



# *University Thesis And Dissertation | Manual*

*University Research, Extension Linkages, and International Affairs*

## ***Preface***

This manual has been carefully prepared to guide undergraduate students through the process of writing and completing their thesis, one of the most important milestones in their academic journey. Rooted in the university's commitment to academic excellence and research integrity, the manual outlines the essential components, formatting standards, and submission protocols that every student must observe.

It serves not only as a technical reference but also as a practical companion—from conceptualizing a research problem to presenting and binding the final manuscript. Whether a student is pursuing quantitative or qualitative inquiry, this manual aims to ensure clarity, coherence, and scholarly rigor in every submitted work.

As the Director of the University Research, Extension Linkages, and International Affairs, I hope this manual empowers our students to pursue research that is meaningful, ethical, and impactful. May it serve as a steady guide as they take their first steps toward contributing to the university's growing body of knowledge.

**DR. LEILA R. GANO**

Director

University Research, Extension Linkages, and International Affairs  
(URELIA)

## ***TABLE OF CONTENTS***

| <b>TITLE</b>                                    | <b>Page No</b> |
|-------------------------------------------------|----------------|
| Introduction .....                              | 5              |
| Parts of An Undergraduate Thesis Paper .....    | 5              |
| 1. Quantitative Research .....                  | 5              |
| 2. Qualitative Research .....                   | 7              |
| Contents of a Thesis / Dissertation Paper ..... | 8              |
| Manuscript Preparation .....                    | 10             |
| Thesis / Dissertation Paper .....               | 10             |
| Font specifications .....                       | 10             |
| Spacing .....                                   | 10             |
| Margins .....                                   | 10             |
| Typing Specifications .....                     | 10             |
| Pagination .....                                | 10             |
| Cover Page .....                                | 11             |
| Title Page .....                                | 12             |
| Approval Sheet .....                            | 13             |
| Acknowledgments .....                           | 14             |
| Abstract .....                                  | 14             |
| Table of Contents .....                         | 15             |
| List of Tables .....                            | 16             |
| The Text or Body of the Paper .....             | 16             |
| Chapter and Subheadings .....                   | 17             |
| Definition of Terms .....                       | 17             |
| Review of Literature or Studies .....           | 17             |
| Tables and Figures .....                        | 18             |
| Drawings and Photographs .....                  | 19             |
| Italics .....                                   | 19             |
| In-Test Citation .....                          | 19             |
| One Work by One Author .....                    | 19             |

|                                                         |       |    |
|---------------------------------------------------------|-------|----|
| One Work by Multiple Authors                            | ..... | 20 |
| Long Quotations                                         | ..... | 20 |
| Chapter 4 Subheadings                                   | ..... | 21 |
| Chapter 5 Subheadings                                   | ..... | 21 |
| Appendices                                              | ..... | 22 |
| Biographical Statement                                  | ..... | 22 |
| Statistical and Editorial Consulting                    | ..... | 23 |
| Required Number of Final Copies                         | ..... | 23 |
| Binding Specifications and Submission<br>of Manuscripts | ..... | 23 |

## ***Introduction***

The Universidad de Manila (UDM) expects students to produce original researches that manifest their ability to undertake and present quality written outputs that will contribute to the advancement of knowledge in their respective fields of study. It is required that the chosen research topic of the thesis or dissertation falls within the program research agenda as defined by the University (see Appendix 1: University Research Agenda).

In writing a thesis or dissertation, students shall comply with the standards set by UDM. They are responsible for consulting the College/Institute of Graduate & Professional Studies (IGPS) Office regarding the requirements for writing their manuscripts and are discouraged from just following the format of another thesis or dissertation.

The College/IGPS approves the final thesis or dissertation and reserves the right to reject documents that deviate from the guidelines specified in this manual. Students are advised to read this manual carefully, paying close attention to the details of manuscript preparation, including the samples in the Appendices. In addition to structural formatting, they are also responsible for assuring that their manuscript follows conventional rules of grammar, punctuation, and spelling. The University requires that they seek the assistance of a professional editor to help them improve their work.

### **PARTS OF AN UNDERGRADUATE THESIS PAPER**

The thesis/dissertation proposal shall contain the following parts:

#### **1. QUANTITATIVE RESEARCH**

##### **Preliminaries**

- Title Page
- Table of Contents
- List of Tables (if any)
- List of Figures (if any)

## **CHAPTER 1 THE PROBLEM AND ITS SETTING**

- Introduction
- Theoretical /Conceptual Framework
- Research Paradigm
- Statement of the Problem
- Hypothesis (if any, depending on the nature of the problem)
- Scope and Limitations of the Study
- Significance of the Study
- Definition of Terms

