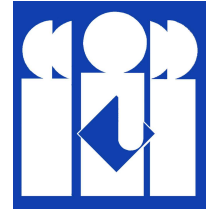




La Consolacion College Manila



**FEASIBILITY STUDY
AND
BUSINESS PLAN**

**2011
(Undergraduate)**

LA CONSOLACION COLLEGE MANILA
8 Mendiola St., Malacañang Complex, Manila
Telephone Nos.: 736-0235 / 313-0513 / Fax: 313-0602
Website: <http://www.lccm.edu.ph>

Introduction

This manual outlines the policies and procedures to ensure uniformity in the physical format of a business plan or feasibility study. Submission of this document is a step in a program leading to the awarding of a Bachelor of Science in Business Administration degree.

Feasibility studies and business plans are scholarly publications that are the results of research and academic pursuit. The original copy will be kept in LCCM Violeta Calvo Library for public use, while an electronic copy will be stored at the LCCM Research and Publications Center for archival purposes.

Undergraduate students must be familiar with the guidelines before writing their paper. The use of correct grammar, punctuation, and spelling are solely the responsibility of the student. LCCM Research and Publications Center provides assistance to the students in completing their research proposals as well as services such as statistical analysis and APA formatting package for students who are in the process of writing their feasibility study or business plan.

Manuscript Construction

Appearance

The manuscript must be prepared on a computer, neat in appearance, and without error. Strikeovers, handwritten corrections, or interlineations are not accepted. Printing of the feasibility study / business plan should be letter/laser quality with dark black characters that are consistently clear and dense. Dot matrix is unacceptable. The manuscript can be printed on only one side of each page received. Reproduced copies are acceptable only if high quality photocopying is used.

Paper

Official LCCM paper with the appropriate logo must be used. It is available at the Research and Publications Center.

Typeface

Times New Roman or Arial are the only acceptable fonts. The same typeface must be used throughout the manuscript, including figures, tables, plate captions with the exception of certain tables, figures and appendix material, which may use a different type. Italics should be used only to highlight specific words or phrases in the text. The official font size is 12 point and must be used for all material in the text.

Spacing

Double spacing is required throughout the manuscript. Footnotes, bibliographic entries, long quoted passages, figure and table captions, and items in lists and tables may be single-spaced. If individual footnote or bibliographic entries are single-spaced, there must be double-spacing between each entry. There are special spacing requirements for some of the preliminary pages.

Margins

Margins must be uniform on all pages. Margin requirements apply to all materials included in the thesis/dissertation such as figures, tables, photographs, etc., and all material in appendices. The margins of the thesis page are:

- 1 inch minimum on the top and bottom
- 1.5 inches minimum on the left
- 1 inch minimum on the right

Page numbers must fall within the margins. Page numbers must be placed in the top of the page at the right side. The body of the text must be in fully/double justified with one inch indentation of each paragraph's first sentence

Post-Defense Action

After the Final Oral Defense, the student candidate/s shall do the following:

1. Revise the manuscript in compliance with the panel members' comments and suggestions;
2. Submit a copy of the revised manuscript together with the summary of suggestions to the Feasibility/Business Adviser and to each of the panel members for further evaluation.
3. Submit the revised manuscript to the editor once it is approved by the panel members before its final printing and binding; and
4. Submit four (4) hardbound copies and four (4) CD copies (Portable Document Format or PDF) of the revised and edited manuscript (final copy) to the Dean's Office as final requirements for the subject.

Notes:

- a. Only the copy of the feasibility study/business plan used for the hardbound book is printed on LCCM thesis paper.
- b. Only the copy of the approval sheet signed by the adviser and members of the panel printed on LCCM thesis paper is scanned for the CD copy. The other pages of the thesis for the CD copy are not scanned from the printed copy on LCCM thesis papers. They are stored as a soft copy of the thesis in PDF file.
- c. The hardbound copy of a feasibility study and business plan has a royal blue cover with gold lettering. The Cover Title is copied from the Title Page. **Book spine** should follow the format shown in Figure 1.

