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Date



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines



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APPROVAL OF THESIS MANUSCRIPT

Name	
Major	
Degree Sought	
Specialization	
Thesis Title	

APPROVED BY THE GUIDANCE COMMITTEE

_____	_____
Adviser	Co-Adviser (Optional)
_____	_____
Date	Date
_____	_____
Statistician (Optional)	Department Research Coordinator
_____	_____
Date	Date

Department Chairperson	

Date	

College Research Coordinator	Dean
_____	_____
Date	Date
Study No: Dept-YYYY-### (Sample: Chem-2022-001)	
Index No: _____	

Recorded by: _____

RECORDED:

Director for Research and Development

Date

Recorded by: _____



-Rev.4.2020.11.16

UNIVERSITY OF SOUTHERN MINDANAO

Dabacan, Cotabato
Philippines



ACCEPTANCE OF THESIS

The thesis attached hereto, entitled " _____

_____ "

prepared and submitted by _____ in partial fulfillment of the
requirements for the degree of _____ is
hereby accepted.

Adviser

Date

College Research Coordinator

USM-EDR-F10-Rev.4.2022.10.18

BIOGRAPHICAL DATA

Write your biography here >>>>>>>>>>>>>>>>>>>

[illegible][illegible]

>>>>>>

Researcher

ACKNOWLEDGMENT

[illegible][illegible][illegible][illegible][illegible]

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SHORTCUT to create page numbers: right click the table of contents below and select UPDATE FIELD, then UPDATE ENTIRE TABLE. **Only main headings are in ALL CAPS**. Delete this instruction in your final paper.]

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ABSTRACT

LAST NAME, FIRST NAME MI. YEAR. Insert Title; Capitalize the First Letter of All Major Words in the Title. Short Course Title; e.g., BEED Thesis. College or Institute; e.g., College of Agriculture, University of Southern Mindanao, Kabacan, Cotabato. Number of pages; e.g., 66 pp

Adviser: **FIRST NAME MI. LAST NAME, Salutation**

Insert your paragraph here. The abstract serves as the summary, written in past tense, one paragraph of no more than 300 words. It should include the rationale of the study, objectives and topics covered, a brief description of methods, results, and conclusions.

Keywords: Maximum of Six Keywords In Alphabetical Order. List Single Or Compound Words That Represent The Content Of The Manuscript

Cover page number in first page of each chapter.

INTRODUCTION

Insert 3 single spaces after the heading, starting the paragraph. This template applies the WORD STYLE and PAGE BREAK and provided with page number. You can directly type in your input. It is better to retain the `break page` in the template or you may adjust it. To view the page break, click PARAGRAPH MARK to show the formatting symbols.

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No subheadings for significance, objectives, expected outputs, and time and place of the study. Write in paragraph form and objectives are not enumerated with number. This should be similar to the introduction of published articles.

REVIEW OF R

Topic 1 Subheading (Heading Level 2)

Topic 2 Subheading (Heading Level 2)

METHODS

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Research Participants and Materials (heading for qualitative studies only; for quantitative studies, this is optional)

[illegible][illegible]

Trustworthiness (for qualitative studies only; for quantitative studies, this is optional)

For research involving humans, describe procedures for ensuring principles of voluntary participation, informed consent, anonymity, confidentiality, potential for harm, and results communication. Ensure that ethics approval is obtained from the University Research Ethics Committee. Include the consent and assent forms (if any) in the appendices of the proposal. Include evidence of approval (if granted) in the appendices of the manuscript.

For research involving animals, describe how animal welfare is protected for the whole duration of the study. Ensure that approval from the institutional animal care and use committee (IACUC) is obtained. Include evidence of approval in the appendices of the manuscript.

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Cover page number in first page of each chapter.

