



FORMATTING GUIDELINES for UNDERGRADUATE THESIS, PROJECT FEASIBILITY STUDY, CAPSTONE, AND FEASIBILITY STUDY



I. Organization of the Manuscript

The existing parts according to the type of research shall be followed.

A. Thesis

Quantitative Research Design

Concept Paper	Proposal	Final Manuscript
Rationale Theoretical or Conceptual Framework Research Questions Methods	Title Table of Contents List of Tables List of Figures Chapter 1 The Problem and Literature Review <ul style="list-style-type: none"> •Background of the Study •Literature Review •Theoretical or •Conceptual Framework •Research Problems and Hypotheses •Scope and Limitations •Definition of Terms Chapter 2 Methods <ul style="list-style-type: none"> •Research Design •Sampling and Participants •Instruments •Data Gathering Procedure •Data Analysis •Potential Ethical Issues References Appendices Curriculum Vitae	Preliminaries Title Dedication (optional) Acknowledgement (optional) Table of Contents List of Tables List of Figures List of Appendices Abstract Chapter 1 The Problem and Literature Review <ul style="list-style-type: none"> •Background of the Study •Literature Review •Theoretical or •Conceptual Framework •Research Problems and Hypotheses •Scope and Limitations •Definition of Terms Chapter 2 Methods <ul style="list-style-type: none"> •Research Design •Sampling and Participants •Instruments •Data Gathering Procedure •Data Analysis •Ethical Considerations Chapter 3 Results and Discussions <ul style="list-style-type: none"> •Results •Discussions Chapter 4 Summary, Conclusion, and Recommendations <ul style="list-style-type: none"> •Summary of the Study •Summary of Results •Limitations of the Study •Conclusion •Recommendations References Appendices Curriculum Vitae

Qualitative Research Design

Concept Paper	Proposal	Final Manuscript
Rationale Theoretical or Conceptual Framework Research Questions Methods	Title Table of Contents List of Tables List of Figures	Preliminaries Title Dedication (optional) Acknowledgement (optional) Table of Contents



	<p>Chapter 1 The Problem and Literature Review</p> <ul style="list-style-type: none"> •Background of the Study •Literature Review •Theoretical or •Conceptual Framework •Research Problems and Hypotheses •Scope and Limitations •Definition of Terms <p>Chapter 2 Procedures</p> <ul style="list-style-type: none"> •Qualitative Design and Methodology •Research Site •Selection Criteria and Participants •Data Collection •Data Analysis •Role of Researcher •Methods of Validation •Potential Ethical Issues <p>References Appendices Curriculum Vitae</p>	<p>List of Tables List of Figures List of Appendices Abstract</p> <p>Chapter 1 The Problem and Literature Review</p> <ul style="list-style-type: none"> •Background of the Study •Literature Review •Theoretical or •Conceptual Framework •Research Problems and Hypotheses •Scope and Limitations •Definition of Terms <p>Chapter 2 Procedures</p> <ul style="list-style-type: none"> •Qualitative Design and Methodology •Research Site •Selection Criteria and Participants •Data Collection •Role of Researcher •Methods of Validation •Ethical Considerations <p>Chapter 3 Findings and Discussions Findings and Discussions</p> <p>Chapter 4 Summary, Conclusion, and Recommendations</p> <ul style="list-style-type: none"> •Summary of the Study •Summary of Findings •Limitations of the Study •Conclusion •Recommendations <p>References Appendices Curriculum Vitae</p>
--	--	---

Instructional Materials Development

Concept Paper	Proposal	Final Manuscript
Rationale Theoretical or Conceptual Framework Research Questions Methods	Title Table of Contents List of Tables List of Figures Chapter 1 The Problem and Literature Review <ul style="list-style-type: none"> •Background of the Study •Literature Review •Theoretical or •Conceptual Framework •Statement of Purpose •Significance of the Study •Scope and Limitations •Definition of Terms 	Preliminaries Title Dedication (optional) Acknowledgement (optional) Table of Contents List of Tables List of Figures List of Appendices Abstract Chapter 1 The Problem and Literature Review <ul style="list-style-type: none"> •Background of the Study •Literature Review •Theoretical or •Conceptual Framework



	<p>Chapter 2 Methods</p> <ul style="list-style-type: none"> •Research Design •Research Locale •Sampling and Participants •Instruments •Procedure <ul style="list-style-type: none"> -Assessment and Pre-testing Phase -Development Phase -Validation Phase •Potential Ethical Issues <p>References Appendices Curriculum Vitae</p>	<ul style="list-style-type: none"> •Research Problems and Hypotheses •Definition of Terms <p>Chapter 2 Methods</p> <ul style="list-style-type: none"> •Research Design •Research Locale •Sampling and Participants •Instruments •Procedure <ul style="list-style-type: none"> -Assessment and Pre-testing Phase -Development Phase -Validation Phase •Ethical Considerations <p>Chapter 3 Results and Discussions Results and Discussions</p> <p>Chapter 4 Summary, Conclusion, and Recommendations</p> <ul style="list-style-type: none"> •Summary of the Study •Summary of Results •Limitations of the Study •Conclusion •Recommendations <p>References Appendices (Full Instructional Material if applicable) Curriculum Vitae</p>
--	---	---

Test or Scale Development

Concept Paper	Proposal	Final Manuscript
Rationale Theoretical or Conceptual Framework Research Questions Methods	Title Table of Contents List of Tables List of Figures Chapter 1 The Problem and Literature Review <ul style="list-style-type: none"> •Background of the Study •Literature Review •Theoretical or Conceptual Framework •Statement of Purpose •Scope and Limitations •Definition of Terms Chapter 2 Methods <ul style="list-style-type: none"> •Development Phase <ul style="list-style-type: none"> Search for Content Domain Scaling Technique or Test Format Item Writing •Validation Phase <ul style="list-style-type: none"> Item Review and Revisions Pilot Testing/First Try-out 	Preliminaries Title Dedication (optional) Acknowledgement (optional) Table of Contents List of Tables List of Figures List of Appendices Abstract Chapter 1 The Problem and Literature Review <ul style="list-style-type: none"> •Background of the Study •Literature Review •Theoretical or Conceptual Framework •Statement of Purpose •Definition of Terms Chapter 2 Methods <ul style="list-style-type: none"> •Development Phase <ul style="list-style-type: none"> Search for Content Domain Scaling Technique or Test Format



	<p>Second Try-out Data Analysis •Potential Ethical Issues</p> <p>References Appendices Curriculum Vitae</p>	<p>Item Writing •Validation Phase Item Review and Revisions Pilot Testing/First Try-out Second Try-out Data Analysis •Ethical Considerations</p> <p>Chapter 3 Results and Discussions Results and Discussions</p> <p>Chapter 4 Summary, Conclusion, and Recommendations •Summary of the Study •Summary of Results •Limitations of the Study •Conclusion •Recommendations</p> <p>References Appendices Curriculum Vitae</p>
--	---	--

B. Project Feasibility Studies

Preliminary Pages

Approval Sheet

Title page

Executive Summary

Acknowledgment

Table of Contents

List of Tables

List of Figures

List of Appendices

Chapter 1 INTRODUCTION

Background of the Study

Statement of the problem

Significance of the Study

Objectives of the Study





Scope and Limitations

Research Methodology

Research Design

Research Locale

Population and Sampling Method

Sources of Data

Research Instrument

Data Gathering Procedure

Analytical Tools

Definition of Terms

Chapter 2 MARKETING ASPECT

Name of the Business

General Market Information

Demand Analysis

Supply Analysis

Summary of Projected Demand and Supply

Unsatisfied Demand or Demand-Supply Gap

Market Share

Competitive Position

Marketing Program

Present Marketing Practice

Product

Price

Place or Channel of Distribution

Promotion

Marketing Cost and Expenses

Chapter 3 TECHNICAL ASPECT

Product or Service Description

Physical Property of the Product or Service (if any)

Chemical Property of the Product or Service (if any)





