

Format and Style

The paper size is a letter (8.5x11) with a one-inch margin on all sides. The whole document must be double-spaced. Times New Roman should be used as the font style throughout the document. The body text should be sized 11. All paragraphs, except the first of each section, should be indented. The first paragraph after a table or a figure is also not indented. There should be a space before each paragraph. The page number should be in the upper-right corner of the paper. The template with the DWCC logo should be used.

Title Page

For the title page, Times New Roman should be used. The Title should be 12 points, boldfaced, and centered. All content words in the title should begin with capital letters. Function words in the title should begin with small letters. Long titles should be typed in two lines without a blank line intervening. Only the first letter of the Content Words in Title and section headings should be capitalized except for proper names (such as "PAGASA") that are conventionally capitalized.

Introduction

This section must provide a general overview of the research paper. This must include a brief discussion of the study's background, context, and research gap, legal bases, and baseline data. The researcher is expected to discuss the idea, problem, or even that led the researcher to the topic researcher is studying as well as the researcher's motivations for choosing this topic. The intention of the researcher and of the study may also be briefly mentioned here.

This section is purely a narrative discussion. No table, chart, graphs, and or illustrations should be included in the discussions of the introduction. Maps/ illustrations of the Research Locale are to be appended in the study's appendices.

Review of Literature

Literature reviews must contain at least three (3) basic elements: (1) an introduction or background information section; (2) the body of the review containing the discussion of sources; and, finally, (3) a synthesis section to end the paper. A literature review should be presented topically but without sub-heading/s.

Tables and Figures (Chapter 4)

Note that table captions should appear above the table (centered), as for Table 1 below. Also, make sure that the tables are centered. The text inside the table should be 10 points. The caption of the table should sum up what the table is all about and is in the form of a noun phrase.

Table 1. Profile of respondents

	Age Range	Gender	Education	SES
Res 1				
Res 2				
Res 3				

Ensure that tables are not cut nor extended to the next page. Also, note that the first paragraph after a table is not indented. The same applies to the first paragraph after a figure.

Citations and References

The documentation style to be used is APA 7th edition. References (in the References section) should appear in alphabetical order in reference to the first author's surname. Multiple references from the same author should be

listed in descending chronological order, starting from the most recent reference. The reference list should not be numbered.

It is required that the reference list should meet a minimum of at least 50 references for the master's thesis and at least 100 for the dissertation, respectively. All references must be within the 10 years frame; however, outdated references may be accepted if they substantiate the content of the paper (e.g., proposed date of theories used if it is historical in nature).

Appendices

The appendices may contain materials such as figures, maps, photographs, raw data, computer programs, musical examples, interview questions, sample questionnaires, CDs, and many other types of material. Figure captions (centered) should appear underneath the figure. Figures must be centered.

Other Guidelines

1. The text (or the body of the text) should be justified. The reference is not a part of the sub-sections of the paper and hence should not be numbered. After the last main section of the paper comes the References (also boldfaced) where the sources are listed alphabetically.
2. The paper must be proofread. Grammatical mistakes and typographical errors must be avoided. All the instructions must be carefully followed.
3. Steps to be followed for proposal, final defense, and submission of the final manuscript are as follows:
 - A. Only students who are enrolled in the thesis/ dissertation writing course during the term are eligible to enroll for the thesis/dissertation proposal/final defense.
 - B. For colloquium presentation procedures, the classroom research teacher is responsible for identifying the faculty member(s) functioning as the panel and will schedule the date of the colloquium.
 - C. GS Form 2 must be accomplished in two (2) copies and should be submitted for evaluation at the Registrar's Office.
 - D. Manuscript must pass the similarity index (SI) guidelines of the DWCC Graduate School. The classroom teacher is responsible for submitting manuscript for similarity index checking.
 - E. The Final Schedule for Oral Defense shall be announced at the GS Facebook Page.
 - F. Students should pass the Oral Defense.
 - G. If a proposal requires major revisions, the panel may recommend the following before data gathering and writing the thesis/dissertation manuscript:
 1. Circulation of the revised proposal to the panel members for their Individual approval (Comments and Suggestions Form – Form 4)
 2. Written approval of the revised proposal from the adviser (total revision)
 - H. In the final defense, the panel can recommend the following:
 1. Revision of the manuscript based on comments and suggestions during the oral defense. (SI should not be higher than 10%).
 2. Circulation of the revised manuscript to the panel members for their Individual approval (Comments and Suggestions Form – Form 4). The panel will signify their satisfaction with the revised manuscript by signing the form.
 - I. Non-compliance with the panel's recommendations two (2) semesters after the final defense, automatically means that the grade is converted to an "NG" (no grade), in which case the student has to restart the Thesis/Dissertation cycle.
 - J. Once approved, bound copies and CDs of the thesis/dissertation with the approval sheet completely signed are to be submitted to the registrar's office.
 - K. Application for Graduation follows.

CD Labels



FULL NAME

"Thesis / Dissertation Title"