

# Manuscript Title, 14 pt. Times New Roman

First Name MI Surname<sup>1\*</sup>, First Name MI Surname<sup>1</sup>, First Name MI Surname<sup>1</sup>, and First Name MI Surname<sup>2</sup> (10 pt. Times New Roman)

<sup>1</sup> Official and Complete School Name (8 pt. Times New Roman)

<sup>2</sup> Official and Complete School Name (8 pt. Times New Roman)

\*corresponding author: emailaddress@gmail.com (8 pt. Times New Roman)

First Name MI Surname of Research Adviser/s, Research Adviser/s (10 pt. Times New Roman)

<sup>1</sup> Affiliation (8 pt. Times New Roman)

Note: Remove this part if the research adviser is a co-author.

**Abstract:** The abstract must not exceed 250 words. It must contain the following: 1) introduction or background of the study, 2) research objectives or questions, 3) methodology, 4) results or summary of claims, and 5) conclusions. The manuscript should be no more than seven pages in length, including acknowledgments, references, and appendices, and must be written in English or Filipino. Author/s must follow the style guidelines of the American Psychological Association (APA, 7<sup>th</sup> Edition). Save the manuscript into two file formats, namely: MS word document and PDF. Name the file according to this format before uploading it to the Submission Form: <Research Theme\_Surname Author 1\_Surname Author 2\_Surname Author 3\_Surname Author 4> (e.g. FNH\_Astudillo\_Gopez\_Madrazo\_Odoño). Failure to follow the prescribed template will automatically disqualify manuscript. (10 pt. Times New Roman)

**Keywords:** 5 lowercase keywords, except for proper nouns, separated by semicolons (10 pt. Times New Roman)

## 1. INTRODUCTION (11 pt. Times New Roman)

# 1.1. Subsection (10 pt. Times New Roman)

For the main text (contents) and references, two-column formatting is required. In general, papers will have sections for the introduction, methodology, results and discussions, conclusions, and acknowledgments. However, authors may exercise some flexibility in organizing the content of their papers. The whole paper should be single-spaced and justified. Indent paragraphs by 0.5-inch. (9 pt. Times New Roman)

State clearly what you are claiming in your paper. If

this is a topic that many have worked on, give an account of what previous philosophers or other researchers have thought about this issue. Give an account of differing views, if any. If none is published, speculate on what may be an opposing view. State what you need to assume in your paper without argument. Finally, explain why this issue is interesting, important, or relevant to the times, particular contexts, or life in general. In short, show why this issue is not a waste of time and effort or a mere intellectual puzzle or game.

State your main claim, claims of the goal of your paper. Explain the necessary elements of your claim. This part should show that you have a strong enough point to merit a serious reading of your paper. Define all technical terms



and terms you will use in this paper in a special sense or context.

#### 2. METHODOLOGY

Give the support for your main claim by showing evidence for it. What are the foundations of your claim (theoretical framework)? What conclusion/s follow from it. How are you deriving the conclusion from the basis/bases of your claim (methodology)? It is not always necessary to actually state the specific logical rules for your inferences. It depends on the style that you are taking on in writing your paper. (In papers that are not highly analytical, if you find it necessary to label the actual process/es of derivation of your conclusion, do it in the footnotes.) But the correct inference must be made apparent here, and you have to convince your audience of your argument.

## 3. RESULTS AND DISCUSSION

Report objections to or problems that have arisen from the claim you are making. Report opposing views that you yourself have raised as you were researching this issue. Answer these objections or oppositions with a view to further supporting your main claim, or explain how differing, but not necessarily opposing views, are weaker compared to your claim or may be complementary to it.

Citations should be in this format, APA style (Adamo, 1980; Chen and Hwang, 1992; Tan et al., 2005). They should be listed at the end of the paper in alphabetical order.

For figure format, please scan the QR code below for guidelines:



For table format, please scan the QR code below for guidelines:



Note: Tables and figures should, as much as possible, occupy only ONE column page. Use 9 pt. Times New Roman. Tables in image format are not allowed. Disregard the guidelines if there are no tables and/or figures to be included.

#### 4. CONCLUSIONS

Briefly summarize the main points and state your conclusion.

#### 5. ACKNOWLEDGMENTS

Indicate funding sources, institutional support, collaborators, or anyone who has helped in the manuscript completion.

## 6. REFERENCES

Enter the list of references according to the style guidelines of the <u>American Psychological Association (APA)</u> 7th Edition.