

APPENDIX 2

DMSFI RESEARCH FORMAT

Research is one of the trifocal functions of the Davao Medical School Foundation, Inc. (DMSFI) alongside with instruction and community extension. The members of the DMSFI community are encouraged to conduct research to develop new ideas, tools or technology that will be used in the improvement of our health care delivery and educational system.

The students of the Davao Medical School Foundation, Inc. are required to conduct their thesis. This is an original research that will provide a significant contribution in their field or will be utilized by potential users. The **thesis** begins with a **research proposal** which is formulated during the Research Methods course which will be evaluated and approved by the Review Ethics Committee (REC) and thesis defense panel. Once approved, the students proceed to data collection. After data gathering, processing, interpretation and writing, the final **research write-up** is developed, presented to the thesis defense panel, revised, and submitted to the college in hard bound copies. For graduate students, five hard-bound copies and two copies of electronic file are required prior to graduation.

The following section describes the a) capsule proposal; b) full-blown proposal and c) research write-up. This section also shows the thesis presentation and submission guidelines.

A. CAPSULE PROPOSAL

A capsule proposal is a three to five-page document that **BRIEFLY** shows why and how the study will be done. This document contains the following parts: a) brief background to justify why a study has to be done; b) general and specific objectives; c) significance of the study; and d) brief description of the methodology which contains the research design, setting, population, sampling design, variables (dependent and independent variables), data collection method/s and plan of analysis. The capsule proposal is written and presented before a panel of researchers or research mentors

during the Research Methods course. If the capsule format is approved, full proposal development will follow.

B. RESEARCH PROPOSAL (FULL-BLOWN)

A research proposal (full-blown) is a document that shows a comprehensive justification for doing the research study and a detailed description of the whole research process. This is composed of only two parts, the Introduction and Methodology (which is written in the future tense). The review of related literature is found in the first chapter. The outline of the research proposal is given below. See guidelines for writing a research proposal in pages 41 to 67 of this document.

Research Proposal Outline

1. PRELIMINARIES

TITLE PAGE
APPROVAL SHEET FOR DATA COLLECTION
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES

2. TEXT BODY

INTRODUCTION
 BACKGROUND OF THE STUDY
 OBJECTIVES
 HYPOTHESIS
 SIGNIFICANCE (Note: In the final write-up, this section is integrated in the DISCUSSION)
 REVIEW OF RELATED LITERATURE
 Theoretical Framework
 Conceptual Framework
 DEFINITION OF TERMS
 LIST OF ACRONYMS

METHODOLOGY
 RESEARCH DESIGN
 SETTING
 POPULATION
 VARIABLES AND MEASURES
 SAMPLING
 Sampling Design

Randomization
Estimation of Sample Size
DATA COLLECTION PROCEDURE
DATA ANALYSIS (Note: In the final write-up, this section is integrated in
the RESULTS)
LIMITATIONS OF THE STUDY (Note: In the final write-up, this section is
integrated in the DISCUSSION)

ETHICAL CONSIDERATIONS

REFERENCES

APPENDICES

C. FINAL WRITE-UP

The final write-up is a document that shows the detailed description of the whole research process. This is composed of the preliminary pages, the Introduction and the Methodology (which is written in past tense). The review of related literature is found in the first chapter. The outline of the final write-up is given below. See guidelines for writing a final write up.

FINAL MANUSCRIPT OUTLINE

3. PRELIMINARIES

TITLE PAGE
THESIS APPROVAL SHEET
ABSTRACT
ACKNOWLEDGEMENTS
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES

4. TEXT BODY

INTRODUCTION
BACKGROUND OF THE STUDY
OBJECTIVES
HYPOTHESIS
REVIEW OF RELATED LITERATURE
Theoretical Framework
Conceptual Framework
DEFINITION OF TERMS
LIST OF ACRONYMS

