



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

MANUSCRIPT PREPARATION

In the preparation of the manuscript, care shall be taken to ensure that the following specifications are followed:

Paper and Printing Specifications

Print the final copy with a laser printer using only one side of a standard-sized PUP template (8.5 x 11 inches).

Font Specifications

Use 11-point Arial font throughout the thesis or dissertation except when compressing a large table.

Spacing

Double space the text; single-space long quotations, table and figure captions, and similar special materials (e.g., table legend). Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS all headings of the preliminary section (except the Copyright Page and Title Page) and all chapter titles.

Margins

Leave 1.5 inches for the left margin to allow for binding and trimming and 1 inch for the top, bottom, and right margins.

Page Numbering

Paginate the preliminaries by using lowercase Roman numerals at the center, bottom margin.

Use Arabic numerals to paginate the text, references, and appendices. Number all the pages consecutively starting at number 2 on the second page of the first chapter. The first page of each chapter, though counted, shall not be numbered.

Type the page number at the upper right-hand corner of the paper (i.e., tables and figures).

Preliminaries

The preliminaries include the copyright page, title page, certification-and-approval sheet, certification of originality, acknowledgments, abstract, table of contents, list of tables, and list of figures.

Copyright Page

Include a Copyright Page in each final copy to show that the research has been copyrighted and put it before the Title Page. **(See uploaded format)**

Title Pages

Maintain the template format. Note which items are in ALL CAPS and which are not. Note the approximate size of the print. **(See uploaded format)**



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Certification-and-Approval Sheet

Prepare a Certification-and-Approval Sheet. Refer to the given template format for the wording and format that shall be followed faithfully. Include this sheet in each final copy of the research. *(See uploaded format)*

The **CERTIFICATION** is an attestation by the Thesis/Dissertation Evaluation Committee that the paper has been examined and recommended for oral examination. Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS the heading **CERTIFICATION**.

The **APPROVAL** contains the formal approval or commendation of the Panel on Oral Examination (three members for a thesis and five members for a dissertation, both headed by a chair).

Acknowledgments

Type triple-spaced from the top margin, centered, boldfaced and in ALL CAPS the heading **ACKNOWLEDGMENTS**. Double-space the text that begins three single spaces from the heading. *(See uploaded format)*

Certification of Originality

Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS the heading **CERTIFICATION OF ORIGINALITY**. Double-space the text that begins three spaces from the heading. All copies to be submitted shall contain an original Certification of Originality bearing the actual (not photocopied) signature of the researcher. *(See uploaded format)*

Abstract

The abstract is a brief descriptive summary of the thesis or dissertation. It contains the main objective of the study, a brief description of the research method, major findings, conclusions or main arguments, and recommendations.

Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS the heading **ABSTRACT**. Type triple-spaced from the heading the following data that are double-spaced, flush with the left margin: thesis/dissertation title, researcher's name, degree, name of granting institution, year of completion, and adviser's name.

The abstract, which shall not exceed 250 words, is double spaced, except the title of the thesis or dissertation which is typed single-spaced. *(See uploaded format)*

Table of Contents

The Table of Contents comes after the abstract. Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS the heading **TABLE OF CONTENTS**. Type double-spaced from the heading. It shall list all elements of the preliminaries, chapter titles, main headings, references, and appendices. The beginning page number of each section is indicated along the right margin. The numbering of the chapters and the wording, capitalization, and punctuation of titles and headings, shall be exactly the same as they are in the text. *(See uploaded format)*



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

List of Tables

Type triple-spaced from the top margin, centered, boldfaced, and in ALL CAPS the heading LIST OF TABLES. Type double-spaced from the heading the following data in three columns: number, title, and page. The title of each table must be centered, boldfaced, and in title case. Single-space must be observed within the title, but double-space between titles. **(See uploaded format)**

The Text or Body of the Paper

Below is the APA Publication Manual Style 6th Edition format of five levels of heading that will be used in writing the text or body of the paper.