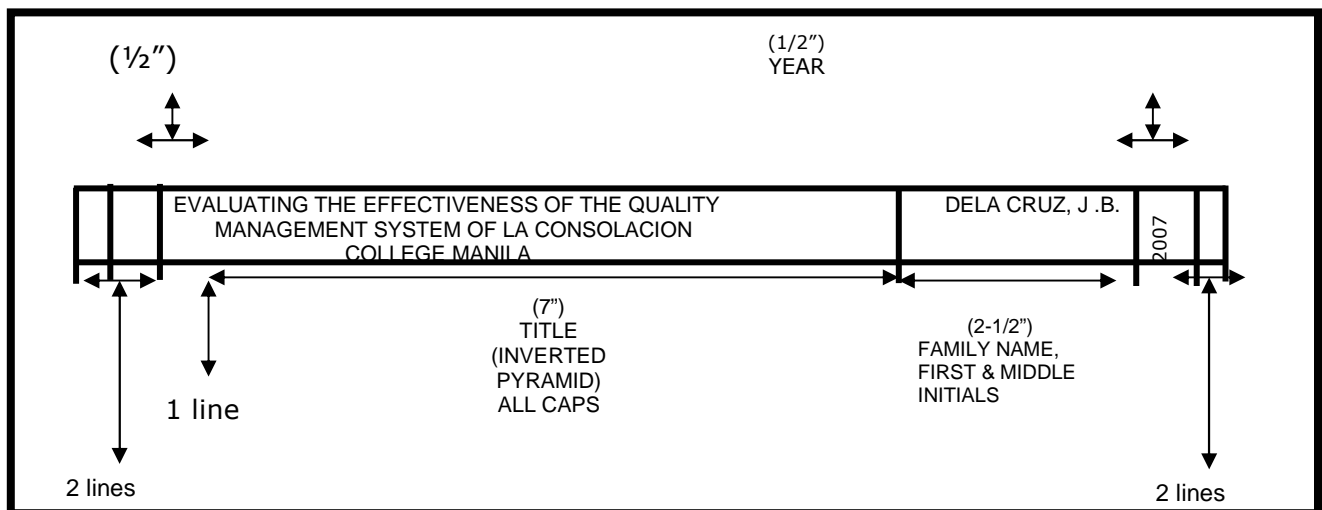


Figure 1. Sample Book Spine of a Thesis

- d. Follow the format for the CD label. The CD case cover follows the format of the Title Page on the hardbound copy.

