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Benguet State University
Open University
La Trinidad, Benguet 2601
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Benguet **S**tate **U**niversity

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Thesis Form and
Style Format

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CHAPTERS OF A BSU NON-TECHNICAL/
SOCIAL THESIS

Note: The subdivisions listed per chapter are the required subdivisions.

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TITLE OF THE THESIS OR DISSERTATION IN FULL
CAPITAL AND IN INVERTED PYRAMID
FORM IF LONG

- Separate the contents of this page with appropriate spaces to show symmetry. Do not use any **boldface** type (in this page and throughout the manuscript).

NAME F. STUDENT

Use full capitals and single spacing.
If long, form it as an inverted pyramid
Do not go beyond three lines; do not end the first or
second line with an article, preposition or conjunction

SUBMITTED TO THE FACULTY OF THE OPEN UNIVERSITY
BENGUET STATE UNIVERSITY, LA TRINIDAD, BENGUET
IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

Use full capitals; include middle initial

This should appear "as is"
Use single spacing

MASTER IN HUMAN RESOURCE MANAGEMENT

Use full capitals for the degree program

XXXXXXX 2020

Use full capitals; Do not put punctuation after the month.
Month should be the end of the semester.

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"1".

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La Trinidad, Benguet

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STUDENT in partial fulfillment of the requirements for the degree of MASTER IN
XXXXXXXX XXXXXXXX XXXXXXXXXXXXXX, is hereby accepted.

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Adviser
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Can spell out the middle name of student

Double space these lines

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CERTIFICATION

} Insert (or Enter) two blank
single space here.

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NAME FERNANDEZ STUDENT

iv

Use exactly the word 'ACKNOWLEDGMENTS'.
Use full capitals. Do not use boldface. Center this at the first line.

Insert two black single space lines here.

Indent all paragraphs by 5-7 spaces. Double space paragraphs with each other.

Use double spacing

Insert three blank single space lines here.

Use full capitals and flush this to the right margin; Can
Spell the middle name in full.

Show page number "iv" here.
Put it at the center. It should be in the 'footer' (not within the text portion, of manuscript). Do this for all the preliminary pages.

ABSTRACT

NAME FERNANDEZ STUDENT, May 2020. *Title of Thesis in Title Case and in Italics.* Benguet State University. La Trinidad, Benguet.

Adviser: Name F. Advisor, PhD

The abstract is a summary of the study. It should be written simply and in not more than three pages. Xx xxxx xxxx xxxx xxx xx, xx xxxx xxxx xx xx. [The complete name of the student is used: first name, middle name and last name. The month is in capitals and spelled fully. The title is in Title Case and in italics.] Xxxx [There are two single-spaces below the word 'ABSTRACT'] xxxxxxxx [These lines are double-spaced] xxx x xx. xx [There are two single-spaces below the Adviser line. The name of the adviser is in Title Case, not in full capitals.] xxxx xx xx x xxxx xxx xxx xxx x xx. xx xxxx xxxx xx xx x xxxx xxx xxx xxx x xx. X xx xxxx xxxx xxxx xxx xx, xx xxxx.

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v

Write 'ABSTRACT' in full capitals, but not in boldface. Center it at the first line.

Insert two blank single spaces here

Use double spacing

Write the name in full capitals, but not in boldface. The middle name can be spelled in full. The end punctuation is a comma.

Capitalize only the first letter of the month. There is no punctuation after it. However, put a period after the year. Month should be the end of the semester.

For the title, capitalize only the important words. Write it in italics.

Insert two single space lines here.

Capitalize only the first letter of each word. Do not use italics.

Indent all paragraphs by 5-7 spaces. Double space paragraphs with each other.

Use double spacing

Show the page number "v" here. Put it at the center. It should be in the footer.

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FOR NON-TECHNICAL THESES (Final)

Write "TABLE OF CONTENTS" in full capitals, but not in boldface.
Center it at the first line.

Insert two blank single space lines here

The word "Page" is flush to the right margin (or "right-justified").

The page numbers are also right-justified.

Use double spacing

Type the 'chapter titles' in full capitals.

For other titles, capitalize only the first letter of each Important word → Title Case. Use single spacing if long.

Still for others, capitalize only the first letter, unless a word is for a proper noun → Sentence case. Use single spacing if long.

Use the appropriate number and spacing of "dots".

Show the page number here, using small Roman Numerals, like all the other preliminary pages.

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For the second page of the Table of Contents, Place Page at the upper top, which will also be flush to the right margin.

Insert one blank single- space line here.