METHODOLOGY

RESEARCH DESIGN
SETTING
POPULATION
VARIABLES AND MEASURES
SAMPLING
 Sampling Design
 Randomization
 Estimation of Sample Size
DATA COLLECTION PROCEDURE
ETHICAL CONSIDERATIONS

RESULTS
 RESULTS
 DISCUSSION
 SUMMARY/CONCLUSIONS
 RECOMMENDATIONS

REFERENCES
APPENDICES

FORMATTING GUIDELINES

PAPER SIZE AND MARGIN

All manuscripts must be printed on white, 8 ½ x 11-inch paper. Page margins should be one- and one-half inch (1 1/2 in or 3.81 cm) on the left, and one inch (1 in or 2.54cm) on the top, right, and bottom. Left and right margins should be justified.

FONT

Font style should be Times New Roman and must be used consistently throughout the manuscript. Font size should be 12 point for **ALL** text including titles, headings, tables, figures, and captions. It is only permissible to change font size in footnotes and appendix material. **Boldface** may be used for headings, subheadings, and within text for emphasis. *Italics* are appropriate for book and journal titles, foreign terms, and scientific terminologies.

PAGINATION

Page numbers should be placed at the center of the bottom of the page. The Title Page is page 1, but the page number should not be printed on this page. Page number in the preliminary pages must be in lowercase Roman numerals (ex. i, ii, iii, etc.). Arabic numerals (ex. 1, 2, 3, etc.) must begin with the first page of the text. Pages should be numbered consecutively throughout the remainder of the manuscript.

SPACING

The entire text should be double-spaced except for footnotes, endnotes, and table and figure captions. Double spacing should also be used for chapter numbers, chapter titles, and major section titles (Acknowledgements, Table of Contents, List of Tables, List of Figures, List of Abbreviations, Appendices, and References). Double spacing should also occur before each first level and second-level heading, and before and after tables and figures embedded in the text. There must only be one blank space after headings. Single space must be used at the Title Page.

NUMBERING SCHEMES

Tables, figures, and equations should be numbered consecutively throughout the manuscript with Arabic numerals. Equation numbers should be placed at the right side of the equation and enclosed within brackets. Use uppercase letters to designate chapters and appendices.

ACRONYMS/ABBREVIATIONS/CAPITALIZATION

Abbreviations on the title page should appear as they do in the text. Capitalize only the first letter of words of importance, distinction, or emphasis in titles and headings. Do not alter the all-cap style used for acronyms (Example: HIV) and organizational names (Example: DOST). Use the conventional style for Latin words (Examples: *in vitro*, *in vivo*, *in situ*). Genus and species should be *italicized*. Capitalize the first letter of the Genus, but not that of the Species name (Ex. *Streptococcus aureus*).

TABLES AND FIGURES

Tables are generally used for tabulated numerical and descriptive data. Figures commonly refer to photographs, images, maps, charts, graphs, and drawings. These items should appear as close as possible to their first mention in the text. Tables and figures may be placed in appendices. Tables and figures should be numbered with Arabic numerals consecutively (ex. Table 1, Figure 1). Table numbers and titles must be placed at the top of the table. Figure numbers and titles must be placed at the bottom of the figure. Be consistent in the style used in the placement of tables and figure captions. A table or figure should be set apart from the text. Tables and figures, including captions, may be oriented in landscape. Table data and figure data must be kept together if the information fits on one page. Single space must be used.

(Format for the Title Page for Undergraduate Studies)

Title of Study, upper case, 1.5 spacing, centered, inverted pyramid style
(one inch from top of page to top of title)

(Spacing will vary depending on length of the title of thesis or dissertation)

(DMSF logo size:
height – 3.81 cm,
width – 3.85 cm, centered)



An Undergraduate Research Study
Presented to the Faculty of the _____ Program
Davao Medical School Foundation Inc.