Levels	Format
1	Centered, Boldface, Title Case
2	Flush Left, boldface, uppercase, and lowercase heading
3	Indented, boldface, lowercase paragraph heading ending with a period
4	<i>Indented, italicized, boldface, lowercase paragraph heading ending with a period</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period</i>

Main Document

1. Chapter and Subheadings

1.1 Begin each chapter on a new page.

1.2 Capitalize only the first letter of the heading Chapter but type in ALL CAPS and centered the title of the chapter. Both the chapter heading and the title are typed in bold font.

1.3 Use Arabic numerals for the chapter numbers.

1.4 Type triple-spaced from the top margin and centered the chapter number heading. Type double-spaced below the chapter heading the title of the chapter.

1.5 Type the subheading or the first line of the introductory paragraph of the chapter (if there is no subheading) three spaces below the chapter title.

1.6 Type subheadings of a chapter in a bold face, flush with the left margin, capitalizing only the first word, all major words, and prepositions of five (5) or more letters e.g., **Introduction**. Subheadings do not have any end punctuation.

1.7 Start another subheading with one triple space (or three spaces) below the last line of the immediately preceding paragraph.

1.8 Have at least two full lines below a subheading at the bottom of a page, or else carry over the subheading to the next page.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

2. Review of Literature and Studies

2.1 The Review of Literature and Studies shall be organized thematically; therefore, the subheadings will be based on the themes/topics. A synthesis of the reviewed literature and studies should be placed at the end of the chapter.

2.2 Except for classical theories and any other relevant literature, all the literature and studies included in the review shall have been published or written (if unpublished, such as theses and dissertations) at least ten (10) years before the conduct of the current study.

3. Tables and Figures

3.1 Type above every table its number and title.

3.2 Type the table number at the center and triple-spaced from the last line of the immediately preceding paragraph.

3.3 Type the title of the table at the center, title case, and double-space from the table number, and triple-spaced to the table.

3.4 Type triple-spaced from the last line of the immediately preceding paragraph its figure number and title.

3.5 Type the title of the figure flush left, title case, and single-space immediately after the figure number.

3.6 The numbering of tables and figures shall be continuous.

3.7 If the title is long, align to the first word of the title the rest of the title.

3.8 Use the landscape page layout for large tables.

3.9 If the table is still too large to fit a single page, reduce the Arial font to a minimum of 8 points.

3.10 If the table does not fit the page even after the font-size reduction, continue the rest of its part to the next page, but the cut part shall bear the subtitle, 'Continuation' flush with the left margin (e.g., Continuation of Table 14). The cut part/s shall also show the column headings and the legend (if any) like those in the first part of the table.

3.11 Put two or more small tables or figures on a single page if the page is big enough to accommodate them all.

3.12 Have small tables and figures appear on the same page along with the text; however, leave three spaces between every table/figure and the texts above and below it.

3.13 The width of the table shall be dependent on the length of its title.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

4. Drawings and Photographs

The mechanics to be used in Tables and Figures shall also be applied in drawings and photographs since they are all considered as figures.

5. In-Text Citation

Use the American Psychological Association (APA) style in the in-text citation of theses/ dissertations of all programs.

The APA style follows the author-date method of in-text citation. This means that the author's last name and the year of publication for the source shall appear in the text, e.g., (Jones, 2006) or "According to Jones (2006)..." A page number of the source, however, shall be included in the in-text citation in case of direct quotations, e.g., (Jones, 2006, p. 199).

The author-date method of citation requires that the surname of the author (do not include suffixes such as Jr.), and the year of publication be inserted in the text at the appropriate point.

Examples:

One Work by One Author

- Kessler (2003) found that among epidemiological samples
- Early onset results in a more persistent and severe course (Kessler, 2003)
- In 2003, Kessler's study of epidemiological samples showed that ...
- Among epidemiological samples, Kessler (2003) found that The study also showed that there was a high rate of comorbidity....(Kessler, 2003).

One Work by Multiple Authors

When a work has two authors, cite both names every time the reference occurs in text. When a work has three, four or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the surname of the first author followed by et. al. (not italicized and with a period after al) and the year if it is the first citation of the reference within a paragraph.

