

Document Guidelines

Title Page

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Abstract

From 200 to 250 words of short, direct and complete sentences, the abstract should be informative enough to serve as a substitute for reading the thesis itself. It states the rationale and objectives of the research. Do not put citations or quotes in this section. Avoid beginning the abstract with "This paper/document/thesis/study/project/...". The abstract should use present tense.

1.0 Research Background

1.1 Introduction

Discuss here an overview of the current state of the technology that is related to your thesis project. This section gives the reader an overview of the specific technology or field in the international or local setting. The information regarding the technology or field should be contemporary and not based on outdated sources. Discussion must not be too technical or too detailed. This section should end with a discussion on the problems faced by or that still exist in the specific technology or field (e.g., limitations of existing system, software or algorithms).

TIP: Make sure to indicate your reference every time you include a concept that you acquire from another source. Make sure to maintain a list of all references in the bibliography (Appendix A). For example if a certain concept in your document is acquired through the second reference listed in your bibliography, the text describing the concept should be followed by [2]. In indicating the reference, it is advisable to use cross-reference. You can use the Help feature of Microsoft Word to learn more about cross-reference. The "[2]" above is not an ordinary text but a cross-reference. You could actually click the "[2]" above and it will go to the second entry of the bibliography.

1.2 Statement of the Problem

This section should contain the problem (discussed in the section 1.1) in a declarative statement, which will eventually lead to the research objectives. This is an attempt to focus and give direction to the entire research process. This should be one (1) paragraph long (3 to 5 sentences)

1.3 Design Architecture

This section should contain an overview of the architecture that you would want to implement. This may include the major modules of your system, network topologies etc.

1.4 Objective of the Study

This section states the overall goal that must be achieved to answer the problem. The objectives must be specific, measurable, attainable, realistic, and time-bounded.

1.5 Significance of the Study

This section discusses the applications of the project to existing IT services of organizations. This should also discuss how other fields or organizations can benefit the use of the technology being used.

1.6 Scope and Limitations of the Study

This section discusses the boundaries of the research and the constraints within which the research will be developed. Scope is the boundary beyond which the study is not concerned. Limitations are those conditions beyond the control of the thesis that may place restrictions on the conclusions of the thesis and their application to other situations.

2.0 Review of Related Literature

This section discusses the features, capabilities and limitations of existing research or system that are related / similar to the thesis. Observe a consistent format when presenting each of the reviewed works.

2.1 Review of Related Concepts

This is a discussion of technological related concepts such as algorithms, protocols, etc. They should discuss why this is related to the work.

2.2 Review of Related Systems / Infrastructure

This is a discussion of existing products similar to the thesis project. The product is either commercially available or another thesis project. Discuss how the thesis project is different from the work given.

2.3 Review of Related Methodologies

This is a survey of all the related papers and methodologies used in those papers relating to your research. Relevant scientific papers must be properly cited. Discuss extensively the good and bad points of the method compared to your project.

3.0 Methodology

3.1 Description

This section describes the methodologies chosen based on the review of related literature. This should give justification why the chosen methodology is chosen as compared to other methodologies.

3.2 Steps and Tools / Techniques / Models to be Used

This section lists and discusses the specific steps and activities that will be performed by the proponents to accomplish the project. Examples of activities include inquiry, survey, research, brainstorming, canvassing, consultation, review, interview, observe, experiment, design, construct, test, document, etc. The methodology also includes the following information:

- *Who is responsible for the task*
- *Resource person to be contacted*
- *What will be done*
- *When and how long will the activity be done*
- *Where will it be done*
- *Why should the activity be done*

3.3 Inputs and Outputs

This is a discussion of the inputs taken in by the system and the description of the expected output of the system.

3.4 Gantt Chart

A gantt chart must be used to describe graphically the schedule of events that the thesis will undergo.