In Partial Fulfillment of the Requirements
for the Degree of (1.5 spacing)

Submitted by:

Name 1 (1.5 spacing)

(The name of the leader should appear first, no need to put the word leader)

Name 2

Name 3

(if more than 4 names, make two (2) columns)

May 2019

(Month and Year Completed one inch from the bottom of the page)

(Format for the Title Page for Pharma, Physio, and Com Med Studies)

Title of Study, upper case, single spacing, centered, inverted pyramid style
(one inch from top of page to top of title)

(Spacing will vary depending on length of the title of thesis or dissertation)

(DMSF logo size:
height – 3.81 cm,
width – 3.85 cm, centered)



A Research Study Presented
to the Faculty of the Department of _____
College of Medicine
Davao Medical School Foundation Inc. (1.5 spacing)

Submitted by:

Name 1 (single spacing)
(The name of the leader should appear first, no need to put the word leader)
Name 2
Name 3
(if more than 6
names, make two (2) columns)

May 2019
(Month and Year Completed one inch from the bottom of the page)

(Format for the Spine of the Hardbound)

Bernolo, Ofima, Otero	Knowledge, Attitudes, and Practices (KAP) of Pet Owners and Individuals Receiving Post-Exposure Prophylaxis Regarding Rabies in Davao City	NMD - PHA	2019
1	2	3	4

1. Surname of the Students
 - a. If three or less names, indicate all
 - b. If more than three names, put **SURNAME of the LEADER** then et al. (**ex. Bernolo et al.**)
2. Title of the Study
3. NMD for Filipino Medical students

IMD for international students
PHA for Pharmacology Research
PHY for Physiology Research
CM for Community Medicine Research

BSB for BS Biology Research
BSN for BS Nursing Research
BSM for Midwifery Research

DMD for Dentistry Research

MCH for Master of Community Health Research
MHPEd for Master of Health Professional Education Research
MPD for Master of Participatory Development

4. Year Completed

APPROVAL SHEET FOR PROPOSAL DEFENSE

In partial fulfillment of the requirements for the degree of **Doctor of Medicine** this RESEARCH entitled:

“THE DIURETIC ACTIVITY OF ETHANOLIC ROOT EXTRACT OF *Eleusine indica* ON ALBINO RATS AND DETERMINING ITS ACUTE TOXICITY, APPROXIMATE EFFECTIVE DOSE AND MEAN EFFECTIVE DOSE”

has been prepared and submitted by **Marie Ranielle Resmundo, Coreen Gertude Pañgan, Sharon Jane Paras, Dzeni Babe Parcia, Immanuelle Paola Pausal, Amier Jacob Pautong, Gringo John Pelaez, Fiona Jayne Perez, Jose Perez III, Kevin Al Rabor, Jhannel Bianca Ramirez, Krislyn Earl Marren Rapacon, Stacy Sybil Shane Retiza, and Christelle Samaniego** who are recommended to present his/her full-brown research proposal in the **Department of Pharmacology**.

RENZ ROMERINO M. PIZZARO, MD

Adviser/Mentor

1st Panelist

2nd Panelist

3rd Panelist

APPROVED in partial fulfillment of the requirements for the degree of **Doctor of Medicine** by the Chair of the Department and the Director of Research and Publication Office (RPO).

Department Chairman

DR. GENEVIEVE D. TUPAS, FPPS, MMCE

Director, Research and Publication

ACCEPTED in partial fulfillment of the requirement for the degree of **Doctor of Medicine**.

DR. ERWIN ROMMEL N. HONTIVEROS, MHPED

Dean

APPROVAL SHEET FOR DATA COLLECTION

The RESEARCH PROPOSAL entitled:

“THE DIURETIC ACTIVITY OF ETHANOLIC ROOT EXTRACT OF *Eleusine indica* ON ALBINO RATS AND DETERMINING ITS ACUTE TOXICITY, APPROXIMATE EFFECTIVE DOSE AND MEAN EFFECTIVE DOSE”

has been prepared, revised and submitted by **Marie Ranielle Resmundo, Coreen Gertude Pañgan, Sharon Jane Paras, Dzini Babe Parcia, Immanuelle Paola Pausal, Amier Jacob Pautong, Gringo John Pelaez, Fiona Jayne Perez, Jose Perez III, Kevin Al Rabor, Jhanneal Bianca Ramirez, Krislyn Earl Marren Rapacon, Stacy Sybil Shane Retiza, and Christelle Samaniego** who are recommended to proceed to data collection to enable him/her to fulfill the requirements in the **Department of Pharmacology**.

