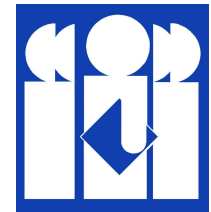




*La Consolacion College Manila*



# **THESIS WRITING GUIDE**

**2011**  
**(Undergraduate)**

LA CONSOLACION COLLEGE MANILA  
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# **Thesis Writing Guide**

June 2011

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## *La Consolacion College Manila*

### **Vision – Mission Statement**

#### **Vision**

La Consolacion College Manila is a Catholic educational institution that is inspired by St. Augustine's vision of the academe that is founded on the primacy of love. It understands the academic community to be above all else, a scholarly fellowship of friends.

As an institution of higher learning, La Consolacion College Manila envisions herself to become truly an innovative higher education institution in the Asia-Pacific Rim.

Within this decade 2010-2020, LCCM is projected to be veritably influenced by research-oriented instruction that is richly complemented with technology-driven holistic education for lifelong learning, and with strong community outreach programs especially among the marginalized sectors of the National Capital Region (NCR) and Greater Luzon Area.

#### **Mission Statement**

As a Catholic institution of higher learning and convinced of the primacy of Love, LCCM assumes the responsibility of consistently serving and caring for God's people regardless of their color, creed and culture. The missionary mandate of LCCM is to advocate transformative education among the Augustinian community of friends through formation and development of world - class graduates and professionals.

The academic and continuing education programs at LCCM will:

- Integrate the sciences, the arts and humanities, liberal studies, and corporate social responsibility of general education curriculum (GEC) into the professional core courses training;
- Integrate modern learning technology and pedagogy to create liberal, innovative and student-centered education for the contemporary world;
- Integrate work and learning through the dual teaching-learning system, apprenticeship, service and reflection, to acquire industry standard skills and competencies;
- Integrate issues most central to the local community environment and the Philippines' long-term needs within the context of the Asia-Pacific Rim.

To achieve these ends, LCCM will provide a multi-cultural, gender-equitable and accessible residential campus learning environment.

#### **Credo: Our Core Values**

Our Credo Statement covers the following set of Values which LCClans must believe in and give unequivocal testimony in all seasons of life.

- Avid search for Truth and God
- Respect for human dignity
- Integrity of creation
- Academic freedom
- Scholarship and passion for excellence
- Preservation of Filipino culture and heritage
- Personal initiative, creativity and innovation

**TABLE OF CONTENTS**

La Cosolacion College Manila  
Vision- Mission Statement

Introduction ..... 1

Manuscript Construction

    Appearance ..... 1

    Paper ..... 1

    Typeface ..... 1

    Spacing ..... 2

    Margins ..... 2

Post-Defense Action ..... 2

Parts of Thesis

    Preliminary Pages ..... 4

        Title Page ..... 5

        Approval Sheet ..... 6

        Acknowledgments ..... 7

        Dedication ..... 8

        Thesis Abstract ..... 8

        Table of Contents ..... 9

        List of Tables ..... 10

        List of Figures ..... 11

        List of Appendices ..... 11

    Body of Text ..... 12

        Organization of Content ..... 12

APA Citation Basics ..... 13

    In-Text Citation ..... 13

        Citing an Author or Authors ..... 15

        Citing Indirect Sources ..... 18

List of References ..... 18

    Basic Rules ..... 19

Curriculum Vitae ..... 29

..... 31

**Thesis Statistical Analysis Service**  
.....

References ..... 32

## **Introduction**

This manual contains the policies and procedures to ensure uniformity in the physical format of an undergraduate thesis. Submission of this document is the final step in a research subject or its equivalent.

A Thesis is scholarly publication that is the result 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.

A Thesis Examination Panel is responsible for reviewing each manuscript, for both style and grammatical accuracy, before approving its acceptability for publication. 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/s. LCCM Research and Publications Center provides assistance to the students in doing the research proposals as well as services such as statistical analysis and APA formatting package for student undertaking thesis writing.