Use single spacing for long titles. When ‘chopping’ the title, try to have balance so that a line does not reach more than ¾ of the allotted space.

However, double space them with each other (i.e., insert one blank single space line between them).

Write the “chapter titles” in full capitals.

Label the appendices using capitals A, B, C... do not use any punctuation after the letter. Center the labels under the word “APPENDICES.” Use around 5 spaces between the letter and the Appendix Title.

Write the appendix titles in Title Case.

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LIST OF TABLES		
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1	Xxxxx xxxxxx xxxxxx.....	30
2	Xxxxx xxxxxx xxxxxxxx xxxxx xxxx xxxx xxxxx xxxx	32
3	Xxxxx xxxxxx xxxxxxxx xxxxx xxxx xxxx xxxxx xxxx xxxxxx xxxxxx	34

viii

Write the "LIST OF TABLES" in full capitals, but not in boldface. Center it at the first line.

Insert two blank spaces here.

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Table No. is flush to the left margin, while "Page" is flush to the right margin. Put them on the same line.

Use Sentence case for the caption

Use single space for long captions. When 'chopping' the caption, try to have balance so that a line does not reach more than ¾ of the allotted space.

However, double-space them with each other.

Use the appropriate number and spacing of dots.

Use around 5 spaces between the number and the caption.

Number the tables consecutively, use numbers under the words "Table No." Do not use any end punctuation after the number.

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LIST OF FIGURES		
Figure No.		Page
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2	Xxxxx xxxxxx xxxxxxxx xxxxx xxxx xxxx xxxxx xxxx	32

(When making this list of figures, as the other LISTS, we suggest that you make use a three column table, with the gridlines hidden. With this kind of table, it will be easy to center those in the first column (the figure numbers), align left those in the middle column (the figure captions), and align right those in the right column (the page numbers).

ix

Write the "LIST OF FIGURES" in full capitals, but not in boldface. Center it at the first line.

Insert two blank single space lines here.

Insert one single blanks space line here.

The word "Figure No." is flush to the left margin, while "Page" is flush to the right margin. Put them on the same line.

The page numbers are right- justified.

Use single spacing for long captions. When chopping the caption, try to have balance so that the line does not reach more than $\frac{3}{4}$ of the allotted space. Use sentence case for the captions.

Use Sentence case for the caption

Double space them with each other (i.e., there is one blank single space line between them).

Number the figures consecutively. These numbers are centered under the words "Figure No.". There is no end punctuation after the number.

Use around 5 spaces between the number and the caption.

READ ME

Show page number here.

INTRODUCTION

Xxxx It is recommended that a paragraph that provides an overview of the chapter or main section will be placed here. It should have at least two sentences; a single- sentence paragraph is not acceptable. XXXXXX xxxx xxxx xxxx xxxx xxxx xxxx xxx.

Background of the Study

Xxxx This section, three to five pages long, provides an overview of the study. It gives the reader a) a sense of why the research is being conducted, and b) possible contributions of the research to existing knowledge. Thus, it provides the justification for conducting the study. When writing this section: You can start with the context or situation of the problem (preferably as an “inverted pyramid”, from the international down to the local level). At this portion, sources can be cited to support important ideas.

Do not show the page number on the first page of a chapter or major section (such as LITERATURE CITED, APPENDICES, BIOGRAPHICAL SKETCH...)

Write INTRODUCTION at the center of the first line. Type it in full capitals, but not in boldface. Do the same for METHODOLOGY, RESULTS AND DISCUSSION, CONCLUSIONS AND RECOMMENDATIONS, LITERATURE CITED and other major sections as those mentioned above.

Insert two blank single space lines here.

READ ME

Delineate divisions within a chapter by a CENTER HEADING. The center heading is in title case, underline, not boldface, no italicized. It has no end punctuation. If it has two or more lines, it is single spaced, formed in an inverted pyramid.

Next, discuss the justification, motivation, or reasons of selecting the topic for research. Lastly, include the significance (theoretical or practical) of the study by enumerating possible contributions to existing knowledge. Xxx xxxx.

Conceptual Framework

Xxxx This section presents the basic arrangements of the study by showing the inter- relationships among the important topics or the variables. If there are theories or models that underpin the study, these are presented in this section.

When writing this section, you can start with the theory or model, if any, that underlies the study and a discussion of the theory/ model. The next part can then be the enumeration (in paragraph form) of the a) independent variables (or their equivalent) b) the dependent variables (or their equivalent), c) intervening or moderating variables, if any, and d) other components of the research. A figure (possibly the “Paradigm of

Show the page number at the second page of a chapter or major section. Put it at the upper right- hand corner. It should be inside the “header,” and must be around one blank single space line above the text of the page.

