**PROPOSED FORMAT FOR THE THESIS/DISSERTATION FOR THE BUSINESS CLUSTER**

Title Page

Endorsement of the Thesis/Dissertation Adviser

Certificate of Originality signed by the Adviser

Certification that thesis/dissertation has passed Turnitin software

Certificate of English Editing i-series pagination

Acknowledgment (if any)

Abstract

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List of Tables

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List of Appendices

**CHAPTER 1 PROBLEM RATIONALE**

Introduction/Background of the Study

Research Problem

Significance of the Study

Research Impediments/Scope and Limitation of the Study

Definition of Terms (optional)

**CHAPTER 2 THE RESEARCH QUESTIONS**

Introduction of the chapter (one paragraph citing the contents of the chapter)

Review of Related Literature (with subheadings)

Theoretical Framework

Research Objectives/Research Questions

Hypotheses of the Study (if any)

Conceptual Framework/ Research Simulacrum/Research Paradigm

**CHAPTER 3 THE RESEARCH METHODS**

Introduction of the chapter (one paragraph citing the contents of the chapter)

Research Design

Subjects and Study Sites

Research Instruments/Data Measure

Data Gathering Procedure

Ethical Considerations

Mathematical or Statistical Treatment of Data /Data Analysis or Mode of Analysis for Qualitative Approach

**CHAPTER 4 RESULTS AND DISCUSSIONS**

Introduction of the chapter

Presentation and Analysis of Data

**CHAPTER 5 SUMMARY, CONCLUSIONS, RECOMMENDATIONS AND DIRECTIONS FOR FUTURE RESEARCH**

Introduction

Summary

Conclusions

Recommendations

Directions for Future Research

**REFERENCES-** list of all references mentioned in the body of the manuscript and other materials used by researcher, including on-line references during the conduct of research.

**APPENDICES**-include the permission to access data, instruments used for data collection (questionnaire, interview schedule, etc.), statistical computation that are too lengthy to be included in the body of the manuscript.

Definition of Terms (optional)

**CURRICULUM VITAE**

The following guide for writing the thesis/dissertation were taken from:

*Proposal Template 2013UST Graduate School* and *Form and Style* by Campbell/Ballou/Slade

**PRELIMINARIES (FRONT MATTER)**

**TITLE PAGE**

* Use UST Graduate School approved template
* Title should not exceed 12 words
* It should be centered between margins, full capital letters
* Use Times New Roman or Arial, Font size 12.

ABSTRACT

* The abstract should be between 100-150 words (approximately 12-15 lines), singly spaced, written in one paragraph, and must include at least four keywords.
* The abstract must inform the reader of the basic purpose, methods, and findings of the research. Begin the abstract by stating the problem or issue under investigation. Provide information about the participants or subjects, specifying pertinent characteristics. Indicate the research design, sample size, and study site in case survey was used. Give sufficient details about the standardized tests used for statistical testing. State the key findings. End the abstract with conclusions and their implications (Cash, T. 2009). The abstract should include four or five key words.
* Note: Do not load the abstract with statistical details.

TABLE OF CONTENTS

* Pls. refer to UST Graduate School Template
* It is centered between margins. Double-space to the labels ‘Table and Page’ which should be placed flush with the left and right margins, respectively. Indent and space captions for tables
* It includes the preliminary pages ( in i-series pagination), the body of the thesis or dissertation, references, appendixes, and the Curriculum Vitae
* The parts listed should indicate their corresponding pages in the manuscript

LIST OF TABLES

* Contains the table number, table titles, and the corresponding pages of all tables found in the manuscript
* Table number starts with Table 1 and are numbered consecutively all throughout the manuscript.

LIST OF FIGURES

* Contains the figure number, the caption, and the corresponding pages of all figures found in the manuscript
* Figure number starts with Figure 1 and are numbered consecutively all throughout the manuscript

LIST OF APPENDICES

* Contains the list of appendices from the first to the last appendix (e.g. APPENDIX A). This is counted in the pagination of the manuscript.

THE TEXT (BODY)

CHAPTER 1

PROBLEM RATIONALE

(*Taken from the suggestion of Dr. Dante Garcia and the OGR format*)

This chapter includes the background, the assumptions, interest (problems, issues and concerns) of the paper, the significance of the study, research impediments, and scope and limitations or research barriers (substantial, ethical, methodological, and practical) that the candidate may come across in the conduct of the study.). It must be clear and logical in describing*succinctly* the trends in the field that render the chosen topic ***problematic***. This chapter must end with the delineation of the **research barriers** or **limitations** of the study,(*if possible,* substantial, ethical, methodological, and practical) that the candidate may come across in the conduct of the study. The last two paragraphs must be devoted to research impediments (barriers) and limitations of the study.