Activity	Jan '04				Feb '04				Mar '04				Apr '04			
<Activity Name>																
<Activity Name>																
<Activity Name>																

Activity	May '04				Jun '04				Jul '04				Aug '04			
<Activity Name>																
<Activity Name>																
<Activity Name>																

Activity	Sep '04				Oct '04				Nov '04				Dec '04			
<Activity Name>																
<Activity Name>																
<Activity Name>																

Activity	Jan '05				Feb '05				Mar '05				Apr '05			
<Activity Name>																
<Activity Name>																
<Activity Name>																

Above is a sample gantt chart. List down the activities and the corresponding time the activity will be performed.

4.0 Existing System

This section discusses the features, capabilities and limitations of existing research or system that are related / similar to the thesis. The reviewed works must be arranged either in chronological order, or by area (from general to specific). Observe a consistent format when presenting each of the reviewed works.

4.1 Organization Profile

This shows the relevant information pertaining to the organization where the system or infrastructure will be deployed.

4.2 Description of the Existing System / Infrastructure / Project Deployment

This gives an overview of the existing system implemented on the organization. Provide what is currently being used and how it is being utilized by the users.

4.3 Problem Areas

From the description identify the problem areas that needs to be improved and describe how the project can address this problem areas.

5.0 Proposed System (Note: Please consult with your adviser with this one, since it will vary from project to project)

5.1 Technical Requirements

5.2 Non-Technical Requirements

5.3 Proposed System / Infrastructure / Deployment

5.4 Use Case

Documentation Format

A. Margins

Left	Right	Top	Bottom
1.5"	1.0"	1.0"	1.0"

B. Font

	Font	Size	Font Style
1. Text	Times New Roman	12	Regular Use <i>Italics</i> or <u>single underline</u> in emphasizing some text
2. Heading or Sub-heading	Times New Roman	12	Bold

C. Sub-Headings and Text

All text and subheadings should be in the following format as shown by an example below:

1.0 Heading

1.1 Sub-heading 1

Paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text paragraph
1 text paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text
paragraph 1 text paragraph 1 text paragraph 1 text.

Paragraph 2 text paragraph 2 text paragraph 2 text paragraph 2 text paragraph 2
text paragraph 2 text paragraph 2 text paragraph 2 text paragraph 2 text paragraph 2
text paragraph 2 text paragraph 2 text.

Paragraph n text paragraph n text paragraph n text paragraph n text paragraph n
text paragraph n text paragraph n text paragraph n text paragraph n text paragraph n
text paragraph n text paragraph 2 text.

1.2 Sub-heading 2

Paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1
text paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1
text paragraph 1 text paragraph 1 text.

1.2.1 Sub-heading 1 of 1.2

Paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text
paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text
paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text.

1.2.2 Sub-heading 2 of 1.2

Paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text
paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text
paragraph 1 text paragraph 1 text paragraph 1 text paragraph 1 text.

D. Footer

<Organization Name><System Name>

<page>

Line	Black, 1pt.
Text	Times New Roman, Size 11, Regular

E. Pages

- The page notation to be used is: <chapter/appendix letter> - <page number>. Thus, the first page for Chapter 2 is at 2-1, while the first page of Appendix A is at A-1.
- There should be no pages for items before Chapter 1.

F. References and Citations

Citations in the documentation should follow the American Psychological Association (APA) format.

Citations, as they appear within the text, should be coded to reflect the principal author's last name and the year of publication. Thus, (Ruffalo, 2010) refers to the publication of Mark Ruffalo for his work published 2010. If Ruffalo has another publication for the same year, the code is appended with an alphabet in lowercase. Thus, a second publication of Ruffalo should be coded as (Ruffalo, 2010a), while a third publication should be coded as (Ruffalo, 2010b)

Books:

<code> <author's name> (<year of publication>). <Book Title>,
<site of publication>: <complete name of publisher>.

(Shelly, 2011) G. Shelly & H. Rosenblatt (2011). *Systems Analysis and Design*, 9th edition.
Massachusetts: Cengage Learning.

Journal:

<code> <author's name> (<year of publication>). '<article title>', *Journal Title*,
volume number(issue number), <pages where article could be found>.

Conference:

<code> <author's name> (<year of publication>). '<article title>',
In: *Conference Name* (editors of the proceedings, ed),
<pages where article could be found>. <site of
publication>: <complete name of publisher>.

