



GUIDELINES IN THE PREPARATION OF DISSERTATION/THESIS/SPECIAL PROBLEM MANUSCRIPT FOR THE GRADUATE AND UNDERGRADUATE STUDENTS

2016



**UNIVERSITY OF THE PHILIPPINES
VISAYAS**



**GUIDELINES IN THE PREPARATION OF
DISSERTATION/THESIS/SPECIAL PROBLEM
MANUSCRIPT FOR THE GRADUATE AND
UNDERGRADUATE STUDENTS
(2016 Edition)**

PREFACE

This document presents a general guide for students of the University of the Philippines Visayas in the preparation and submission of dissertation, thesis or special problem manuscripts both in the undergraduate and graduate levels. Since dissertation, thesis or special problem is a permanent written report of a research output undertaken in partial fulfillment of an undergraduate or graduate degree, it is best to become familiar with the format requirement specified herein as early as the proposal writing stage to the completion of the manuscript.

The **GUIDELINES IN THE PREPARATION OF DISSERTATION/ THESIS/ SPECIAL PROBLEM MANUSCRIPT** describes what are included as Preliminary Pages and how these pages are prepared and presented. This is followed by the mechanics in formatting the Major Parts of the Manuscript. Sample formats of the Title Pages, Certificate of Approval, Abstracts and List of Figures, Tables and Appendices are included for ready reference.

Specific examples of lists of documents cited in the text are provided in the sample **LITERATURE CITED** found in Appendix K (APA style) and Appendix L (CSE style). The bibliographic style that is recommended in the specific field by the College/Institute/Division/Department should be used. The American Psychological Association (APA) format is recommended for researches in social sciences, humanities, education, and management, among others, while the Council for Science Editors (CSE) format is recommended for researches in the natural sciences.

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THE PRELIMINARY PAGES

A manuscript is introduced by preliminary pages in the following order:

TITLE PAGE (Refer to Appendix B and C for samples)

The TITLE PAGE has no page number, but counted as page i, should follow the format recommended by the University of the Philippines Visayas. The font style should be Arial or Times New Roman, font size 14, bold, and capitalized except for scientific names, which should be *italicized*. The student's degree, field (e.g. Master of Science in Fisheries, Major in Aquaculture) and College written in all uppercase or uppercase and lowercase letters is indicated, along with the *month* and *year of graduation*. The date of completion of the dissertation/thesis/special problem is not used.

CERTIFICATE OF APPROVAL (Refer to Appendix D and E for samples)

The student must secure from the Institute/Department/Division the official CERTIFICATE OF APPROVAL after successfully defending the thesis and has incorporated the final suggestions/corrections during the defense in the final manuscript. Original signatures of the Adviser/s, Director/Chair/Coordinator of the Institute/Department/Program and the Dean are obtained. The original CERTIFICATE OF APPROVAL with the six copies of the manuscript (unless otherwise specified by the College to be more than six copies) shall be submitted.

ABSTRACT (Refer to Appendix F for sample)

The abstract in the manuscript must be single-spaced and the title should simply read ABSTRACT. It should be a brief and concise description (250-300 words) of the whole study containing the statement of the problem, procedures or methods used, results, and conclusion, and includes a maximum of 5 **KEYWORDS**. The line spacing should be single within paragraph and double between paragraphs.

ACKNOWLEDGMENT PAGE

The brief, one-page ACKNOWLEDGMENT PAGE is recommended. However, it should be noted that there is no obligation that assistance from members of the dissertation/thesis/special problem committee be acknowledged. Further, acknowledgments should imply consistency with the scholarly nature of the student's work. The name of the student and the date should not appear on this page.

CURRICULUM VITAE (OPTIONAL)

A one- to two-page brief CURRICULUM VITAE may be included only in Ph.D. dissertations.

TABLE OF CONTENTS (Refer to Appendix G for sample)

The TABLE OF CONTENTS should include all parts of the manuscript including the subsections of the chapters with their corresponding pages. The following should be noted in constructing the Table of Contents page:

- Dot leaders between the end of a heading and its page number;
- Wording of headings on the table of content must precisely reflect those within the text;
- Indentation of each new sub-level heading must be followed to distinguish it from the previous sub-level.
- The title page, signature page, dedication page, and table of contents are not listed. However, with exception of the title page these pages must be numbered consecutively with lower case Roman numerals.

