

ADDITIONAL INFORMATION ON CS THESIS PROPOSAL DEFENSE

- I. Document Content for Thesis Proposal Defense
 - a. Title Page
 - b. Table of Contents
 - c. List of Figures
 - d. List of Tables
 - e. List of Notations
 - f. Chapter 1
 - g. Chapter 2
 - h. Chapter 3
 - i. References
 - j. Appendices
- II. Basic Format Guidelines
 - a. Paper : 8 ½ x 11 paper
 - b. No. of Copies : 3 copies (use bulldog clip to fasten each copy)
 - c. Margins : Top – 1.25” Right – 1”
Bottom – 1” Left – 1.25”
 - d. Spacing : 1.5
 - e. Pagination : Upper right-hand corner
 - f. Font : Times New Roman (12-point)
- III. Body of Text (organized as chapters)
 - a. Figures and Tables
 - i. Table caption should appear above the table.
 - ii. Figure caption should appear directly below the figure.
 - b. Reference Citations
 - i. In-text citation, use APA Format.
For e.g. [Cruz 2012] or According to Cruz (2012)...
- IV. References
- use APA Format
- V. Presentation Outline (To be prepared for the Defense on September 18-22, 2017)
 - a. Chapter 1
 - i. Introduction
 - ii. Statement of the Problem
 - iii. Hypothesis (if applicable)
 - iv. Scope and Limitation of the Study
 - b. Chapter 2
 - i. Tabulate related studies with proposal, identifying the Strengths, Weaknesses, Opportunities, and Threats that will serve as basis for Synthesis of the Study.
 - c. Chapter 3
 - i. Discuss all parts of this chapter.
- VI. Thesis Proposal Packaging
- Submit the 3 copies with bulldog clip and place all copies inside a long plastic envelope.
- VII. Submission: **SEPTEMBER 11, 2017, 12:00NN – 6:00PM (PST) AT N206**

*****LATE SUBMISSION WILL NOT BE ACCEPTED*****