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GRADUATE SCHOOL MANUSCRIPT FORMAT & STYLE GUIDEBOOK



Foreword

This VSU Style Manual for Graduate Manuscripts is intended to provide graduate faculty and graduate students with a helpful reference and guide on how to write a thesis or dissertation manuscript and an article for publication in a refereed journal. It includes an overview, standard procedure in the approval of the manuscript, writing the manuscript and citing references in the text.

It also presents a wide range of style regulations, from specifying text to the presentation of tables and figures, from specifying margins to the exact spacing of section headings, from rules on page numbers to prescribing the set of pages/sections that must be included in every dissertation/thesis. All regulations specified in this manual must be satisfied in order for a dissertation or thesis to be approved by the Graduate School. It has also an active link for samples where graduate students can access and easily follow in writing their manuscript.

We hope that this manual will be of great help to all our graduate students especially in processing their thesis or dissertation manuscripts.

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Dean, Graduate School

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I. OVERVIEW

A manuscript is treated as epitome of every graduate student's journey in his/her graduate study. Thus, it is expected to be a well-thought, comprehensive and mature piece of original research. Likewise, the presentation of that research must be equally precise and complete to meet Graduate School standards. The format and style guidelines reflected in this Manual are strictly observed by the Graduate School. Manuscripts which do not follow these guidelines will not be accepted. Therefore, it is important that graduate students read and understand the guidelines presented in this Manual before the preparation of their thesis and dissertation.

- 1. Purpose:** The purpose of the VSU Style Manual for Graduate Manuscripts is to establish a uniform and standard format and style of graduate manuscript by providing graduate students and faculty with guidelines in writing thesis or dissertation. The purpose of the guidelines presented in this Manual is to ensure that every thesis/dissertation which will carry the name of Visayas State University (VSU) meets the academic standards of the graduate program sought. It shall also conform to the standards of presentation in terms of all pertinent physical properties, format and style, as well as paper and print quality. These standards must be applied consistently to all thesis/dissertation conducted in all graduate program of VSU.

- 2. Structure of the Manual:** This Manual shall set out rules and guidelines to be followed by graduate students in preparing their thesis/ dissertation manuscripts. The Dean of the Graduate School

is responsible for actions carried out by this Manual and may delegate this responsibility to the graduate students Graduate Advisory Committee. She/he may also delegate a specific staff of the Graduate School who shall take the overall responsibility to ensure that graduate student manuscripts conform to the guidelines specified in the Manual

3. **Coverage of the Manual:** The Manual shall cover graduate students thesis and dissertation manuscript preparation for information and guidance directed to graduate students and faculty, particularly the Graduate Advisory Committee.

4. **Graduate School Receiving/Reviewing Personnel (GSRP):** There shall be a GSRP at the Office of the Graduate School designated by the Dean. He/She shall receive all graduate students thesis or dissertation outline and manuscripts for recording and review to ensure that they conform to the standard format and style guidelines set in the Manual prior to approval by the Dean of the Graduate School.

II. STANDARD PROCEDURE IN THE APPROVAL OF THE MANUSCRIPT

1. Copy of Style Manual for Graduate Manuscripts.

Graduating student with thesis or dissertation can avail of an e copy of the Style Manual for Graduate Manuscripts by sending a request to the Office of the Graduate School by e-mail gs@vsu.edu.ph. Graduate faculty members shall be provided with a hard copy of the Manual. Graduate Students may also request a hard copy from the Office of the Graduate School.

2. **Review of the Manuscript.** Review of the manuscript by the GSRP shall be made upon submission of its printed copy with signed approval sheet by his/her GAC and the Department Head, and a Certification from an English critic, if any. The printed copy of the manuscript shall be stamped, received by the GSRP indicating the date and time of the receipt. This is to ensure that manuscripts of graduating students were submitted on or before the set deadline schedule.

3. Cover, Binding, Number of Copies required and Submission of bound and e-copy of the Manuscript

3.1. **Cover of the Manuscript.** The official color of the cover of the graduate thesis or dissertation manuscript is green. The specification of the cover shall be followed by the official binder of the university.

3.2. Number of Copies Required. Once the manuscript is approved by the Dean of the Graduate School, he/she will be required to produce six (6) copies of the manuscript for thesis, and seven (7) copies for dissertation. These copies will be distributed as follows:

GAC Members	3 or 4 copies
VSU Main Library	1 copy
Graduate School	1 copy
Student	1 copy

These copies shall be submitted by the students to the VSU Library for binding. He/She shall present to the Office of the Graduate School a certification from the VSU Library that the approved copies have been received at their office for binding for clearance purposes.

