I. PURPOSE

To provide guidelines for writing thesis/practicum or research report for graduate and undergraduate students

II. SCOPE

This is applicable to all graduate and undergraduate students doing thesis/practicum or research

III. THESIS / PRACTICUM OR RESEARCH REPORT FORMAT

The following format (see attachment for sample thesis/practicum or research report) shall be used by all graduate and undergraduate students doing thesis/practicum or research:

- Title Page
- Approval Page
- Abstract

The abstract gives the reader an overview of the study, based on information from the succeeding sections of the report. The information given in the abstract is usually the basis of many readers as to whether they will read the entire report or not.

The typical information elements included in an abstract are as follows:

1. Some background or general information on the study
2. The main topic (or purpose) of the study and its scope
3. Some information on how the study was conducted (methodology)
4. The most important findings of the study
5. A statement of conclusion (justified based on the data presented)

- Acknowledgement
- Table of Contents
- List of Tables
- List of Figures
• Chapter 1 – Introduction

The introduction gives an overview of the thesis/ practicum or research report, giving the reader the background or basis of the problem to be reported. It can be divided into six parts, as follows:

1. The setting or context or frame of reference
   This part gives general statement(s) about a field of research to provide the reader with a preview of the problem to be reported.

2. The review of previous research
   This part continues the contextual setting or frame of reference given in part 1 by including more statements about the general aspects of the problem already investigated by other researchers.

3. The gap or missing information
   This part refers to the statement(s) that indicate the need for the study or need for more investigation.

4. The statement of purpose
   This part gives very specific statement(s) pertaining to the objective(s) of the study.

5. The statement of value
   This part refers to statement(s) that give the significance of carrying out the study.

6. The scope and delimitation
   This part indicates what the study covers and what it does not or fails to cover.

   Note: The introduction is written continuously paragraph by paragraph, i.e., without any heading.

• Chapter 2 – Review of literature

The review of literature is basically an evaluated, organized, and synthesized collection of citations to other studies (NOT a MERE listing of previous studies), which are related or somewhat related to your own specific research problem. It serves three important functions:
1. It continues the process started in the introduction of giving the readers background information needed to understand your study.
2. It assures the readers that you are knowledgeable about the significant research that has been done in your area of investigation.
3. It establishes your study as one link in a chain of research that is developing and enlarging knowledge in your field of research interest.

The role of literature review is as follows:

1. It will increase your confidence in your topic as a result of the time, effort, and resources you invested in studying your research problem.
2. It can you new ideas and approaches that may not have occurred to you.
3. It can inform you about other researches doing work in your area of study—individuals whom you may choose to contact for advice or feedback.
4. It can show you how others have tackled methodological and design issues in studies similar to your own.
5. It can lead to sources of data that you may not known existed.
6. It can orient you to measurement tools that other researchers have developed and used effectively.
7. It can reveal methods dealing with problem situations that may be similar to difficulties you are having.
8. It can help you get meaning out of your data or make sense of your findings and eventually help you tie your results to the work of previous researchers.

- Chapter 3 – Body of the thesis / practicum or research report

This chapter represents a major aspect of your study written in article format. It should be able to stand alone as an article if published in a refereed journal. The format of the chapter is as follows:

i. Abstract
ii. Introduction
iii. Methodology

This section describes the procedural stepd used in conducting this major aspect of your study and the materials or any equipment used at each step. It includes all mathematical treatment of data as well as equations or models used. It is useful to readers who want to know how the methodology of the study may have influenced your results. The procedure should be stated in as much detail as possible so that readers who are interested in replicating or extending your study could follow the
steps as they read your work. Schematic diagram (properly labeled and numbered) must accompany the text whenever possible.

iv. Results and discussion
   This section presents the data collected from the study on this major aspect of your research problem, followed by extensive comments on or interpretation of the findings of study.

v. Conclusion
   This section addressed the objective(s) pertaining to the major aspect of your research problem.

   Note: For Another major aspect of your research problem, a separate chapter of the same follows this chapter.

• Chapter 4 – Conclusion
   This chapter gives the over all conclusion of the study, which addresses the objective(s) of your research problem. Here you step back and take a broad look at your findings and your study as a whole.

• Chapter 5 – Recommendation (for further studies)
   This chapter indicates statements that suggest the need for further studies – what else can be done relevant to your research problem and what other related problems should be addressed?

• References
   All references must be stated in the review of literature; no report will be accepted without the proper acknowledgement to the authors referref to in the literature review.

   The format of reference for nonverbatim statements is as follows:

   a. Author stated in the year that biosorption of cationic…
   b. Author stated that biosorption of cationic…. (year )
   c. It has been said that biosorption of cationic… (Author, year).
Acceptable references include

a. Technical journals and periodicals
b. Books and monographs
c. Unpublished research, and
d. Dissertation and master’s thesis

Note: Internet references should NOT be included.

- Appendices

Each appendix includes all data that you feel must be included for further details, but these data interfere with smooth discussion of results. Naming of each appendix is with the characters of the alphabet, and each should have a title.