Always, insert (or Enter) two blank single space line both above and below a center heading.

READ ME

the variables”) showing the paradigm of variables, the independent variables are discussed in relation to existing literature. This is followed by discussion of the dependent variables. If relationships between the independent and dependent variables are being studied, then the last portion of the Conceptual Framework should consider literature about the relationships. If the study does not involve independent-dependent variables, each of the main topics are still to be discussed in relation to existing literature.

Note that, since there is no separate sub-section for “Definition of Terms,” the terms that are used in the study are defined in this section, as they occur.

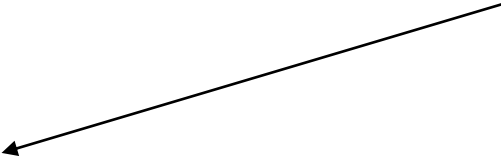
Statement of the Problem

A heading should not be typed at the bottom of the page without a line of text material below it. Thus, either transfer this heading to the next page, or reduce the content of the paragraphs before it.

READ ME



Since this is a division within a chapter, delineate by the use of a center heading.



READ ME.



RESULTS AND DISCUSSION

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Xxx This is a side heading. It is flush to the left margin. There are two single spaces above it (Triple-spaced) and one single space below it (leading to double- spacing between it and the next line). The side heading is always in Title Case and always underlined. There is no punctuation after it. Xxx xxxx xxxx xxxxx xxxx xxxx.

Do not show page number on the first page of a major section.

Again, put the title of the chapter or the major section at the center of the first line. Write in full capitals, but not in boldface.

Insert two blank single space lines here.

Use a center heading for this. If it is long, use a single spaced inverted pyramid format.

Always, insert (or enter) two blank single space lines *above* a side heading, and one blank single space line *below* it.

Delineate the sub-divisions of 'center heading' by SIDE headings. The side heading is flush to the left side. It is in title case, underlined/underscored, not boldface, not italicized. It has no end punctuation. If it has two or more lines, it is single spaced, with the second line still flush to the left.

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Delineate further divisions within a 'side heading' by PARAGRAPH HEADINGS. The paragraph heading is indented. Only the first letter of the first word is capitalized, unless a word is proper noun. The paragraph heading is underlined, not italicized, not boldface. It ends with a period.

A sentence immediately follows the paragraph heading.

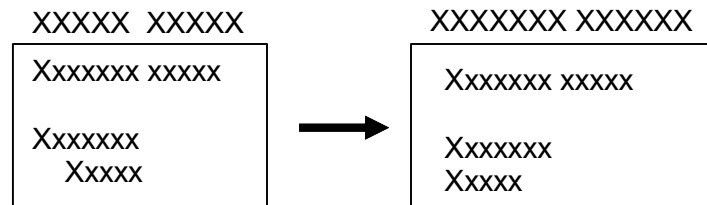
Introduce a figure (Figure 1) in the text before showing it.

In the text, introduce a figure before showing it (Textual Reference).

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Figure 1. XXXXX xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx xxxxx

Place the figure caption under the figure. Write the caption in Sentence Case. The caption has the same font and font size as those of the text. It is set flush to the left margin. It does not have any end punctuation. It is not underlined, not in boldface, and italicized. If it is two or more lines, use single spacing with the second line starting under the first line after the figure number

Xxxxx [The figure caption is placed under the figure. It is in the Sentence Case, like the captions of a table. It has the same

Insert two blank single space lines below the caption.

font and font size as those of the text. It is set flush to the left margin. If it has two or more lines, it is single- spaced, with the second line starting under the first line after the figure number. It does not have any end- punctuation. It is not underlined, nor in italics. There is one single- space above the caption; there are two single- spaces below the caption] xxx xxxx xxxx xxxxx xxxxx xxxxx xxxx.

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In the text, introduce a table before showing it.

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Place the table caption under the figure. Write the caption in Sentence Case. The caption has the same font and font size as those of the text. It is set flush to the left margin. It does not have any end punctuation. It is not underlined, not in boldface, and italicized.

If it is two or more lines, use single spacing with the second line staring under the first line after the table number.

Insert one single space line below the caption.

Type the header row, or the first level, in full capitals.

Do not draw any vertical lines on the table. Use horizontal line for the header and bottom rows.

Use double lines used at the top and bottom of the table.

Insert two blank single space lines after the table.

Table 1. Continued...