Characteristics of the Product or Service

Uses of the Product or Service

Packaging

Manufacturing Process

Production Process

Machine, Tools, and Equipment

Machine Supplies

Raw Material Requirements

Raw Material Sourcing

Labor Requirements

Schedule of Days in Operation

Production Schedule

Quality Control Procedure

Waste Disposal

Plant Location

The Site

Reasons for Choosing the Site

Vicinity Map

Building Structure

Construction or Rental Requirements

Office Supplies, Furniture, and Equipment

Utilities

Production Cost

Total and Per Unit Production Cost

Unit Price and Mark-Up

Chapter 4 ORGANIZATION AND MANAGEMENT ASPECT

The Pre-Operating Period

The Business Organization

Composition of the Organization Structure





Duties/Responsibilities

Job Qualifications

Compensation Package

Benefits and Incentives

Gantt Chart

Chapter 5 FINANCIAL ASPECT

Cost of Investment

Source of Investment

Major Financial Assumptions

Highlight of Projected Financial Statements

Income Statements

Balance Sheet

Cash Flow Statements

Financial Analysis

Chapter 6 SOCIO-ECONOMIC ASPECT

Chapter 7 ENVIRONMENTAL ASPECT

Chapter 8 SUMMARY, CONCLUSION, AND RECOMMENDATION

Summary

Conclusions

Recommendations

REFERENCES

APPENDICES

Schedule of Items in the Projected Financial Statements

Projected Financial Statements

C. Special Projects

Preliminary Pages

Title Page





Approval Sheet

Acknowledgement

Abstract

Table of Contents

List of Tables

List of Figures

List of Appendices

Chapter 1 THE PROBLEM AND ITS BACKGROUND

Introduction

Statement of the Problem

Objectives of the Study

Significance of the Study

Scope and Limitation

Definition of Terms

Chapter 2 REVIEW OF RELATED LITERATURE

Chapter 3 RESEARCH FRAMEWORK

Theoretical Background

Theorems Definition

Fundamental Algorithm

Material Models/Formula

Chapter 4 DESIGN METHODOLOGY

Conceptual Design

System Architecture

Block Diagrams

Algorithm

Chapter 5 RESULTS AND DISCUSSION

Chapter 6 SUMMARY, CONCLUSION, AND RECOMMENDATION

REFERENCES





APPENDICES

D. Capstone

Preliminary Pages

Title Page

Approval Sheet

Acknowledgement

Abstract

Table of Contents

List of Tables

List of Figures

List of Appendices

Chapter 1 INTRODUCTION

Background of the Study

Statement of the Problem

Objectives of the Study

Significance of the Study

Scope and Limitations

Definition of Terms

Chapter 2 REVIEW OF RELATED STUDIES

Related Literature

Related Studies

Chapter 3 RESEARCH METHODOLOGY

Research Design

Research Locale

Population of the Study/Sampling Design

Data Gathering Tool

Data Gathering Procedure

Data Analysis Plan





Chapter 4 SYSTEM ANALYSIS AND DESIGN

Architectural Design
System Functions
Hardware and Software Resources
Cost-Benefit Analysis

Chapter 5 RESULTS AND DISCUSSIONS

Chapter 6 SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

REFERENCES

APPENDICES

II. Research Format

The Format and Mechanics of Style for this Undergraduate Research Formatting Guidelines endeavor to be consistent with the American Psychological Association (APA) style of format and referencing, while at the same time establishing an identity solely recognizable as from the City College of Calamba in its continuing journey for quality academic writing and in a research-oriented community. For a more extensive and comprehensive coverage, the APA Manual 6th edition is advised to be consulted.

A. General Format

A.1. Paper Size and Dimensions

Color: White bond
Weight: Substance 20
Size: Letter-size (8 1/2" x 11")

A.2 Margins

The measurement of margins shall be reckoned from the edge of the page.

The following margins shall apply:

Left margin: 1.5in. (3.81 cm)	Right margin: 1.0in. (2.54 cm)
Top margin: 1.0in. (2.54 cm)	Bottom margin: 1.0in. (2.54 cm)

A.3 Font Characteristics

Font style: **Garamond** *except for tables and figures*
Font color: black throughout the manuscript (even for website addresses)





Font size:

- Chapter Number: size 14, Bold
e.g. **Chapter 1** ,
- Chapter Title (Abstract, Acknowledgment, References, Appendices): Size 14, Bold, all **UPPERCASE**,
e.g. **ABSTRACT**
- Chapter Subheading: Bold font, size 13
e.g. **Introduction**
- Chapter Text: Size 12

A.4 Line Spacing

The line spacing should be double space throughout the text, except only for the tables and curriculum vitae.

A.5 Paragraph Alignment

Unless stated otherwise, all paragraphs shall be justified, they shall be aligned to both left and right margins.

B. Manuscript External Design and Structure

B.1. Manuscript Binding

Thesis, Project Feasibility Studies, Capstone and Special Problem manuscripts shall be hardbound before submission. Manuscripts bound using other binding methods (soft bound, ring bound, etc) shall not be accepted.

B.2. Cover Color and Covering

Manuscripts shall be covered according to departmental color representations.

Department of Teacher Education: Moss Green

Department of Arts and Sciences: Maroon Red

Department of Business and Accountancy: Custard Yellow

Department of Computing and Informatics: Dark Blue

All manuscripts shall be covered with transparent plastic for added protection.

B.3 Letter Color

All letters to be engraved in the manuscript spine and front cover shall be gold in color, pressed against the color of the cover.

B.4. Design and Layout of the Front Cover

The front cover page shall contain the following information:

- Full research title
- Full name of the author
- Degree





- Major (if any)
- Date of manuscript submission

The title shall be in uppercase letters (except for scientific names), center-aligned in the page and shall be laid out in an inverse pyramid manner. The first line of the title should be spaced about two (2) inches below the top edge of the front cover.

See Appendix _____

B.5. Spine

The spine of the manuscript follows the format below. There should be a vertical line separating the name, title, degree, school, and year.

LAST NAME OF AUTHOR/S	TITLE	DEGREE	ACADEMIC YEAR
--------------------------	-------	--------	------------------

C. Textual Presentation

C.1. General Guidelines

- As a general rule, the discussions in the main text (i.e. INTRODUCTION to RECOMMENDATIONS) shall be written in the third person point of view.
- The first line of the paragraph shall be indented 1/2 inch to the right. The paragraph shall be aligned in both left and right margins (justified). Double spaces shall be maintained between lines and between paragraphs.
- To have a neat presentation of ideas, unnecessary marks and symbols in paragraphs shall be avoided. An underscore (underline) shall not be used when defining terms and when emphasizing ideas.

C.2. Text Structure

Chapter No. (center, bold, font 14)

[2 Enter Keys]

Chapter Title (center, bold, font 14)

[double space]

Introduction (left aligned, bold, font 13)





[double space]

[5 spaces] Text starts here (font 12) which is double space throughout,

[double space]

Even between paragraphs. Always remember this. (Do not justify text)

[double space before another subheading]

- Spaces between sentences : 2 Tab key
- Fill out all spaces continuously for each chapter
- Start another chapter on a new page

C.3 Mechanics of Style

C.3.1 Abbreviations

The Chicago Manual of Style indicates that **acronyms** are abbrevians that are sounded as words (e.g. PAG-ASA, AIDS, SIM) while **initialisms** are abbreviations sounded as letter (e.g. SMS, ATM). These are generally termed as acronyms.

- Use acronyms to avoid repeating long familiar terms (**e.g.** CCC, CBNHS), and use sparingly, only for terms frequently repeated throughout the text.
- Explain what an acronym means the first time it occurs:
e.g. American Psychological Association (APA); City College of Calamba (CCC); Bachelor of Secondary Education (BSE); Department of Business and Accounting (DBA); Computer Studies (CS)
- If an abbreviation is commonly used as a word, it does not require explanation
e.g. IQ, PhD, SWOT analysis
- To forms plurals of abbreviations, add **s** alone, without an apostrophe
e.g. PhDs, IQs, vols.
- Do not use Latin abbreviations in the text **unless they are inside parentheses**. An exception is made for **et al.** when citing a source
e.g. Gonzales et al. (2004) studied writing difficulties experienced by first year high school students.



- Instead of abbreviations, write out the equivalent word or phrase: **cf.** [use **compare**]; **e.g.** [use **for example**]; **etc.** [use **and so forth**]; **i.e.** [use **that is**]; **viz.** [use **namely**] **vs.** [use **versus**]
- Do not use periods within degree titles and organization titles (PhD, VPAA, APA).
- Do not use periods within measurements (ft, s, kg, km, lb) except inches (in.)