- Kisangau, Lyaruu, Hosea and Joseph (2007) found (Use as first citation in text.)
- Kisangau et al. (2007) found [Use as subsequent first citation per paragraph thereafter.]
- Kisangau et al. found [Omit year from subsequent citations after first nonparenthetical citation within a paragraph.]

Exception: If two references of more than three surnames with the same year shorten to the same form), cite the surnames of the first authors and of as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and et al.

Examples:

- Ireys, Chernoff, DeVet, and Kim (2001) and Ireys, Chernoff, Stein, et al. (2001)
- ...as Kurtines and Szapocznik (2003) demonstrated
- ...as has been shown (Joneskog&Sorbom, 2007)
- Kosslyn, Koenig, Barrett, Cave, Tang, and Gabrieli (1996)



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

If a reference list includes publications by two or more primary authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs.

- Light, I. (2006). *Deflecting immigration: Networks, markets, and regulation in Los Angeles*. New York, NY: Russell Sage Foundation.
- Light, M. A., & Light, I.H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal*, 8, 73-82.

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a web page and italicize the title of a periodical, a book, a brochure, or a report.

6. References

The American Psychological Association (APA) shall be used.

The References should contain the author's name, date of publication, title of the work, and publication data.

Invert all authors' names; give surnames and initials for up to and including seven authors (e.g., Author, A. A., & Author, B.B.) When authors number eight or more, include the first six authors' names, then insert three ellipsis points and add the last author's name.

If the reference list includes different authors with the same surname and first initial, the author's full first names may be given in brackets:

Janet, P. [Paul]. (1876). *La notion de la personnalite'* (the notion of personality) *Revue Scientifique*, 10, 574-575.

References in APA publications are cited in text with an author-date citation system and are listed alphabetically in the reference list. This style of citation briefly identifies the source for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text.

However, two kinds of material are cited only in the text: references to classical works such as the Bible and the Qur'an, whose sections are standardized access editions, and references to personal communications. References in a meta-analysis are not cited in text unless they are also mentioned in the text.

Do not list studies included in a meta-analysis in a separate appendix. Instead, integrate these studies alphabetically within the References section, and identify each by preceding it with an asterisk.

*Brethscheider, J. G, & McCoy, N. L. (1968). Sexual interest and behavior in healthy 80- to 102-year-olds. *Archives of Sexual Behavior*, 14, 343-350.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

The in-text citations to studies selected for meta-analysis are not preceded by asterisks.

Bandura, A. J. (1977). *Social learning theory*. Englewood Cliffs, NJ: Prentice Hall.

Each reference shall be single-spaced with the first line typed flush with the left margin and the succeeding lines indented five spaces from the left margin.

7. Appendices

Appendices shall be provided for supplementary materials that are not appropriate for inclusion in the text.

7.1 Number the appendices using Arabic numerals, e.g., Appendix 1, Appendix 2, etc

7.2 Type the appendix title centered and triple-spaced from the top margin.

7.3 If lengthy, supplementary illustrative materials such as tables, figures, and references shall appear in appendices and be referred to at appropriate places in the text

7.4 List the appended work/document in the Table of Contents as it is numbered and entitled in the appendices, e.g., Appendix 1: Research Instrument.

Binding Specifications and Submission of Manuscripts

The color of the cover of all hardbound theses/dissertations shall be maroon. The spine shall contain the name of the researcher (surname followed by initials of the first and middle names), the full research title, the PUP initials, and the year of completion. The bar/s on the spine shall determine the level of thesis/dissertation—one (1) for undergraduate, two (2) for master's, and three (3) for doctoral. (See uploaded format.)