The first paragraph of the paper begins with the first line of the paragraph indented one-half inch (5-7 spaces). There are no additional lines added between paragraphs—just the regular double space that should be maintained throughout the paper and the References page.

The PAGE NUMBER of the first page of EACH CHAPTER must not appear (and in this template, was blocked with an opaque square). The succeeding pages MUST show proper page numbers.

TYPING AND PRINTING INSTRUCTIONS (Taken from Form and Style by Campbell, Ballou, and Slade)

Margins

* Margins should measure at least one and one-half inches on the left and one inch on the right and at the top and bottom.
* Because precision in the spacing of note is important, the right-hand margins should not be justified.

Indention

* Indent the first line of a paragraph five spaces.
* Indent all lines of set-off quotations, whether single or double-spaced, ten spaces from the left margin.

Numbering of Pages

* All pages of the text of a thesis, dissertation or report should be numbered, including the first page. Position numerals in the upper right-hand corner, one inch from the top of the page, flush with the right margin.
* Use Arabic numerals running consecutively for the text and the reference materials (References, Appendixes including curriculum vitae)
* In the pagination, the page number on the first page of every chapter is not shown, but it is counted.

Table of Contents

* Table of contents should be typed in upper case, centered between margins.
* Type ‘Chapter’ flush with the left margin and ‘Page’ flush with the right margin.
* The wording, capitalization, and punctuation of titles and headings should be exactly as they appear in the text.
* Use a two-spaced hanging indention within headings and between successive levels.

Acknowledgements

* Title should be centered between the margins and should have no terminal punctuation
* Double-space to the first line of the text.

List of Tables

* Title should be centered between margins and should have no terminal punctuation
* Double-space to the labels ‘Table and Page’ which should be placed flush with the left and right margins, respectively.

Chapter Numbers and Titles

* Type the word CHAPTER in full caps, use an Arabic numeral (CHAPTER 5), and position these centered between margins.
* Type the title in uppercase, double space below the chapter number. Center the title between margins.
* Double space below the title to the first line of the text.

Chapter Heading

* Each chapter may contain sub-topics known as chapter headings. They are classified as:

First-level headings- centered between margins, double- spaced above and below centered headings, underscore with a solid line, title should not have a terminal punctuation.

Second-level headings-align with the left margin, double-spaced above and below the freestanding side headings, underscore with a solid line, no terminal punctuation.

Third-level headings – indent five spaces, double-spaced above and below, underscore with a solid line and begin with the text on the same line.

Tables

* Place each table on one page.
  + Include textual material on the page with a table that occupies less than half of the page.
* Quadruple-space from the text to a table and from a table to the text.
  + Place the table between complete paragraphs, even if you have to leave some extra space on the page.
  + For large tables, continue it on one or more pages. At the top of each new page, repeat the table number, followed by a comma and the word *continued;* omit the table caption; and repeat all the column headings.

Table Captions

* Center the table number and caption between margins
* Double-space from the table number to the caption
* When the caption is longer than one line, make each succeeding line shorter with the line above it and center if on the line above.

Figure

* Confine each figure to one page, if possible.
* Quadruple-space from the text to a figure and from the figure to the text.
* The pagination of a figure is in its usual position in the upper right hand corner of the page.

Figure Caption

* Place the figure number one quadruple space below and the figure caption double-spaced below the figure number. Figures are numbered consecutively all throughout the manuscript.

Writing Style for Thesis and Dissertation

* Writing style for the thesis and dissertation should be formal because the audience is usually the academic community.
* Colloquial language, contractions and abbreviations should be avoided.
* The manuscript should be written in the third person- with third person pronouns as subject of the sentence, not I or we. Using the first person pronoun ( I, we, us, my, our, mine, ours) to call attention to the fact that a statement is your opinion often weakens the assertion by implying uncertainty. The reader assumes that the statements in your paper are your opinion, and represent your point of view.

Tense and Voice

* When you write the proposed methods of research, during the proposal stage, use the future tense.
* When you report the results of the research or your findings, use the past tense.
* Use the present tense for generalizations or conclusions.
* Sentences should be in the active voice, which are forceful, and reinforce the meaning that you want to convey.