C.3.2 Capitalization

The general rule is to capitalize terms if they are highly specific-in effect, used as proper nouns. **For example, English subject, mathematics II, Gestalt theory**

- Do not capitalize nouns that denote common parts of books or tables followed by numerals or letters **e.g.** page 5, row 2
- **Heading caps.** Capitalize all major words and *all words of four letters or more* in headings, titles, and subtitles **outside reference lists.**
e.g. Chapter 6 in the *APA Manual* (2001) is titled Material Other Than Journal Articles; The effects of Social Networking in Communication Skills; Digital Marketing
- **Italics (emphasis) and quotation marks**
***** Use italics for the titles of books, technical terms, and labels** (the first time only), words and phrases used as linguistic examples, letters used as statistical symbols, and the volume numbers in references to journal articles.
- Note a word used as word, or a foreign/local term, with italics, for example, ***buko juice***
- Introduce a keyword or technical term (the ***scaffolding theory***, **Input, Process, Output** in the IPO explanation), or identify endpoints on a scale (**Poor to Excellent, Highly Observed to Observed**) with italics.
- **Do not italicize foreign words** that have entered common usage
e.g. (et al., a priori, laissez-faire, coup de etat).
- *****Use quotation marks** for:

Block quotes, quotations of 40 words or longer, are double spaced from the text, single-spaced within. Indent the entire block five spaces (one-half inch, 1.25 cm).

The first line in of the first paragraph in a block quote is not additionally indented; the first line of each paragraph after the *first* is indented (see figure 5). Add the citation to the end of the block quote after the final punctuation. Block quotes are single-spaced in research papers.



Shorter quotes, less than 40 words, are placed in the text in quotation marks. Longer quotes, 40 words or more, are indented and single spaced as block quotes, without quotation marks.

- **Do not use quotation marks for the scales used in the results.**
e.g. The results show reading of newspapers was “**highly observed**” among first year students. (do not follow this)

C.3.3 Statistics

- **Most symbols** for statistics are placed in italics (exceptions are very rare). Nonstandard symbols are used for some common statistics (check the APA manual, Table 4.5, for a complete list of accepted symbols): *M* or = mean; *SD* = standard deviation; *Mdn* = median
- **Descriptive statistics** give summary information about a sample or population, such as the average (mean) or standard deviation of some characteristic. For example, “Abigail Scribe has a GPA of 3.65, which is below the average for students to be accepted at Ivy and Oak University ($M = 3.65$, $SD = 0.21$).” Descriptive statistics may be presented in the text with the appropriate syntax (e.g., “a GPA of 3.85”). When referred to indirectly they are set in parentheses, as with ($M = 3.85$, $SD = .021$)
- **Inferential statistics** reason from a sample to the characteristics of a population, often expressed as probability. For example, “Abby Scribe has a chance of being accepted at Ivy and Oak University ($p < .15$) but counsellors advise her that her odds are not great based on last year’s applicants, $X^2(2, N=2247) = 2.81$, $p < (\text{one-tailed})$.”
- Inferential statistics are presented in the text (no parentheses) with “sufficient information to allow the reader to fully understand the information to allow the reader to fully understand the analyses conducted.” (APA, 2009, p. 116). The example is from the APA Manual (2009, p. 117): $t(117) = 3.51$, $p < .001$, $d = 0.65$, 95% CI [0.35, 0.95]
- The first number in parentheses is degrees of freedom of the analysis; “95% CI” stands for 95% confidence interval. “Space mathematical copy as you would words: $a+b=c$ is as difficult to read as words without spacing” (APA, 2009, p. 118). Place a space before and after all arithmetic operators and signs ($=$, $<$, $>$, $-$, $+$, etc.), write the equation: $a + b = c$.

C.3.4 Legend

A legend explains the symbols added to an image or provides a scale. The legend should be within the boundaries of the image. When explaining a scale,



it should be below a table, in smaller fonts. When the same legend is used for succeeding tables, **indicate them only below the first table.**

D. Table Presentation

D.1 Table Structure and Format

- To fully illustrate the format concerning table presentation, the table structure in Table Pattern 1 shall be adopted throughout the manuscript:

Table Pattern 1

FIRST LEVEL HEADING				
FIRST LEVEL HEADING	FIRST LEVEL HEADING	Second Level Heading		Second Level
	(unit)	third level heading (unit)	third level heading (unit)	Heading (unit)
Row Heading 1				
Row Heading 2				
Row Heading 3				

- Tables shall not contain side boxes, instead they shall be presented with double solid lines as top and bottom borders.
- The use of too many lines in the table should be avoided. Single solid horizontal lines should be used to separate the different rows and to separate the headings from the entries.



- First level headings shall be in uppercase letters. Significant words in the second level headings shall have their first letters capitalized. All third level headings shall have lowercase letters except for proper nouns and acronyms. Dimensions and units are exceptions to these rules, i.e. they shall be presented in their proper formats and symbols, enclosed in parentheses

D.2 Table Number and Title

- Tables shall be numbered consistently and continuously, independent of the numbering of figures and the numbering of equations.
- Table numbers are composed of two numbers separated by a dash. The first number corresponds to the number of the chapter where the table belongs while the second number corresponds to the number of the table as it appears in the chapter.
- Table titles shall be preceded by the label “Table X-X” (not “Tab. X-X”) followed by a period. The title immediately follows after two (2) spaces. Similarly, tables considered as
- appendix tables shall be continuously and consistently labelled as “Appendix Table_____.”
- The table title shall be placed at the top of the table and shall be in sentence case (i.e. only the first letter of the first word is capitalized, and the whole title is followed by a period). A single space shall be maintained between the last line of the table title and the top double line border of the table.
- The table title shall be positioned relative to the table and not relative to the page. For consistency, the table title, including the label “Table X-X.” shall be aligned to the left edge of the table.
- In any case, the table title shall not extend beyond the table’s width. If the title length exceeds the table’s width, the title shall be cut off, and the remaining part is aligned to the start of the title (not the label), in single space.

Example:



Table 4-6. Hourly power consumption of different incubator components using two methods of incubation.

COMPONENT	CONVENTIONAL		SOLAR AIDED	
	Nominal	Actual	Nominal	Actual
	Consumption	Consumption	Consumption	Consumption
	(kWh)	(kWh)	(kWh)	(kWh)

D.3 Long Tables

- As a general recommendation, long tables should be used sparingly in the main text. Instead, they should be included in the appendix. If possible, only significant data should be included in a table used for discussion. The reader may be referred to the appendix for details.
- A long vertical table is defined as a table which has a total height exceeding the allowable text height (paper height less top and bottom margins) in a page. On the other hand, a long horizontal table is a table which has a total width exceeding the allowable text width (paper width less left and right margins) in a page.
- In titling continued long vertical and horizontal tables, there is no need to indicate the table title, instead use “Table X-X continued . . .” or “Appendix Table____ continued . . .”

Example:

Appendix Table 4. Raw and computed data for ventilation rate calculation.

DATE	TIME	AMBIENT				POULTRY HOUSE			
		Dry Bulb	Wet Bulb	RH (%)	Enthalpy (kJ/kg)	Ave Temp,	Ave RH	Enthalpy (kJ/kg)	Specific Volume



		(C)	(C)			(C)	(%)		(m ³ /kg)
24-Aug-07	7:00 PM	29.0	25.0	72.6	76.32	38.4	62.1	108.16	0.921
24-Aug-07	8:00 PM	28.5	24.0	69.1	72.19	38.2	57.5	102.56	0.918

Appendix Table 4 continued . . .

DATE	TIME	AMBIENT				POULTRY HOUSE			
		Dry	Wet	RH	Enthalpy	Ave	Ave	Enthalpy	Specific
		Bulb	Bulb	(%)	(kJ/kg)	Temp,	RH	(kJ/kg)	Volume
		(C)	(C)			(C)	(%)		(m ³ /kg)
25-Aug-07	11:00 PM	26.5	23.0	74.5	68.30	38.5	60.3	106.31	0.920
25-Aug-07	12:00 PM	26.0	23.0	77.7	68.32	38.3	60.9	106.5	0.920

- For long horizontal tables, the author may opt to present the table in a landscape page or to cut the table so that it will be accommodated in two or more portrait pages.
- If a long horizontal table is cut, it should be done in way so that the resulting table widths are approximately similar. In addition, row headings shall be retained in the continued portions of the table

Example:

Table Z-Z. Position and orientation of a long horizontal table in a landscape page.

