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COMPUTER STUDIES DEPARTMENT

Capstone Project and Research 2 Manuscript Guide

Bachelor of Science in Information Technology

Aligned with International Academic and Research Standards

Purpose of the Manual

This guide serves as a comprehensive manual for preparing, formatting, and submitting the final manuscript for **Capstone Project and Research 2**, ensuring alignment with international standards in IT research, academic writing, and institutional quality assurance.

General Format

Element	Specification
Paper Size	A4
Font	Times New Roman
Font Size	12 pt (Text), 14 pt (Chapter Title), 16 pt (Cover Page Title)
Line Spacing	1.5 (body), Single (tables, figures, captions, and references)
Margins	1 inch on all sides
Page Numbers	Bottom-center, starting from Chapter 1
Alignment	Justified (body), Centered (titles, tables, figures)
Citation Style	APA 7th Edition
Software	Google Docs/MS Word for manuscript;
Plagiarism Limit	≤ 15% (Turnitin or equivalent)

Structure of the Manuscript

Preliminaries (No Chapter Number)

1. **Cover Page** (Institutional Format)
2. **Approval Sheet**
3. **Abstract** (250–300 words, keywords: 3–5)
4. **Acknowledgment**
5. **Table of Contents**
6. **List of Tables**
7. **List of Figures**

Chapter 1 – Introduction

- 1.1 **Background of the Study**
- 1.2 **Problem Statement**
 - Main Problem
 - Sub-problems

- **1.3 Objectives of the Study**
 - General Objective
 - Specific Objectives
- **1.4 Significance of the Study**
- **1.5 Scope and Delimitation**
- **1.6 Definition of Terms**

💡 *Use scholarly tone, avoid redundancy, and cite references where needed.*

Chapter 2 – Review of Related Literature and Systems

- **2.1 Local and Foreign Literature** (Proper synthesis and citations)
- **2.2 Local and Foreign Studies** (Use peer-reviewed works)
- **2.3 Related Systems** (Feature comparison table recommended)
- **2.4 Synthesis** (Highlight research gap)

💡 *Include a matrix of reviewed works for clarity and tracking.*

Chapter 3 – System Architecture and Methodology

- **3.1 Research Design**
- **3.2 Software Development Life Cycle (SDLC) Model Used**
(e.g., Agile, Waterfall, Spiral, etc.)
- **3.3 System Architecture/Overview Diagram**
- **3.4 Tools and Technologies**
- **3.5 Requirements Specification**
 - Functional Requirements
 - Non-Functional Requirements (align with ISO/IEC 25010)
- **3.6 Target Users and Respondents**
- **3.7 Data Gathering Procedures**
- **3.8 Evaluation Methods**

💡 *Use diagrams, use cases, or wireframes to visualize the methodology.*

Chapter 4 – System Design and Development

- **4.1 Database Design (ERD, Schema)**
- **4.2 UI/UX Design (Wireframes, Screenshots, Mockups)**
- **4.3 Module Description**
- **4.4 Technology Stack**
- **4.5 Security Features**
- **4.6 Deployment Environment**

💡 *Provide detailed walkthroughs with screenshots if available.*

Chapter 5 – Results and Discussion

- **5.1 System Implementation** (Show progression and screenshots)
- **5.2 Evaluation Results**
 - **Usability Testing** (e.g., SUS Score)
 - **ISO/IEC 25010 Quality Characteristics**
- **5.3 Analysis of Results**
 - Link to research objectives
 - Use tables and visual aids
- **5.4 Summary of Findings**

💡 *Use actual data from test users, real metrics, and user feedback.*

Chapter 6 – Summary, Conclusions, and Recommendations

- **6.1 Summary of the Study**
 - **6.2 Conclusions** (Based on objectives and results)
 - **6.3 Recommendations** (For future research, deployment, enhancements)
-

References

- APA 7th Edition formatting
 - Minimum of 15 credible sources
 - Include journals, books, conference papers, government/industry reports
-

Appendices

- A. Survey Questionnaire / Interview Guide
- B. Source Code/Code Snippet (optional; may be in CD/USB or GitHub)
- C. Software/User Manual
- D. Ethics Clearance / Consent Forms (if applicable)
- E. Screenshots of Outputs

HOW TO WRITE GUIDE

Preliminaries (No Chapter Number)

COVER PAGE (See Appendix A)
APPROVAL SHEET (See Appendix B)

ABSTRACT (250–300 words, keywords: 3–5)

Purpose:

To provide a concise overview of the entire study, including the problem, methodology, system, evaluation, and key results.

