



SAINT MICHAEL COLLEGE OF CARAGA
 Nasipit, Agusan del Norte
 Tel. Nos. (085) 343-3251 / (085) 283-3113
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**RESEARCH & INSTRUCTIONAL INNOVATION
 DEPARTMENT**

RESEARCH REVIEW GUIDE

Program: Bachelor of Science in Information Technology

Researchers Name: Lacaran E., Oday J., Castillon J., Tiempo R.C. Saladores L. Name of Advisee: _____

Title of Research: Web-based Thesis Routing System for Saint Michael College of Caraga

Date Received by Adviser: _____

Item No.	ITEMS FOR REVIEW	(✓) Complied (X) Not (NA)	Page No. if Compiled	Signature of Adviser	Signature of Research Teacher
1	PRELIMINARY PAGES				
2	Title Page - Inverted Pyramid - Letters should be in bold - All in Capital letters - Should not more than 18 numbers of words - The Leader's name – first and the members' name in alphabetical order (ex. First name – M.I. – Last Name) - Do not bold – the date should reflect the month of the end of the School Year	✓	1	fmv	
3	Approval Sheet - Four and five panel members for respectively	X		fmv	
4	Acknowledgement - Should be written in 3 rd person; only one page - Should be written in 3 rd person	X		fmv	



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	- Avoid using WE and I rather use THE RESEARCHERS Should be one only with the names of the Researchers in bold letters				
5	Abstract -Not more than 250 words; not indented; justified; concise single; past tense; purpose; informants/participants/materials; method; key findings; implications and contribution; no recommendation; concluding remarks -Keywords not more than 6 items; Written in italics; in this order: field – criminology, terms in the title, Philippines (e.g. education, teaching practices, school climate Philippines) (always specify criminology and Philippines)	x		fow	
6	Table of Contents/List of Tables/List of Figures/ List of Graphs (If Any) Page nos. match content	x		fow	
7	CHAPTER - All the chapter headings should be written in all CAPITAL LETTERS -should be at the center - bold letters and double space - TITLE OF THE CHAPTER -No page number in the upper right corner of the page - The subtitles are also in bold letters (ex. Background of the Study)	✓	ii	fow	
8	<p style="text-align: center;">CHAPTER I INTRODUCTION</p>				
9	Background of the Study with Rationale and Significance of the Study - Established the foundation of the study - Introduce the issues, the effect, and development of the main topic - Should be discussed what is known of the study and the age gap	✓	1	fow	
10	Deductive Methods (International to local) - 1 st paragraph introduction on the topic and relevance and its relevance to the current status quo.	✓	1	fow	



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	<ul style="list-style-type: none"> - 2nd to 3rd paragraph – Literature review on the international and local scales of the study. Discuss the things they have done and the research gaps in the studies. - 4th paragraph – Rationale of the study and the problems that will be address by the researchers in the current study/ the objectives of the study - 5th paragraph – describe the significance of the study 	✓	2	fm	
11	<ul style="list-style-type: none"> - Minimal Citations 20 – 30 published articles - Last – significance in paragraph forms form (in what way the study will benefit the stakeholders) - For SHS – separate / sub-topic – significance of the study 2-3 pages only 	✓		fm	
12	Theoretical and Conceptual Framework (Conceptual is Optional) <ul style="list-style-type: none"> - Should indicate the name of the theory and the proponent of the theory - The theoretical framework is the structure that can hold or support a theory of a research study. - The theoretical framework introduces and describes the theory that explains why the research problem under study exists. - There should be an explanation of the theory's relevance to the study showing the relationship between variables or elements. 	X			
13	Schematic Diagram <ul style="list-style-type: none"> - A diagrammatic representation of the study summarizes the study - Should show the independent and Dependent Variables (cause and effect) 	X			
14	<ul style="list-style-type: none"> - Independent Variables – cause - Dependent Variables – effects - It can also be INPUT-THRUPUT-OUTPUT - Which will include the output (Intervention Program / Development Program) - An arrow should be reflected to show the relationship of the variables 				
15	Statement of the Problems/ Research Objectives <ul style="list-style-type: none"> - The main problem should be stated first before the specific problem or the sub-problem 	✓	3	fm	



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	<ul style="list-style-type: none"> - Main problem (refer to the title) - For College Profiling (gender etc.) will only be included in the statement of the problem if it is needed in the study, otherwise, profiling is discouraged. - For SHS profiling is required, profiling will be used in the discussion of respondents. 				
16	Scope and Limitations <ul style="list-style-type: none"> - should include the focus of the study and the duration of the study - includes the scope and limitation of the respondents, time (SY), locale, and other external factors. 	✓	3	fnw	
17	Definition of Terms <ul style="list-style-type: none"> - the terms should be operational - terms should be defined as to how they are being used in the study and NOT definitions found in the Dictionary. - terms should be arranged in alphabetical order. - All variables must be defined and key words. 	✓	4	fnw	
18	<p style="text-align: center;">CHAPTER II REVIEW OF RELATED LITERATURE</p>				
19	APA Format Citation / IEEE format	✓	6	fnw	
20	All variables must be discussed in the RRL				
21	Begin with a listing of the subsections of the literature review				
22	Use frequent headings to help readers follow your organization				
23	Conclude with a summary				
24	Consider a length in the range of 20+ pages				
25	Book references should be at least 5; other references can range between 50 and 100. Check the APA format, 7th Edition.				



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26	CHAPTER III			
	METHODOLOGY			
27	Data Gathering Procedure			flow
28	Research Design - Should explain the reason for using the design.			flow
29	Research Locale - short history of where the study will be conducted			flow
30	Research Respondents - should be shown through the table and a short narrative below the table; - should state how the instrument will be validated – content validation			flow
31	Research Instruments - Construction/ Origin -Reliability/ Validity			flow
32	Ethical Standard - Include the asking of permission and ethical considerations -Follows the format: ETHICAL CONSIDERATIONS TEMPLATE GUIDE QUESTIONS A. Intellectual Property Rights (IPR) B. Informed Consent C. Data Privacy and Confidentiality D. Voluntary Participation E. Minimization of Harm F. Beneficence G. Justice and Fair Participant Selection H. Data Integrity and Accuracy I. Transparency in Reporting J. Use of Patented or Copyrighted Materials K. Ethical Considerations for Animal and Human Trials L. Responsible Use of AI and Related Technologies M. Ethical Approval			flow



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33	Data Gathering Procedure				
34	Data Analysis Plan and Procedure				
35	Statistical Treatment -SHS with formula - College – no formula and state only the purpose of the statistical tool.				
36	<p style="text-align: center;">CHAPTER IV RESULTS AND DISCUSSION</p>				
37	Begin with a paragraph orienting the reader to the chapter (because some readers will jump to this location in your thesis and not read the earlier chapters)				
38	Present your findings in logical order, with tables and figures as needed and with frequent use of headings to help readers follow your organization. WITH RRL and theory integration				
39	If you use mixed methodology, present quantitative then qualitative findings				
40	Conclude with a summary of the findings and a transitional paragraph, such as: "Chapter 4 has presented qualitative and quantitative research findings addressing the four research questions of this study. Chapter 5 presents conclusions, discussion, and recommendations for future research."				
41	<p style="text-align: center;">CHAPTER V CONCLUSIONS AND RECOMMENDATION</p>				
42	Begin with a paragraph orienting the reader to the chapter (because some readers will jump to this location in your thesis/dissertation and not read the earlier chapters), such as: Chapter 5 provides conclusions based on research findings from data collected on_____, as well as discussion and recommendations for future research.				