



**FORMATTING GUIDELINES for UNDERGRADUATE THESIS,
PROJECT FEASIBILITY STUDY, CAPSTONE, AND SPECIAL
PROJECTS**



<https://ccc.edu.ph/research>

Chapter 1

STUDENT RESEARCH COURSE

I. Department of Teacher Education

Bachelor of Secondary Education in Mathematics Education

Course Code: MEM 302a

Units: 3 units

Course Title: Mathematics Education Research
Education

Prerequisite: MEM 202a Introduction to Research

Course Description: The course aims to prepare prospective mathematics teachers to undertake an undergraduate research project. It allows teachers to conduct research that addresses problems, issues, and concerns in mathematics teaching and learning. It showcases their research skills through the application of diverse mathematical content and processes learned previously.

Grading System:

Preliminary Term	30%
Midterm	30%
Final Term	40%
Final Rating	100%
Preliminary Term (30% of Final Rating)	
I. Minor Activity	40%
A. Assessments and Practice	40%
II. Major Examination/Activity	
A. Monitoring Form or Accomplishment Report	
B. Collaboration and Cooperation Rubric	
C. Final Chapters Draft	
Auxiliary	40%
Midterm Grade	100%
Midterm (30% of Final Rating)	



I. Minor Activity	40%
A. Assessments and Practice	
B. Monitoring Form or Accomplishment Reports	
C. Collaboration and Cooperation Rubric	
D. Final Chapters Draft	
II. Major Examination/Activity	40%
A. Final Manuscript	
i. Facilitator	
ii. Adviser	
iii. Panel Chair	
iv. Panel Members	
B. Oral Defense Grade	
i. Facilitator	
ii. Adviser	
iii. Panel Chair	
iv. Panel Members	
III. Auxiliary	20%
Final Term Grade	100%
Final Term (40% of Final Rating)	



Bachelor of Secondary Education in English Education

Course Code: MEM 302a
Course Title: English Education Research

Units: 3 units
Prerequisite: ENGM 102b

Course Description: Develops the skills in applying principles and approaches in research to find answers to questions in language and teaching. (EK1, EK2, EA2).

Grading System:

Preliminary Term	30%
Midterm	30%
Final Term	40%
Final Rating	100%
Preliminary Term (30% of Final Rating)	
I. Minor Activity	40%
A. Assessments and Practice	40%
II. Major Examination/Activity	
A. Monitoring Form or Accomplishment Report	
B. Collaboration and Cooperation Rubric	
C. Final Chapters Draft	
Auxiliary	40%
Midterm Grade	100%
Midterm (30% of Final Rating)	



I. Minor Activity	40%
A. Assessments and Practice	
B. Monitoring Form or Accomplishment Reports	
C. Collaboration and Cooperation Rubric	
D. Final Chapters Draft	
II. Major Examination/Activity	40%
A. Final Manuscript	
v. Facilitator	
vi. Adviser	
vii. Panel Chair	
viii. Panel Members	
B. Oral Defense Grade	
v. Facilitator	
vi. Adviser	
vii. Panel Chair	
viii. Panel Members	
III. Auxiliary	20%
Final Term Grade	100%
Final Term (40% of Final Rating)	



Bachelor of Secondary Education in Science Education

Course Code: SEM 302f
 Course Title: Science Education Research

Units: 3 units
 Prerequisite: SEM 301d

Course Description: This is action research in the content or pedagogy of science in any of the four areas: Biology, Chemistry, Physics & Earth Science.

Grading System:

Preliminary Term	30%
Midterm	30%
Final Term	40%
Final Rating	100%
Preliminary Term (30% of Final Rating)	
I. Minor Activity	40%
A. Assessments and Practice	40%
II. Major Examination/Activity	
A. Monitoring Form or Accomplishment Report	
B. Collaboration and Cooperation Rubric	
C. Final Chapters Draft	
Auxiliary	40%
Midterm Grade	100%
Midterm (30% of Final Rating)	



I. Minor Activity	40%
A. Assessments and Practice	
B. Monitoring Form or Accomplishment Reports	
C. Collaboration and Cooperation Rubric	
D. Final Chapters Draft	
II. Major Examination/Activity	40%
A. Final Manuscript	
ix. Facilitator	
x. Adviser	
xi. Panel Chair	
xii. Panel Members	
B. Oral Defense Grade	
ix. Facilitator	
x. Adviser	
xi. Panel Chair	
xii. Panel Members	
III. Auxiliary	20%
Final Term Grade	100%
Final Term (40% of Final Rating)	



Bachelor of Elementary Education

Course Code: EEDM 302d
Course Title: Elementary Education Research

Units: 3 units
Prerequisite:

Course Description: This practicum research course will provide prospective teachers an avenue to conduct applied or action research that will provide empirical bases to improve teaching and learning. This course may be taken together simultaneously with Field Study 1 and Field Study 2.

Grading system

Preliminary Term	30%
Midterm	30%
Final Term	40%
Final Rating	100%

Preliminary Term (30% of Final Rating)

I. Minor Activity	40%
A. Assessments and Practice	
B. Questionnaire Draft	
C. Ethics Requirements	
D. Collaboration and Cooperation Rubric <i>(See Appendix: Rubric 4)</i>	
II. Major Examination/Activity	40%
A. Research Form 10: Recommendations Compliance Sheet	
B. Revised Proposal Paper <i>(See Appendix: Proposal Manuscript Rubric)</i>	
C. Auxiliary	20%
Prelim Grade	100%

Midterm (30% of Final Rating)

I. Minor Activity	40%
A. Assessments and Practice	
II. Major Examination/Activity	40%
A. Monitoring Form or Accomplishment Report	
B. Collaboration and Cooperation Rubric	
C. Final Chapters Draft	
III. Auxiliary	20%
Midterm Grade	100%

Final Term (40% of Final Rating)

I. Minor Activity	40%
A. Assessments and Practice	
B. Monitoring Form or Accomplishment Reports	
C. Collaboration and Cooperation Rubric	
D. Final Chapters Draft	
II. Major Examination/Activity	40%



- A. Final Manuscript
 - i. Facilitator
 - ii. Adviser
 - iii. Panel Chair
 - iv. Panel Members
 - B. Oral Defense Grade
 - i. Facilitator
 - ii. Adviser
 - iii. Panel Chair
 - iv. Panel Members
- III. Auxiliary 20%
- Final Term Grade 100%



II. Department of Business and Accountancy

Bachelor of Science in Accountancy

Course Code: AR401

Units: 3 units

Course Title: Accounting Research 2

Prerequisite: ARM302

Course Description: This is the continuation of Accounting Research 1. The students are required to complete their research study and to have their final oral defense.

Grading system

Computation of Grade for the first semester

For Prelim and Midterm Grades:

Average of the Requirements	=	50%
Research Output (Adviser's grade)	=	50%
Total	=	100%

For Pre-Final Grade:

Proposal Defense	=	50%
Research Output	=	40%
Adviser's grade	=	10%
Editor's grade	=	50%
Total	=	100%

1. Grading of Requirements:

Coverage/Topics (completeness, scope, parts, and elements of the specific topic)	=	40%
Quality of Presentation (correctness in form and style of writing the research paper)	=	30%
Promptness (strict adherence to the deadline of submission)	=	30%
Total	=	100%

2. Adviser's Grade: Grade given by the adviser to the student's research output.

3. Grading the Proposal Defense:

Presentation	=	10%
Content and delivery of answers	=	40%
Completeness of the documents (completeness, scope, parts, and elements of the specific topic)	=	15%
Correctness of the contents of the document	=	35%
Total	=	100%

4. Editor's Grade: Grade given by the editor to the research output correctness in form and style of writing, Grammar and other items within the scope of his functions as editor.



Computation of Grade for the Second semester:

Final Grade:

1. Grade is given by the adviser	=	40%
Grade is given by the editor	=	10%
2. Grade is given by the panelist	=	50%
Total	=	100%

1. Adviser's grade for the second semester:		
Participation (group meetings and mock defense)	=	15%
Initiative/Resourcefulness	=	15%
Teamwork (in consultation with the group leader)	=	10%
Output (Research Paper)	=	60%
Total	=	100%

2. Panelists' Grading for final research paper:		
- Mastery and logical presentation	=	10%
- Content and creativity of visual aid	=	10%
Completeness of facts and correctness of analysis	=	20%
Research Design	=	30%
Review of Literature	=	10%
Ability to answer questions/knowledge of the subject matter	=	10%
Total	=	100%



Bachelor of Science in Accounting Information System

Course Code: AR401

Units: 3 units

Course Title: Accounting Information System Research 2

Prerequisite: ARM302

Course Description: This is the continuation of Accounting Research 1. The students are required to complete their research study and to have their final oral defense.