RESULTS AND DIS

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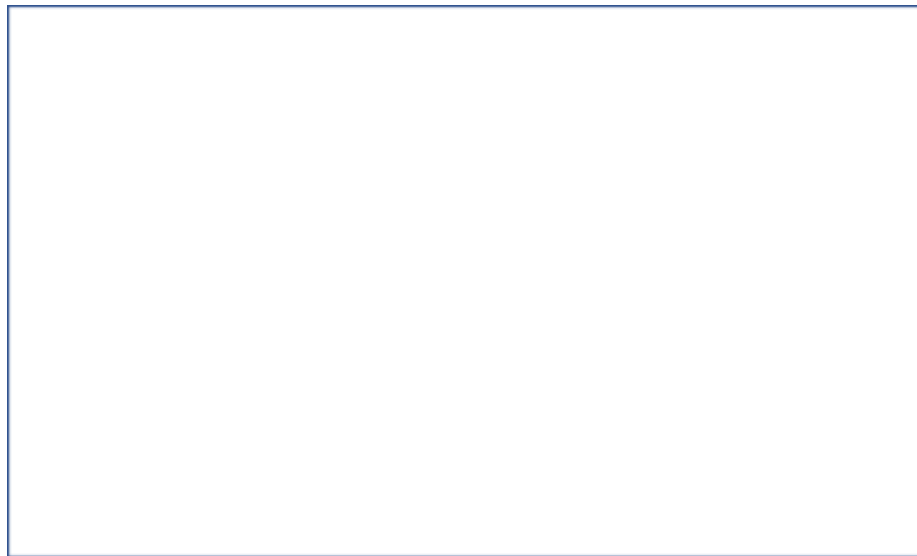
Topic 1 Subheading (Heading Level 2)

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the chapter heading (Heading Level 1). **Present your results. Use past tense for all actions done by the researcher or respondents.** You can divide into subtopics depending on the objectives. Results should be presented in logical order. Literature citations are rare in the Results section, and neither materials and methods nor discussion should be included. Refer to the tables or figures. The tables or figures mentioned should appear right after you mentioned it, on the same page or the next page. For table, the caption should appear above the table. For figure, the caption should be below the figure.

Insert the 2nd paragraph here. Interpret the results and discuss. Cite authors to support your point. The combination of Results and Discussion is permitted as long it is in a logical order. >>>>>>>>>>>>>>>Then 3 single spaces before the next subheading of this chapter.



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Cover page number in
first page of each chapter.

SUMMARY, CONCLUSIONS AND RE

Insert 3 single spaces after the headi

starting the paragraph. Present the summary of the highlights or synthesis of your study

The conclusion part should include the implications of major findings of the study. Recommendations can be included.

LITERATURE CITED

(minimum of 20 references)

[Arrange the list alphabetically; delete this comment in the final paper; start after 3 blank spaces after the heading (Literature Cited)] [Click Ctrl+This Link for APA 7th Style Guide](#).

Araula, M. W. (2002). *The relationship between father's parenting styles and adolescents' locus of control among senior students of Pikit National High School, Pikit, North Cotabato* [Unpublished master's thesis]. University of Southern Mindanao. [sample thesis; Italics for title; capitalize ONLY the first letter of the first word of the title]

Bernardo, A. B. I. (2004). McKinley's questionable bequest: Over 100 years of English in Philippine education. *World Englishes*, 23, 17-31. [sample journal article with no DOI; the first letters of the all major words of the journal title are capitalized]

Cabasan, M. T. N., Kumar, A., & De Waele, D. (2018). Evaluation of resistance and tolerance of rice genotypes from crosses of *Oryza glaberrima* and *O. sativa* to the rice root-knot nematode, *Meloidogyne graminicola*. *Tropical Plant Pathology*, 43, 230-241. <https://doi.org/10.1007/s40858-018-0210-8> [sample of journal article with DOI; The DOI is a hyperlink (indicated by underline—that is, when we click on it, we will be directed to the article in the Internet). Italics for journal name and volume number; capitalize the first letter of all the words in the journal name; doi starts with https; no period after DOI.]