Writing Guidelines:

- Write in **one paragraph**, without citations or references.
- Use the **past tense** for completed actions and the **present tense** for conclusions.
- Use **passive voice** to emphasize actions over the researcher.
- Include 3–5 **keywords** after the abstract, separated by commas.

Content Structure (Flow):

1. **Introduction/Context** (1–2 sentences)
2. **Objectives of the Study**
3. **Brief Description of the System**
4. **Methodology and Tools Used**
5. **System Evaluation Results**
6. **Major Findings/Conclusion**
7. **Keywords**

ACKNOWLEDGEMENT

Purpose:

To express gratitude to those who supported the completion of the project.

Writing Guidelines:

- Use **past tense**
- Write in **paragraph form**
- Mention:
 - Adviser
 - Panel members
 - Faculty/administration
 - Family/friends
 - Respondents/Clients (if applicable)
- Avoid overly emotional tone; maintain academic professionalism.

TABLE OF CONTENTS

Purpose:

To provide an outline of the document structure with corresponding page numbers.

Writing Guidelines:

- Use **automatic table generation** (MS Word / Google Docs)
- Align section titles to the **left**
- Align page numbers to the **right**
- Include:
 - All chapters
 - Sections and sub-sections (use multi-level numbering)
 - Preliminary pages (without numbering): e.g., Abstract, Acknowledgment
 - References and Appendices

Example

ABSTRACT.....	i
ACKNOWLEDGMENT.....	ii
TABLE OF CONTENTS.....	iii
LIST OF TABLES.....	v
LIST OF FIGURES.....	vi
CHAPTER 1: INTRODUCTION.....	1
1.1 Background of the Study.....	1
1.2 Statement of the Problem.....	2
1.3 Objectives of the Study.....	3
...	
REFERENCES.....	60
APPENDICES.....	62

LIST OF TABLES

Purpose:

To list all tables used in the manuscript with titles and page numbers.

Writing Guidelines:

- Use **automatic captioning and indexing** (Insert Table > Caption in Word)
- Use consistent numbering format (e.g., Table 1, Table 2, etc.)
- Align table titles to the **left**, page numbers to the **right**

Example

Table 1. Functional Requirements of the System.....	10
Table 2. ISO/IEC 25010 Evaluation Result.....	15
Table 3. User Role Access Levels.....	27

LIST OF FIGURES

Purpose:

To list all diagrams, illustrations, system screenshots, and architecture used in the study.

Writing Guidelines:

- Use **Insert Caption** for each figure
- Number consistently (e.g., Figure 1, Figure 2, etc.)
- Match exact wording and capitalization from the captions used

Example

Figure 1. Context Diagram of the System.....	13
Figure 2. Admin Dashboard Interface.....	18
Figure 3. Entity-Relationship Diagram.....	19

CHAPTER 1: INTRODUCTION

Writing Style: Formal, third-person academic tone

Verb Tense: Present tense (unless otherwise noted)

Voice: Active or Passive (as specified)

1.1 Background of the Study

Purpose:

To introduce the research topic, its context, and the underlying need or problem that the system aims to address. This should show why the project is relevant and worth pursuing.

Writing Guidelines:

- Start with a general discussion about the current situation or practice in the chosen domain (e.g., education, healthcare, business, etc.).
- Narrow down to the specific gap, inefficiency, or opportunity.
- End with a statement about how a technological solution (your proposed system) could help solve the problem.
- Mention relevant trends, technologies, or current issues.
- Cite credible sources to support claims (APA 7 format).

Verb Tense: Present

Voice: Active

Example Opening Sentence:

In today's digital economy, many small enterprises still rely on manual methods for tracking inventory, leading to operational inefficiencies.

1.2 Statement of the Problem

Purpose:

To clearly identify the central problem of the study and formulate specific, researchable sub-problems that guide the development of the project.

Writing Guidelines:

- Start with a **general problem statement** (1 paragraph).
- Break it down into **2 to 5 specific sub-problems**, preferably introduced with “Specifically, the study seeks to answer the following questions:”
- Each sub-problem should be answerable by developing a system feature, conducting a process, or measuring an outcome.

Verb Tense: Present

Voice: Passive or Active

Example General Statement:

The current enrollment process of the institution is prone to delays and lacks a centralized student information system.

Example Sub-Problems:

1. What are the specific requirements of the current enrollment process?
 2. How can the system improve data accuracy and minimize duplication?
 3. How effective is the developed system based on ISO/IEC 25010 evaluation?
-

1.3 Objectives of the Study

Purpose:

To specify what the study aims to achieve.

Writing Guidelines:

- Begin with a **General Objective** that mirrors the main problem.
- Follow it with **Specific Objectives** that align with the sub-problems.
-

Tips:

- Use measurable verbs (e.g., develop, design, evaluate, implement, analyze).
- Objectives must be specific, achievable, and directly linked to the system.