Grading system

Computation of Grade for the first semester

For Prelim and Midterm Grade:

1. Average of the Requirements	=	50%
2. Research Output (Adviser's grade)	=	50%
Total	=	100%

For Pre-Final Grade:

3. Proposal Defense	=	50%
Research Output (Adviser's grade)	=	50%
4. Editor's grade	=	40%
Total	=	100%

1. Grading of Requirements:

Coverage/Topics (completeness, scope, parts, and elements of the specific topic)	=	40%
Quality of Presentation (correctness in form and style of writing the research paper)	=	30%
Promptness (strict adherence to the deadline of submission)	=	30%
Total	=	100%

2. Adviser's Grade: Grade given by the adviser to the students' research output.

3. Grading the Proposal Defense:

Presentation	=	10%
Content and delivery of answers	=	40%
Completeness of the document (completeness, scope, parts, and elements of the specific topic)	=	10%
Correctness of the contents of the document	=	35%
Total	=	100%



4. Editor's Grade: Grade given by the editor to the research output correctness in form and style of writing, Grammar and other items within the scope of his functions as editor

Computation of Grade for the Second semester:

Final Grade:	=	
1. Grade given by the adviser	=	40%
2. Grade given by the editor	=	10%
3. Grade given by the panelists	=	50%
Total	=	100%

1. Adviser's grade for second semester:		
Participation (group meetings and mock defense)	=	15%
Initiative/Resourcefulness	=	15%
Teamwork (in consultation with the group leader)	=	10%
Output (Research Paper)	=	60%
Total	=	100%

2. Panelists' Grading for final research paper:		
Oral Presentation	=	10%
- Mastery and logical presentation	=	10%
- Content and creativity of visual aid	=	20%
Completeness of facts and correctness of analysis	=	30%
Research Design	=	10%
Review of Literature	=	10%
Ability to answer questions/knowledge of the subject matter	=	30%
Total	=	60%



III. Department of Computing and Informatics

Bachelor of Science in Information Technology

Course Code: CAP401

Units: 3 units

Course Title: Capstone Project 2

Prerequisite: Regular 4th Year

Course Description: This course allows the student to formulate the project objectives, scope and limitations, and evaluation metric; compare and collect literature related to the project; and propose an ethical and feasible IT solution to the identified problems in the project.

Requirement: Chapter 4-5

Grading System

A. Conduct for defense

Title defense

1. Each group must submit three (3) copies of the content paper signed by their advisers at least one week / (7) days, until 5:00 pm before the Defense Date.
2. The group who fails to submit their content paper on time will receive deductions.
3. Each group will be given 30 minutes to present and defend their titles.

The breakdown is provided below:

Title Defense

15 minutes – presentation

15 minutes – clarifications

(Q and A)

Proposal and final defense

4. Each group must submit three (3) copies of their research paper together with the adviser's recommendation (attachment of recommendation form) at least one week / (7) days, until 5:00 pm before the Defense Date.
5. The group who fails to submit their research paper on time will fall on the redefense category. Ceiling grade for redefense is 3.00.
6. The adviser's approval is pre-requisite for acceptance and inclusion to defense.
7. Each group will be given one hour to present and defend their research paper.

The breakdown is provided below:

Proposal Defense

10 minutes - presentation of manuscript (Chapter 1-3)

20 minutes - presentation of system

20 minutes – Question and Answer

10 minutes - Deliberation

Final Defense

10 minutes - presentation of manuscript (Chapter 1-5)

20 minutes - presentation of system

20 minutes – Question and Answer

10 minutes - Deliberation

8. The group are expected to be in their business attire during the research paper presentation.



A. Grading System

Criteria for Grading

Title Defense

The Researchers will present three(3) titles. The panel will decide on which particular title should be pursue.

Proposal Defense

Oral Presentation 20%
 Ability to Answer Questions 30%
 Feasibility of Research 50%
 Grade Total 100%

Final Defense

Oral Presentation 20%
 Ability to Answer Questions 30%
 Software Quality 50%

- Usability (10%)
- Functionality (10%)
- Efficiency (10%)
- Reliability (10%)
- other factors (10%)

Grade Total 100%



Bachelor of Science in Computer Science

Course Code: CS401
Course Title: Thesis 2

Units: 3 units
Prerequisite: Regular Regular 4th Year

Course Description: Collect pertinent data to support research objectives of the thesis. Design the architecture and components of the proposed software solution. Justify the proposed solution's feasibilities and effectiveness to solve the computing problem.

Grading System

B. Conduct for defense

Title defense

9. Each group must submit three (3) copies of the content paper signed by their advisers at least one week / (7) days, until 5:00 pm before the Defense Date.
10. The group who fails to submit their content paper on time will receive deductions.
11. Each group will be given 30 minutes to present and defend their titles.

The breakdown is provided below:

Title Defense

- 15 minutes – presentation
- 15 minutes – clarifications
(Q and A)

Proposal and final defense

12. Each group must submit three(3) copies of their research paper together with the adviser's recommendation (attachment of recommendation form) at least one week / (7) days, until 5:00 pm before the Defense Date.
13. The group who fails to submit their research paper on time will fall on the redefense category. Ceiling grade for redefense is 3.00.
14. The adviser's approval is pre-requisite for acceptance and inclusion to defense.
15. Each group will be given one hour to present and defend their research paper.

The breakdown is provided below:

Proposal Defense

- 10 minutes - presentation of manuscript
(Chapter 1-3)
- 20 minutes - presentation of system
- 20 minutes – Question and Answer
- 0 minutes - Deliberation

Final Defense

- 10 minutes - presentation of manuscript
(Chapter 1-5)
- 20 minutes - presentation of system
- 20 minutes – Question and Answer
- 10 minutes - Deliberation

16. The group are expected to be in their business attire during the research paper presentation.



C. Grading System

Criteria for Grading

Title Defense

The Researchers will present three(3) titles. The panel will decide on which particular title should be pursued.

Proposal Defense

Oral Presentation 20%
 Ability to Answer Questions 30%
 Feasibility of Research 50%
 Grade Total 100%

Final Defense

Oral Presentation 20%
 Ability to Answer Questions 30%
 Software Quality 50%

- Usability (10%)
- Functionality (10%)
- Efficiency (10%)
- Reliability (10%)
- other factors (10%)

 Grade Total 100%



IV. Department of Arts and Sciences

Bachelor of Science in Psychology

Course Code: PSYM 402

Units: 3 units

Course Title: Research in Psychology II

Prerequisite: PSYM 401

Course Description: This course aims to immerse the student in the theoretical and methodological bases of scientific research. Especially, the course aims to equip the student with skills and knowledge to design and conduct psychological research, write a high-quality and scholarly research report, and evaluate empirical research in the field. The student will go through the actual research process. Finally, it is hoped that the student will gain a more scientific attitude in solving relevant human problems.

Grading System

Preliminary Term	30%
Midterm	30%
Final Term	40%
Final Rating	100%
Preliminary Term (30% of Final Rating)	
I. Minor Activity	40%
A. Assessments and Practice	40%
II. Major Examination/Activity	
A. Monitoring Form or Accomplishment Report	
B. Collaboration and Cooperation Rubric	
C. Final Chapters Draft	
Auxiliary	40%
Midterm Grade	100%
Midterm (30% of Final Rating)	



I. Minor Activity	40%
A. Assessments and Practice	
B. Monitoring Form or Accomplishment Reports	
C. Collaboration and Cooperation Rubric	
D. Final Chapters Draft	
II. Major Examination/Activity	40%
A. Final Manuscript	
xiii. Facilitator	
xiv. Adviser	
xv. Panel Chair	
xvi. Panel Members	
B. Oral Defense Grade	
xiii. Facilitator	
xiv. Adviser	
xv. Panel Chair	
xvi. Panel Members	
III. Auxiliary	20%
Final Term Grade	100%
Final Term (40% of Final Rating)	



Chapter 2 ORGANIZATION OF THE MANUSCRIPT

I. Thesis

Quantitative Research Design

A. Concept Paper

Rationale

Theoretical or Conceptual Framework

Research Questions

Methods

B. Proposal

Title

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Research Locale

Sampling and Respondents

Instruments

Data Gathering Procedure

Data Analysis

Potential Ethical Issues

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C. Final Manuscript

Preliminaries

Title

Approval Sheet

- Dedication (optional)
- Acknowledgment
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Research Problems and Hypotheses

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Qualitative Research Design

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Theoretical or Conceptual Framework

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Procedure

B. Proposal

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Potential Ethical Issues

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C. Final Manuscript

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Dedication (optional)
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Data Collection
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Instructional Materials Development

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 -Development Phase
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 -Assessment and Pre-testing Phase
 -Development Phase
 -Validation Phase
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Test or Scale Development