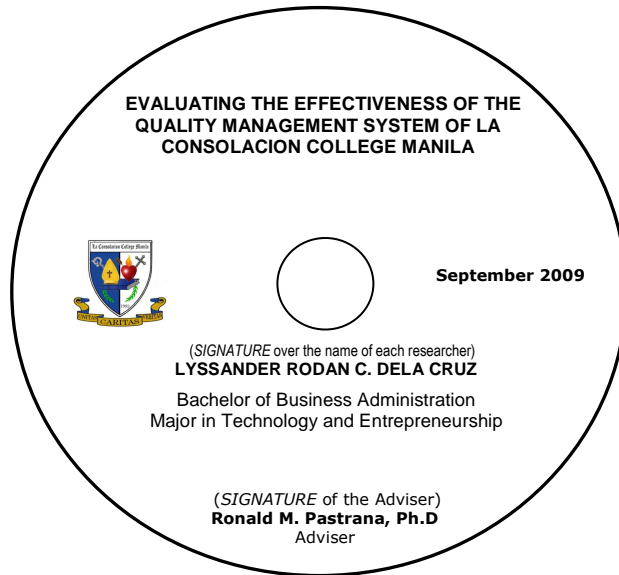


Figure 2. Sample CD Label

Parts of Feasibility Study and Business Plan

Preliminary Pages

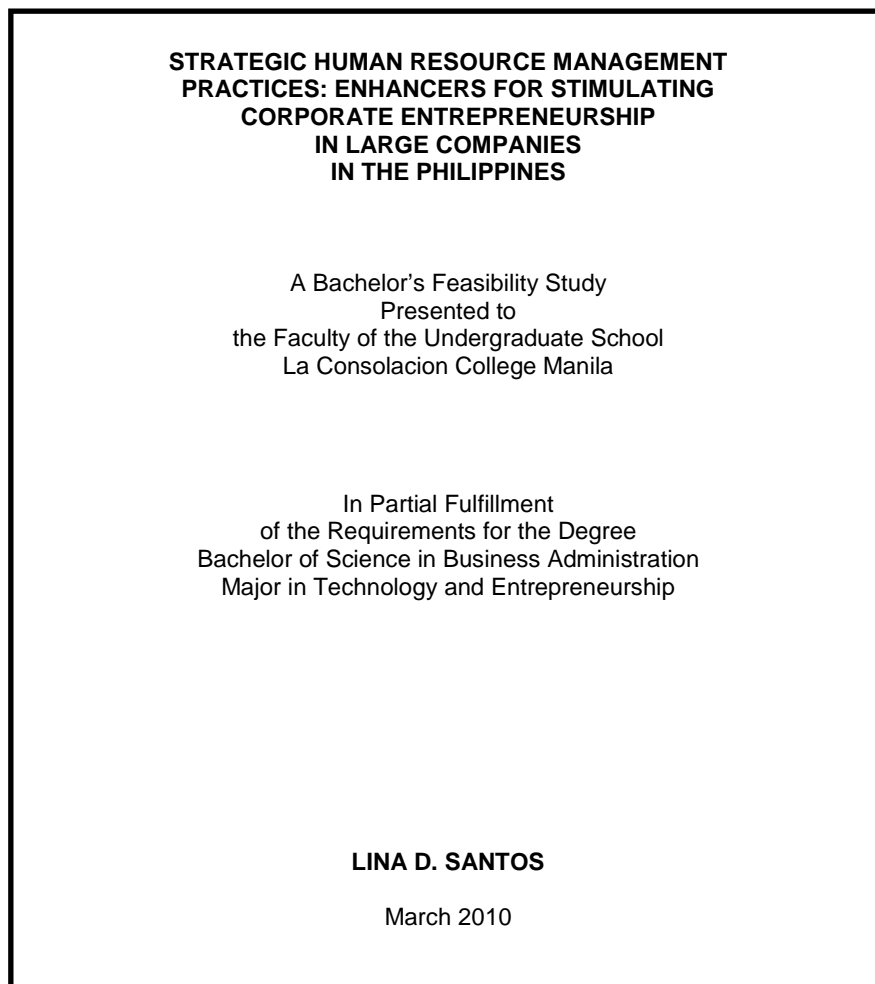
- Title Page (All successive preliminary pages are numbered consecutively)
- Approval Sheet (bears no page number but is counted as page 1)
- Acknowledgments (optional)
- Dedication (optional)
- Executive Summary
- Table of Contents
- List of Appendices
- List of Figures
- List of Tables

Title Page

The TITLE for the feasibility study or business plan should include meaningful key words descriptive of the subject and content. Indicate your degree and field and give the month and year of graduation, not the date of completion of the thesis.

The title should appear like an inverted pyramid, written in upper case letters using single spacing.

The TITLE should be 3 to 3.5 inches from the top of the page. Type the title of the feasibility study or business plan as it is worded in the Executive Summary in upper case letters, centered with single spacing. If the title runs over one line, it should appear as an inverted pyramid. An example of the Title Page for a feasibility study/business plan is shown in Figure 1. Notice that, the full legal name of the candidate appears in bold upper case letters followed by the month and year when the manuscript is accomplished in uppercase-lowercase letters, which are double spaced.

A sample title page layout enclosed in a black rectangular border. The text is centered and follows an inverted pyramid structure. The title is in all caps and bold. Below the title, the author's name is in bold, followed by the date. The text is as follows:

**STRATEGIC HUMAN RESOURCE MANAGEMENT
PRACTICES: ENHANCERS FOR STIMULATING
CORPORATE ENTREPRENEURSHIP
IN LARGE COMPANIES
IN THE PHILIPPINES**

A Bachelor's Feasibility Study
Presented to
the Faculty of the Undergraduate School
La Consolacion College Manila

In Partial Fulfillment
of the Requirements for the Degree
Bachelor of Science in Business Administration
Major in Technology and Entrepreneurship

LINA D. SANTOS

March 2010

Figure 1. Sample Title Page

Approval Sheet

The Approval sheet is to be signed by both the feasibility study/ business plan adviser and the panel of reviewers. The panel of reviewers for either project is composed of four members. Signatures must be in permanent BLACK INK. Figure 2 shows an example of an approval sheet.

APPROVAL SHEET	
<p>This bachelor's thesis entitled: <u>Strategic Human Resource Management Practices" Enhancers for Stimulating Corporate Entrepreneurship in Large Companies in the Philippines</u>, prepared and submitted by Lina D. Santos, in partial fulfillment of the requirements for the degree of Bachelor of Science in Business Administration, major in Technology and Entrepreneurship, has been examined and is recommended for acceptance and approval for oral defense.</p>	
<p>ARNEL c. FAJARDO, MS Adviser</p>	
THESIS REVIEW PANEL	
<p>Approved by the Committee on Oral Examination with a grade of _____.</p>	
<p>RICARDO H. CPARAS, Ph.D. Member</p>	<p>ERLINDA T. LOCSIN, Ph.D. Member</p>
<p>RONALD M. PASTRANA, Ph.D. Chairman</p>	
<p>Accepted and approved in partial fulfillment of the requirements for the degree of Bachelor of Science in Business Administration, major in Technology and Entrepreneurship.</p>	
<p>MANUEL D. PUNZAL, Ph.D. Dean</p>	
Date of Comprehensive Exam:	October 24-25, 2009
Date of Final Defense:	January 20, 2010

Figure 2. Sample Thesis Approval Sheet

Acknowledgments

This page is optional. This section must not be more than 2 pages long. Place the acknowledgments heading at the top of page centered, all in upper case letters. Leave one blank line, then begin the text, which is double-spaced. Indent the first line of each paragraph. A sample acknowledgments page appears in Figure 3.

