CEBU DOCTORS' UNIVERSITY

Mandaue City, Cebu, Philippines

GRADUATE SCHOOL

THESIS/DISSERTATION WRITING MANUAL

2015

Table of Contents

I. The Graduate School and its Research Agenda

The Graduate School's Research Agenda is in consonance with and aligned with Cebu Doctors' University's (CDU) Research Agenda.

CDU's Research Agenda is in fulfillment of one of the fourfold functions of a higher education institution (HEI) in the areas of instructions, research, production, and extension, and is in accord with the National Higher Education Research Agenda (NHERA) and National Unified Health Research Agenda (NUHRA)

NHERA Research Areas

The National Higher Education Research Agenda (NHERA) of the Commission on Higher Education (CHED) across higher education discipline priorities are in the following clusters: 1) science and mathematics; 2) engineering, maritime studies and architecture; 3) humanities, social science, and communication; 4) agricultural; 5) business and industry; 6) health and health related discipline; 7) information technology; 8) teacher education; and 9) industrial technology.

For CDU, NHERA's 6th cluster on health and health related discipline, the specific research areas are: a) multidisciplinary research on the health-related discipline leading to better quality of life for Filipinos, and the delivery of basic health services to the rural areas, and b) policy oriented health researches.

Specific to CDU's Graduate School, NHERA's 5th cluster on business and industry is directly interconnected to its Organization Development (OD) programs, and the specific research areas are: a) policy oriented researches leading to improvement in Philippine business and economic sectors, and b) multidisciplinary research on Philippine economics, industry and business.

NHURA, RHURA Research Areas

The National Unified Health Research Agenda (NHURA) and the Regional Unified Health Research Agenda (RUHRA) of The Philippine Council for Health Research and Development of the Department of Science and Technology (DOST) have the following research areas:

1. Public health issues
   a. Infectious diseases
      a.1 tuberculosis   a.3 diarrhea   a.5 hepatitis
      a.2 dengue   a.4 sti/hiv aids   a.6 rabies
   b. Degenerative diseases
      b.1 cardiovascular diseases   b.2 metabolic diseases
   c. Family health and health of social population
      c.1 child abuse   c.2 domestic violence
2. Health services
   a. Lack of logistics for support
      a.1 health facilities   a.2 human resources   a.3 supplies/equipment
   b. Inadequacy of health services
      b.1 health workers   b.2 constituents/consumers   b.3 educational system
   c. Ineffective health service delivery

      d. Failed quality assurance
3. Health regulations
     a. Illegally operating establishments
     b. Non-implementation of health policies by LGU
     c. Centralized regulatory function
4. Health financing
    a. High cost of hospitalization
5. Social sciences issues
    a. Analysis of the ethical dimensions of health-related policies in the province of Cebu and the Philippines in general
    b. Impact of the health-related issues in Philippine politics
    c. Economic impact of Filipinos' medical needs
    d. Population studies: impact on the medical policies as required by the government of Cebu and in the Philippines in general
    e. Evaluation of existing medical and health policies and propose programs for enhancement
    f. Health-related issues influence on human behavior

Institutional Mandate and Philosophy of Graduate Programs

In recognition of Cebu Doctors' University's more than forty years' experience in health sciences education and the faculty's vast reserve of talents and knowhow in healthcare services, the Graduate School (GS) opened more graduate programs in the health sciences in AY 2013-2014 so that the undergraduate courses have their corresponding masteral and doctoral programs.

The GS, in keeping with its aim of attaining global excellence will continue what it started in its Organization Development (OD) course offerings at the masteral level (AY 1992-1993) and at the doctoral level (AY 1997-1998). OD as a course teaches graduate students how to utilize transformational strategies for quality development by effecting a new vision and a shift from conventional mode towards an innovative and dynamic development pace to achieve their organizational goals through a learning process that combines face-to-face classroom instructions with modular and on-line studies.

Graduate School Vision, Mission, and Goals
Vision:
    The Graduate School's two-pronged focus is to produce research-motivated scholars and professionals in the field of health sciences and organization transformation.
Mission:
    The Graduate School commits to the pursuit of producing scholarly papers and the provision of relevant clinical experience in the various disciplines of health sciences and quality organizational practices.
Goals:
1. Provide an avenue for the conduct of high level of studies and clinical experience in the health sciences and organization development
2. Strengthen individual and organizational research capabilities for better healthcare services

3. Develop humane, ethical, and service-oriented graduates
4. Sustain evidence-based planned change towards health science and organization transformation
5. Develop relevant organizational strategies for community outreach programs and transformation

Research Agenda for Graduate Student Researchers

The research agenda of graduate students are their theses/dissertations in their respective disciplines in OD and in the health sciences as follows:
1. Doctor of Philosophy in Organization Development
2..Doctor of Philosophy in Organization Development, School Administration
3. Doctor of Philosophy in Nursing Science
4. Master of Science in Nursing, 6 majors
5. Master of Arts in Organization Development
6. Master of Arts major in Educational Management
7. Master of Arts in Teaching Medical Related Subjects
8. Master of Arts in Hospital Administration
9. Master of Arts in Occupational Therapy
10. Master of Arts in Psychology, 3 Majors
11. Master of Science in Physical Therapy
12.Master of Science in Dentistry, 4 Majors
13. Master of Science in Medical Technology
14. Master of Science in Pharmacy

Research Agenda for Faculty Institutional Research
1. For OD, these can be any of NHERA's 5th cluster's research areas
2. For Health Sciences, these can be any of NHERA's 6th cluster's research areas
3. For Health Sciences only, these can be any of NHURA's and RUHRA's research areas

II. Types of Research

There are many types of research and the most commonly used scientific research in education are experimental research, co-relational research, causal-comparative research, survey research, ethnographic research, historical research, and action research.
a) Experimental research manipulates conditions and studies effects
b) Co-relational research studies relationships among variable within a single group and frequently suggests the possibility of cause and effect
c) Causal-comparative research compares known groups who have had different experiences to find out possible causes of group membership
d) Survey research involves describing the characteristics of a group by means of such tools as questionnaires to draw responses to questions during interview
e) Ethnographic research documents daily experiences of respondents through interviews or observation. This type is qualitative research where the common forms are the case study, biography, phenomenology, and grounded theory. A case study is a detailed analysis of one individual or a few individuals

f) Historical research involves studying some aspects of the past

g) Action research is a type undertaken by a practitioner that aims to improve practice

III. Comprehensive Examination

After completion of the entire coursework, the graduate student must apply and pay the appropriate fee to take the comprehensive examination. The application must be accompanied by a concept paper (topic of the study, problematic situation, target respondents, and research locale). Based on the concept paper, the program director will form a committee which will design the examination based on the concept paper submitted by the applicant.

Passing the comprehensive examination is a pre-requisite step before a graduate student can proceed to thesis/dissertation writing. A comprehensive examination measures the graduate student's understanding and mastery to handle planned thesis/dissertation

IV. Thesis/Dissertation Format

Thesis/dissertation format(s) used in all graduate programs in all Philippine universities follow the Policies and Standards for Graduate Education for Thesis/Dissertation (MEC Order, No. 7 series of 1982, the pertinent provisions: J. Thesis or Dissertation and K. Oral Examination are printed in **Annex A**).

