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(3) for easier management of Table of Contents, all headings should be labeled as Heading 1 or Heading 2 in Word Styles (such as what was done in this template).
Delete this text box before you submit for defense.

FIRST NAME MIDDLE INITIAL SURNAME
FIRST NAME MIDDLE INITIAL SURNAME
FIRST NAME MIDDLE INITIAL SURNAME

NOTE:

Names must be listed in alphabetical order.
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Thesis Manuscript Submitted to the Department of <<<<Insert Dept>>>>>,
College of <<<Insert College>>>>, University of Southern Mindanao,
Kabacan, Cotabato in Partial Fulfillment of the
Requirements for the Degree of

BACHELOR OF >>>>>>>>>>>>>>>>>>>
(Insert major if any)

MONTH YEAR

UNIVER[illegible]OUTHERN MINDANAO
[illegible]n, Cotabato
[illegible]hilippines

College Seal

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Furthermore, no part of the work submitted has been made in an unethical and inappropriate manner, whether by plagiarizing, infringing on any third person's copyright, or falsifying data, and that no part of the Manuscript submitted has been used for any other paper in another higher education or research institution.

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Printed Name and Signature of Student
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Date

(NAME)
Printed Name and Signature of Student
(YYYY.MM.DD)
Date

(NAME)
Printed Name and Signature of Student
(YYYY.MM.DD)

Date

NOTE:

Names must be listed in alphal
Delete this instruction in your

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

APPROVAL OF THESIS MANUSCRIPT

Name	
Major	
Degree Sought	
Specialization	
Thesis Title	

Note: Kindly include all members' names in the table, separated by commas, and list them in alphabetical order. Delete this instruction in your final paper.

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:

_____
Head, Academic Research and Monitoring Unit

_____
Date

Recorded by: _____

UN OF SOUTHERN MINDANAO
USM-EDR-F05-Rev.4.2020.1 abacan, 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

Date

USM-EDR-F10-Rev.4.2022.10.18

BIOGRAPHICAL DATA

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

Note: All group members must have their own biographical data. Delete this instruction in your final paper.

Researcher

ACKNOWLEDGMENT

Write your acknowledgment here. Justify alignment of text.>>>>>>>>>>>>>>>>>> >>>>>>> >>>>>>>>>>>>>>> >>>>>>>>>>>> >>> >>> >>> >>>>>>>>>>>>>>>>>>>>>>>>>

TABLE OF CONTENTS

SHORTCUT to create page numbers: right click the table of contents below and select UPDATE FIELD, then UPDATE ENTIRE TIABLE. ***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 (Heading Level 1) before 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.

Insert the 2nd paragraph here >>>>>>>>>>>>>>>>>>>>>>
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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.

Cover page number in first page of each chapter.

REVIEW OF RELATED LITERATURE

Insert 3 single spaces after the heading (Heading Level 1) before starting the paragraph. >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> >>>>>>>>>>>>>>>>>>>>>> >>>>>>>>>>>>>>>>>>>>>>>>>.

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 previous paragraph. >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> >> >>>.

Insert the 2nd paragraph here >>>>>>>>>>>>>>>>>>>>>>>>>>>> >>> >>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> Insert 3 single spaces after the last paragraph, before starting the next subheading (Heading Level 2). You can also add the 3rd paragraph and so on.

Topic 2 Subheading (Heading Level 2)

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Insert the 3rd paragraph here >>>>>>>>>>>>>>>>>>>>>>> >> >>> >>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>then 4 single spaces before the next subheading of this chapter.

Topic 3 Subheading (Heading Level 2)

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. Apply `Page Break’ at the end of the last paragraph of e chapter.

Cover page number in first page of each chapter.

METHODOLOGY

Research Design

Insert 3 single spaces between the chapter heading (Heading Level 1) and subheading (Heading Level 2). Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. Use past tense>> >>>>>>>>>>>> >>>>> >>>>>> >>>>> >>>>>> >>> >> >>.

Respondents (if applicable)

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the previous paragraph. Use past tense>> >>>>>>>>>>>> >>>>> >>>>>> >>>>>>>>>>>>

Sampling Procedure (how will sampling units be selected?)

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the previous paragraph. Use past tense>> >>>>>>>>>>>> >>>>> >>>>>> >>>>> >>>>>>

>> >> >>>.

Research Instrument (heading for quantitative aspects of the study; for purely qualitative studies, this is optional)

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the previous paragraph. Use past tense>> >>>>>>>>>>> >>>>> >>>>>> >>>>> >>>>>>

>> >> >>>.

