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STUDENT CAPSTONE/THESIS GUIDELINES

INTRODUCTION

Completing the thesis requirement marks the culmination of a degree. For students on capstone/thesis writing, a comprehensive reference on writing style and format is indispensable. Depending on the exposure, experience and field of specialization of the author, variations in style are not uncommon, reinforcing the fact that no clear-cut standard exists. Most capstone/thesis advisers are thus contented with accepting any writing style, for as long as it is used consistently throughout the document.

Consistency in style is a major element in capstone/thesis writing. For this reason, this set of guidelines is presented. It is hoped that through these guidelines the students and advisers will be assisted in matters concerning preparation, writing and production of a thesis as a requirement for an academic degree. It hopes to describe the desired format and appearance of the thesis, the arrangements of the contents, etc.

This set of guidelines serves as a reference in matters concerning thesis writing but does not, in any way, guarantee final acceptability of the thesis. The student's Oral Examination Panel, with due consideration of technical and professional competency, remains the final arbiter regarding the capstone's/thesis' acceptability.

The set of guidelines will answer our students' basic questions on the preparation, writing and production of a thesis.

PROCEDURE AND GUIDELINES FOR CAPSTONE/THESIS PREPARATION

A. Academic Requirements

A student in capstone/thesis preparation must have completed all academic requirements, including on-the-job training, for capstone/thesis. Please refer to appropriate program curriculum.

B. Thesis Proposal Panel Members and Proposal Defense

1. A thesis proposal is submitted by the student to the members of the **Oral Examination Panel** for a proposal defense. The **Proposal defense** is conducted within the semester prior to one's enrolment in a capstone 2/thesis 2 (Undergraduate Thesis, Thesis 2, Capstone and Research or Software Project 2/Research Project 2) course. A notice of proposal defense is posted for public information.
2. The Department Chairperson or the student/s may choose their Capstone/Thesis Adviser. It is to note that the number of capstone/thesis advisory assigned to a faculty shall be at least three (3) groups and a maximum of seven (7) groups, or shall vary upon the number of students enrolled in the capstone/thesis course.

Capstone/Thesis Advising is open to all teaching personnel of the college provided that he/she must have written at least an undergraduate thesis, research areas or interests fit to the assigned thesis advisory, and has experience and/or engaged in RDI projects and research publication endeavors. For research-directed scheme, the faculty researcher shall serve as the Thesis adviser.

CCIS THESIS FORM 003: Capstone/Thesis Advisory Acceptance shall be signed by the chosen capstone/thesis adviser and shall be submitted to the Associate Dean.

3. With the approval of the College Dean and recommending approval of the Department Chairperson, the Capstone/Thesis Adviser, appoints

the members of the Oral Examination Panel whose number should be odd, minimum of three (3), as part of the tie-breaking rule. The Oral Examination Panel shall be comprised of (a) one Chairperson of the Panel, (b) at least two other members, and (c) one Oral Examination Secretary (appointed by the Thesis Adviser or the Department Chairperson). The Chairperson of the Panel must be either of the following:

- i. Dean/Associate Dean
- ii. Department Chairperson
- iii. RDI Director
- iv. Graduate School Faculty
- v. Unit Head (with current academic rank of at least Associate Professor 1)
- vi. Faculty member who is engaged in research project/s and/or has research publications

All members of the oral examination panel, must be members of the Caraga State University academic community.

*CCIS THESIS FORM 001: APPLICATION FOR CAPSTONE/THESIS DEFENSE must be filled out and submitted to the Associate Dean until **Week 12** of the current semester.*

Note: The Oral Examination Secretary will do the overall documentations for the entire duration of the proposal/final defense – taking notes of all the comments from the oral examination panel.

4. The Oral Examination Panel makes written comments, suggestions, and rates the proposal defense using CCIS THESIS FORM A: COMMENTS SHEET and CCIS THESIS FORM C: ORAL EXAMINATION RATING SHEET, respectively. For the proponent/s to pass the proposal defense, an overall mean rating of not less than 5.0 must be earned.