## **CHAPTER 2 REVIEW OF RELATED LITERATURE AND STUDIES**

Thematic organization of literature shall be followed

Synthesis of the Reviewed Literature and Studies

## **CHAPTER 3 RESEARCH METHODOLOGY**

Format of Chapter 3 as employed by the following programs:

A. College of Education (CED), College of Health Sciences (CHS), College of Criminal Justice (CCJ), College of Business and Public Management (CBPM), and College of Arts and Sciences (CAS)

- Research Design
- Locale and Population
- Respondents of the Study
- Research Instrument
- Data Gathering Procedure
- Statistical Treatment of Data

B. College of Computing Studies

- Research Design
- Flowchart of Research Design/Process Flowchart
- Description of Research Instrument Used
- Material Requirements
- Data Case Analysis
- Proposed System Architecture

## **REFERENCES**

## **APPENDICES**

- Instrument
- Biographical Statement
- Calendar of Activities (if applicable)
- Estimated Expenses (if applicable)

Notes: Other attachments required by the panel may be added

## **2. QUALITATIVE RESEARCH**

### **Preliminaries**

- Title Page
- Table of Contents
- List of Tables (if any)
- List of Figures (if any)

## **CHAPTER 1 THE PROBLEM AND ITS SETTING**

- Introduction
- Theoretical/Conceptual Framework
- Statement of the Problem
- Thesis Argument (if any, depending on the nature of the problem)
- Scope and Limitations of the Study
- Significance of the Study
- Definition of Terms (for technical programs only)

## **CHAPTER 2 REVIEW OF RELATED LITERATURE AND STUDIES**

- Thematic organization of literature shall be followed
- Synthesis of the Reviewed Literature and Studies

## **CHAPTER 3 METHODOLOGY**

- Research Design
- Sources of Data
- Research Instrument
- Data Gathering Procedures
- Ethical Considerations

## **REFERENCES**

## **APPENDICES**

- Instrument
- Biographical Statement
- Calendar of Activities (if applicable)
- Estimated Expenses (if applicable)

Notes: Other attachments required by the panel may be added

## **CONTENTS OF A THESIS / DISSERTATION PAPER**

The thesis/dissertation proposal and final defense must follow the IGPS prescribed format and shall consist of the following:

### **Preliminaries**

- Title Page
- Approval Sheet
- Acknowledgments
- Abstract
- Table of Contents
- List of Tables
- List of Figures

NB: Pagination of preliminaries shall be in lowercase Roman numerals placed at the top right of the page.

## **CHAPTER 1 THE PROBLEM AND ITS SETTING**

- Introduction
- Theoretical /Conceptual Framework
- Research Paradigm
- Statement of the Problem
- Hypothesis (if any)
- Scope and Limitations of the Study
- Significance of the Study
- Definition of Terms

## **CHAPTER 2 REVIEW OF RELATED LITERATURE AND STUDIES**

- Thematic organization of literature shall be followed
- Synthesis of the Reviewed Literature and Studies

## **CHAPTER 3 RESEARCH METHODOLOGY**

- Research Design
- Locale and Population
- Respondents of the Study
- Research Instrument
- Data Gathering Procedure
- Statistical Treatment of Data
- Ethical Considerations

## **CHAPTER 4 PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA**

Only the main topics per problem shall appear as headings. The number of subheadings shall be consistent with the number of subproblems posed in Chapter 1.

## **CHAPTER 5 SUMMARY OF FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS**

- Summary of Findings
- Conclusion
- Recommendations

### **REFERENCES**

APA Format, latest edition

### **APPENDICES**

- Correspondence
- Research Instrument
- Data Matrix/Interview Transcription
- Certification of Editing
- Curriculum Vitae

Notes: Other attachments required by the panel may be added

## **MANUSCRIPT PREPARATION**

In the final preparation of the manuscript, strict compliance to the following specifications are expected:

### **Thesis / Dissertation Paper**

An official UDM-IGPS thesis / dissertation paper is required in the printing of the manuscript.

### **Font Specifications**

Use 12-point Georgia font throughout the thesis or dissertation except when compressing a large table.

## Spacing

|                        |        |
|------------------------|--------|
| Body of the Manuscript | Double |
| Quotations             | Single |
| Tables                 | Single |
| Figures                | Single |
| Title                  | Single |

## Margins

Leave 1.5 inches for the left margin to allow for binding and trimming and 1 inch for the top, bottom, and right margins.