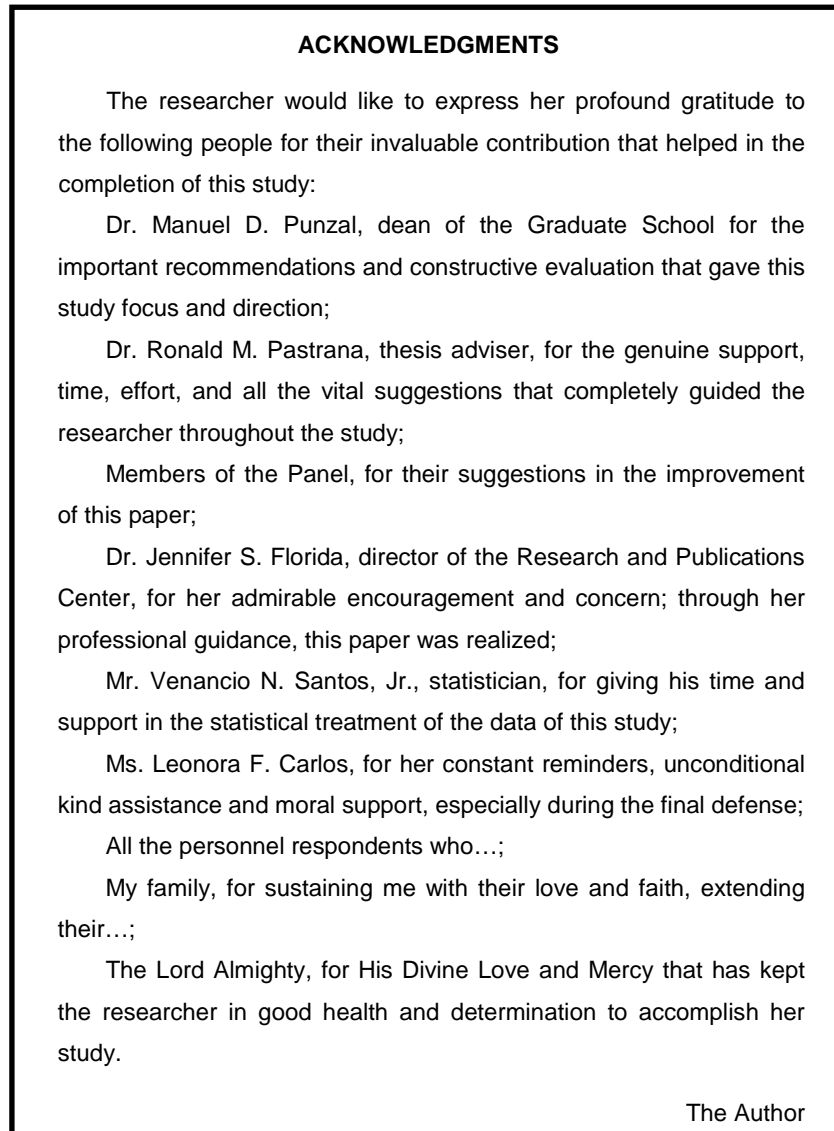


Figure 3. Sample Acknowledgments

Dedication

This page is optional. The Dedication should be brief. Begin the dedication 3 to 4 inches from top of paper. Use of the DEDICATION heading is optional.

Feasibility Study/ Business Plan

The feasibility study / business plan executive summary presents the brief summary of the content of the research topic. The short narrative includes essential statements about the whole paper that includes the description of the study, framework of the study, methodology, major findings, conclusions and recommendations.

Figure 4 shows an example of how a thesis / dissertation abstract is prepared.

Note: The following conditions apply to the preparation of the thesis or dissertation abstract:

-A Bachelor of Business Executive Summary should not be more than two (2) pages.