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Legend: ZZ.Z = xxx ; FFF = ccc; GGG = mmm

Xxx [The continuation of the table should contain the same column headings]. The legend can be of the same font and font size as those in the table, and can be single-spaced. It should be one single-space below the table (Banaag, 2005). There are two single-spaces after the table or the legend, as appropriate (Banaag, 2005; Greggy, 2004). If there are numbers with decimal points, the decimal points are aligned (Gualdardo *et al.*, 2009).

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If at table is LONG, continue it on the next page. Note that a table can have a font and font size (usually smaller) that is different from that of the main text.

The continuation table includes only the table number and the word 'Continued' followed by three (3) dots.

Again, insert one blank single space line below the caption.

The continuation of the table should contain the same column headings.

The first level is in full capitals; the second level, if any, is in title case.

Use double-line at the top and bottom of the table.

For the legend, use the same font and font size as those in the table. Can use single spacing.

Insert two blank single space lines after the table.

LITERATURE CITED

ACZEL, A. D. 1989. Complete Business Statistics. Homewood, Boston: Richard D. Irwin, Inc.

ANDRICH, D. 1999. Rating scale analysis in Advances in Measurement in Educational Research and Assessment. G. Masters and J. Keeves (eds) Oxford, UK: Pergamon, Pp 110-121.

BACANI, R. 1990. Education for All (Philippines) <https://www.unesco.org/ef/wef/search/gsurhit.hiw>. Accessed on April 16, 2019.

BALLANTYNE, R. and J. PACKER. 1996. Teaching and learning in environmental education: Developing environmental conceptions, Journal of Environmental Education, 27(2): 25-32.

BIOLOGY EDUCATION GROUP. 2000. Materials and Methods in High School Biology in the Philippines (1960-1998). Monograph No. 62. University of the Philippines, Quezon City: Institute for Science and Mathematics Education Development.

BRIBONAL, A. 2007. Difficulties Encountered in Science and Technology IV by Students in Public Secondary Schools in the Division of Abra 1998- 1999. Unpublished Master's Thesis, Benguet State University, La Trinidad, Benguet.

Do not show page number.

Book, single author.

Chapter in an edited book.

Internet Source.

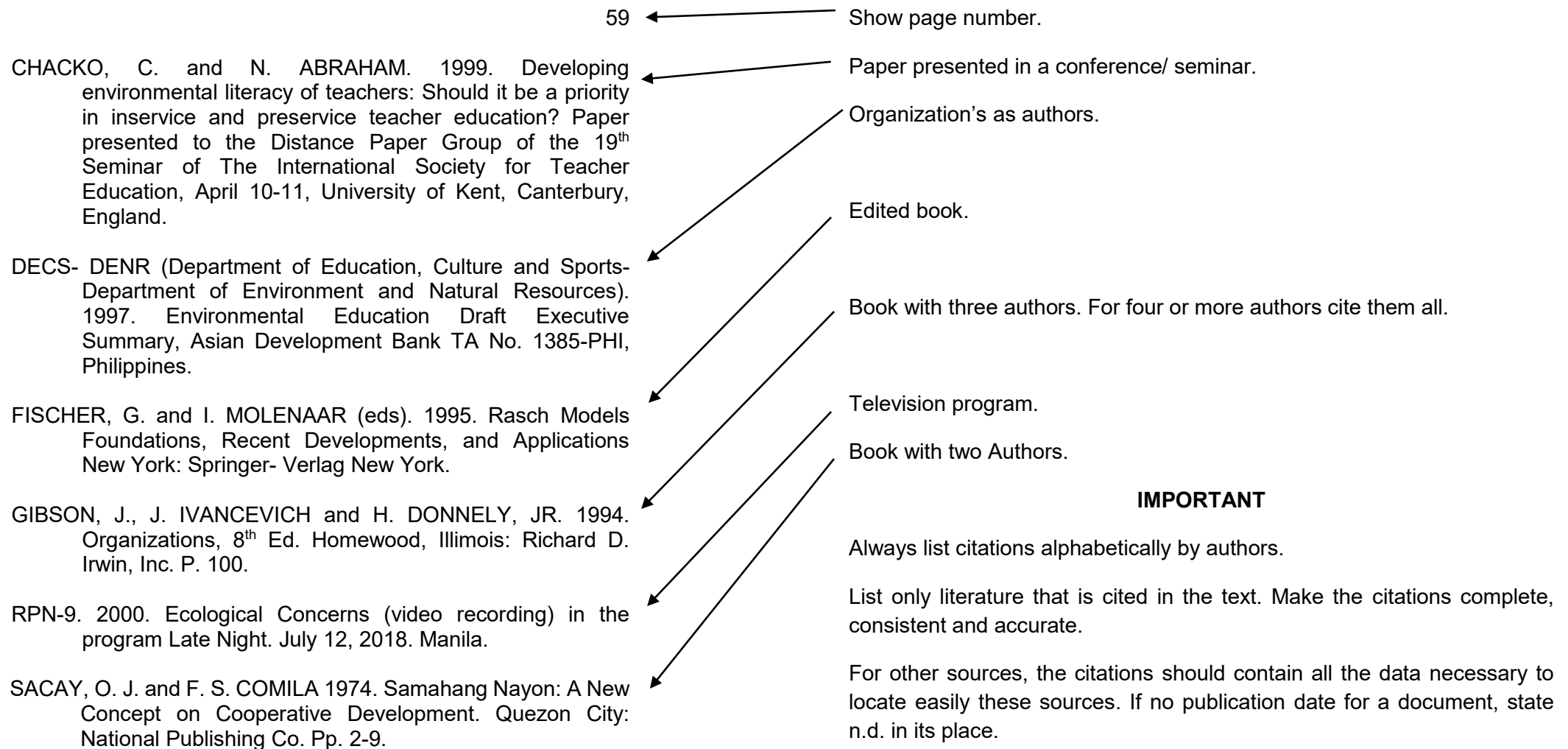
Journal, with volume (number): pages. Like the other citations, only the first author has the name inverted for alphabetizing. The word "and" is spelled out.

