



FROM DRAFT TO DATABASE GUIDELINES FOR THE SUBMISSION AND EVALUATION OF YOUR ORCOM 200 MANUSCRIPT

I. Drafts 1 and 2 (Pre-defense)

Draft 1 deadline: 10 May 2024, 11:59 PM

A. Documents to submit

1. Title page, Chapters I to VI, Reference list - in Word and PDF
2. Turnitin report - the full report

B. Preliminary assessment

2. Your first draft undergoes a non-graded preliminary assessment. The goal is to determine if the output is defense ready.
3. You will receive a written evaluation which must be incorporated in your draft 2.
4. The evaluation form shows two evaluation results:
 - Pass - You may proceed to the defense.
 - Fail - You must revise the manuscript until it is satisfactory.

C. Thesis defense

1. While waiting for your evaluation, you may contact your critic of choice.
Tentatively schedule your defense **7 working days** from your draft 1 submission.
2. Allot 1 hour for the thesis defense schedule.
3. Submit the following no less than 5 days before your defense. If you cannot, ask your critic if you can submit them closer to the defense.
 - Draft 2 - Abstract, main chapters, reference



University of the Philippines Manila
College of Arts and Sciences
Department of Arts and Communication

- Presentation video
- The critic's grade sheet -- At our VLE >> 4. OrCom 200 >> For the defense

4. For your reference, this is the adviser's available schedule starting 14 May:

- 14 May - 1:00 - 4:00 PM
- 16, 17 May - 8:30 AM - 4:00 PM
- 20, 21 May - 1:00 - 4:00 PM
- 22 - 27 May - 8:30 AM - 4:00 PM

II. Draft 3 (Post-defense)

Draft 1 deadline: 30 May 2024, 11:59 PM

A. Document to submit

1. Submit draft 3 as a full-dress manuscript, complete with the front matter, main chapters, and back matter.
2. Draft 3 must include the critic's evaluation.

B. Assessment

1. Draft 3 is awarded a numerical grade, which is also your final grade for ORCOM 200. The grade is broken down as follows:
 - Critic's grade based on the defense and draft 2 - 50%
 - Adviser's grade based on draft 3 - 50%
2. Your draft 3 will be returned to you with additional comments if necessary. At this stage, your adviser may also make direct edits on your manuscript.
3. Draft 4, the final manuscript, is the copy you will submit to DAC and the library for archiving.