The Undergraduate Research Format

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N.B. generally for quantitative researches; the outline for qualitative researches will depend on the created research design

a. The summarized form for the undergraduate thesis proposal shall be as follows:
Chapter I
The Problem and Its Setting

Introduction
1. This is a discussion of the circumstances or conditions, etc. that led to the conceptualization of the proposed research. This states the reasons why the particular research problem is selected for investigation.
2. Present topics from general to particular
3. Cite first the general scenario regarding the proposed study
4. Make use of relevant literatures i.e. laws, policies, rules, and regulations as bases in conducting the proposed study
5. Discuss the timeliness of the study
6. Justify the purpose of the study
7. Relation to the AQ Research Agenda, Placement to the AQ Advocacies, and Configuration to AQ Research Categories
8. Limit the discussion to three pages

Statement of the Research Problem

This is a discussion of the research problem/s to be addressed, answered or solved by the proposed research.

This study will evaluate, assess, determine, construct, etc. (main problem, stating the concept of the study)

Specifically, it will seek answers to the following sub-problems:
1. (state the construct of the concepts or variables)
   a. (state the indicators of the constructs given)
   b.
   c.
   d.
2. (another related construct)
   a.
   b.
3. (Usually the last problem speaks of the thesis of the researcher – contribution of the researcher to address the main problem of the study vital to the body of knowledge. Contribution may be in a form of a strategy, measure, action plan, suggestion/recommendation, policy, program, projects, etc.)

Scope and Limitations
1. Discuss in two paragraphs
2. Discuss in the fist paragraph the scope of the study. The scope of the study should include the variables of the study, indicators or measures, population and respondents of the study, processes to be considered in gathering the data of the study, venue, period wherein the study will take place
3. Discuss the second paragraph the limitation of the study
4. Provide justifications on the choice of the scope. Discuss the variables and indicators that will not be considered in the conduct of the study and justify its limitation
5. Limit discussions to one page
6. Provide a vicinity map of the venue of the study on a separate page by labeling it with the Locale of the Study
Significance of the Study
(Explain, in terms intelligible to the lay reader, the importance, contribution or expected utility of this research to contemporary concerns and to the scientific/artistic domain of the field of study. The following criteria may be used by the proponent to determine the significance of the proposed research:

a. Contribution to the development of theory, knowledge or practice
b. Contribution to the advancement of methodology
c. Originality of the research
d. Importance to a wide or critical/influential population
e. Timeliness or focus on current issues
f. Evaluation of a specific practice
g. Contribution to existing knowledge)

Chapter II
Conceptual Framework
(Provide a one-paragraph discussion on the content of the Chapter II)

Related Literature and Studies
(This discusses the literature related to the proposed research. It may include formal literature in local and international publications, relevant personal communications, unpublished materials (e.g. theses and dissertations), and other similarly verifiable sources. The review should discuss the following:

Status of the problem/topic under study
Relation to the general and specific objectives and pertinence to the stated hypotheses
Illustrate theoretical approaches to the problem/s and points out inconsistencies in results, data gaps, and methodological inadequacies
Relation to other researches in the field)

1. Discussion should be in topical arrangement
2. Arrange resources from general to particular according to topics
3. Highlight significant points in establishing arguments
4. Use the findings of related studies to strengthen the arguments and so with the literatures that are found to have bearing with the present study being conducted
   a. Related means that studies previously conducted have bearing with the present study in terms of concept, subjects, methodology, instrumentation, etc.
   b. There may be at least a minimum of 10 literatures (written within the last 10 years) and 10 studies (if any) conducted from 2000 onwards

5. Limit discussion to 25 pages

Synthesis of the Art
1. Summarize the review
2. Highlight the similarities and differences of the studies conducted and how these findings support the present study
3. Limit discussion to one to two pages

Gaps to be Bridged
1. Discuss the inconsistencies and vagueness of the findings of the studies previously conducted
2. Present the difference of the present study being conducted in terms of the respondents, areas being studied or the variables of the study, methodology used, scope and limitations of the studies
3. Limit discussion to one to one and a half pages

Conceptual Framework
(This evaluates and interprets obtained information. The predicted relationships between/among variables must be illustrated mathematically, graphically or textually. Research variables to be investigated include independent, intervening and dependent variables (artistic expressions/materials should be presented as variables). Operational definitions i.e. The operational definition assigns meaning to a variable or concept by specifying the activities or “operations” necessary to measure it, and indicators should be consistent with those cited in the review of literature and must be consensually acceptable measures of the specific variables of the study.)