Classified as both scholarly works, theses and dissertations are written discourses on a subject in which knowledge need to be acquired and disseminated, which are oriented to and based on research. The main difference between a thesis and a dissertation is size (or length) and scope (or complexity) of the research.

There is a format for thesis/dissertation proposal hearing, and a different format for oral defense.

For thesis/dissertation proposal hearing, the format is as follows:

Chapter 1
THE PROBLEM AND ITS SETTING
INTRODUCTION

Rationale of the Study
- Gives the overview of the chosen study topic
- Presents a situationer
- Explains the reason for choosing the research topic

Theoretical Background
- Theory
- Review of related literature
- Supporting studies
- Presents a schematic diagram either to introduce or to summarize the coverage of the section

THE PROBLEM

Statement of the Problem
- Contains the main problem or general objective
- State the sub-problems or specific objectives

Statement of Assumptions
- Optional

- States propositions which the researcher asserts based on own intuition, experience, and observations

Statement of Hypothesis
- Optional
- States the null hypotheses that require statistical testing

Significance of the Study
- Mentions who are to benefit from the study and how each may be benefited
- Discusses the value of the study to individuals, groups, institutions, and to the discipline

RESEARCH METHODOLOGY

This is the section that provides an introductory paragraph which specifies and justifies the type of research used. The research process or flow of research may be presented in a schematic diagram

Research Environment
- Describes the research locale
- May include a map, if necessary

Research Respondents
- Explains the sampling procedure used
- Specifies the number of respondents involved which may be presented in a table
- Describes the type and characteristics of the respondents

Research Instrument (must acknowledge who is the author of the tool and appended)
- Mentions the research instrument(s)/tools for gathering data
- Describes the content and preparation of each instrument

Research Procedure (subheadings Gathering of Data/Treatment of Data may be omitted)
- Gathering of Data describes the details of data gathering employing the research tool(s) described earlier
- Treatment of Data explains the statistical procedures used

DEFINITION OF TERMS

This section gives the operational definitions of the keywords in the title and sub-problems (terms are arranged alphabetically or logically)

BIBLIOGRAPHY

Books
Journals/Articles/Periodicals
Electronic Sources

Appendix A
TRANSMITTAL LETTER

Appendix B
RESEARCH INSTRUMENT

Appendix C
TIMETABLE OF ACTIVITIES

Appendix D
RESEARCH BUDGET

RESEARCHER'S CURRICULUM VITAE

For thesis/dissertation oral defense and final hardbound book/manuscript:

The format in terms of style of Thesis/Dissertation writing may vary depending on the institution. There are three (3) styles used namely, the Campbell, the Turabian, and the Journal styles.

The difference in the Journal styles (also called APA or American Psychological Association which formulated it) with Campbell and Turabian is in the documentation.

The Campbell footnotes the source data mentioned in the page, while the Turabian identifies the source of data by number (e.g. (20) which is correspondingly the order of the reference cited in the bibliography.

Journal styles, on the other hand, mentions the author of the data source as well as the publication year (e.g. Turrentine, 2014)

Between the three (3) styles, Journal styles is more widely used because of the ease of use.

The format of Thesis/Dissertation in sequence is as follows:

PRELIMINARY PAGES

The Title Page

The title page is the first page of the thesis/dissertation. This page is not shown but it is the small Roman numeral "i",

In the cover page, the top part is the title of the thesis/dissertation, the upper middle part is the thesis/dissertation presentation, the lower middle part is the degree to which the study is a partial requirement, and the bottom part is the full name of the graduate student, the month and year in which the degree is conferred.

All text should be symmetrical from the center vertical line to start on the 11 single spaces from the top of the page. The study title is in capital letters and typed in an inverted pyramid shape.

A uniform font size and font style (Tahoma 12) must be observed throughout the entire paper. While the title is in double space, the three others in the upper middle, lower middle and bottom parts are in single space

The Approval Sheet

This page includes: a) title of the study, b) the name of the graduate student, c) the academic degree for which the thesis/dissertation is a partial requirement, and d) approval/signatures of the thesis/dissertation committee and panel of examiners, and the dean, Graduate School.

APPROVAL SHEET

This Thesis/Dissertation entitled_____
_____
_____
submitted by _____in partial fulfillment of the requirements
for the degree of _____
_____has been examined and is recommended for
acceptance for approval for ORAL EXAMINATION

THESIS/DISSERTATION COMMITTEE
_____
Adviser

_____   _____
Member   Member
_____   _____
Member   Member

PANEL OF EXAMINERS
Approved by the Committee on Oral Examination with a grade of _____
_____
Chairman

_____   _____
Adviser   Member
_____   _____
Member   Member

Accepted and approved in partial fulfillment of the requirements for the degree
of _____
_____

Comprehensive Examination : PASSED

_____   _____
Date of Oral Examination   Dean, Graduate School

ACKNOWLEDGMENT
Acknowledgment is on the next page which follows the approval sheet. This is the graduate student's saying thank you to persons who had helped in completing the study.

ABSTRACT
An abstract is a brief presentation of the entire study. It is a two-page, typed double spaced that covers the problem statement, the methodology used, the major findings, the conclusion , and the recommendation.

TABLE OF CONTENTS

Chapter 1
THE PROBLEM

INTRODUCTION
Rationale of the Study
Theoretical Framework
Theory
Review of Related Literature
Supporting Studies
Schematic Diagram
THE PROBLEM
Statement of the Problem
Significance of the Study
RESEARCH METHODOLOGY
Flow of the Study
Environment
Respondents
Instrument
Data Gathering Procedure
Statistical Treatment
DEFINITION OF TERMS

Chapter 2
PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA

Chapter 3
SUMMARY, FINDINGS, CONCLUSION
AND RECOMMENDATION

SUMMARY
Statement of the Problem
Findings
Conclusion
Recommendation

BIBILIOGRAPHY

Books
Journals/Articles/Periodicals
Electronic sources

Dissertation Format for Organization Development (OD)

OD dissertation have its own format developed by OD practitioners to improve their practice in various industry professions. It employs action research methods, and have its own books of reproducible survey instruments that span across varied professions and organizations.