EXECUTIVE SUMMARY

Title of the Research: **STRATEGIC HUMAN RESOURCE MANAGEMENT PRACTICES: ENHANCERS FOR STIMULATING CORPORATE ENTREPRENEURSHIP IN LARGE COMPANIES IN THE PHILIPPINES**

Authors: **CARLA M. EDRALIN**

Degree: Bachelor of Business Administration

Major: Technology and Entrepreneurship

Date of Completion: March 2010

This descriptive study attempted to determine the degree to which various Strategic Human Resource Management (SHRM) practices stimulate corporate entrepreneurship and which SHRM function is the most significant enhancer of corporate entrepreneurship (CE) in large companies in the Philippines.

The main sources of data came primarily from the responses of a total of 1,814 employees who were randomly selected by the HR personnel from the different units of each company.

Findings from the study revealed that the companies are extensively implementing different practices related to SHRM functions that stimulate CE. Employee relations, training and development, and recruitment and selection SHRM functions are found to be significant enablers of CE. Employee relations proved to be the most significant enhancer of innovations in the firms.

These findings imply that ...

The study concludes that ...

This present study thereby recommends ...

Figure 4. Sample of Executive Summary

Table of Contents

The table of contents is to include the following pages: list of tables, list of figures, bibliography, appendices and curriculum vitae as well as the major sections of the text. The title page, approval sheet, acknowledgment, dedication page, and table of contents are not listed in the table of contents. Below are two examples of table of contents.

TABLE OF CONTENTS		Page
	TITLE PAGE	1
	EXECUTIVE SUMMARY	2
	APPROVAL SHEET	5
	ACKNOWLEDGMENTS	6
	TABLE OF CONTENTS	8
	LIST OF TABLES	11
	LIST OF FIGURES	13
	Chapter	
1	BUSINESS CONCEPT	
	Introduction	14
	Overview of the Business Concept	16
	Business Name	23
	Business Offerings	25
	Unique Quality	25
	Business Structure	26
	Location	27
	Business Feasibility Study Objectives	27
2	SITUATION ANALYSIS	
	Related Studies	32
	Industry Review	33
	Key Drivers and Key Barriers	35
	Target Market	36
	Competition	38
	SWOT	39

3	BUSINESS VIABILITY	
	Marketing Aspect	41
	Management and Personal Aspect	44
	Production and Operations Aspect	48
	Legal Aspect	49
	Financial Aspect	
4	BUSINESS SCHEDULE	
	GANT Chart of Business Activities	52
	Budget Summary	
5	CONCLUSION AND RECOMMENDATIONS	
	Conclusions	56
	Recommendations	59
	REFERENCES	61
	APPENDICES	
	A Letter of Request to the Company Head	64
	B Letter of Request to the Respondents	65
	C Questionnaire for Respondents	66
	D Questionnaire for Administrators	67
	E Work Plan for Thesis Writing	68
	F Curriculum Vitae	69

Figure 7. Sample of a Table of Contents for Feasibility Study

TABLE OF CONTENTS

		Page
	TITLE PAGE	1
	EXECUTIVE SUMMARY	2
	APPROVAL SHEET	5
	ACKNOWLEDGMENTS	6
	TABLE OF CONTENTS	8
	LIST OF TABLES	11
	LIST OF FIGURES	13
Chapter		
1	BUSINESS PROFILE	
	Company Profile	14
	Business Structure	16
	Products and Services	23
2	MARKETING PLAN	
	Target Market	24
	Marketing Objectives	26
	Marketing Strategies	30
	Distribution Channel	31
	Pricing Strategies	33
	Marketing Budget Summary	35
3	MANAGEMENT PLAN	
	Organizational Structure	36
	Compensation and Benefits	37
	Business Monitoring	39
4	OPERATIONS AND PRODUCTION PLAN	
	Business Process	40
	Transactional Process	42
	Production Process	43
	Supplies and Networks	44

5	FINANCIAL PLAN	
	Income Statement	46
	Cash Flow	47
	Balance Sheet	48
	Return of Investment	49
6	EXPECTATIONS	
	List of Expectations	52
	REFERENCES	61
	APPENDICES	
	A Letter of Request to the Company head	64
	B Letter of Request to the Respondents	65
	C Questionnaire for Respondents	66
	D Questionnaire for Administrators	67
	E Work Plan for Thesis Writing	68
	F Curriculum Vitae	69

Figure 6. Sample of a Table of Contents for a Business Plan

List of Tables

List of tables include set of data arranged in rows and columns. The list of tables is on a page by itself and arranged in the same general format as the table of contents. A sample list of tables appears in Figure 6.

LIST OF TABLES		
TABLE		PAGE
1	Recruitment and Selection Income Statement	42
2	Training and Development	43
3	Compensation	45
4	Performance Management	45

Figure 7. Sample of List of Tables

List of Figures

List of figure includes graphs, maps, photographs and all other types of illustrations. Designate figure numbers with Arabic numerals. Figure 7 shows an example of a list of figures.

