open access indexed peer-reviewed journal published by Recoletos de Bacolod Graduate School, University of Negros Occidental-Recoletos. The journal publishes original and quality scientific papers dealing with social science and allied disciplines such as anthropology, human geography, demography, business, management, economics, education, psychology, criminal justice, political science, social policy, international relations, sociology, law, media studies, history, health and well-being, and religion.	https://philssj.org/index.php/main
Asian Center - UP	The Asian Center is the University of the Philippines' only unit with a regional area of specialization and one of the colleges in the university's Diliman campus. Established in 1955 as the Institute of	https://www.ac.upd.edu.ph/.../free-publications-a-list

	<p>Asian Studies, the Asian Center offers graduate-level multidisciplinary programs on Asian Studies and on Philippine Studies. Its mandate—the study of Asia—is underpinned by law, Republic Act 5334, which took effect in June 1968. The Asian Center is based at the GT-Toyota Asian Cultural Center. It is a member of the Consortium for Southeast Asian Studies in Asia; the Kyoto International Consortium for Asian Studies (KICAS); and the Network of ASEAN-China Academic Institutes (NACAI).</p>	
Philippine Studies	<p>Philippine Studies: Historical and Ethnographic Viewpoints is an internationally refereed journal that publishes scholarly articles and other materials on the history of the Philippines and its peoples, both in the homeland and overseas. It believes the past is illuminated by historians as well as scholars from other disciplines; at the same time, it prefers ethnographic approaches to the history of the present. It welcomes works that are theoretically informed but not encumbered by jargon. It promotes a comparative and transnational sensibility, and seeks to engage scholars who may not be specialists on the Philippines.</p>	<p>https://www.jstor.org/journal/philstud</p>
Asian Regional Integration Center (ARIC)	<p>The Asia Regional Integration Center (ARIC) is an ongoing technical assistance project of the Economic Research and Regional Cooperation Department. Following the 1997/98 Asian financial crisis and the contagion evident around the region, ADB was asked to use its knowledge-based expertise to help monitor the recovery and report objectively on potential vulnerabilities and policy solutions. With the ASEAN+3 process just starting, ADB provided technical assistance beginning in 1999—to create the Asia Recovery Information Center, the precursor to ARIC.</p>	<p>https://aric.adb.org/philippines/</p>
Philippine Education Research Journal	<p>The Philippine Education Research Journal (PERJ) is an online, peer-reviewed, open access journal that is the official research publication of the Private Education Assistance Committee (PEAC). Published twice a year, it serves as a platform for the dissemination of research of interest to decision makers, policy makers, and educational leaders and practitioners. Its focus is on Philippine education.</p>	<p>https://peac.org.ph/perjinfo/</p>

Bisig PUP	<p>Inilimbag ang BISIG Journal isang beses kada taon sa ilalim ng pamamahala ng Center for Labor Research and Publications ng Institute of Labor and Industrial Relations. Ito ang natatanging refereed journal na nasa wikang Filipino na pangunahing nagtatampok ng mga pag-aaral na sumisipat sa mga napapanahong isyu hinggil sa kalagayan ng manggagawang Pilipino. Karaniwang nakatuon ang mga paksa sa mga usapin tulad ng unyonismo, globalisasyon, neoliberal na polisiya, kilusang panlipunan, karapatan at kalagayan ng manggagawa, at iba pang katulad na tema. Ang perspektiba'y maaaring nakasandig sa multi/interdisiplinaryong lapit. Tumatanggap ang lupong editorial ng BISIG ng mga lathalain o artikulo, pananaliksik, lektyur-propesoryal, mga tala, komentaryo, at rebyu ng libro para sa isyu nito sa taong panuruan.</p>	<p>https://www.apcore-inc.org/pup-online-journal-system</p>
Daluyan Journal	<p>Ang <i>Daluyan: Journal ng Wikang Filipino</i> ay isang pambansang refereed journal na monolingguwal sa Filipino. Pangunahing layunin nito na paunlarin ang pag-aaral at pananaliksik tungkol sa wika, panitikan at kulturang Filipino, at pagyamanin ang diskurso sa iba't ibang disiplina sa wikang Filipino. Bilang bahagi ng tunguhin ng SWF na isulong ang Filipino bilang wika ng saliksik, naglalaan o lumilikha ang Daluyan ng espasyo para sa tuloy-tuloy na intelektuwalisasyon ng wikang Filipino.</p>	<p>https://journals.upd.edu.ph/index.php/djwf</p>
UPD Research/Journal	<p>UP Diliman has six journals with a "Category A" rating from the Commission on Higher Education (CHED). A CHED "Category A" journal is credited as an international level publication. It receives from CHED P200,000 per year during the effectivity of accreditation, and an endorsement for library subscription.</p>	<p>https://upd.edu.ph/research/journals/</p>
Recoletos Multidisciplinary Research Journal	<p>The Recoletos Multidisciplinary Research Journal (RMRJ) is the official bi-annual journal of the University of San Jose-Recoletos (USJ-R) Center for Policy, Research, and Development Studies (CPRDS). Being an internationally peer-reviewed journal, RMRJ adopts the double-blind review process wherein the reviewer/s and the author/s do not know each other's identity.</p>	<p>https://rmrj.usjr.edu.ph/</p>

References:

Citations and References (APA Style), Date Retrieved: May 10, 2015, from www.apastyle.org

Graduate School Manual, Lyceum of the Philippines of the University, Batangas City, Philippines

Lyceum of the Philippines University-Batangas, www.lpubatangas.edu.ph

Plagiarism, Date Retrieved: May 11, 2015, from www.plagiarism.org

LPU-B Intellectual Property

Appendix A

PROPOSAL DEFENSE ASSESSMENT FORM

Name of Researcher: _____

Research Title: _____

Degree Program: _____

4 – Very Good

3 – Good

2 – Fair

1 – Needs major improvement

General Content: Please review the proposal and use the scale in evaluating the general and specific contents. Please write the number that corresponds to the degree of its comprehensiveness, coherence and significance. Your comments will assist the researcher/s in improving the research work and in determining the final disposition of the paper.

General Content	Score
1. Significance of the paper (<i>relevance to the discipline/degree program</i>)	
2. Contribution to community development (<i>provides solution to the intended concern of the community</i>)	
3. Technical Novelty (<i>Originality & Timeliness</i>)	
4. Quality of Information (<i>Scholarly written & organized ideas</i>)	
5. Language Usage (<i>use of appropriate language for intended audience</i>)	
6. Adherence to Research Agenda	
Specific Content	
Title	
1. It clearly states in fewest possible word	
2. It adequately describes the contents of the paper	
Introduction	
1. It has clearly stated background information and rationale	
2. It builds an argument for research and contains sufficient reviews of literature and studies to support the variables	
Objectives	
1. It clearly states specific and measurable terms	
2. It presents adequate set of variables to the intended type of proposal	
Methods	
1. It utilizes appropriate research design	
2. It uses appropriate sampling technique in the selection of participants	
3. It contains accurate procedure on the test of reliability and/or validation of Instruments and/or discussion of sources of instrument/s	
4. It clearly states data analysis through the discussion of statistical tools	
5. It clearly states data analysis through the discussion of statistical tools	
Ethical Consideration	
1. It clearly states the discussion of ethical considerations	
2. It provides information concerning the participants	

Instrument/Questionnaire	
1. It provides clearly stated statements of the questionnaire	
2. It answers the objectives of the study comprehensively	
References	
1. It provides complete list of references based on the cited sources in the manuscript	
2. It follows APA Style of referencing	
Presentation	
Language Use and Delivery (Communicates ideas effectively)	
Organization and Preparation (Maintains focus on the topic clearly and logically)	
Questions and Answers (Demonstrates extensive knowledge of the subject)	
Total:	
Mean Score:	

Comments:

(Please use additional sheets of paper if necessary)

Recommendation

Weight	Scale	Description	Interpretation
4	3.50 – 4.00	Very Good	Requires minor corrections
3	2.50 – 3.49	Good	Requires moderate revision
2	1.50 – 2.49	Fair	Requires major revision
1	1.00 – 1.49	Needs Major Improvement	Reject the proposal

Printed Name and Signature of the Evaluator

Appendix B FINAL DEFENSE ASSESSMENT FORM

Name of Researcher: _____

Research Title: _____

Degree Program: _____

Please review this manuscript and use the scale in assessing the specific content of the final paper. Your comments will assist the researcher in improving the research work.

4 – Very Good

3 – Good

2 – Fair

1 – Needs major improvement

Title	Score
1. It clearly states in fewest possible word	
2. It adequately describes the contents of the paper	
Introduction	
1. It has clearly stated background information and rationale	
2. It builds an argument for research and contains sufficient reviews of literature and studies to support the variables	
Objectives	
1. It clearly states specific and measurable terms	
2. It presents adequate set of variables to the intended type of proposal	
Review of Literature	
1. It contains only relevant and useful information to support the study	
2. It follows APA In-text style of citation and sources were properly cited	
3. It summarizes ideas from articles through the evident organization of thoughts.	
Methods	
1. It utilizes appropriate research design	
2. It uses appropriate sampling technique in the selection of participants	
3. It contains accurate procedure on the test of reliability and/or validation of Instruments and/or discussion of sources of instrument/s	
4. It clearly states data analysis through the discussion of statistical tools	
5. Appropriate data analysis is clearly stated through discussion of statistical tools to be used in interpreting the results.	
Ethical Consideration	
1. It clearly states the discussion of ethical considerations	
2. It provides information concerning the participants	
Instrument/Questionnaire	
1. It provides clearly stated statements of the questionnaire	
2. It answers the objectives of the study comprehensively	
Results and Discussion	
1. It presents properly analyzed and interpreted results of all tables, graphs, illustrations, and figures	
2. It uses relevant reviews of literature and studies like support for the present findings	

Conclusion	
1. It accurately reflects the significant findings of the study.	
2. It confirms the objectives of the study.	
Recommendation	
1. It provides specific, doable and adequate suggestions to address the concern/s of the study	
2. It gives new research opportunities for further studies	
References	
1. It has complete list of references based on the cited sources in the manuscript	
2. It follows APA Style of referencing	
Abstract	
1. It provides an overview of the problem and the objectives; which also briefly mentioned the methods used in the study	
2. It presents significant findings that are stated concisely and accurately	
Format	
1. It follows the protocol of the university research format for final manuscript	
2. It contains complete parts of the preliminaries with full paper	
Presentation	
Language Use and Delivery (Communicates ideas effectively)	
Organization and Preparation (Maintains focus on the topic clearly and logically)	
Questions and Answers (Demonstrates extensive knowledge of the subject)	
Total Score:	
Mean Score:	

Additional Comments/Strength of the research paper:

(Please use additional sheets of paper if necessary)

Weight	Scale	Description	Grade
3	2.50 – 3.00	Very Good	
2	1.50 – 2.49	Good	
1	1.00 – 1.49	Passed	

Evaluator

Printed Name and Signature of the

The grade of the student will be based on the computed mean score of the assessment, please check appropriately.

APPENDIX C
THESIS/DISSERTATION FORMAT PER COLLEGE

COLLEGE OF ALLIED MEDICAL PROFESSION

**Type your title (Bold, Arial, size 12, center,
inverted pyramid)**

A Thesis
Presented to
The Faculty of the College of Allied Medical Professions
Medical Laboratory Science Program
Lyceum of the Philippines University - Batangas

In Partial Fulfillment
Of the Requirements for the Degree of
Bachelor of Science in Medical Laboratory Science

By:
Author 1
Author 2
Author 3
Author 4
Author 5
Author 6
and
Adviser

June 2021

APPROVAL SHEET

In partial fulfilment of the requirements for the degree **Bachelor of Science in Medical Laboratory Science**, this thesis entitled “***Anticoagulant activity of.....***.....

.....” presented by **author, author, author, author, and author**, is hereby recommended for oral examination.

**Name of Adviser, RMT, MSMLS
Adviser**

Defended in oral examination before a duly constituted panel with a grade of

_____.

**Carina M. Magtibay, RMT, MSc, LPT, PhD
Chairman**

**Reby A. Cabanela, RMT, MAEd, LPT, EdD
Member**

**Citadel A. Panganiban, RMT, MSMLS
Member**

Accepted in partial fulfilment for the degree **Bachelor of Science in Medical Laboratory Science**.

**Dr. Carina M. Magtibay
Dean, College of Allied Medical Professions**

THESIS ABSTRACT

Title Anticoagulant activity of

Total number of pages:

Type of document: Undergraduate Thesis

Authors:

Degree: Bachelor of Science in Medical Laboratory Science

Name of University: Lyceum of the Philippines University – Batangas

Academic Year: 2020-2021

Research Adviser: Name

Insert your thesis abstract in this space. The first line is indented. The abstract's length should be a minimum of 200 words and a maximum of 300 words. The abstract must be well-concisely written and cover all main parts; 1) Objectives (why do we care about the problem? What practical, scientific, theoretical or artistic gap is your research filling?) 2) Methodology: (what did you actually do to get your results? E. g. interviewed or surveyed 100 respondents from what location through online or personal interview, etc.) 3) Result and Discussion (As a result of completing the above procedure, what did you find out/learn/invent/create?) 4) Conclusions (What are the larger implications of your findings related to the objectives) (Arial, size 12, single space).

