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Further, it is recommended that you:

- (1) make a duplicate copy
- (2) make changes on the duplicate copy by typing directly on your duplicate copy (i.e., do not start a blank document and attempt to copy the fonts; this will be harder).
- (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.

Delete this instruction in your final paper

(Insert major if any)



MONTH YEAR

NOTE:

Names must be listed in alphabetical order.

Delete this instruction in your final paper

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

Thesis Outline Submitted to the Department of <<<<Insert Dept>>>>,
College of <<<Insert College>>>>, University of Southern Mindanao,
Kabacan, Cotabato in Partial Fulfilment of the
Requirements for the Degree of

(Insert major if any)



MONTH YEAR

ACADEMIC INTEGRITY STATEMENT

I hereby declare and confirm with my signature that the Outline is exclusively the result of my own autonomous work based on my research and literature published, which is referenced immediately after the information is presented and listed in the reference section. I also declare that no part of the work submitted has been made in an inappropriate way, whether by plagiarizing, infringing on any third person's copyright, or falsifying data. Finally, I declare that no part of the Manuscript submitted has been used for any other paper in another higher education or research institution.

Printed Name and Signature
Printed Name and Signature
Printed Name and Signature
Date

NOTE:

Names must be listed in alphabetical order.

Delete this instruction in your final paper



UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato Philippines



APPROVAL OF THESIS OUTLINE

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G	[add as necessary]	

Cover page number in first page of each chapter.

INTRODUC

Significance of the Study

Insert 2 single spaces after the subheading before starting the paragraph ... The subheading above is also 2 single spaces after the chapter heading (Heading Level 1). 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.

Research Questions (for qualitative studies)
Research Objectives (for quantitative studies)

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Expected Outputs of the Study

Place and Time of the Study

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Scope and Limitations of the Study

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Operational Definition of Terms

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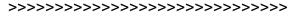
Word – add meaning here and so on...

Theoretical Framework/Lens (usually "Theoretical Lens" is used for qualitative studies)

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Conceptual Framework (if applicable)

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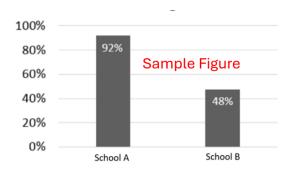


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Hypothesis/es of the Study (if applicable)

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REVIEW OF RELATED

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>>>>>>>>>>>>>>>

done, and identify gaps in the research. Sentences and paragraphs in the literature review must tell a cohesive argument and flow well. Do not cite any source that you have not read. If asked, you must be able to give your adviser a copy of the reference you cited, to

what you cited.

the study, and sets the stage for the methodology. Identify what had been

demonstrate that you have indeed read

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.

Topic 2 Subheading (Heading Level 2)

Topic 3 Subheading (Heading Level 2)

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Cover page number in first page of each chapter.

METH(

Research Design

Respondents (if applicable)

Sampling Procedure (how will sampling units be selected?)

Research Instrument (if applicable; usually used in <u>quantitative</u> aspects)

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

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

Data Collection Procedure

Data Analysis Procedure

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 future 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 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)

Cover page number in first page of Literature Cited

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[Arrange the list alphabetically; delete the spaces after the heading (Litera Guide).

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- Araula, M. W. (2002). The relation suppose serior students of Pikit National 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 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; 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.
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- 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 Research Adviser

Application for Research Adviser



UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines



APPLICATION FOR RESEARCH ADVISER

	(Date)
(Name of Proposed Adviser)	
Department of	
College of	
USM, Kabacan, Cotabato	
Sir / Madam:	
I would like to request that you will be my Res SY I intend to work on	
	(Title)
I am hoping for your most favorable approval	on this request. Thank you very much. Very truly yours,
	Printed Name and Signature of Student
APPROVEI	
Adviser	
Date	

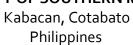
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Appendix B. Application for Research Title