SPINE FORMAT and COLOR

Spine format: The number of bars on the spine represents the level of program—one for the undergraduate, two for master's, and three for doctoral. Color: Maroon for all programs in the undergraduate, Open University, and Graduate School.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

SPINE

UNDERGRADUATE

PROGRAM
TITLE
AUTHOR
YEAR

MASTER'S THESIS

PROGRAM
TITLE
AUTHOR
YEAR

DISSERTATION

PROGRAM
TITLE
AUTHOR
YEAR

REFERENCES

Graduate School. (2017). Policy Manual on Thesis and Dissertation. Sta. Mesa, Manila: Polytechnic University of the Philippines.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

MANUSCRIPT GUIDELINES (ACTUAL WRITING)

CHAPTER 1. INTRODUCTION

This chapter serves as a backgrounder for readers to have an overview of the project even without prior reference to other publications on the topic.

- Introduction is intact and provides clear overview of the entire Research /Capstone Project.

It should contain situation analysis presented from macro to micro understanding of existing scenario or situation.

It includes information necessary to justify the existence of a problem situation/ need/ gap like statistical data from authoritative source/s.

- Review of relevant past existing planning and plans

There should be a clinching statement to link the situation analysis to project problem.

It contains four sections, namely:

- Project Context
- Purpose and Description
- Objectives
- Scope and Limitations

PROJECT CONTEXT

This should consist of a brief summary of the problem you are proposing to investigate, what question(s)/ hypothesis you intend to address, and how you envision doing it.

PURPOSE AND DESCRIPTION

The purpose of the project is a paragraph that states the intention or goal of the project for the proponent.

Another paragraph is the description of the project which states What is/are the functions of your project? What is good in your project? What makes your project unique, innovative, and relevant?

OBJECTIVES

Present a perplexing situation/phenomenon that challenges a solution of a felt need which can reflect contribution to knowledge, discipline and/or theory and within the proponent's skills and competence, interest and resources as to time, budget and workability.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Indicate the direction/guideline of the study and answer the what, where, when and from whom the data will be gathered in the general problem to establish delimitation.

Start with the General Objective which is very parallel to the project title. Then, explode the general objective into Specific Objectives that will help realize the proposed project.

Specific Objectives

Present the sub-objectives in a logical sequence from factual to analytical along mutually exclusive dimensions (no overlaps) with the exclusion of the overview, expected conclusions, implications and recommendations of the project.

Specific Objectives

These include the following:

1. To understand how the existing (present) system operates;
2. To determine the problems encountered in the existing (present) system;
3. To develop a software application that would be:
 - List of functions and Uses
 - List of features and characteristics
4. To determine whether the proposed project technically, operationally, scheduled and economically feasible to implement; and
5. To endow with an implementation plan for the proposed software/ system.

SCOPE AND LIMITATIONS

The **Scope** is the areas covered in the project. This part of the project manuscript, you will tell exactly what was done and where the information that was used specifically came from.

- It explains the nature, coverage, and time frame of the project.

Note: The type of information that would be included in the scope.

The **Limitations** typically surface as variables that cannot be controlled by the researcher but may limit or affect the outcome of the project.

- Explains all that are NOT included in your project. In other words, the scope of the project gives an overview all the deliverables (i.e. the things that your project gives/delivers), and the tools and technologies used



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

that will be used in the project development while the limitations of the project are the boundaries of the project (i.e. areas/things that are out of scope).

Note: Scope and Limitation of the capstone project must be clearly defined.

CHAPTER 2. REVIEW OF RELATED STUDIES AND LITERATURE

Major Sections:

- **Foreign Literature**
- **Local Literature**
- **Foreign Studies**
- **Local Studies**

A review of related literature is an integral part of research /Thesis /Capstone Project. The main purpose of a Review of Related Literature is to analyze scientific works by other researchers that you used for investigation critically.

This chapter showcases previous studies and publications relevant to the project. This chapter gives light as to what motivated the proponent/s in pursuing the specific field of study. Include a combination of literature and studies within the **last 10 years except for theories**. Organize thematically to conform to the variables of the specific problems. Follow proper documentation using parenthetical citation with author and date. Only articles with dates are allowed as e-references. Highlight major findings and how one's project would fit in the body of knowledge on the subject matter and make a critique per topic as to whether the results cohere or differ from each other. The last part should be a clinching paragraph to show how the literature/system has assisted the project proponent in the present study.