Keywords: 3-5 words

ACKNOWLEDGEMENT

The researches would like to.....

You can create your own texts. Use Arial; size 12; double spacing)

To the.....text;

To the.....text;

To the.....text.

LPU-B Intellectual Property

DEDICATION

The researchers.....(Arial; size 12; indented; double spacing)

LPU-B Intellectual Property

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Subheading of R&D	3
Subheading of R&D	3
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Figure 2. Check your figure	5
Figure 3. Another figure if applicable	6
Figure 4. Another figure if applicable	7

Title (Bold, Arial, Size 14, Center, Inverted Pyramid)

Leader (First name Middle Initial. Last name^{1*}, Member 2¹, Member 3¹, Member 4¹, Member 5¹ and Adviser²

College of Allied Medical Profession, Lyceum of the Philippines University,
Capitol Site, Batangas City

¹ Student Researcher

² Faculty Adviser

*Corresponding author e-mail: leader's e-mail add

Abstract: Insert your thesis abstract in this space. The first line is indented. The abstract's length should be a minimum of 200 words and a maximum of 300 words. The abstract must be well-concisely written and cover all main parts; 1) Objectives (why do we care about the problem? What practical, scientific, theoretical or artistic gap is your research filling?) 2) Methodology: (what did you actually do to get your results? E. g. interviewed or surveyed 100 respondents from what location through online or personal interview, etc.) 3) Result and Discussion (As a result of completing the above procedure, what did you find out/learn/invent/create?) 4) Conclusions (What are the larger implications of your findings related to the objectives) (Arial, size 10, single space)

Keywords: 3-5 words (do not use keywords that are already in the title)

INTRODUCTION

This section should contain facts that will clearly state the problem and why it is important. It also shows the uncertainty, controversy, or gaps in literature. It presents the impact or significance. It should start from the global perspective down to local setting. For example, actual number of healthcare professionals that contracted COVID-19 as reported by WHO. Out of that number how many are medical technologists? Present the same study with results in Philippine setting – how many are affected in the country? If there are available data, how many are affected in South Luzon particularly in Batangas. Support the data with published journals/studies. Use the 7th APA edition for in-text citations and referencing. Make sure that whatever that is cited is included also in references and vice versa. Avoid using studies that are in the form of abstracts. Use only published journals/literature.

Add further reviews of the literature (minimal RRL) to support the gap and uncertainty. Present and connect related studies carefully. Check the flow of your ideas.

The last paragraph should contain the objectives of the study, statement of the general experimental design, and intended utilization. Write the general objective/s and specific

objective/s. The objectives will direct the methods that you will apply and implement. The last sentence must include the significance of the study.

METHODOLOGY

This section should provide enough details to allow full replication of the study by suitably skilled investigators. Protocols for new methods should be included, but well-established protocols may simply be referenced. This includes procedures that will allow you to generate data/results which will answer your objectives.

Research design

The descriptive survey method was used to assess.... In this study, the research made use of

Participants of the Study

The respondents of the study included 500 residents of Brgy Uno, Batangas City. Include your inclusion and exclusion criteria of respondents.

Data Gathering Instrument

The research used the survey questionnaire as the main instrument This was adapted from the research of Mr. X (2021) with some modification, or taking only the variables that are important. It was composed of

.....

 Describe the contents of your questionnaire. Include the result of validation and reliability test. If adopted from the journal without modification, include the Cronbach's alpha and cite the source. Further discussion can be included in R&D.

Data Gathering Procedure

The data for this research study was collected using..... The data was tallied, and statistical tools were used

Ethical Consideration

EXAMPLE: In line with RA 10173 or the Data Privacy Act of 2012, the researches ensures the security and confidentiality The research utilized.....

Statistical Analysis

Specify all the statistical tools that were used. EXAMPLE: Frequency and percentage distribution were used to describe the demographic profiles, (etc.).....

RESULTS AND DISCUSSION

R&D should: P- Present the results. A- Analyze and interpret the results. I- Imply. Make an implication. Provide reasons why such results occurred. J- Justify. Use related journals/ literatures to back up the results or claims. Either confirm or contradict the results. The R&D section should provide details that are required to support the conclusions of the paper. There is no specific word limit for this section. The section may be divided into subsections, each with a concise subheading. The results section should be written in the past tense.

Demographics

R&D.....

Challenges of Online Learning

R&D.....

Tables must be cell-based without vertical lines, and should be numbered consecutively. It is a must that all tables must be detailed in context by implying the finding results tabulated. It must be presented in the order of how your objectives were presented.

Table 1. Firmographic Profile

Demographic Profile	f	%
Age		
10-15	2	9.50
16-20	1	4.80
21-25	14	66.70

If figures are inserted into the main text, type figure captions below the figure.

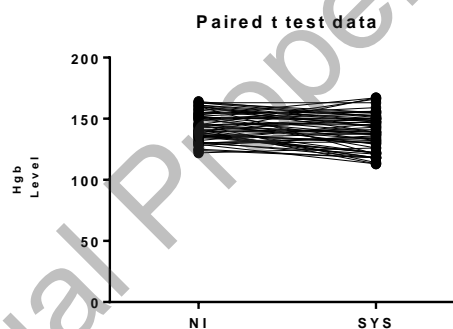


Figure 1. Comparison of Hemoglobin (Hgb) level

Make sure that Column 1 and II are aligned in all pages.

CONCLUSION

The conclusion section restates the major findings. It depends on the number of objectives cited.

RECOMMENDATION

This section suggests further research.

REFERENCES

Follow the APA 7th edition

- Lee, H. J., Yeo, S. Y., & Jeong, S. H. (2003). Antibacterial effect of nanosized silver colloidal solution on textile fabrics. *Journal of Materials Science*. <https://doi.org/10.1023/A:1023736416361>

APPENDICES

(center, font 12)

APPENDIX A
Request Letters

LPU-B Intellectual Property

APPENDIX B
Consent Form

LPU-B Intellectual Property

APPENDIX C
Questionnaire

LPU-B Intellectual Property

APPENDIX D Plagiarism Test

3rd Result - Anticoagulant activity of sulphated polysaccharides extracted from Sargassum polycystum (Sargassum weed) as an alternative for heparin therapy

ORIGINALITY REPORT

20%

SIMILARITY INDEX

12%

INTERNET SOURCES

17%

PUBLICATIONS

6%

STUDENT PAPERS

PRIMARY SOURCES

1

Marc Schindewolf, Julia Steindl, Jan Beyer-Westendorf, Sebastian Schellong et al. "Use of Fondaparinux Off-Label or Approved Anticoagulants for Management of Heparin-Induced Thrombocytopenia", Journal of the American College of Cardiology, 2017

Publication

3%

2

Mary Cushman. "Epidemiology and Risk Factors for Venous Thrombosis", Seminars in Hematology, 2007

Publication

2%

3

medicinalplants101.blogspot.com

Internet Source

1%

4

P. Shobharani, V.H. Nanishankar, P.M. Halami, N.M. Sachindra. "Antioxidant and anticoagulant activity of polyphenol and polysaccharides from fermented Sargassum sp.", International Journal of Biological Macromolecules, 2014

Publication

1%

CURRICULUM VITAE
(center, font 12)

Name

e-mail add

Formal Photo

2x2

Educational Background

Affiliation

Society of Future Medical Laboratory Scientists
Member, 2015-2020

COLLEGE OF BUSINESS ADMINISTRATION

TABLE OF CONTENTS

Title Page
Approval Sheet
The Abstract
Acknowledgment
Dedication
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Objectives of the Study
Review of Literature

METHODS

Research Design
Participants
Instrument
Procedure
Data Analysis
Ethical Consideration

RESULTS AND DISCUSSION

Proposed Action Plan
Conclusions
Recommendations

Survey Questionnaires

Reference
Appendices
Curriculum Vitae

COLLEGE OF CRIMINAL JUSTICE

Research Writing Format

It is imperative that the College maintains a uniform format for research. This ensures the professor and the students to be in clear track when conducting research.

Here are the parts of the research paper:

Preliminary Pages

Cover Page/Title Page

The title page of the research must bear the logo of the Institution and Logo of the College followed by the title of the study in inverted pyramid format. The title page is the first page of a research paper. It includes the title of the paper, the author's name, and the date.

Approval Sheet

The approval sheet is a page that is signed by the researcher's adviser and other committee members headed by the Chairman, who oversee the research presentation and discussion of panels' comments and approves the research, approve it with conditions, or disapprove the study. The two panel members checks the alignment of the presented topic to the agenda, and contents and format. Also, Panel members reviews the research proposal and findings to assess the quality of the research. This further indicates that the research has been approved.

Abstract

An abstract is a brief summary of a research paper. It typically contains 150 to 200 words and includes the research question, methods, participants, and findings. The abstract should be written in a clear and concise style.

Acknowledgment

The acknowledgment is a page where the researcher recognizes the people or groups of people who have helped with the research.

Dedication

The dedication is a page where the researcher dedicates the research to someone.

Table of Contents

The table of contents is a page that lists the major sections of the research paper and the page number where each section begins.

List of Tables

This page lists all of the tables presented in the research paper and the page number where each table appears.

List of Appendices

The list of appendices is a page that lists all of the appendices in the research paper and the page number where each appendix appears. This provides supplementary

information about the study itself and its conduct or administration.

Research Paper Contents

Introduction

The introduction is the first section of a research paper. It introduces the topic of the research, provides background information, the theory where the study is anchored, and states the research question or hypothesis. This also provides the aim or objective of the researcher for dwelling on the topic and what the study can provide for the improvement of the society.

Hence, the introduction should be clear, concise, and engaging. It should grab the reader's attention and make them want to read more.

Objectives

The objectives of the study are a list of the specific things the researcher hopes to achieve through their research. The objectives should be clear, concise, and measurable. They should also be relevant to the research question or hypothesis.

Literature Review

The literature review is a section where the researcher discusses the existing knowledge on the topic of the research. This is anchored and organized based on the variables presented in the objectives of the study. It should be comprehensive and up-to-date, and it should include a critical evaluation of the research that has been done.

Methods

The methods section is a section where the researcher describes how the research was conducted.

Research Design

The research design is the plan for how the research will be conducted. The best type of design for a particular study will depend on the research question, the research methods, and the data collection methods. This is important because it helps to ensure that the research study is conducted in a systematic and rigorous way. It also helps to ensure that the results of the study are credible and can be trusted.

Participants

The participants are the people who were involved in the research. Participants are individuals who voluntarily agree to take part in a research study. They may be asked to provide information, complete tasks, or undergo procedures. They are an essential part of any research study, and their contributions help to advance

knowledge and understanding. The researcher however, must take part in ensuring that the rights of the participants are protected and their identity and responses are treated with confidentiality.

Instrument

An instrument is a tool used to collect data in a research study. Instruments can be adopted from published studies or adapted with some revisions. It is important to validate the contents of the instrument and to ensure the reliability of the questions.

Procedure

The procedure is the detailed plan for how data will be collected in a research study. It includes the steps that will be taken including the strategy to collect the data and the materials that will be used. The procedure should be written in a clear and concise way, and should be easy for the researcher and other people to follow.

Data Analysis

The data analysis is the process of examining the data that was collected. The type of data analysis technique that is used will depend on the research question, the data, and the goals of the analysis.

Ethical Consideration

Ethical considerations are the principles that guide researchers in conducting their research in a responsible and ethical manner. These principles include protecting the rights of participants, avoiding harm, and being honest and transparent.

Results and Discussion

The results and discussion section is a section of a research paper where the researcher discusses the findings of their study and how they relate to the existing literature. The discussion section should be more in-depth, and should provide a more detailed explanation of the findings, as well as a discussion of their implications. The discussion may include a comparison of the findings to the existing literature, discuss the limitations of the study and the implications for future research. If action plan or improvement plan is proposed, it may include key result area, objectives, strategies, timeline, cost and persons involved.

Conclusions

The conclusions are a section where the researcher summarizes the main findings of the research. It answers the objectives of the study.

Recommendations

The recommendations are a section where the researcher makes recommendations to address the main problem identified and for future research.

Survey Questionnaires

The survey questionnaires are the forms that were used to collect data from participants.

Reference

The reference is a list of the sources that were used in the research. It is presented in APA 7th Appendix format.

Appendices

The appendices are additional materials that are related to the research. This may include permission or approval letters for the validation of questionnaire or conduct of the study, statistical result, plagiarism result or receipt.

Curriculum Vitae

The curriculum vitae is a document that lists the researcher's education, work experience, and publications.