3.3. Binding. The Official binders of VSU students' thesis or dissertation manuscript are the VSU Printing Press and the Library. These binderies are expected to follow the guidelines. Should the student opt to reproduce more than 6 or 7 copies of his/her manuscript, he/she can have additional copies bound outside VSU. However, since the VSU seal is copyrighted, only the VSU Printing Press and VSU Library are allowed to use it.

It is also the VSU Library who is responsible for the distribution of the bound copies to the concerned individuals/offices.

3.4. Submission of an e-copy. An e-copy of the manuscript shall also be required for graduate student. This will include at least *one* publishable/published article for the Masters students and at least *two* for the doctoral students as an attachment to the manuscript.

3.4.1. Published article. This refers to article extracted from the manuscript which was already published in a refereed journal.

3.4.2. Publishable article. This refers to the article extracted from the manuscript following the format of Science and Humanities Journal which is the peer-reviewed journal of the VSU Graduate School.

III. WRITING THE MANUSCRIPT

1. The Manuscript

1.1. General Framework of the Manuscript: There is no limitation on the number of pages in the thesis or dissertation manuscript. The text or the main body of a manuscript is divided into multiple chapters to help the reader in understanding the subject matter. Although the detailed organization of the text varies among academic disciplines, the format of the text must be consistent throughout.

Theoretical and Conceptual Frameworks are crucial parts in most social science research manuscript. These sections may be incorporated under the Review of Literature chapter.

Masters students are required to attach in their thesis at least one publishable/published article. On the other hand, *doctoral students* are required to attach at least two.

1.1.1. Thesis or Dissertation Outline Format

In formatting the outline for thesis or dissertation, there is no need to include the preliminary pages since it is only an outline. This will only include the following sections:

For Social Sciences:

TITLE PAGE	
CHAPTER I.	INTRODUCTION
CHAPTER II.	REVIEW OF LITERATURE
CHAPTER III.	METHODOLOGY
CHAPTER V.	LITERATURE CITED
	APPENDICES

For Biophysical Sciences:

TITLE PAGE	
CHAPTER I.	INTRODUCTION
CHAPTER II.	REVIEW OF LITERATURE
CHAPTER III.	MATERIALS AND METHODS
CHAPTER IV.	LITERATURE CITED
	APPENDICES

Important Note: ISO compliant Approval Sheet Form for Graduate Thesis/Special Problem/Dissertation (FM OGS-23) is provided. Student may ask a soft copy from OGS or download it from the GS webpage at <https://www.vsu.edu.ph/gs>.

1.1.2. Thesis or Dissertation Manuscript Format

For Social Sciences:

PRELIMINARY PAGES	
CHAPTER I.	INTRODUCTION
CHAPTER II.	REVIEW OF LITERATURE
CHAPTER III.	METHODOLOGY
CHAPTER IV.	RESULTS AND DISCUSSION
CHAPTER V.	SUMMARY, CONCLUSION AND RECOMMENDATIONS
CHAPTER VI.	LITERATURE CITED
	APPENDICES

For Biophysical Sciences:

PRELIMINARY PAGES	
CHAPTER I.	INTRODUCTION
CHAPTER II.	REVIEW OF LITERATURE
CHAPTER III.	MATERIALS AND METHODS
CHAPTER IV.	RESULTS AND DISCUSSION
CHAPTER V.	SUMMARY, CONCLUSION AND RECOMMENDATIONS
CHAPTER VI.	LITERATURE CITED
	APPENDICES

2. General Format and Style Guidelines

- 2.1. **Paper.** All copies of the manuscript must be in good quality white bond paper, 75 g, measuring 210 x 297 mm (A4) to insure durability, permanency, and opacity.
- 2.2. **Font Type and Point Size.** The font type is Times New Roman; point size is 12.
- 2.3. **Spacing.** The general text of the manuscript must use double spacing; although tables, long quotations, footnotes, endnotes, bibliographies, and captions may be single-spaced.
- 2.4. **Margins.** The margin shall be 1.5-inch top and left, 1-inch right and bottom
- 2.5. **Indentation.** Each paragraph indentation shall use the “Tab” key, instead of the spacebar for 5 spaces to ensure consistency of indentions throughout the manuscript.

2.6. Pagination

- 2.6.1. **Preliminary pages.** The preliminary pages of the manuscript are paginated in the following order: Title page, Approval Sheet, Biographical Sketch, Acknowledgment, Table of Contents, List of Tables, List of Figures, List of Boxes (if applicable), List of Appendices, and the Abstract.