CCIS THESIS FORM D: CAPSTONE/THESIS ORAL EXAMINATION REPORT must be filled out by the Oral Examination Panel and submitted to the Associate Dean right after the completion of the proposal defense. The CCIS THESIS FORM A: COMMENTS SHEET prepared by the Oral Examination Secretary and CCIS THESIS FORM C: ORAL EXAMINATION

RATING SHEET should be attached to this form reflecting the comments and ratings of each panel member.

5. After the proposal defense, the student/s shall be required to comply with the requirement/s of each of the panel member/s.

CCIS THESIS FORM 002: COMPLETION OF REQUIREMENTS (PROPOSAL DEFENSE) shall be signed by the member of the oral examination panel who made comments/recommendations during proposal defense. This form shall be submitted after the proponent/s complied with the comments made by the panel member. CCIS THESIS FORM B: ORAL EXAMINATION REVISIONS MATRIX should be attached to this form reflecting the revisions made as compliance to the comments/recommendations made by the panel member/s. This form should also be signed by the oral examination secretary and concerned panel member.

6. The composition of the oral examination panel may be changed when there is a strong reason necessitating the change, such as change of research topic, disability or prolonged leave of absence by any member of the panel; a strained working relationship between panel members, or between the adviser and the student and the like, and only upon approval by the Department Chairperson, Associate Dean, and the College Dean.

CCIS THESIS FORM 004: REQUEST FOR CHANGE OF CAPSTONE/THESIS ADVISER/PANEL MEMBER must be filled out and submitted for this purpose.

7. A similarity index of not more than 20% for the entire manuscript with a maximum of 5% for each cited reference must be strictly observed. The final copy of the capstone/thesis proposal manuscript must be submitted to the college Associate Dean for plagiarism checking.
8. The Oral Examination Panel during the Proposal Defense may eventually, but not necessarily, be the same during the Final Defense.

C. Capstone/Thesis Work

1. Once the capstone/thesis proposal is approved by the oral examination panel, the student/s can formally start working on his/her capstone/thesis as proposed.
2. The student registers/enrolls for the Thesis course during the regular enrolment period for each semester while capstone/thesis preparation is in progress, and particularly in the semester in which the oral examination for the capstone/thesis is to be conducted and in which the student is expected to graduate. This enrolment entitles the student eighteen hours of tutorial sessions with the adviser. The student assumes the responsibility of arranging the sessions with his/her adviser.
3. When the capstone/thesis is not completed after the semester of formal registration, the capstone/thesis writing course must be continually enrolled in until the thesis is completed, defended, and approved by the CCIS Dean. This continuous registration rule is required whether or not the student is enrolled in other courses; provided further that the maximum residency requirement is not violated.
4. In case the student already reached the maximum residency requirement, he/she shall file a request for re-admission before enrollment to the capstone/thesis course.
5. Capstone/Thesis not finished within the semester enrolled in must be reported as IN Progress in the grading sheet.

D. Manuscript Preparation

This is a guide to organizing, formatting, typing and binding your capstone/thesis. Conformity to this guide is essential as your capstone/thesis will be preserved and made available for public use in College and University Main Library.

Style

The content, format and style of all elements of your capstone/thesis must conform to the standard style manuals appropriate to your discipline as approved by your committee chair. Listed below are several recognized style manuals.

Style Manuals

Fornell, C., & Larcker, D. (1981). Evaluating Structural Equation Models with Observable Variables and Measurement Error. *Journal of Marketing Research*, 18(1), 39–50

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: Modern Language Association, 1999.
Strunk Jr., William and E. B. White. *The Elements of Style: with Index*. 4th ed. New York: MacMillan Publishing Co., 2000.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses and Dissertations*. 6th ed. Chicago: University of Chicago Press, 1996.

University of Chicago Press. *The Chicago Manual of Style*, 14th ed. Chicago: University of Chicago Press, 1993.

Paper Stock

For all copies submitted, use 8 ½” x 11” high-quality, plain white bond paper with minimum 20-lb weight.