Undergraduate Research Printing

A research paper must be printed in book fold, single-spaced format, soft bound with yellow gold cover and maroon spine. The research title, last name of the author, and year of publication must be indicated on the cover.

Graduate Research Printing

Research papers submitted to LPU must be printed on LPU stationery, with 1.5 spacing for all content except for tables presented in the study. The paper must be hard bound with a maroon cover. The research title, last name of the author, and year of publication must be indicated on the cover.

Writing format

- Use a 12-point Arial font.
- Use one-inch margins on sides except left.
- Left side margin shall be 1.5
- Number all pages consecutively.
- For undergraduate research, running heads is placed at the upper right corner of the paper.

COLLEGE OF COMPUTER STUDIES

GUIDELINES ON UNDERGRADUATE CCS CAPSTONE PROJECT / THESIS PREPARATION

I. PROTOCOLS OF RESEARCH FORMAT

1. Introduction (upper case, bold, left aligned)
 2. Objectives of the Study (upper case, bold, left-aligned) (Objectives must be in paragraph form.)
 3. Literature Review (upper case, bold, left-aligned)
 4. Methods (uppercase, bold, left-aligned)
 5. Results and Discussions (uppercase, bold, left-aligned)
 - Flowchart
 - Screen Shots
 6. Conclusions and Recommendations (uppercase, bold, left-aligned)
 7. References
 - References (Arrange references alphabetically regardless of whether from books, journals, or research studies. Follow APA style in presenting the entries inside text or list of references.)
- Appendices
- Curriculum Vitae

I. STYLE AND FORMAT

A. Font Style / Size

Use Times New Roman in the entire paper writing. No other font should be used throughout the proposal. Present the cover and title pages in a 14-point bold font, other than these variations, always write in 12-point font size.

B. Margins

Provide a margin of 1.5" (Inches) on the left side of the page for binding purposes. The top, right and bottom margins shall have 1.0" (Inch) of space. Apply the same margin dimensions to all pages.

C. Headings

Write each title of preliminary section and narrative part in upper case letters. Do not number the titles of preliminary sections. Do not underline or italicize heading, subheadings or captions of tables or figures.

D. Spacing and Paragraph Format

The line spacing for the entire page is double spaced. Apply single line spacing to captions of tables and figures. Keep an extra line (1.5 lines of space) between paragraphs above and below all headings, subheadings, and captions. Justify the narrative text in block form with 1" indentation of each

E. Page Numbering

The page number should be placed on the upper-right hand corner of the page. Use Roman Numerals for preliminaries and numerical for the content/body with the first page hidden. Begin each component of the preliminary section, narrative part, references and the appendix on a new page. As a rule, each component of the preliminary section should not exceed one page. Exceptions include the Table of Contents, List of Tables and List of Figures.

III. ORGANIZATION OF CONTENT

A. Preliminaries

1. Title Page
2. Approval Sheet
3. Abstract
4. Dedication
5. Acknowledgment
6. Table of Contents
7. List of Tables
8. List of Figures

B. Narrative Parts

1. Introduction
 - Objectives of the Study
 2. Literature Review
 3. Methods
 - Method Used and Discussions
 - Gantt Chart
 4. Results and Discussions
 - Flowchart
 - Screen Shots
 5. Conclusions and Recommendations
 - Conclusions
 - Recommendations
- References
Appendices
Turnitin Results
Grammarians Certificate
Curriculum Vitae

CAPSTONE PROJECT / THESIS STRUCTURE

TITLE PAGE

Title (including subtitle), author/s, institution, and date of delivery.

Abstract

- A good abstract explains in one line why the paper is important. It then goes on to give a summary of your major results, preferably couched in numbers with error limits. The final sentences explain the major implications of your work. A good abstract is concise, readable, and quantitative.
- Length should be ~ 1-2 paragraphs, approx. 400 words.
- Abstracts generally do not have citations.
- Information in title should not be repeated.
- Be explicit.
- Use numbers where appropriate.
- Answers to these questions should be found in the abstract:
 1. What did you do?
 2. Why did you do it? What question were you trying to answer?
 3. How did you do it? State methods.
 4. What did you learn? State major results.
 5. Why does it matter? Point out at least one significant implication.

Table of Contents

- list all headings and subheadings with page numbers.
- indent subheadings
- it will look something like this:

	Page #
List of Figures	xxx
List of Tables	
Introduction	
subheads ...?	
Literature Review	
subheads ...?	
Methods	
subheads ...?	
Results	
subheads ...?	

Discussion
subheads ...?
Conclusion
Recommendations
Acknowledgment
References
Appendices

List of Figures

Lists page numbers of all figures.

The list should include a short title for each figure but not the whole caption.

List of Tables

Lists page numbers of all tables.

The list should include a short title for each table but not the whole caption.

Introduction

You cannot write a good introduction until you know what the body of the paper says. Consider writing the introductory section(s) after you have completed the rest of the paper, rather than before.

Be sure to include a hook at the beginning of the introduction. This is a statement of something sufficiently interesting to motivate your reader to read the rest of the paper, it should be an important/interesting scientific problem that your paper either solves or addresses. You should draw the reader in and make them want to read the rest of the paper.

The next paragraphs in the introduction should cite previous research in this area. It should cite those who had the idea or ideas first and should also cite those who have done the most recent and relevant work. You should then go on to explain why more work was necessary (your work, of course.)

What else belongs in the introductory section(s) of your paper?

1. A statement of the goal of the paper: why the study was undertaken, or why the paper was written. Do not repeat the abstract.

2. Sufficient background information to allow the reader to understand the context and significance of the question you are trying to address.

2. Proper acknowledgement of the previous work on which you are building. Sufficient references such that a reader could, by going to the library, achieve a sophisticated understanding of the context and significance of the question.
3. The introduction should be focused on the research question(s). All cited work should be directly relevant to the goals of the capstone. This is not a place to summarize everything you have ever read on a subject.
4. Explain the scope of your work, what will and will not be included.
5. A verbal "road map" or verbal "table of contents" guiding the reader to what lies ahead.
6. Is it obvious where introductory material ("old stuff") ends, and your contribution ("new stuff") begins?

Methods

What belongs in the "methods" section of a scientific paper?

1. Information to allow the reader to assess the believability of your results.
2. Information needed by another researcher to replicate your experiment.
3. Description of your materials, procedure, and theory.
4. Calculations, technique, procedure, equipment, and calibration plots.
5. Limitations, assumptions, and range of validity.
6. Description of your analytical methods, including reference to any specialized statistical software.

The methods section should answer the following questions and caveats:

1. Could one accurately replicate the study (for example, all the optional and adjustable parameters on any sensors or instruments that were used to acquire the data)?
2. Could another researcher accurately find and reoccupy the sampling stations or track lines?
3. Is there enough information provided about any instruments used so that a functionally equivalent instrument could be used to repeat the experiment?
4. If the data are in the public domain, could another researcher lay his or her hands on the identical data set?
5. Could one replicate any laboratory analyses that were used?
6. Could one replicate any statistical analyses?
7. Could another researcher approximately replicate the key algorithms of any computer software?

Citations in this section should be limited to data sources and references of where to find more complete descriptions of procedures. Do not include descriptions of results.

Results

- The results are actual statements of observations, including statistics, tables, and graphs.
- Indicate information on range of variation.
- Mention negative results as well as positive. Do not interpret results - save that for the discussion.
- Lay out the case as for a jury. Present sufficient details so that others can draw their own inferences and construct their own explanations.
- Use S.I. units (m, s, kg, W, etc.) throughout the capstone.
- Break up your results into logical segments by using subheadings.
- Key results should be stated in clear sentences at the beginning of paragraphs. It is far better to say, "X had significant positive relationship with Y (linear regression $p < 0.01$, $r^2 = 0.79$)" then to start with a less informative like "There is a significant relationship between X and Y". Describe the nature of the findings; do not just tell the reader whether they are significant.

Note: Results vs. Discussion Sections

Quarantine your observations from your interpretations. The writer must make it crystal clear to the reader which statements are observation, and which are interpretation. In most circumstances, this is best accomplished by physically separating statements about new observations from statements about the meaning or significance of those observations. Alternatively, this goal can be accomplished by careful use of phrases such as "I infer ..." vast bodies of geological literature became obsolete with the advent of plate tectonics; the papers that survived are those in which observations were presented in stand-alone fashion, unmuddled by whatever ideas the author might have had about the processes that caused the observed phenomena.

How do you do this?

1. Physical separation into different sections or paragraphs.
2. Do not overlay interpretation on top of data in figures.
3. Careful use of phrases such as "We infer that ".
4. Do not worry if "results" seem short.

Why?

1. Easier for your reader to absorb, frequent shifts of mental mode not required.
2. Ensures that your work will endure despite shifting paradigms.

Discussion

Start with a few sentences that summarize the most important results. The discussion section should be a brief essay, answering the following questions and caveats:

1. What are the major patterns in the observations? (Refer to spatial and temporal variations.)
2. What are the relationships, trends, and generalizations among the results?
3. What are the exceptions to these patterns or generalizations?
4. What are the likely causes (mechanisms) underlying these patterns resulting predictions?
5. Is there agreement or disagreement with previous work?
6. Interpret results in terms of background laid out in the introduction - what is the relationship of the present results to the original question?
7. What is the implication of the present results for other unanswered questions in earth sciences, ecology, environmental policy, etc....?
8. Multiple hypotheses: There are usually several possible explanations for results. Be careful to consider all these rather than simply pushing your favorite one. If you can eliminate all but one, that is great, but often that is not possible with the data in hand. In that case you should give even treatment to the remaining possibilities and try to indicate ways in which future work may lead to their discrimination.
9. Avoid bandwagons: A special case of the above. Avoid jumping a currently fashionable point of view unless your results really do strongly support them.
10. What are the things we now know or understand that we did not know or understand before the present work?
11. Include the evidence or line of reasoning supporting each interpretation.
12. What is the significance of the present results: why should we care?

This section should be rich in references to similar work and background needed to interpret results. However, interpretation/discussion section(s) are often too long and verbose. Is there material that does not contribute to one of the elements listed above? If so, this may be material that you will want to consider deleting or moving. Break up the section into logical segments by using subheads.

Conclusions

- What is the strongest and most important statement that you can make from your observations?
- If you met the reader at a meeting six months from now, what do you want them to remember about your paper?
- Refer back to problem posed and describe the conclusions that you reached from carrying out this investigation, summarize new observations, new interpretations, and new insights that have resulted from the present work.
- Include the broader implications of your results.
- Do not repeat word for word the abstract, introduction or discussion.

Recommendations

- Include when appropriate (most of the time)
- Remedial action to solve the problem.
- Further research to fill in gaps in our understanding.
Directions for future investigations on this or related topics.

Acknowledgments

Advisor(s) and anyone who helped you:

1. technically (including materials, supplies)
2. intellectually (assistance, advice)
3. financially (for example, departmental support, travel grants)

References

- cite all ideas, concepts, text, data that are not your own.
- if you make a statement, back it up with your own data or a reference.
- all references cited in the text must be listed.
- cite single-author references by the surname of the author (followed by date of the publication in parenthesis)
 - ... according to Hays (1994)
 - ... population growth is one of the greatest environmental concerns facing future generations (Hays, 1994).
- cite double-author references by the surnames of both authors (followed by date of the publication in parenthesis)
 - e.g. Simpson and Hays (1994)
- cite more than double-author references by the surname of the first author followed by et al. and then the date of the publication.
 - e.g. Pfirman, Simpson and Hays would be:
 - Pfirman et al. (1994)
- do not use footnotes.
- list all references cited in the text in alphabetical order using the following format for different types of material:
 - Hunt, S. (1966) Carbohydrate and amino acid composition of the egg capsules of the whelk. *Nature*, 210, 436-437.
 - National Oceanic and Atmospheric Administration (1997) Commonly asked questions about ozone. <http://www.noaa.gov/public-affairs/grounders/ozo1.html>, 9/27/97.
 - Pfirman, S.L., M. Stute, H.J. Simpson, and J. Hays (1996) Undergraduate research at Barnard and Columbia, *Journal of Research*, 11, 213-214.
 - Pechenik, J.A. (1987) A short guide to writing about biology. Harper Collins Publishers, New York, 194pp.

