

BUPC UNDERGRADUATE THESIS FORMAT GUIDELINES

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THESIS FORMAT

A. Title Page

**DEVELOPMENT OF A MICROPROCESSOR-BASED
AUTOMATED BEVERAGE MIXER**

Font 12, Bold
Inverted
Pyramid,
Times New
Roman

An Undergraduate Thesis Presented to the Faculty of
Computer and Engineering Studies Department
Bicol University Polangui Campus
Polangui, Albay

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In Partial Fulfillment of the Requirements for the Degree
Bachelor of Science in Computer Engineering

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Relucio, Floradel S.

March 2018

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Note: BIBLIOGRAPHY - usually in alphabetical listing of source materials. (Arrange in alphabetical order),

- *Kindly refer to the Citation Style of the American Psychological Association (APA) Discussed by: Gremil Alessandro Alcazar Naz, MPSDC, MAMCC*
- *For more information, go to www.apastyle.org*

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Note:

1. Align properly the page numbers
2. List of tables and list of figures are placed on separate pages

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Note:

1. Align properly the page numbers
2. List of tables and list of figures are placed on separate pages

GENERAL THESIS FORMAT GUIDELINES

General Document Guidelines

- A. **Margins:** 1.50 inch left margin , One inch on the remaining sides (top, bottom, right)
- B. **Font Size and Type:** Times New Roman, size 12;
- C. **Line Spacing:** 2.00 space throughout the paper, including the title page, body of the document, references, appendices, notes, tables, and figures.
- D. **Spacing after Punctuation:** Space *once* after commas, colons, and semicolons within sentences.
- E. **Alignment:** Justified
- F. **Pagination:** All pages of the text of a thesis should be numbered, including the first page. Position numerals in the upper right-hand corner one inch from the top of the page, flush with the right margin. Double space to the first line of the text. Preliminaries use lower case roman numerals and place at the center, lower bottom.
- G. **Table of contents:** Words designating elements of the paper, such as the preface and bibliography, should be typed in uppercase letters. Indent one-digit chapter number five spaces, and position numbers of two digits or more by aligning the numerals I the right-hand column. The wording, capitalization and punctuation of titles and heading should be typed exactly as they appear in the text. Headings, and subheadings underlined in the text should not be underlined in the table of contents. Use a two-hanging indentation (that is, the first line at the margin and subsequent lines indented) within headings and between successive levels.
- H. **Abstract.** The abstract should consist of 250-300words.
- I. **Captions.** Each **table** must have a caption, or title, that tells concisely and clearly what the table contains. It should be a descriptive phrase. Place the caption above the table. Each **figure** must have a caption, or title that tells concisely and clearly what the figure contains. Caption should be placed below the figure.

Table and Figures format:

Table 1. Name of the table in Times New Roman, size 12, regular, left aligned

Column 1	Column 2*	Column 3
First row column 1 entry	First row column 2 entry	First row column 3 entry
Second row column 1 entry	Second row column 2 entry	Second row column 3 entry
Third row column 1 entry	Third row column 2 entry	Third row column 3 entry
Fourth row column 1 entry	Fourth row column 2 entry	Fourth row column 3 entry