RENZ ROMERINO M. PIZZARO, MD

Adviser/Mentor

The Ethics/IACUC/Biosecurity Committee recommends that the researchers proceed to data collection in partial fulfillment of the requirements for the degree of **Doctor of Medicine**.

Committee Chair, Ethics/IACUC/Biosecurity

APPROVAL SHEET FOR BOOKBINDING

This RESEARCH entitled:

“THE DIURETIC ACTIVITY OF ETHANOLIC ROOT EXTRACT OF *Eleusine indica* ON ALBINO RATS AND DETERMINING ITS ACUTE TOXICITY, APPROXIMATE EFFECTIVE DOSE AND MEAN EFFECTIVE DOSE”

by **Marie Ranielle Resmundo, Coreen Gertude Pañgan, Sharon Jane Paras, Dzeni Babe Parcia, Immanuelle Paola Pausal, Amier Jacob Pautong, Gringo John Pelaez, Fiona Jayne Perez, Jose Perez III, Kevin Al Rabor, Jhanneal Bianca Ramirez, Krislyn Earl Marren Rapacon, Stacy Sybil Shane Retiza, and Christelle Samaniego**, has been prepared, revised and proofread. They are recommended to proceed to bookbinding to fulfill the requirements in the **Department of Pharmacology**.

RENZ ROMERINO M. PIZZARO, MD

Adviser/Mentor

1st Panelist

2nd Panelist

3rd Panelist

The Research and Publication Office (RPO) of Davao Medical School Foundation, Inc. (DMSFI) endorsed the researchers to proceed to bookbinding in partial fulfillment of the requirements for the degree of **Doctor of Medicine**.

Plagiarism Checked by Staff

Verified by Research Coordinator

This is to certify that the study has complied with the following requirements of the RPO. The researchers may proceed to bookbinding in partial fulfillment for the degree of **Doctor of Medicine**.

Checklist:

Plagiarism Format Full Paper (PDF & DOC) Article Format (IMRAD)

DR. GENEVIEVE D. TUPAS, FPPS, MMCE

Director, Research and Publication

APPROVAL SHEET

In partial fulfillment of the requirements for the degree of **Doctor of Medicine** this RESEARCH entitled:

“THE DIURETIC ACTIVITY OF ETHANOLIC ROOT EXTRACT OF *Eleusine indica* ON ALBINO RATS AND DETERMINING ITS ACUTE TOXICITY, APPROXIMATE EFFECTIVE DOSE AND MEAN EFFECTIVE DOSE”

has been prepared and submitted by **Marie Ranielle Resmundo, Coreen Gertude Pañgan, Sharon Jane Paras, Dzeni Babe Parcia, Immanuelle Paola Pausal, Amier Jacob Pautong, Gringo John Pelaez, Fiona Jayne Perez, Jose Perez III, Kevin Al Rabor, Jhannel Bianca Ramirez, Krislyn Earl Marren Rapacon, Stacy Sybil Shane Retiza, and Christelle Samaniego** after passing the Oral Defense.

RENZ ROMERINO M. PIZZARO, MD

Adviser/Mentor

1st Panelist

2nd Panelist

3rd Panelist

APPROVED in partial fulfillment of the requirements for the degree of **Doctor of Medicine** by the Chair of the Department and the Director of Research and Publication Office (RPO).

Department Chairman

DR. GENEVIEVE D. TUPAS, FPPS, MMCE

Director, Research and Publication

ACCEPTED in partial fulfillment of the requirement for the degree of **Doctor of Medicine**.