## Typing Specifications

|               |                |                         |               |
|---------------|----------------|-------------------------|---------------|
| Chapter Title | Center         | All CAPS                | Bold-face     |
| Sub-headings  | Left justified | First letter upper case | Bold-face     |
| Tables        | Center         | First letter upper case | Non-bold face |
| Figures       | Center         | First letter upper case | Non-bold face |

## Pagination

|                        |                          |                          |
|------------------------|--------------------------|--------------------------|
| Preliminaries          | Lowercase Roman Numerals | Right side, upper margin |
| Chapter pages          | NO pagination            |                          |
| Body of the Manuscript | Arabic Numerals          | Right side, upper margin |
| References             | Arabic Numerals          | Right side, upper margin |
| Appendices             | Arabic Numerals          | Right side, upper margin |

Note: Number all the pages consecutively starting at number 2 on the second page of the first chapter. The first page of each chapter, though counted, shall not be numbered.

## Cover Page

Refer to Figure 1 below.

|                                                                                                               |                                                                                                                                          |                                                                                     |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                              | <b>UNIVERSIDAD DE MANILA</b><br>Republic of the Philippines<br>City of Manila<br><b>INSTITUTE OF GRADUATE &amp; PROFESSIONAL STUDIES</b> |  |
| <br>                                                                                                          |                                                                                                                                          |                                                                                     |
| <b>THESIS / DISSERTATION TITLE</b><br>(Typewritten in inverted pyramid style, 14-font size, Georgia ALL CAPS) |                                                                                                                                          |                                                                                     |
| <br>(8 spaces)                                                                                                |                                                                                                                                          |                                                                                     |
| Universidad de Manila<br>Institute of Graduate & Professional Studies                                         |                                                                                                                                          |                                                                                     |
| <br>(10 single spaces)                                                                                        |                                                                                                                                          |                                                                                     |
| NAME<br>(2 spaces)<br>Degree Program                                                                          |                                                                                                                                          |                                                                                     |
| <br>(8 spaces)                                                                                                |                                                                                                                                          |                                                                                     |
| Year of Graduation                                                                                            |                                                                                                                                          |                                                                                     |

A Sample Cover Page of A Thesis/Dissertation Paper  
Figure 1

Note: All entries shall be typewritten in 14-point Arial font and in a bold face. Only the title of the thesis/dissertation and the name of the researcher shall be written in ALL CAPS.

## Title Page

Refer to Figure 2 below.

|                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                          |                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                              | <b>UNIVERSIDAD DE MANILA</b><br>Republic of the Philippines<br>City of Manila<br><b>INSTITUTE OF GRADUATE &amp; PROFESSIONAL STUDIES</b> |  |
| <hr/>                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                          |                                                                                     |
| <p><b>THESIS / DISSERTATION TITLE</b><br/>(Typewritten in inverted pyramid style, 14-font size, Georgia ALL CAPS)</p> <p>(8 spaces)</p> <p>Universidad de Manila<br/>Institute of Graduate &amp; Professional Studies</p> <p>(10 single spaces)</p> <p>NAME<br/>(2 spaces)<br/>Degree Program</p> <p>(8 spaces)</p> <p>Year of Graduation</p> |                                                                                                                                          |                                                                                     |

A Sample Title Page of A Thesis/Dissertation Paper  
Figure 2

Note: Except for the Title, all entries shall be typed using 12-point font

## Approval Sheet

Refer to Figure 3 below.

|  <b>UNIVERSIDAD DE MANILA</b><br>Republic of the Philippines<br>City of Manila<br><b>INSTITUTE OF GRADUATE &amp; PROFESSIONAL STUDIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                   |  |                 |                 |                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|--|-----------------|-----------------|-----------------|--|
| <p style="text-align: center;"><b>Approval Sheet</b></p> <p>This thesis entitled "(TITLE)", presented orally, and submitted by (STUDENT NAME), has been approved and accepted as partial fulfillment of the requirements for the degree (MASTERS DEGREE).</p> <p style="text-align: right;">_____<br/>Adviser</p> <p>Approved by the committee for Oral Examination with grade of ____ %</p> <p style="text-align: center;"><b>PANEL OF EXAMINERS</b></p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;">_____<br/>Chairman</td><td style="width: 50%;"></td></tr><tr><td style="text-align: center;">_____<br/>Member</td><td style="text-align: center;">_____<br/>Member</td></tr><tr><td colspan="2" style="text-align: center;">_____<br/>Member</td></tr></table> <p>Accepted as partial fulfillment of the requirement for the degree (Masters Degree).</p> <p style="text-align: right;">_____<br/>Dean, IGPS</p> |                 | _____<br>Chairman |  | _____<br>Member | _____<br>Member | _____<br>Member |  |
| _____<br>Chairman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |                   |  |                 |                 |                 |  |
| _____<br>Member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | _____<br>Member |                   |  |                 |                 |                 |  |
| _____<br>Member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |                   |  |                 |                 |                 |  |

A Sample Approval Sheet Page of A Thesis/Dissertation Paper  
Figure 3

The APPROVAL SHEET contains the formal approval or commendation of the Panel on Oral Examination (three members for a thesis and five members for a dissertation, both headed by a chair).