Pagination of the preliminary pages shall be in the *lower case of the Roman numeral* and placed at the *bottom center*. The Title page shall bear no number but is considered as *i*.

2.6.2. Content Pages. Page numbers shall be at the *upper right hand corner* of each page. At the beginning of each chapter, however, page number *shall be hidden*.

3. Text Format

3.1. Preliminary Pages

3.1.1. Title Page. The title page shall bear the following inscriptions: full title of thesis or dissertation, name of the candidate, description of submission, name of the degree and major, and month and year of completion (see Appendix A. Sample Title Page).

3.1.2. Approval Sheet. The Approval sheet serves as a legal document that the manuscript is approved. It shall bear the signature and date of signing of the author's GAC, Head of the Department and the Dean of the Graduate School in the bound thesis (see Appendix B. Sample Thesis Approval Sheet) or dissertation (see Appendix C. Sample Dissertation Approval Sheet).

3.1.3. Biographical Sketch. A *third person word* shall be used in the author's Biographical sketch and throughout the main text of the manuscript. This is to maintain an impersonal style of writing of graduate manuscripts. The use of first and second person words such as *I*, *We* and others shall not be used as these will make the manuscript

informal and literary which are not acceptable for a formal and scholarly graduate manuscripts.

- 3.1.4. Acknowledgment.** The acknowledgment section recognizes the people, institutions and groups who have contributed to completion of the work. This section *shall not include* photographs, illustrations and other unnecessary elements. Name and signature of the author is also not necessary.
- 3.1.5. Table of Contents.** The Table of Contents shall bear all the section and subsections contained in the manuscript. Entries within the major sections shall be single-spaced and there shall be space between major sections (see Appendix D. Sample Table of Contents).
- 3.1.6. Lists of Tables, Figures, Boxes and Appendices.** The Lists sections shall be composed of three columns. The first column is the table, figure, box or appendix *number*, the second is the *title* and the third is the *page number* where the table, figure, box or appendix appears. Manuscripts in social sciences sometimes require the use of boxes to emphasize important findings (see Appendix E. Sample List of Tables/Figures/Appendices).
- 3.1.7. Abstract.** The Abstract gives a bird's eye view of the rationale, methods and findings of the study. Abstracts are limited to 250 words only and shall include list keywords maximum to 6 words.

3.2. Chapter and Main headings

Each *chapter number* (Roman numeral) shall be *set in bold, capitalized and centered*. The *main heading* of the chapter shall be 2 single spaces below the chapter number, also *set in bold, capitalized and centered* (see Appendix F. Sample Chapter Number and Main Heading Format).

3.3. Subheadings

Subheading 1 shall be written three single spaces after from the main heading. Set it in bold lower case letters. Do not indent, underline and italicize it and do not put a colon after it. Italicize only if subheading is a scientific name. Start the text after the subheading. Indent the text five spaces (use TAB key) and flush the text to the left margin.

Subheading 2 shall be placed three spaces after the preceding paragraph. It shall be indent five spaces (use TAB key) from the left margin and set in bold.

Subheading 3 shall be also be placed three spaces after the preceding paragraph, indented, set in bold, underlined and a period is put at the end. Start the text right after the period and in the same line as the subheading. Flush the text to the left margin.

On each subheading, only the first letter of the beginning word and that of proper nouns are capitalized. It shall also be brief, descriptive of the material and consistent throughout the paper (see Appendix G. Sample Subheadings Format).

3.4. Illustrative Materials (Drawings, Charts, Figures, Tables, Diagrams, Plates, and Photographs)

Illustrations which include drawings, charts, figures, tables, diagrams, plates, and photographs may be inserted wherever the author feel appropriate, but as a general rule, should appear as near as possible to the part of the text which refers to them.

Illustrations of one-half page or less in length may appear on the same page with the text, separated from the text above and below by three spaces.

Illustrations that are too large to be placed sideways between the left-and right-hand margins should be rotated counterclockwise 90 degrees so that the top of the illustration runs parallel to the left-hand margin of the page. In such a case, the whole page must be reserved only for that illustration. The caption or legend for such an illustration must also be rotated. When illustrations are presented in this manner, the usual margin requirements remain in effect, and page numbers should appear in their normal place.

In cases where illustrations exceed in size longer than one page, all subsequent pages of the illustration must include at least the illustration number and the notation that is continued, e.g., “Table 1 continued”.