LIST OF FIGURES (Refer to Appendix H for sample)

The term "figure" includes graphs, maps, photographs, and all other types of illustration. The LIST OF FIGURES is placed on a page by itself and arranged in the same general format as the list of tables, and should include the Figure number in Arabic numerals, Title and corresponding page number. Captions used in the text for each figure are used to list figures. The list should be single spaced within each entry, but double spaced between entries.

LIST OF TABLES (Refer to Appendix I for sample)

The LIST OF TABLES is on a page by itself and arranged in the general format as the table of contents. The table numbers are designated in Arabic numerals, and the title in uppercase and lowercase letters, with dot leaders extending from the last letter of the title to the page number. Captions used in the text for each table are used to list tables. The list should be single spaced within each entry, but double spaced between entries.

LIST OF APPENDICES (Refer to Appendix J for sample)

The LIST OF APPENDICES should include the Appendix letter, title and corresponding page number. Captions used in the text for each appendix are used to list appendices.

LIST OF ABBREVIATIONS

If needed in the text, a LIST OF ABBREVIATIONS should be provided to explain their definitions and meanings.

MAJOR PARTS OF THE MANUSCRIPT

The major parts of the manuscript are the following: INTRODUCTION, REVIEW OF LITERATURE, MATERIALS AND METHODS, RESULTS, DISCUSSION, (may or may not be separated from each other) CONCLUSION AND RECOMMENDATIONS. These are divided into chapters and each chapter must always begin on a new page. LITERATURE CITED follows the Conclusions and Recommendations.

CHAPTER 1

INTRODUCTION

The INTRODUCTION should include a brief review of related literature, significance/rationale and objectives (general and specific). These parts will be written in paragraph form. The hypothesis or statement of the problem, and limitations of the study may also be included, if necessary.

CHAPTER 2

REVIEW OF RELATED LITERATURE

The REVIEW OF RELATED LITERATURE should be divided into various sections (Main Headings and Subheadings) which will be numbered accordingly. Subheadings related to the main heading is allowed, however, subsections of the subheadings should be avoided. In case of subsections omit the number, however, underline or write the title in *italics*.

2.1 Main Heading (bold)

2.1.1 Subheading

Subsection (Italics)

Headings

Different level of headings must be distinguished from each other by their style which must be consistent throughout the manuscript. For example, the first level (Chapter headings) may be centered, bold and written all uppercase or capitalized, the second level (Main Heading) may be flushed left, numbered accordingly written with only the first letter capitalized. Each level must be distinguishable from each other and must have a consistent style throughout the manuscript. Subheadings should not begin on a new page (unless appropriate).

When listing main and subheadings on the table of contents, a sublevel is indented a little to the right than the previous level.

Figures

The term “figure” refers to illustrations such as graphs, charts, diagrams, photographs, and maps, but not statistical data presented in table. They are placed immediately after they are first mentioned in the text. Figure titles should be self-explanatory, concise and consistent. Figure caption should be placed at the bottom of the figure, even if the figure is placed broadside on the page. Figure caption should be left and right justified with the first line hanging (0.3) typed single space. There should be no space between the caption and the figure.

Placement of figures must be consistent throughout the manuscript. Captions should begin with the word “Figure” followed by the chapter number where the figure is placed, and another number indicating the sequence of the figure in the chapter separated by a period (.). Thus, Figure 3.2. means second figure in Chapter 3, while Figure 4.1 is the first figure in Chapter 4.

Sample Figure

Figure 3.2 depicts milkfish production throughout Western Visayas from 2004 to 2014. About 98 percent of milkfish farming is done in brackish water ponds, thereby making the growing of milkfish in pens and cages insignificant in Region VI (Janssen, 2008).