## Acknowledgments

Type the ACKNOWLEDGMENTS in ALL CAPS the heading ACKNOWLEDGMENTS. Double-space the text that begins three single spaces from the heading.

## Abstract

The abstract is a brief descriptive summary of the thesis or dissertation. It contains the main objective of the study, a brief description of the research method, major findings, conclusions or main arguments, and recommendations.

The abstract, which shall not exceed 250 words, is double spaced, except for the title of the thesis or dissertation which is typed single-spaced. A minimum of five (5) keywords shall be written on the lower part of the abstract page with the “Universidad de Manila” and the title of the program being constant keywords. Refer to Figure 4 below.

|                                                                                                                                                                                                                                                                                                                                                   |                                                                                               |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                | <b>UNIVERSIDAD DE MANILA</b><br><small>Republic of the Philippines<br/>City of Manila</small> |  |
| <b>INSTITUTE OF GRADUATE &amp; PROFESSIONAL STUDIES</b>                                                                                                                                                                                                                                                                                           |                                                                                               |                                                                                       |
| <b>ABSTRACT</b><br><br><b>Title</b> : Title of Thesis / Dissertation<br><b>Researcher</b> : Name of Researcher<br><b>Adviser</b> : Name of Adviser<br><b>Degree Program</b> : Master of Science in Criminal Justice<br><b>Year</b> : Year Graduated<br><br><small>Note: The Abstract should be double-spaced and not more than 250 words.</small> |                                                                                               |                                                                                       |

A Sample Abstract Page of A Thesis/Dissertation Paper  
Figure 4

## Table of Contents

The Table of Contents comes after the Abstract. Allot three spaces from the top margin, centered, boldfaced, and in ALL CAPS for the heading TABLE OF CONTENTS. Allot two spaces from the heading. It shall list all elements of the preliminaries, chapter titles, main headings, references, and appendices. The beginning page number of each section is indicated along the right margin. The numbering of the chapters and the wording, capitalization, and punctuation of titles and headings, shall be exactly the same as they are in the text. Refer to Figure 5 below.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                          |             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------|
| <div style="display: flex; justify-content: space-between; align-items: center;"><div style="text-align: center;"><b>UNIVERSIDAD DE MANILA</b><br/><small>Republic of the Philippines<br/>City of Manila</small></div></div> <div style="text-align: center; margin-top: 5px;"><b>INSTITUTE OF GRADUATE &amp; PROFESSIONAL STUDIES</b></div> |                                                          |             |
| <b>TABLE OF CONTENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                          | <b>Page</b> |
| Title Page                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                          | i           |
| Certification/Approval Sheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          | ii          |
| Acknowledgement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                          | iii         |
| Dedication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                          | iv          |
| Abstract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                          | v           |
| Table of Contents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                          | vi          |
| List of Tables                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                          | vii         |
| List of Figures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                          | viii        |
| <b>Chapter</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                          |             |
| 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>THE PROBLEM AND ITS BACKGROUND</b>                    | 1           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Introduction                                             | 2           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Background Of the Study                                  | 3           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Theoretical Framework                                    | 4           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Statement of the Problem                                 | 5           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Hypothesis                                               | 6           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Significance of the Study                                | 7           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Scope and Delimitation                                   | 8           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Definition of Terms                                      | 10          |
| 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>REVIEW OF RELATED LITERATURE AND STUDIES</b>          | 11          |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>RESEARCH METHODOLOGY</b>                              | 12          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Research Design                                          | 13          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Research Locale                                          | 14          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Respondents of the Study                                 | 15          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Research Instrument                                      | 16          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Data Gathering Procedure                                 | 17          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Statistical Treatment of Data                            | 18          |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA</b> | 19          |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>SUMMARY, CONCLUSION AND RECOMMENDATIONS</b>           | 20          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Summary                                                  | 21          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Conclusion                                               | 22          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Recommendations                                          | 23          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | References                                               | 24          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Appendices                                               | 25          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Curriculum Vitae                                         |             |

A Sample Table of Contents Page of A Thesis/Dissertation Paper  
Figure 5

## List of Tables

Allot three spaces from the top margin, centered, boldfaced, and in ALL CAPS the heading LIST OF TABLES. Allot two spaces from the heading with the following data in three columns: number, title, and page. The title of each table must be centered, boldfaced, and in title case. Single-space must be observed within the title, but double-space between titles. Refer to Figure 6.