Table

In formatting the table, one shall write the table title in lower case letters(except the first letter of the title), and single spaced. Do not put a period at the end. If the table title consists of more than two

lines, the first letter of the next lines shall be aligned with the 1st letter of the table heading.

Start the one space down from table heading. As much as possible, tables should not contain inner gridlines unless there are several columns and rows with multiple-digit numeric entries that seem to mix up if not delineated by lines. Tables should preferably contain only the top and bottom lines and another inner line below the column headings. Use single thicker top and bottom lines and thinner inner line(s).

Column headings are in caps (except unit of measurements), not bold, not italicized (italicized text only if it is a scientific name). Entries inside the table are single-spaced, uniform aligned decimal spaces, centered if numerical or same-length text entries, left-justified if different-length text entries. Footnotes are left-justified using 10 pts. Times New Roman (see Appendix H. Sample Table Format).

Figure

Likewise in formatting the figure, one shall write the figure numbers and titles in Times New Roman, 12 pts, not bold, no period at the end. It should be placed at the bottom of the figure, left-justified if long, centered if short. If the title consists of more than one line, the next line shall be aligned with the first letter of the title.

Spell out the word Figure in the figure title and in the text, except when inside a parenthesis where it shall be abbreviated as Fig., i.e. (Fig. 24).

Put a single space from the figure to the figure title. Text and numbers within the figure shall follow Times New Roman, 12 pts. or smaller (see Appendix I. Sample Figure Format).

3.5. Formula, Equations and Expressions

Mathematical and chemical formula, equations and expressions must be prepared by using an appropriate equation editor. If a reference is made to them, they must carry a numerical identification. Each equation must be numbered in parentheses and this must be given next to the right margin. Reduce mathematical expressions to a single line when possible.

3.6. Scientific Names

Scientific names must be spelled out when first mentioned. Italicize both the genus and species names. Write the author's name after the species name, if there's any. Do not italicize it and exclude the date of publication in the title. It can be mentioned in the text.

For example: *Guilandina moringa* Linn.

If there is no species name indicated, write sp. (if only one species) or spp. (if more than one species) after the genus. Do not italicize sp. or spp. since these are not latin words.

On succeeding mentions, the scientific names must be written using the following standard format with only the first letter of the genus followed by the species name. There is no need to mention the author.

For example: *G. moringa*

3.7. Number, Symbols and/or Abbreviations

Number

At the beginning of sentences, numbers are written in words. In the running text, numbers less than 10 are written in words.

Symbols

When using symbols such as ⁰, \$, cm, % and other unit of measurements, it shall be written right after or before the figure (e.g. 21⁰C, \$50, Php50.00, 4 cm, 30%).

Abbreviations

Abbreviations of the (least significant differences), SD (standard deviation) and metric system of weights and measures do not need a period. Periods shall not also be in abbreviations of research terms such as LSD ANOVA (analysis of variance).

3.8. Quotations

Short, direct prose quotations of three lines or less should be incorporated into the text, enclosed in double quotation marks. Prose quotations which exceed three lines should be set off from the text in single spacing and indented in its entirety at least four spaces from the left margin, with no quotation marks at the beginning or end. Quotations of poetry that are two lines or longer should normally be set off from the text, line for line as in the original and centered between the text margins without quotation marks. Quotations of poetry may be 1.15 or single-spaced, following the original.

3.9. Footnotes and Endnotes

Notes may be in the form of footnotes, placed at the bottom of each page, or endnotes, placed at the end of each chapter or at the end of the thesis before the bibliography.

The most common mode of presentation for both footnotes and endnotes is to single-space within, and double-space between, each listing. If placed at the bottom of each page, footnotes must be separated from the text by a complete horizontal line one space above the first line of the footnote. Arabic, numerals, asterisks or small letters should be used for footnotes and endnotes. In either case, the label used may appear either above the line or in parentheses even with the line.

3.10. Literature Cited

The references shall be single spaced within each author entry, double spaced between entries. The next lines after the author should be indented five spaces but not justified. These should be also listed alphabetically. For both bio-physical and social sciences manuscripts, write the references following the format of the *Annals of Tropical Research*.

3.11. Appendices

Appendices may be used to present additional materials but keep the main text free of such details. For example, an appendix may contain test forms, detailed apparatus description, extensive tables of raw data, computer programs, etc.

- If the information to be appended requires more than one appendix, each should be given a letter (Appendix A, Appendix

B, etc.). The heading APPENDIX A should appear centered between the text margins, 3.5 cm from the top of the page, the title goes two spaces below, centered, and in all capital letters. The text begins there spaces below. The font and point size should be the same as those used for chapter titles.