Type-Face and Size, Printing

- Select 12-point fonts for main text unless indicated otherwise.
- The thesis should be written in 12 pt. Candara font.
- Print should be laser printing or deskjet printing
- Unless otherwise specified, use the same type-face and size throughout the document; including equations, tables, figures and appendices must use same type-face and size.

Margins

- Left margin - 1½ inches to allow for binding

- Top, Right, and bottom margin - should be at least 1 inch
- Indentations - seven spaces in from the left margin (Tab stop position: 0.25")
- Left and right justify all text

Layout

- Copy must be typed on one side of page only.
- Single column format only.

Pagination

- The preliminary pages (pages up to the first page of the text) are numbered with lower-case Roman numerals (i, ii, iii, etc.); are placed at the top of the page, at the right margin.
- Beginning with the first page of the text and continuing to the end of the manuscript, number pages in sequence in Arabic numbers (1, 2, 3, etc.); are placed at the top of the page, at the right margin.

Spacing

- Double-space the main body of the thesis
- Single-space long quotations, tables, footnotes, endnotes, bibliography entries, abstract
- Double-space between entries

Corrections

All pages must be free from any corrections. Do not use correction fluid ("white out") or correcting tape because these corrections can bleed or flake away.

Parts of the Thesis in Required Order

Blank page

Title Page (**see attached manuscript template**)

Approval Page (**see attached manuscript template**)

Dedication and Acknowledgment Pages

Abstract of Casptone/Thesis (**required**)

Table of Contents (**required**)

List of Tables, Illustrations, Charts, or Graphs (**must fit inside regular margins**)

Text/Body

Bibliography and/or References

Appendices (includes Administered Survey Form/s, Accomplished Thesis Forms, esp. Thesis Form 005 Approval for Binding, etc.)

Glossary (**if applicable**)

Bionote (**optional – not numbered and not to exceed one typed page**)

Blank page

Main Headings

Main headings (abstract, acknowledgement, tables of content, figures and symbols) as well as the bibliography or references must be positioned at the top margin (beginning of the content area). All main headings must be boldface 14 pt., uppercase letters. All main headings must be centered across the page.

Chapter Headings and Titles

Each chapter of the capstone/thesis must begin on a separate page. The chapter heading must be placed at the top margin (beginning of the content area), centered across the page, boldface 14 pt. uppercase letters followed by Arabic numbers to indicate the chapter number. The content follows after two double-spaced line breaks (paragraph style must be *normal*) from the chapter heading.

Section Headings and Titles

Each section of the capstone/thesis should begin right after one double-spaced line break from the previous section. Section titles should be left justified, boldface 13 pt. capitalized lowercase preceded by the chapter and section numbers separated by a decimal point.

Subdivisions

All subsequent subdivision titles such as those of subsections may be numbered, must be left-justified, 12 pt. boldface, lowercase capitalizing only the first word, without punctuation. Each sub-section section should begin right after one single-spaced line break from the previous section. The content follows right below the sub-section title.

Text

All texts must be justified on both sides and must be positioned ½ inch from the section or subdivision heading.

Equations

Equations should be numbered consecutively throughout the manuscript and the number must be shown in parenthesis at the right-hand edge of the paper opposite the equation without being preceded by a dotted line. In capstone/thesis manuscripts in which large numbers of equations are involved, equations can be numbered consecutively according to chapter. In the text, the equation must be referred to as, for example, Eq. (1). Generally, symbols used in an equation must be defined immediately following the equation where first used. The form should be the same as in the list of symbols. Fonts used for typesetting equations should be consistent with those used in the text.

Tables

Whenever possible, tables should be in the portrait orientation. The caption for tabular material must be capitalized lowercase lettering, align left. Tables in landscape orientation should be placed on a separate page. Captions of tabular material in landscape orientation should also be in landscape orientation. Column

headings should be brief but explicit and units should be included where appropriate. Tables must be numbered consecutively in each chapter and table captions must appear at the top of the table. In the text of the capstone/thesis, tables should be referred to only in the form, Table 1-1 Table Name (chapter number and name of the table must be indicated in each table caption). Only the text “Table 1-1” should be boldface.

