

Instructions on the Preparation of the Thesis Manuscript

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This document provides the final set of guidelines for the preparation of the final manuscript of the theses for the degree of BA Organizational Communication (OrCom). It consolidates relevant policies and advice from the following sources:

- The minutes of the meeting of the OrCom faculty on the policies on thesis advising (12 December 2019, Hotel Jen, Manila) - Henceforth *Meeting Minutes, 2019*
- The [University of the Philippines Manila Manual of Format and Style for Theses and Dissertations](#) (University of the Philippines Manila National Graduate Office for the Health Sciences, 2013) - Henceforth *UPM Style Manual*
- The [APA Style Website](#)

Instructions

1. **Body:** Follow the format and organization of the main chapters and references as shown below (Meeting Minutes, 2019):

Chapter I. Introduction

- Background of the study
- Research problem and objectives
- Significance of the study
- Scope and Limitations

Chapter II. Review of Related Literature

- Survey of pertinent literature and studies
- Synthesis and gaps

Chapter III. Study Framework

For quantitative studies:

- Theoretical / Integrated theoretical framework, Conceptual, and Operational Frameworks
- Study hypotheses
- Operational definitions

For qualitative studies:

- Theoretical / Integrated theoretical framework and Conceptual
- Definition of Terms

Chapter IV. Methodology

- Research design and methods
- For quantitative studies: Variables and measures | For qualitative studies: Study concepts (Concepts and definitions)
- Research instrument
- Unit of analysis and sampling
- Data gathering procedure
- Data analysis
- Ethical considerations

Chapter V. Results and Discussion

- Results
- Discussion

Chapter VI. Conclusion and Recommendations

- Summary
- Conclusion
- Implications of the Study
- Recommendations

REFERENCES - Follow the 7th edition of the APA for the references and in-text citations.

2. **Front- and backmatter:** Follow this modified list from the *UPM Manual of Style*. Additional explanations and samples are provided farther down.

Frontmatter

- Title page (included in counting but **no** page number)
- Approval Sheet (ii)
- Table of Contents (iii, and so on)
- List of Tables
- List of Figures
- List of Appendices
- Acknowledgment
- Abstract