For proposal hearing, OD dissertation have the following format:

Chapter 1
THE CHALLENGE

Introduction
Vision, Mission, and Goals
Organizational Structure
People
Process
Technology
Organizational Problem
Organizational Analysis
Theoretical Framework
Review of Related Literature
Supporting Studies
Conceptual Framework
Intervention Activities Schedule

Chapter 2
RESEARCH FOCUS

The Purpose
Statement of the Problem
Hypothesis
Significance of the Study
Scope and Limitation
Definition of Terms

Chapter 3
RESEARCH DESIGN

Method Used
Research Respondents
Research Environment
Research Instrument
Interpretation of the Rating
Data Gathering Procedure
Statistical Analysis

BIBLIOGRAPHY

Appendix A
TRANSMITTAL LETTER

Appendix B
RESEARCH INSTRUMENT

For Oral Defense and final hardbound book/manuscipt, OD Dissertattion format is as follows:

Chapter 1
THE CHALLENGE

Introduction
Vision, Mission, and Goals
Organizational Structure
People
Process
Technology
Organizational Problem
Organizational Analysis
Theoretical Framework
Review of Related Literature
Supporting Studies
Conceptual Framework

Chapter 2
RESEARCH FOCUS

The Purpose
Statement of the Problem
Hypothesis
Significance of the Study
Scope and Limitation
Definition of Terms

Chapter 3
RESEARCH DESIGN

Method Used
Research Respondents
Research Environment
Research Instrument
Interpretation of the Rating
Data Gathering Procedure
Statistical Analysis

Chapter 4
PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA
Differences in the Pre and Post OD Intervention
Transformation Indicators

Chapter 5
SUMMARY, FINDINGS, CONCLUSION AND RECOMMENDATION
SUMMARY
Findings
Conclusion
Recommendation
  Based on ODI Results
  Long-term Recommendations

BIBLIOGRAPHY

Books
Journals/Articles/Periodicals
Electronic Sources

Appendix A
TRANSMITTAL LETTER
Appendix B
RESEARCH INSTRUMENT
Appendix C
DOCUMENTATION OF ODI ACTIVITIES

V. Bibliography

Formats and Examples

Bibliography are usually classified into three or more subtitles (1. books, 2.journals/articles/periodicals, 3. other print sources, 4. electronic sources, and 5.other non print sources). References are alphabetized and are written in single space with the second line indented inward by five letter spaces (one tab). It is the author's last name first and initials for up to seven authors. It is double space between references. Capitalize all major words in journal titles. Italicize titles of longer works.
Examples:

Books
Senge, Peter M. (1990). *The fifth discipline - the art and practice of the learning organizatio*n. New York. Currency and Doubleday.

Mintzberg, Henry. (1994) *The rise and fall of strategic planning: reconceiving roles for planning, plans, planners*. New York. The Free Press.

Journals
Susman, G. and R. Evered. (1978) An assessment of the scientific merits of action Research. *Administrative Science Quarterly*, (23) 4, pp. 582-603.

Electronic Sources
Mcnamara, Carter. (2005). Field guide to consulting and organizational development. http://www.authenticityconsulting.com.

Bibliographic References (Citations and Crediting of Sources)

Bibliography must follow internationally acceptable formats such as APA (American Psychological Association) or MLA (Modern Language Association) . References in the bibliography may use either one of the two most commonly used formats: APA or MLA.   In **Annex B** - Bibliographic References in APA and MLA Formats (Citations and Crediting of Sources, the APA format and examples are presented, followed by the MLA format and examples.

VI. Format and Organization of Thesis/Dissertation

Organization of Parts of the Manuscript
The manuscript is arranged in the following order:

1.Front Parts

Preliminary Pages	Page Number
TITLE PAGE	Page i but page does not appear
APPROVAL SHEET	ii
ABSTRACT	iii
ACKNOWLEDGMENT	iv
TABLE OF CONTENTS	v
LIST OF TABLE	vi
LIST OF FIGURES	vii
LIST OF APPENDICES	viii

2.Text (body of the thesis/dissertation)

Section	Page Number
Chapter 1 THE PROBLEM	1, but number does not appear
INTRODUCTION	Number continues
Rationale of the Study	Number continues
Theoretical Framework	Number continues
Theory	Number continues
Review of Related Literature	Number continues
Supporting Studies	Number continues
THE PROBLEM	Number continues
Statement of the Problem	Number continues
Hypothesis	Number continues
Significance of the Study	Number continues
RESEARCH METHODOLOGY	Number continues
Flow of the Study	Number continues
Environment	Number continues
Respondents	Number continues
Instrument	Number continues
Scoring Procedure	Number continues
Data Gathering Procedure	Number continues
Statistical Treatment	Number continues
DEFINITION OF TERMS	Number continues
Chapter 2 PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA	Number continues but does not appear
Chapter 3 SUMMARY, CONCLUSION AND RECOMMENDATION	Number continues but does not appear
SUMMARY	Number continues
Conclusion	Number continues
Recommendation	Number continues

3.Back Parts

Section	Page Number
Bibliography	Number continues in Arabic following the text
Appendices	Number continues
Curriculum Vitae	Number continues

Details of each Section of the Manuscript

1. Front Parts

  1.1 Title Page

    1.1.1 This page contains four (4) blocks of words: 1) the title, 2) thesis/dissertation submitted to CDU Graduate School, 3) degree, and 4) author and date (month and year of publication).

    1.1.2 The blocks are balanced within the page, with block 1 on the top line and block 4 on the last two (2) lines. The final line is the month and year.

    1.1.3 The title page is counted as page i (lower-cased Roman numeral), but number does not appear on the page. Pagination is indicated in the Table of Contents.

    1.1.4 The title is in uppercase and centered which should be typed in descriptive words to facilitate electronic retrieval

    1.1.5 If possible, use word as substitute for formulae, symbols and subscripts/superscripts.

    1.1.6 Title should be no more than 12 words and should be two (2) lines only in inverted pyramid shape

  1.2 Approval Sheet

    1.2.1 The purpose of the APPROVAL SHEET is to enable the student's adviser, the panel of examiners, the Graduate School Dean to certify that the study satisfies the requirement of the degree

    1.2.2 Shows signatures of members of the panel of examiners, adviser and the Graduate School Dean. Signatures should be original and in black ink

    1.2.3 The Approval Sheet form is used

  1.3 Abstract

    1.3.1 ABSTRACT is printed in uppercase bold letters, centered without punctuation

    1.3.2 Before the abstract proper, information on: title, researcher, degree, adviser, university and year completed , where each information is written in bold and capital letters, indented and in title case

    1.3.3 The body of the abstract, printed single space starts on the fourth line below the heading, maximum length is 250 words

    1.3.4 An abstract is an overview or summary of the study, problem statement, procedure used, results, and the conclusion.