|                                                                                                                                                                                                                                                                                                                                             |                  |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| <div><div><b>UNIVERSIDAD DE MANILA</b><br/>Republic of the Philippines<br/>City of Manila</div><div><b>INSTITUTE OF GRADUATE &amp; PROFESSIONAL STUDIES</b></div></div> |                  |             |
| <hr/>                                                                                                                                                                                                                                                                                                                                       |                  |             |
| <b>List Of Tables</b>                                                                                                                                                                                                                                                                                                                       |                  |             |
| <b>Table No.</b>                                                                                                                                                                                                                                                                                                                            | <b>Title</b>     | <b>Page</b> |
| 1                                                                                                                                                                                                                                                                                                                                           | Title of Table 1 | 10          |
| 2                                                                                                                                                                                                                                                                                                                                           | Title of Table 2 | 12          |

A Sample List of Tables Page of A Thesis/Dissertation Paper  
Figure 6

## The Text or Body of the Paper

Below is the APA Publication Manual Style 6th Edition format of five levels of heading that will be used in writing the text or body of the paper.

| Level | Format                                                                                                                                            |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | <b>Centered, Bold, Title Case Heading</b><br>Text begins as a new paragraph.                                                                      |
| 2     | <b>Flush Left, Bold, Title Case Heading</b><br>Text begins as a new paragraph.                                                                    |
| 3     | <b><i>Flush Left, Bold Italic, Title Case Heading</i></b><br>Text begins as a new paragraph.                                                      |
| 4     | <b>Indented, Bold, Title Case Heading, Ending With a Period.</b> Text begins on the same line and continues as a regular paragraph.               |
| 5     | <b><i>Indented, Bold Italic, Title Case Heading, Ending With a Period.</i></b> Text begins on the same line and continues as a regular paragraph. |

## Chapter and Subheadings

1. Begin each chapter on a new page.
2. Capitalize only the first letter of the heading Chapter but type in ALL CAPS and centered the title of the chapter. Both the chapter heading and the title are typed in bold font.
3. Use Arabic numerals for the chapter numbers.
4. Allot three spaces from the top margin and centered the chapter number headings. Type double-spaced below the chapter heading the title of the chapter.
5. Type the subheading or the first line of the introductory paragraph of the chapter (if there is no subheading) three spaces below the chapter title.
6. Type subheadings of a chapter in a bold face, flush with the left margin, capitalizing only the first word, all major words, and prepositions of five (5) or more letters e.g., Introduction. Subheadings do not have any end punctuation.
7. Start another subheading with one triple space (or three spaces) below the last line of the immediately preceding paragraph.

8. Have at least two full lines below a subheading at the bottom of a page, or else carry over the subheading to the next page.

### **Definition of Terms**

1. Only the variables or key terms included in the study shall be defined.
2. Acronyms need not be defined if their meanings have been mentioned in the text.
3. A term shall be defined operationally (i.e., how it is used or measured in the study), or theoretically/technically (i.e., how it is defined in published resources).
4. Definitions taken from a published source shall bear an appropriate in-text citation and have a corresponding entry in the reference list/works cited.
5. The terms shall be sequenced in alphabetical order.
6. If the terms consist of more than one word, capitalize every major word.
7. The term to be defined shall be indented, typed in a bold face, and punctuated with a period. Two spaces shall separate the period from the definition.
8. Each definition shall be expressed in a complete sentence, NOT a phrase.
9. Symbols and abbreviations shall be enclosed in parentheses following their spelled-out nomenclatures.

### **Review of Literature and Studies**

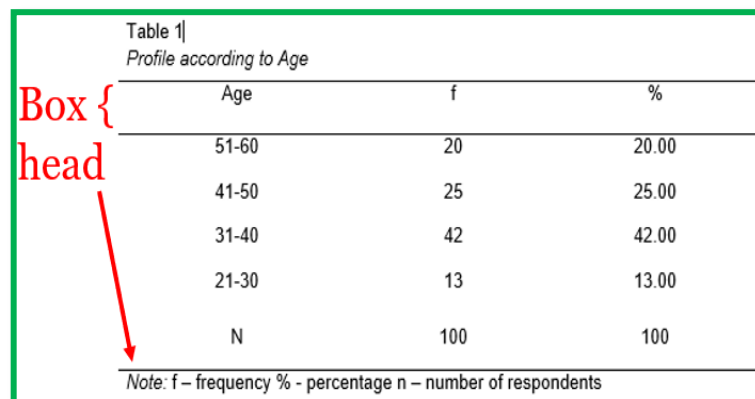
1. The Review of Literature and Studies shall be organized thematically; therefore, the subheadings will be based on the themes/topics. A synthesis of the reviewed literature and studies should be placed at the end of the chapter.
2. Except for classical theories and any other relevant literature, all the literature and studies included in the review shall have been published or written (if unpublished, such as theses and dissertations) at least five (5) years before the conduct of the current study.
3. Except for exploratory studies, the minimum number of literature and studies to be reviewed shall be pegged at twenty (20) or more for

undergraduate thesis, forty (40) or more for Master's, and fifty (50) or more for doctoral.