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B. Proposal

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Sampling and Participants
Instruments of the Study
Data Analysis
Software Development Methodology
System Overview
Software Development Process
Software Project Schedule
Hardware and Software Resources
Algorithm Description
Application of Algorithm
Ethical Considerations

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Certifications/Endorsement Letters
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Current state of technology



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Research Problem and/or Hypothesis
 Research framework
 Scope and limitation
 Technical feasibility
 Operational feasibility
 Schedule feasibility
 Significance of the study
 Definition of terms

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Research Design Research Locale



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The population of the Study/Sampling Design Data
 Gathering Tool
 Data Gathering Procedure
 Data Analysis Plan

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Sampling and Participants

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Research Instrument

Data Gathering Procedure

Data Analysis

Ethical Considerations

Definition of Terms

Chapter 2 MARKETING ASPECT

Name of the Business

General Market Information

Demand Analysis

Supply Analysis

Summary of Projected

Demand and Supply

Unsatisfied Demand or Demand-Supply Gap



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Market Share
 Competitive Position
 Marketing Program
 Present Marketing Practice
 Product Price
 Place or Channel of Distribution
 Promotion
 Marketing Cost and Expenses

Chapter 3 TECHNICAL ASPECT

Product or Service Description
 Physical Property of the Product or Service (if any)
 Chemical Property of the Product or Service (if any)
 Characteristics of the Product or Service Uses of the Product or Service Packaging
 Manufacturing Process
 Production Process
 Machine, Tools, and Equipment Machine Supplies
 Raw Material Requirements Raw Material
 Sourcing Labor Requirements
 Schedule of Days in Operation
 Production Schedule
 Quality Control Procedure
 Waste Disposal
 Plant Location
 The Site, Reasons for Choosing the Site Vicinity Map
 Building Structure
 Construction or Rental Requirements Office Supplies,
 Furniture, and Equipment Utilities
 Production Cost
 Total and Per Unit Production Cost Unit Price and
 Mark-Up

Chapter 4 Organization and management aspect

The Pre-Operating Period
 The Business Organization
 Composition of the Organization Structure
 Duties/Responsibilities Job
 Qualifications Compensation
 Package Benefits and Incentives
 Gantt Chart

Chapter 5 FINANCIAL ASPECT

Cost of Investment Source of
 Investment
 Major Financial Assumptions
 The highlight of Projected Financial Statements
 Income Statements



Balance Sheet
Cash Flow Statements Financial Analysis
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Schedule of Items in the Projected Financial Statements Projected
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<https://ccc.edu.ph/research>

APPENDIX

Rubrics 1
MANUSCRIPT EVALUATION RUBRIC

Department: Department of Teacher Education
 Degree Program: Bachelor of Secondary Education in English
 Student Researchers:

Adviser:
 Research Title:

Phase of Thesis Writing: () Concept Paper Stage () Proposal () Final

A. General	5	4	3	2	1
1. Is the writing style appropriate to the discipline? Did it minimize verbosity? And did it use appropriate jargon generally understood by the majority of readers?					
2. Did this research contribute something new to the study area? Will it help advance some existing hypotheses to further strengthen existing theories or eventually help establish new theories in the discipline?					
3. Does the study proceed from a sound theoretical foundation?					

Presentation	5	4	3	2	1
4. Does the study have a global perspective that shows trends on the topic worldwide?					
5. Does the study offer a concrete local perspective of the topic or problem?					
6. Does the title adequately describe the content of the paper?					

Rubrics 2
ORAL PRESENTATION RUBRICS

Department Department of Teacher Education
Degree Program: Bachelor of Secondary Education in English
Student Researchers:

Adviser:

Research Title:

Phase of Thesis Writing: () Concept Paper Stage () Proposal () Final

Criteria	Exceeds Expectations (5 points)	Meets Expectations (3-4 points)	Does not meet expectations (1-2 points)	Score
Organization	Presentation organization was excellent	Presentation was well organized and reflects adequate information	Presentation was poorly organized and suggests minimal preparation	
Content	Group members were able to clearly communicate complex ideas and outstanding level of scientific rigor	Content was clearly presented and reflected adequate scientific rigor	Content was poorly presented and poorly reflect scientific rigor	
Visual Aids	Outstanding visual aids with essential points highlighted	Effective visual aids with enough points highlighted	Poor speaking skills	
Speaking skills	Excellent speaking skills (eloquence, fluidity, clear communication with audience)	Adequate speaking for communication to specialized audience	Poor speaking skills	
Response to questions	Response to questions with in-depth answers	Responds appropriately to questions	Responds with difficulty	
Confidence and personality	Speaks with enthusiasm, poise, and assurance	Speaks with some enthusiasm, poise, and assurance	Speaks with little enthusiasm, poise, and assurance	
Total (30 points)				

Signature over printed Name of the Rater

Date

Research Form 1 - Adviser's Acceptance form

Group No.: _____

Department _____

Degree Program: _____

Student _____

Researchers: _____

Research Working _____

Title: _____

I do hereby accept the invitation of the above-mentioned students to become their **RESEARCH ADVISER** for the **first/second** semester, Academic Year **YYYY-YYYY**. Concomitant with this is my acceptance of the following functions and responsibilities:

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

Prepared by:

Recommended by:

Signature over Printed Name
Research Facilitator

Signature over Printed Name
Program Dean

Conforme: **Signature over Printed Name**

Date: _____

Approved:

Signature over Printed Name
Vice President for Research and Innovation

Research Form 2 – Research Topic Acceptance Form

The CCC Research and Innovation Office in coordination with the technical panel from the Department of _____ with the Degree Program, _____ has recently reviewed and approved your research topic/tentative title outlined below.

RESEARCH INTEREST	FOCUS OF STUDY
Probable Source of Research based on interest (HNRDA, NHERA2, DepEd RA, ASEAN etc, CCC Research Agenda) -please specify the major and specific agenda	
Tentative Research Topic	
Working Title	
Tentative Research focus and initial questions	
Research Type (Quantitative, Qualitative, Mixed Methods)	
Student authors	
Group No.: (i.e., M-01) Format (Program First letter-00) A: Accountancy; AI, Accounting Information; I: IT; C: CS;M:Math;EE: EEd, E:English, S:Science	
Approval Date	

Signature over printed name
Adviser

Date Signed

Signature over printed name
Research Facilitator

Date Signed

Noted: **Signature over printed name**
Program Director

Approved: **Maryann H. Lanuza, LPT., M.Sc.**
Vice President for Research and Innovations

Research Form 3A- Research Statistician's Acceptance Form

Group No.: _____

Department _____

Degree Program: _____

Student _____

Researchers: _____

Research Working Title: _____

Adviser: _____

I do hereby accept the invitation of the above-mentioned students to become their **RESEARCH STATISTICIAN** for the _____ semester, academic year _____. Concomitant with this is my acceptance of the following functions and responsibilities:

1. Guide the students in finalizing the title of the approved topic in cooperation with the group adviser.
2. Guide the students in aligning the statement of the problem in cooperation with the thesis adviser.
3. Guide the students in the preparation of research instruments together with the research adviser.
4. Guide the student in choosing the most appropriate statistical tool/s for their study.
5. Process the data of the students using the most appropriate statistical tool/s.
6. Assist the students in the preparation of the statistical report (tables and figures) following the APA format and formatting guidelines of the institution.
7. Assist the students in the analysis and interpretation of the results.

Prepared by:

Recommended by:

Signature over Printed Name
Research Facilitator

Signature over Printed Name
Program Dean

Conforme: **Signature over Printed Name**

Date:

Approved:

Signature over Printed Name
Vice President for Research and Innovation

Research Form 3B- Qualitative Research Inter-Coder Acceptance Form

Group No: _____

Department _____

Degree Program: _____

Student _____

Researchers: _____

Research _____

Working Title: _____

Adviser: _____

I do hereby accept the invitation of the above-mentioned students to become their **QUALITATIVE DATA INTER-CODER** for the _____ semester, academic year _____. Concomitant with this is my acceptance of the following functions and responsibilities:

1. Guide the students in finalizing the title of the approved topic in cooperation with the thesis adviser.
2. Guide the students in aligning the purposes of the study and statement of the problem in cooperation with the thesis adviser.
3. Guide the students in the preparation of research instruments together with the research adviser.
4. Guide the student determining the number of participants and in choosing the qualitative data analysis to be used.
5. Guide the students in processing the qualitative data using the appropriate coding/analysis technique.
6. Assist the students in the preparation of the categories/themes/framework following the APA format and formatting guidelines of the institution.
7. Assist the students in the analysis and interpretation of the results.