2 double spaces after the last sentence of the preceding paragraph

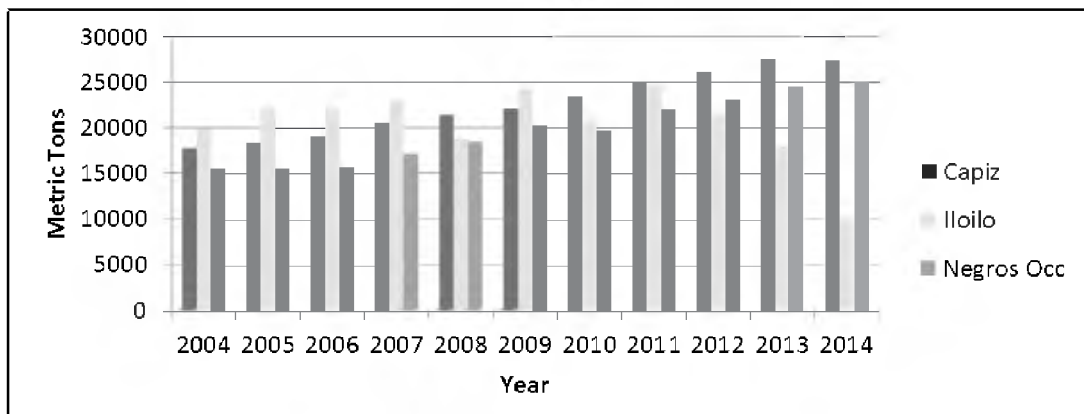
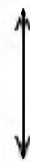


Figure 3.2. Milkfish production (metric tons) in Western Visayas from 2004-2014. (Source: Philippine Statistics Authority, 2014)



2 double spaces before the next paragraph

From 2004 to 2009, the province of Iloilo has the highest milkfish production compared to Capiz and Negros Occidental.

Tables

Tables are sets of data arranged in rows and columns. They are placed immediately after they are first mentioned in the text. Table titles should be self-explanatory, concise and consistent in form and font style throughout the manuscript.

Table number and caption should be typed above the table (see below). The placement must be consistent throughout the manuscript. Titles should begin with the word “Table” followed by the chapter number and another number indicating the sequence of the table in the chapter separated by a period (.). Table caption should be left and right justified with the first line hanging (0.3). The title, table number, and caption may be written in all uppercase or in uppercase and lowercase letters, single-spaced and must be typed in a consistent manner for subsequent tables. There should be no space between the table caption and table.

Tables over half a page in length should be placed on a separate page. Wide tables may be placed broadside on the page with the table number and the caption at the right side of the page (i.e. with the left-hand margin as the “top” of the page). The first typewritten line should begin no higher than 1.5 inches from the binding side of the page and the last line should end no lower than 1 inch from the bottom.

Sample Table

The acute toxicity studies of the cyanogenic glycoside linamarin present in cassava) are summarized in Table 2.1.

↕
*2 double spaces after the last sentence
of the preceding paragraph*
↕

Table 2.1. Acute toxicity studies (LD50) of linamarin in rats administered by intravenous and oral routes.

Species	Route	LD50 (mg/kg bw)	References
Rat	Intravenous	20,000 linamarin	Oke, 1979
Rat	Oral	450 linamarin	Oke, 1979

Source: Food Standards Australia New Zealand, 2005

↕
*2 double spaces before
the next paragraph*
↕

A dose of 25 mg linamarin (250 mg/kg bw) fed to rats (100-120 g bw) caused clinical signs of toxicity, including apnea, ataxia and paresis.

Tables too wide to be accommodated on one page may be typed on two or more pages, pasted together, and either folded or reduced to page size by a suitable photographic process. Long table may be continued from page to page, in which case the table number and caption on succeeding pages should appear as:

Table 3.5. (Continued) Production of ...

Footnotes for tables are to be indicated by standard symbols (-, *, etc.) or lowercase letters (a, b, etc.). Do not use numbers for footnotes to tables. Footnotes are placed at the bottom of the table (not at the bottom of the page). On the other hand, the source of the table can also be cited immediately at the bottom of the table.

Format of superscripts and subscripts should be as follows: $\text{mg km}^{-2} \text{yr}^{-1}$ not $\text{mg/km}^2/\text{yr}$.

CHAPTER 3

MATERIALS AND METHODS

The MATERIALS AND METHODS should be divided into sections (Main Headings and Subheadings) which will be numbered accordingly. Subheadings related to the main heading is allowed, however, subsections of the subheadings should be avoided. In case of subsections omit the number, however, underline or write the subsections in *italics*.