- Spacing need not be the same for each of the appendices. Documents and case studies may be single-spaced, whereas spacing for the explanations of methods and procedures may be similar to that of the text.
- Each appendix with its title must be listed separately in the table of contents as a subdivision under the heading APPENDICES.
- All appendices must have a page numbers written in the same font and point size used for pagination throughout the manuscript.
- If an appendix contains photocopied material, the photocopies should be of letter quality.

4. Manuscript Style

A thesis or dissertation is a formal research presentation. Hence, it should be written in a formal style appropriate to the discipline (e.g. passive voice, impersonal style). Adopt the past tense throughout (“Results of the experiment demonstrated...”) and avoid slang and colloquialisms. Do not use contractions (e.g., couldn’t, shouldn’t, wasn’t, etc.) but write each word separately (e.g., could not, should not, was not, etc.). Avoid using the first person singular “I”, in order to sustain objectivity throughout the thesis/dissertation. Technical terms should be used where appropriate, but avoid using words and phrases that are difficult to understand when simpler vocabulary will do just as well.

IV. CITING REFERENCES IN TEXT AND LITERATURE CITED

1. Citing References in Text

In academic writing, referring to works by other authors is a part of academic integrity. Referencing is a matter of honesty and crediting others for their previous ideas and work; but it is also a matter of credibility of your work, in other words, an evidence of the fact that you are aware of what was done on the topic you have been dealing with in your thesis or dissertation.

Using ideas and research findings of others, and yet claiming that they are your own is plagiarism, which is not only immoral but also a crime.

Therefore, a great care must be given to using a proper style in writing your manuscript so that your original work and work of others are clearly distinguishable without ambiguity, and that all ideas and work of others used in your study are meticulously referenced.

1.1 Direct Quotations. Direct quotes should be avoided as much as possible. However, if a direct quotation is inevitable, 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. Examples are:

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199)

She stated, "Students often had difficulty using the APA style" (Jones 1998, p.199), but she did not offer an explanation as to why.

1.2. 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:

According to Gener and Petty (1994) supports...OR (Gener & Petty 1994),

1.3. Three or More Authors. Use the first author's name followed by "etal." in the signal phrase or in parentheses. Example:

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

1.4. Organization as Author. 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: (Department of Agriculture [DA] 2000)

Next citations: (DA 2000)

1.5. Two or More Works in the Same Parentheses. Order them the same way they appear in the Literature Cited, separated by a semi-colon.

(Berndt 2002; Harlow 1983)

1.6. Authors with the Same Last Name. Use the first initials with the last names.

(E. Johnson 2001; L. Johnson 1998)

1.7. Two or More Works 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.

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

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

(E. Robbins, personal communication, January 4, 2001)ORA.
P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

1.9. Indirect Sources. As much as possible, exert effort to use the original source as doing so weakens your work. Use only secondary sources when the original work is not available. In this case, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Johnson argued that... (as cited in Smith 2003).

1.10. 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").

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

2. Literature Cited

The following literature citations are based on the format of the citations in the Annals of Tropical Research Journal.

2.1 Paper in Journals

Pardales JR, Konko Y & Yamauchi A. 1992. Epidermal cell elongation in the growth zone of sorghum seminal roots exposed to high root zone temperature. *Plant Science* 81:143-146

Tulin EE and Ecleo ZT. 2007. Cytokine-mimetic properties of some Philippine food and medicinal plants. *J Medicinal Food*10(2):290-299

2.2. Books and Monographs

Marschner H. 1995. Mineral nutrition of higher plants (2nd edn). Academic Press, London

Smith P. 2012. Cut to the the chase: Online video editing and the Wadsworth constant (3rd edn). E & K Publishing, Washington, DC

2.3. Paper within a Book

Goltiano HY. 2007. The face of subsistence farming in the Philippines: Donio. In Conklin AR Jr and Stilwell TC *World Food: Production and Use* (pp2-16). John Wiley & Sons, Inc., Hoboken, New Jersey

Jahn R and Asio VB. 1998. Soils in the tropical forests of Leyte, Philippines: Weathering, characteristics, classification and site qualities. In Schulte A and Ruhiyat D (eds) *Soils of Tropical Forest Ecosystems* (pp26-29). Springer-Verlag, Berlin

2.4. Paper in Conference Proceedings

Pasa AE, Harrison S & Cedamon E. 2013. Payment for environmental services: global experience and relevance for Philippine watersheds. In Harrison S, Bosch A &