1. Discuss the theory where the concept of the study is anchored
2. Provide discussions on the contribution of the theory to the field of specialization being undertaken
3. Discuss also the use or its operationalization relative to the proposed study
4. Focus on the discussion of the theory itself
5. Discuss the concept of the study based on the statement of the problem
6. Discuss the variables of the study, extent of the study, purpose of the study, etc.
7. Discuss the relationships of the variables
8. Discuss the indicators and indices of the variables
9. Discuss the process on how the data on the different indicators of the variables will be collected and how this will lead to the formulation of the strategies, intervention, model formulation, suggestions, or recommendations of the study
10. Provide a model illustration or variable scheme labeled: Fig.2. Conceptual Framework Model), one page.

Definition of Terms (separate sheet)
1. Provide two types of definition of terms (if possible): conceptual and operational (how the terms were used in the study)
2. Provide operational definition if the terms to be used will not be limited to its conceptual definition.
3. Provide a note if a particular definition was taken from a book or other documentary sources.
4. Arrange the terms as they appear in the statement of the research problem.

Chapter III
Methodology
(Provide an introductory discussion on the content of the chapter)

Population and Sample
1. Discuss the respondents of the study with emphasis on the manner of selecting the respondents i.e. parametric or non-parametric
2. Use respondents of the study; in case of pure qualitative method citing the key informants or key interviewees will be used
3. Limit discussion to one page

Research Instrument
1. Discuss the types of instrument that will be used in the study
2. Discuss each part and how they will be answered by the respondents and how it will be scored
3. Discuss also on how the instruments will be administered, how long will it be administered, and who will administer the instruments
4. Limit discussions to one to two pages

Validation of the Research Instrument
1. Discuss the process on how the validation of the instrument was conducted
2. Mention the author if the instrument was adopted from another research
3. Discuss the dry-run process if there is any
4. Mention the suggestions of experts if the instrument was subjected to validation and relate items that were suggested
5. Limit discussions to one page

Data Gathering Process
1. Discuss the process on how the research will be undertaken.
2. Begin the discussion from asking permission to conduct the study from the venue to data processing, analysis, and interpretations
3. Limit discussions to one to two pages

Statistical Tools (if applicable)
1. Discuss the statistical treatments that will be used in the conduct of the study
2. Justify the use and purpose of each tool (e.g. weighted mean, frequency, ranking, etc.)
3. Limit discussion to one-half page

N.B.

It is necessary to append the research instruments of the study during the proposal defense.

(Research Design describes the systematic plan to obtain the needed information. It includes the following: Sampling Method which includes a justification for the choice of the sampling method, sampling size, and subjects/respondents; Data Collection Procedures show how the procedures will help satisfy the research objectives which includes an enumeration of the expected data outputs; append data collection materials to be used, e.g., questionnaires, observations forms, etc.; Description of the Respondents; Description of the Major/Main Data to be Collected; Planned Analysis which illustrates the various ways by which the data gathered would be analyzed and interpreted in relation to the research objectives; specify the planned measures & statistical tools and confidence levels, if applicable; necessary permits/consent should be obtained in cases where research would involve human/animal experimentation, etc., identify the people or institutions from whom/where the necessary permits/consent will be obtained.)

b. The general thesis format considerations for the undergraduate academic research requirement will be as follows:

<table>
<thead>
<tr>
<th>Left Margin</th>
<th>Right Margin</th>
<th>Top</th>
<th>Bottom</th>
<th>Pagination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 inches</td>
<td>1 inch</td>
<td>1 inch</td>
<td>1 inch</td>
<td>Upper right side corner</td>
</tr>
</tbody>
</table>
c. The rules for editing and documentation will be as follows:

**Guidelines on General Editing and Documentation**

1. Paper title, author(s)'s affiliations, degree, and date of graduation should appear on the title page.

2. Abstract should be written in 350 words or less summarizing the salient points of the study (topic, objectives, problem, methods, findings, conclusions, and recommendations). It should be accurate, self contained, concise, and specific. Citing references in the abstract should be avoided. Procedures should be written in the past tense and present tense for the results. The active voice should be used instead of the passive voice. The word “Abstract” should be written with the first letter in the upper case and the rest of the word in lower case. It is placed at the center of the top page. Its contents should be written as a single paragraph in block format. The first line is not indented.