## **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 thesis 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 to the Thesis adviser for further evaluation before its final printing and binding; and
3. 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 thesis for hardbound 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 the thesis has a royal blue cover with the Cover Title copied from the Title Page printed in gold text. **Book spine** should follow the format shown in Figure 1.

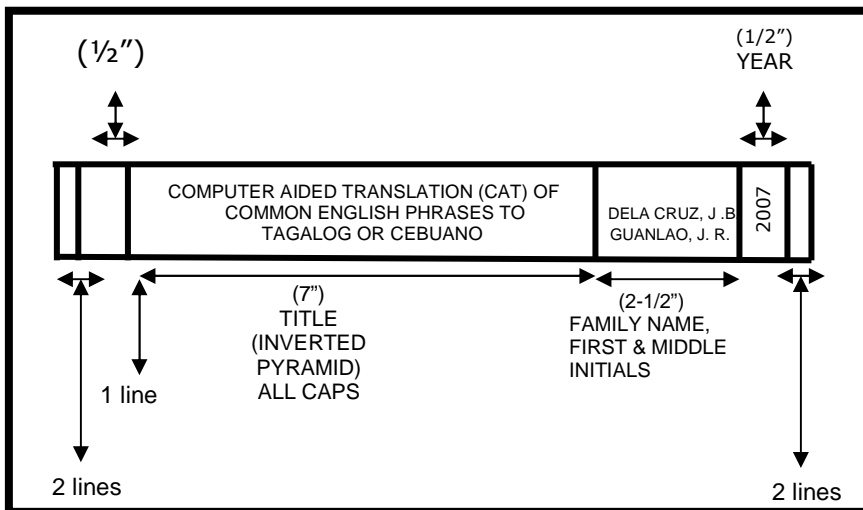


Figure 1. Sample Book Spine of a Thesis

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

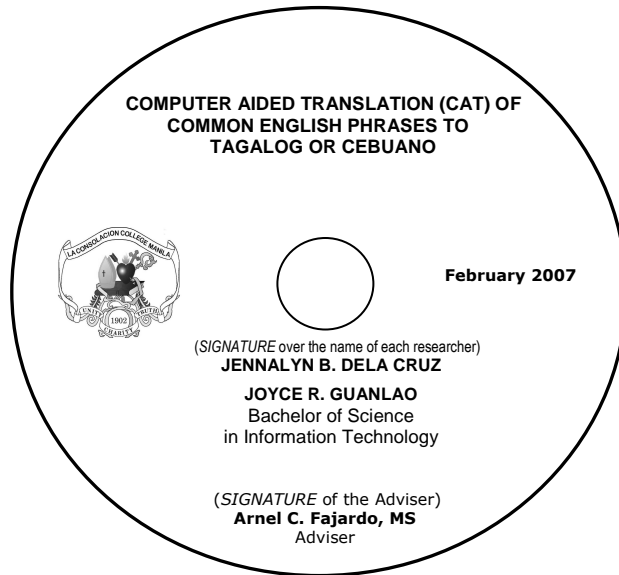


Figure 2. Sample CD Label

## Parts of Thesis

### *Preliminary Pages*

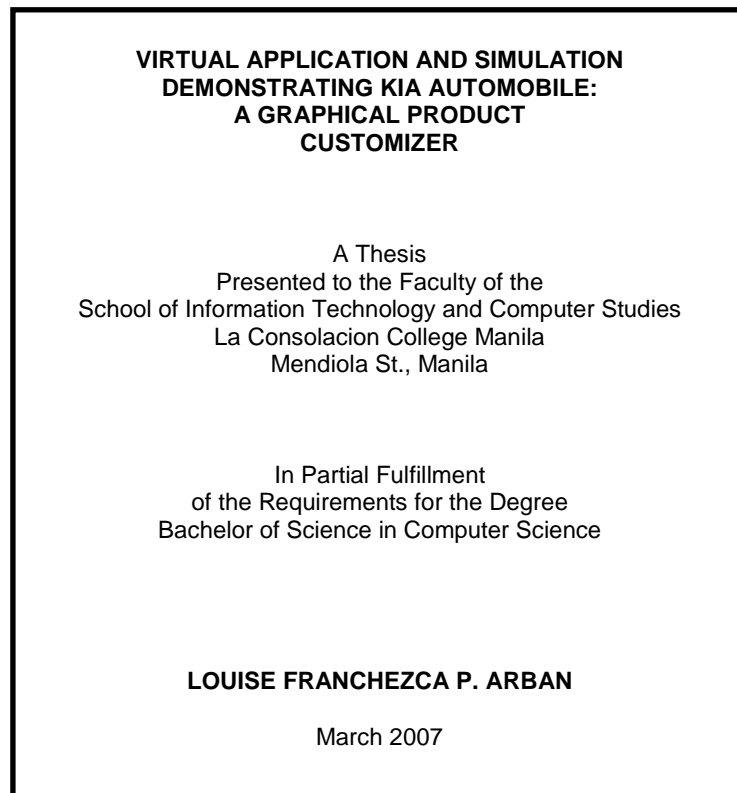
- Title Page (All successive preliminary pages are numbered consecutively)
- Approval Sheet (bears no page number but is counted as page 1)
- Acknowledgments (optional)
- Dedication (optional)
- Abstract
- Table of Contents
- List of Appendices
- List of Figures
- List of Tables

## Title Page

The TITLE for the thesis 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 thesis/dissertation exactly as it is worded on the Abstract, in upper case letters, centered with single spacing. If the title runs over one line, it should appear like an inverted pyramid. An example of the Title Page for thesis is shown in Figure 1. Notice that, the full legal name of the student appears in bold upper case letters followed by the month and year when the manuscript is accomplished in uppercase-lowercase letters observing double space.

A sample title page layout enclosed in a black rectangular border. The text is centered and arranged in an inverted pyramid shape. The title is the largest and most prominent text, followed by the subtitle, then the thesis information, the degree requirements, the author's name, and finally the date.