- Pitelka, D.R., and F.M. Child (1964) Review of ciliary structure and function. In: *Biochemistry and Physiology of Protozoa*, Vol. 3 (S.H. Hutner, editor), Academic Press, New York, 131-198.
- Sambrotto, R. (1997) lecture notes, Environmental Data Analysis, Barnard College, Oct 2, 1997.
- Stute, M., J.F. Clark, P. Schlosser, W.S. Broecker, and G. Bonani (1995) A high altitude continental paleotemperature record derived from noble gases dissolved in groundwater from the San Juan Basin, New Mexico. *Quat. Res.*, 43, 209-220.
- New York Times (1/15/00) PCBs in the Hudson still an issue, A2.
- it is acceptable to put the initials of the individual authors behind their last names, e.g. Pfirman, S.L., Stute, M., Simpson, H.J., and Hays, J (1996) Undergraduate research at

Appendices

- Include all your data in the appendix.
- Reference data/materials not easily available (theses are used as a resource by the department and other students).
- Tables (where more than 1-2 pages).
- Calculations (where more than 1-2 pages).
- You may include a key article as appendix.
- If you consulted several references but did not cite all of them, you might want to include a list of additional resource material, etc.
- List of equipment used for an experiment or details of complicated procedures.

Note: Figures and tables, including captions, should be embedded in the text and not in an appendix, unless they are more than 1-2 pages and are not critical to your argument.

○

EDITING YOUR CAPSTONE

Even a rough draft should be edited.

Copy Editing

1. Proofread your capstone a few times.
2. Check your spelling. spellcheckers are useful for initial checking, but don't catch homonyms (e.g. hear, here), so you need to do the final check by eye.
3. Make sure that you use complete sentences.
4. Check your grammar: punctuation, sentence structure, subject-verb agreement (plural or singular), tense consistency, etc.
5. Give it to others to read and comment.

Content Editing

1. logic
2. repetition, relevance
3. style

Avoiding ambiguity

1. Do not allow run-on sentences to sneak into your writing; try semicolons.
2. Avoid nested clauses/phrases.
3. Avoid clauses or phrases with more than two ideas in them.
4. Do not use double negatives.
5. Do not use dangling participles (i.e. phrases with an "-ing" verb, in sentences where the agent performing the action of the "-ing" verb is not specified: " After standing in boiling water for two hours, examine the flask.").
6. Make sure that the antecedent for every pronoun (it, these, those, that, this, one) is crystal clear. If in doubt, use the noun rather than the pronoun, even if the resulting sentence seems a little bit redundant.
7. Ensure that subject and verb agree in number (singular versus plural).
8. Be especially careful with compound subjects. Be especially careful with subject/verb agreement within clauses.
9. Avoid qualitative adjectives when describing concepts that are quantifiable ("The water is deep." "Plate convergence is fast." "Our algorithm is better.") Instead, quantify. ("Water depths exceed 5km.")
10. Avoid noun strings ("acoustic noise source location technique").
11. Do not use unexplained acronyms. Spell out all acronyms the first time that you use them.

Capstone length

Write for brevity rather than length. The goal is the shortest possible paper that contains all information necessary to describe the work and support the interpretation. Avoid unnecessary repetition and irrelevant tangents.

Necessary repetition: the main theme should be developed in the introduction as a motivation or working hypothesis. It is then developed in the main body of the paper, and mentioned again in the discussion section (and, of course, in the abstract and conclusions).

Some suggestions on how to shorten your paper:

1. Use tables for repetitive information.
2. Include only sufficient background material to permit the reader to understand your story, not every paper ever written on the subject.
3. Use figure captions effectively.
4. Do not describe the contents of the figures and/or tables in the text item-by-item. Instead, use the text to point out the most significant patterns, items or trends in the figures and tables.
5. Delete "observations" or "results" that are mentioned in the text for which you have not shown data.
6. Delete "conclusions" that are not directly supported by your observations or results.
7. Delete "interpretation" or "discussion" sections that are inconclusive.
8. Delete "interpretation" or "discussion" sections that are only peripherally related to your new results or observations.
9. Scrutinize adjectives! adverbs and prepositional phrases.

Although it varies considerably from project to project, average capstone/thesis length is about 40 pages of text plus figures. This total page count includes all your text as well as the list of references, but it does not include any appendices. These generalizations should not be taken too seriously, especially if you are working on a labor-intensive lab project. If you have any questions about whether your project is of sufficient scope, consult one of us early on.

COLLEGE OF EDUCATION, ARTS AND SCIENCES
Undergraduate and Graduate School Program

Format of Research of AB Communication

[Research Title]

A Thesis Presented to the Faculty of the College of Education, Arts, and Sciences
in Lyceum of the Philippines University – Batangas

In Partial Fulfillment of the Requirements to the Degree Bachelor of Arts in
Communication

Surname, Name of Author 1

Surname, Name of Author 2

Adviser

[Year]

APPROVAL SHEET

In partial fulfillment of the requirement for the degree Bachelor of Science in Psychology, this paper titled “**Research Title**” is submitted by **Author’s Names** and is hereby recommended for a pre-oral/oral examination.

[Name of Adviser]
Thesis Adviser

Defended in an oral examination before a duly constituted panel with a grade of ____

PANEL OF EXAMINERS

Name of Chairman
Chairman

Name of Member 1
Member

Name of Member 2
Member

Name of Grammarian
Member

Accepted in partial fulfillment of the requirement for the degree Bachelor of Science in Psychology.

Name of Dean
Dean, College of Education Arts and Sciences

THESIS ABSTRACT

Title : **[Research Title]**
 Authors : **[Author/s]**
 No. of Pages :
 Institution : Lyceum of the Philippines University-Batangas
 School Year :
 Research Adviser : **[Name of Adviser]**

The abstract for the follows the IMRAD (Introduction-Method- Results and Discussion) format in terms of content. A summary of the whole research paper, it should contain brief description of variables and objectives. This is followed by a summary of methods (Research design, total number of participants, sampling methodology). Conclusion or answers to each objective should also be stated and summarized in this part and a brief description of the intervention program. The abstract usually consists of 150 – 200 words only.

Keywords: *include keywords from the study usually the main variables*

ACKNOWLEDGMENT

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DEDICATION

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INTRODUCTION

OBJECTIVES OF THE STUDY

The research objectives usually starts with a general objective followed by specific objectives. Usually, it starts with a description of the respondent's profile (some research would not have this depending on the design), followed by description and measurement of major variables, then comparison of the variables of the study when compared according to profile. The last objectives is output – which could either be an intervention program, an enhancement program, or a module, again depending on the results of the study.

REVIEW OF LITERATURE (per dimension/variable)

The required number of sources for the undergraduate studies is a minimum of 30 references/sources.

Variable 1

Variable 2

Variable 3

METHOD

Research Design

The research design under methods contains the identified research design of the specific study and its description.

Participants of the Study

Description of the participants is discussed under this section. The inclusion and exclusion criteria is also included. Added to this is the definition and explanation of the sampling methodology utilized by the researchers in selecting their participants.

Instruments

A discussion of the instruments (self made/adapted) is discussed here. The process of validation and reliability testing is also discussed,

Data Gathering Procedure

Data Analysis

In terms of data analysis, specific description of all the statistical tool used in the study should be explained here together with how and when each tool was used. In the case of analyzing qualitative data, the model or theory wherein the students based their coding and analysis should be identified and then described.

Ethical Consideration

RESULTS AND DISCUSSION

**Table -
Percentage Distribution of the Respondents' Profile**

Profile 1	Frequency	Percentage %
-		
-		
-		
Profile 2		

Discussion of the percentage distribution in terms of respondent's profile.

**Table -
Dimensions / Indicators of Variable 1/2/3**

Indicators	Weighted Mean	Verbal Interpretation	Rank
Item 1			
Item 2			
Composite Mean			

Legend: [Interpretation would depend on the Likert scale utilized by the researchers]

Indicators that got the highest and lowest weighted mean may be discussed. This would depend on the number of items or as per advised by the panelists/research adviser.

**Table -
Summary Table of the [Variable]**

Indicators	Weighted Mean	Verbal Interpretation	Rank
Composite Mean	3.44	Agree	

Legend: [Interpretation would depend on the Likert scale utilized by the researchers]

Table -
Difference of Responses on the [Dimensions of Variable 1/2/3] When
Grouped According to Profile

Profile 1	λ^2 / U	p-value	Interpretation
Dimension 1 of Variable			Significant/Not Significant
Dimension 2 of Variable			
Dimension 3 of Variable			
Profile 2			
Dimension 1 of Variable			
Dimension 2 of Variable			
Dimension 3 of Variable			
Profile 3			
Dimension 1 of Variable			
Dimension 2 of Variable			
Dimension 3 of Variable			

Legend: Significant at p-value < 0.05

Proposed [Output]

CONCLUSIONS

1. The conclusion part is numerical in format.
2. No numerical data is to be included in the conclusion.
3. The content of each conclusion answers each objective.
4. The number of conclusions should be the same as the number of the objectives of the study.

RECOMMENDATIONS

REFERENCES

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APPENDICES

(The appendices of each research may contain the following: informed consent, data privacy form, correspondence to test authors/statisticians/previous or other researchers, test materials, scoring and interpretation, ethics approval (if required), statistical output, and authors information. Content may vary depending on the research design of the study.

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Format of Research of Psychology Undergraduate

<RESEARCH TITLE >

A Thesis Presented to the Faculty of the
College of Education, Arts and Sciences
Lyceum of the Philippines University-Batangas

In partial fulfillment of the requirements for the
degree Bachelor of Science in Psychology

Surname, Name of Author 1

Surname, Name of Author 2

Adviser

Month Year

APPROVAL SHEET

In partial fulfillment of the requirement for the degree Bachelor of Science in Psychology, this paper titled "Research Title" is submitted by Author's Names and is hereby recommended for a pre-oral/oral examination.

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Thesis Adviser

Defended in an oral examination before a duly constituted panel with a grade of

_____.

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Dean, College of Education Arts and
Sciences

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ABSTRACT

The abstract for the follows the IMRAD (Introduction-Method- Results and Discussion) format in terms of content. A summary of the whole research paper, it should contain brief description of variables and objectives. This is followed by a summary of methods (Research design, total number of participants, sampling methodology). Conclusion or answers to each objective should also be stated and summarized in this part and a brief description of the intervention program. The abstract usually consists of 150 – 200 words only.

Keywords: *include keywords from the study usually the main variables*

INTRODUCTION

A minimum of two major variables is required for undergraduate students. For post graduate students three variables are mandatory.

The first paragraph of the introduction should contain a brief explanation of the researcher as to why they decided to do the research. A description of the current scenario or state in terms of the participants in relation to the variables of the study can be found here. As an introductory rationale, this must contain why it is essential for the researchers to do this study.

The succeeding paragraphs would be definition and explanation for each variables of the study. Explanation of how each variable relates or is experienced by the respondents of the study is also necessary. Each variable should also be supported by existing literature.

The significance of the study and the individuals who will benefit from the results of the study is discussed on the last paragraph of the introduction. Further discussion of how the selected groups or individuals would gain from the research results is included here.

OBJECTIVES OF THE STUDY

The research objectives usually starts with a general objective followed by specific objectives. Then specific objectives is stated. Usually, it starts with a description of the respondent's profile (some research would not have this depending on the design), followed by description and measurement of major variables, then comparison of the variables of the study when compared according to profile, and last is testing for relationship among the variables of the study. Other studies would also state that it would be testing for prediction, moderation or mediation depending on the design. The last objectives is output – which could either be an intervention program, an enhancement program, or a module, again depending on the results of the study.

LITERATURE REVIEW

The literature review is divided into subtopics, depending on the number of variables being measure in the study. Each variable should be discussed thoroughly in terms of definition and supporting literature. Flow of thought should still be observed. After the discussion of definition, supporting literature or results of previous articles and research that used the same variable should be included here. A summary of how certain demographic profile relates to the variable is also discussed. If the variable of the study has certain subscales, it should also be briefly explained in the literature review. Articles and research results from peer reviewed journals should contain at least 90 – 95% of the literature review and the remaining 5 – 10 % could come from secondary sources. Proper citation following the latest format from American Psychological Association is followed. A minimum of 20 existing literature is required for undergraduate studies and 30 existing literature for post graduate researches that dates not later than 5 years upon writing of the paper is required.

METHODS

Research Design

The research design under methods contains the identified research design of the specific study and its description. For psychology undergraduate students, the required design that they would utilize is mixed methods research design. For post graduate students, this is still encouraged and allowed, but with additional options of using experimental design to test for effectivity of intervention and pure qualitative research designs. For certain group of students, especially for foreign students, descriptive design is accepted. Depending on the appropriate design, a diagram is sometimes required for the readers to have a visual representation of the research methodology used by the researchers.

Participants

Under participant section, inclusion and exclusion criteria are discussed in detail. Sampling methodology that was used by the researchers is also included. The total population of the selected respondents is stated together with the sample

size. The number of participants who participated in the both in the quantitative and the qualitative part of the study is also included.

Measures

Note: under measures, description of the tests utilized in the study is discussed. Both in undergraduate and graduate studies, it is mandatory that they would only use STANDARDIZED QUESTIONNAIRES with accepted psychometric properties except for cases wherein the students are proposing for test construction or when they are doing experiments.

Title of First Standardized Test used . This is followed by description of the test author and the test response style. The number of items can be discussed as well as the response type for the test. Information regarding the Cronbach alpha or the reliability coefficient for each test should also be included in this section. Scoring and interpretation can be mentioned here or can simply be attached in the appendices.