DR. ERWIN ROMMEL N. HONTIVEROS

Dean

(Format for Abstract)
ABSTRACT

The word "ABSTRACT and the first line of the text should have 2 spaces. It should be single spaced, justified and must not have indention. Abstract should be a concise write-up of the research study composed of 250-300 words. It must include a brief statement about the problem to be addressed and why the study was done and state the main objective of the study. Summarize how the study was done. Include the research design, setting, participants, sampling, method/s of data collection, and information on ethics review if applicable. Also include the major findings of the study and state the implications and major contribution of the study to the field. Do not cite references in the abstract. Below the abstract, write at least 5 keywords that indicate the following: discipline, important variables/concepts, design, and geographical location. There must be two spaces between the line of the text and the keywords.

Keywords: abstract, format, summary, objectives, results

(Format for Acknowledgement)
ACKNOWLEDGEMENT

The word "ACKNOWLEDGEMENT and the first line of the text should have 2 spaces. It should be single spaced, justified and must not have indentation. Acknowledgement should include the names of individuals and/or group of individuals who provided significant contribution in the thesis. Limit acknowledgement to one page only.

(Format for Table of Contents)

(Arrange this section by main headings and subheadings, and other important part such as the preliminaries, references, appendices, and curriculum vitae. Use uppercase for main headings and lowercase with only the first letter in uppercase for subheadings. Use ½ inch indentation for subheadings, use 2.0 spacing)

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(Format for List of Figures and List of Tables)

(Make a list of figures and table and arrange in these sections as they appear in the body of the research. Double spaced. List of Figures and List of Tables must be on separate pages)

LIST OF FIGURES

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1	Theoretical framework	3

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INTRODUCTION

Background of the Study

Begin each major part at the top of a new page. Follow the word **INTRODUCTION** with the same amount of space (double space). Use the same amount of space to precede first-and second-level headings, and before and after figures and tables. Headings and subheadings must be left justified, and in **bold face**. There must be two spaces between the first level heading and the second-level heading. Use the same style throughout the document. Be consistent with spacing and heading styles.

In the **Background of the Study**, start with a brief provocative problem statement that is applicable to the theme of the study. This one statement will catch the attention of the reader. Include convincing argument/s that will support the statement on the seriousness and urgency of the problem. Follow with facts/statistics that portray the problematic situation (global, national, regional, and local setting). Present a resume of events/programs/projects that have been done by various public and private sectors to address the problem. Indicate a firm stand on the need to bridge the gap between existing facts and the problematic situation. Indicate what should be done and what data are needed to address the problem. Present the rationale on the need to conduct the study.

(two spaces between the last line of the paragraph and the second-level heading)

Objectives

These are statements of purpose for which the investigation is conducted. These serve as guide in the specification of variables, selection of research method, determination of the data to be collected and planning of analysis of results. For a quantitative study, state the General Objective by transforming the problem statement

from an interrogative form to a declarative statement, usually introduced by the phrase “to determine”. State the Specific Objectives which are specific activities/questions that are desired to be done to answer the general objectives. These are statements of the specific outcomes expected in the study. In a qualitative study, the objectives appear as a) “Grand Tour Question” as the main aim which is written in a declarative statement; and b) the sub-problems which are in the interrogative form.

Hypothesis

This is an educated guess, an assertion or proposition about the interrelationship or about differences between two or more variables. If your study does not test causal relationships or differences between variables, do not use a hypothesis (e.g. in purely descriptive, diagnostic or exploratory investigations). There are two types of hypotheses, the Null Hypothesis (statement of denial of an existence, attribute, relationship, difference or an effect) and Alternative Hypothesis (statement of relationship, difference or an effect). Of these two, use the null hypothesis because errors in accepting or rejecting the hypothesis can be easily avoided.

H₀: Null hypothesis.

H₁: Alternative hypothesis.

Significance of the Study

State the value of the study or justification for making the study. Make a list of potential users and indicate the specific contribution of the results (findings, conclusions recommendations) to these beneficiaries of the study. **(Note: In the final research write-up integrate significance in the DISCUSSION).**

Review of Related Literature

This section provides information on the background of the problem, theories that explain the existence of the problem and determinants, and previous studies done.