3.1. Main heading (**bold**)

3.1.1. Subheading

Subsection (Italics)

CHAPTER 4
RESULTS AND DISCUSSION
(may be separated from each other)

The RESULTS and DISCUSSION (which may be separated) should be divided into various sections (Main Headings and Subheadings) which will be numbered accordingly (see below). Subheadings related to the main heading are allowed, however, subsections of the subheadings should be avoided. In case of subsections, omit the number, however, underline or write the title in *italics*.

4.1. Main heading (**bold**)

4.1.1. Subheading

Subsection (Italics)

CHAPTER 5

CONCLUSION AND RECOMMENDATIONS

The CONCLUSION should state whether the objectives/goals of the study were attained. RECOMMENDATIONS/SUGGESTIONS to further improve the study should be stated.

LITERATURE CITED

Use a bibliographic style (APA or CSE) that is recommended in your specific field by your College/Institute/Division with the following minimum information necessary in each citation: author, title and year of publication, name of publication, volume, issue number and pages. The LITERATURE CITED appears immediately after the last page of the text, followed by the appendices.

The LITERATURE CITED is an alphabetical list of every reference mentioned in the body, figures or tables captions that are cited in the text. Any material that is not used in the preparation of the manuscript should not be cited. It is discouraged to cite unpublished data and personal communications, unless necessary. Written permission to cite unpublished data and personal communications from the author/s and resource person/s are obtained and must be included in the Appendices.

Author/s' surname should be indicated first before the first name in citing literatures. Do not use italics (except for non-English terms), underscoring and quotation marks in the entries. Use double space between entries but single space within entries.

APPENDICES

Supplementary materials to the text such as schedules, lists, questionnaires, tests and forms that are used to collect data, as well as case studies, graphs, and charts which are otherwise distracting if placed on the text are placed in an appendix or appendices. Each type of material forms a separate appendix and must be labeled and titled separately (e.g. Appendix A, Appendix B, etc.). The title of each page of the appendix is typed at the top or bottom of the first page in the same way as figure/table captions. In cases where only one appendix is used, it should be designated simply "Appendix" not "Appendix A."

Appendices may have a cover page, which is a whole sheet typed with the word "Appendices" centered in the middle of the page.

ADDITIONAL NOTES

TENSES: 1.) Experimental facts should be given in past tense.

Example: The milkfish fingerlings were stocked in 500 m² brackish water ponds at different stocking densities.

2.) Remarks about the presentation of data shall be in the present tense.

Example: The standard curve using BSA is shown in Figure 5.1.

3.) General truth shall be in the present tense

FONT STYLE AND SIZE: The recommended font style and size for the text should be:

Font Style	Font Size
Times New Roman or Arial	12

SPACING: The line spacing should be set at 3.81 cm. or 1.5 inches within paragraph plus 6 pts. after every paragraph. There should only be single space for abstract, long quotations, footnotes, table, and figure captions.

MARGIN: The top, right side and bottom margins should be 2.54 cm. (1 inch) and the left side 3.81 cm (1.5 inches).

PAGINATION: The page numbers of the ABSTRACT, CERTIFICATE OF APPROVAL, ACKNOWLEDGMENT, TABLE OF CONTENTS, LIST OF FIGURES, LIST OF TABLES and LIST OF APPENDICES and other pages preceding the actual text should be centered on the page using lowercase Roman numerals. Chapter headings such as CHAPTER 1 INTRODUCTION, CHAPTER 2 REVIEW OF LITERATURE, CHAPTER 3 MATERIALS AND METHODS, CHAPTER 4 RESULTS AND DISCUSSION, CHAPTER 5 CONCLUSION AND RECOMMENDATIONS, and LITERATURE CITED should start on a new page, and this should have imaginary page numbers. The rest of the page numbers should be in Arabic numbers centered on the page.

TOTAL NUMBER OF PAGES: (NO LIMIT)

PAPER STOCK: The thesis manuscript should be written on A4 size, 70gsm bond paper.

BINDING: All manuscripts must be bound according to exacting standards so that the work is well preserved. The title of the manuscript on the outside front cover should exactly follow in gold letters what is written on the Title Page. The spine should bear the Author's family name and initials, title of the dissertation/thesis/special problem, and month and year of graduation.