**VIRTUAL APPLICATION AND SIMULATION  
DEMONSTRATING KIA AUTOMOBILE:  
A GRAPHICAL PRODUCT  
CUSTOMIZER**

A Thesis  
Presented to the Faculty of the  
School of Information Technology and Computer Studies  
La Consolacion College Manila  
Mendiola St., Manila

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

**LOUISE FRANCHEZCA P. ARBAN**

March 2007

*Figure 3. Sample Title Page*

### **Approval Sheet**

The Approval sheet is to be signed by both the thesis adviser and the panel of reviewers. The panel of reviewers is composed of three members. Signatures must be in permanent BLACK INK. Figure 2 shows an example of an approval sheet.

<b>APPROVAL SHEET</b>	
<p>This thesis entitled: <b><u>Computer Aided Translation (CAT) of Common English Phrases to Tagalog or Cebuano</u></b>, prepared and submitted by Jennalyn B. Dela Cruz and Joyce R. Guanlao, in partial fulfillment of the requirements for the degree of Bachelor of Science in Information Technology, has been examined and is recommended for acceptance and approval for oral defense.</p>	
<b>ROEL A. SANCHO, MS</b> Adviser	
<b>THESIS REVIEW PANEL</b>	
Approved by the Committee on Oral Examination with a grade of _____.	
<b>PHILIP S. SANTOS, BSCoE</b> Member	<b>ANDREA A. ZIPAGAN, MA</b> Member
<b>RONALD M. PASTRANA, Ph.D.</b> Chairman	
Accepted and approved in partial fulfillment of the requirements for the degree of Bachelor of Science in Information Technology.	
<b>ARNEL C. FAJARDO, MS</b> Dean	
Date of Final Defense:	February 20, 2010

*Figure 4. 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, and begin text, which is double-spaced. Indent the first line of each paragraph. A sample acknowledgments page appears in Figure 3.