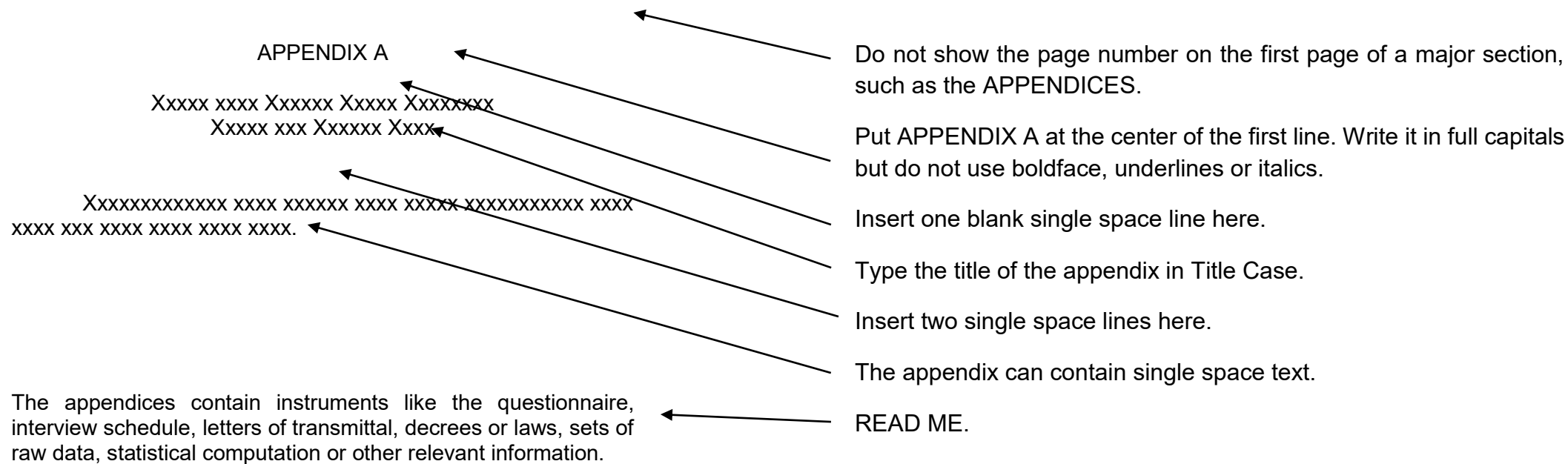
Monograph.

Thesis.

IMPORTANT

Indicate literature cited in the text as follows: Azcel (2010) or (Azcel, 2010); for two or more authors, Ballantyne and Packer (2008) or (Ballantyne and Packer, 2008); for more than three authors, Reyes *et al.* (2007) or (Reyes *et al.*, 2007). For citations involving two or more sources, arrange chronologically, most recent first., e.g., (Bautista and Pinos- an, 2009; Cruz, 2008; Reyes *et al.*, 2007)





BIOGRAPHICAL SKETCH

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(biodata) in narrative form. Xxxx xxxxx xxxxx xxxxx. Xxxxxxxx
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Do not show the page number on the first page of a major section, such as the BIOGRAPHICAL SKETCH.