Herbohn J (eds) Improving the outcomes of watershed rehabilitation in the Philippines: Proceedings from the Planning Workshop for the ACIAR Watershed Rehabilitation Project (ASEM/2010/050), Sabin Resort Hotel, Ormoc City, Leyte, the Philippines, 18-19 July 2012. University of Sunshine Coast, Queensland

2.5. Thesis/Dissertation

Bacusmo JL. 1986. Stability studies in sweetpotato (PhD dissertation). North Carolina State University, Raleigh, USA

Belonias BS. 1996. Developmental physiology of the pod seed of bush bean grown in open and partially shaded conditions (MS thesis). Visayas State University, Leyte. Philippines

2.6. Internet Source. This does not include the retrieval date unless the source is likely to change often (for example, a Wiki).

Viuda-Martos M, Lopez-Marcos MC, Fernandez-Lopez J, Sendra E, Sayas-Barbera, Lopez-Vargas JH & Perez-Alvarez JA. 2010. The role of fiber in cardio vascular diseases: A review. *Comp Rev Scie Food Safety*. Accessed 9 March 2017 from <http://onlinelibrary.wiley.com/doi/10.1111/j.15414337.2009.00101.x/full>

2.7 No Author, No Date. As much as possible, if there is no author or date, use the title of the report/article instead of just citing the URL of the site. If there still no title, use the name of the website then use the abbreviation “n.d.”.

Corn production program. n.d. Department of Agriculture Regional Field Office VI. Accessed 5 July 2017 from <http://rfu6.da.gov.ph/index.php /programs/corn-program>.

2.9. Personal Communication. No personal communication is included in your reference list; instead, parenthetically cite the communicators' name, the fact that it was personal communication and the date of the communication in your main text only.

V. **FORMAT FOR PUBLISHABLE ARTICLE**

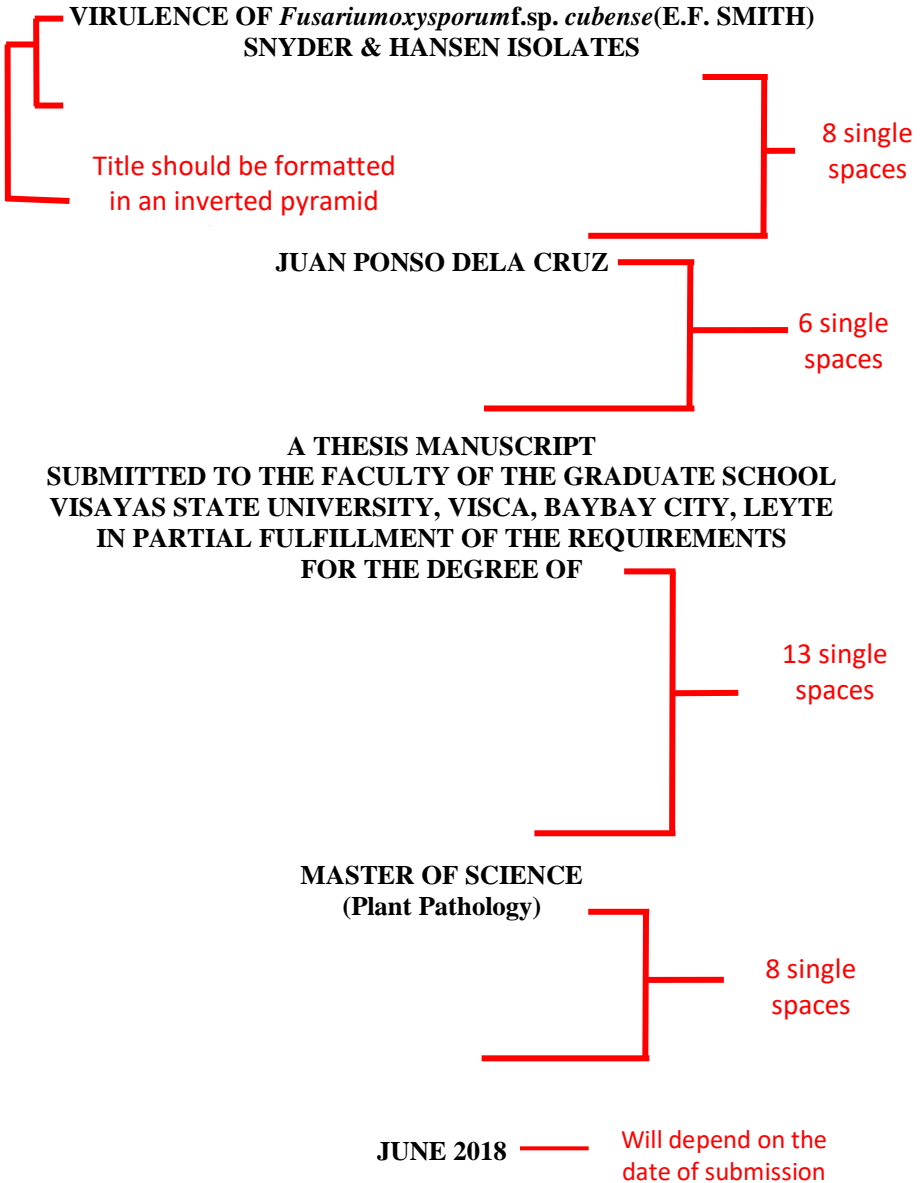
The format and style for the publishable article to be submitted shall follow the guidelines stipulated in the Science and Humanities Journal, a peer-reviewed journal of the VSU Graduate School (Appendix J). They are as follows:

1. Manuscripts must be typed in Arial (11 points), double-spaced on good quality A4-size bond paper with top and left margins set at 3.8 cm (1.5 in) by 2.5 cm (1 in) bottom and right margins.
2. Two hard copies and a USB containing the file of the manuscript in Microsoft Word, must be submitted. The Latter could be returned if requested.
3. Must be written in English, the articles should be organized following this outline: Title, Name of Authors, Abstract, Introduction, Materials and Methods or Methodology, Results and Discussion, Conclusion (and Recommendations, if any), Acknowledgment (if any), and References.
4. Tables must be kept to a minimum and the layout should be as simple as possible. These should be on separate sheets and placed after Literature Cited. The number of column should be kept low enough and long vertical rules should be avoided for each table to fit upright on a single space.
5. Journal size is set at 5.5 in x 8.5 in. Scanned pictures or those generated by digital cameras may be accepted but original photographs are preferable.
6. Articles should not be more than 7,500 words, including title, tables, figures and references. Use the metric system for measurements.
7. Manuscripts may be submitted as e-mail attachments to shjournal@vsu.edu.ph.

APPENDICES

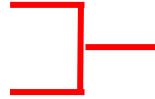
Disclaimer: *The following appendices are samples from various thesis and dissertation, thus, there is no connection between the contents of each appendix. These samples are only intended to present the format and apply the appropriate style of the Graduate Manuscripts.*

Appendix A. Sample Title Page



Appendix B. Sample Thesis Approval Sheet

APPROVAL SHEET

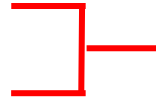


2 single
spaces

The thesis entitled, **VIRULENCE OF *Fusariumoxysporumf. sp. cubense* SNYDER & HANSEN ISOLATES**, prepared and submitted by **JUAN T. DELA CRUZ**, in partial fulfillment of the requirements for the degree of **MASTER OF SCIENCE (Plant Pathology)** is hereby accepted.

NAME OF THE PROFESSOR

Adviser and Chairperson
Graduate Advisory Committee



Signatories
are single-
spaced

Date Signed

NAME OF THE PROFESSOR

Member, GAC

Date Signed

NAME OF THE PROFESSOR

Member, GAC

Date Signed

NAME OF THE DEPARTMENT HEAD

Head, Name of Major Department

Date Signed

Accepted as partial fulfillment of the requirements for the degree of
MASTER OF SCIENCE (Plant Pathology)

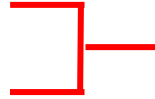
ANABELLA B. TULIN

Dean, Graduate School

Date Signed

Appendix C. Sample Dissertation Approval Sheet

APPROVAL SHEET



2 single
spaces

The dissertation entitled, **VIRULENCE OF *Fusariumoxy sporumf.* sp. cubense SNYDER & HANSEN ISOLATES**, prepared and submitted by **JUAN T. DELA CRUZ**, in partial fulfillment of the requirements for the degree of **DOCTOR OF PHILOSOPHY (Plant Pathology)** is hereby accepted.