The second part for each test is a short summary of the results of at least three research that used the same test, properly cited according to APA standards. (See Appendix _ - each test should be included in the appendices and properly labeled)

Title of Second Standardized Test used. same content as the first test used.

Interview Guide. For students that would be qualitative approach, it is required that they include the interview guide which is commonly a semi structured set of questions for interview. This would undergo validation and checking by experts on the field (See Appendix K for the interview guide)

Procedures

A thorough discussion of the step-by-step procedure in from proposal up to pre oral defense and final defense is narrated under procedure. It is important this section is to be discussed in detail for possible replication of the study. How the research data was gathered both in quantitative and qualitative phase should also be noted.

The process of questionnaire validation and dissemination is also included in this section together with how the researchers selected their participants both for the quantitative and qualitative part of the study.

Data Analysis

In terms of data analysis, specific description of all the statistical tool used in the study should be explained here together with how and when each tool was used. In the case of analyzing qualitative data, the model or theory wherein the students based their coding and analysis should be identified and then described.

Ethical Considerations

All the ethical considerations being followed and adhered to by the researchers should be included under Ethical Considerations following the recommendations for Ethical Guidelines from American Psychological Association (APA) and Psychological Association of the Philippines (PAP). Also, an ethical review and approval might also be required on certain researchers. Application for ethical review would be under the Research Ethics Review Committee of the university which is accredited by Philippine Health Research Ethics Board (PHREB).

RESULTS AND DISCUSSION

Content of results and discussion is a summary and outline of the answers to the objectives of the study. Each table is discussed thoroughly. The first paragraph contains mainly a brief reading or description that highlights the important results included on the specific table. This is followed by the interpretation and analysis of the researcher giving a thorough explanation of why and how the data resulted with the current findings. Analysis and explanation provided by the writer should be followed by supporting literature which should properly cited.

Table numbering is continuous and will follow sample format given below. Cutting of tables into two pages is not allowed.

Table numbering is continuous and will follow sample format given below. Cutting of tables into two pages is not allowed.

Table 1. Frequency Table for the Respondent's Demographic Profile

(Sample format for frequency table for the respondent's demographic profile, if included or not included in the objectives of the study)

n=sample size, N=total population

	f	%
Profile A		
A1		
A2		
Profile B		
B1		
B2		

Table 2. Respondent's [Variable 1/2/3]

n=sample size, N=total population

(Note: Sample format for the descriptive results for each variable. Each variable should have a separate table for results and to be discussed independently. Format can vary depending on the process of how the test is scored)

	Σ of scores/mean	Interpretation
Dimension 1		
Dimension 2		
Dimension 3		

Legend: (under legend the outline of how the scores is interpreted is included)

Or

	Σ of scores/mean	Interpretation	Rank
Item 1			
Item 2			
Item 3			

Legend: (under legend the outline of how the scores is interpreted is included)

Note: format of the table for descriptive objectives will always depend on the instructions for scoring and interpretation of each standardized test.

Table 3. The Emergence of the Theme [Theme] for the Variable [Variable 1] among [Respondents]

n=sample size, N=total population

R	Transcript	Emerging concepts	Subcategory	Category	Theme
[1]	[significant statement provided by the participant interviewee]	[emerging concept from the significant statement]	[identified subcategory]	[identified category]	[identified theme]
[2]	[significant statement provided by the participant interviewee]	[emerging concept from the significant statement]	[identified subcategory]	[identified category]	[identified theme]

For each qualitative table, a discussion of the theme, categories, subcategories and emerging concepts should be provided. Transcripts from the interview can also be included to strengthen the discussion part for this section of the research paper.

For students using mixed method approaches, it is important to highlight how the qualitative data became a basis of quantitative part, or how the qualitative data supports the quantitative data, or how quantitative and qualitative results merged together.

After all the qualitative findings have been presented, a figure for the overall results for the qualitative part can be generated.

[Note: Format may vary depending on the specific qualitative research design utilized and followed by the researcher/s].

Table 3. Difference on the Respondents [Variable 1/2/3] when compared according to Profile
n=sample size, N=total population

(Note: Sample format for the inferential results (Test for differences) for each variable. Each variable should have a separate table for results and to be discussed independently. Format can vary depending on the variables, profile and statistical used in the research)

	Profile 1	Profile 2	Profile 3	Profile 4	Profile 5	Profile 6
	p-value	p-value	p-value	p-value	p-value	p-value
Dimension 1						
Dimension 2						

Legend: Difference is significant at 0.05 alpha level ,
 Or

	Dimension 1	Dimension 2	Dimension 3	Dimension 4	Dimension 5	Dimension 6
	p-value	p-value	p-value	p-value	p-value	p-value
Profile 1						
Profile 2						
Profile 3						
Profile 4						
Profile 5						
Profile 6						

Legend: Difference is significant at 0.05 alpha level , If the researcher would use acronym, the meaning of each acronym should be included in the legend

Or

	Profile 1/ Dimension 1			Profile 2/Dimension 2		
	–	p-value	Interpretation	–	p-value	Interpretation
Dimension 1						
Dimension 2						

Legend: Difference is significant at 0.05 alpha level , If the researcher would use acronym, the meaning of each acronym should be included in the legend

Table 4. Correlation Matrix of the Variables of the Study
n=sample size, N=total population

(Note: Sample format for the correlational results (Test for relationship) for each variable. Each variable should have a separate table for results and to be discussed independently. Format can vary depending on the variables and statistical tool used in this specific research)

	Variable 1									
	Dimension 1		Dimension 2		Dimension 3		Dimension 4		Dimension 5	
	r_{xy}	p-value	r_{xy}	p-value	r_{xy}	p-value	r_{xy}	p-value	r_{xy}	p-value
Variable 2										
Dimension 1										
Dimension 2										
Dimension 3										
Dimension 4										
Dimension 5										

Legend : Correlation is significant at 0.05 alpha level ; If the researcher would use acronym, the meaning of each acronym should be included in the legend

Or

	Variable 1A			Variable 1B		
	–	p-value	Interpretation	–	p-value	Interpretation
Variable 2A						
Variable 2B						

Legend : Correlation is significant at 0.05 alpha level ; If the researcher would use acronym, the meaning of each acronym should be included in the legend

Depending on the given objectives of the study, additional tables can be provided if the researchers also tested for prediction, moderation or mediation.

This is then to be followed by the output which is based on the specific findings of the study.

Table 5 Proposed Intervention Program

(Note: Sample format for the output or utilization plan of the researchers based on their findings. Format may vary depending on the type of output to be implemented (E.g enhancement program, policy making, modular activities)

Key Results Area	Program/ Services	Objectives	Strategies/ Activities	Target Person	Persons Responsible	Evaluation
- dimensions for each variable which has been found to be areas of concern or can be areas for improvement	-based on existing literature, the researchers must look for empirically proven intervention that is most appropriate for the identified key results area	-specific objectives of the intervention proposed	-specific activities to be facilitated to accomplish the objectives	- respondents	-qualified facilitators for the identified intervention	-plan of evaluation of the researcher to check if the implemented intervention was effective (can be form of test/interview – would depend on the specific intervention
-each identified dimension or area of concern will have its own program/service or identified intervention						

The specific intervention or program that is being proposed to resolve areas of concern based on the findings of the study should be thoroughly discussed and explained with supporting literature.

The last paragraph/s of the research is summary or overall synthesis of all the results of the study. The limitation/s of the study may also be included in this section. Also, the implications of the results of the study to the respondents, to the society, and even to the field of psychology should be explained.

CONCLUSION

1. The conclusion part is numerical in format.
2. No numerical data is to be included in the conclusion.

3. The content of each conclusion answers each objective.
4. The number of conclusions should be the same as the number of the objectives of the study.

RECOMMENDATIONS

1. Recommendations is to be written in numerical format.
2. Ideally, five to six recommendations are encouraged. First recommendation is addressed to the respondents of the study. Depending on the type of respondent, in cases wherein the respondents are vulnerable population (children, youth, students etc.) second recommendation may be addressed to the parents, school administration, or employers. Next recommendation is for the governing agency that has the authority in implementing the proposed intervention program. This is followed by the practical application of the results in the field. The last recommendation is directed to future researchers. This should contain not just for reference use, but the current researcher must recommend possible additional variables, change in design, change of locale or population etc. that would improve and contribute more to the existing literature regarding the chosen topic of the researchers.

REFERENCES

The reference part of each research paper should follow the guidelines in reference format and citation of American Psychological Association, 7th edition [or the most recent version of APA guidelines as to date]

APPENDICES

(The appendices of each research may contain the following: informed consent, data privacy form, correspondence to test authors/statisticians/previous or other researchers, test materials, scoring and interpretation, materials utilized [for experiment], ethics approval (if required), statistical output, and authors information. Content may vary depending on the research design of the study.)

Format of Research of MA & PhD ELM, ELS, ME, MPA, DPA

[RESEARCH TITLE]

A Thesis/Dissertation Presented to the Faculty of Graduate School

Lyceum of the Philippines University-Batangas

In Partial Fulfillment of the Requirements for the Degree

Master of Arts in _____ / Doctor of Philosophy in _____

By

[author's full name]

[month year]



APPROVAL SHEET (MA ____)

In partial fulfillment of the requirements for the degree Master of Arts major in Psychology, this thesis Dissertation entitled “[**Research Title**]” has been prepared by [**Author’s name**] for approval and acceptance.

Name of Adviser
Research Adviser

Approved by the Committee on Oral Examination with a grade of _____

PANEL OF EXAMINERS**NAME OF CHAIRMAN**

Chairman

NAME OF MEMBER 1
PANEL
Member

NAME OF EXTERNAL
Member

NAME OF GRAMMARIAN
Member

Accepted and approved in partial fulfillment of the requirements for the Degree
Master
of Arts in _____

Comprehensive Examination: [**Results**] Date: **Date of Comprehensive Exam**

Name of Dean
Program Dean, _____



APPROVAL SHEET (PhD ____)

In partial fulfillment of the requirements for the degree Master of Arts major in Psychology, this thesis Dissertation entitled “[**Research Title**]” has been prepared by [**Author’s name**] for approval and acceptance.

**Name of Adviser
Research Adviser**

Approved by the Committee on Oral Examination with a grade of _____

PANEL OF EXAMINERS

NAME OF CHAIRMAN

Chairman

**NAME OF MEMBER 1
Member**

**NAME OF EXTERNAL PANEL
Member**

**NAME OF GRAMMARIAN
Member**

Accepted and approved in partial fulfillment of the requirements for the Degree
**Master
of Arts in** _____

Comprehensive Examination: [**Results**] Date: **Date of Comprehensive Exam**

**Name of Dean
Program Dean, ____**



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THESIS ABSTRACT

Title : **[Research Title]**

Authors : **[Author/s]**

No. of Pages :

Institution : Lyceum of the Philippines University-
Batangas

School Year :

Research Adviser :

The abstract follows the IMRAD (Introduction-Method- Results and Discussion) format in terms of content. A summary of the whole research paper, it should contain brief description of variables and objectives. This is followed by a summary of methods (Research design, total number of participants, sampling methodology). Conclusion or answers to each objective should also be stated and summarized in this part and a brief description of the output of the study. The abstract usually consists of 150 – 200 words only.

Keywords: *include keywords from the study [the main variables]*



INTRODUCTION

A minimum of two major variables is required for MA Students and three

for PhD students.

LITERATURE REVIEW

The literature review is divided into subtopics, depending on the number of variables being measured in the study. Each variable should be discussed thoroughly in terms of definition and supporting literature. Flow of thought should still be observed. After the discussion of definition, supporting literature or results of previous articles and research that used the same variable should be included here. A summary of how certain demographic profile relates to the variable is also discussed. If the variable of the study has certain subscales, it should also be briefly explained in the literature review. Articles and research results from peer reviewed journals should contain at least 90 – 95% of the literature review and the remaining 5 – 10 % could come from secondary sources. Proper citation following the latest format from American Psychological Association is followed.

A minimum of 50 existing literatures for post graduate researches that dates not later than 5 years upon writing of the paper is required.

METHODS

Research Design

The research design under methods contains the identified research design of the specific study and its description.



Participants

Under participant section, inclusion and exclusion criteria are discussed in detail. Sampling methodology that was used by the researchers is also included. The total population of the selected respondents is stated together with the sample size.

Instruments

A discussion of the instruments (self-made/adapted) is discussed here. The process of validation and reliability testing is also discussed.

Procedures**Data Analysis**

In terms of data analysis, specific description of all the statistical tool used in the study should be explained here together with how and when each tool was used.