SPINE: The spine should bear the family name and initials (left-aligned), the full title of the manuscript (centered), and the month and year of submission (right-aligned).

COLOR OF COVER: The cover of Bachelor's degree hardbound manuscript must be green, Master's degree must be maroon, while Ph.D. dissertations in all disciplines must have black cover.

NUMBER OF COPIES: At least nine (9) original bound copies of the doctoral dissertation or master's thesis, and eight (8) copies of the special problem manuscript must be submitted. At least four (4) bound copies of the undergraduate thesis must be submitted.

The nine (9) copies of the master's thesis or doctoral dissertation shall be distributed as follows: one (1) copy each for the student, the Thesis Adviser, the major Department/Division/Institute, the Dean's Office, the University Library, the GPO, the UPV Graduate Library, the National Library, and the CHED Regional Office.

The eight (8) copies of the special problem manuscript shall be distributed as follows: one (1) copy each for the student, the Thesis Adviser, the major Department/Division/Institute, the Dean's Office, the University Library, the GPO, the UPV Graduate Library, and the National Library.

The four (4) copies of the undergraduate thesis shall be distributed as follows: one (1) copy each for the student, the Thesis Adviser, the major Institute Division/Department, and the University Library.

Additional copies (bound or CD) may however be required by the Colleges/Institutes/Division/Department concerned.

APPENDIX A: Sample Appendix Cover Page

(Do not type “APPENDIX A: Sample Appendix Cover Page” on the title page you submit!)

APPENDICES

APPENDIX B: Sample Title Page *(For Undergraduate Thesis)*

(Do not type "APPENDIX B: Sample Title Page" on the title page you submit!)

**BIOCHEMICAL AND MOLECULAR ANALYSES OF
TUBER-ASSOCIATED PROTEINS IN CASSAVA**
(Manihot esculenta Crantz)

↑
*Approx. 5-7
single spaces*
↓

AUTHOR

↑
*Approx. 5-7
single spaces*
↓

**An Undergraduate Thesis Presented
to the Department of Chemistry
College of Arts and Sciences
University of the Philippines Visayas**

↑
*Approx. 5-7
single spaces*
↓

**In Partial Fulfillment of the Requirements
for the Degree of
Bachelor of Science in Chemistry**

↑
*Approx. 5-7
single spaces*
↓

MONTH YEAR
(of graduation, not of completion)

APPENDIX C: Sample Title Page *(For Dissertation/Master's Thesis/Special Problem)*

(Do not type "APPENDIX C: Sample Title Page" on the title page you submit!)

**SUBLETHAL TOXICITY AND BIOCONCENTRATION OF
PETROLEUM HYDROCARBONS IN THE MARINE
RED ALGA (*Kappaphycus sp.*)**

↑
*Approx. 5-7
single spaces*

AUTHOR

↓
↑
*Approx. 5-7
single spaces*

**A Master's Thesis Presented
to the Graduate Faculty of the
Institute of Marine Fisheries and Oceanology
College of Fisheries and Ocean Sciences
University of the Philippines Visayas**

↓
↑
*Approx. 5-7
single spaces*

**In Partial Fulfillment of the Requirements
for the Degree of
Master of Science in Ocean Sciences**

↓
↑
*Approx. 5-7
single spaces*

MONTH YEAR
(of graduation, not of completion)

APPENDIX D: Sample Certificate of Approval (*For Undergraduate Thesis*)
(Do not type "APPENDIX D: Sample Certificate of Approval" on the title page you submit!)

CERTIFICATE OF APPROVAL

(2 double spaces)

The undergraduate thesis attached hereto, entitled "**Bold, First Letter Capitalized**" prepared and submitted by **Abcdef G. Hijklmn**, in partial fulfillment of the requirements for the Degree of Bachelor of Science in Chemistry, is hereby accepted.

DANILO O. ORTILLO, PhD.

Member, Thesis Committee

Date Signed: _____

VIVIAN AZUCENA-TOPOR, Ph.D.

Member, Thesis Committee

Date Signed: _____

JAY O. MARTIZANO, M. Sc.

Adviser, Thesis Committee

Date Signed: _____

Accepted as partial fulfillment of the requirements for the Degree of Bachelor of Science in Chemistry.