Put "BIOGRAPHICAL SKETCH" at the center of the first line. Write it in full capitals, but do not use boldface, underline or italics.

Insert two blank single space lines here.

Indent all paragraphs.

SAMPLE FOR THE SPACING

INTRODUCTION

Start on the 3rd line

(All in CAPITAL LETTERS and at the Center)

Background of the Study

Note: This is TRUE to all parts of the manuscript.

Conceptual Framework

Start on the 3rd line

Ecological Theories

In human-nature interactions a wealth of ecological theories offer insights into complex natural systems dynamics. This is completed by theories from the social sciences in order to understand human behavior and actions towards the use of natural resources [always avoid 1-sentences paragraphs]

Carrying capacity. This refers to the ability of a natural system to support a given number of organisms. Generally, biotic and abiotic factors play an important role to define this particular function in all ecosystems.

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i. Subheading 1. XXXXXXX XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXX
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ii. Subheading 2. XXXXXXX XXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXX XXXXXXX.
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Statement of the Problem

The research seeks to delve into the dynamics in the Ifugao Rice Terraces. The confluence of several factors seems to impinge on the integrity of the rice terraced landscape. The study then attempts to explain the interplay of various socio-economic

factors, including market economy, and how they influence the stability or degradation of the bio-physical components of the ecosystem.

Specifically, the study seeks to:

1. What are the xxxxxx xxxxxxxxxxxx xxxxxxxxxxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxx
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3. How the working frame xxxxx xxxxxx xxxxxx xxxxxx.

[illegible][illegible]

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RESULTS AND DISCUSSION

Introduce this chapter xxxxxxxxxxxx. XXXXXXXXXXXXXXXXXXXXXXXX
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Problem Number 1

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Problem Number 2

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Problem Number 3

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Summary

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3. (Summary of Problem 3) XXXXXX XXXXXX XXXXXX XXXXXX XXXX XXXXXXXXXXXX
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CONCLUSIONS AND RECOMMENDATIONS

Conclusions

- 1. (Conclusion of Problem 1) XXXXXX XXXXXX XXXXXX XXXXXX XXXXXXXXXXXX
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- 2. (Conclusion of Problem 2) XXXXXX XXXXXX XXXXXX XXXXXX XXXXXX XXXXXXXXXXXX
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Recommendations

- 1. (Recommendation of conclusion number 1) XXXXXX XXXXXX XXXXXX XXXXXX
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- 2. (Recommendation of conclusion number 2) XXXXXX XXXXXX XXXXXX XXXXXX
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- 3. (Recommendation of conclusion number 3) XXXXXX XXXXXX XXXXXX XXXXXX
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GENERAL CONSIDERATIONS

FORMAT

Margin		Font Size	Paper size
Left:	1.7"	Times New Roman or Arial 12	8 ½ x 11
Right	1.3"		INDENTATION 10 character spaces from the LEFT
Top	1.5"	RIGHT JUSTIFIED	
Bottom	1.3		
Use double space for paragraphs. 3 single space in between center heading titles			
After a period, comma, question mark or exclamation point leave 1 character space and be consistent. If you copied a whole paragraph text (discouraged) use single spacing. Indent the whole paragraph at about ½ inch on both sides. Do not set the paragraph using quotation marks.			
CITATIONS: Indicate literature cited in the text as this: Aczel (2010).... Or (Aczel,2010).... Ballantyne and Packer (2008).... Or (Ballantyne and Packer, 2008).... Reyes <i>et al.</i> (2007) ... or (Reyes <i>et al.</i> , 2007) For 2 or more sources: arrange chronologically, most recent first. (Bautista & Pinos-an 2009, Cruz, 2008; Reyes, et al., 2007)			Literature Cited At least 10 years below

Declaration of Principles:

- Review of form, style and content/substance of the thesis/dissertation is a shared responsibility.
- The OU Student, Adviser and Panel Members (*in that order*) have the primary responsibility.
- The Open University conducts the final/ultimate review

→The OU Student is expected to write a scholarly paper or manuscript; does independent and high quality work; thus, should not depend strongly on others.

OU FORM and STYLE

Form and Style by Dr. Joel V. Lubrica; with a few modifications/improvements

Advisers – should really PUT TIME and EFFORT to check format and content

Traditionally: OU Office looks at form and style (format); “content” is left to the Committee → Office would look at and emphasize on the STRUCTURE (correspondence of contents):

Correspondence:

Problem/objective → hypothesis → method → headings under R & D → Conclusions and Recommendations.