Ethical Considerations

RESULTS AND DISCUSSION

Table 1. Percentage Distribution of the Respondent's Profile

	Frequency	%
Profile A		
A1		
A2		
Profile B		
B1		
B2		

Discussion of the percentage distribution in terms of respondent's profile

Table ____

Dimension/Indicators of Variable 1/2/3

	Weighted Mean	Verbal Interpretation	Rank
Item 1			
Item 2			
Item 3			
...			
...			
Composite Mean			

Legend: [Interpretation would depend on the Likert scale utilized by the researchers]

Indicators that got the highest and lowest weighted mean may be discussed. This would depend on the number of items or as per advised by the panelists/research adviser.

Table ____

Summary Table Variable 1/2/3

	Weighted Mean	Verbal Interpretation	Rank
Dimension 1			
Dimension 2			
...			
...			
Composite Mean			

Legend: [Interpretation would depend on the Likert scale utilized by the researchers]



Table ____
Difference of Responses on the [Dimensions of Variable 1/2/3] When
Grouped According to Profile

	χ^2 / U	p-value	Interpretation
Profile 1			
Dimension 1 of Variable			Significant/Not Significant
Dimension 2 of Variable			
Profile 2			
Dimension 1 of Variable			
Dimension 2 of Variable			

Legend: Significant at p-value < 0.05

Proposed [Output]

CONCLUSION

RECOMMENDATIONS

REFERENCES

The reference part of each research paper should follow the guidelines in reference format and citation of American Psychological Association, 7th edition [or the most recent version of APA guidelines as to date]



APPENDICES

(The appendices of each research may contain the following: informed consent, data privacy form, correspondence to test authors/statisticians/previous or other researchers, test materials, scoring and interpretation, materials utilized [for experiment], ethics approval (if required), statistical output, and authors information. Content may vary depending on the research design of the study.)



Format of Research of MA & Phd Psychology

[RESEARCH TITLE]

**A Thesis/Dissertation Presented to the Faculty of Graduate School
Lyceum of the Philippines University-Batangas**

**In Partial Fulfillment of the Requirements for the Degree
Master of Arts in Psychology/ Doctor of Philosophy in Psychology**

By

[author's full name]

[month year]



APPROVAL SHEET (MA ____)

In partial fulfillment of the requirements for the degree Master of Arts major in Psychology, this thesis Dissertation entitled “[**Research Title**]” has been prepared by [**Author’s name**] for approval and acceptance.

Name of Adviser
Research Adviser

Approved by the Committee on Oral Examination with a grade of _____

PANEL OF EXAMINERS

NAME OF CHAIRMAN

Chairman

NAME OF MEMBER 1
PANEL
Member

NAME OF EXTERNAL
Member

NAME OF GRAMMARIAN
Member

Accepted and approved in partial fulfillment of the requirements for the Degree **Master of Arts in Psychology**.

Comprehensive Examination: [**Results**] Date: **Date of Comprehensive Exam**

Name of Dean
Program Dean, _____



APPROVAL SHEET (PhD Psych)

In partial fulfillment of the requirements for the degree Master of Arts major in Psychology, this thesis Dissertation entitled “[**Research Title**]” has been prepared by [**Author’s name**] for approval and acceptance.

Name of Adviser
Research Adviser

Approved by the Committee on Oral Examination with a grade of _____

PANEL OF EXAMINERS

NAME OF CHAIRMAN

Chairman

NAME OF MEMBER 1
PANEL
Member

NAME OF EXTERNAL
Member

NAME OF GRAMMARIAN
Member

Accepted and approved in partial fulfillment of the requirements for the Degree **Master of Arts in** _____

Comprehensive Examination: [**Results**] Date: **Date of Comprehensive Exam**

Name of Dean
Program Dean, Psychology



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THESIS ABSTRACT

The abstract follows the IMRAD (Introduction-Method- Results and Discussion) format in terms of content. A summary of the whole research paper, it should contain brief description of variables and objectives. This is followed by a summary of methods (Research design, total number of participants, sampling methodology). Conclusion or answers to each objective should also be stated and summarized in this part and a brief description of the output of the study. The abstract usually consists of 150 – 200 words only.

Keywords: *include keywords from the study usually the main variables*



INTRODUCTION

A minimum of two major variables is required for undergraduate students. For post graduate students three variables are mandatory.

The first paragraph of the introduction should contain a brief explanation of the researcher as to why they decided to do the research. A description of the current scenario or state in terms of the participants in relation to the variables of the study can be found here. As an introductory rationale, this must contain why it is essential for the researchers to do this study.

The succeeding paragraphs would be definition and explanation for each variable of the study. Explanation of how each variable relates or is experienced by the respondents of the study is also necessary. Each variable should also be supported by existing literature.

The significance of the study in the field and the individuals who will benefit from the results of the study is discussed in the last paragraph of the introduction. Further discussion of how the selected groups or individuals would gain from the research results is included here.

OBJECTIVES OF THE STUDY

The research objectives usually starts with a general objective followed by specific objectives. Usually, it starts with a description of the respondent's profile (some research would not have this depending on the design), followed by description and measurement of major variables, then comparison of the variables of the study when compared according to profile, and last is testing for relationship



among the variables of the study. Other studies

LITERATURE REVIEW

The literature review is divided into subtopics, depending on the number of variables being measured in the study. Each variable should be discussed thoroughly in terms of definition and supporting literature. Flow of thought should still be observed. After the discussion of definition, supporting literature or results of previous articles and research that used the same variable should be included here. A summary of how certain demographic profile relates to the variable is also discussed. If the variable of the study has certain subscales, it should also be briefly explained in the literature review. Articles and research results from peer reviewed journals should contain at least 90 – 95% of the literature review and the remaining 5 – 10 % could come from secondary sources. Proper citation following the latest format from American Psychological Association is followed.

A minimum of 20 existing literature is required for undergraduate studies and 30 existing literatures for post graduate researches that dates not later than 5 years upon writing of the paper is required.

METHODS

Research Design

The research design under methods contains the identified research design of the specific study and its description. For psychology undergraduate students, the required design that they would utilize is mixed methods research design. For post graduate students, this is still encouraged and allowed, but with additional options of using experimental design to test for effectivity of



intervention and pure qualitative research designs. For certain group of students, especially for foreign students, descriptive design is accepted. Depending on the appropriate design, a diagram is sometimes required for the readers to have a visual representation of the research methodology used by the researchers.

Participants

Under participant section, inclusion and exclusion criteria are discussed in detail. Sampling methodology that was used by the researchers is also included. The total population of the selected respondents is stated together with the sample size. The number of participants who participated in the both in the quantitative and the qualitative part of the study is also included.

Measures

Note: under measures, description of the tests utilized in the study is discussed. Both in undergraduate and graduate studies, it is mandatory that they would only use **STANDARDIZED QUESTIONNAIRES** with accepted psychometric properties except for cases wherein the students are proposing for test construction or in cases of experimental research design.

Title of First Standardized Test used . This is followed by description of the test author and the test response style. The number of items can be discussed as well as the response type for the test. Information regarding the Cronbach alpha or the reliability coefficient for each test should also be included in this section. Scoring and interpretation can be mentioned here or can simply be attached in the appendices.



The second part for each test is a short summary of the results of at least three research that used the same test, properly cited according to APA standards. (See Appendix _ - each test should be included in the appendices and properly labeled)

Title of Second Standardized Test used. same content as the first test used.

Title of Third Standardized Test used. same content as the first test used.

Interview Guide. For students that would be qualitative approach, it is required that they include the interview guide which is commonly a semi structured set of questions for interview. This would undergo validation and checking by experts on the field (See Appendix _ for the interview guide)

Procedures

A thorough discussion of the step-by-step procedure in from proposal up to pre oral defense and final defense is narrated under procedure. It is important this section is to be discussed in detail for possible replication of the study. How the research data was gathered both in quantitative and qualitative phase should also be noted.

The process of questionnaire validation and dissemination is also included in this section together with how the researchers selected their participants both for the quantitative and qualitative part of the study.



Data Analysis

In terms of data analysis, specific description of all the statistical tool used in the study should be explained here together with how and when each tool was used. In the case of analyzing qualitative data, the model or theory wherein the students based their coding and analysis should be identified and then described.

Ethical Considerations

All the ethical considerations being followed and adhered to by the researchers should be included under Ethical Considerations following the recommendations for Ethical Guidelines from American Psychological Association (APA) and Psychological Association of the Philippines (PAP). Also, an ethical review and approval might also be required on certain researchers. Application for ethical review would be under the Research Ethics Review Committee of the university which is accredited by Philippine Health Research Ethics Board (PHREB).

RESULTS AND DISCUSSION

Content of results and discussion is a summary and outline of the answers to the objectives of the study. Each table is discussed thoroughly. The first paragraph contains mainly a brief reading or description that highlights the important results included on the specific table. This is followed by the interpretation and analysis of the researcher giving a thorough explanation of why and how the data resulted with the current findings. Analysis and explanation provided by the writer should be followed by supporting literature which should properly cited.



Table numbering is continuous and will follow sample format given below.

Cutting of tables into two pages is not allowed.

Table 1. Frequency Table for the Respondent's Demographic Profile

(Sample format for frequency table for the respondent's demographic profile, if included or not included in the objectives of the study)

n=sample size, N=total population

	Frequency	%
Profile A		
A1		
A2		
Profile B		
B1		
B2		

Table 2. Respondent's [Variable 1/2/3]

n=sample size, N=total population

(Note: Sample format for the descriptive results for each variable. Each variable should have a separate table for results and to be discussed independently. Format can vary depending on the process of how the test is scored)

	\sum of scores/mean	Interpretation
Dimension 1		
Dimension 2		
Dimension 3		

Legend: (under legend the outline of how the scores is interpreted is included)

Or

	\sum of scores/mean	Interpretation	Rank
Item 1			
Item 2			
Item 3			

Legend: (under legend the outline of how the scores is interpreted is included)

Note: format of the table for descriptive objectives will always depend on the instructions for scoring and interpretation of each standardized test.



Table 3. The Emergence of the Theme [Theme] for the Variable [Variable 1] among [Respondents]

n=sample size, N=total population

R	Transcript	Emerging concepts	Subcategory	Category	Theme
[1]	[significant statement provided by the participant interviewee]	[emerging concept from the significant statement]	[identified subcategory]	[identified category]	[identified theme]
[2]	[significant statement provided by the participant interviewee]	[emerging concept from the significant statement]	[identified subcategory]	[identified category]	[identified theme]

For each qualitative table, a discussion of the theme, categories, subcategories and emerging concepts should be provided. Transcripts from the interview can also be included to strengthen the discussion part for this section of the research paper.

For students using mixed method approaches, it is important to highlight how the qualitative data became a basis of quantitative part, or how the qualitative data supports the quantitative data, or how quantitative and qualitative results merged together.

After all the qualitative findings have been presented, a figure for the overall results for the qualitative part can be generated.

[Note: Format may vary depending on the specific qualitative research design utilized and followed by the researcher/s].



Table 3. Difference on the Respondents [Variable 1/2/3] when compared according to Profile

n=sample size, N=total population

(Note: Sample format for the inferential results (Test for differences) for each variable. Each variable should have a separate table for results and to be discussed independently. Format can vary depending on the variables, profile and statistical used in the research)

	Profile 1	Profile 2	Profile 3	Profile 4	Profile 5	Profile 6
	p-value	p-value	p-value	p-value	p-value	p-value
Dimension 1						
Dimension 2						

Legend: Difference is significant at 0.05 alpha level , If the researcher would use acronym, the meaning of each acronym should be included in the legend

Or

	Dimension 1	Dimension 2	Dimension 3	Dimension 4	Dimension 5	Dimension 6
	p-value	p-value	p-value	p-value	p-value	p-value
Profile 1						
Profile 2						
Profile 3						
Profile 4						
Profile 5						
Profile 6						

Legend: Difference is significant at 0.05 alpha level , If the researcher would use acronym, the meaning of each acronym should be included in the legend

Or

	Profile 1/ Dimension 1		Profile 2/Dimension 2	
	p-value	Interpretation	p-value	Interpretation
Dimension 1				
Dimension 2				

Legend: Difference is significant at 0.05 alpha level , If the researcher would use acronym, the meaning of each acronym should be included in the legend



Table 4. Correlation Matrix of the Variables of the Study
n=sample size, N=total population

(Note: Sample format for the correlational results (Test for relationship) for each variable. Each variable should have a separate table for results and to be discussed independently. Format can vary depending on the variables and statistical tool used in this specific research)

	Variable 1									
	Dimension 1		Dimension 2		Dimension 3		Dimension 4		Dimension 5	
	r_{xy}	p-value	r_{xy}	p-value	r_{xy}	p-value	r_{xy}	p-value	r_{xy}	p-value
Variable 2										
Dimension 1										
Dimension 2										
Dimension 3										
Dimension 4										
Dimension 5										

Legend : Correlation is significant at 0.05 alpha level ; If the researcher would use acronym, the meaning of each acronym should be included in the legend

Or

	Variable 1A			Variable 1B		
	–	p-value	Interpretation	–	p-value	Interpretation
Variable 2A						
Variable 2B						

Legend : Correlation is significant at 0.05 alpha level ; If the researcher would use acronym, the meaning of each acronym should be included in the legend

Depending on the given objectives of the study, additional tables can be provided if the researchers also tested for prediction, moderation or mediation.

