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MANUSCRIPT FORMAT

1. Layout

- 1.1. Manuscript should be typewritten on white bond paper, letter-size (8.5 in x 11 in), using one side of the document only. The margins should be 1 inch at the top, right, and bottom and 1.5 on the left.
- 1.2. For drafts, use double spaces on the text, but for final paper, use single space only.
- 1.3. There is no limit to the total number of pages of the manuscript except for the following:
REVIEW OF LITERATURE should cite at least 10 research papers.
RESULTS AND DISCUSSION should be at least 8 pages including tables and graphs.
- 1.4. The manuscript should be divided into sections with suitable subtitles in bold styles which must be indicated in the TABLE OF CONTENTS using the specified format.
- 1.5. Section headings are flush center while subheadings are flush left, in bold. Uppercase should be used for the first level sections and title case for the succeeding levels.
- 1.6. Acknowledgements should appear only at the end of the manuscript.
- 1.7. Any appendix should be placed after the acknowledgement but before the list of references.

2. Abstract

- 2.1. The manuscript should begin with an abstract consisting of one paragraph followed by three to six keywords.
- 2.2. Avoid mathematical expressions in the abstract.
- 2.3. Use single space and Times New Roman font size 10 for the text of the abstract.

3. Style

- 3.1. Use Times New Roman font size 11 for the text of the body of the manuscript.
- 3.2. Avoid footnotes, abbreviations, and acronyms.
- 3.3. Mathematical symbols should be italicized (default style in MS Word) unless specified otherwise except for function symbols such as “exp(.)” and “log(.)”, etc.
- 3.4. Short formulae should be left in the text but everything in the text should fit in single space. Long and important equations should be separated from the text and numbered consecutively with Arabic numerals on the right if they will be cited later.
- 3.5. Write fraction in the text using solidus.
- 3.6. Distinguish between ambiguous characters.
- 3.7. Italics are used for emphasis. Indicate italics by highlighting on the manuscript.
- 3.8. Use present tense except for describing the methodology and reporting the results.

4. Figures

All figures and tables should be numbered consecutively with ARABIC numerals with self-explanatory titles at the TOP (for Tables) and BOTTOM (for Figures) and should come immediately after the paragraphs where they are cited.

5. In-text citations

- 5.1. In-text citations should be placed in a parenthesis, e.g. (Tibshirani, 2010).
- 5.2. If author's name is used as a part of the sentence, use the following format: Mood, Graybill and Boes (1913) show that...
- 5.3. Use et al. only with four or more authors.
- 5.4. For text citations listing more than one source, separate sources by a comma: (Rohatgi, 1939, Rohatgi et. al, 1940)
- 5.5. If specific pages are cited, indicate the page after the reference, David (1999, p.20)

6. References

- 6.1. References should unnumbered and in alphabetical order and chronologically for the same author.
- 6.2. References should follow the APA format.

7. An **ACCEPTANCE LETTER** duly signed by the **adviser** and the **director** should be included in the final manuscript.

8. The **SPINE** of the hardbound (color: maroon) manuscript should contain the degree program, author, and expected year of completion.

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INFOGRAPHICS FORMAT

Infographics should contain the major findings of the research. Use Microsoft Publisher or any software for the infographics layout with dimension of 8.27 in x 11.69 in (A4 - portrait). Please ensure readability from a 2-meter distance.