Prepared by:

Recommended by:

Signature over Printed Name
Research Facilitator

Signature over Printed Name
Program Dean

Conforme: **Signature over Printed Name**

Date:

Approved:

Signature over Printed Name
Vice President for Research and Innovation

Research Form 3C- Mixed Methods Data Analyst Acceptance Form

Group No.: _____

Department _____

Degree Program: _____

Student _____

Researchers: _____

Research _____

Working Title: _____

Adviser: _____

I do hereby accept the invitation of the above-mentioned students to become their **MIXED-METHODS DATA ANALYST** for the _____ semester, academic year _____.

Concomitant with this is my acceptance of the following functions and responsibilities:

1. Guide the students in finalizing the title of the approved topic in cooperation with the thesis adviser.
2. Guide the students in aligning the purposes of the study and the statement of the problem in cooperation with the thesis adviser.
3. Guide the students in the preparation of research instruments together with the research adviser.
4. Guide the student determining the number of respondents/participants and in choosing the qualitative data analysis/statistical treatment to be used.
5. Guide the students in processing the data collected/gathered in the study.
6. Assist the students in the preparation of the categories/themes/framework and tables or figures following the APA format and formatting guidelines of the institution.
7. Assist the students in the analysis and interpretation of the results.

Prepared by:

Signature over Printed Name

Research Facilitator

Recommended by:

Signature over Printed Name

Program Dean

Conforme: **Signature over Printed Name**

Date:

Approved:

Signature over Printed Name

Vice President for Research and Innovation

Form 4- Language Editor's Research Acceptance Form

Group No: _____

Department _____

Degree Program: _____

Student _____

Researchers: _____

Research Working _____

Title: _____

Adviser: _____

I do hereby accept the invitation of the above-mentioned students to become their **LANGUAGE EDITOR** for the _____ semester, academic year **YYYY-YYYY**. Concomitant with this is my acceptance of the following functions and responsibilities:

- 1. Edit thoroughly the manuscript of the student researchers
- 2. Discuss with the research group/s the corrections, comments, and suggestions made on the manuscript in terms of the prescribed formats, correctness of grammar, and clarity and formality of language used
- 3. Monitor and assure the incorporation of the corrections and revisions made on the manuscript of student researchers
- 4. Endorse for hardbound compliant by providing editor's certification.

Prepared by:

Recommended by:

Signature over Printed Name
Research Facilitator

Signature over Printed Name
Program Dean

Conforme: **Signature over Printed Name**

Date:

Approved:

Signature over Printed Name
Vice President for Research and Innovation

Research Form 5 – Endorsement for Oral Defense Form

Group No.: _____

Department _____

Degree Program: _____

Student Researchers: _____

Research Working Title: _____

This thesis attached hereto entitled **Bold in Sentence case Title of the Research Bold in Sentence case Title of the Research Bold in Sentence case Title of the Research** is hereby endorsed for final defense. Our signatures below attest to the acceptability of the manuscript for oral defense and compliance of all pertinent requirements and obligations of the student researchers.

Signature over printed name, Name Extension

Adviser

Date Signed

Signature over printed name, Name Extension

Data Analyst (if any)

Date Signed

Signature over printed name, Name Extension

Research Facilitator

Date Signed

.....

(please do not fill out, for Research Facilitator's use only)

Date of Oral Defense: _____ Time: _____

Venue: _____

Research Form 6– Panelist’s Acceptance Form

Group No: _____

Department _____
 Degree Program: _____
 Student _____
 Researchers: _____

 Research Working Title: _____

 Adviser: _____

I do hereby accept the invitation to become a research defense panelist on for the **first/second** semester of the academic year _____ at the venue _____.

Prepared:	Signature over printed name	_____
	Research Facilitator	Date Signed

Recommending Approval:	Signature over printed name	_____
	Academic Director	Date Signed

Conforme: **Signature over Printed Name**
 Panel

Date:

Approved:	Signature over printed name	_____
	Vice President for Research and Innovations	Date Signed

Research Form 7A – Ethics Review Form

CHECKLIST A
Research Ethics Checklist for Studies involving Human Participants

Researcher Details	
Lead Researcher	
Members	
CCC email addresses	
Program	
Working Title	
Semester(s) and academic year in which research project is to be undertaken	
Research Adviser	

Provide a brief description of the data collection procedure to be undertaken in the research:
<p>The following should be attached to the checklist:</p> <ul style="list-style-type: none"> ● A copy of the informed consent form to be used in the study. ● A copy of the instrument/tool that will be administered to the participants. ● If applicable, a copy of the letter seeking permission to collect data from participants who are under the supervision of an agency, institution, department, or office. ● If applicable, a copy of the parental consent form for participants below 18 years old.

The following items refer to important ethical considerations in the conduct of research with human participants. Provide a check for the appropriate answer to each question.

_____ **A. New Data will be collected from Human Participants** (if this applies, please accomplish Checklist B)

Please check all that apply.

- _____ Experimental Procedures/Intervention/ Treatments
 _____ Focus Group Discussions
 _____ Personal Interviews
 _____ Self-administered questionnaires
 _____ Internet survey
 _____ Observation
 _____ Telephone survey
 _____ Others, please specify:

_____ **B. Pre-existing data from human participants, i.e., from a dataset** (if this applies, please accomplish Checklist C)

Research Form 7B – Ethics Clearance

Lead Researcher:
Members:
Department:
Degree Program
Duration of Study: From: _____ To: _____
Ethical considerations: (Write the issues found based on the Research Ethics Checklists)
To the best of my knowledge, the ethical issues listed above have been addressed in the research. _____ Name and Signature of Adviser Date:
Noted by: _____ Name and Signature of the Research Facilitator Date:

Approved by:

CCC OVPRI Biosafety and Bioethics Committee Head

Noted:

Vice President for Research and Innovations

Research Form 8 – Thesis Writing Monitoring Form

THESIS CONSULTATION/MONITORING FORM

Department: _____
 Degree Program: _____
 Student Researchers: _____ Mobile Number: _____
 _____ Mobile Number: _____
 _____ Mobile Number: _____
 _____ Mobile Number: _____
 Adviser: _____ Mobile Number: _____
 Research Title: _____
 Research Facilitator: _____
 Language Editor: _____
 Statistician/qualitative coder (if applicable) _____

Phase of Thesis Writing: () Concept Paper Stage () Proposal () Final

Date of Consultation	Place / Platform of Consultation	Topic/ Issue(s) / Concerns/Recommendations	Signature of Adviser/Statistician/Language Editor/Validators/others

Documentations with proper captions:

Noted: (Research Facilitator)

Preliminary Term	Signature over Printed Name	Date
Midterm	Signature over Printed Name	Date
Final Term	Signature over Printed Name	Date

Research Form 9 – Defense Summary Sheet of Recommendations

Department _____
 Degree Program _____
 Student Researchers: _____

 Adviser: _____
 Research Title: _____

 Date of Final Defense: _____
 Panel
 Chairman: _____
 Member: _____
 Member: _____

Chapter/Section/page	Comments/ Suggestions/Recommendations	Panelist who suggested
(Continuation at the next pages)		

Prepared by:

Attested:

Signature over Printed Name
Documenter/Research Facilitator

Signature over Printed Name
Chairman

Research Form 10 – Recommendations Compliance Sheet

Department _____
 Degree Program: _____
 Student Researchers: _____

Adviser: _____
 Research Title: _____
 Date of Final Defense: _____
 Panel

Chairman: _____
 Member: _____
 Member: _____

Comments	Chapter/Section/ Page Number	Actions Taken	Page number reflecting the changes	Panelist who suggested
(Continuation at the next pages)				

Prepared by:

Checked by:

Signature over printed name of the researcher/s

Signature over printed name of the Adviser

Date: _____

Date: _____

Approved by:

Chairman: _____
 Member: _____
 Member: _____

(Signatures)

Research Form 11 – Hardbound Compliance Form

Department _____
 Degree Program: _____
 Student Researchers: _____

Adviser: _____
 Research Title: _____
 Date of Final Defense: _____

AREAS	DATE ACCOMPLISHED	PAGE NUMBER REFLECTED IN THE MANUSCRIPT
APPROVAL SHEET		
TURN IT IN RESULT	% and Date Tested	
LANGUAGE EDITOR CERTIFICATION		
STATISTICIAN/INTERCODER CERTIFICATION (N/A if not applicable)		

Reviewed and verified by:

Approved by:

Signature over printed name
 Research Facilitator
 Date: _____

Signature over printed name
 Director, Department
 Date: _____

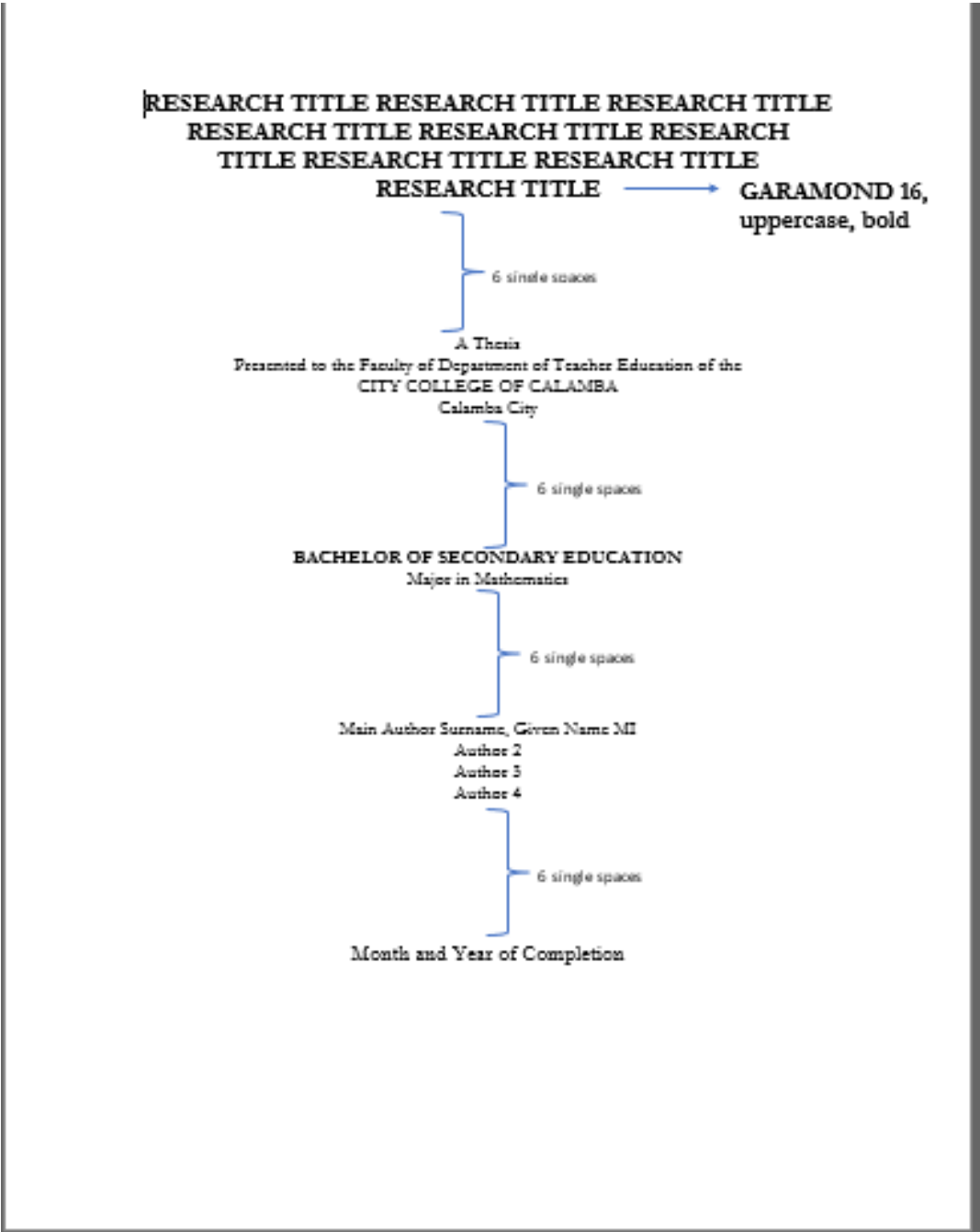
Noted by:

Signature over printed name
 Vice President for Research and Innovations
 Date: _____


Chapter 3 FORMATTING GUIDELINES

Formatting guidelines


A. Cover Page




B. Title Page

	 CITY COLLEGE OF CALAMBA	
	<small>DEPARTMENT OF COMPUTING AND INFORMATICS Bachelor of Science in Information Technology</small>	
	RESEARCH TITLE RESEARCH TITLE RESEARCH TITLE RESEARCH TITLE RESEARCH TITLE RESEARCH TITLE RESEARCH TITLE RESEARCH TITLE RESEARCH TITLE RESEARCH TITLE	
	<p>A Thesis presented to the faculty of Department of Teacher Education of the CITY COLLEGE OF CALAMBA Calamba, City</p> <p>In Partial Fulfillment of the Requirements for the Degree BACHELOR OF SECONDARY EDUCATION Major in Mathematics</p> <p>Main Author Surname, Given Name MI Author 2 Author 3 Author 4</p> <p>Month and Year of Completion</p>	

B. Approval Sheet

	 CITY COLLEGE OF CALAMBA DEPARTMENT OF COMPUTING AND INFORMATICS Bachelor of Science in Information Technology			
<div style="border: 1px solid black; width: 15px; height: 15px; display: flex; align-items: center; justify-content: center;"> + </div>	<p>Month and Year of Completion</p> <p>APPROVAL SHEET</p> <p>This thesis hereto is titled: Bold in Sentence Case Bold in Sentence Case Bold in Sentence Case Bold in Sentence Case Bold in Sentence Case Bold in Sentence Case Bold in Sentence Case Bold in Sentence Case prepared and submitted by Last Name, Given Name, MI., Last Name, Given Name, MI., Last Name, Given Name, MI., Last Name, Given Name, MI., has been approved and accepted.</p> <p style="text-align: right;">GIVEN NAME MI. SURNAME, Name Extension Adviser</p> <p>Accepted and approved by the Committee on Oral Examination with a grade of ____.</p> <p style="text-align: center;">GIVEN NAME MI. SURNAME Chairman</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center;">GIVEN NAME MI. SURNAME Member</td> <td style="width: 50%; text-align: center;">GIVEN NAME MI. SURNAME Member</td> </tr> </table> <p>Accepted in partial fulfillment of the requirements for the degree, Bachelor of (your degree program).</p> <p style="text-align: center;">GIVEN NAME MI. SURNAME, Name Extension Academic Dean, Department</p> <p style="text-align: center;">GIVEN NAME MI. SURNAME, Name Extension</p>	GIVEN NAME MI. SURNAME Member	GIVEN NAME MI. SURNAME Member	<input style="width: 20px; height: 20px;" type="checkbox"/>
GIVEN NAME MI. SURNAME Member	GIVEN NAME MI. SURNAME Member			

C. Abstract
250-300 words Abstract.

 CITY COLLEGE OF CALAMBA	
DEPARTMENT OF COMPUTING AND INFORMATICS Bachelor of Science in Information Technology	
ABSTRACT	
Title:	THESIS TITLE THESIS TITLE THESIS TITLE
Author:	Lead Autor, Author, Author, and Author
Degree:	Bachelor of Science in Information Technology
Major:	<i>Delete this column if N/A</i>
Year:	2023
Adviser:	Prof. Name of the Adviser
<hr/> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque at lorem nec risus fermentum vestibulum ac sed mauris. Donec sed imperdiet erat in venenatis urna. Praesent quis porta elit. Cras blandit tortor et elit lobortis, id sollicitudin odio varius. Donec feugiat, metus sit amet consequat cursus, lectus mi maximus nulla, sit amet sollicitudin lacus metus. fringilla nisi. Nulla sollicitudin in augue sit amet congue. Aenean aliquam elit id lacus luctus. tempus cursus sapien porttitor. Quisque vehicula laoreet tortor vitae ornare. Aliquam eget eros consequat lectus rhoncus sagittis vel eget tortor. Sed lacus sapien, viverra ut nisi non, consequat vestibulum justo. Donec ullamcorper scelerisque nisi in ullamcorper. Nulla vitae magna id lorem rhoncus sollicitudin quis eu orci. Nunc blandit mi quis semper rhoncus. Nulla laoreet tempus odio nec blandit. Sed viverra ante vitae porta viverra. Aenean convallis, ante non semper mollis, massa lacus maximus ante, id sodales lorem mauris non diam. Vestibulum nec urna vitae ligula ornare imperdiet. Donec ac congue elit. Curabitur pulvinar nisi sit amet convallis posuere. Fusce ac lorem eu mauris blandit consectetur nec in dui. Cras purus ante, blandit sit amet nunc eget euismod congue nibh. Duis eleifend rutrum porttitor. Morbi id suscipit turpis, id aliquet </p>	
iii	



D. Table of Contents

E. List of Figures

F. List of Tables

Appendix Presentation

1. Appendix Format

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

2. Appendix Letter, Number, and Title

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

○

Research Format

G.1 Font Characteristics per level

Font color: Black throughout the manuscript (even for the website addresses)

First Level

Chapter 1 (Garamond 14, Sentence case centered)

Second Level

THE PROBLEM AND ITS BACKGROUND (Garamond 14, Bold, uppercase, centered)

Third Level

Background of the Study (Garamond 13, Bold, Sentence case, flush left)

Fourth Level

Mathematics Education in the Philippines (Garamond 12, Sentence case, italicized, Bold, tab 0.5)

Body (Fifth Level)

The body of the manuscript contains the discussion in every part of the section, it is flushed tab 0.5 to the right, then justified with double spacing, making sure that before and after spacing are 0 pt for unnecessary spacing format, usually the default template once you opened the word office is in 8 pt. so make sure to double check on this.



