**Abstract**

This is a brief summary of the project and is often used to quickly ascertain the report purpose. Limit the text to 150-200 words.

## I. Introduction

### A. Background of the Study

- Set the scene: background information, relevant facts, and the most important issues.
- Demonstrate that you have researched the problems in this case study.
- Providing information and findings of previous or relevant studies.

### B. Problem Statements

- Identify the problems and issues you want to address. Provide a narrative of what is the current status.

### C. Objectives and Hypothesis

1. Formulate the general and specific objectives
2. Provide the null and alternative hypotheses per the objectives.

### D. Significance of the Study

- What is the significance of the study
- How it was related to your study or potential work

### E. Scope and Limitation

- Identify the scope of the work
- What are the variables (independent, response, etc) in the study
- What are the limitations of the study conducted

## II. Methodology

### A. Data Gathering (Survey, Experiments, Data Mining)

*Provide sub-sections*

i.e. (Data Mining)

1. Websites – brief descriptions
2. Data/information - description of the data gathered

i.e. (Experiments)

1. Experimental overview (flow chart)
2. Material gathering

i.e. (Survey)

1. Samples (description of samples such as students, how to contact them etc)
2. Method of Data collection (i.e survey monkey, google form)

### B. Instruments in Data Gathering (Questionaire, Experimental Design, Framework)

*Provide sub-sections*

i.e. (Questionaire)

- parts of the questionaires (Demographics, questions pertaining to a specific objectives, et)

i.e. (Experiments)

1. Materials and Equipments
2. Set-up
3. Experimental Runs and Design of Experiment

i.e. (Framework – Data Mining)

- data cleaning and analysis

### C. Methods for Data Analysis and Hypothesis Testing

*Provide sub-sections*

## III. Results and Discussions

*Provide sub-sections*

- Provide all results in tables, figure etc
- Discuss and explain the results

- Discuss the theories involve
- Discuss the statistical tests and its results

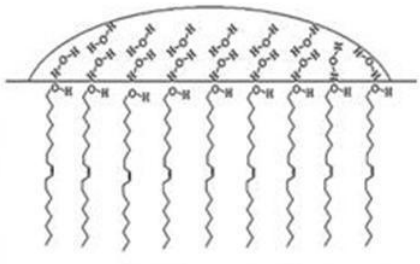

**Fig.1**. Description of the Figure (Beltran. 2013)

Table. 1. Description of Table (Font: Times New Roman, Font size: 11, single space without space before and after)

| Independent (Unit) | Dependent (Unit) | Percent Error (%) |
|---|---|---|
| Parameter 1 | 5 | 70 |
| Parameter 2 | 10 | 100 |
| Parameter 3 | 15 | 50 |

$$TS = \frac{4RSX}{M} - YR \qquad (1)$$

$$aA + bB \rightarrow cC + dD \qquad (2)$$

## IV. Conclusion and Recommendations

- Determine and discuss specific strategies for accomplishing the proposed solution.
- If applicable, recommend further action to resolve some of the issues
- What should be done and who should do it?

**References**

- Complete list of articles, news prints, magazine, texbook, journals, conferences, agency reports etc
- Minimize source from the internet

**Appendices**

- Survey Instruments and Questions
- Raw Data
- Other necessary information

**Guidelines**

**General Formatting**

1. The text should be 1.5-spaced, 12 point font with 1" margin on all sides. The font style (Times New Roman, Garamond or Cambria) and size should be consistently applied throughout the report (all text, tables, figures, captions, titles, data, equations).
2. Main section heading and sub-headings are left-justified in bold font.
3. **Tables** should have a concise title which accurately describes the data, and placed above the table. The data should include appropriate units. The table should be placed near the spot where they are referenced in the text and are numbered consecutively and placed before the title (e.g. Table 1. Viscosity of Various Solutions). Leave a space above and below the table to improve readability.
4. **Figures** should have a concise title which accurately describes the figure content. Figures are consecutively numbered followed by the title and placed below the figure (e.g. Figure 1. Variation of Viscosity with Concentration). Axis titles should include appropriate units in parenthesis. Place the figure near the spot where they are referenced.
5. **Equations** (chemical and mathematical) should be placed near the spot where they are referenced, centered and are numbered (in parenthesis). Equation number should be sequential, beginning with (1). In the text introduce equations as eq. 1.

6. **Citations.** All sources should be cited using the author's last name and the year of publication. When there are three or more authors, use the last name of the first author followed by *et al*., but in the list of references the names of all the authors are included. For example:.
    a. According to Garland (2003)
    b. Garland in 2003 ……
    c. Garland *et al*. (2003)
7. The format for the list of references is as follows:
    *a. For articles*

    Truhlar, D.G., Hase, W.S., and Hynes, J.T. 1983. Current Status in Transition State Theory.*Journal of Physical Chemistry.*87: 2642.

    *b. For books*

    Garland, C. W., Nibler, J. W., Shoemaker, D. P. 2003. *Experiments in Physical Chemistry* 7th edition.New York: McGraw Hill.

    *c. For internet sources*

    Linstrom P.J. and Mallards, W.G., Eds. *NIST Chemistry Webbook: NIST Standard Reference Database Number 69.* National Institute of Standards and Technology.Retrieved from http://webbook.nist.gov on January 15, 2015.