Verb Tense: Present

Voice: Active

Example:**General Objective:**

To develop an online inventory management system for IKEA Cakes and Snacks Commissary.

Specific Objectives:

1. To analyze the current inventory tracking processes of the business
 2. To design and develop a centralized inventory system with transaction tracking
 3. To evaluate the system using ISO/IEC 25010 software quality standards
-

1.4 Significance of the Study

Purpose:

To explain **who benefits from the project** and **how** they benefit.

Writing Guidelines:

- Identify specific beneficiaries such as:
 - End-users (e.g., students, employees)
 - System administrators
 - Institution/organization
 - Future researchers
- Explain the practical benefits each group will gain.
- Keep it concise but meaningful.
- Identifies the relevant SDG(s) your project supports (e.g., SDG 3: Good Health and Well-being, SDG 4: Quality Education, SDG 9: Industry, Innovation, and Infrastructure, etc.)
- Explains how the system contributes to achieving the target indicators of that SDG

- Uses proper citation or official UN references (optional, but preferred)

Verb Tense: Present

Voice: Active

1.5 Scope and Delimitation

Purpose:

To define **what the system covers** (scope) and **what it does not cover** (delimitations).

Writing Guidelines:

- **Scope:**
 - Describe modules, user roles, system features, data handling, and platforms (e.g., mobile, web).
- **Delimitations:**
 - Clarify features or areas **not** included (e.g., payment integration, SMS notifications).
- Limitations should be reasonable given the time and resources.

Verb Tense: Present

Voice: Passive

Example:

The system includes features such as product monitoring, real-time stock level alerts, and transaction logs. However, integration with third-party accounting software is not included in this study.

1.6 Definition of Terms

Purpose:

To provide operational definitions of **technical terms** and **project-specific jargon** used in the study.

Writing Guidelines:

- List terms alphabetically or in the order of appearance.
- Define them **as used in your study** (operational definition).
- Avoid dictionary-type definitions.

Verb Tense: Present

Voice: Passive

Example Format:

Inventory Tracking – This refers to the module that allows the user to record, update, and monitor product stock levels in real time.

QR Code – In this study, QR code refers to a machine-readable label used to validate transactions and log system activity.

General Writing Tips for Chapter 1:

- Use **transitional phrases** to maintain flow (e.g., "However," "Moreover," "As a result,").
- Maintain **parallelism** in writing sub-problems and specific objectives.
- Avoid personal pronouns ("I", "we", "our"); use institutional or project-based language (e.g., "The system..." or "This study...").
- Review examples from previous approved capstone manuscripts.

CHAPTER 2: REVIEW OF RELATED LITERATURE AND SYSTEMS

Writing Style: Formal, academic, third-person

Verb Tense:

- **Present** for the general concepts and universally accepted facts
- **Past** for specific studies, previously conducted research, or completed systems

Voice: Active or Passive (depending on emphasis)

2.1 Review of Related Literature

Purpose:

To present scholarly concepts, theories, frameworks, and relevant discussions that form the conceptual basis of your study.

Writing Guidelines:

- Focus on **books, peer-reviewed journals, conference papers, and credible sources** (not blogs or Wikipedia).
- Discuss 5–10 key pieces of literature related to your topic.
- Synthesize information by grouping ideas under **thematic categories or trends**.
- Explain how each cited literature supports your study or guides your system design.
- Avoid simply summarizing—**analyze and connect** ideas.

Suggested Format:

Author(s) (Year) conducted a study on [topic]. Their work focused on [key point]. This supports the current study by providing [relevance].

Tips:

- Use transition words like *furthermore, similarly, in contrast, and according to*.
- Use **APA 7** in-text citations and reference formatting.

Example:

According to Sommerville (2022), software engineering principles must be adapted based on evolving user requirements and technology trends. This supports the current project's choice of the Agile methodology, which allows iterative and incremental development.

2.2 Review of Related Studies

Purpose:

To present local and international (foreign) research works related to your study to justify feasibility, methodology, or system features.

Writing Guidelines:

- Present 3–5 **local studies** and 3–5 **foreign studies**.
- Choose studies with similar:
 - Target users
 - Development methodology
 - Functional objectives
 - Evaluation techniques
- For each study, describe:
 - Title and author(s)
 - Objective
 - Methodology used
 - Results and findings
 - Relevance to your current study

Suggested Format:

In the study entitled “*E-Clinic: A Web-Based Patient Record System*” by Cruz (2021), the system addressed the issue of fragmented medical records. The study applied the Waterfall Model and achieved improved accuracy in data retrieval. This supports the current project in terms of user data structuring and retrieval functionalities.