This is then to be followed by the output which is based on the specific findings of the study.



Table 5 Proposed Intervention Program

(Note: Sample format for the output or utilization plan of the researchers based on their findings. Format may vary depending on the type of output to be implemented (E.g enhancement program, policy making, modular activities)

Key Results Area	Program/ Services	Objectives	Strategies/ Activities	Target Person	Persons Responsible	Evaluation
- dimensions for each variable which has been found to be areas of concern or can be areas for improvement	-based on existing literature, the researchers must look for empirically proven intervention that is most appropriate for the identified key results area	-specific objectives of the intervention proposed	-specific activities to be facilitated to accomplish the objectives	- respondents	-qualified facilitators for the identified intervention	-plan of evaluation of the researcher to check if the implemented intervention was effective (can be form of test/interview – would depend on the specific intervention
-each identified dimension or area of concern will have its own program/service or identified intervention						

The specific intervention or program that is being proposed to resolve areas of concern based on the findings of the study should be thoroughly discussed and explained with supporting literature.

The last paragraph/s of the research is summary or overall synthesis of all the results of the study. The limitations of the study may also be included in this section. Also, the implications of the results of the study to the respondents, to the society, and even to the field of psychology should be explained.

CONCLUSION

1. The conclusion part is numerical in format.



2. No numerical data is to be included in the conclusion.
3. The content of each conclusion answers each objective.
4. The number of conclusions should be the same as the number of the objectives of the study.

RECOMMENDATIONS

1. Recommendations is to be written in numerical format.
2. Ideally, five to six recommendations are encouraged. First recommendation is addressed to the respondents of the study. Depending on the type of respondent, in cases wherein the respondents are vulnerable population (children, youth, students etc.) second recommendation may be addressed to the parents, school administration, or employers. Next recommendation is for the governing agency that has the authority in implementing the proposed intervention program. This is followed by the practical application of the results in the field. The last recommendation is directed to future researchers. This should contain not just for reference use, but the current researcher must recommend possible additional variables, change in design, change of locale or population etc. that would improve and contribute more to the existing literature regarding the chosen topic of the researchers.



REFERENCES

The reference part of each research paper should follow the guidelines in reference format and citation of American Psychological Association, 7th edition [or the most recent version of APA guidelines as to date]

LPU-B Intellectual Property



APPENDICES

(The appendices of each research may contain the following: informed consent, data privacy form, correspondence to test authors/statisticians/previous or other researchers, test materials, scoring and interpretation, materials utilized [for experiment], ethics approval (if required), statistical output, and authors information. Content may vary depending on the research design of the study.)



**COLLEGE OF INTERNATIONAL TOURISM AND
HOSPITALITY MANAGEMENT**

**THE EFFECTIVENESS OF VIRTUAL INTERNSHIP PROGRAM IN THE COLD
KITCHEN AMONG HOSPITALITY STUDENTS OF LYCEUM OF THE
PHILIPPINES UNIVERSITY - BATANGAS**

**A Thesis Presented to the to the Faculty of College of International
Tourism and Hospitality Management Lyceum of the
Philippines University - Batangas City**

**In partial Fulfillment of the Requirements for the Degree Bachelor of
Science in International Hospitality Management Specialized
in Culinary Arts and Kitchen Operation**

**Leader Name
Member Name
Member Name
Member Name
Member Name**

June 2022

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INTRODUCTION

OBJECTIVES OF THE STUDY

REVIEW OF LITERATURE

Main Variable.

Discuss

Sub Variable 1. Discuss

Sub Variable 2. Discuss

Sub Variable 3. Discuss

METHOD

Research Design

Discuss the research design to be used and provide definition of the design used.

Participants

Discuss who are the participants and how this participants become qualified to answer the questionnaire. Discuss also how the sample was computed and what sampling technique used.

Instrument

Discuss the instrument part by part and cite the source/author. Discuss also how the instrument was validate by expert and the reliability test result.

Procedure

Discuss the detailed procedure on how the study was conducted.

Data Analysis

Discuss the statistical test used and how each test was used on each variable.

Ethical Considerations

Discuss the ethical considerations.

RESULTS AND DISCUSSION

Table 1

Percentage Distribution of the Respondents' Profile

Results will be interpreted from the highest result to the lowest

Table 2

Effectiveness of the Virtual Internship Program in the Cold Kitchen in terms of Personal

	Weighted Mean	Verbal Interpretation	Rank
1. I have a sense of satisfaction in doing something worthwhile.	4.36	Effective	8
2. I believe in my ability to make a difference.	4.52	Very Effective	3.5
3. I am open to new experiences.	4.63	Very Effective	1
4. I have gained the capacity to be more productive.	4.40	Effective	7
5. I can recognize my personal strengths.	4.52	Very Effective	3.5
6. I can recognize my personal weaknesses.	4.54	Very Effective	2
7. I have a sense of personal achievement.	4.49	Effective	5
8. I have the ability to persevere in difficult tasks.	4.48	Effective	6
Composite Mean	4.49	Effective	

Legend: 4.50 – 5.00 = Very Effective; 3.50 – 4.49 = Effective; 2.50 – 3.49 = Moderately Effective; 1.50 – 2.49 = Less Effective; 1.00 – 1.49 = Not Effective

Table 8

Summary Table on the Effectiveness of the Virtual Internship Program in the Cold Kitchen

	Weighted Mean	Verbal Interpretation	Rank
1. Personal	4.49	Effective	2
2. Interpersonal	4.47	Effective	3
3. Academic	4.51	Very Effective	1
4. Cheesemaking	4.20	Effective	6
5. salad preparation	4.43	Effective	4
6. Cold Sandwich-Making	4.40	Effective	5
Composite Mean	4.42	Effective	

Legend: 4.50 – 5.00 = Very Effective; 3.50 – 4.49 = Effective; 2.50 – 3.49 = Moderately Effective; 1.50 – 2.49 = Less Effective; 1.00 – 1.49 = Not Effective

xperience and opportunity to create it.

Kouprie (2018) explained that it is difficult for new interns to create cheese because it involves numerous trials and errors. Moreover, it is an investment of time and an intern that continuously learns will acquire even the complex cheesemaking skills.

Table 10 (base on the lowest result per table)

Proposed Action Plan to Further Improve the Effectiveness of Virtual Internship Program in the Cold Kitchen

Key Results Areas/ Objectives	Strategies/ Program	Outcome
1. Develop Sense of Satisfaction To induce a sense of satisfaction through engagement with peers and instructors.	The company may be required to conduct networking and connecting activities with interns from different universities or even internationally.	Students' sense of satisfaction will be cultivated through limitless opportunities to share their experiences in the cold kitchen that they find worthwhile. This will give them a chance to collaborate with other interns whom they do not normally work with, thus, allowing them to learn a vast

		amount of knowledge from people in the same field.
2. Improve Ability to Lead	The virtual internship program may add more team-building activities or tasks in the cold kitchen. Interns may also partake in mentorship programs where they will teach, and lead young aspiring chefs to cook various dishes.	Inside the kitchen, the best leaders are the best mentors. Through the mentorship program, they can improve their leadership skills by advising and guiding their own team.
To increase the leadership capabilities of IHM interns through working as a team.		

CONCLUSIONS

1. The majority of the respondents were males who were taking up Cruise Line Operations in Culinary Arts program. Moreover, most of the interns have undergone 400 hours of virtual internship during their fourth year.
2. The Virtual internship program was evaluated as effective in the cold kitchen in terms of personal, interpersonal, employment, and it was very effective when it comes to the development of the academic aspect of interns.
3. There are more females who rated academics and cheesemaking as more effective in the virtual internship program in the cold kitchen. It was also observed that fourth year students have better skills in cheesemaking.
4. A proposed action plan was suggested to further improve the effectiveness of virtual internship programs in the cold kitchen.

RECOMMENDATIONS

1. The LPU - Batangas College of International Tourism and Hospitality Management (CITHM) industry partners who offer virtual internships may be

required to conduct networking activities with interns from different universities or even internationally and add more team-based tasks to develop the leadership capabilities of interns.

2. The College of International Tourism and Hospitality Management (CITHM) of LPU - Batangas may inject personalized training program and customized monitoring in the virtual internship. This will allow interns to choose the specialization they want to focus more on and to effectively track their progress in the cold kitchen.
3. The Internship Office (INTO) of LPU – Batangas may conduct seminars and workshops as an additional opportunity for interns to explore different specialized skills.
4. Future researchers may use the research paper as a reference, a source of data, or to continue the investigation in greater detail.
5. Future researchers could investigate a comparable study with various variables on the effectiveness of virtual internship programs of IHM students in the cold kitchen.

REFERENCES (APA Style)

COLLEGE OF ENGINEERING
IE Capstone, CpE Design and ME Project

IE CAPSTONE PROJECT FORMAT

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LPU-B Intellectual Property

MECHANICAL ENGINEERING FORMAT

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COLLEGE OF NURSING

PROTOCOLS OF RESEARCH FORMAT COLLEGE OF NURSING

A. QUANTITATIVE RESEARCH

I. PRELIMINARY PAGES

i. **COVER/ TITLE PAGE**- should contain the title of paper, college/department, author (s), month and year of completion.

- Title (uppercase/lowercase, bold, center aligned)
- College (uppercase/lowercase, not bold, center aligned)
- Author/s (uppercase/lowercase, not bold, center aligned)

ii. **APPROVAL SHEET**- contains the signature of the researcher's adviser, panel members, reader or critic and the dean of the college granting the degree.

iii. **ABSTRACT** – (all caps, bold, centered) maximum of 250 words, must briefly mention

the objective, methodology, results, significant findings, and conclusions. (with 3 to 5

keywords alphabetically arranged)

- **EXTENDED ABSTRACT**- (5 to 10 page full paper which includes summary of introduction, objectives, methods, results and discussion, conclusion and recommendations), **this is for publication purposes.**

iv. **ACKNOWLEDGEMENT**- embodies the researcher's expression of gratitude to individuals or organizations which have aided in completing the study. (all caps, bold, centered)

v. **DEDICATION** – a message usually given by the researcher to individuals who inspired them in completing the study. (all caps, bold, centered)

vi. **TABLE OF CONTENTS** – this represents the contents of the research by section and corresponding page numbers. (all caps, bold, centered)

vii. **LIST OF TABLES** – this part includes a list of tables, together with the corresponding page number. (all caps, bold, centered)

viii. **LIST OF FIGURES** – refers to the list of diagrams. graphs and/or illustration included

in the thesis, together with the figure numbers, titles and corresponding page numbers. (all caps, bold, centered)

ix. **LIST OF APPENDICES**- this part includes the questionnaire, letter/s to the authority,

statistical outputs and curriculum vitae of researchers. (all caps, bold, centered)

II. THE BODY

1. **Introduction**- brief summary of the background information why the study is important,

with rationale and objectives of the study. (uppercase/lowercase, bold, left aligned)

- **Objectives of the Study** – must be in paragraph form at the end of the introduction. (uppercase/lowercase, bold, left aligned)

2. **Literature Review**- discuss literatures relevant and specific to the topic. (uppercase/lowercase, bold, left aligned)

- Subtopics – sentence case, not bold, left aligned

3. **Methods**- uppercase/lowercase, bold, left aligned)

- Research Design- uppercase/lowercase, not bold, left aligned
- Participants - uppercase/lowercase, not bold, left aligned
- Instrument- uppercase/lowercase, not bold, left aligned
- Data Collection Procedure- uppercase/lowercase, not bold, left aligned
- Data Analysis- uppercase/lowercase, not bold, left aligned
- Ethical Considerations- uppercase/lowercase, not bold, left aligned

4. **Results and Discussions**- uppercase/lowercase, not bold, left aligned

Do not close tables on the left and right sides and no column lines (do not cut tables)

- Table – uppercase/ lowercase, bold, centered
- Table Title – sentence case, bold, centered, inverted pyramid if two lines

Note:

Number the discussion according to the objectives

Topics- sentence case

5. **Conclusions** - uppercase/lowercase, bold, left aligned

6. **Recommendations**- uppercase/ lowercase, bold, left aligned

7. **Proposed Plan/Program** (*if available*) – have a table number and will be placed before the conclusion. Observe table format.

8. **References**- uppercase/lowercase, bold, left aligned

- Arrange references alphabetically regardless of whether they are books, journals, thesis or dissertations.
- Follow APA style in presenting the entries inside text or in the list of references.

B. QUALITATIVE RESEARCH

I. PRELIMINARY PAGES

i. **COVER/ TITLE PAGE**- should contain the title of paper, college/department, author (s), month and year of completion.