    1.3.5 It is clear that will enable readers to decide whether the full contents will be of benefit to them

    1.3.6 Pertinent places, full names of people and other proper nouns useful in electronic retrieval must be included

    1.3.7 Diagrams, charts and tables, or other illustrations and formulae and equations should not be included

    1.3.8 Symbols, as well as foreign words and phrases, must be clearly and accurately displayed.

    1.3.9 Transliterations for characters other that Roman and Greek letters and Arabic numerals including accents diacritical marks are included

    1.3.10 Use present form in all sentence construction, if possible

1,4 Acknowledgment
    1.4.1 ACKNOWLEDGMENT is printed in uppercase bold, should be centered
    1.4.2 This page is the students expression of gratitude for any assistance made by individuals or institutions, not mentioned in the study but have made important contribution to the study
1.5 Table of Contents
    1.5.1 TABLE OF CONTENTS is printed in uppercase, bold, centered without punctuation
    1.5.2 The title of chapters or sections must be listed and worded exactly as they appear in the manuscript
    1.5.3 Titles for the preliminary pages and for all chapters, are in bold uppercase format
    1.5.4 The page number for the starting page of each part is listed flush at the right margin
    1.5.5 Any space between the last word of the title and the page number should be filled with a dot leader
1.6 List of Tables/Figures/Appendices
    1.6.1 The headings for these pages are in uppercase and bold, centered without punctuation
    1.6.2 All tables and figures are arranged in increasing Arabic numerals
    1.6.3 Appendices, symbols and abbreviations are arranged alphabetically
    1.6.4 Each entry must list in the same caption or title used for a table/figure

2.Text
  2.1 Body of the Manuscript
    2.1.1 The Manuscript is organized into logical chapters and sections (please see example above)
  2.2 Chapters and Sections
    2.2.1 The heading of each chapter is centered line on the first line of the page without punctuation and printed 1.5" below the top of the page. On the third line is the title of the chapter
    2.2.2 The section title starts on the third line below the title of the chapter
    2.2.3 The section heading (or the second level heading) is flush to the left margin in bold letters and in Title case without any terminal punctuation mark
    2.2.4 At least one paragraph of text should be placed between heading and its first sub-heading
    2.2.5 The subsection heading is usually referred as Prefatory statement
    2.2.6 Divisions beyond the third level should be avoided. However, if necessary, such heading should take the form of the enumerated paragraph
    2.2.7 The first page of each chapter is counted, but the number does not appear. All other pages are marked at the upper right hand margin using Arabic numerals
    2.2.8 All major chapters must start on a new page while sections/subsections don't
    2.2.9 Whenever the heading of a section/subsection appears near the bottom of a page, it must be followed by at least one line of text, or the heading should be forced to the top of the next page

2.2.10 Sections/subsections should be separated by a triple space from the last line of the previous section/subsection

   2.3 Tables and Figures
      2.3.1 Table designates tabulated numerical data used in the body of the manuscript and the appendices. Figure designated all other non-verbal materials such as illustrations, charts, graphs, maps, photographs, drawings, diagrams, and the like
      2.3.2 All tables and figures should be located right after the text that is referring to it and, if possible, should be located such that they do not run over into the next page. If this happens, subsequent pages of the illustration must include at least the illustration number and the notation that is continued e.g Table 1 continued
      2.3.3 Illustrations may be presented horizontally or vertically. In either case, illustration must fit within the required margins, and page numbers must be placed consistently throughout the entire manuscript
      2.3.4 Table captions are typed with one blank line above the table and figure captions are typed with a blank line below the figure. If an illustration is rotated, the coordinating caption must also be rotated
      2.3.5 For tables and figures copied from other sources, the caption of such should include the source
      2.3.6 The captions for tables and figures must be identical with those used in the LIST OF TABLES and the LIST OF FIGURES in the preliminary pages
      2.3.7 Illustrations must be numbered consecutively throughout the entire manuscript. A straight sequence (1,2,3,4, etc). The decimal approach may also be used (1.1,1.2…2.1.2.2…,etc) where the first digit is the chapter number, and the digit after the decimal point is the illustration
      2.3.8 Photographs, as a figure, must be scanned and converted to an electronic format for simultaneous printing with the page
      2.3.9 Oversized illustrations should be reduced, however, legibility must be maintained. If this is not possible, a folded, oversized page may be included, which may accordion-folder, so that it may be bound with the rest of the document. In this case, the page number must appear in a manner consistent with the rest of the document
      2.3.10 Alternatively, the oversized illustration may be folded and inserted in a manila envelope no larger that 6.5" by 9.5", which then may be mounted on a sheet of white dissertation paper. Each page enclosed in the envelope must be included in the pagination of the dissertation

 3. Back Parts
  3.1 Bibliography
      3.1.1 Theses/Dissertations must have a bibliography or a list of references, and the documentation style should be appropriate to the discipline of the study
      3.1.2 This must be in the same font type and font size as the rest of the manuscript

3.1.3 BIBLIOGRAPHY is a list of all references at the end of the manuscript. Some disciplines (science and engineering) list their references at the end of each chapter, and their appropriate headings is LIST OF REFERENCES

3.1.4 Entries are listed alphabetically by the author's last name or by the title of the article/book if there is no author or editor

3.1.5 The first line of each entry starts at the margin, the second and third lines are indented five spaces (one tab). Single-space each entry and leave a single space between entries

3.1.6 Use the latest publishing date for the book or encyclopedia and the complete date for newspapers, magazines or the internet

3.2 Appendix

3.2.1 APPENDIX provides a place for a supplementary material that is not necessary for inclusion in any of the chapters. Tables that are too detailed for the text presentation, figures, technical notes, raw data, computer programs, musical scores, sample questionnaires, schedules, and case studies are common appendix materials

3.2.2 Appendices are presented alphabetically (A, B, C,D….), and may be single-spaced, appear at the end of the manuscript

3.2.3 The font type and font size for the main heading, sub-headings, and illustrations captions of an appendix must match that of the text, but the font type and font size of the materials in the body of the appendix may be different

3.2.4 Appendix material may also be included in a CD with the appropriate label: name, title of the study, degree, university name and year of year of graduation, and appendix letter and appendix name

3.2.5 The existence of a CD appendix must be indicated in a corresponding paper appendix page

3.3 Curriculum Vitae

3.3.1 This is the author's professional biography that may include place and date of birth, educational background, degrees and honors received, titles of publications, and professional and teaching experiences

3.3.2 It should be concise, written in the third person and in the same font type and font size as the rest of the manuscript, and typed double-space

Technical Matters

1. Paper Size and Quality

1.1 8 ½" x 11" short-sized (letter), white, substance-29 book papers must be used

1.2 Manuscript printed on better quality paper will look more professional and can be archived better

2. Paper Layout

2.1 Paper must be printed in portrait mode. Landscape mode is not allowed except to accommodate unusually large tables, illustrations and the like

3. Margins
    3.1 To provide allowance for trimmings during binding and later ease in microfilming and copying, every page of the manuscript must meet minimum standards: top margin-1" (pagination is at 1.25" from top of page), bottom margin-1", right margin-1"; and left margin-1.5" (binding edge)

    3.2 All manuscript materials must fit within these margin requirements (including tables, figures and graphs)

4. Fonts and Font Size
    4.1 Any legible font (Tahoma, Times New Roman, Arial, Helvetica or Century Gothic) except Script, *Italic* or Ornamental, acceptable for the body of the text

    4.2 A 12 font size is for Tahoma and Times New Roman fonts, while 11 or 12 font size is for Arial, Helvetica, or Century Gothic fonts

    4.3 A consistent font and font size must be observed throughout the manuscript

    4.4 *Italic* may be used for quotations and words in a foreign language

5. Spacing
    5.1 The manuscript, excluding the abstract and, acknowledgment, must be double-spaced and consistently used throughout.