FIRST LEVEL	FIRST LEVEL	FIRST LEVEL	FIRST LEVEL
HEADING 1	HEADING 2	HEADING 3	HEADING 4
Row Heading 1			
Row Heading 2			
Row Heading 3			



Row Heading 4

Row Heading 5

Table Z-Z continued . . .

FIRST LEVEL HEADING 1	FIRST LEVEL HEADING 5	FIRST LEVEL HEADING 6	FIRST LEVEL HEADING 7
--------------------------	--------------------------	--------------------------	--------------------------

Row Heading 1

Row Heading 2

Row Heading 3

Row Heading 4

Row Heading 5

D.4 Format of Table Entries

- All entries, including headings, shall be single-spaced within a cell and shall be centered vertically.
- If possible, entries should also be centered horizontally. However, phrases are preferably flushed to the left margin.
- Consistency on the format of values and entries shall be observed. In a column or row populated by numerical values, the number of decimal places shall be the same in each cell, depending on the desired accuracy.

Example:

Table 4-13. Empirical heating values of seaweed samples at various moisture contents.

MOISTURE CONTENT (%)	HEATING VALUE (kJ/kg)		
	Roxas City	Ivisan	Pilar
	Samples	Samples	Samples
22	9,406.76	9,927.24	10,174.00
26	8,923.08	9,486.92	9,744.00



30	8,439.40	9,046.60	9,314.00
34	7,955.72	8,606.28	8,884.00
38	7,472.04	8,165.96	8,454.00

- Fractional and decimal values shall not be mixed in the same column or row.
- Units of different systems (i.e. SI and English) shall not be mixed in the same column or row. The values shall be converted from one system to another for consistency.

D.5 Table Footnote and Citation

- Footnotes to be included in the table shall be positioned below the bottom double line border, single-spaced and flushed to the left edge of the table
- For tables sourced from references, the source shall be indicated below the bottom double line border (or footnote, if any), flushed to the left edge of the table and in italics. The source shall contain the author and year of publication.

Example:

Table 4-19. Mean water temperature observed in different treatments*.

TREATMENT	TEMPERATURE (C)	
	Location 1	Location 2
1	38.17	38.98
2	38.49 ^a	38.66
3	38.51 ^a	36.62
4	38.56	38.82
5	38.22	37.72
6	37.93	36.38



*In a column, means followed by the same letter are not significantly different at $p < 0.050$.

Table 2-2. Selected properties of conventional biomass resources.

TYPES	HEATING		
	VALUE (MJ/kg)	PERCENT MOISTURE	PERCENT ASH
Fruit stems	5.0	63	-
Oil-palm husks	7.0-8.0	55	5.00
Oil-palm fibers	7.0-8.0	55	10.0
Bagasse	7.7-8.0	40-60	1.7-3.8
Phaeophyta	9.0-11.0	-	24.0-45.0
Chlorophyta	8.0-13.0	-	24.0-50.0
Giant Brown Kelp	10.3	-	10.3
Rice Husks	14.0	9	19.0
Maize Cobs	13.0-15.0	10-20	2.0
Coffee husks	16.0	10	0.6
Cocoa husks	13.0-16.0	7-9	7.0-14.0
Wood	8.4-17.0	10-60	0.3-1.7

Source: Albuero et al., 2010

E. Figure Presentation

E.1 Figure Number and Title

- Figures shall be numbered consistently and continuously, independent of the numbering of tables and the numbering of equations.
- Figure numbers are composed of two numbers separated by a dash. The first number corresponds to the number of the chapter where the figure belongs while the second number corresponds to the number of the figure as it appears in the chapter.
- Figure caption shall be preceded by the label "Figure Y-Y." (not "Fig. Y-Y") followed by a period. The caption immediately follows after two (2)



spaces. Similarly, figures considered as appendix figures shall be continuously and consistently labelled as “Appendix Figure ____ .”

- The caption shall be placed at the bottom of the figure and shall be in sentence case (i.e. only the first letter of the first word is capitalized, and the whole caption is followed by a period). A single space shall be maintained between the bottom edge of the figure and the first line of the figure caption.
- The figure caption shall be positioned relative to the figure and not relative to the page. For consistency, the figure caption, including the label “Figure Y-Y.” shall be center-aligned relative to the figure.
- In any case, the whole figure caption shall not extend beyond the figure’s width. If the caption length exceeds the figure’s width, the caption shall be cut off, and the remaining part is aligned to the start of the caption (not the label), in single space.

E.2 Figure Footnote and Citation

- Footnotes shall be positioned immediately after the figure caption.
- For figures sourced from references, the source shall be indicated below the figure caption (or footnote, if any), aligned to the start of the figure caption title and in italics.

Example

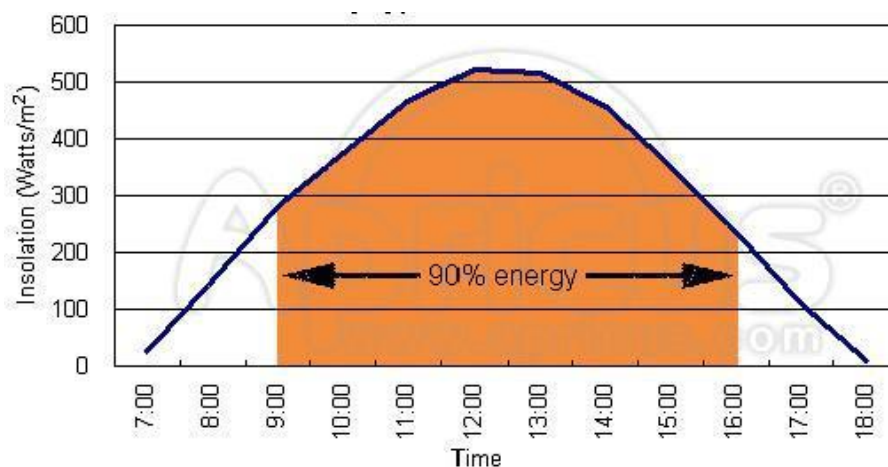


Figure 3-9. Twelve-hour day typical insolation curve.

Source: Apricus, 2006.

E.3 Charts

- The most appropriate chart type shall be selected to show the relationship between variables (e.g. line charts should be used when showing trends, bar charts should be used when comparing values, pie charts should be used to show the contribution of each value to a total, etc).
- Consistency on the format of graphs shall be observed. All axis labels, axis titles and legend titles shall be formatted to Times New Roman font style.
- Axis titles shall be in title case (i.e. the first letter of all significant words are capitalized). Appropriate units, enclosed in parentheses, follow.
- In an axis with numerical labels, the number of decimal places shall be the same in each interval, depending on the desired accuracy. Fractional and decimal values shall not be mixed in the same axis.
- Preferably, gridlines should be omitted. Legends should be positioned in vacant spaces in the plot area. If the plot area is crowded, the legends may be placed outside the plot area.
- Preferably, bar and pie charts should be shaded using hatched lines instead of regular colors. This is to ensure that the variations in the charts are still visible even when the figure is printed in black and white ink.
- Equations and R^2 values which are usually included in a scatter chart should be positioned as close as possible to the line or points they describe.

Example:

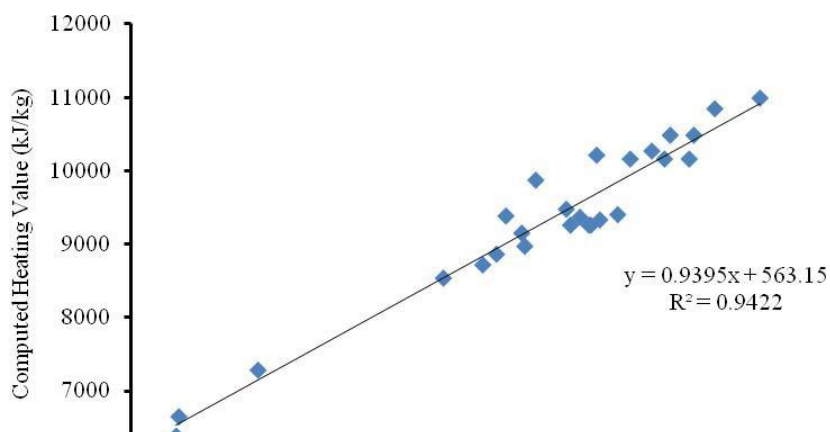


Figure 4-21. Computed heating values vs. actual heating values.