Summary

LEVEL	FORMAT
First Level	Centered, Bold, Sentence Case, Garamond, 14 pt.
Second Level	Centered, Bold, Upper Case, Garamond, 14 pt.
Third Level	Left-aligned, Bold, Sentence Case, Garamond 13 pt
Fourth Level	<i>Left-aligned, Bold, Italic, Sentence Case, flushed tab to the right, Garamond 12 pt</i>
Body	0.5 tab of first paragraph, justified, Garamond 12 pt

G.2 Line Spacing

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

G.3 Paragraph Alignment

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

G.4 Manuscript and External Design and Structure

G.4.1 Manuscript Binding

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

G.4.2 Cover Color and Covering

Manuscripts shall be covered according to departmental color representations.

Department of Arts and Sciences: Maroon Red

Department of Teacher Education: Moss Green

Department of Computing and Informatics: Dark Blue

Department of Business and Accountancy: Custard Yellow

G.4.3 All manuscripts shall be covered with transparent plastic for added protection.

G.4.4 All letters to be engraved in the manuscript spine and front cover shall be gold in color, pressed against the color of the cover. Design and Layout of the Front Cover

G.4.5 The front cover page shall contain the following information:

Full research title

Full name of the author

Degree Major (if any)

Date of manuscript submission

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



See Cover page section in Chapter

G.4.6 Spine

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

G.5 Mechanics of Style Abbreviations

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

- Use acronyms to avoid repeating long familiar terms (e.g., CCC, CBNHS), and use sparingly, only for terms frequently repeated throughout the text.
- Explain what an acronym means the first time it occurs:
e.g., American Psychological Association (APA); City College of Calamba (CCC); Bachelor of Secondary Education (BSE); Department of Business and Accounting (DBA); Computer Studies (CS)
- If an abbreviation is commonly used as a word, it does not require explanation
e.g., IQ, PhD, SWOT analysis
- To forms plurals of abbreviations, add s alone, without an apostrophe
e.g., PhDs, IQs, vols.
- Do not use Latin abbreviations in the text unless they are inside parentheses. An exception is made for et al. when citing a source
e.g. Gonzales et al. (2004) studied writing difficulties experienced by first year high school students.
- Instead of abbreviations, write out the equivalent word or phrase: cf. [use compare]; e.g. [use for example]; etc. [use and so forth]; i.e. [use that is]; viz. [use namely] vs, [use versus]
- Do not use periods within degree titles and organization titles (PhD, VPAA, APA).
- Do not use periods within measurements (ft, s, kg, km, lb) except inches (in.)

G.6 Capitalization

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

- Do not capitalize nouns that denote common parts of books or tables followed by numerals or letters e.g. page 5, row 2
- Heading caps. Capitalize all major words and *all words of four letters or more* in headings, titles, and subtitles outside reference lists.
e.g. Chapter 6 in the *APA Manual* (2001) is titled Material Other Than Journal Articles; The effects of Social Networking in Communication Skills; Digital Marketing



- Italics (emphasis) and quotation marks
 - *** Use italics for the titles of books, technical terms, and labels (the first time only), words and phrases used as linguistic examples, letters used as statistical symbols, and the volume numbers in references to journal articles.
- Note a word used as word, or a foreign/local term, with italics, for example, *buko* juice
- Introduce a keyword or technical term (the *scaffolding* theory, Input, Process, Output in the IPO explanation), or identify endpoints on a scale (Poor to Excellent, Highly Observed to Observed) with italics.
- *Do not italicize foreign words* that have entered common usage
 - e.g. (et al., a priori, laissez-faire, coup de etat).
- ***Use quotation marks for:

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

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

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

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

G.7 Statistics

- Most symbols for statistics are placed in italics (exceptions are very rare). Nonstandard symbols are used for some common statistics (check the APA manual, Table 4.5, for a complete list of accepted symbols): *M* or = mean; *SD* = standard deviation; *Mdn* = median
- Descriptive statistics give summary information about a sample or population, such as the average (mean) or standard deviation of some characteristic. For example, “Abigail Scribe has a GPA of 3.65, which is below the average for students to be accepted at Ivy and Oak University (M = 3.65, SD = 0.21).” Descriptive statistics may be presented in the text with the appropriate syntax (e.g., “a GPA of 3.85”). When referred to indirectly they are set in parentheses, as with (M = 3.85, SD = .021)
- Inferential statistics reason from a sample to the characteristics of a population, often expressed as probability. For example, “Abby Scribe has a chance of being accepted at Ivy and Oak University ($p < .15$) but counsellors advise her that her odds are not great based on last year’s applicants, $X^2(2, N=2247) = 2.81, p < (one-tailed).$ ”



- Inferential statistics are presented in the text (no parentheses) with “sufficient information to allow the reader to fully understand the information to allow the reader to fully understand the analyses conducted. “ (APA, 2009, p. 116). The example is from the APA Manual (2009, p. 117): $t(117) = 3.51, p < .001, d = 0.65, 95\% \text{ CI } [0.35, 0.95]$
- The first number in parentheses is degrees of freedom of the analysis; “95% CI” stands for 95% confidence interval. “Space mathematical copy as you would words: $a+b=c$ is as difficult to read as words without spacing” (APA, 2009, p. 118). Place a space before and after all arithmetic operators and signs ($=, <, >, -, +$, etc.), write the equation: $a + b = c$.

G. 8 Legend

A legend explains the symbols added to an image or provides a scale. The legend should be within the boundaries of the image. When explaining a scale, it should be below a table, in smaller fonts. When the same legend is used for succeeding tables, indicate them only below the first table.

G.9 Table Presentation

G.9.1 Table Structure and Format

- To fully illustrate the format concerning table presentation, the table structure in Table Pattern 1 shall be adopted throughout the manuscript:
- Font: Arial, 10, single, spacing.
- Tables shall not contain side boxes, instead, they shall be presented with double solid lines as top and bottom borders.
- First-level leadings shall be in uppercase letters. Significant words in the second-level headings shall have their first letters capitalized. All third-level leadings shall have lowercase letters except for proper nouns and acronyms. Dimensions and units are exceptions to these rules, i.e., they shall be presented in their proper formats and symbols, enclosed in parentheses.

G.9.2 Table Number and Title

- Tables shall be numbered consistently and continuously, independent of the numbering of figures and the numbering of equations.
- Table numbers are composed of two numbers separated by a dash. The first number corresponds to the number of the chapter where the table belongs while the second number corresponds to the number of the table as it appears in the chapter. (Table x-x)
- Table titles shall be preceded by the label “Table X-X” (not “Tab. X- X”) followed by a period. The title immediately follows after two (2) spaces. Similarly, tables considered as
- The table title shall be placed at the top of the table and shall be in sentence case (i.e., only the first letter of the first word is capitalized, and the whole title is followed by a



period). A single space shall be maintained between the last line of the table title and the top double-line border of the table.

- The table title shall be positioned relative to the table and not relative to the page. For consistency, the table title, including the label “Table X-X.” shall be aligned to the left edge of the table.

G.9.4 Long Tables

- As a general recommendation, long tables should be used sparingly in the main text. Instead, they should be included in the appendix. If possible, only significant data should be included in a table used for discussion. The reader may be referred to the appendix for details.
- A long vertical table is defined as a table which has a total height exceeding the allowable text height (paper height less top and bottom margins) in a page. On the other hand, a long horizontal table is a table which has a total width exceeding the allowable text width (paper width less left and right margins) in a page.
- In titling continued long vertical and horizontal tables, there is no need to indicate the table title, instead use “Table X-X continued . . .” or “Appendix Table_continued . . .”
- For long horizontal tables, the author may opt to present the table in a landscape page or to cut the table so that it will be accommodated in two or more portrait pages.
- If a long horizontal table is cut, it should be done in way so that the resulting table widths are approximately similar. In addition, row headings shall be retained in the continued portions of the table

G.9.5 Format of Table Entries

- All entries, including headings, shall be single-spaced within a cell and shall be centered vertically.
- If possible, entries should also be centered horizontally. However, phrases are preferably flushed to the left margin.
- Consistency on the format of values and entries shall be observed. In a column or row populated by numerical values, the number of decimal places shall be the same in each cell, depending on the desired accuracy.
- Fractional and decimal values shall not be mixed in the same column or row.
- Units of different systems (i.e., SI and English) shall not be mixed in the same column or row. The values shall be converted from one system to another for consistency.