- Title (uppercase/lowercase, bold, center aligned)
- College (uppercase/lowercase, not bold, center aligned)
- Author/s (uppercase/lowercase, not bold, center aligned)

ii. **APPROVAL SHEET**- contains the signature of the researcher's adviser, panel members, reader or critic and the dean of the college granting the degree.

iii. **ABSTRACT** – (all caps, bold, centered) maximum of 250 words, must briefly mention

the objective, methodology, results, significant findings, and conclusions. (with 2-3 keywords alphabetically arranged)

- **EXTENDED ABSTRACT**- (5 to 10 page full paper which includes summary of introduction, objectives, methods, results and discussion, conclusion and recommendations), ***this is for publication purposes.***

iv. **ACKNOWLEDGEMENT**- embodies the researcher's expression of gratitude to individuals or organizations which have aided in completing the study. (all caps, bold, centered)

v. **DEDICATION** – a message usually given by the researcher to individuals who inspired

them in completing the study. (all caps, bold, centered)

vi. **TABLE OF CONTENTS** – this represents the contents of the research by section and

corresponding page numbers. (all caps, bold, centered)

vii. **LIST OF TABLES/ FIGURES** (*if available*) – this part includes a list of tables, diagrams.

graphs and/or illustration included in the thesis, together with the figure numbers, titles,

together with the corresponding page number. (all caps, bold, centered)

ix. **LIST OF APPENDICES**- this part includes the research instrument, letter/s to the authority, transcriptions of data and curriculum vitae of researchers. (all caps, bold, centered)

II. THE BODY

1. **Introduction**- brief summary of the background information why the study is important,

with rationale and objectives of the study. (uppercase/lowercase, bold, left aligned)

- **Aim/s of the Study** – must be in paragraph form at the end of the introduction. (uppercase/lowercase, bold, left aligned)

2. **Literature Review**- discuss literatures relevant and specific to the topic. (uppercase/lowercase, bold, left aligned)

- Subtopics – sentence case, not bold, left aligned

3. **Methods**- uppercase/lowercase, bold, left aligned)

- Research Design- uppercase/lowercase, not bold, left aligned
- Participants - uppercase/lowercase, not bold, left aligned
- Instrument- uppercase/lowercase, not bold, left aligned
- Data Collection Procedure- uppercase/lowercase, not bold, left aligned
- Data Analysis- uppercase/lowercase, not bold, left aligned
- Ethical Considerations- uppercase/lowercase, not bold, left aligned

4. **Results and Discussions**- uppercase/lowercase, not bold, left aligned

5. **Conclusions** - uppercase/lowercase, bold, left aligned

6. **Recommendations**- uppercase/ lowercase, bold, left aligned

7. **Proposed Plan/Program** (*if available*) – have a table number and will be placed before the conclusion. Observe table format.

8. **References**- minimum of 30 (uppercase/lowercase, bold, left aligned)

- Arrange references alphabetically regardless of whether they are books, journals, thesis or dissertations.
- Follow APA style in presenting the entries inside text or in the list of references.
- Single spaced with hanging indentation of 0.5"

C. ADDITIONAL GUIDELINES IN ENCODING THE RESEARCH PAPER

1. Margins

1.5" left margin (*to allow space for binding*)

1.0" right, top and bottom

2. Pagination

The page number should be placed on the upper right-hand corner of the page. (*Roman numerals for preliminaries and numerical for the content/ body with first page hidden.*)

3. Spacing

❖ Body

- Spaces between sections – double spaced
- Spaces among paragraphs- double spaced

Double spaced entire paper- draft only (for refereeing/editing purposes)

Single spaced entire paper- final copy

4. Font/Size

Use Arial 12 in the entire paper

5. Black ink, short clean bond paper

COLLEGE OF DENTISTRY

**Title of the Research Paper in
Inverted pyramid-style**

A Thesis Presented to the Faculty of College of Dentistry
Lyceum of the Philippines University-Batangas

In Partial Fulfillment of the Requirements for the Degree

First Name M.I. Last Name

Month Year when it is defended

INTRODUCTION

The purpose of the introduction is to orient the readers regarding the issue that the researcher would like to address. This section must start with the statement of the problem to be investigated so that the readers can proceed with the nature and purpose of research in mind. State the overview of the major variables on how they can be used to address the identified problems based on the research gaps found in the literature. Substantial number of review of studies and literature must be discussed in the introduction. Theoretical foundation of the study should also be discussed that will serve as the scientific basis for the findings of the study. The objective and hypotheses must be described. It also gives implication of the study to the intended community and practice of the profession as well as its contribution to the discipline.

OBJECTIVES OF THE STUDY

State the major objective. Give specific objectives which the research intends to describe, determine, analyze, discover or evaluate. Objectives of the study are written in paragraph form. The objectives of the study must be aligned to questionnaire/instrument to be used in data gathering. Use demographic profile of the participants if it is really necessary to answer the issues or problems at hand. The use of firmographic profile or the business or institution profile is encouraged if the topic is about the performance of the institution while psychographic profile (lifestyle choices, opinions, personality traits, etc) can be used as variable in replacement to the usual personal profile. Assess/determine/evaluate/examine variable 1 in terms of: (sub-variables); Assess/determine/evaluate/examine variable 2 in terms of: (sub-variables); any plan of action or program as input of the study.

RELATED LITERATURE

Variable 1

Reviewing of related literature and studies is the first step in the research process when the student establishes the concepts and constructs/variables of the selected topic or issue to be addressed. This section follows the topical discussion of major variables based on the sequence of the objectives of the study. Ensure that all major variables have clearly discussed both the conceptual and research literature. The literature review includes the strengths, limitations and, importantly, the gaps identified in previous studies.

Variable 2

METHOD

Research Design

The research design must justify clearly the reason for using a certain method as the most appropriate and suitable for the present investigation. A short definition of the identified research method must also be cited from reliable authors.

Participants of the Study

The participants who will serve as respondents or subjects of the study and how they will be selected. It is also necessary to include the discussion of the inclusion criteria of the participants like demographics and other characteristics if the study will not use the total population. Discussion of sampling technique as well as the justification of the number of participants is also necessary. Use scientific computation (G*Power or Raosoft Sample Size Calculator) to identify the number of target samples. Slovin's formula can only be used to get the sample size if the study is pure descriptive without testing of hypothesis.

Data Collection Instrument

The formulation and validation of instruments must also be discussed. Adapted questionnaires from previous studies must be stated clearly and mention the extent of modifications made (if any) in the instrument to make it suitable for the present setting. Content validation of the questionnaire must be done by at least three experts in the field of study including research expert and statistician and/or internal consistency reliability must be presented clearly using Cronbach's alpha or other appropriate method of reliability test.

Data Gathering Procedure

The procedures to be done in investigating the problem must also be stated chronologically from asking permission from the concern establishment or company up to the gathering of data from the respondents. The period of data gathering, as well as time spent in the data collection, may also be mentioned if this will affect the result if done from the different moment in time. All sources of data and information must also be mentioned evidently like from survey instrument, interview, and observation. For experimental and qualitative research, mention the materials used for the study in gathering data and information from the field. Doing triangulation (survey, interview & observation) is also encouraged to make the data and information gathered to be strong and realistic.

Data Analysis

The data analysis must discuss all statistical tests to be used in interpreting the data. Seek the advice of the assigned statistician regarding the appropriate statistical treatment to be used in the study based on the objectives. Mention the statistical tools both for parametric and non-parametric tests.

Ethical Considerations

Appropriate discussion of ethical considerations for research study or experiment involving human and animal as subjects/participants must also be included under methods. Discuss how the informed consent was explained to the participants including the confidentiality agreement as well as how the respondents were treated with respect on giving their opinion and answers from the questionnaire. Ensure that all research protocols in data collection will be properly observed in accordance to Data Privacy Act of 2012. For experimental studies, this section must also include discussion on how the researcher sought the ethical clearance from Research Ethics Committee of the institution or Ethics Review Board of other medical institutions if deemed necessary.

REFERENCES

QUESTIONNAIRE- For Research 1

RESEARCH 2 -Continuation

RESULTS AND DISCUSSION

This contains the tables and the interpretations/ analysis of the researcher/s in the generated results .

CONCLUSIONS

These are the major findings drawn from the results.

RECOMMENDATIONS

These are the inputs and suggestions for improvement shed by the findings.

REFERENCES

Reference list provides information for a reader to locate and retrieve any source cited in the study.

Do not separate books, journals and internet sources, just arrange them in alphabetical order in the reference list.

Avoid using et al. in the references. Provide all the names of the authors.

The University requires the use of American Psychological Association (APA) style of citations and references for thesis/ dissertation writing (visit: <http://www.apastyle.org>).

It is highly encouraged to use online sources rather than unpublished materials.

Appendices

Letters

Curriculum Vitae

Statistical output

Reliability Test Result

Plagiarism Result

**LYCEUM INTERNATIONAL MARITIME
ACADEMY**



RESEARCH TITLE



**A Thesis Presented to the Faculty
Of the Lyceum International Maritime Academy and
College of Education, Arts and Sciences,
Lyceum of the Philippines University – Batangas**

**In Partial Fulfillment of the Requirements for the Completion
Of the Second Academic Curriculum of (Program)**

Group Member 1

Group Member 2

Group Member 3

Group Member 4

Group Member 5

Research Adviser

Date

APPROVAL SHEET

In partial fulfilment of the requirements of the degree **program**, this study titled “**Research Title**” submitted by **group members** and is hereby recommended for an oral examination.

Name of Research Adviser
 Research Adviser

PANEL OF EXAMINERS

Defended in an oral examination before a duly constituted panel with a grade of _____

Name of Chairman
 Chairman

Name of Member 1
 Member

Name of Member 2
 Member

Name of Grammarian
 Grammarian

Accepted in partial fulfilment of the requirement for the completion of the second academic curriculum of **(program)**.

DATE

CAPT. ALEXANDER A. GONZALES, PhD
 Dean, LIMA

ACKNOWLEDGEMENT

LPU-B Intellectual Property

DEDICATION

LPU-B Intellectual Property

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Statistical Output
Curriculum Vitae

LPU-B Intellectual Property

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LPU-B Intellectual Property

THESIS ABSTRACT

Title : **Research Title**
Authors : **Group Members**
No. of Pages :
Institution : Lyceum International Maritime Academy
Academic Year :
Research Adviser : **Name of Research Adviser**

Keywords:

INTRODUCTION

OBJECTIVES OF THE STUDY

REVIEW OF RELATED LITERATURE

Variable 1

Variable 2

METHODS

Research Design

Participants of The Study

Instruments

Data Gathering Procedures

Data Analysis

Ethical Considerations

RESULTS AND DISCUSSION

Table 1
Percentage Distribution of the Respondents' Profile

Analysis & Interpretation

Table 2.....
Title of Table

Table__
Proposed Action Plan _____

Key Results Area	Activities	Persons Involved
------------------	------------	------------------

CONCLUSIONS

- 1.
- 2.
- 3.
- 4.
- 5.

RECOMMENDATIONS

- 1.
- 2.
- 3.
- 4.
- 5.

REFERENCES

APPENDIX A

QUESTIONNAIRE

RESEARCH TITLE

This online survey is being distributed in support of a research study being conducted in partial fulfillment of the requirements for the completion of the (program) at LPU-Batangas. Your participation in this research is highly appreciated. All information and data collected shall only be seen by the researchers and will be kept to the institution. The researchers take full responsibility of any leakage of information. Click submit if you fully understand this survey and answer with honesty.

DATA PRIVACY NOTICE:

In Lyceum of the Philippines University, we value your privacy and aim to uphold the same when processing your data. We are committed to protecting your personal data from loss, misuse, and any unauthorized processing activities, and we will take all reasonable precautions to safeguard its security and confidentiality. Neither will we disclose, share, or transfer the same to any third party without your consent. Unless you agree to have us retain your personal data for the purposes stated above, your data will only be kept for a limited period after the event to allow for analysis and reporting responsibilities on our end including documentation for future reference. After this, they will be disposed of in a safe and secure manner. Thank you!

Research Title

PART I – PART I OF THE QUESTIONNAIRE

PART II – PART II OF THE QUESTIONNAIRE

APPENDIX B
STATISTICAL OUTPUT

LPU-B Intellectual Property

APPENDIX C
CURRICULUM VITAE

PICTURE OF THE MEMBER

NAME OF RESEARCHER

Address

Contact Number

Email

OBJECTIVES

PERSONAL PROFILE

Date of Birth :
Place of Birth :
Sex :
Age :
Height :
Weight :

EDUCATIONAL BACKGROUND

TERTIARY

SECONDARY

ELEMENTARY

CHARACTER REFERENCES

Name of Character Reference

Designation

Company/Institution

Contact Number

I hereby certify that the above information is true to the attest of my knowledge.

**Signature over Printed Name of
Researcher**