Acquaint the reader with existing studies as to what has been found, who has done the work, when and where the latest studies have been conducted. Provide the reader with information on what research methods were utilized and provide information on what problems were met and how were they resolved. Use sub-headings and use past tense. Establish the theoretical and conceptual framework for the research.

Theoretical Framework

Make use of a theory or theories to explain why a phenomenon exists and how the different factors which brought about the phenomenon are interrelated. The purpose of the theoretical framework is to develop and present a unified explanation of related ideas and to provide the foundation on which the study will build and develop.

Conceptual Framework

Make a diagram to present how different variables in the study are related to each other. It has the same function as the theoretical framework but instead of using theories, it uses constructs which are specific and well-defined. Explain how the different variables are related to each other.

Figure 1. Figure name.

Definition of Terms – important terms should be defined according to how they are being utilized in the study. These should include key terms used in the title, variables and outcome measures used in the study.

List of Acronyms – This list should be alphabetically arranged

METHODOLOGY

This chapter provides a detailed description of the basic research plan or procedure on how the study will be done so that it will be reproduced by a competent colleague or that the procedures are needed to judge the validity of its answer. This maybe a place to begin writing then return to introduction when a flow of words has already started. Include in this section the following parts: research design, setting, population, variables, and measures (dependent and independent variable), sampling (design, randomization and estimation of sample size), data collection procedure and ethical considerations. In the proposal, this chapter is written in future tense. In the final write-up, it is written in past tense.

Research Design

This refers to the plan of action, approach, or strategy to be used in the study. Define the research design used, whether it is descriptive, cross-sectional, case-control, cohort or experimental, quasi-experimental, etc. Indicate who has the authority of such definition and cite the reference.

Setting

Describe the study area or locale of the study. Provide a justification for choosing the study area. A map may be shown when necessary.

Population

Indicate the number and significant characteristics of the participants. Provide inclusion criteria (specific characteristic that make the participants qualified to participate in the study) and exclusion criteria (specific characteristics that render a certain segment of the population to be ineligible to be included in the study).

Variable and Measures

Variables are characteristics that are measured numerically (e.g., blood pressure) or in terms of categories (e.g., presence or absence of a disease). If your study determines a relationship between variables, write the dependent variable first. A dependent variable “hangs on” to another variable or is a putative effect of one or more variables. Then write the independent variable/s. This/these characteristic/s is/are the assumed cause/s or reason/s for any variation of a dependent variable which is usually the problem in the study.

Specify the categories or classes of the dependent and independent variables in terms of scales of measurement. These maybe written in a form of a nominal (two or more categories that are qualitatively different from each other e.g. place of delivery such as hospital and home); ordinal (ranked categories, e.g. severity of a disease); interval (zero does not indicate absence of attribute and equal differences between any pair of numbers in the scale indicate equal differences but not in the amounts of the attribute such as temperature); and ratio (zero indicates absence of attribute and equal differences between any pair of numbers is the same as that between the amounts of attribute being measured (e.g. hemoglobin concentration or scores in the examination)).

Sampling

Explain the process of choosing the samples that will represent the entire population. Include in this section three issues about sampling: i.e., sampling design, randomization, and estimation of sample size if appropriate.

Sampling design. Explain the entire procedure how the participants will be chosen.

Choose the appropriate sampling design. There are two basic types of sampling designs namely non-probability or non-random or judgmental sampling (e.g. accidental and

purposive) and probability sampling (e.g. simple random, systematic, stratified random, stratified systematic, cluster, two-stage and multi-stage designs). State the sampling frame, whether a spot map or a list will be used.

Randomization. Describe the randomization procedure if needed in the study. This refers to the procedure where each participant is assigned to a treatment group or control group by chance (e.g., by random numbers) to reduce the influence of extraneous factors.