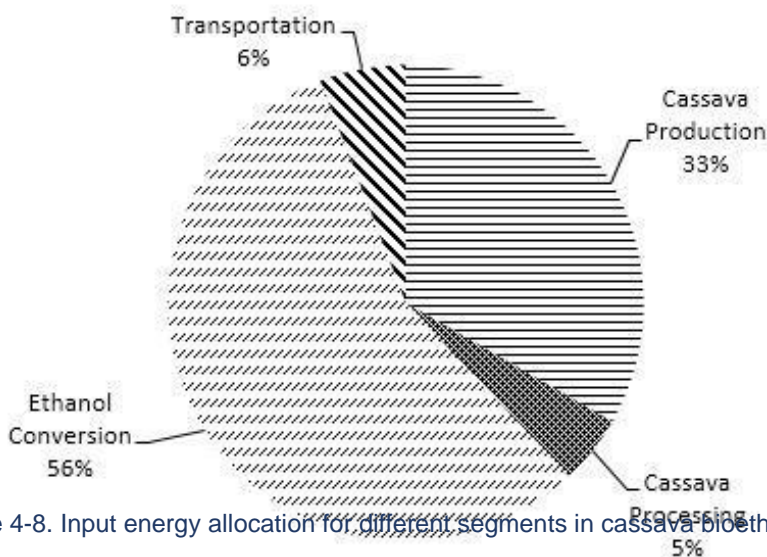


Figure 4-8. Input energy allocation for different segments in cassava bioethanol production.

E.3 Figure Presentation in Text

- Figure shall be clear and do not contain unnecessary marks. Preferably, figures other than charts should be printed in colored ink.
- Figures can be presented after they are mentioned in the text or they could be placed as appendix figures.
- Figures shall be positioned at the center of the page. They could be placed along with the text or could be in a separate page. If placed with the text, three (3) spaces shall be maintained between the top edge of the figure and the last line of the preceding text. Likewise, three (3) spaces shall also be provided between the figure caption and the first line of the succeeding text.

F. Equation Presentation

F.1 Equation format

- Equations between quantities are preferred over equations between numerical values. Equations shall be expressed in their mathematically correct form.



- The variables shall be represented by letters or symbols, the meanings of which are explained in connection with the equation.
- All the terms in the equations shall be italicized. However, the definition of terms shall be presented in normal format.
- As far as possible, symbols having more than one level of subscript or superscript shall be avoided

F.2 Definition of Equation Terms

- Each term in the equation, whether a constant or a variable, shall be defined after the equation is presented. For variables requiring a specific unit, the unit shall be enclosed in parenthesis and shall be placed at the end of the definition.
- The definition of terms shall be introduced by the word “where:” followed by an enumeration of the terms with their corresponding definitions. The word “where” shall be flushed to the left margin of the page and shall be positioned three (3) spaces below the last line of the equation.
- The list of terms shall be single-spaced, each term shall be indented five (5) spaces to the right.

F.3 Equation Number

- Equations shall be numbered consistently and continuously, independent of the numbering of tables and the numbering of figures.
- Equation numbers are composed of two numbers separated by a dash. The first number corresponds to the number of the chapter where the equation belongs while the second number corresponds to the number of the equation as it appears in the chapter.
- The equation number shall be preceded by the label “Equation Z-Z” (not “Eqn. Z-Z”). The equation number and label shall be italicized and enclosed in parentheses.
- The equation number shall be flushed to the right margin of the page, directly opposite the equation it describes.

F.4 Equation Presentation in Text

- Equations can be presented **after** they are mentioned in the text or they could be placed in the appendix.
- Equations shall be indented 1/2 inch to the right. If placed with the text, three spaces shall be maintained between the first line of the equation and the last line of the preceding text. Likewise, three (3) spaces shall also be provided between the last defined term of the equation and the first line of the succeeding text.





- If the equation is too long, it shall be cut off in such a way that it retains its correct form and meaning.

G. Pagination

Page Number

- **Upper right title corner** of the page (bold, font 12) starting with the Main Section until Appendices
- **Number all the pages consecutively** whether the page number is shown or not
- **No page number** for all Chapter Title pages (Chapter 1 is page 1 but 1 is not shown)
- **Preliminary pages** carry lowercase Roman numeral (i, ii, iii, etc.)

H. Documenting Sources

APA citation style refers to the rules and conventions established by the American Psychological Association for documenting sources used in a research paper. APA style requires both in-text citations and a reference list. For every in-text citation there should be a full citation in the reference list and vice versa.

The examples of APA styles and formats listed on this page include many of the most common types of sources used in academic research. For additional examples and more detailed information about APA citation style, refer to the Publication Manual of the American Psychological Association and the APA Style Guide to Electronic References.

Also, for automatic generation of citations in appropriate citation style, use a bibliographic citation management program (Ex. EndNote).

H.1 In-text Citations

APA requires the use of in-text parenthetical citations, not footnotes. These in-text citations lead readers to complete bibliographic information included in the alphabetical list of references at the end of the paper. In-text citations can be handled in different ways.

- If you use the author's name in the sentence, simply include within parentheses the date of publication after the authors name:
Cruz (2000) found. . .
- However, if you do not incorporate the author's name into the sentence, include the author's last name and publication date within parentheses...
(Cruz, 2000).
- Either approach may be used regardless of the number of authors.
- If a source has **two authors**, cite both names every time the reference appears in the text.

a) . . . **(Dewdney & Ross, 1999). OR**



research.citycollegeofcalamba@gmail.com



- b) Dewdney and Ross (1999) stated. . . .
- For a source with **three, four, or five authors, cite all of the authors the first time a reference occurs.** For any subsequent occurrences of the same reference, use the first author's name with **et al.** signifying the other authors.
 - a) . . . (Smith, Rubick, Jones, & Malcom, 2001). – first reference
 - b) Smith et al. (2001) argue that. . . -subsequent reference
 - c) . . . (Smith et al., 2001). – subsequent reference
- For a source with **six or more authors**, include only the first author's name followed by “et al.”
 - Peffer et al. (2003) contend OR
 - ... (Peffer et al., 2003).
- If a source has **a group (corporation, government agency, association, etc.) as an author**, the name is usually spelled out in every text citation. However, if the name is long and the abbreviation is easily recognizable or understandable, spell it out for the first text citation and abbreviate for subsequent citations.
- First text citation :
 - a) **Association of College and Research Libraries [ACRL], 2005 claimed that.... OR**
 - b) **(Association of College and Research Libraries [ACRL], 2005)**
- Second or subsequent citations: **(ACRL, 2005). Or ACRL (2005) claimed that...**
- A list of action words that can be used instead of “found” and “said” are indicated in the **Verb List**. Choose the most appropriate verb that fits the context of your writing. As Pablo et al. (2003) emphasized, “Is your source arguing a point, making an observation, reporting a fact, drawing a conclusion, refuting an argument, or stating a belief?” Double check for the meaning of the verb in the dictionary.
- **Use transition devices** to improve connections between sentences and paragraphs.