Conceptual framework: theories, concepts, principles, empirical data/observations linked with Paradigm of the study; contents not just being enumerated.

Observations:

- All future tenses in a final paper being defended (“... a thesis proposal...”)
- Some panel members just focus their attended in 1 or 2 aspects (e.g. conceptual framework) as panel members, we are urged to look into all aspects as much as possible (much more for the Adviser)
- In a Chapter, do **not leave wide** spaces (text is continuous)
- Background of the Study of about 30-40 pages?
- Conceptual Framework – just an enumeration; contents of the ‘boxes’ (paradigm) just being enumerated.
- 1 sentence paragraphs: in the text and in the explanations → 2 – sentences
- Reading of data in the **table** – 1) with **no** explanations/**one-sentence** explanation.
2) explaining **over-all mean only**, without touching on the other data/entries.
3) after reading of the table data, corroboration right away.

NOTE TO THE FOLLOWING:

Use Short Bond Paper

Margins – Left - 1.7”, Top - 1.5 ”, Right - 1.3” Bottom - 1.3”

For	<u>Final Thesis</u>	<u>Thesis Proposal</u>
	Title Page	✓
	Approval Sheet	×
	Certification	✓
	Acknowledgments	×
	Abstract	×
	Table of Contents	✓
	List of Tables	✓
	List of Figures (diagrams)	✓
	List of Plates (pictures)	✓
	Literature Cited	✓
	Appendices	✓ Dummy tables,
	- Questionnaires	✓

Table of Contents, List of Tables, List of Figures, List of Plates: Pages are flushed to the Right Margin

Tables, Figures, Plates:

- Flushed to the left margin; Sentence case (written as phrases, not as sentences, NO period); numbered consecutively; hanging format/style

- Titles of tables, figures & plates in the pages should be exactly the same as in the List of Tables, Figures and Plates; check if pages are correct
- Tables: 1st level LABELS all caps; double lines-top and end of the table; no vertical lines within the table; no horizontal lines except to separate 'major' entries)
- Double-lines: top and bottom edge of table; no vertical and generally no horizontal lines inside the table.

Pagination:

- Main Text: about 1 inch in the upper right hand corner;
- Preliminary pages: center, bottom margin

Statement of the Problem/Objectives of the Study:

- General Statement of the Problem
- Specific problems/specific objectives
- Parallel with the hypothesis of the study
- Profile of the respondents – as an objective [built-in/integral in the thesis (for social/non-technical researches)]; might be more appropriate in the Population and Locale of the Study;
- As an objective, if intended to be correlated with other aspects or dimensions.

Conceptual Framework:

- Contents of the 'boxes' (paradigm) should be discussed and linked to/grounded on the theories, concepts, literatures; NOT just being enumerated.

Methodology/ Materials and Methods:

- follow required headings; put details; not just a general idea.
e.g. Data Collection Procedure

Results and Discussion:

- follow the flow of the specific problems/objectives of the study (Center Headings)
- **5 specific problems/objectives→ 5 Center Headings in the R&D (+ Summary for social/non-technical researches)**
- Observe HIERARCHY OF TOPICS (also in all parts – Intro, Rev Lit, Methodology, R & D, Summary, C and R)
- R & D: Present data (table, figure)→ **explain fully** → corroborate/ negate from literature citations/references.
- exhaustively/fully explain; use and connect with terms/ concepts/ principles in your field of specialization.

Literature Cited (Citations):

- limit number of websites as lit sources (<http://www> ...)
Credible websites: Elsevier publications, Scopus ...
On-line traceable sources
- **avoid** newspaper reports/magazines
- books and journals; preferably Scopus/ISI-indexed
- references preferably 2000 and onwards
- complete reference entries (author, year, title, place of publication, publisher, vol, edition, etc.)
- **avoid** using (Anonymous, date) or (Author, n.d.)

In Citations:

- “.... The postulate being advanced by an organization (de la Cruz, 2010).”
- “De la Cruz (2010) postulated that ...”
- *do not put initials or full name: ...Joshi, Ravindara M (2010)...→ Joshi (2010);
- *do not include the page in the citation: ...(Joshi, 2010, pp.23-30) → (Joshi, 2010)

PRELIMINARIES

- **Full name** of STUDENT AND ALL SIGNATORIES (including **middle initials**)
- Indicate **HIGHEST DEGREE** of the SIGNATORIES/ADVISORY COMMITTEE;
- Not **Atty., Dr., RGC, RPh**
- Ph.D. → PhD
- Nomenclature of the Degree Program

MASTERS IN COMMUNITY DEVELOPMENT

Time Line:

Adviser-advisee exchanges submission / checking of draft revised defense

x-----x-----Day1,2,3-----x--4,5---x---10---x

*Corrections/suggested revisions coming from the OU are marked on the draft obligatory for the Thesis Student to confer with the Thesis Adviser (& other Panel Members only after proposal/final thesis defense).