3. The quality of paper must be substance 20 in weight, 8.5 by 11 inches in size, and plain white in color.

4. Times New Roman font letter is advised with font size 12 throughout the manuscript. Do not use italics frequently, in general.

5. The preliminary pages and their order of progression in the manuscript are:
   a. Title Page
   b. Recommendation for Oral Defense
   c. Approval Sheet
   d. Editor’s Certification
   e. Results Sheet
   f. Acknowledgment
   g. Table of Contents
   h. List of Tables
   i. List of Figures
   j. Abstract

6. The preliminary pages or pages before the thesis text are numbered with lower case Roman numerals positioned at the upper right corner of the page. Pages after the preliminary pages starting with the Introduction will be
numbered using the Arabic numerals placed at the upper right corner of the page. Throughout the thesis, certain pages may be counted in the numbering sequence without actually carrying a number. These include the pages of a beginning of a chapter. Page numbers continue throughout the appendix.

7. The first two or three words of the thesis title appear five spaces to the left of the page number on every page. The running head can be inserted as a header, which then automatically appears on all pages. It should not appear though in the blank sheet and in the title page.

8. The left hand margin must be one and a half inches and the top, right hand, and bottom margins are one inch.


10. Double spacing is required throughout the thesis except for tables, figure captions, references where single spacing is used.

11. Use four spaces between the major division heading and the first line of the text following the heading.

12. Use triple space before the major subheadings and before and after all tables.

13. Use double space between lines of text. Use one space between a period and the next sentence. Use single space within the citation itself but double space between each and complete individual citation.

14. Place short tables on a page with some text while place long tables and figures on a separate page immediately after the page on which the table or figure is first mentioned. Tables should be given brief and clear explanatory titles typed above the pertinent table and should be numbered using Arabic numerals. Figure captions are typed below the pertinent figure. Table and figure titles should be bold. Illustrations should be labeled as “Figures” such as “Figure 1” and the labels should be marked consecutively throughout the text and should be placed before the figure itself. Figures and tables are not the same and should not be numbered with reference to each other.

15. Quotations fewer than 40 words should be incorporated into the text and enclosed by double quotation marks. Display quotations of 40 or more words in a double-spaced block-type written lines with no quotation marks. Do not single-space. Indent five to seven spaces from the left margin without the usual opening paragraph indent. If the quotation is more than one paragraph, indent the first line of the second and additional paragraphs five to seven spaces from the new margin.

16. Reference listing should be placed at the end of Chapter 5 and not after every chapter.

17. Appendices may be used to present more detailed information where such inclusion in the thesis text would unnecessarily obstruct clear presentation of the argument. Appendices most frequently follow the Reference List. An appendix should be topically independent of the other appendices. An appendix should be labeled. An appendix should not have footnotes. The word appendix should be placed in the center, written in capital letters with corresponding letters such as APPENDIX A.

Guidelines on In–Text Citations

1. If the author's name appears in your sentence, cite only the year of publication in parenthesis. If both the year and the author are mentioned in the text, no parenthetical citation is needed. If you do not use the name or year of publication in your text, insert the information where appropriate. If the citation occurs at the end of the sentence, the end punctuation appears after the parenthetical reference. Within a paragraph, you need not include the year in subsequent reference to a same study.
de la Cruz (2008) described philosophy as art therapy. In 2008, de la Cruz described philosophy as art therapy. A recent study (de la Cruz, 2008) found that… The basis for this claim is taken in the research…(de la Cruz, 2008).

In a recent study, de la Cruz (2008) described the deconstruction…de la Cruz discovered that…

2. Name both authors in the signal phrase or parenthesis each time you cite the work. In the parenthesis, use the ampersand (&) between the authors' names. In the signal phrase, use "and".

Power and rights can be a basis for an ethic of solidarity (de la Cruz & Aguilar, 2004).

According to de la Cruz and Aguilar (2004), power and rights can be a basis for an ethic of solidarity.

3. If a reference has three, four, or five authors, cite all authors the first time the reference occurs. In other references, include only the last name of the first author followed by "et al." and the year if it is the first citation in the paragraph.

First Citation:
Metin, Zuniga, and Hona (2002) posited that a synthesis of Thomism and Postmodernism can be a basis for a Neo-Enlightenment or Post-postmodernism.