    5.2 Bibliographic entries, long quotations, items in lists, table of contents, and appendices may be single-spaced, e.g if that style is recommended by the discipline

6.Pagination
    6.1 Each page must be numbered except the title page and the chapter pages

    6.2 Preliminary pages are numbered consecutively in lower-cased Roman numerals at the bottom center; the first page to be numbered is the Approval Sheet which is marked iii

    6.3 The text and the back parts are numbered consecutively in Arabic numerals, starting with 1 (number does not appear) on the first page of the text.

    6.4 Page numbers must appear in the same location (upper right hand corner 1,25" below the top edge and 1.25" from the right edge) on each page except on the first page of each chapter where the page is counted (number does not appear)

    6.5 Page numbers must have the same font and font size as that of the text

7. Text Citations of References
    7.1 Citation practices may vary per discipline. What is practiced in their respective universities should be the ones followed

    7.2 Generally, references may be cited by giving the last name(s) of the author(s) and the year of publication, for example …was experimented (Villanueva, 1990)

8. Equations
    8.1 Equations must be numbered consecutively from (1.1, 1.2, 3.1,3.2…etc. up to the end of the paper including the appendices.

    8.2 The first number refers to the chapter; the second number refers to the n th occurrence of the equation within the chapter, for example: $x = \Sigma x / n = $ n (1.1)

9. Corrections and Errata
    9.1 No correction in the form of correction tape or fluid, erasures, crash-out, and the like must be made on the final copy

10. Printing
    10.1 All print should be letter quality with dark black characters that are consistently clear and dense
    10.2 Dot matrix printing is not acceptable
    10.3 Ink jet, laser jet or similar high-quality printer should be used
11. Binding and Labeling
    11.1 The manuscript is bound using a hard cover, may be wrapped in transparent plastic, in white color for OD dissertation, and in the respective colors of the respective disciplines
    11.2 The hard cover contains four blocks of words: 1) title, 2) author, 3) university and place, 4) date (month and year) of submission and acceptance of final copy, all of which are stamped in gold foil
    11.3 All the blocks are balanced within the page with block (1) occupying the first lines and block (4) for the last lines of the hard cover, applying the same margin settings as in the manuscript
    11.4 Font size must be 12, bold Tahoma (OD dissertation)
    11.5 Except for the date, all other items are in uppercase

ANNEX A

POLICIES AND STANDARDS FOR GRADUATE EDUCATION (MEC Order No. 7, Series of 1982)

J. THESIS OR DISSERTATION

1. A thesis for the master's and a dissertation for the doctoral degree, or by way of exception, an equivalent therefore, to be determined by the committee headed by the dean, shall invariably be required as a condition for graduation from any graduate degree.

2. The thesis or dissertation or the equivalent research work should contribute substantially and purposively to the existing fund of knowledge, preferably in conformity with institutional goals, thrusts and objectives, and should manifest the student's competence in research.

3. Subject to approval by the Minister of Education and Culture, or his duly authorized representative, team research may be undertaken by two or more graduate students of the same school, subject to the following conditions:
   3.1 the research design lends itself effectively to the systematic and scholarly delimitation and delineation of research tasks; and
   3.2 proper coordination, organization structure, subject designation and delimitation and delineation of areas with the specific aims contributing to the general objectives shall be defined and implemented.

4. A thesis/dissertation committee, chairmanned by the dean or his representative shall be organized in each graduate school and shall be responsible for approving the research design and maintaining the high quality of theses or dissertations or the equivalent therefore. In institutions of different program offerings, there should be a thesis or dissertation committee for each discipline or field of concentration.

5. Each graduate school must offer thesis and/or dissertaion seminar and all graduate students should enroll in the seminar before submission of a thesis or dissertation proposal.

6. Each graduate school may adopt any acceptable format for the thesis or dissertation writing, provided that consistency with the objectives and design of the thesis or dissertation is achieved and maintained.

7. Each graduate student writing a thesis or dissertation should be assigned an adviser who shall be chosen on the basis of expertise in his own discipline and a working knowledge of research methodology and research design.

8. One copy of the thesis or dissertation shall be sent to the MEC Regional Office concerned for the Special Order and/or record purposes, another copy to the National

Library, and another copy to the Bureau of Higher Education (BHE).

K. Oral Examination

1. The oral examination for the defense of theses, dissertations or their equivalent shall be scheduled by the dean only after the student shall have:
   1.1 completed all his academic program
   1.2 successfully passed the written comprehensive examinations; and
   1.3 been certified by the adviser as to his readiness for oral defense and recommended by the thesis/dissertation committee
2. For the master's degree, the oral examination for each candidate shall be conducted by a panel of at least three members who shall be holders of master's degree. For the doctoral degree, the panel of examiners for each candidate should be generally composed of at least five persons who shall be holders of doctoral degree, two of whom may come from outside the institution concerned.
   2.1 The chairman and members fo the panel should be chosen on the basis of their expertise and area of specialization, upon the recommendation of the thesis committee and approval of the dean.
   2.2 Graduate schools are encouraged to invite deans and faculty members of other graduate schools and/or qualified officials of the Ministry of Education and Culture to sit as members of the panel in the oral examination.
   2.3 The Minister of Education and Culture reserves the right to send his representative to sit in subsequent oral examinations whenever there is evidence of non-compliance with the established procedures in the conduct of oral examinations.
3. The final rating for the oral examination of each candidate shall be decided by a majority vote of the panel members.

ANNEX B

BIBLIOGRAPHIC REFERENCES
in APA and MLA Formats
(Citations and Crediting of Sources)

APA Format
Examples are from http://owl.english.purdue.edu/owl/resources/590/01/

Basic Rules
1) All lines after the first line of each entry in the reference list should be indented one-half from the left margin. This is called hanging indention
2) Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work
3) Reference list entries should be alphabetized by the last name of the first authors of each work
4) If there are more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest
5) When referring to any work that is not a journal, such as a book, article, or webpage, capitalize only the first letter of the first word of a title and subtitle, the word after a colon or a dash in the title, and proper nouns. Do nor capitalize the first letter of the second word in a hyphenated compound word
6) Capitalize all major words in journal titles
7) Italicize titles of longer works such as books and journals
8) Do not italicize, underline or put quotes around the titles of shorter works such as journal articles or essays in edited collections

A.Books

Basic Format for Books

> Author, A.A. (Year of Publication). *Title of work: CapitallLetter also for subtitle*. Location: Publisher.

Note: For "Location" alwasys list the city and the state using the two letter postal abbreviation without periods (New York, NY).

Calfee, R.C. & Valencia, R.R. (1991). *APA guide to preparing manuscript for journal publication.* Washington, DC: American Psychologica Association

Edited Books, No Author

Duncan, G.J., & Brooks-Gunn, J. (Eds.). (1997). Consequences of growing up poor. New York. NY: Russell Sage Foundation.

Edited Books with an Author or Authors

Plath, S. (2001. The unabridges journals K.V. Kukil, (Ed.). New York, NY: Anchor.