LIST OF FIGURES		
FIGURE		Page
1	The relationship between SHRM practices, corporate entrepreneurship and organizational performance	8
2	The Conceptual Paradigm of the Study	10

Figure 8. Sample of List of Figures

List of Appendices

List of appendices include materials (questionnaire, form, letter graph or chart) not vital to the text but which will supplement the text. Each type of material forms a separate appendix, which must be labeled separately (Appendix A, Appendix B, etc.).

Body of Text

The La Consolacion College Manila uses American Psychological Association (APA) 6th edition style of writing and its official font is Arial size 12. However, as regards the number of chapter that LCCM follows, it is a 5-chapter for Feasibility Study and 6-chapter for Business Plan with the following chapter titles:

Feasibility Study

- Chapter 1 – Business Concept
- Chapter 2 – Situation Analysis
- Chapter 3 – Business Viability
- Chapter 4 – Business Schedule
- Chapter 5 – Summary, Conclusion and Recommendation

Business Plan

- Chapter 1 – Business Profile
- Chapter 2 – Marketing Plan
- Chapter 3 – Management Plan
- Chapter 4 – Operations and Production Plan
- Chapter 5 – Financial Plan
- Chapter 6 – Expectations

Each chapter must begin on a new page. Chapters should be numbered with Arabic numerals.

Organization of Content for Feasibility Study

Chapter 1 BUSINESS CONCEPT

- Overview of the Business Concept
- Business Name
- Business Offerings
- Unique Quality
- Business Structure
- Location
- Business Feasibility Study Objectives

Chapter 2 SITUATION ANALYSIS

- Related Studies
- Industry Review
- Key Drivers and Key Barriers
- Target Market
- Competition
- SWOT Matrix

Chapter 3 BUSINESS VIABILITY

Chapter 4 BUSINESS SCHEDULE

Chapter 5 CONCLUSION AND RECOMMENDATIONS

REFERENCES

APPENDICES

Organization of Content for a Feasibility Study

- Chapter 1 **BUSINESS PROFILE**
 - Company Profile
 - Business Structure
 - Products and Services

- Chapter 2 **MARKETING PLAN**
 - Target Market
 - Marketing Objectives
 - Marketing Strategies
 - Distribution Channel
 - Pricing Strategies
 - Marketing Budget Summary

- Chapter 3 **MANAGEMENT PLAN**

- Chapter 4 **OPERATIONS AND PRODUCTION PLAN**

- Chapter 5 **FINANCIAL PLAN**

- Chapter 6 **EXPECTATIONS**

- REFERENCES**

- APPENDICES**

APA Citation Basics

Reference citations in text are covered on pages 207-214 of the Publication Manual of the American Psychological Association, 6th edition. What follows are some general guidelines for referring to the works of others in your manuscript.

Note: APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research. E.g., Jones (1998) found or Jones (1998) has found...

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, E.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

In-Text Citation

- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media*, *There Is Nothing Left to Lose*.
(**Note:** in your References list, only the first word of a title will be capitalized: Writing new media.)
- When capitalizing titles, capitalize both words in a hyphenated compound word: *Natural-Born Cyborgs*.
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."
- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

Short Quotations: If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

Example:

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199). Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers? If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation. She stated, "Students often had difficulty using APA style," but she did not offer an explanation as to why (Jones, 1998, p. 199).

Long Quotations: Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Example:

Jones's (1998) study found the following:
Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

Summary or Paraphrase: If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

Example:

According to Jones (1998), APA style is a difficult citation format for first-time learners.

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Citing an Author or Authors

A Work by Two Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

Example:

Research by Wegener and Petty (1994) supports...
(Wegener & Petty, 1994)

A Work by Three to Five Authors: List all the authors in the signal phrase or in parentheses the first time you cite the source.

Example:

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)

In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.

(Kernis et al., 1993)

In *et al.*, *et* should not be followed by a period.

Six or More Authors: Use the first author's name followed by et al. in the signal phrase or in parentheses.

Example:

Harris et al. (2001) argued...
(Harris et al., 2001)

Unknown Author: If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles and chapters are in quotation marks.

Example:

A similar study was done of students learning to format research papers ("Using APA," 2001).

Note: In the rare case the "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

Organization as an Author: If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

Example:

According to the American Psychological Association (2000),...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

Example:

First citation: (Mothers Against Drunk Driving [MADD], 2000)
Second citation: (MADD, 2000)

Two or More Works in the Same Parentheses: When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

Example:

(Berndt, 2002; Harlow, 1983)

Authors With the Same Last Name: To prevent confusion, use first initials with the last names.