*Form (prior to Proposal and Final Defense): The Adviser to **endorse (READ/REVIEW FORM AND STYLE, STRUCTURE AND CONTENT and then SIGNS)** draft to GS/OU for Checking of Form and Style (and structure).

*When correction is marked on a certain page, similar observations/ items/ aspects of similar nature should also be checked vigilantly in all other parts of the draft, not just the marked page (e.g. format for Table1-title hanging format, sentence case should also be checked in all Tables).

***NUMBER OF DRAFTS** submitted → 5th, 6th, 7th ... drafts? Corrections/comments are not given attention to...

if DEADLINE IS VIOLATED, **and/or draft form, style, structure and content IS **NOT YET ACCEPTABLE***, then please be wary of the possible repercussions, such as: (1) **non-approval**, (2) **delay in the schedule of examination** (3) **failure to submit an ACCEPTABLE MANUSCRIPT on the set deadline** by the University.

*Please **OBSERVE and RESPECT** the queue (**FIRST COME, FIRST SERVED** basis); submission of drafts/manuscripts within **OFFICE HOURS; DO NOT DEMAND UNREASONABLE TIME for your draft to be returned right-away or within a day or two, ESPECIALLY DURING PEAK DAYS/SEASON.**

* **QUERIES/COMPLAINTS:** see the Dean of the Director of the Open University but should substantiated (COMPLAINTS) with evidence/proof.

- ***Thesis topics** – try to dwell on relevant contemporary topics, forward – looking ones;
- perception studies alone may just be passé already
 - just to characterize a phenomenon or a system
 - usual assessments
 - job satisfaction, job motivation
 - superficial, on-the-surface
 - * public governance and ASEAN integration
 - * budgeting systems and increased efficiency

Tables:

Table 1. Pesticide use and practices (n=30)

CHARACTERISTICS	FREQUENCY	PERCENTAGE (%)
Disposal method	*	
Bury	13	43.33
Litter in field	10	33.33
Burning	9	30
Dump in community dumpsite/ Mix with garbage	8	26.66
Return to Chemical companies	5	16.66
Applicator	*	
Knapsack sprayer	30	100
Power sprayer	7	23.33

*=multiple responses

Figure:

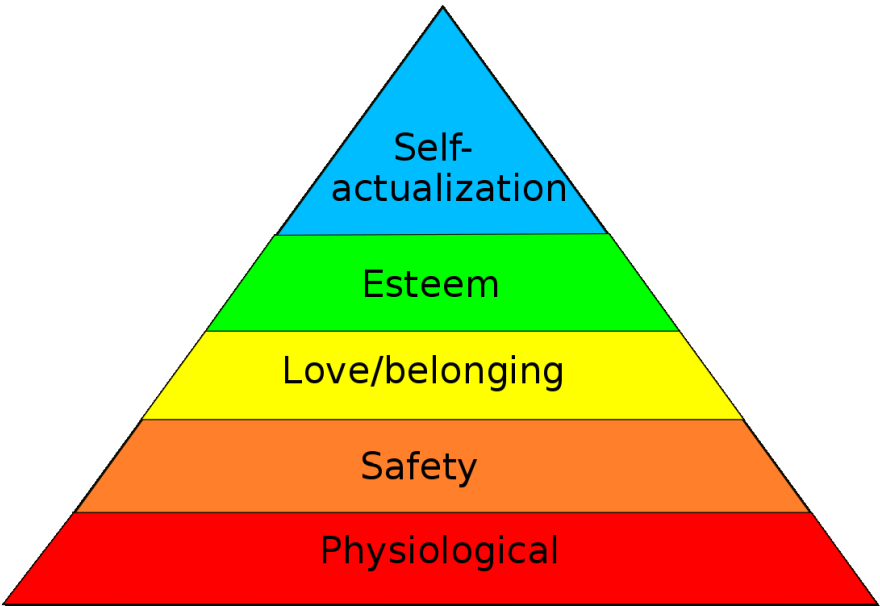


Figure 1. Maslow's Hierarchy of Needs

Example for Social/ Non-Technical
(2 Specific Problems)