In 2002, Metin, Zuniga, and Hona posited that a synthesis of Thomism and Postmodernism can be basis for a Neo-Enlightenment or Post-postmodernism.

Thomism and Postmodernism are associated with the vague notion of Neo-Enlightenment or Post-postmodernism (Metin, Zuniga, & Hona, 2002).

Second Citation:
As Metin et al. (2002) also explained… This study (Metin et al., 2002) also discussed… This study provided…(Metin et al., 2002).

4. If there are six or more authors, include only the last name of the author followed by "et al.".

A study (Reynancia et al., 2000) attempts to structure… In a recent study…(Reynancia et al., 2000).

5. If the work does not have an author, cite the source by its title in the signal phrase or give the first word or two in the parenthesis. Titles of books and reports are italicized, and titles of articles and chapters are placed in quotation marks.

The Gadamerian fusion of horizons can be seen as articulations of the public political conception of justice as fairness as espoused by Rawls ("Philosophes", 2007).
6. The names of groups that serve as authors (corporations, associations, agencies) are spelled out in the first citation and abbreviated thereafter.

First Citation:
Self-determination is defined as…(United Nations) in 1999…
Self-determination is defined as…(United Nations [UN], 1999).

Second Citation:
In the UN (1999) report…
A document states that…(UN, 1999).

7. If there are two or more works by different authors, list the works in alphabetical order and separate them with semicolons.

There is no evidence that man has a human soul (Evangelista, 2001; Lorente, 2003; Negrete, 2005; Negado, 2007).

8. To avoid confusion, use initials of first names with the last names if your reference list includes two or more authors with the same last name.

Research conducted by S. Crisostomo (2006), revealed that…
Research made by O. Crisostomo (2006), showed that…

9. Identify works by the same author with the same publication date by adding the suffixes a, b, c and so forth after the year. These kinds of references are ordered alphabetically by the title on the References page.

Several studies (Cueto, 1997a, 1997b, 1997c; Tither, 1995) found that…

10. If you use a source cited in another source, name the original source in your paragraph. Use the phrase “cited in” followed by the author and year of the text in which you found the material.

Abogado mentioned that existence is not totally preceding essence as existentialists would put it (as cited in Tayam & Dioquino, 2001).

Chi and Ryan conducted a synthesis…(as cited in Negrete, 2007).

11. When possible, cite an electronic document as you would any other document using author – date style. Electronic sources may lack author’s name or dates.

12. If no author is named, mention the title of the document in a signal phrase or give the word or two of the title in parenthesis.

13. Since personal communications do not provide a recordable date, they are not included in the reference list. However, they are cited in text only. In the text, initials and the surname of the communicator as well as the exact date should be given.

Guidelines on Reference List Format

1. All entries should be arranged in alphabetical order by the surname of the first author:

   a. Alphabetize letter by letter
b. Alphabetize prefixes literally and disregard the apostrophe.

2. When ordering several works by the same first author, give the author's name in the first and all subsequent references:
   a. One-author entries by the same author are arranged by year of publication, the earliest first
      Rawls, J. B. (1971)
      Rawls, J. B. (2001)
   b. One-author entries precede multiple-author entries beginning with the same surname
      Crisostomo, S. (2008)
   c. References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author or, if the second author is the same, the surname of the third author, and so on

3. Place a comma before the ampersand.

4. Do not place a period after the name of a website.

**Sample References for Works Cited List**

1. Book/Translated Book/Edited Book

2. Book/Second Edition, Jr. in Name

3. Book, Two to Six Authors
   Belleza, A., Samar, J., Sario, A. (2008). *Integration of instruction, research,
4. Book, More Than Six Authors


5. Book by a Corporate Author


6. Book with no Author or Editor


7. Work in an Edited Book


9. Legal Sources

For Statutes: Name of Act), Volume, Source Section (Year).
For Cases: Name v. Name, Volume, Source Page (Course Date).
For Regulations: Title/Number, Volume, Source Section (Year).

10. Article in a Journal


11. Electronic Sources

Author/Authoring Body. (Date). Title of the document. From (URL address) on (Date)

12. Article from an Internet Journal

Same with number 10, followed by the retrieval date and URL address and retrieval date

13. Item from a CD-ROM


14. Electronic Book in an Electronic Database
Same as a book, followed by the retrieval date and the name of database.

15. Motion Picture