*Column 2 legend

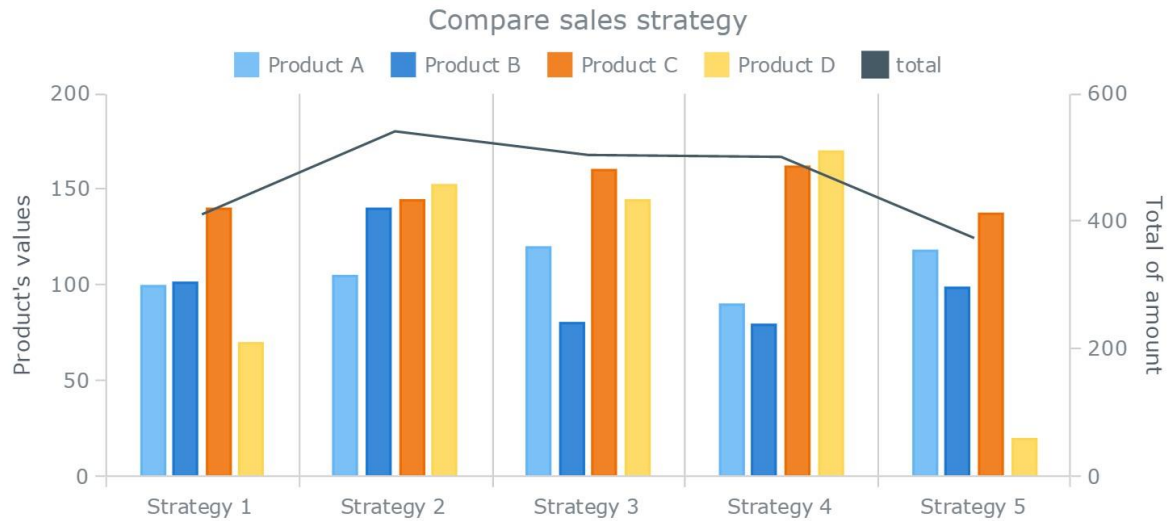


Figure 1. Title of figure 1 in Times new roman, size 12, center-aligned

ABSTRACT

(Times new roman, 12, Bold, Left, UPPERCASE)

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The abstract should be typed in Times New Roman-regular, font size 12, with ½ inch left indention and justified in one paragraph only. The abstract shall be limited from 250-300 words only. It should contain the objectives, methodology and the salient findings conclusions.

<one single space>

Keywords: *keyword1, keyword2, keyword3, keyword4, keyword5*

(Keywords may include 4-5 words separated by commas, font size 12, Times new roman, italics, and left-aligned with no indention).

Introduction

(Headings must be in Times new roman, font size 12, left-aligned and uppercase/lowercase)

<one single space>

The body shall be in Times New Roman-regular, size 12, ½ inch first line indention each paragraph and left-justified. The headings of each section shall be indicated in the following order.

<one single space AFTER EACH paragraph>

<one double space after last paragraph>

Conceptual/Theoretical Framework

(Headings must be in Times new roman, font size 12, left-aligned and uppercase/lowercase)

Methodology

(Headings must be in Times new roman, font size 12, left-aligned and uppercase/lowercase)

Results and Discussion

(Headings must be in Times new roman, font size 12, left-aligned and uppercase/lowercase) <one single space>

Discussion 1

(in case of sub discussions, sub-headings must be in Times New Roman-regular, size 12, italics, left aligned)

<one single space before 1st paragraph and one single space after each paragraph>

<one double space after last paragraph>

Conclusion

(Headings must be in Times new roman, font size 12, left-aligned and uppercase/lowercase)

References

(References shall follow the APA format)

- Kindly refer to the Citation Style of the American Psychological Association (APA) Discussed by: Gremil Alessandro Alcazar Naz, MPSDC, MAMCC
- For more information, go to www.apastyle.org
- The reference list (“Reference List” or “References”) arranges alphabetically all works cited in a hanging indent style.

Researcher’s Profile

(Last name, Given Name, and MI is the format of the name followed by academic information and other details ranging from 50 to 60 words only)

NOTE: *The same format applies to other sections.*

ROLES AND RESPONSIBILITIES OF THE THESIS ADVISORY COMMITTEE

ADVISER

- The adviser must come preferably from the faculty of the Department where the student belongs and must be chosen according to the following criteria:

PROGRAM: Experience in the Research area/field of specialization

ADVISEE: Advising load must not exceed from five (5) active advisees per semester

RAPPORT: Must have established good rapport with advisee

TIME: Must have enough time for advising

QUALIFICATIONS OF THE ADVISER

- A research adviser should be deemed qualified if he/she is:
 - a. A researcher recognized by the institution, masters/doctoral degree holder, writer of his/her own study and participant to previous research trainings and seminars sponsored by CHED and the University/ College;
 - b. A full-time faculty member undergoing research within his/her specialization; and/or
 - c. An actual researcher and an adviser to advisee's not exceeding ten (10) in number within a given academic year in an institution where he is connected.