## Tables and Figures

1. Type above every table its number and title.
2. Type the table number flush left and triple-spaced from the last line of the immediately preceding paragraph.
3. Type the title of the table flush left, title case, and single-space from the table number, and double-spaced to the table.

Refer to Figure 7 below.



| Age   | f   | %     |
|-------|-----|-------|
| 51-60 | 20  | 20.00 |
| 41-50 | 25  | 25.00 |
| 31-40 | 42  | 42.00 |
| 21-30 | 13  | 13.00 |
| N     | 100 | 100   |

Note: f – frequency % - percentage n – number of respondents

A Sample Table Page of A Thesis/Dissertation Paper  
Figure 7

4. Type triple-spaced from the last line of the immediately preceding paragraph its figure number and title.
5. Type the title of the figure flush left, title case, and single-space immediately after the figure number.
6. The numbering of tables and figures shall be continuous.
7. If the title is long, align to the first word of the title the rest of the title.
8. Use the landscape page layout for large tables.
9. If the table is still too large to fit a single page, reduce the font size to a minimum of 8 points.

10. If the table does not fit the page even after the font-size reduction, continue the rest of its part to the next page, but the cut part shall bear the subtitle, 'Continuation' flush with the left margin (e.g., Continuation of Table 14). The cut part/s shall also show the column headings and the legend (if any) like those in the first part of the table.
11. Put two or more small tables or figures on a single page if the page is big enough to accommodate them all.
12. Have small tables and figures appear on the same page along with the text; however, leave three spaces between every table/figure and the texts above and below it.
13. The width of the table shall be dependent on the length of its title.

### **Drawings and Photographs**

The mechanics to be used in Tables and Figures shall also be applied in drawings and photographs since they are all considered as figures.

### **Italics**

Use italics for

1. titles of books, periodicals, films, videos, TV shows, and microfilm publications, except for words within the title of a book in text that would normally be italicized and should be set in Roman type (reversed italization);
2. genera, species, varieties;
3. introduction of a new, technical or key term or label (after a term has been used once, do not italicize it);
4. a letter, word, or phrase cited as a linguistic example;
5. words that could be misread;
6. letters used as statistical symbol or algebraic variables;
7. some test scores and scales;
8. periodical volume numbers in reference lists;
9. anchors of a scale; and
10. Filipino and any other foreign terms used in the text.

Do not use italics for foreign phrases and abbreviations common in English (i.e. phrases found as main entries in Merriam-Webster Collegiate Dictionary, 2005) chemical terms, trigonometric terms, non-statistical subscripts to statistical symbols or mathematical expressions, Greek letters, mere emphasis, and letters used as abbreviations.

### **In-Text Citation**

Use the American Psychological Association (APA) style in the in-text citation of theses/ dissertations of all programs.

The APA style follows the author-date method of in-text citation. This means that the author's last name and the year of publication for the source shall appear in the text, e.g., (Jones, 2006) or "According to Jones (2006)..." A page number of the source, however, shall be included in the in-text citation in case of direct quotations, e.g., (Jones, 2006, p. 199).

The author-date method of citation requires that the surname of the author (do not include suffixes such as Jr.), and the year of publication be inserted in the text at the appropriate point.

Examples:

#### **One Work by One Author**

- Kessler (2003) found that among epidemiological samples
- Early onset results in a more persistent and severe course (Kessler, 2003)
- In 2003, Kessler's study of epidemiological samples showed that ...
- Among epidemiological samples, Kessler (2003) found that .... The study also showed that there was a high rate of comorbidity....(Kessler, 2003).

### **One Work by Multiple Authors**

When a work has two authors, cite both names every time the reference occurs in text. When a work has three, four or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by *et. al.* (not italicized and with a period after *al*) and the year if it is the first citation of the reference within a paragraph.

Examples:

- Kisangau, Lyaruu, Hosea and Joseph (2007) found (Use as first citation in text.)
- Kisangau et al. (2007) found [Use as subsequent first citation per paragraph thereafter.]
- Kisangau et al. found [Omit year from subsequent citations after first nonparenthetical citation within a paragraph.]

**Exception:** If two references of more than three surnames with the same year shorten to the same form, cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and *et al.*

Examples:

- Ireys, Chernoff, DeVet, and Kim (2001) and Ireys, Chernoff, Stein, et al. (2001)
- ...as Kurtines and Szapocznik (2003) demonstrated
- ...as has been shown (Joneskog&Sorbom, 2007)
- Kosslyn, Koenig, Barrett, Cave, Tang, and Gabrieli (1996)

If a reference list includes publications by two or more primary authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs.

- Light, I. (2006). *Deflecting immigration: Networks, markets, and regulation in Los Angeles*. New York, NY: Russell Sage Foundation.
- Light, M. A., & Light, I.H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, 8, 73-82.