Appendix B. Application for Research Title



UNIVERSITY OF SOUTHERN MINDANAO





APPLICATION FOR RESEARCH TITLE

	(Date)
Chairperson, Department of	
Champerson, Department of	
SIR/MADAM:	
I would like to request your office to	allow me to research on the study entitled
· · · · · · · · · · · · · · · · · · ·	
The study has the following objectives:	
1.	
2.	
3⋅	
	Very truly yours,
	Printed Name and Signature of Student
NOTE	D
Adviser	Date
Department Research Coordinator	Date
College Research Coordinator	Date
APPROV	/ED
Department Chairperson	Date

Appendix C. Estimated Budget of the Research

Appendix C. Estimated Budget of the Research



UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato Philippines



ESTIMATED BUDGET OF THE RESEARCH

Title of Study		
	·	
ITEMS/DESCRIPTION	ESTIMATED COST	
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Prepared and submitted by:		
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NOTED		
Adviser	Date	
Department Research Coordinator	Date	
Department Chairperson	Date	

Appendix D. Application for Thesis Outline Defense

Appenix D. Application VERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato Philippines



APPLICATION FOR THESIS OUTLINE DEFENSE

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Date of Examination					
Time					
Place					
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RECOMMENDI	NG APPROVAL:				
Advi	iser	- APPRO	OVED:		Co-Adviser (Optional)
	Statistician tional)	-		Depart	tment Chairperson
	Dep	partment	Research Coor	dinator	-
	REPORT ON T	HE RESU	JLT OF EXAMI	NATION	
Name			Signatu		Remarks
			18		

APPROVED:
Department Research Coordinator
Appendix E. Application for Group Research
UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines
APPLICATION FOR GROUP RESEARCH
Date (mm/dd/yy)
(NAME OF PROPOSED ADVISER) (Name of Department) (Name of College) USM, Kabacan, Cotabato
Sir / Madam:
We would like to request that you allow us to work on our research by group. It is within our understanding that working as a group is of our own choice and each bears equal responsibility in completing the output, as indicated in the task allocation matrix.
We, the undersigned, do hereby certify and declare that (Name of Group Member) is duly authorized to process, on behalf of the group, all outline- and manuscript-related forms, including but not limited to the Application for Research Adviser, Application for Research Title, Acceptance of Thesis, and Budgetary Requirements (Estimated Budget and Actual Budget). The aforementioned member's name and signature shall serve as the official representation of the group for such purposes.
Should some group member/s decide not to continue with the thesis due to unforeseeable circumstances, e.g. transfer to another university, file a leave of absence, and etc., the remaining members shall proceed with the study without the inclusion of additional members.
We are hoping for your most favorable approval on this request. Thank you very much.
Very truly yours,

Printed Name and Signature of Student

APPROVED	
Adviser	
·	
Date	



UNIVERSITY OF SOUTHERN MINDANAO Kabacan, Cotabato Philippines



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Task Allocation Matrix (TAM)

Appendix F.

Task Allocation Matrix (TAM)

Thesis Title	
Adviser	Date Submitted
Group Members	

Thesis components (these can be revised, as appropriate)	Member/s Assigned (For shared tasks, indicate % contribution)	Description
Problem statement and objective	Member A – 30% Member B – 40% Member C – 30%	Draft clear problem statement and objectives
Related literature	Member A Member B Member C	Read about [Topic A] Read about [Topic B] Read about [Topic C]
Synthesis of literature	Member A – 40% Member B – 30% Member C – 30%	Write the literature (Chapter 2) in a cohesive way
Theoretical/Conceptual Framework	Member C	Develop and justify the framework
Intervention/Technology Design	Member A – 40% Member B – 40% Member C – 20%	Brainstorm on the intervention and create a drawing
Methodology [add as many tasks as	Member A	Write about the respondents, sampling procedure, research instrument
necessary]	Member B Member C	Write the data collection procedure Write the data analysis procedure
Formatting & Referencing	Member A	Ensure proper citations, APA 7 th Ed formatting
Final editing & proofreading	Member B – 50% Member C – 50%	Grammar, flow, completeness
Oral presentation preparation	Member A	Create presentation slides

Submitted by	Date Submitte	ed:
Name & Signature of Member A	Name & Signature of Member B	Name & Signature of Member C

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UNIVERSITY OF SOUTHERN MINDANAO

Kabacan, Cotabato Philippines

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CURRICULUM VITAE

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Mother's Name		ı
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