Tips:

- Write each paragraph with at least 3–5 sentences.
- Always end with a **statement of relevance** to your study.

2.3 Review of Related Systems

Purpose:

To analyze and compare existing systems (live or previously developed) that are similar to your proposed project.

Writing Guidelines:

- Present **3–5 systems**, preferably with screenshots or published case studies.
- For each system, describe:
 - Name and purpose
 - Developer or company
 - Features
 - Strengths
 - Weaknesses
- Use a **feature comparison table** at the end to summarize similarities and differences.

Suggested Format:

The Inventory System developed by ABC Technologies features barcode scanning, real-time updates, and low-stock alerts. However, it lacks support for user-level permissions. This highlights the need for security access levels in the current study.

Feature Comparison Table Example:

Feature	System A	System B	Proposed System
User Login & Roles	✓	✗	✓
Real-time Notification	✗	✓	✓
QR Code Integration	✗	✗	✓

2.4 Synthesis

Purpose:

To connect insights from the literature, related studies, and systems, and identify the gap your project addresses.

Writing Guidelines:

- Summarize key ideas from previous sections.
- Explain how the literature and systems **informed your design**, methodology, or features.
- Identify the **gap** your system is addressing that existing studies/systems did not cover.
- Clarify the **unique contribution** of your project.

Suggested Format:

The reviewed literature and studies emphasize the need for system automation in small business inventory management. While most systems offer basic tracking, few integrate purchaser transaction tracking. Thus, the current project aims to fill this gap by providing a unified inventory and purchaser tracking solution tailored for local commissaries.

Quick Summary of Tense and Voice

Section	Verb Tense	Voice
2.1 Review of Related Literature	Present (general), Past (specific)	Active or Passive
2.2 Review of Related Studies	Past	Active or Passive
2.3 Review of Related Systems	Present or Past	Active
2.4 Synthesis	Present	Active

Final Tips for Chapter 2:

- Maintain logical flow: *Literature → Studies → Systems → Synthesis*.
- Avoid lengthy block quotes; **paraphrase** with proper citations.
- Support all claims with cited references.
- Use academic databases like Google Scholar, IEEE Xplore, ScienceDirect, etc.
- Avoid redundancy. Don't repeat points in the synthesis that have already been explained earlier.

CHAPTER 3: SYSTEM ARCHITECTURE AND METHODOLOGY

Writing Style: Formal, academic, third-person

Verb Tense:

- **Present** for general system description and models used
- **Past** for procedures already completed (e.g., data gathering)

Voice: Passive preferred (except when describing system components)

3.1 Research Design

Purpose:

To define the overall research strategy used in the project.

Writing Guidelines:

- Describe the nature of the study: typically **Developmental, Applied, or Descriptive**.
- Justify the choice of design based on the study's goal to create and evaluate a functional IT solution.
- You may refer to the **Capstone 1 research framework** for consistency.

Sample Text:

This study employed a developmental research design, which involves the creation and evaluation of an IT solution that addresses a real-world problem. This design is appropriate since the study focuses on the implementation and assessment of a web-based inventory management system.

Verb Tense: Past

Voice: Passive

3.2 Software Development Life Cycle (SDLC) Model Used

Purpose:

To explain the SDLC model used and how it was applied to guide the system's development.

Writing Guidelines:

- Introduce the SDLC model chosen (e.g., Agile, Waterfall, Spiral, Iterative).
- Explain its **phases** (Planning, Design, Development, Testing, Deployment, Maintenance).
- Describe how each phase was **applied to the project**.
- Justify why this model is suitable for your type of system.

Sample Text:

The study adopted the Agile model, which promotes iterative and incremental development. This model was chosen due to its flexibility in handling changing user requirements during the development cycle. The project underwent multiple sprints, with each sprint covering system design, development, and testing phases.

Verb Tense: Present (for model description), Past (for what was done)

Voice: Passive

3.3 System Architecture

Purpose:

To visually and descriptively present the structure of the system.

Writing Guidelines:

- Use a **high-level architecture diagram** (e.g., 3-tier, client-server, MVC).
- Label and explain each component (e.g., user interface, application server, database server).
- Describe how data flows between components.
- Keep technical terms clear and concise.

Sample Text:

The system follows a three-tier architecture consisting of the presentation layer, application layer, and data layer. The client interacts with the system via a web browser, while the application logic is handled by the PHP back-end and the MySQL database processes data requests.

Include:

- Diagram with labeled components
- Explanation of each layer/module

Verb Tense: Present

Voice: Active (preferably)

3.4 Tools and Technologies Used

Purpose:

To list and describe the programming tools, platforms, and technologies used.