Figures

All figures must be scaled to fit within the standard margins. Figure captions must appear at the bottom of the figure, centered across the page. Figures, exclusive of those in the appendix, must be numbered consecutively in each chapter. Figures may appear within the text, or on a separate page which generally follows the page where first mention of it is made. In the text of the thesis, figures should only be referred to Figure 2-1 Figure Name (chapter number and name of the figure must be indicated in each table caption). Only the text “Figure 1-1” should be in boldface.

Photographs

Photographs should appear on 8 ½” x 11” pages, with standard margins. Color photocopied photos should appear on 100 percent cotton. In some instances, you may substitute photographic paper but this is subject to the approval of your capstone/thesis adviser. Photographs should be large enough for details to be easily discernible. Photos may appear within the text of the manuscript or may be presented in the Appendix. Captions must be within the standard margins. Any copyrighted material should be properly acknowledged by citing the source of the material in the caption (e.g. from Dela Cruz et. al., (2015)).

Drawings

Drawings such as charts, maps, graphs and diagrams, must be made either on capstone/thesis paper in permanent black ink, by copying or on single-weight photographic paper by photographic reproduction. Full-page drawing must be kept within the standard margins. It is recommended that all photographs, illustrations, and drawings be first converted into electronic form, and then

positioned within the manuscript during typesetting so as to aid in the preparation of the electronic copy of the manuscript.

References

The list of references should be given at the end of the text arranged in alphabetical order of the first author’s surname. Direct citations of a reference in the text are made by indicating the author’s surname followed by the year published (e.g. “This scheme was proposed by Dela Cruz & Perez (2016)”).

Appendices

Each appendix to a capstone/thesis should be assigned a letter designation, for example, Appendix A. Equations and captions for tables and figures must be numbered consecutively in Arabic numbers with each appendix; the number being preceded by the letter (e.g. A.1, A.2, etc.). With the exception for the use of capital Roman letter for purposes of designating appendices, rules for chapter heading and titles should be followed for appendices.

Binding and Cover

You may use any binding company you choose. Keep submission deadlines in mind when choosing a binder. The student is responsible for all production phases and should be aware that neither the University nor any of its separate offices is responsible for matters involving the student and non-college agencies associated with production of the capstone/thesis. The student is responsible for correction of all errors in production and any errors must be rectified prior to acceptance of the capstone/thesis.

Cover - Hard cover must be bound in red-orange cloth and embossed in black, and should contain the title of the capstone/thesis, and full name of the student/s. Capstone/Thesis title should appear two inches from top of the page. Student’s full name should appear two inches from the bottom of the page.

Spine - The spine is stamped in gold as follows:

EXAMPLE

JUAN A. DELA CRUZ	E-HEALTHCARE: DESIGN AND DEVELOPMENT OF WEB AND MOBILE PLATFORM	BSIT	2023 CSU
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Name	Capstone/Thesis Title	Degree	Year
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E. Acceptance for Final Defense

- 1. The **Oral Examination Panel** is created when the formal work on the capstone/thesis as proposed is completed. It may or may not be composed of the original members of the oral examination panel during the proposal defense.
- 2. The capstone/thesis adviser should not become the Chairperson of the Oral Examination Panel. He/she is also a non-voting member. The rules for the composition and selection of the oral examination panel are the same for both proposal and final defense.

*CCIS THESIS FORM 001: APPLICATION FOR CAPSTONE/THESIS DEFENSE must be filled out and submitted to the Associate Dean until **Week 12** of the current semester. Each member of the examination panel is also provided with a copy of the draft **at least one week** before the expected date of oral examination.*

- 3. Should an off-campus examiner be included in the Oral Examination Panel, the Department Chairperson shall obtain the approval of the Dean of the college. If the nominated examiner is accepted, the Dean of the college shall write a letter of invitation to the examiner and shall make the necessary arrangements in matter concerning examiner’s fee.
- 4. The department Chairperson may also give written comments before a capstone/thesis defense of a candidate for graduation may be scheduled.
- 5. The capstone/thesis must give evidence of the student’s capacity for sound research and must be a worthwhile contribution to knowledge.