Verb List

acknowledge	debated	mention	reported	commented
adapted	declared	noted	researched	completed
adopted	demarkated	observed	revealed	concentrated
affirmed	depicted	outlined	showed	concluded
aimed	described	pioneered	stated	conferred
analyzed	determined	pointed out	stipulated	conveyed
argued	discovered	posited	studied	focused
assessed	discussed	prescribed	suggested	framed
assumed	displayed	provided	supposed	highlighted
assured	documented	quantified	surveyed	maintained
attempted	drew	rated	tested	measured
attested	echoed	reckoned	thought	countered
attributed	elaborated	recognized	uncovered	hypothesized
believed	emphasized	recorded	utilized	illustrated
buttressed	expanded	recounted	explored	indicated
claimed	experimented	related	exposed	confirmed
coined	explained	remarked	extrapolated	connected
inquired	investigated	contended	inferred	considered





contested	continued	endorsed	reported	insisted
-----------	-----------	----------	----------	----------

List of Transition Words and Phrases (http://grammar.ccc.commnet.edu/grammar/)	
Agreement Addition Similarity	in like manner, in addition, coupled with, also, then , in the same fashion/way, first, second, third, in the light of, not to mention, to say nothing of, equally important, by the same token, again, moreover, likewise, comparatively, correspondingly, similarly, furthermore, additionally
Example Support Emphasis	in other words, to put it differently, as an illustration, in this case, for this reason, to put it another way, that is to say, chiefly, with attention to, by all means, including, important to realize, for one thing, certainly, another key point, first thing to remember, most compelling evidence, like, namely, must be remembered, with this in mind, point often overlooked, to point out, on the positive/negative side, notably, especially, specifically, expressively, surprisingly, frequently, significantly, in fact, in general, in particular, in detail, for example, for instance, to demonstrate, to emphasize, to repeat, to clarify, to explain, to enumerate, such as
Opposition Limitation Contradiction	Although this may be true, in contrast, different from, of course..., but, on the other hand on the contrary, at the same time, in spite of, even so/though, be that as it may, then again, above all, in reality, after all, (and) yet, while, albeit, besides, though, instead, whereas, despite, conversely, otherwise, however, rather, nevertheless, regardless, notwithstanding
Cause Condition Purpose	in the event that, granted (that), as/so long as, on(the) condition(that), for the purpose of, with this intention, with this in mind, in the hope that, to the end that, in order to, seeing/being that, in view of, if...then, unless, when, whenever, since, while, because of, as, lest, in case, due to, provided that, given that, only/ even if, so that, so as to, owing to, inasmuch as
Effect Consequence Result	as a result, under those circumstances, in that case, for this reason, for, thus, because the, then, hence, consequently, therefore thereupon, forthwith, accordingly, henceforth
Conclusion Summary Restatement	As can be seen, generally speaking, in the final analysis, all things considered, as shown above, in the long run, given these points, as has been noted, in a word, for the most part, after all, in fact, in summary, in conclusion, in short, in brief, in essence, to summarize, on balance, altogether, overall, ordinarily, usually, by and large, to sum up, on the whole, in any event, in either case, all in all

REMEMBER

Develop a topic based on what has already been said and written	BUT	Write something new and original
Rely on experts' and authorities' opinions	BUT	Improve upon and/ or disagree with those same opinions
Give credit to previous researchers	BUT	Make your own significant contribution
Improve your English to fit into a discourse community by building upon what you hear and read	BUT	Use your own words and your own voice

Reference Citations in Text

Works by a single author





The last name of the author and the year of publication are inserted in the text at the appropriate point.

from theory on bounded rationality (Simon, 1945)

If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.

Simon (1945) posited that

Works by multiple authors

When a work has two authors, always cite both names every time the reference occurs in the text.

In parenthetical material join the names with an ampersand (&).

as has been shown (Leiter & Maslach, 1998)

In the narrative text, join the names with the word "and."

as Leiter and Maslach (1998) demonstrated

When a work has three, four, or five authors, cite all authors the first time the reference occurs. Kahneman, Knetsch, and Thaler (1991) found

In all subsequent citations per paragraph, include only the surname of the first author followed by "et al." (Latin for "and others") and the year of publication.

Kahneman et al. (1991) found





Works by associations, corporations, government agencies, etc.

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

(National Institute of Mental Health [NIMH], 2007)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

(NIMH, 2007)

Works with no author

When a work has no author, use the first two or three words of the work's title (omitting any initial articles) as your text reference, capitalizing each word. Place the title in quotation marks if it refers to an article, chapter of a book, or Web page. Italicize the title if it refers to a book, periodical, brochure, or report.

on climate change ("Climate and Weather," 1997)

Guide to Agricultural Meteorological Practices (1981)

Anonymous authors should be listed as such followed by a comma and the date.

on climate change (Anonymous, 2008)



Specific parts of a source

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc.

(with appropriate abbreviations) in the in-text citation.

(Stigter & Das, 1981, p. 96)

De Waal (1996) overstated the case when he asserted that "we seem to be reaching ... from the hands of philosophers" (p. 218).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation "para." or the heading and following paragraph.

(Mönnich & Spiering, 2008, para. 9)

H.2 Reference List

A **Reference** list contains all the details of all the references that you have used in the text of your document; a **Bibliography** is a list of sources that you have referred to, but not actually referenced in your document. **We generally do not use Bibliographies in assignments or the Research Proposal / Report – only a reference list.**

In **APA style**, the **alphabetical list or works cited is called “References.”** All authors and sources cited in the text should be reflected in the references. **“Each reference cited in text must appear in the reference list; and each entry in the reference list must be cited in text”** (APA, 2009, p. 174). As you prepare your list of references, follow these guidelines:

- Do not categorize sources by A. Books; B. Published and Unpublished Theses/Dissertations; C. Electronic Sources; D. Other Sources as has been the usual practice; instead, alphabetize all entries (refer to sample Reference Page)
- Alphabetize the list of sources by the author's (or editor's) last name; if there is no author or editor, alphabetize by the first word of the title other than a, an, or the. Use





- initials for an author's first and middle names. For two or more works by an author, arrange the works by date, oldest work first. Do not number entries.
- Use one space after periods, colons, semi-colons, and commas.
 - With two or more authors, use all authors' names rather than "et al." unless there are seven or more authors. Again, start with the last name and use initials for the first and middle names for all authors. Instead of the word "and," use an ampersand (&) and separate the names with commas.
 - The publication date should appear in parentheses directly after the last author's name; put a period after the final parenthesis. For books, list year only. For magazines, newsletters, and newspapers give the year followed by the exact date on the publication (2000, November 10). If you list two works by the same author published in the same year, alphabetize by title, unless they are part of a series.
 - Put the title after the year of publication. Book titles and subtitles should be italicized. Capitalize only the first word and proper nouns in a title or subtitle.
 - Do not put titles of articles in quotation marks or italics, and, as with a book, only the first word of the title and subtitle and any proper nouns are capitalized. Periodical titles are capitalized just as you would normally, and italicize the name of the periodical and the volume number.
 - Include the city and official state abbreviation as well as the publisher in book citations. If the city is well known, omit the state abbreviation. The publisher's name may be shortened, as long as it is easy to recognize, as in this example: New York: Harper.
 - Use p. (pp. for plurals) only before page numbers of newspaper articles and chapters in edited books, not in references to articles from magazines and journals. In contrast, parenthetical references in the text of a paper leading to specific pages always include p. or pp. – no matter what type of source.
 - Use hanging indentation (the first line of an entry is not indented, but every subsequent line in the entry is indented five spaces). Use double space after each author entry, but single space for a two-line entry.
 - Retrieval Information must be given for electronic sources. The statement should provide the date the information was retrieved along with the name and/or address of the source. If the information is from an aggregated database (i.e. Periodical Abstracts), provide the name of the database (no address needed).

References cited in the text of a research paper must appear in a Reference List or bibliography. This list provides the information necessary to identify and retrieve each source.

Order: Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list.

Authors: Write out the last name and initials for all authors of a particular work. Use an ampersand





(&) instead of the word "and" when listing multiple authors of a single work. e.g. Smith, J. D., & Jones, M.

Titles: Capitalize only the first word of a title or subtitle, and any proper names that are part of a title.

Pagination: Use the abbreviation p. or pp. to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopaedia articles and chapters from edited books.

Indentation*: The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent".

Underlining vs. Italics*: It is appropriate to use italics instead of underlining for titles of books and journals.

Two additional pieces of information should be included for works accessed online.

Internet Address**: A stable Internet address should be included and should direct the reader as close as possible to the actual work. If the work has a digital object identifier (DOI), use this. If there is no DOI or similar handle, use a stable URL. If the URL is not stable, as is often the case with online newspapers and some subscription-based databases, use the home page of the site you retrieved the work from.

Date: If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopaedia article, include the date that you retrieved the information.