Estimation of sample size. Show how sample size is derived using some formula for estimation of sample size. This is used to consider the availability of human resources and logistics.

Data Collection Procedure

Explain in detail how pre-testing or pilot testing will be conducted including the number of participants, recruitment, setting, and instrument to be pre-tested, procedures to be used in pre-testing. Explain in detail how the data will be gathered, whether through observation method using instruments (like tape measure or weighing scale); personal interview using a structured interview schedule, self-administered interview, key informant interview and/or focus group discussion. Describe the instrument in terms of number and content of questions to be used, type of scale, how these are organized, and the method of validation. Attach a copy of the instrument in the appendix. Also describe here when the study will start and when it will end. Describe the enumerators in terms of their educational attainment, employment status, experience as interviewers/observers, method, and duration of training for the study.

Data Analysis

Indicate the type of statistical test/s, decision making criteria (alpha level) and computer software that will be used in the study. Refer to the specific objectives as guide in the identification of appropriate statistical tool. **(Note: In the final research write-up, integrate data analysis in the RESULTS.**

Limitation of the Study

The limitations of the study should provide information on certain conditions which are beyond the control of the investigator. **(Note: In the final paper, integrate limitations of the study in the DISCUSSION.**

Ethical Considerations

Describe the ethical issues that will be observed to protect the rights, safety, privacy, and sensitivity of laboratory animals and/or human participants as well as the researchers themselves, the community, and the environment. If the study deals with human participants, state clearly how informed consent is obtained. This means that the participants will give their consent (by signing in the informed consent form) after they have been informed of the nature of the study, their roles in the study, risks and inconveniences, benefits for participation, compensation, provision for illness/injury, whom to contact, voluntariness of participation, and confidentiality that must be carried out to secure their anonymity and privacy. If the study deals with animals, it should be stated that extreme care must be observed in every step from the time these are purchased to the time that they are disposed of. Secure a copy from the IGSR of the template for informed consent form, guidelines for evaluation of studies involving human participants and guidelines for studies that involve animals.

RESULTS

Explain what happened in the study. Refer to objectives for sequence/organization. Use sub-headings. Present the data in textual form, tables, figures, graphs, and organizational charts. Place the titles of tables above the body of the table while titles for graphs should be placed below the figure. Single space must be used between the table title and table, and figure title and figure. Figure size must be 3in x 5 in. Analysis of data should appear before the statistical tables, graphs, maps, and charts. Summarize the data and present only the most important points. Do not repeat all the data presented in the table. Write this section in past tense but when the table or figure is being described, use the present tense. Integrate in this section the data analysis procedure of the research proposal (Methodology or Chapter 2). In qualitative studies, thematic analysis is usually used.

Table 1. Table title.