Writing Guidelines:

- Categorize tools under:
 - **Front-end** (e.g., HTML, CSS, JavaScript)
 - **Back-end** (e.g., PHP, Node.js)
 - **Database** (e.g., MySQL, MongoDB)
 - **Frameworks/APIs** (e.g., Laravel, Firebase)
 - **Other Tools** (e.g., Visual Studio Code, XAMPP, GitHub)
- Provide a brief explanation of each tool's purpose.

Sample Text:

MySQL was used as the database management system for storing and retrieving user data efficiently. Visual Studio Code served as the primary IDE due to its flexibility and support for multiple languages.

Verb Tense: Present

Voice: Passive or Active

3.5 Requirements Specification

Purpose:

To define what the system must do and how it should behave.

Writing Guidelines:

Break this into two parts:

A. Functional Requirements

- Enumerate major system features.
- Use bullet points or numbering (e.g., FR1, FR2).
- Describe what the system should do in terms of actions or services.

B. Non-Functional Requirements

- Include criteria such as:
 - Usability
 - Security
 - Performance
 - Maintainability
- Align these with **ISO/IEC 25010** standards.

Sample Functional Requirement:

FR1: The system shall allow authorized users to log in using unique credentials.

Verb Tense: Present**Voice: Passive**

3.6 Target Users and Respondents

Purpose:

To identify who will use the system and who participated in the evaluation/testing.

Writing Guidelines:

- Describe user roles (e.g., admin, cashier, end-user).
- For system evaluation, define:
 - Number of respondents
 - Sampling method (e.g., purposive, random)
 - Criteria for selection

Sample Text:

The respondents were composed of ten (10) staff members from the commissary who are directly involved in inventory management and daily transactions. They were selected using purposive sampling, ensuring their familiarity with the business process.

Verb Tense: Past**Voice: Passive**

3.7 Data Gathering Procedures

Purpose:

To describe how you collected data for system design and evaluation.

Writing Guidelines:

- State if you used interviews, surveys, observations, or document reviews.
- Discuss the steps taken: preparation, administration, and data processing.
- Include validation methods for survey tools or questionnaires.

Sample Text:

A structured questionnaire was distributed to the users to collect feedback regarding system usability. The instrument was reviewed by two faculty members for content validation.

Verb Tense: Past**Voice: Passive**

3.8 Evaluation Methods

Purpose:

To explain how the system's performance was assessed.

Writing Guidelines:

- Identify the **evaluation model** used (e.g., ISO/IEC 25010, SUS).
- Describe **metrics or criteria** (e.g., usability, efficiency, security).
- State **data collection** method (e.g., Likert-scale survey).
- Include how you interpreted the results (e.g., mean scoring, descriptive statistics).

Sample Text:

The system was evaluated using the ISO/IEC 25010 software quality model. The criteria included usability, functionality, and reliability. A 5-point Likert scale questionnaire was administered to ten respondents, and the results were interpreted using mean score analysis.

Verb Tense: Past**Voice: Passive**

Quick Summary of Tense and Voice

Section	Verb Tense	Voice
3.1 Research Design	Past	Passive
3.2 SDLC Model	Present (model), Past (application)	Passive
3.3 System Architecture	Present	Active
3.4 Tools and Technologies	Present	Active or Passive
3.5 Requirements Specification	Present	Passive
3.6 Target Users and Respondents	Past	Passive
3.7 Data Gathering Procedures	Past	Passive
3.8 Evaluation Methods	Past	Passive

CHAPTER 4: SYSTEM DESIGN AND DEVELOPMENT

Writing Style: Formal, academic, third-person

Verb Tense:

- **Present** for system description and module functionalities
- **Past** only if referring to development procedures or actions already completed

Voice: Mostly **Passive**, with **Active** allowed when describing the system's behavior

4.1 Database Design

Purpose:

To illustrate how data is structured, stored, and managed within the system.

Writing Guidelines:

- Start with a brief introduction about the data structure and database used (e.g., MySQL, PostgreSQL).
- Include:
 - **Entity-Relationship Diagram (ERD)**
 - **Table descriptions** (name, attributes, data type, primary/foreign keys)
- Describe relationships (one-to-many, many-to-many).
- Explain why the design ensures data integrity and normalization.

Sample Text:

The database design consists of seven interconnected tables, including Users, Transactions, Products, and Inventory Logs. Each table was normalized up to the third normal form to avoid redundancy.

Include:

- ERD image (labeled)
- Optional: table schema in tabular format

Verb Tense: Present

Voice: Passive

4.2 User Interface (UI) Design

Purpose:

To demonstrate how users interact with the system through its interfaces.