G.9.6 Table Footnote and Citation

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

G.10 Figure Presentation

G.10.1 Figure Number and Title

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

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

.”

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

G.10.2 Figure Footnote and Citation

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



Example

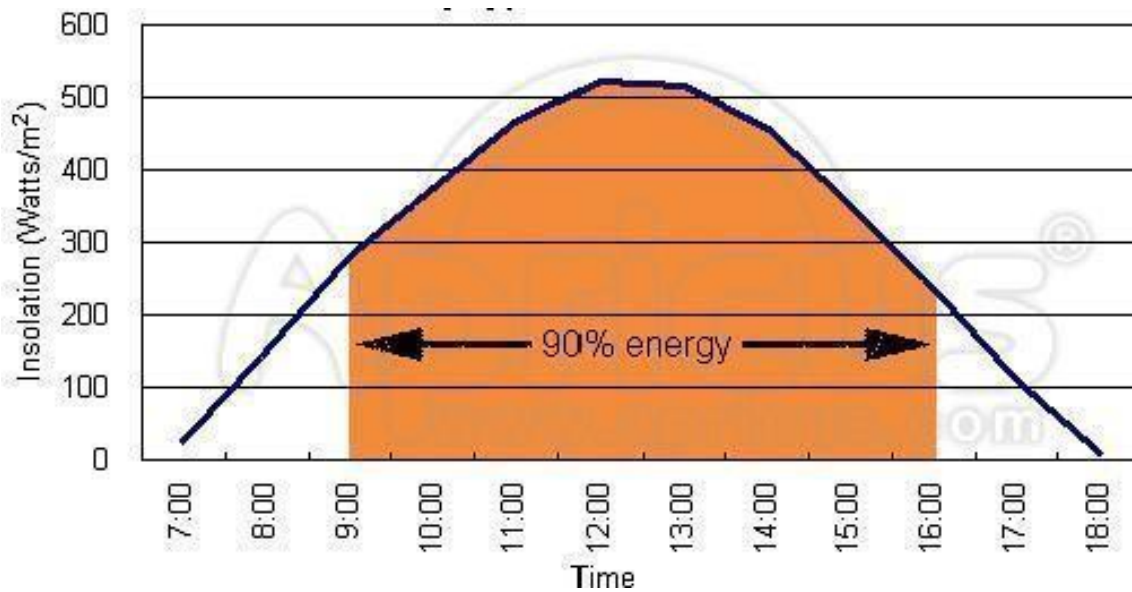


Figure 3-9. Twelve-hour day typical insolation curve.

G.10.3 Charts

Source: Apricus, 2006.

- The most appropriate chart type shall be selected to show the relationship between variables (e.g., line charts should be used when showing trends, bar charts should be used when comparing values, pie charts should be used to show the contribution of each value to a total, etc.).
- Consistency on the format of graphs shall be observed. All axis labels, axis titles and legend titles shall be formatted to Times New Roman font style.
- Axis titles shall be in title case (i.e., the first letter of all significant words are capitalized). Appropriate units, enclosed in parentheses, follow.
- In an axis with numerical labels, the number of decimal places shall be the same in each interval, depending on the desired accuracy. Fractional and decimal values shall not be mixed in the same axis.
- Preferably, gridlines should be omitted. Legends should be positioned in vacant spaces in the plot area. If the plot area is crowded, the legends may be placed outside the plot area.



- Preferably, bar and pie charts should be shaded using hatched lines instead of regular colors. This is to ensure that the variations in the charts are still visible even when the figure is printed in black and white ink.
- Equations and R^2 values which are usually included in a scatter chart should be positioned as close as possible to the line or points they describe.

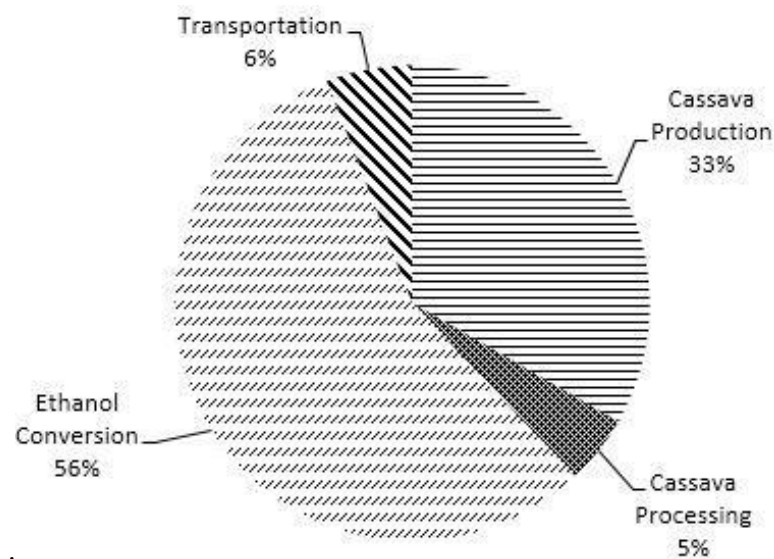


Figure 4-8. Input energy allocation for different segments in cassava bioethanol production.

G.10.4 Figure Presentation in Text

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

G.11 Equation Presentation

G.11.1 Equation format

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



correct form.

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

G.11.2 Definition of Equation Terms

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

G.11.3 Equation Number

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

G.11.4 Equation Presentation in Text

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



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

G.14 Pagination Page Number

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

G.15 Documenting Sources

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

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

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

G.15.1 In-text Citations

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

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

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

b. Dewdney and Ross (1999) stated. . . .

- For a source with three, four, or five authors, cite all of the authors the first time a reference occurs. For any subsequent occurrences of the same reference, use the first author's name with et al. signifying the other authors.



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

List of Transition Words and Phrases (http://grammar.ccc.commnet.edu/grammar/)	
Agreement Addition Similarity	in like manner, in addition, coupled with, also, then , in the same fashion/way, first, second, third, in the light of, not to mention, to say nothing of, equally important, by the same token, again, moreover, likewise, comparatively, correspondingly, similarly, furthermore, additionally
Example Support Emphasis	in other words, to put it differently, as an illustration, in this case, for this reason, to put it another way, that is to say, chiefly, with attention to, by all means, including, important to realize, for one thing, certainly, another key point, first thing to remember, most compelling evidence, like, namely, must be remembered, with this in mind, point often overlooked, to point out, on the positive/negative side, notably, especially, specifically, expressively, surprisingly, frequently, significantly, in fact, in general, in particular, in detail, for example, for instance, to demonstrate, to emphasize, to repeat, to clarify, to explain, to enumerate, such as
Opposition Limitation Contradiction	Although this may be true, in contrast, different from, of course..., but, on the other hand on the contrary, at the same time, in spite of, even so/though, be that as it may, then again, above all, in reality, after all, (and) yet, while, albeit, besides, though, instead, whereas, despite, conversely, otherwise, however, rather, nevertheless, regardless,



	notwithstanding
Cause Condition Purpose	in the event that, granted (that), as/so long as, on(the) condition(that), for the purpose of, with this intention, with this in mind, in the hope that, to the end that, in order to, seeing/being that, in view of, if...then, unless, when, whenever, since, while, because of, as, lest, in case, due to, provided that, given that, only/ even if, so that, so as to, owing to, inasmuch as
Effect Consequence Result	as a result, under those circumstances, in that case, for this reason, for, thus, because the, then, hence, consequently, therefore thereupon, forthwith, accordingly, henceforth
Conclusion Summary Restatement	As can be seen, generally speaking, in the final analysis, all things considered, as shown above, in the long run, given these points, as has been noted, in a word, for the most part, after all, in fact, in summary, in conclusion, in short, in brief, in essence, to summarize, on balance, altogether, overall, ordinarily, usually, by and large, to sum up, on the whole, in any event, in either case, all in all

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

G.15.2 Reference Citations in Text

G.15.3 Reference List

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

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



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

initials for an author's first and middle names. For two or more works by an author, arrange the works by date, oldest work first. Do not number entries.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Examples

Articles in journals, magazines, and newspapers



<https://ccc.edu.ph/research>

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

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

b. Journal article, two authors, accessed online

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

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

d. Article from an Internet-only journal Hirtle, P. B. (2008, July-August). Copyright renewal, copyright restoration, and the difficulty of determining copyright status. *D-Lib Magazine*, 14(7/8). doi:10.1045/july2008-hirtle
Colvin, G. (2008, July 21). Information worth billions. *Fortune*, 158(2), 73-79. Retrieved from Business Source Complete, EBSCO. Retrieved from <http://search.ebscohost.com>

f. Magazine article, in print Kluger, J. (2008, January 28). Why we love. *Time*, 171(4), 54-60.

g. Newspaper article, no author, in print As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

h. Newspaper article, multiple authors, discontinuous pages, in print Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street Journal*, pp. A1, A12.