<p style="text-align: center;"><b>ACKNOWLEDGMENTS</b></p> <p>The researchers would like to express his profound gratitude to the following people for their invaluable contribution that helped in the completion of this study:</p> <p>Mr. Arnel C. Fajardo, dean of the School of Information Technology and Computer Studies for the important recommendations and constructive evaluation that gave this study focus and direction;</p> <p>Mr. Roel A. Sancho, thesis adviser, for the genuine support, time, effort, and all the vital suggestions that completely guided the researcher throughout the study;</p> <p>Members of the Panel, for their suggestions in the improvement of this paper;</p> <p>Mr. Venancio N. Santos, Jr., statistician, for giving his time and support in the statistical treatment of the data of this study;</p> <p>Ms. Gemma E. Cristobal, for her constant reminders, unconditional kind assistance and moral support, especially during the final defense;</p> <p>All the personnel respondents who...;</p> <p>My family, for sustaining me with their love and faith, extending their...;</p> <p>The Lord Almighty, for His Divine Love and Mercy that has kept the researcher in good health and determination to accomplish her study.</p> <p style="text-align: right;">The Author</p>
---

Figure 5. 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.

### **Thesis Abstract**

The thesis abstract 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. A thesis abstract should not be more than two (2) pages. Figure 4 shows an example of how a thesis abstract is prepared.

<b>ABSTRACT</b>	
Title of the Research:	<b>A STUDY ON THE IMPACTS OF CELL PHONE TECHNOLOGY AMONG THIRD YEAR NURSING STUDENTS IN LA CONSOLACION COLLEGE MANILA</b>
Authors:	<b>CAROLYN JANE B. ADOTE, CHRISTINE M. GASPAR AND THERESA E. PONCIANO</b>
Degree:	Bachelor of Science in Nursing
Date of Completion:	May 2005
<p>This descriptive study assessed the impacts of cell phone technology in terms of the behavior and school performance of the nursing students in La Consolacion College Manila (LCCM).</p> <p>The main sources of data came primarily from the responses of a total of seventy (70) third year nursing students of LCCM who were selected through non-probability sampling by the researchers.</p> <p>Findings from the study revealed that cell phone technology has no impact and changes on the lifestyles and psychological thinking of the students.</p> <p>These findings imply that .....</p> <p>The study concludes that ....</p> <p>This present study thereby recommends ...</p>	

Figure 6. Sample of Thesis Abstract

## 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 is an example of the table of contents.

<b>TABLE OF CONTENTS</b>		Page
	TITLE PAGE	1
	ABSTRACT	2
	APPROVAL SHEET	5
	ACKNOWLEDGMENTS	6
	TABLE OF CONTENTS	8
	LIST OF TABLES	11
	LIST OF FIGURES	13
	Chapter	
1	THE PROBLEM AND ITS BACKGROUND	
	Introduction	14
	Review of Related Literature	16
	Theoretical Framework/ Conceptual Framework	23
	Research Paradigm	25
	Statement of the Problem	25
	Assumption	26
	Significance of the Study	27
	Scope and Limitation of the Study	27
	Definition of Terms	29
2	METHODOLOGY	
	Research Design	32
	Population and Sampling	33
	Respondents of the Study	35
	Research Instrument	36
	Data Gathering Procedure	38
	Statistical Treatment of Data	39

3	PRESENTATION, ANALYSIS AND INTERPRETATION OF DATA	
	Problem No. 1	41
	Problem No. 2	44
	Problem No. 3	48
4	SUMMARY, CONCLUSIONS AND RECOMMENDATIONS	
	Summary	52
	Findings	54
	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 Work Plan for Thesis Writing	68
	E Curriculum Vitae	69