DUTIES AND RESPONSIBILITIES

The Adviser shall:

1. Draft a schedule of activities in behalf of the advisee's professionalization.
2. Keep a log plan of advising with conference notes duly recorded.
3. Safeguard the integrity of the advisee's work by checking each part thoroughly for possible duplication with other sources thus avoid plagiarism.
4. Refrain from accepting a finished product from the advisee by encouraging him/her to submit drafts in his/her own handwriting.
5. Demonstrate fairness towards the advisee to boost his/her morale efforts since research is the advisee's scholastic reflection of his/her ideas, creativity and style.
6. Cultivate desirable attitudes such as openness, flexibility, patience and tolerance to inspire and draw out advisee's enthusiasm and determination in writing.
7. Recommended the advisee's oral defense as well as certify to his/her readiness after a scrutiny of the research style and standard.
8. Sit with the advisee on two (2) oral examinations: *Proposal and Final Defense*.

9. Observe professionalism during defense and for the whole duration of the conduct of the thesis.
10. Act as a Mediator between the panel of evaluators and the advisee.
11. Act as a Secretary during proposal and final defense.

THE THESIS EVALUATION COMMITTEE

PROPOSAL DEFENSE	FINAL DEFENSE
- Qualified Faculty as chairperson	- Qualified Faculty as chairperson
- Specialist on topic/ field as first member	- Specialist on topic/ field as first member
- Statistician/research expert/ research Instructor as second member	- Statistician/research expert/ research Instructor as second member
	- Presence of another faculty or any qualified external evaluator as chairman or member (optional)

DUTIES AND RESPONSIBILITIES OF THE EVALUATION COMMITTEE

PANEL CHAIRMAN

QUALIFICATIONS OF THE PANEL CHAIRMAN:

- A Panel Chair should be deemed qualified if he/she is:
 - a. A researcher recognized by the institution, masters/doctoral degree holder, writer of his/her own study and participant to previous research trainings and seminars sponsored by CHED and the University/ College;
 - b. A full-time faculty member undergoing research within his/her specialization; and/or
 - c. An actual researcher and chairman of the thesis evaluation committee not exceeding five (5) in number per program for a semester in an institution where he is connected.

The Panel Chair:

- Conducts the oral examination period within one (1) but not exceeding three (3) hours in a manner where the academic integrity of the research inquiry is maintained;
- At the adviser's request, calls for a recess or suspension of the defense if the conduct of the defense is unfavorable to the candidate.
- Reviews and summarizes the grades of the individual panelists and announces oral examination results
- Provides the members with the list of suggestions and recommendations made during the defense within three days of the activity.

- Submits approval sheets and other pertinent documents duly signed by the members to the Department Chairman, through the research professor or department focal person.
- Appraise the validity and acceptability of the thesis work in terms of its scholarly quality, correctness of the facts and claims contained therein; and completeness as to its basic components.
- Make sure that all suggestions are judiciously incorporated,
- Evaluate the research report based on the adopted criteria, and - Be physically present during the proposal and final defense.

PANEL MEMBERS

QUALIFICATIONS OF THE PANEL MEMBERS:

- A Panel Member should be deemed qualified if he/she is:
 - a. researcher recognized by the institution, masters/doctoral degree holder, writer of his/her own study and participant to previous research trainings and seminars sponsored by CHED and the University/ College;
 - b. A full-time/part-time faculty member undergoing research within his/her specialization; and/or
 - c. An actual researcher and a member of the thesis evaluation committee not exceeding five (5) in number per program for a semester in an institution where he is connected.

Panel Members:

- Appraise the validity and acceptability of the thesis work in terms of its scholarly quality, correctness of the facts and claims contained therein; and completeness as to its basic components.
- Make sure that all suggestions are judiciously incorporated,
- Evaluate the research report based on the adopted criteria, and - physically present during the proposal and final defense.