A Translation

Laplace, P.S. (1951). A philosophical essay on possibilities. (F.W. Transcott & F.L. Emory, Trans.). New York, NY. Dover (Original work published 1814).

Note: When citing a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951)

Edition Other Than the First

Helfer, P.S., Keme, R.S., & Drudman, R.D. (1997). *The battered child* (5th ed.). Chicago, IL: University of Chicago Press.

Article or Chapter in an Edited Book

Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.). Title of book pages of chapter). Location: Publisher.

Note: When listing the pages of the chapter or essay in parentheses after the book title, use "pp." before the number (pp.1-21). This abbreviation, however, does not appear before the page numbers in periodical reference, except for newspapers

O'Neil, J.M., & Egan, J. (1992). Man's and women's gender role journeys: Metaphor for healing, transition, and transformation. I B.R. Wainrib (Ed.). *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

Multivolume Work

Weiner, P. (Ed.). (1971). Dictionary of the history of ideas (Vols. 1-4). New York. NY: Scribner's.

B. Journals/Articles/Periodicals
Basic Form

APA style dictates that authors are named last name followed by initials, publication year goes between parenthese, followed by a period. The title of the article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. The periodical title is run in title case, and is followed by the volume number which, with the title, is also italicized or underlines.

>   Author, A.A., Author, B.B., & Author, C.C. (Year). Title of article. Title of
>   periodical, volume number 1. pages.

Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

>   Harlow, H.F. (1983). Fundamentals for preparing psychology journal articles.
>   *Journal of Comparative and Physiological Psychology*, 55, 893-896

Article in Journal Paginated by Issue

Journals paginated by isse begin with page one every issue; therefore, the issue number gets indicated in parenthese after the volume. The parentheses and the issue numbers are italicized or underlines.

>   Scruton, R. (1996). The eclipse of listening. *The New Criterion*, 15 (30), 5-13.

Article in a Magazine

>   Henry, W.A., III. (1990, April 9). Making the grade in today's school. *Time*, 135,
>   28-31.

Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g.,p.B2; multiple pages take pp., e.g. pp.B2, B4 or pp. C1, C2-C4.

>   Schults, S. (2005, December 28). Calls made to strengthen state energy policies.
>   *The Country Today*, pp. 1A, 2A.

Note: Because of issues with html coding, the listings below using brackets contain spaces that are not to be used in the listings. Use a space as normal before the brackets, but do not include a space following the bracket.

Letter to the Editor

> Moller, G. (2002, August). Ripples versus rumbles (Letter to the editor). *Scientific American*, 287 (2), 12.

Review

> Baumelster, M.F. (1991). Exposing the self-knowledge myth (Review of the book *The self-knower: A hero under control*, by R.A. Wicklund & M. Eckert). *Contemporary Psychology*, 38, 466-467

C. Other Print Sources

Entry In Encyclopedia

> Hoffman, P.G. (1993). Relativity. *In the new encyclopedia britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.

Work Discussed in a Secondary Source
List the source the work was discussed in:

> Coltheart, M., Curtis, B., Atkins, P., & Haller, M. (1993). Models of reading aloud: dual-route and parallel distributed-processing approaches. *Psychological Review*, 100, 589-608.

Note: Give the secondary source in the reference list; in the text, name the original work, and give a citation for the secondary source. For example, if Seidenberg and McClelland's work is cited in Coltheart et al.and you did not read the original work, list the Coltheart et al. reference in the Bibliography. In the text use the following citation:

> In Seidenberg and McClelland's study (as cited in Coltheart, Curtis, Atkins, & Haller, 1993), …

Dissertation abstract

> Yoshida, Y. (2001). Essays in urban transportation (Doctoral dissertation, Boston College, 2001). *Dissertation Abstracts International*, 62, 7741A.

Government Document

> National Institute of Mental Health, (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Report form a Private Organization

> American Psychiatric Association. (2001*). Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

Conference Proceedings

> Schnase, J.L., & Cunnius, E.L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

D. Online Sources (Web Publication)

Article from an Online Periodical

Note: In 2007, the APA released several additions/modification for documentation of electronic sources in the APA Style Guide References. These changes are reflected in the entries below. Please note that there are no spaces used with brackets in APA.

Online articles follw the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

> Author, A.A., Author, B.B. (Date of Publication). Title of article. *Title of Online Periodical*, volume number (issue number, if available). Retrieved from http://www.someaddress.com/full/url/

> Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart; For People Who Make Websites*, 149. Retrieved from http://ww.alistapart.com/articles/writeliving/

Online Scholarly Journal Article

Since online materials can potentially change URL's APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL DOI's are an attempt to provide stable long-lasting links for online articles. They are unique in their documents and consist of a long alphanumeric code. Many-but not all –publishers will provide an article's DOI on the first page of the document.

Note that some online bibliographies provide an article's DOI but may "hide" the code under a button which may read "Article" or may be an abbreviation of a vendors name like "CrossRef" or "PubMed." This button will usually lead the ones that go to dead links with CrossRef.org's DOI Resolver," which is displayed in a central location on their home page.

Article from an Online Periodical with DOI Assigned

> Author, A.A., author, B.B. (Date of Publication). Title of article. *Title of Journal*, volume number. doi:0000000/00000000000

> Brownile, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41(11/12). 124444445-1283. doi:10.1108/03090560710821161

Article from an Online Periodical with no DOI Assigned

Online scholarly journal articles without a DOI require a URL

> Author, A.A, & Author, B.B. (Date of publication). Title of article. *Title of Journal*, volume number. Retrieved from http://www.someaddress.com/full/url/

> Kenneth, I.A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics. 8*. Retrieved from http://www.cac.psu.edu/jbe/twocont.html

If the article appears as a printed version as well, the URL is not required. Use "Electronic" version in brackets after the article's title.

> Whitmeyer, J.M. (2000). Power through appointment (Electronic version). *Social Science Research*, 29, 535-555.

Article from a Database

When retrieving material obtained from an online database (such as database in the library), provide appropriate print citation information (formatted just like a "normal" print citation would be for that type of work). This will allow people to retrieve the print version if they do not have access to the database from which you retreived the article. You can also include the item numer in parentheses at the end, but the APA manual syas that this is not required. For articles that are easily located, do not provide database information. If the article is difficult to locate, then you can provide database information. Only use retrieval dates if the source could change, such as Wikis.

> Smyth, A.M., Parker, A.L. & Pease, D.L. (2000). A study enjoyment of peas. *Journal of Abnormal Eating*, 8 (3). 120-125.

Abstract

If you only cite an abstract but the full text of the article is also available, cite the online abstract as other online citations, adding "{Abstract]" after the article or source name.

Peterson, P. (2008). How well do young offenders with Asperser Syndrome cope in custody?: Two prison case studies [Abstract]. *British Journal of Learning Disabilities*, 36(1). 54-58.