Writing Guidelines:

- Include **screenshots, mockups, or wireframes** of your system's UI.
- Explain each interface:
 - Purpose (e.g., login screen, dashboard)
 - Functionality
 - User experience considerations (ease of use, accessibility, mobile responsiveness)
- Describe how consistency and intuitiveness were applied.

Sample Text:

The login page is designed with a minimalistic layout to simplify user access. It contains input fields for username and password and provides real-time validation feedback for incorrect entries.

Include:

- Annotated UI mockups/screenshots
- Description of layout, controls, buttons, fields, and menus

Verb Tense: Present

Voice: Active or Passive

4.3 Module Description

Purpose:

To describe each **major functional component** (module) of the system and how it contributes to the overall goal.

Writing Guidelines:

- Provide a brief overview of the system's modular structure.
- Describe each module using:
 - **Module Name**
 - **Input:** What user or system provides
 - **Process:** What the module does
 - **Output:** What the user or system receives
 - **User Role:** Who uses it
- Repeat this format for all core modules.

Sample Format:**Module: Inventory Tracker**

Input: Product name, quantity, supplier

Process: The system stores the input in the database and updates the stock count.

Output: Updated inventory table with visual alerts for low-stock items.

User Role: Admin

Verb Tense: Present

Voice: Passive

4.4 System Features

Purpose:

To present the unique and core functionalities of the system in greater detail.

Writing Guidelines:

- Different from the module list, this section emphasizes:
 - **Innovative Features**
 - **Process automation**
 - **Data tracking**
 - **Security measures**
 - **Notifications or alerts**

- Use screenshots with captions.
- Provide explanations of how these features improve performance or solve the user's problem.

Sample Text:

The system features an automated restock alert that notifies users when a product reaches its reorder level. This eliminates the need for manual monitoring and reduces the risk of stockouts.

Use labeled screenshots for clarity.

Verb Tense: Present

Voice: Passive or Active

4.5 Security Features

Purpose:

To describe mechanisms that ensure system confidentiality, integrity, and authorized access.

Writing Guidelines:

- Include:
 - **Authentication methods** (e.g., login, password hashing)
 - **Authorization levels** (e.g., admin vs. cashier access)
 - **Data validation**
 - **SQL injection prevention**
 - **HTTPS or data encryption** (if applicable)

Sample Text:

The system incorporates SHA-256 hashing for password security and enforces user roles to restrict access to administrative functions.

Verb Tense: Present

Voice: Passive

4.6 System Deployment

Purpose:

To explain how and where the system was installed or made available for users.

Writing Guidelines:

- Indicate:
 - Platform used (e.g., localhost, cloud, web host)
 - Device compatibility (desktop, mobile)
 - Server stack (e.g., XAMPP, Apache, LAMP)
 - Access link (if live demo is available)
- If applicable, briefly mention the deployment procedure (e.g., code uploading, database migration, DNS configuration)

Sample Text:

The system was deployed using XAMPP on a local server environment. For demonstration purposes, the application is hosted on a free-tier platform accessible via [URL].

Verb Tense: Past or Present (depending on current status)

Voice: Passive

Quick Summary of Tense and Voice

Section	Verb Tense	Voice
4.1 Database Design	Present	Passive
4.2 UI Design	Present	Active or Passive
4.3 Module Description	Present	Passive
4.4 System Features	Present	Passive or Active
4.5 Security Features	Present	Passive
4.6 System Deployment	Past (if completed), Present (if ongoing)	Passive

General Reminders:

- Use consistent formatting for all modules and descriptions.
- Support textual explanations with diagrams and screenshots.
- Avoid using “we” or “I”—refer to “the system,” “the application,” or “this project.”
- Emphasize **design decisions** that reflect user needs, efficiency, and system quality attributes (ISO/IEC 25010).

CHAPTER 5: RESULTS AND DISCUSSION

Writing Style: Formal, academic, third-person

Verb Tense:

- **Past** for completed testing/evaluation procedures
- **Present** for interpretation and discussion of results

Voice: Passive (for reporting results), Active (for analysis and interpretation)

5.1 System Implementation

Purpose:

To document the actual system implementation and demonstrate that the system is working as intended.

Writing Guidelines:

- Provide a **narrative walkthrough** of how the system was deployed and tested.
- Include screenshots to show actual outputs (e.g., login, dashboard, reports, modules).
- Describe user access levels and sample transactions/workflows.
- Explain the technologies used in deployment (e.g., web hosting, localhost).

Sample Text:

The system was successfully deployed on a localhost server using the XAMPP stack. Users were able to register, log in, and record product transactions. Figures 5.1 and 5.2 show the Admin Dashboard and Inventory Module.