Example:

(E. Johnson, 2001; L. Johnson, 1998)

Two or More Works by the Same Author in the Same Year: If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Example:

Research by Berndt (1981a) illustrated that...

Personal Communication: For interviews, letters, e-mails, and other person-to-person communication, cite the communicators name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

Example:

(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 3, 2002).

Citing Indirect Sources

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Example:

Johnson argued that...(as cited in Smith, 2003, p. 102).

Note: When citing material in parentheses, set off the citation with a comma, as above.

Unknown Author and Unknown Date: If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

Example:

Another study of students and research decisions discovered that students succeeded with tutoring ("Tutoring and APA," n.d.).

Reference List

The Publication Manual of the American Psychological Association (6th ed., 2009) provides guidelines for formatting reference list.

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the manuscript; label this page REFERENCES centered at the top of the page (bold, but do not underline or use quotation marks). All text should be double-spaced just like the rest of the text.

Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have 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.
- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

Single Author: Last name first, followed by author initials.

Example:

Berndt, T. J. (2002). Friendship quality and social development. <i>Current Directions in Psychological Science</i> , 11, 7-10.
--

Two Authors: List by their last names and initials. Use the ampersand (&) instead of "and."

Example:

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology*, 66, 1034-1048.

Three to Six Authors: List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

Example:

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, 65, 1190-1204.

More Than Six Authors: If there are more than six authors, list the first six as above and then "et al.," which stands for "and others." Remember not to place a period after "et" in "et al."

Example:

Harris, M., Karper, E., Stacks, G., Hoffman, D., DeNiro, R., Cruz, P., et al. (2001). Writing labs and the Hollywood connection. *Journal of Film and Writing*, 44(3), 213-245.

Organization as Author

Example:

American Psychological Association. (2003).

Unknown Author

Example:

Merriam-Webster's collegiate dictionary (10th ed.).(1993). Springfield, MA: Merriam-Webster.

NOTE: When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: (*Merriam-Webster's*, 1993) and ("New Drug," 1993).

Two or More Works by the Same Author: Use the author's name for all entries and list the entries by the year (earliest comes first).

Example:

Berndt, T.J. (1981).
Berndt, T.J. (1999).

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Example:

Berndt, T. J. (1999). Friends' influence on students' adjustment to school. *Educational Psychologist*, 34, 15-28.
Berndt, T. J., & Keefe, K. (1995). Friends' influence on adolescents' adjustment to school. *Child Development*, 66, 1312-1329.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

Example:

Wegener, D. T., Kerr, N. L., Fleming, M. A., & Petty, R. E. (2000). Flexible corrections of juror judgments: Implications for jury instructions. *Psychology, Public Policy, & Law*, 6, 629-654.

Wegener, D. T., Petty, R. E., & Klein, D. J. (1994). Effects of mood on high elaboration attitude change: The mediating role of likelihood judgments. *European Journal of Social Psychology*, 24, 25-43.

Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berndt (1981a) makes similar claims..."

Example:

Berndt, T. J. (1981a). Age changes and changes over time in prosocial intentions and behavior between friends. *Developmental Psychology*, 17, 408-416.

Berndt, T. J. (1981b). Effects of friendship on prosocial intentions and behavior. *Child Development*, 52, 636-643.

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.

Example:

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 issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

Example:

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

Article in a Magazine

Example:

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *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, C3-C4.

Example:

Schultz, 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 with your listings. Use a space as normal before the brackets, but do not include a space following the bracket.

A Translation

Example:

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York: Dover. (Original work published 1814).

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

. Edition Other Than the First

Example:

Helfer, M. E., Keme, R. S., & Drugman, R. D. (1997). *The battered child* (5th ed.). Chicago: University of Chicago Press.

Article or Chapter in an Edited Book: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

Example:

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

Government Document

Example:

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 From a Private Organization

Example:

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, D.C.: Author.

Conference Proceedings

Example:

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

Electronic Sources

Article From an Online Periodical: Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Example:

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

Newspaper Article

Example:

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

Online Lecture Notes and Presentation Slides: When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).

Example:

Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

Other important details about the use of APA 6th edition format can be found in any book, web site, or other references explaining the use of the said writing format. Below is an example of references presentation.

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- SOURCE: Edralin D. M. (2010).

Figure 8. Sample Reference Presentation

Curriculum Vitae

Curriculum vitae should be the last item in the list of appendices (thus it is the last section of the manuscript).