Bossong, G. Ergativity in Basque. Linguistics, 22(3), 341-33

Newspaper Article

Author, A.A., (Year, month day). Title of article. *Title of Newspaper.* Retrieved from http://www.someaddress.com/full/url/

Poker-Poe, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from http://www.nytimes.com

Electronic Books

Electronic books may include books found on personal websites, database, or even in audio form. Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. If the work is not directly available online or must be purchased, use "Available from" rather than "Retrieved from," and point readers to where they can find it. For books available in print form and electronic form, include the publication date in parenthese after the authors' name.

De Huff, E.W. (n.d.). Taytay' tales: *Traditional Pueblo Indian tales*. Retrieved from http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html

Davis, J. (n.d). *Familiar birdsongs of the Northwest*. Available from http://www.powells.com/cgi-bin/biblio?inkey=1-9780931686108-0

Chapter/Section of a Web document or Online Book Chapter

Author, A.A., & Author, B.B. (Date of publication). Title of article. *In Title book or larger document* (chapter or section number). Retrieved from http://www.someaddress.com/full/url/

Engelshcall, R.S. (1997). Module mod_rewriteL URL Rewriting Engine. In *Apache HTTP Server Version 1.3 Documentation (apache modules.)* Retrieved from http//httpd.apache.org/docs/1.3/mod_rewrite.html

Peckinpaugh, J. (2003). Change in the Nineties. In J.S Bough and G. B. DuBois (Eds.), *A century of growth in America*. Retrieved from Goldstar database

Note: Use a chapter or section identifier and provide a URL that links directly to the chapter section, not the home page of the Web site

Online Book Reviews

Cite the information as you normall would for the work you are quoting. (The example below is from a newspaper article: the second is from a scholarly journal.) In brackets, write "Review of the book" and give the title of the reviewed work. Provide the web address after the words "Retrived from" if the review is freely available to anyone. If the review come from a subscription service or database, write "Available from" and provide the information where the review can be purchaed.

> Zachareck, S. (2008, April 27). Natural women (Review of the book *Girls like us*). *The New York Times*. Retrieved from
> http://www.nytimes.com/2008/4/27/books/review/Zachareck

> Castle, G. (2007). New millennial Joyce [Review of the books *Twenty-first Joyce, Joyce's critics: Transitions in reading and culture, messianic self*]. *Modern Fiction Studies*, 50(1), 163-173. Available from Project MUSE Web site: http://muse.jhu.edu/journals/modern_fiction_studies/toc/

Thesis/Dissertaion from a Database

> Biswas, S. (2008). *Dopamine D3 receptor: A neuroprotective treatment target in Parkinson's disease*. Retrieved from ProQuest Digital Dissertations. (AAT 3295214)

Online Encyclopedias and Dictionaries

Often encyclopedias and dictionaries do not provide by lines (author's name). When no by line is present, move the entry name to the front of the citation. Provide publication dates if present or specify (n.d.) if no date is present in the entry.

> Feminism. (n.d.). In *Encyclopedia Britannica online*. Retrieved from
> http://www.britannica.com/EBchecked/topic/724633/feminism

Data Sets

Point readers to raw data by providing a Web address (use "Retrieved from"} or a general place that houses data on the site (use "Available from").

> United States Department of Housing and Urban Development. (2008*). Indiana income limits* [Data file]. Retrieved from
> http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

Graphic Data (e.g. Interactive Maps and Other Gradphic Representative of Data)

Give the name of the researching organization followed by the date. In brackets, provide a brief explanation of the type of dta is there and in what form it appears. Finally, provide the project name and retrieval information.

> Solar Radiation and Climate Experiment. (2007). [Graph illustration the SORCE Special Plot May 8, 2008]. *Solar Special Data Access from the SIM, SOLSTICE, and XPS Instruments*. Retrieved from http://lasp.colorado.edu/cgi-bin/ion-p?page=input_data_for_spectra.ion

Quantitative Data and Online Interviews

If an interview is not retrievable in audio or print form, cite the interview only in the text (not in the reference list) and provide the month, day and year in the text. If an audio file or transcript is available online , use the following model, specifying the medium in bracket (e.g., [Interview transcript, Interview audio file]:

> Butler, C. (Interviewer) & Stevenson, R. (Interviewer). (1999). *Oral History 2* [Interview transcript]. Retrieved from Johnson Space Center Oral Histories Project Web site: http://www11.jsc.nasa.gov/history/iral_histories/oral_histories.html

Online Lecture Notes and Presentation Slides

When citing online lecture notes, be sure to provide the file format in bracket after the lecture title (e.g. PowerPoint Slides, Word document).

> Hellam A. *Duality in consumer theory [PDF document]*. Retrieved from Lecture Notes Online Web Site: http://www.econ.istate.edu/classes/econ501/Halla/index.html.

> Roberts, K.F. (1993). Federal regulations of chemicals in the environment [PowerPoint slides]. Retrieved from http://siri.uvm.edu/ppt/40renv/index.html.

Non-periodical Web Document, Web Page, or Report

List as much of the following information as possible (you sometimes have to hunt around to find the information: don't be lazy. If there is a page like http://www.somesite.comsomepage.htm, and somepage.htm does't have the information you're looking for, move up the URL to http://www.somesite.com/

> Author, A.A., & Author, B.B. (Date of publication}. Title of document. Retrieved

from http://web address.

Note: When an Internet document is more than one Web page, provide a URL, that links To the home page or entry page for the document. Also, if there isn't a date available for the document use (n.d.) for no date.

Computer Software/Downloaded Software

Do not cite standard office software (e.g. Word, Excel) or programming languages. Provide references only for specialized software.

> Ludwig, T. (2002). PsychInquiery (computer) New York: Worth.

Software that is downloaded from a Web site should provide the softwar's version and year when available.

> Hayes, B., Tesar, B., & Zuraw, K. (2003). OTSoft: Optimality Theory Software
>   (Version 21.) [software]. Available from
>   http://www.linguistics.ecla.edu/pople/hayes/otsoft/

E-mail

E-mails are not included in the list of the references, through you parenthetically cite them in your main text: (E. Robbins, personal communication, January 4, 2001).

Online Forum or Discussion Board Posting

Include the title of the message, and the URL, of the newsgroup or discussion board. Please note that titles for items in online communities (e.g. blogs, newgroups, for a) are itlicized. If the authors' name is not available, provide the screen name. Place identifiers like post ot message numbers, if available, in brackets. If available, provide the URL, where the message is archived (e.g. "Message posted to…, achived at…")

> Author, A.A. & Author, B.B. (Date of publication). Ttitle of document. Retrieved
>   from http://web address

Blog (Weblog) and Video Blog Post

Include the title of the message and the URL. Please note that titles for items in online communities (e.g blogs, newsgroups, for a) are not italicized. If the author's name is not available, provide the screen mae.

> Dean, J. (2008, May 7). When the self emerges: Is that me in the mirror? [Web
>   log comment]. Retrieved from http://www.spring.org.uk/

> thelasttransport, (2004, September 26). Psychology Video Blog #3 [Video file].
>   Retrieved from http://www.youtube.com/watch?v=1qM90eQi5-M

Wikis

Please note that the *APA Style Guide to Electronic Reference* warns writers that wikis (like Wikipedia, for example) are collaborative projects which cannot guarantee the verifiability or expertise of their entries.