Note: *Technical Adviser should not be part of the Thesis Evaluation Committee.*

PRELIMINARY ORIENTATION OF THE PANEL, EXAMINEE AND ADVISER

- Introduction of the members of the panel
- Information on the purpose of the Oral Examination
 - o To ascertain the mastery of the examinee of the research skills

PROCEDURE IN THE ORAL EXAMINATION

- The oral examination shall be conducted in not more than three hours. This shall be conducted in a manner where the integrity of the research inquiry is maintained and

sustained. This time frame, however, includes the preliminary and synthesis portions of the examination, i.e. grading and announcement of the examination results.

- The first twenty minutes will be devoted to general information particularly on current issues, which may or may not have bearing on the content of the thesis.
- The next one hour will be the EXAMINATION PROPER on the content of the manuscript. The academic dialogue must bring about in the examinee, his/her mastery of the research inquiry through a coherent and logical presentation of the problem and his/her attempts at answering them. He/She should be allowed to argue his/her case by convincingly articulating his/her ideas with intellectual honesty and humility.
- The panelist is requested to limit his/her questions on the subject under study and/or relevance of the results of other fields. The focus of the whole dialogue is on content or substance under study, rather than the form or style of the manuscript.
- While the adviser is requested to refrain from answering for the examinee, he/she may recast the question of the panelist for the benefit of his/her advisee.

DEFENSE PROPER

- The Adviser is requested to introduce his/her advisee.
- He/She should turn over the table to the committee chair.
- He/She should request the examinee to give 5-10 minutes resume of the whole study.
- Reminders are as follows:
 - o He/She should accept the decision of the panel; and
 - o In case or reasonable doubt on the results of the oral defense, the examinee may, within two weeks, request for reconsideration, in which case, another panel may be formed to review the paper or to recognize another oral defense which will be acceptable to all concerned.
- The oral examination will be guided with the prescribed BUPC rating sheet from the specific Department.
- Defense must be scheduled Mondays to Fridays only.
- The purpose of the Oral Examination is to ascertain mastery of the examinee of the research skills and NOT to trap the dialogue with the examinee, the adviser, and the members of the evaluation committee.
- To realize this purpose, the Oral Examination shall be conducted in an atmosphere befitting the professionalism of the situation. This academic atmosphere implies preparation of the panelist by reading the manuscript (in advance) and orientation along the purpose of the aforementioned examination.

Note: NO Adviser, NO Panel Chairman, NO Defense
All Defense should be done within the Campus.

MANUSCRIPT EDITORS OF RESEARCH STUDIES

QUALIFICATIONS:

An Editor must be a researcher, with Bachelor's degree major in English or any relevant discipline, a masters/doctoral degree holder either full-time or part-time faculty member of the University.

Roles/Responsibilities of Manuscript Editors of Research Studies

1. Must follow the prescribed format of each program that will be provided by the researcher/s of the study.
2. Must proof read the following:
 - a. Grammar/sentence structure of the study
 - b. In the technical part, he must call the attention of the researcher/s or the adviser if there are some clarifications to be made.
 - c. If the editor wants to change anything on the content of the paper, he must first ask the consent of the panel of evaluators since it already passed during the defense.
3. Can accept a hardcopy or e-copy of the manuscript, which is convenient on the part of the editor.
4. Give acknowledgement receipt to the researcher/s as proof of acceptance of the manuscript and that they will be given three to four days to edit or review the paper.
5. Editors have the right to decline or refuse to accept a manuscript for some valid reasons.
6. Editors are entitled to an honorarium that will be given by the researcher/s which will not exceed to the amount of **Php 500.00** per study upon receipt of the edited manuscript of the researcher/s.

Roles/Responsibilities of the Research Professors

1. Prepares schedule for the Defense.
2. Prepares report after the Final Defense.
3. Act as a Mediator during the Defense.