A Curriculum Vitae (not VITA) is a brief summary of the student's academic background. It is not an autobiography or a résumé. It does not include contact information and is not intended as a tool for seeking employment. It should list relevant activities up to the time of their degree completion. It includes the following information(s):

- Name of author
- Place and date of birth
- List all institutions attended (not departments) in reverse chronological order (most recent first).
- List degrees (undergraduate and graduate) in reverse chronological order (most recent first), including the degree (major can be indicated) sought with this thesis. Include year and name of the granting institution.
- List special interests and studies.
- List relevant professional experience, company or institution, location, and dates.
- If applicable, list grants, awards, and honors, indicating the grantor (agency or institution funding the grant, award, or honor), the title of the project (in italics), and the date or period covered.
- If applicable, list publications in bibliographic format but in reverse chronological order (most recent first) using the same style as used for the References.

CURRICULUM VITAE	
<div style="border: 2px solid black; width: 100px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> PHOTO </div>	
Name	: Rodolfo N. Carlos
Contact No.	: 09172784190
Email Address	: rn_carlos@yahoo.com
Address	: 1310 Castaños Street Sampaloc, Manila
Date of Birth	: May 14, 1988
Place of Birth	: Sampaloc, Manila
Civil Status	: Single
Religion	: Roman Catholic
EDUCATIONAL BACKGROUND	
Tertiary	: La Consolacion College Manila 8 Mendiola St., Manila
Secondary	: La Consolacion College Manila 8 Mendiola St., Manila
Elementary	: Legarda Elementary School Sampaloc, Manila 1974 – 1978
MEMBERSHIP	
SEMINARS/TRAININGS ATTENDED	
(Data should be arranged in chronological order – from the most recent.)	

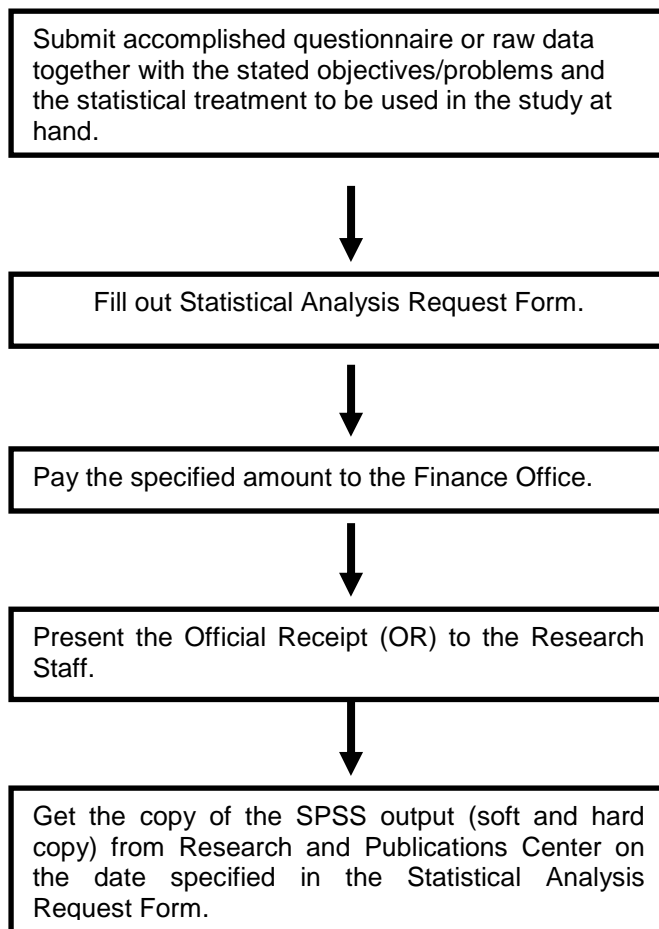
Figure 9 is an example of curriculum vitae.

**Research and Publications Center
Feasibility Study and Business Plan Support Service**

Thesis Statistical Analysis Service

Research and Publications Center (RES) of LCCM, located on the 2nd floor of Gregor Mendel Science Center, provides services like statistical to undergraduate students preparing Feasibility Study and Business Plan.

Procedure



References

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Edralin, D. M. (2010). Strategic human resource management practices: Enhancers for stimulating corporate entrepreneurship in large companies in the Philippines. In D.M. Edralin, & G. R. Barbajera (Eds.), *3rd International Conference on Innovation & Entrepreneurship and the 3rd International Conference on Engineering & Business Education*, 16 – 18 November 2010, Manila, Philippines (pp. 118-133). Manila: La Consolacion College Manila.