STEVE P. JANAGAP, EMMQAL

Chair, Department of Chemistry

College of Arts and Sciences

Date Signed: _____

APPENDIX E: Sample Certificate of Approval *(For Dissertation/Master's Thesis/
Special Problem)*

(Do not type "APPENDIX E: Sample Certificate of Approval..." on the title page you submit!)

CERTIFICATE OF APPROVAL

(2 double spaces)

The thesis (dissertation/special problem) attached hereto, entitled "**Bold, First Letter Capitalized**" prepared and submitted by **Abcdef G. Hijklmn**, in partial fulfillment of the requirements for the Degree of Master of Science in Fisheries, Major in Aquaculture is hereby accepted.

VALERIANO L. CORRE, Jr., M.Sc.

Member, Thesis Committee

Date Signed: _____

HAROLD M. MONTECLARO, Ph.D.

Member, Thesis Committee

Date Signed: _____

LEOBERT D. DE LA PENA, Ph.D.

Critic, Thesis Committee

Date Signed: _____

AUGUSTO E. SERRANO, Jr., Ph.D.

Chairman, Thesis Committee

Date Signed: _____

Accepted as partial fulfilment of the requirements for the Degree of Master of Science
in Fisheries (Aquaculture).

VALERIANO L. CORRE, Jr., M. Sc.

Director, Institute of Aquaculture
College of Fisheries and Ocean Sciences

Date Signed: _____

CRISPINO A. SACLAUSO, Ph. D.

Dean

College of Fisheries and Ocean Sciences

Date Signed: _____

VIVIAN AZUCENA-TOPOR, Ph.D.

Director

Graduate Program Office

Date Signed: _____

APPENDIX F: Sample Abstract Page

(Do not type “APPENDIX E: Sample Abstract” on the title page you submit!)

ABSTRACT

Extracts of fresh, mature fruits of *Capsicum frutescens* were studied for their antioxidant activities. Using DPPH free radical scavenging assay, the methanol, dichloromethane, and ethyl acetate extracts showed significant antioxidant activity. The ethyl acetate extract exhibited the highest activity at $94.44 \pm 5.56\%$, comparable to that of the positive control (ascorbic acid), and significantly higher than the other extracts. The extracts that showed antioxidant activity were subjected to phytochemical screening to ascertain the presence of secondary plant metabolites. Alkaloids, flavonoids, saponins, tannins and terpenoids were found to be present in the extracts with antioxidant activity. The results of the phytochemical screening were further corroborated by confirmatory tests using thin-layer chromatography (TLC). The results for both the successive evaluation of the DPPH radical scavenging assay and phytochemical screening of the extracts from *Capsicum frutescens*, notably the ethyl acetate fraction, suggest the plant is a potential source of medicinally important secondary metabolites, particularly those with antioxidant activities.

Keywords: *Capsicum frutescens*, DPPH free radical scavenging assay, phytochemical screening, thin-layer chromatography (TLC), antioxidant activity

APPENDIX G: Sample Table of Contents

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LITERATURE CITED

Printed Journal Articles

Formacion, M.J., R. Hori and T.J. Lam. 1993. Overripening of ovulated eggs in goldfish. I. Morphological changes. *Aquaculture* 114:155-168

Same Author with Two or More Articles in One Year

Serrano, A.E. and F. Nagayama. 1991a. Activity and stability of liver arylformamidase in fish. *Nippon Suisan Gakkaishi* 57:149-152.

Serrano, A.E. and F. Nagayama. 1991b. Purification and characterization of liver arylformamidase in rainbow trout and cattle. *Comp. Biochem. Physiol.* 98B:381-287.

Serrano, A.E. and F. Nagayama. 1991c. Inhibition studies on liver arylformamidases of rainbow trout and cattle. *Comp. Biochem. Physiol.* 99B:281:285.

Proceedings

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APPENDIX L: Sample Literature Cited, CSE Format *(Should be arranged in alphabetical order)*

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UNIVERSITY OF THE PHILIPPINES VISAYAS

Bachelor of Science in Chemistry

Michael Patrick M. Padernal

Evaluation of Antioxidant Capacity and Preliminary Phytochemical Screening of
Crude Extracts from Local *Capsicum frutescens* Fruits

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Date of Submission

27 May 2015

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