Proposed Literature Distribution:

- 2 foreign books
- 2 local books
- 2 foreign journal
- 2 local journal
- 2 web site articles

Proposed Studies/ Projects Distribution:

- 5 local systems/capstone project
- 5 foreign systems/capstone project

NOTE:

- Related literatures are recent and relevant
- Anchor provides solid background of the Research / Capstone Project
- Auxiliary theories are evident



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

- Sources are appropriately cited and noted
- Related studies are relevant and includes global and local scope.
- In-text citations must follow APA format
- Sources of Related Literature and Studies: Graduate theses and Dissertation; Encyclopedia of Educational research; Books; Internet sites and resources (website, e- journals, e-books); and Dictionaries in education and psychology

CHAPTER 3. TECHNICAL BACKGROUND

This chapter discusses the technicality of the project, details of the technologies to be used, and how the project will work.

This chapter contains four (4) sections, namely:

- Research Approach
- Methodology
- Requirements Analysis
- Systems Requirements

RESEARCH APPROACH

- It refers to the research method to be used in the project study. Research method is a technique used in conducting a research. For example, conducting data collection, data analysis techniques, sampling techniques, etc.
- Use diagram or figure, if there's any or if applicable. Discuss/ explain how did you use/ apply the diagram or figure in the project study.

METHODOLOGY

- It refers to the software/ system development methodology.
- In software engineering, it is a framework that is used to structure, plan and control the process of developing a program/ software.
- Common methodologies include waterfall, prototyping, incremental development. Spiral development, rapid application development, extreme programming, etc.
- In this section, state what methodology is used. Draw the figure/ diagram of the methodology. And discuss how did you use/ apply it in the project study.

REQUIREMENTS ANALYSIS



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

- In systems engineering and software engineering, encompasses those tasks that go into determining the needs or conditions to meet for a new or altered product, taking account of the possibly conflicting requirements of the various stakeholders, analyzing, documenting, validating and managing software or system requirements.
- In this section, you discuss the different data collection instruments used in the project study.

SYSTEMS REQUIREMENTS

- This section lists and discusses the hardware, software, peopleware and network specifications used during development and implementation of the software project.
- **HARDWARE** - This section lists and discusses the hardware specifications or devices used during development and implementation of the software project. Use table or figure for the hardware specification. Discuss/ explain the table or figure.
- **SOFTWARE** - This section lists and discusses the software specifications or devices used during development and implementation of the software project. Use table or figure for the software specification. Discuss/ explain the table or figure.
- **PEOPLEWARE** - This section lists and discusses the role of people in the development and use of computer software and hardware systems in implementation of the software/system project. Use table or figure for the people ware specification. Discuss/ explain the table or figure.
- **NETWORK** - This section discusses the network architecture or topology used during development and implementation of the software project. Use table or figure for the network specification. Discuss/ explain the table or figure.

CHAPTER 4. RESULTS AND DISCUSSION

Main Sections of Chapter 4:

- **Requirements Documentation**
- **Design of Software/ Systems**
- **Development and Testing**
- **Implementation Plan**
- **Implementation Results**



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

CHAPTER 5. CONCLUSION AND RECOMMENDATION

- This chapter includes two (2) sections, the conclusions and recommendations.
- Begin the final chapter with a few paragraphs summarizing what you did and found.

Conclusions

This section highlights what was learned throughout the capstone process, revisits the literature review, considers possible implications and limitations of the study and its findings, recommends future research projects, and reflects on the growth of the author.

Recommendation

Present recommendations based on your findings. Avoid the temptation to present recommendations based on your own beliefs or biases that are not specifically supported by your data. Recommendations fall into two categories. The first is recommendations to the study sponsor. What actions do you recommend they take based upon the data? The second is recommendations to other researchers. There are almost always ways that a study could be improved or refined. What would you change if you were to do your study over again? These are the recommendations to other researchers.

----- **END of the document** -----