Include:

- Actual screenshots of working modules
- Deployment status (beta, full deployment, testing only)

Verb Tense: Past

Voice: Passive

5.2 Evaluation Results

Purpose:

To present the findings of system testing based on ISO/IEC 25010 or any adopted evaluation model.

Writing Guidelines:

- State **how many respondents** evaluated the system and what criteria were used.
- Common ISO/IEC 25010 sub-characteristics:
 - Usability
 - Functionality
 - Reliability
 - Efficiency
 - Maintainability
 - Portability
- Use **Likert-scale results, mean scores, or tables/graphs** to present quantitative data.
- Summarize key findings in each quality attribute.

Sample Table:**ISO/IEC 25010 Quality Mean Score Interpretation**

Usability	4.75	Excellent
Functionality	4.60	Excellent
Reliability	4.45	Very Good

A 5-point Likert scale was used, where 1 = Poor and 5 = Excellent.

Sample Text:

Based on the evaluation conducted with ten (10) end-users, the system obtained a usability score of 4.75, indicating excellent user experience. Respondents reported ease of navigation and clarity of system prompts.

Verb Tense: Past**Voice: Passive**

5.3 Analysis of Results

Purpose:

To interpret and analyze what the evaluation results mean in relation to the project objectives.

Writing Guidelines:

- Provide **interpretive insights** from the evaluation.
- Link evaluation results to the project's **specific objectives**.
- Discuss implications, such as:
 - Which features performed well?
 - Were there any usability concerns?
 - How did the respondents perceive the system?

Sample Text:

The high usability score reflects the effectiveness of the interface design and user navigation flow. However, some respondents suggested adding a search filter in the inventory logs, indicating a need for enhanced data accessibility in future versions.

Tips:

- Avoid restating the evaluation results—focus on **insights and patterns**.
- Address each ISO/IEC 25010 criterion.

Verb Tense: Present

Voice: Active

5.4 Summary of Findings

Purpose:

To summarize the major findings of the implementation and evaluation phases.

Writing Guidelines:

- Consolidate insights from sections 5.1 to 5.3.
- Use a **bullet or numbered format** for clarity.
- Relate the findings to the **specific objectives** and **sub-problems** outlined in Chapter 1.

Sample Format:

The following summarizes the findings of the study:

1. The system was successfully developed and implemented based on the approved design.
2. Evaluation results showed high usability (4.75) and functionality (4.60), satisfying user needs.
3. Users suggested additional features such as downloadable reports and notification alerts.

Verb Tense: Past

Voice: Passive

Quick Summary of Tense and Voice

Section	Verb Tense Voice	
5.1 System Implementation	Past	Passive
5.2 Evaluation Results	Past	Passive
5.3 Analysis of Results	Present	Active
5.4 Summary of Findings	Past	Passive

Writing Tips for Chapter 5:

- Ensure screenshots are **clear, labeled, and relevant**.
- Avoid generic descriptions—focus on **evidence-based statements**.
- Include interpretation, not just presentation of data.
- Support findings with **actual test results, charts, and user comments** (if available).
- Address **each project objective** with a corresponding result.

CHAPTER 6: SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

Writing Style: Formal, academic, third-person

Verb Tense:

- **Past** for summary
- **Present** for conclusions
- **Present/Future** for recommendations

Voice: Active preferred (Passive acceptable where appropriate)

6.1 Summary

Purpose:

To provide a concise yet comprehensive recap of the entire project, from problem identification to results.

Writing Guidelines:

- Use **one to two paragraphs** summarizing the following:
 - **Problem/Background**
 - **Objectives**
 - **Methodology** (design, development, testing)
 - **Key Findings**
- Keep the tone objective and result-oriented.
- Do **not** introduce new information or technical details here.

Sample Text:

This study aimed to develop an Inventory Management System with a Purchaser Transaction Tracker for IKEA Cakes and Snacks Commissary. The project followed the Agile model and was implemented using web technologies. System evaluation based on ISO/IEC 25010 revealed excellent usability and functionality scores, indicating that the system effectively addressed the identified operational inefficiencies.

Verb Tense: Past

Voice: Passive or Active

6.2 Conclusions

Purpose:

To interpret the major outcomes and state how the objectives were achieved.

Writing Guidelines:

- Restate the **general and specific objectives** as statements (not questions).
- Present **direct conclusions** per objective.
- Emphasize **how the results validated the solution**.
- Highlight the **value or significance** of the project.

Sample Format:

Based on the findings, the following conclusions are drawn:

1. The developed system automated the inventory monitoring process, reducing manual errors.
2. The system's usability was rated "Excellent" by end-users, indicating user satisfaction.
3. The integration of purchaser tracking addressed the client's need for daily sales visibility.