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

j. No Author or editor, in print Merriam-Webster's collegiate dictionary (11th ed.). (2003). Springfield, MA: Merriam-Webster.

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

l. Two authors, in print Frank, R. H., & Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.



- m. Corporate author, author as publisher, accessed online Australian Bureau of Statistics. (2000). *Tasmanian year book 2000* (No. 1301.6). Canberra, Australian Capital Territory: Author. Retrieved from [http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989\\$File/13016_2000.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989$File/13016_2000.pdf)
- n. Edited book Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.
- o. Dissertations References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation
- p. Dissertation, accessed online Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UMI No.327681)
- q. Essays or chapters in edited books. References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.
- r. One author Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago, IL: University of Chicago Press.
- s. Two editors Hammond, K. R., & Adelman, L. (1986). Science, values, and human judgment. In H. R. Arkes & K. R. Hammond (Eds.), *Judgement and decision making: An interdisciplinary reader* (pp. 127-143). Cambridge, England: Cambridge University Press
- t. Encyclopedias or dictionaries and entries in an encyclopedia. References for encyclopaedias must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. For sources accessed online, include the retrieval date as the entry may be edited over time.
- u. Encyclopedia set or dictionary Sadie, S., & Tyrrell, J. (Eds.). (2002). *The new Grove dictionary of music and musicians* (2nd ed., Vols. 1-29). New York, NY: Grove.
- v. Article from an online encyclopedia. Containerization. (2008). In *Encyclopaedia Britannica*. Retrieved May 6, 2008, from <http://search.eb.com>
- w. Encyclopedia article Kinni, T. B. (2004). Disney, Walt (1901-1966): Founder of the Walt Disney Company. In *Encyclopedia of Leadership* (Vol. 1, pp. 345-349). Thousand Oaks, CA: Sage Publications.
- x. Research reports and papers. References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organization



assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. If it was accessed online, include the URL.

- y. Government report, accessed online. U.S. Department of Health and Human Services. (2005). *Medicaid drug price comparisons: Average manufacturer price to published prices* (OIG publication No. OEI-05-05-00240). Washington, DC: Author. Retrieved from <http://www.oig.hhs.gov/oei/reports/oei-05-05-00240.pdf>
- z. Government reports, GPO publisher, accessed online. Congressional Budget Office. (2008). *Effects of gasoline prices on driving behavior and vehicle markets: A CBO study* (CBO Publication No. 2883). Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.cbo.gov/ftpdocs/88xx/doc8893/01-14-GasolinePrices.pdf>
- aa. Document available on university program or department site Victor, N. M. (2008). *Gazprom: Gas giant under strain*. Retrieved from Stanford University, Program on Energy and Sustainable Development Web site: http://gasprom_gas_giant_under_strain
- bb. Audio-visual media. References to audio-butors (e.g., producer, Director/Directress), date, title, the medium in brackets, location or place of production, and name of the distributor. If the medium is indicated as part of the retrieval ID, brackets are not needed.
- cc. Videocassette/DVD Achbar, M. (Director/Directress/Producer), Abbott, J. (Director/Directress), Bakan, J. (Writer), & Simpson, B. (Producer) (2004). *The corporation* [DVD]. Canada: Big Picture Media Corporation.
- dd. Audio recording Nhat Hanh, T. (Speaker). (1998). *Mindful living: a collection of teachings on love, mindfulness, and meditation* [Cassette Recording]. Boulder, CO: Sounds True Audio.
- ee. Motion picture Gilbert, B. (Producer), & Higgins, C. (Screenwriter/Director/Directress). (1980). *Nine to five* [Motion Picture]. United States: Twentieth Century Fox.
- ff. Television broadcast Anderson, R., & Morgan, C. (Producers). (2008, June 20). *60 Minutes* [Television broadcast]. Washington, DC: CBS News.
- gg. Television show from a series Whedon, J. (Director/Directress/Writer). (1999, December 14). Hush [Television series episode]. In Whedon, J., Berman, G., Gallin, S., Kuzui, F., & Kuzui, K. (Executive Producers), *Buffy the Vampire Slayer*. Burbank, CA: Warner Bros.
- hh. Music recording Jackson, M. (1982). Beat it. On *Thriller* [CD]. New York, NY: Sony Music.
- Undated Web site content, blogs, and data. For content that does not easily fit into categories such as journal papers, books, and reports, keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include stable URL or database name. Include the author, title, and date published when available. For undated materials, include the date the resource was accessed.

Blog entry

Arrington, M. (2008, August 5). The viral video guy gets \$1 million in funding. Message posted to Professional Web site National Renewable Energy Laboratory. (2008). *Biofuels*. Retrieved May 6, 2008, from http://www.nrel.gov/learning/re_biofuels.html

ll. Data set from a database

Bloomberg L.P. (2008). *Return on capital for Hewitt Packard 12/31/90 to 09/30/08*.

Retrieved Dec. 3, 2008, from Bloomberg database. Central Statistics Office of the Republic of Botswana.

(2008). *Gross domestic product per capita 06/01/1994 to 06/01/2008* [statistics]. Available from CEIC Data database.

mm. Technical and/or research reports, accessed online Deming, D., & Dynarski, S. (2008). *The*



lengthening of childhood (NBER Working Paper 14124). Cambridge, MA: National Bureau of Economic Research. Retrieved July 21, 2008, from <http://www.nber.org/papers/w14124.nn>. Entire Web site
When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper. Witchcraft in Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (<http://www.witchcraft.psmmedia.com/>).

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

Obtained from:

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C. IEEE Referencing Print References BookAuthor(s). Book title. Location: Publishing company, year, pp.
Example: W.K. Chen. Linear Networks and Systems. Belmont, CA: Wadsworth, 1993, pp. 123-35.

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

Example: J.E. Bourne. "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol.3. J. Peters, Ed. New York: McGraw-Hill, 1964, pp.15-67. Article in a Journal Author(s). "Article title". Journal title, vol., pp, date.

Example: G. Pevere. "Infrared Nation." *The International Journal of Infrared Design*, vol. 33, pp. 56-99, Jan. 1979. Articles from Conference Proceedings (published) Author(s). "Article title." Conference proceedings, year, pp.

Example: D.B. Payne and H.G. Gunhold. "Digital sundials and broadband technology," in *ProcIOOC-ECOC*, 1986, pp. 557-998. Papers Presented at Conferences (unpublished) Author(s). "Paper's title," Conference name, Location, year.

Example: B. Brandli and M. Dick. "Engineering names and concepts," presented at the 2nd Int Conf. Engineering Education, Frankfurt, Germany, 1999. Standards/Patents Author(s)/Inventor(s). "Name/Title." Country where patent is registered. Patent number, date. Example: E.E. Rebecca. "Alternating current fed power supply." U.S. Patent 7 897 777, Nov. 3, 1987. Electronic References Books Author. (year, Month day). Book title. (edition). [Type of medium]. Vol. (issue). Available: site/path/file [date accessed].

Example: S. Calmer. (1999, June 1). *Engineering and Art*. (2nd edition). [On-line]. 27(3). Available: www.enggart.com/examples/students.html [May 21, 2003]. Journal Author. (year, month). "Article title." Journal title. *Type of medium+. Vol. (issue), pages. Available: site/path/file [date accessed].

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

Example: M. Duncan. "Engineering Concepts on Ice. Internet: www.iceengg.edu/staff.html, Oct. 25, 2000 [Nov. 29, 2003].
 Newspaper Author(s)*. "Article title." Newspaper (month, year), section, pages.

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

Dissertations and Theses Author. "Title." Degree level, school, location, year.

Example: S. Mack. "Desperate Optimism." M.A. thesis, University of Calgary, Canada, 2000. Lecture Lecturer(s). Occasion, Topic: "Lecture title." Location, date.

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Example: J. Aston. "RE: new location, okay?" Personal e-mail (Jul. 3, 2003). Internet - Newsgroup Author or Topic*, "Title," Complete network address, date when it was updated *date accessed+.

Example: G.G. Gavin. "Climbing and limb torsion #3387," USENET: sci.climb.torsion, Apr. 19, 2000 [Oct. 4, 2002]. Source: <http://www.ijsst.info/info/IEEE-Citation-StyleGuide.pdf>

G. 16. Curriculum Vitae



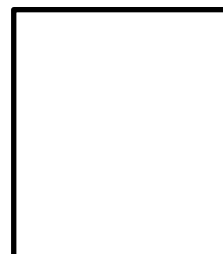
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