* The APA has special formatting standards for the use of indentation and italics in manuscripts or papers that will be typeset or submitted for official publication. For more detailed information on these publication standards, refer to the Publication Manual of the American Psychological Association, or consult with your instructors or editors to determine their style preferences.



research.citycollegeofcalamba@gmail.com



** See the APA Style Guide to Electronic References for information on how to format URLs that take up more than one line.

Examples

Articles in journals, magazines, and newspapers

References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), and page numbers.

a. Journal article, one author, accessed online

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, 105(2), 221-232. doi:10.1016/j.obhdp.2007.08.002

b. Journal article, two authors, accessed online

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295. doi:10.1037/1065- 9293.59.4.286

c. Journal article, more than two authors, accessed online

Van Vugt, M., Hogan, R., & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, 63(3), 182-196. doi:10.1037/0003-066X.63.3.182

d. Article from an Internet-only journal



research.citycollegeofcalamba@gmail.com



Hirtle, P. B. (2008, July-August). Copyright renewal, copyright restoration, and the difficulty of determining copyright status. *D-Lib Magazine*, 14(7/8). doi:10.1045/july2008-hirtle

Colvin, G. (2008, July 21). Information worth billions. *Fortune*, 158(2), 73-79. Retrieved from Business Source Complete, EBSCO. Retrieved from <http://search.ebscohost.com>

f. Magazine article, in print

Kluger, J. (2008, January 28). Why we love. *Time*, 171(4), 54-60.

g. Newspaper article, no author, in print

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*,

p. A9.

h. Newspaper article, multiple authors, discontinuous pages, in print

Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street Journal*, pp. A1, A12.

i. Books

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

j. No Author or editor, in print

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Springfield, MA: Merriam-Webster.





k. One author, in print

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

l. Two authors, in print

Frank, R. H., & Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston, MA:

McGraw-Hill/Irwin.

m. Corporate author, author as publisher, accessed online

Australian Bureau of Statistics. (2000). *Tasmanian year book 2000* (No. 1301.6). Canberra,

Australian Capital Territory: Author. Retrieved from [http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989\\$File/13016_2000.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989$File/13016_2000.pdf)

n. Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

o. Dissertations

References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation.

p. Dissertation, accessed online



research.citycollegeofcalamba@gmail.com



Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UMI No.

327681)

q. Essays or chapters in edited books

References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.

r. One author

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago, IL: University of Chicago Press.

s. Two editors

Hammond, K. R., & Adelman, L. (1986). Science, values, and human judgment. In H. R. Arkes & K. R. Hammond (Eds.), *Judgement and decision making: An interdisciplinary reader* (pp. 127-143). Cambridge, England: Cambridge University Press.

t. Encyclopedias or dictionaries and entries in an encyclopedia

References for encyclopaedias must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. For sources accessed online, include the retrieval date as the entry may be edited over time.





u. Encyclopedia set or dictionary

Sadie, S., & Tyrrell, J. (Eds.). (2002). *The new Grove dictionary of music and musicians* (2nd ed.,

Vols. 1-29). New York, NY: Grove.

v. Article from an online encyclopedia

Containerization. (2008). In *Encyclopædia Britannica*. Retrieved May 6, 2008, from

<http://search.eb.com>

w. Encyclopedia article

Kinni, T. B. (2004). Disney, Walt (1901-1966): Founder of the Walt Disney Company. In

Encyclopedia of Leadership (Vol. 1, pp. 345-349). Thousand Oaks, CA: Sage Publications.

x. Research reports and papers

References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. If it was accessed online, include the URL.

y. Government report, accessed online

U.S. Department of Health and Human Services. (2005). *Medicaid drug price comparisons: Average manufacturer price to published prices* (OIG publication No. OEI-05-05-00240). Washington, DC: Author. Retrieved from <http://www.oig.hhs.gov/oei/reports/oei-05-05-00240.pdf>



research.citycollegeofcalamba@gmail.com



z. Government reports, GPO publisher, accessed online

Congressional Budget Office. (2008). *Effects of gasoline prices on driving behavior and vehicle markets: A CBO study* (CBO Publication No. 2883). Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.cbo.gov/ftpdocs/88xx/doc8893/01-14-GasolinePrices.pdf>.

aa. Document available on university program or department site

Victor, N. M. (2008). *Gazprom: Gas giant under strain*. Retrieved from Stanford University,

Program on Energy and Sustainable Development Web site:

http://pesd.stanford.edu/publications/gazprom_gas_giant_under_strain

bb. Audio-visual media

References to audio-butors (e.g., producer, Director/Directress), date, title, the medium in brackets, location or place of production, and name of the distributor. If the medium is indicated as part of the retrieval ID, brackets are not needed.

cc. Videocassette/DVD

Achbar, M. (Director/Directress/Producer), Abbott, J. (Director/Directress), Bakan, J. (Writer), & Simpson, B. (Producer) (2004). *The corporation* [DVD]. Canada: Big Picture Media Corporation.

dd. Audio recording

Nhat Hanh, T. (Speaker). (1998). *Mindful living: a collection of teachings on love, mindfulness, and meditation* [Cassette Recording]. Boulder, CO: Sounds True Audio.



research.citycollegeofcalamba@gmail.com



ee. Motion picture

Gilbert, B. (Producer), & Higgins, C. (Screenwriter/Director/Directress). (1980). *Nine to five* [Motion Picture]. United States: Twentieth Century Fox.

ff. Television broadcast

Anderson, R., & Morgan, C. (Producers). (2008, June 20). *60 Minutes* [Television broadcast].

Washington, DC: CBS News.

gg. Television show from a series

Whedon, J. (Director/Directress/Writer). (1999, December 14). Hush [Television series episode]. In Whedon, J., Berman, G., Gallin, S., Kuzui, F., & Kuzui, K. (Executive Producers), *Buffy the Vampire Slayer*. Burbank, CA: Warner Bros.

hh. Music recording

Jackson, M. (1982). Beat it. On *Thriller* [CD]. New York, NY: Sony Music.

ii. Undated Web site content, blogs, and data

For content that does not easily fit into categories such as journal papers, books, and reports, keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include stable URL or database name. Include the author, title, and date published when available. For undated materials, include the date the resource was accessed.

jj. Blog entry

Arrington, M. (2008, August 5). The viral video guy gets \$1 million in funding. Message posted to <http://www.techcrunch.com>





kk. Professional Web site

National Renewable Energy Laboratory. (2008). *Biofuels*. Retrieved May 6, 2008, from http://www.nrel.gov/learning/re_biofuels.html

ll. Data set from a database

Bloomberg L.P. (2008). *Return on capital for Hewitt Packard 12/31/90 to 09/30/08*. Retrieved Dec. 3, 2008, from Bloomberg database.

Central Statistics Office of the Republic of Botswana. (2008). *Gross domestic product per capita 06/01/1994 to 06/01/2008* [statistics]. Available from CEIC Data database.

mm. Technical and/or research reports, accessed online

Deming, D., & Dynarski, S. (2008). *The lengthening of childhood* (NBER Working Paper 14124). Cambridge, MA: National Bureau of Economic Research. Retrieved July 21, 2008, from <http://www.nber.org/papers/w14124>.

nn. Entire Web site

When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper.

Witchcraft in Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (<http://www.witchcraft.psmedia.com/>).

Notes: For more detailed information on APA citation style such as information on articles in press, journal special issues and supplements, translations, et cetera, see the Publication Manual of the American Psychological Association and the APA Style Guide to Electronic References.



research.citycollegeofcalamba@gmail.com



Obtained from:

American Psychological Association (<http://www.apastyle.org/>)

Purdue University Online Writing Lab's APA Formatting and Style Guide
(<https://owl.english.purdue.edu/owl/resource/560/1/>)

Diana Hacker's Research and Documentation Online
([http://bcs.bedfordstmartins.com/webpub/
Ektron/ReWriting_basics%20e/rewritingbasics2e/resdoc5e/RES5e_ch09_o.html](http://bcs.bedfordstmartins.com/webpub/Ektron/ReWriting_basics%20e/rewritingbasics2e/resdoc5e/RES5e_ch09_o.html))

C. IEEE Referencing Print References Book

Author(s). Book title. Location: Publishing company, year, pp.

Example: W.K. Chen. Linear Networks and Systems. Belmont, CA: Wadsworth, 1993,
pp. 123-35.