Giller, K. E., McDonagh, J. F., & Cadish G. (1994). Can biological nitrogen fixation sustain agriculture in the tropics? In J. K. Syers & D. L. Rimmer (Eds.). *Soil science and sustainable land management in the tropics* (pp. 173-191). CAB International. [sample book chapter; capitalize ONLY the first letter of the first word of the title]

Gomez, K. A. & Gomez, A. A. (1984). *Statistical procedures for agricultural research*. (2nd ed). John Wiley & Sons. [sample book; capitalize ONLY the first letter of the first word of the title]



Jones, C. & Olson-Rutz, K. (2016). *Plant nutrition and soil fertility: Nutrient management*. <https://landresources.montana.edu/nm/documents/NM2.pdf> [sample document retrieved online; no period after url; No need to write date retrieved, EXCEPT when content is likely to change]

The World Bank. (2024). Population, total. Retrieved April 27, 2024, from <https://data.worldbank.org/indicator/SP.POP.TOTL> [In websites, we do

NOT put the Retrieval Date, EXCEPT in cases when the information is likely to be updated or changed, such as in this reference where population is reported—population is likely to change]

- Virmani, S. S. (2001). Opportunities and challenges of developing and using hybrid rice technology in the tropics. In S.B. Peng & B. Hardy (Eds.). *Rice research for food security and poverty alleviation* (Proceedings of International Rice Conference, p. 407). International Rice Research Institute [sample conference proceedings; similar to book chapter]

APPENDICES

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
APPLICATION FOR CHANGE OF THESIS ADVISER		

Date: _____

_____ (Name of Proposed Adviser)

Department of _____

College of _____

USM, Kabacan, Cotabato

Sir / Madam:

I would like to request for change of thesis adviser for the following reasons:

_____.

I am hoping for your favorable approval on this request. Thank you very much.

Very truly yours,

 Printed Name and Signature of Student

RECOMMENDING APPROVAL	NOTED
_____ Department Research Coordinator _____ Date	_____ Department Chairperson _____ Date
APPROVED	CONFORME
_____ Adviser (New)	_____ Adviser (Old)

Appendix B. Application for Change of Research Title (if applicable)

Date _____


UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato

Philippines

APPLICATION FOR CHANGE OF RESEARCH TITLE

Date: _____

Chairperson, Department of _____

SIR/MADAM:

I would like to request your office to allow me to change my research proposal with title " _____

_____ " to " _____

The following are the reasons for the change:



- 1.
- 2.
- 3.

Very truly yours,

 Printed Name and Signature of Student

NOTED	
_____ Adviser	_____ Date
_____ Department Research Coordinator	_____ Date
_____ College Research Coordinator REMARKS: _____	_____ Date
APPROVED	
_____ Department Chairperson	_____ Date

Appendix C. Actual Budget of the Research (additional form)

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
ACTUAL BUDGET OF THE RESEARCH		

Title of Study

ITEMS/DESCRIPTION	ACTUAL COST
-------------------	-------------



Grand Total

Prepared and submitted by:

Printed Name and Signature of the Student

NOTED	
<hr/> Adviser	<hr/> Date
<hr/> Department Research Coordinator	<hr/> Date
<hr/> Department Chairperson	<hr/> Date

Appendix D. Application for Manuscript Defense

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
APPLICATION FOR MANUSCRIPT DEFENSE		
Name		
Degree/Major		
Thesis Title		
Date of Examination		
Time		
Place		

MEMBERS OF THE EXAMINING COMMITTEE		
Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

RECOMMENDING APPROVAL:

Adviser

Co-Adviser (Optional)

APPROVED:

College Statistician
(Optional)

Department Research Coordinator

Department Chairperson



REPORT ON THE RESULT OF EXAMINATION

Name	Signature	Remarks
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVED:

Department Research Coordinator

Date

	UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines	
CURRICULUM VITAE		

(NAME) _____
Address _____
Contact # _____
Email _____

(You may add some more appendices for raw or processed data, pictures etc.. as Appendix E, Appendix F and so and the Curriculum Vitae on the last page.

PERSONAL INFORMATION	
Last Name	
First Name	
Middle Name	
Nickname	
Age	
Nationality	
Religion	
Civil Status	
Father's Name	
Mother's Name	
Educational Background	
Elementary	
Junior High School	
Senior High School	
Tertiary	
RELEVANT TRAINING (Note: Please write all relevant trainings and subjects/courses that you took that make you capable of conducting the research. For example, trainings that you may include (depending on your topic and methodology) are research, statistics, physico-chemical analysis, etc.) --> DELETE this note in the final copy.	
<ul style="list-style-type: none"> Training/course title here Training/course title here etc 	