*Figure 7. Sample of Table of Contents*

### **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	42
2	Training and Development	43
3	Compensation	45
4	Performance Management	45
5	Employee Relations	46
6	Estimation Output	47
7	Odds Ratios	47

Figure 8. 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 9. 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) 6<sup>th</sup> 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 4-chapter manuscript with the following chapter titles:

- Chapter 1 – The Problem and Review of Related Literature
- Chapter 2 – Methodology
- Chapter 3 – Presentation, Interpretation and Analysis of Data
- Chapter 4 – Summary, Conclusion and Recommendations

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

### **Organization of Content**

#### Chapter 1 PROBLEM AND REVIEW OF RELATED LITERATURE

- Introduction
- Review of Related Literature
- Conceptual Framework
- Research Paradigm
- Statement of the Problem
- Assumption
- Significance of the Study
- Scope and Limitation of the Study
- Definition of Terms

#### Chapter 2 METHODOLOGY

- Research Design
- Setting of the Study
- Participants of the Study
- Research Instruments
- Research Procedure
- Data Analysis

#### Chapter 3 DISCUSSION OF RESULTS AND FINDINGS

#### Chapter 4 SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

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., & Cunnius, 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.

#### REFERENCES

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

Figure 10. Sample Reference Presentation

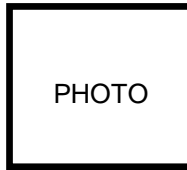
## Curriculum Vitae

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



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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

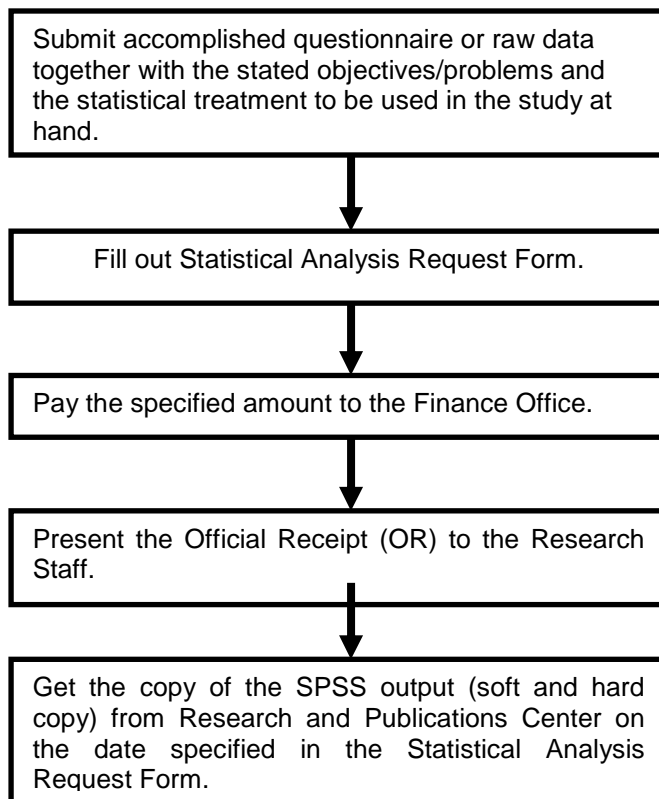
Figure 11. Sample of Curriculum Vitae

**Research and Publications Center  
Undergraduate Thesis Support Service**

**Thesis Statistical Analysis Service**

Research and Publications Center (RES) of LCCM, located on the 2<sup>nd</sup> floor of Gregor Mendel Science Center, provides services like statistical to undergraduate students undertaking thesis writing.

**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.), *3<sup>rd</sup> International Conference on Innovation & Entrepreneurship and the 3<sup>rd</sup> International Conference on Engineering & Business Education*, 16 – 18 November 2010, Manila, Philippines (pp. 118-133). Manila: La Consolacion College Manila.