Book Chapters

Author(s). "Chapter title" in Book title, edition, volume. Editors name, Ed. Publishing
location:

Publishing company, year, pp.

Example: J.E. Bourne. "Synthetic structure of industrial plastics," in Plastics, 2nd ed., vol.
3. J.

Peters, Ed. New York: McGraw-Hill, 1964, pp.15-67.

Article in a Journal



research.citycollegeofcalamba@gmail.com



Author(s). "Article title". Journal title, vol., pp, date.

Example: G. Pever. "Infrared Nation." The International Journal of Infrared Design, vol. 33, pp.

56-99, Jan. 1979.

Articles from Conference Proceedings (published)

Author(s). "Article title." Conference proceedings, year, pp.

Example: D.B. Payne and H.G. Gunhold. "Digital sundials and broadband technology," in Proc.

IOOC-ECOC, 1986, pp. 557-998.

Papers Presented at Conferences (unpublished)

Author(s). "Paper's title," Conference name, Location, year.

Example: B. Brandli and M. Dick. "Engineering names and concepts," presented at the 2nd Int.

Conf. Engineering Education, Frankfurt, Germany, 1999.

Standards/Patents

Author(s)/Inventor(s). "Name/Title." Country where patent is registered. Patent number, date. Example: E.E. Rebecca. "Alternating current fed power supply." U.S. Patent 7 897 777, Nov. 3, 1987.





Electronic References

Books

Author. (year, Month day). Book title. (edition). [Type of medium]. Vol. (issue). Available:
site/path/file [date accessed].

Example: S. Calmer. (1999, June 1). Engineering and Art. (2nd edition). [On-line]. 27(3).

Available: www.enggart.com/examples/students.html [May 21, 2003].

Journal

Author. (year, month). "Article title." Journal title. *Type of medium+. Vol. (issue), pages.

Available: site/path/file [date accessed].

Example: A. Paul. (1987, Oct.). "Electrical properties of flying machines." Flying
Machines.

[Online]. 38(1), pp. 778-998. Available: www.flyingmachjourn/properties/fly.edu [Dec. 1,
2003].

World Wide Web

Author(s)*. "Title." Internet: complete URL, date updated* *date accessed+.

Example: M. Duncan. "Engineering Concepts on Ice. Internet:
www.iceengg.edu/staff.html, Oct.



research.citycollegeofcalamba@gmail.com



25, 2000 [Nov. 29, 2003].

Odd Sources Newspaper Author(s)*.

“Article title.” Newspaper (month, year), section, pages.

Examples: B. Bart. “Going Faster.” Globe and Mail (Oct. 14, 2002), sec. A p.1. “Telehealth in Alberta.” Toronto Star (Nov. 12, 2003), sec. G pp. 1-3.

Dissertations and Theses

Author. “Title.” Degree level, school, location, year.

Example: S. Mack. “Desperate Optimism.” M.A. thesis, University of Calgary, Canada, 2000.

Lecture

Lecturer(s). Occasion, Topic: “Lecture title.” Location, date.

Example: S. Maw. Engg 251. Class Lecture, Topic: “Speed skating.” ICT 224, Faculty of Engineering, University of Calgary, Calgary, Alberta, Oct. 31, 2003.

E-mail

Author. Subject line of posting. Personal E-mail (date)

Example: J. Aston. “RE: new location, okay?” Personal e-mail (Jul. 3, 2003).

Internet - Newsgroup

Author or Topic*, “Title,” Complete network address, date when it was updated *date accessed+. Example: G.G. Gavin. “Climbing and limb torsion #3387,” USENET: sci.climb.torsion, Apr. 19, 2000 [Oct. 4, 2002].



research.citycollegeofcalamba@gmail.com



Source: <http://www.ijsst.info/info/IEEE-Citation-StyleGuide.pdf>

I. Appendix Presentation

I.1 Appendix Format

The items that are included in the appendices, appendix tables and appendix figures shall be formatted according to the guidelines governing the presentation of texts, tables, figures and equations.

I.2 Appendix Letter, Number and Title

- Appendices shall be lettered chronologically starting from “APPENDIX A”.
- The heading “Appendix A” shall be positioned at the topmost line of the page, center aligned in uppercase and bold letters.
- The appendix title shall be positioned at the center of the page below the heading “APPENDIX ____”. In bold letters, and with the first letter of all significant words capitalized
- If the appendix title is composed of five or more words, it shall be arranged in an inverted pyramid form, in single space.
- Three (3) spaces shall be maintained between the last line of the appendix title and the first line of the first paragraph.





Research Form 1- Adviser's Acceptance form

CITY COLLEGE OF CALAMBA

Dalubhasaan ng Lungsod Ng Calamba

Tel. No. (049) 545 – 0161 / (049) 545 – 0055

Department of _____ Group No. _____

Group Members _____

Title of Research Paper _____

I do hereby accept the invitation of the above mentioned students to become their Research Adviser for the Academic year _____. Concomitant with this is my acceptance of the following functions and responsibilities:

- 1. Attend the orientation meeting scheduled by the Program Director.
2. Assist the student researchers in the selection of their topics.
3. Guide and monitor the student researchers in their works in accordance with the timetable or working table
4. Check and improve the submitted proposals, questionnaires, and all aspects of the research paper
5. Provide and sustain the technical, ethical and more direction and conduct of the student research
6. Prepare the advisees for the final oral defense through mock defense
7. Monitor the participation of group members during consultation and in every aspect of research work, and keep a record of consultations conducted
8. Resolve group problem/s arising in the preparation of the research paper
9. Schedule at least one hour consultation time every week
10. Ensure quality control of the research output of student researchers
11. Endorse for final defense the final manuscript by affixing signature on the prescribed form
12. Be present during defense although I am not supposed to participate in the defense
13. Assist and supervise the student researchers in the final revision of the manuscript as recommended by the panel

Signature Over Printed Name

Date Signed

Noted: _____
Research Facilitator

Program Director

Approved: _____
Vice President for Research and Innovation





Research Form 2- Language Editor's Acceptance Form

CITY COLLEGE OF CALAMBA

Dalubhasaan ng Lungsod Ng Calamba

Tel. No. (049) 545 – 0161 / (049) 545 – 0055

Department of _____ Group No. _____

Group Members _____

Title of Research Paper _____

I do hereby accept the invitation of the above mentioned students to become their Research Adviser for the Academic year _____. Concomitant with this is my acceptance of the following functions and responsibilities:

1. Edit thoroughly the manuscript of the student researchers
2. Discuss with the research group/s the corrections, comments, Aand suggestions made on the manuscript in terms of the prescribed formats, correctness of grammar, and clarity and formality of language used
3. Monitor and assure the incorporation of the corrections and revisions made on the manuscript of student researchers
4. Endorse the final defense the final manuscript by affixing signature on the Language Editor Form

Signature Over Printed Name

Date Signed

Noted: _____

Research Facilitator

Program Director

Approved: _____

Vice President for Research and Innovation





Research Form 3 – Endorsement for Oral Defense Form

CITY COLLEGE OF CALAMBA

Dalubhasaan ng Lungsod Ng Calamba

Tel. No. (049) 545 – 0161 / (049) 545 – 0055

Department of _____ Group No. _____

Group Members _____

This thesis attached hereto entitled _____

_____ is hereby endorsed for final defense. Our signatures below attest to the acceptability of the manuscript for oral defense and compliance of all pertinent requirements and obligations of the student researchers.

_____	_____
Adviser	Date Signed
_____	_____
Language Editor	Date Signed
_____	_____
Research Facilitator	Date Signed

(please do not fill out. For Research Facilitator’s use only)

Date of Oral Defense: _____ Time: _____

Venue: _____





Research Form 4 – Panelist’s Acceptance Form

CITY COLLEGE OF CALAMBA

Dalubhasaan ng Lungsod Ng Calamba

Tel. No. (049) 545 – 0161 / (049) 545 – 0055

- Department of
- Business and Accountancy
 - Computing and Informatics
 - Arts & Sciences
 - Teacher Education

I do hereby accept the invitation to become a research defense panelist on _____ (date, time and venue) for the academic year _____.

Signature Over Printed Name

Date Signed

Noted: _____
Research Facilitator

Program Director

Approved: _____
Vice President for Research and Innovation