World Wide Web:

<code> <subject of the page> (year). 'Homepage title'. URL site

(Cruz, 2008) J Cruz (2008). 'The Home Page of Juan De La Cruz'. <http://dlsu.edu.ph/jcruz>.

For more information on APA Style for electronic references, visit
<http://www.apastyle.org/elecref.html>.

G. Title Page

<p style="text-align: center;"><i><System Name></i> <i><A <System Type> for <Organization Name>></i> (In bold characters, font size 14)</p> <p style="text-align: center;">A Systems Analysis and Design Project Presented to The Faculty of the College of Computer Studies De La Salle University - Manila</p> <p style="text-align: center;">In Partial Fulfillment of the Requirements for the Degree of Bachelor of Science in Information Systems</p> <p style="text-align: center;">by</p> <p style="text-align: center;"><i><last name, first name, middle initial of proponent 1></i> <i><last name, first name, middle initial of proponent 2></i> <i><last name, first name, middle initial of proponent 3></i> <i><last name, first name, middle initial of proponent 4></i></p> <p style="text-align: center;"><i><Name of Adviser ></i> Faculty Adviser</p> <p style="text-align: center;"><i><date of submission></i></p>
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H. Table of Contents

Observe the following format:

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1.2 Statement of Objectives	1-2
1.2.1 General Objectives	1-2
1.2.2 Specific Objectives	1-2

I. List of Tables

Observe the following format:

LIST OF TABLES

Table <chapter#>-<table#>	<Table Caption>	<page>
Table 1-4	Percentage Ratio of Sophomore vs. Juniors	1-6
Table 3-4	Mortality Rate of SAN-DES vs. School Year	3-45

J. List of Figures

Observe the following format:

LIST OF FIGURES

Figure <chapter#>-<figure#>	<Figure Caption>	<page>
Figure 2-1	Methodology Diagram	2-16
Figure 2-2	Prototyping Diagram	2-22

K. List of Appendices

Observe the following format:

APPENDICES

Appendix <appendix#>. <Appendix Caption>

Appendix A. Organizational Structure

Appendix B. Data Flow Diagram

L. Resource Persons

For each resource person:

<Full name and Title>	Ms. Michelle Renee D. Ching
<Position>	Assistant Professor
<Department>	Information Technology Department
<Name of Institution>	De La Salle University-Manila
<E-mail Address>	michelle.ching@dlsu.edu.ph
<Contact Number>	+632-5240402

M. Personal Vitae

For each proponent:

<Last Name>, <First Name>, <MI>	Ching, Jed Christopher D.
<Address 1>	888 Safe St., Makati City 1200
<Home Phone Number>	+632-9999999
<Mobile Phone Number>	+63999-9999999
<E-mail Address>	email@domain.com

Defense Guidelines

Preparing for the defense...

- Make a visual presentation of your project using MS PowerPoint or any appropriate presentation tool. Use the photographs that you took when you conducted observations.
- Practice your presentation well. Remember: "Perfect practice makes perfect!"
- Wear proper business attire.
 - Women: 3-piece suit (blouse, blazer, skirt); shoes (close-toed, heeled <at least 2 inches>, with stockings)
 - Men: long-sleeved polo with necktie; slacks; shoes (with socks)
- Wear professional-looking name tags.
- Bring your own PC/laptop.
- Be in the defense venue 15 minutes before your schedule.
- Do not forget to say your prayers before entering the defense venue.

During the defense...

- The defense duration is 45 minutes. The first 20 minutes will be allotted for your presentation and the rest will be for Q&A.
- There will be 2-3 panelists who will evaluate your project. Treat them as allies and not enemies. Be courteous to them at all times.
- Serving of light snacks is highly encouraged.

After the defense...

- List down all the revisions given by the panelists in the Revisions List (may be downloaded from the e-group). Have the list signed by the panelists immediately after the defense.
- Revise the project based on the comments given by the panelists.
- Submit the final revised deliverable/s one week after the defense. Non-submission of revisions will merit a zero grade in the project.