Overall, the project achieved its general objective of providing a responsive and efficient inventory system tailored to small-scale food businesses.

Tips:

- Use **clear and assertive language**.
- Avoid vague terms like "somewhat" or "probably."

Verb Tense: Present

Voice: Active

6.3 Recommendations

Purpose:

To propose practical steps for improvement, future development, or potential applications of the system.

Writing Guidelines:

- Base each recommendation on:
 - Results of the evaluation
 - User feedback
 - System limitations or challenges encountered
- Categorize into:
 - **For system enhancement** (technical features)
 - **For future researchers** (extended modules, integration)
 - **For institutional use** (deployment, training)
- Be **specific and actionable**.

Sample Format:

The following recommendations are forwarded:

1. Integrate a printable report generation module to enhance data management.
2. Future studies may explore the integration of mobile platforms for broader accessibility.
3. If adopted by the business, a brief user training and documentation should be provided for smoother onboarding.

Tips:

- Use modal verbs such as *may*, *should*, or *can*.
- Avoid overly general suggestions (e.g., "Improve the system").

Verb Tense: Present or Future

Voice: Active

Quick Summary of Tense and Voice

Section	Verb Tense	Voice
6.1 Summary	Past	Active or Passive
6.2 Conclusions	Present	Active
6.3 Recommendations	Present/Future	Active

Final Writing Tips for Chapter 6:

- Keep the **tone objective**, focused, and results-based.
- Link back to **research objectives** from Chapter 1.
- **Do not introduce new data**—use only those already discussed in Chapter 5.
- Avoid restating content word-for-word from earlier chapters.
- Use **numbered bullets** for clarity and organization.

REFERENCES (APA 7 Format)

Purpose:

To list all sources cited in the manuscript, ensuring proper attribution and academic integrity.

Writing Guidelines:

- Only include sources actually cited in-text.
- List references **alphabetically** by the surname of the first author.
- Use **hanging indent** (first line flush left, second line indented).
- Italicize titles of books and journals.
- Capitalize **only the first word** of titles and subtitles, and **proper nouns**.

Sample Formats:

Book:

Kendall, K. E., & Kendall, J. E. (2013). *Systems analysis and design* (9th ed.). Pearson.

Journal Article:

Smith, R. T., & Lopez, M. J. (2020). Usability testing for academic software systems. *Journal of Computer Science Research*, 15(2), 45–58. <https://doi.org/10.xxxxxx>

Website:

Department of Information and Communications Technology. (2023). *Philippine digital transformation roadmap*. <https://www.ditc.gov.ph/digital-roadmap>

APPENDICES

Purpose:

To provide supplementary materials that support the study but are too lengthy to include in the main text.

Writing Guidelines:

- Label as **Appendix A, Appendix B, Appendix C**, etc.
- Give each appendix a **clear title** (e.g., “Appendix A – User Evaluation Form”).
- Refer to each appendix in the body of the manuscript (e.g., “see Appendix A”).
- Content may include:
 - Survey questionnaire
 - Interview guide
 - Screenshots (optional if not shown in Chapter 4)
 - Sample code (short snippets only)
 - Consent form
 - Evaluation tools
 - User manual

Sample Appendix Label:

Appendix A User Evaluation Form Based on ISO/IEC 25010

APPENDIX A
Cover Page Sample



EASTERN VISAYAS STATE UNIVERSITY – ORMOC CAMPUS
COMPUTER STUDIES DEPARTMENT

**AGRITRACK: A MOBILE-BASED FARM ACTIVITY
PLANNING AND MONITORING SYSTEM WITH OFFLINE
DATA SYNCHRONIZATION FOR RICE FARMERS IN
BARANGAY CANDELARIA**

A Capstone Project Proposal
Submitted to the Computer Studies Department
In Partial Fulfillment of the Requirements
for the Degree
Bachelor of Science in Information Technology

By:
JUAN DELA CRUZ
MARIA SANTOS
PEDRO PENDUKO

Capstone Adviser:
Jose Juan de la Cruz

DECEMBER 2025

APPENDIX B

Approval Sheet Sample

IT 433 CAPSTONE PROJECT AND RESEARCH 2

"TITLE OF THE SYSTEM HERE IN ALL CAPS"

A Capstone Project presented to the Faculty of the Information Technology Department, Eastern Visayas State University – Ormoc Campus, in partial fulfillment of the requirements for the degree of Bachelor of Science in Information Technology

Approved by:

Name of Adviser

Date

Panel Member 1

Date

Panel Member 2

Date

Panel Member 3

Date

Accepted and approved in partial fulfillment of the requirements for the degree Bachelor of Science in Information Technology.

Chairperson