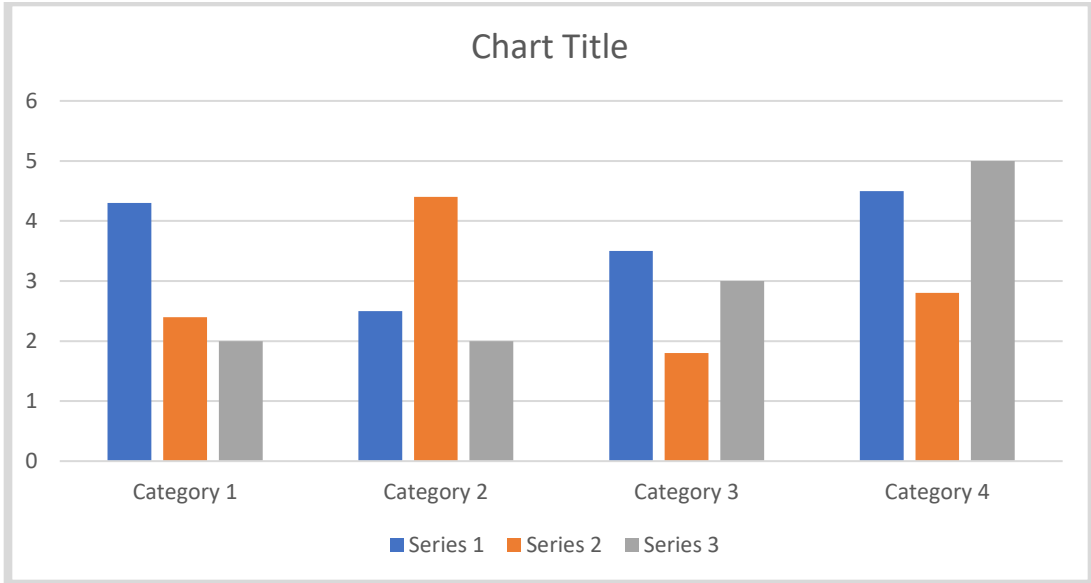


Figure 1. Figure title.

DISCUSSION

Include the following issues in the discussion: main findings of the study; meaning and explanations of major findings or reasons why the results happened that way; comparison of major findings with previous studies (whether similar or do not confirm with other findings); emergence of new finding/unusual result/s, deductions or inferences to explore possible meaning which can be used as hypotheses by other researchers for their future studies. In this section, integrate the limitations of the study which are previously stated in Chapter 2 (Methodology) of the research proposal.

Conclusion

Write conclusion/s based on your hypothesis/es. Omit conclusion/s if you are doing a descriptive study, instead just give a short summary of the findings answering your objectives. You may add implications of your findings.

Recommendations

Use findings and conclusions as bases in formulating recommendations. Use negative results (e.g., counterproductive factors) or positive findings. Organize the recommendations according to subproblems. Include recommendations that suggest actions by schools, health institutions and agencies (if applicable) and future research studies.

REFERENCES

(Format the references using the APA format for the graduate school while Vancouver

Style of referencing for the rest of the colleges)

APPENDICES

Attach the informed consent (English and local dialect), and actual instruments.

ABSTRACT

Instructions for the Preparation of Abstract (Title)

*Firstname I. Lastname a **, *FirstName I. LastName Jr. a* ,
Unknown A. Author b , *Firstname I. Lastname III a*

^a *Physics Department, Mindanao State University – Iligan Institute of Technology*
A. Bonifacio Avenue, 9200 Iligan City, Philippines

^b *Economics Department, University of Nowhere,*
2 Main Street, Winchester, Hampshire P3L T19, United Somewhere

Abstracts must be printed on white, 8 ½ x 11 inch paper. Page margins should be one and one half inch (1 1/2 in or 3.81 cm) on the left, and one inch (1 in or 2.54cm) on the top, right, and bottom. Left and right margins should be justified. Single line spacing must be used in the text of the abstract.

Complete names of authors, including the middle initials, should be listed after a one-line vertical distance from the title. Names should be separated by a comma and there should be an address mark at every author's name to indicate his/her affiliation. However, if all authors have the same affiliation, then no need to put an address mark in every author's name. Affiliations, separated by a one-line vertical distance, should include the name of the office/department and its corresponding address. No need to place an additional mark to identify the corresponding and/or presenting author.

When typing complicated mathematical text, you should increase the space between text lines to prevent sub- and superscript fonts overlapping one another and making your printed matter illegible. These instructions have been produced using 11-point Times New Roman. Lastly, DO NOT include figures and tables in the abstract. And please do not forget to include at least five keywords.

Abstract should be a concise write-up of the research study composed of 250-300 words. It must include a brief statement about the problem to be addressed and why the study was done and state the main objective of the study. Summarize how the study was done. Include the research design, setting, participants, sampling, method/s of data collection, and information on ethics review if applicable. Also include the major findings of the study and state the implications and major contribution of the study to the field. Do not cite references in the abstract. Below the abstract, write at least 5 keywords that indicate the following: discipline, important variables/concepts, design, and geographical location. There must be two spaces between the line of the text and the keywords. There must be two spaces between the line of the text and the keywords.

Keywords: abstract, instructions, one-page, preparation, format

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