NAME OF THE PROFESSOR

Adviser and Chairperson
Graduate Advisory Committee

NAME OF THE PROFESSOR

Member, GAC

Date Signed

Date Signed

NAME OF THE PROFESSOR

Member, GAC

NAME OF THE PROFESSOR

Member, GAC

Date Signed

Date Signed

NAME OF THE DEPARTMENT HEAD

Head, Name of Major Department

Date Signed

Accepted as partial fulfillment of the requirements for the degree of
DOCTOR OF PHILOSOPHY (Plant Pathology)

ANABELLA B. TULIN

Dean, Graduate School

Date Signed

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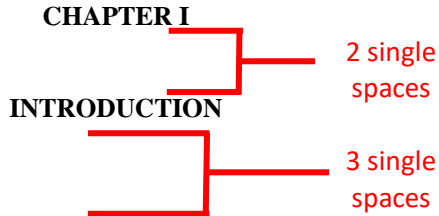
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The page number should be in the same line with the last line of the title of each table, figure or appendix

Appendix F. Sample Chapter Number and Main Heading Format



Nature and Importance of the Study

Forest plays an important role in the well-being of the communities living in close proximity as it provides them their basic needs such as lumber, fuelwood, food, and medicine. Forest likewise provides ecosystems goods and services such as the regulation of hydrology and climate, prevention of soil erosion, nutrient cycling, and maintenance of wildlife habitat (Secretariat of the Convention on Biological Diversity [SCBD] 2001). However, forest cover continues to decline at an alarming rate with most of it occurring in the tropics (Hansen et al 2013). In response, government programs were established to rehabilitate and restore degraded forest lands along with the management and conservation of natural forest resources (Chechina & Hamann 2015).

...

Appendix G. Sample Subheadings Format

CHAPTER III

RESULTS AND DISCUSSION

Soil Morpho-physical Characteristics — Subheading 1

Soils morphology starts with an in situ examination of the soil profile. Field descriptions are organized by subdividing a vertical exposure of the soil (soil profile) into reasonably distinct layers or horizons that differ appreciably from the horizons immediately

Soil Horizonation — Subheading 2

Soil horizon is a layer that is roughly parallel to the ground surface and which is distinguished from the layers above or below it on the basis of physical, chemical or biological difference. (Buol et al 2011). ...

Subheading 3

Ah Horizon. Originates from organic matter enrichment either by soil organisms such as in coastal soils or the root growth such as the Chernozemic Ah associated with interior grasslands .Ah is enriched with organic matter...

Appendix H. Sample Table Format

Table 1. Soil physico-chemical characteristics of bulk surface soils (0-20cm) in different land uses in Mt. Pangasugan

LAND USE	pH		OM (%)	AVAILABLE P (mg kg ⁻¹)
	(H ₂ O)	(KCl)		
Treeplantation	4.94cde	3.85	4.62b	6.01
Grassland	4.89de	4.04	5.02b	12.29
Forest	5.27bcde	4.00	4.73b	6.63
Coffee	5.29bcde	4.23	7.08a	23.88
Mahogany	5.54abc	4.66	5.64ab	9.84
Pasture	4.69e	4.42	4.62b	6.84
Coconut	5.68ab	3.80	5.54ab	110.73
Abaca	6.14a	4.49	4.68b	73.63
Second growth forest	5.36bcd	3.64	6.43ab	9.38

Columns having the same letter(s) are not significantly different from each other at 5% level of significance.

Appendix I. Sample Figure Format

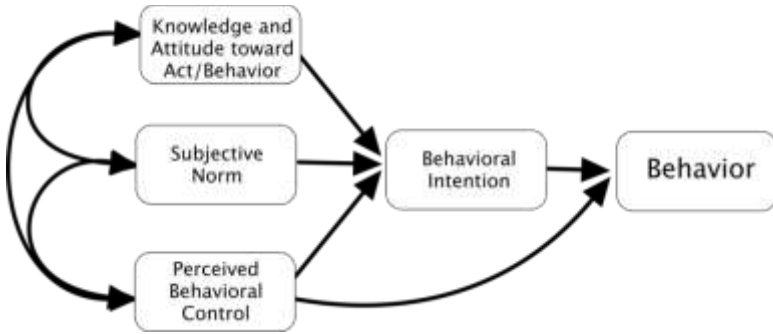


Figure 1. Theory of planned behavior (Ajzen 1991)

Appendix J. Sample Journal Format

Title of the paper

Author A¹ and Author B²

¹Institutional address of Author A; ²Institutional address of Author B

Abstract

– 250 to 300 words only, Justified –

Keywords: maximum of six words only

Introduction

All text justified.

Materials and Methods/Methodology

Results and Discussion

Conclusion (and Recommendations, if any)

Acknowledgment (if any)

References

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STYLE MANUAL FOR GRADUATE MANUSCRIPTS

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