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a web page and italicize the title of a periodical, a book, a brochure, or a report.

### **Long Quotations**

Place direct long quotations (four or more lines) in a free standing block of typewritten lines and omit quotation marks. Start the quotation on a new line, with the entire quotation indented five spaces from the left margin. Indent the first line of any subsequent paragraph within the quotation. Maintain single-spacing throughout the quotation and put the parenthetical citation after the closing punctuation mark.

### **Chapter 4 Subheadings**

Subheadings in Chapter 4 are the findings of every problem stated in Chapter 1. These subtitles are numbered following the sequence of the subproblems in the Statement of the Problem and typed in block style, single-spaced, and in a bold face.

Do not put any enumeration under each subtitle. All major words and prepositions of five or more letters shall be capitalized.

Example:

1. Profile of the Respondents According to Sex, Age, Civil Status, Religion, Educational Attainment, Employment Status, Position, Eligibility, and Number of Years in the Service

## **Chapter 5 Subheadings**

Chapter 5 shall only have the following three subheadings: Summary of Findings, Conclusions, and Recommendations.

Follow the rules of spacing for subheadings.

## **References**

The American Psychological Association (APA) shall be used. The References should contain the author's name, date of publication, title of the work, and publication data. Invert all authors' names; give surnames and initials for up to and including seven authors (e.g., Author, A. A., & Author, B.B.) When authors number eight or more, include the first six authors' names, then insert three ellipsis points and add the last author's name.

If the reference list includes different authors with the same surname and first initial, the author's full first names may be given in brackets:

Janet, P. [Paul]. (1876). La notion de la personnalite' (the notion of personality]. *Revue Scientifique*, 10, 574-575.

References in APA publications are cited in text with an author-date citation system and are listed alphabetically in the reference list. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text.

However, two kinds of material are cited only in the text: references to classical works such as the Bible and the Qur'an, whose sections are standardized access editions, and references to personal communications. References in a meta-analysis are not cited in text unless they are also mentioned in the text.

Do not list studies included in a meta-analysis in a separate appendix. Instead, integrate these studies alphabetically within the References section, and identify each by preceding it with an asterisk.

\*Brethscheider, J. G, & McCoy, N. L. (1968). Sexual interest and behavior in healthy 80- to 102-year-olds. *Archives of Sexual Behavior*, 14, 343-350.

The in-text citations to studies selected for meta-analysis are not preceded by asterisks.

Bandura, A. J. (1977). *Social learning theory*. Englewood Cliffs, NJ: Prentice Hall.

Each reference shall be single-spaced with the first line typed flush with the left margin and the succeeding lines indented five spaces from the left margin.

## **Appendices**

Appendices shall be provided for supplementary materials that are not appropriate for inclusion in the text.

1. Number the appendices using Arabic numerals, e.g., Appendix 1, Appendix 2, etc
2. Type the appendix title centered and triple-spaced from the top margin.
3. If lengthy, supplementary illustrative materials such as tables, figures, and references shall appear in appendices and be referred to at appropriate places in the text
4. List the appended work/document in the Table of Contents as it is numbered entitled in the appendices, e.g., Appendix 1: Research Instrument.

## **Biographical Statement**

This should be written in the third person and should contain at a minimum, the following information:

1. Current position, department, and institution

2. Highest degree held, field, and institution granting that degree
3. Two or three publications
4. Current area of research or current research project

Example:

Juana dela Cruz is a Professor of Psychology at the Universidad de Manila. She received her Master's degree in Psychology at the UDM Graduate School. Her recent publications include *Mindworks* (Rio Publishing, 2015), and *College Psychology* (Lao Books, 2008). Her current research interests include a documentary on mental illnesses among Filipino teenagers, and she is currently completing a translation and study of Ippolito Desideri's *Historical Notes on Tibet*.

5. The researcher/s' latest 2x2 photo shall be placed at the center of the page two spaces after the title.

### **Statistical and Editorial Consulting**

The researcher/s shall be expected to ensure appropriateness of the statistical treatment used in the manuscript. He may consult research and statistical experts within and outside the University in case he himself performs the data/statistical analysis. The editing of the manuscript is a requirement to check for grammatical and mechanical errors. A certification from a professional editor that the manuscript has been thoroughly edited shall be included in the Appendices.

### **Required Number of Final Copies**

The researcher/s shall be required to submit five (5) copies of the thesis/dissertation to the Office of the Dean. The copies shall be distributed to the following: National Library, Graduate School/College Library, and the UDM NALLRC (main library).

### **Binding Specifications and Submission of Manuscripts**

The color of the cover of all hardbound theses/dissertations shall be dependent on the College (e.g. College of Education – blue). The spine shall contain the name of the researcher (surname followed by initials of the first and middle names), the full research title, the UDM initials, and the year of completion. The bar/s on the spine shall determine the level of thesis/dissertation—one (1) for undergraduate, two (2) for master’s, and three (3) for doctoral.