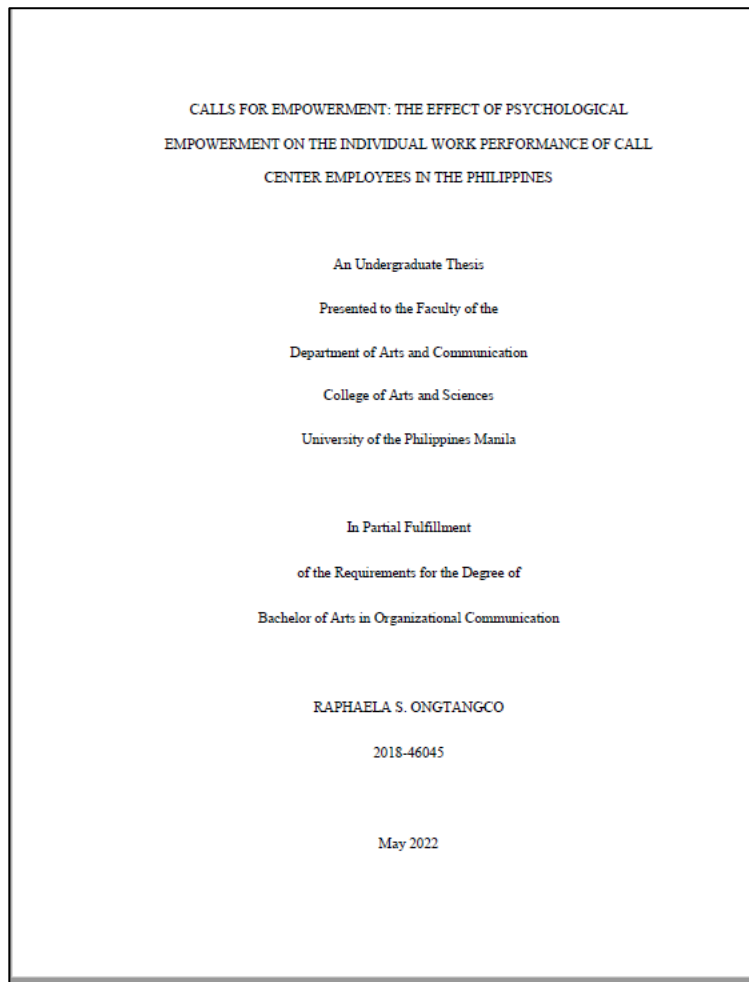
Backmatter: Appendices

- Blank questionnaire
- Informed consent form

- Research Ethics Board approval
- Others (as determined by the researcher and / or adviser)

3. Instructions and samples for the sections above – Copied from the *UPM Style Manual*:

3.1. Title page – Sample from an old thesis



3.2. Approval sheet - Template text

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APPROVAL SHEET

This undergraduate thesis, entitled [*Title in Italics - Title Case Capitalization*], presented by [your full name: First name + Surname format] in partial fulfillment of the requirements for the degree of Bachelor of Arts in Organizational Communication is hereby accepted.

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3.3. Table of Contents - From the *UPM Style Manual*

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3.4. List of tables, figures, and appendices - Same format (*UPM Style Manual*)

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3.5. Acknowledgment

From the *UPM Style Manual* (p. 8): "Use your good judgment in writing the acknowledgments. Assistance from extramural agencies is usually acknowledged. Keep it **formal and scholarly**. The author's name and date should not appear on this page."

3.6. Abstract

Follow the [7th Edition Abstract and Keywords Guide](#) from the APA.

4. Text format: From *UPM Style Manual*, sec. 2.

4.1. Style

All other aspects of style not mentioned in this manual are left to the discretion of the respective degree-granting units and examination panels. Students and advisers are encouraged to refer to the latest style guides or to the style of a leading journal/publication in their discipline.

4.2. Headings in the Text

Consistency in the headings and subheadings is important for clarity and guidance to the reader, aside from giving the document a professional appearance.

The major headings include acknowledgements, abstract, table of contents, lists of tables, figures and appendices, chapter headings, appendices and references. The major headings should begin on a new page followed immediately by the text. These headings should have the same size and style (centered on the page, all capital letters, all bold letters).

For subheadings, each different level must be distinguished by a different style. For example, the first sub-level might be in bold and italics, flush left, written in both upper and lowercase. The second sub-level might be in italics but not in bold letters. Ensure that these styles are used consistently throughout the whole paper, distinguishing one sub-level from the other. Subheadings need not begin on a new page.

Each different sub-level should be included in the table of contents. Each new sub-level is indented a little farther to the right in relation to the previous level in the table of contents.

4.3. Margins

The margins of every page in the manuscript must be one inch for the top, bottom, and right and 1.5 inches for the left for binding. Page numbers must fall within the margins.

4.4. Use of Languages Other than English

When quoting other languages (e.g., Filipino), the original text must be enclosed in quotation marks and not italicized. The English translation, which is italicized and enclosed in parentheses, should immediately follow.

4.5. Line Spacing/Widows and Orphans

Double space throughout the text, except only for the tables and CV. "Widows (e.g., the last line of a paragraph as the first line of a page) and orphans (e.g., a heading or first line of a paragraph as the last line on a page) are not acceptable." (eTD Style and Policy Guide, 2010, p. 10) Make adjustments accordingly.

5. Tables and figures

Follow [APA guidelines](#) on the format and placement of tables and figures. In addition, be guided by this advise from the *UPM Style Manual* (sec. 3):

Note that that [tables and figures] should be included in the text once they are mentioned. They may be appended only if they are not directly related to the discussion or are too bulky or lengthy. In case long tables need to be continued from page to page, the table number and caption should appear as follows:

Table 3.1 (Continued) Title

Finally, please read sec. 6 of the *UPM Style Manual* on the copyright of your thesis.