Role of the Researcher (heading for qualitative studies; for quantitative studies, this is optional)

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the previous paragraph. Use past tense >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> >>>>>>>>>>>>>>>>.

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

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the previous paragraph. >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>.

Data Collection Procedure

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the previous paragraph. Use past tense. Include data that were collected or measured. >>>>>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>.

Data Analysis Procedure

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the previous paragraph. Use past tense >>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>.

Trustworthiness (for <u>qualitative</u> studies only; for quantitative studies, this is optional)

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the previous paragraph. Use past tense. >>>>>>>>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>.

Ethical Considerations (for studies involving humans or animals)

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.

Topic Subheading (Add and re-order subheadings as needed)

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. The subheading above is 4 single spaces after the

previous paragraph. >>> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>. >>>>>>>>>>>>>>>>>>>>>>>> >>>>> >>>>>>>>>>>>>> >>>>>>>>>>>>>>> >>>>>>>>>>>>>>>>>>>. Use Page Break at the end of the last paragraph.

Cover page number in first page of each chapter.

RESULTS AND DISCUSSION

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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.

Table 1. Table title>>.

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Table 2. Table title….>>>>>>>>>>>>>>>>>> >>>>> > > > > > > > > > > > > > > > Table title> >>>>>>>>>>>>.

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Topic 2 Subheading (Heading Level 2)

Insert 2 single spaces after the subheading (Heading Level 2) before starting the paragraph. Remember to present first the results in paragraph form then show the data either in table or figure but NOT both. When presenting results in Table form use only the horizontal lines. No vertical lines.

Create another paragraph to discuss your results. Refer to published literatures and cite authors.>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> Page break already applied.

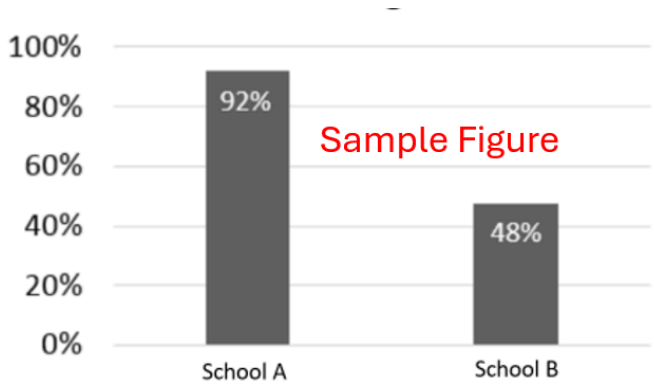

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Figure 2. Figure title hang indent (indent second line of caption, if any) >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> >>>>>>>>>>>>>>>.

Cover page number in first page of each chapter.

SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

Insert 3 single spaces after the heading (Heading Level 1) before 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

Appendix A. Application for Change of Research Adviser (if applicable)

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)** _____

Date	Date

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

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

College Seal

UNI OF SOUTHERN MINDANAO
bacan, 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	
_____ Adviser	_____ Date
_____ Department Research Coordinator	_____ Date
_____ Department Chairperson	_____ Date

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Appendix D. Application for Manuscript Defense

College Seal

APPLICATION FOR MANUSCRIPT DEFENSE

Name	
Degree/Major	
Thesis Title	
Date of Examination	
Time	
Place	

Note: Kindly include all members' name in the table, separated by commas, and list them in alphabetical order. Delete this instruction in your final paper.

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

Appendix D. Application for Manuscript Defense

UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

College Seal

APPLICATION FOR MANUSCRIPT DEFENSE

Name	
Degree/Major	
Thesis Title	
Date of Examination	
Time	
Place	

Note: Kindly include all members' name in the table, separated by commas, and list them in alphabetical order. Delete this instruction in your final paper.

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

UNIV[illegible]OF SOUTHERN MINDANAO [illegible]acan, Cotabato Philippines
CURRICULUM VITAE

College Seal

(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.

(NAME) _____
Address _____
Contact # _____
Email _____

PERSONAL INFORMATION	
Last Name	
First Name	
Middle Name	
Nickname	
Age	
Nationality	
Religion	
Civil Status	
Father's Name	
Mother's Name	
Educational Background	

Note: All group members should have th
curriculum vitae. Delete this instruction in y
paper.

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.	
• **Training/course title here** • **Training/course title here** • **etc**	