The researcher/s shall also be required to submit two (2) soft copies of the thesis/dissertation (CD labeled on the case with the title of research and name of the researcher). The Dean shall set the deadline for the submission of the final copies for graduate programs. Diplomas, transcripts of records, certifications, and any other pertinent academic documents shall be released only to graduates who have complied with these academic requirements.

### **References**

American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington DC: American Psychological Association

## **Appendices**

### **Appendix 1: University Research Agenda**

The Universidad De Manila (UDM), a local University of the City of Manila established pursuant to Ordinance No. 7885 initially known as the City College of Manila and now UDM with the passage of the City Ordinance No.8120 is driven to make a difference through Research and Development by generating projects that have societal impact. The university acknowledges research as a critical pillar of the University's ultimate functions apart from high-quality instruction and social engagement.

The Universidad De Manila – Research Agenda 2022-2026 will guide the university's research endeavors and stakeholders in their Research and Development activities over the next five years. This is founded based on the extensive engagement and consultation from university leaders, outstanding expertise of university stakeholders, and program offerings that are aligned with the country's national research agenda as defined by concerned agencies such as the National Economic and Development Authority (NEDA), the Department of Science and Technology (DOST), and the Commission on Higher Education (CHED).

This agenda prepares the University towards research excellence and positions UDM as a premier research center making important contributions to the City of Manila and society. The plan recognizes the University's research strengths and identifies priorities and associated objectives for enhancing and leveraging the finest of UDM research into practical applications in the field of academics and practice while putting a premium to the best interest of our stakeholders and industry partners.

The University seeks to create a culture and environment that fosters and rewards creativity and innovation, provide leadership and support for campus-wide research development and productivity, advocate for capacity building

as well as designing of a dynamic and relevant curriculum that vitally reflects research and development in general. These goals are geared to create solutions to local challenges with the global impact posed by emerging developments in education and technology. It will also open doors for more robust partnerships and opportunities for research and other significant academic areas that will ultimately increase the competitive edge of the university.

The CHED Memorandum Order (CMO Number 46 Series of 2012) also stipulates the Policy Standard to Enhance Quality Assurance in Philippine Higher Education through an Outcomes-based and Typology – based QA by providing the five key areas of an assessment framework for institutional performance including governance and management; quality of teaching and learning; quality of professional exposure, research, and creative work; student support and community relations. The compliance of UDM is crucial for its recognition as a Higher Education Institution (HEI) by the CHED. Under the National Higher Education Research Agenda 2 (NHERA), research is one of the major functions of higher educational institutions, hence, the university is mandated to institutionalize the development and implementation of a research framework and agenda. The CHED is authorized to monitor and evaluate compliance of these programs of HEI's including LUC's for incentives with the imposition of sanctions if necessary.

Ultimately, research as an academic dictum engages UDM to institutionalize research and other creative activities to foster scholarly, relevant, and sustainable research works through generation, protection, dissemination, and knowledge application because these are integral to the substantial intellectual, technological, health, social, environmental, cultural, and economic contributions a university offers to society.

---

## RESEARCH AGENDA

---

1. Accelerating Human Potentials for Impact
2. Safety, Security, and Justice
3. Science and Emerging Technologies
4. Responsive Health Systems
5. Education and Industry Training
6. Business and Economic Advancement
7. Public Governance and Policy Development
8. Environmental Management and Disaster Risk Reduction
9. Manila Heritage, Culture and the Arts
10. Gender and Development Studies

---

### The Universidad De Manila Research Thrusts and Priorities (2022-2026)

---

The University Research Agenda, with its interdisciplinary and cross-disciplinary thrusts and priorities, is oriented around academic and social development. Its thrusts and priorities are anchored in the country's long-term vision - Ambisyon Natin 2040, the country's long-term development Agenda 2030, in conjunction with the United Nations 2030 Agenda for Sustainable Development Goals (SDG's) and coined under the CHED NHERA 1 and 2, NHURA and NIBRA.

The UDM Research Thrusts and Priorities (2022-2026) have been developed with input from its stakeholders, particularly faculty and students, and in response to the needs of communities and partner industries.

The following are the University's priority inter-disciplinary research programs:

- Criminal Justice
- Health
- Education
- Engineering and Technology
- Arts and Sciences
- Business, Accounting, and Entrepreneurship
- Public Administration
- Law

The following research programs, with built-in dynamics of flexibility, will serve as a guide in the formulation of research proposals and the basis of approving research support by the University. The Research Thrusts and Priorities (2022-2026) are coined within the agenda and shall be periodically updated when new research directions and opportunities emerge.