6. The capstone/thesis must show the author's ability to carry out research and to organize results and expressed in good literate style.
7. Following general acceptance of the capstone/thesis' format, style and readiness, the oral examination is scheduled. Notices of the oral examination, together with an extensive/expanded abstract of the study are posted for public scrutiny and information. This must be done at least one week prior to the oral examination date. The members of the examination panel together with the date, time and place of the oral examination must be clearly stated. Display is placed preferably at the lobby of the College in which the program is offered.

F. Oral Examination on Thesis

1. The student must be enrolled in the capstone/thesis course in the appropriate semester during his/her actual thesis defense.
2. *Schedule.* The last day for oral examination should be **within week 14** of the current semester. No other oral examination will be scheduled and conducted after the Academic Council Meeting with which applicants for graduation in the current semester will be presented.

The department chairperson shall arrange and organize the oral examination schedules with consideration to the number of groups to be accommodated per day. Parallel sessions may be considered to cater large numbers of capstone/thesis groups.

3. The oral examination on the completed thesis is open to the public and shall be conducted by the Oral Examination Panel.
4. At the end of the oral examination, the panel shall submit a rating on the student/s' performance using CCIS THESIS FORM C: ORAL EXAMINATION RATING SHEET with attached CCIS THESIS FORM A: CAPSTONE/THESIS ORAL EXAMINATION COMMENTS SHEET (prepared by the Oral Defense Secretary), and CCIS THESIS FORM D: CAPSTONE/THESIS ORAL EXAMINATION REPORT to the CCIS Associate Dean.

5. The Capstone/Thesis Adviser shall notify the students of the rating he/she received on the oral examination, together with the revisions, if any, required in the capstone/thesis.
6. Capstone/Thesis shall be rated qualitatively (Passed/In-Progress/Failed) in the report of grades by the adviser.

G. Approval for Binding of Capstone/Thesis

1. The student incorporates the required revisions and submits the revised copy to the members of the Oral Examination Panel for approval. The CCIS THESIS FORM B: ORAL EXAMINATION REVISIONS MATRIX shall be attached along with the revised manuscript, the same shall also be signed and approved by concerned oral examination panel.
2. CCIS THESIS FORM 005: APPROVAL FOR BINDING OF CAPSTONE/THESIS must be accomplished before the student can reproduce copies of the capstone/thesis for binding.
3. A similarity index of not more than 20% for the entire manuscript with a maximum of 5% for each cited reference must be strictly observed. The final copy of the capstone/thesis manuscript must be submitted to the college Associate Dean for plagiarism checking.
4. No other pages may be added to the thesis after it has been approved and returned to the student for reproduction and binding.

H. Submission of Bound and Electronic Copies of Capstone/Thesis

1. Five (5) bound copies of the approved capstone/thesis plus three (3) copies of the abstract and an electronic file of the thesis in portable document format (PDF) shall be submitted to the CCIS at least one week before graduation. Bound copies shall be distributed as follows: a copy each for the student, the adviser, the OVPRIE, the College Library, and the University Library.

2. The entire manuscript should be contained on a single file, and should include all photographs, illustrations, tables and figures as they appear in the bound manuscript. The electronic copy should include a scanned copy of the approval page and Thesis Form 005: Approval for Binding of Capstone/Thesis.
3. Should the bound copies of the approved capstone/thesis, the abstract, and an electronic file of the capstone/thesis not be submitted to the CCIS prior to graduation, they must be submitted not more than one year from the date of approval of the thesis. Otherwise, an oral re-examination on the thesis shall be required.

I. Deadline

Thesis may be submitted anytime, however, submission deadlines for each graduation must be observed both for oral defense dates and final submission of corrected copies.