> OLPC Peru/Arahuay. (n.d.). Retrieved from the OLPC Wiki:
> http://wiki.laptop.org/go/OLPC_Peru/Arahuay

Audio Podcast

For all podcasts, provide as much information as possible, not all of the following information will be available. Possible additional identifiers mat include Producer, Director, etc.

> Bell, T. & Phillips, T. (2008, May 6). A solar flare. Science @ NASA Podcast.
> Podcast retrieved from http://science.nasa.gov/podcast.htm.

Video Podcasts

For all podcasts, provide as much information as possible, not all of the following information will be available. Possible identifiers may include Producer, Director, etc.

> Scott, D. (Producer). (2007, January 5). The community college classroom
> [Episode 7]. Adventures in Education. Podcast retrieved from
> http://www.Adveeducation.com

E. Other Non-Print Sources

Interviews, Email and Other Personal Communication

No personal communication is included in you reference list; instead, parenthetically cite the communicators name, the fact that it was personal communication, and the date of the communication you main only.

> (E. Robbins, personal communication, January 4, 2001).

> A.P. Smith also claimed that many of her students had difficulties with APA style
> (personal communication, November 2, 2002).

Motion Picture

Basic reference list format:

> Producer, P.P. (Producer), & Director. D.D. (Director). (Date of publication).
> *Title of motion picture* [Motion picture]. Country of origin: Studio or

distributor.

Note: If a movie or video tape is not available in wide distribution, add the following to your citation after the country of origin (Available from distributor name, full address and zip code).

A Motion Picture or Video Tape with International or National Availability

> Smith, J. D. (Producer), & Schultz, A.F. (Director). (2001). *Really big disaster movie* [Motion picture]. United Stats: Paramount Pictures.

A Motion Picture or Video Tape with Limited Availability

> Harris, M. (Producer), & Turley, M.J. (Director). (2002). *Writing labs: A history* [Motion picture]. (Available from Purdue University Pictures, 500 Oval Drive, West Lafayette, IN 47907).

Television Broadcast or Series Episode

> Producer, P.P. (Producer). (Date of broadcast or copyright). Title of broadcast [*Television broadcast or Television series*]. City of origin: Studio or distributor.

Single Episode of a Television Series

> Writer, W.W. (Writer), & Director D.D (Director). (Date of publication). Title of episode [Television series episode]. In P. Producer (Producer). *Series title*. City of origin: Studio or distributor.
> Wendy, S.W. (Writer), & Martin, I.R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Daley (Producer). *Creatures and monsters*, Los Angeles, CA: Belarus Studios.

Television Broadcast

> Producer, P.P. (Producer). (1990, October 2). *The nightly news hour* [Television broadcast]. New York, NY: Central Broadcasting Service.

Television Series

> Bellisario, D.I. (Producer). (1992). *Exciting action shows* [Television series]. Hollywod: American Broadcasting Company.

Music Recording

> Songwriter, A.Z. (Date of copyright). Title of song [Recorded by artist if different from song writer] On *Title of album* [Medium of recording]. Location:

Label. (Recording date if different from copyright date).

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London, England: Bld Pic Music Limited

MLA Format

A.From Portable Databases

Periodicall Publiched Databases

> Griman, Chelbrat. "Men and women Use Brain Dirrerently, Study Discovers." RQ: REFERENCE QUARTERLY 32 (2004): 178-184. Infotrac:SuperBert+, CD-ROM. UMI-Proquest. 2007.

Periodically Published Databases on CD-ROM without Print Counterpart

> Shearson Lehman Brothers, Inc. "Reebok: Company Report."

Non-peridocal Databases on CD_ROM or other Secondary Memory

> Children's Television Workshop." Encyclopedia of Associations. Magnetic Tape. Detroit: Michigan. 2001.

B.Online Databases

Material Accessed through a Computer Service Databas with a Print Counterpart

> Shanner, Joshua M. "Towards a Historical Sociology of Sport in Eastern Visayas, 1834-1856 " DAI 53 (1993): 3365A, University of the Philippines, 2001. Dissertation Abstracts Online. Online. OCLC Epic 03 Dec. 1993.

Material Accessed through a Computer Service Databse without a Print Counterpart

> "Middle Ages." Academic American Encyclopedia. Online Prodigy. 05 March 2001.

Material from Electronic Journals, electronic Newsletters, and Electronic Conferences Accessed Through a Computer Network

> Lindsay, Robert K. "Electronic Journals of Proposed Research." EJournal 1.1 (1991). Online Internet. 10 April 1992.

An Electronic Text Accessed Through a Computer Network

Shakespeare, William. <u>Hamlet, The Works of William Shakespeare</u>. Ed. Arthur H. Bullen. Stratford Town Ed. Stratford-on-Avon: Shakespeare Head. 911. Online Darmouth Coll. Lib. Internet. 26 Dec. 1992.

C.Citing Internet Resources

World Wide Web (WWW) Sites

Burka, Lauren. "A Hypertext History of Multi-User Dimensions." MUD History 1993. http://www.ccs.neu.edu/homeo1pb/mud-history.html 05 Dec. 1994.

File Transfer Protocol (FTP) Sites

Bruckman, Amy. "Approaches to Managing Deviant Behavior in Virtual Communities." ftp.media,mit.edu.pub/asb/papers/deviance-chi-94 04 Dec. 1994.

Email Messages

Frankel, Norman. <frankel@llnl.gov> "SoundApp 2.0." 29 Apr. 1996. Personal e- mail. 03 May 1996.

Online Messages

Hubble Space Telescope release in the Space Shuttle's payload Bay. [Online Image Available ftp://explorer.arc.nasa.gov/pub/SPACE/GIF/s31-04-015.gif. 01 Oct. 1996.

Online Sounds

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05 Apr. 1996.

ANNEX C

Cebu Doctors' University

Alma Mater Song
To CDU our Alma Mater
We acclaim and love you dear
For your pride, for your name
We will try to bring you fame
And we'll all work as a team

To you we pledge our loyalty
When our schooldays become a memory
We pray and wish you all prosperity
And may your fame reach far and near

Oh, Alma Mater dear
Hear our voices loud and clear
With hears on fire, we'll never tire
To sing your praises high

We promise to bring you honor
Even to the final hour
We aim to reach a final destiny
Through faith and hope and charity
We aim to reach our final destiny
Through faith and hope and charity

Adapted from Music and Lyrics by Dr. Cesar V. Flores

ANNEX D

MAP OF CEBU DOCTORS' UNIVERSITY

CDU Front road, Dr.PVLJr. Avenue-across the road is Toyota Mandaue
CDU Back road, Zuellig Avenue-across the road is Singapore School
CDU South side road, EO Perez Street-across the road is S&R
CDU North side road, unnamed-across the road is ESL