

**WESTERN MINDANAO
ADVENTIST ACADEMY**

**RESEARCH
CENTER
PUBLICATION
MANUAL**

2025
REVISED EDITION

FOREWORD

This manual is issued to provide clear and consistent guidelines for the preparation and submission of student research manuscripts to the Academy Research Center. It serves as both a reference for students and a standard for the editorial review process to ensure the quality, coherence, and academic integrity of all Practical Research studies conducted at Western Mindanao Adventist Academy (WMAA).

The guidelines presented herein are primarily based on the *Publication Manual of the American Psychological Association* (7th ed.), SWPUC, and DepEd Research Management Guidelines (DepEd Order No. 16, s. 2017). However, certain provisions have been adapted to align with the established research writing standards of WMAA. In these instances, the prescribed format may differ from conventional APA requirements to address institutional preferences and academic context.

Any errors, omissions, or suggestions for improvement in this manual should be promptly reported to the Head of the Research Center for consideration in future revisions.

Algae Salapan Densing
General Editor and Copy Editor

INSTITUTIONAL RESEARCH FORMAT

This section shows the sections that must appear in the thesis and the order that they appear in the manuscript. The names of these sections and their order must be strictly followed.

HARD COVER

TITLE PAGE

APPROVAL SHEET (This document contains original signatures from your panel members and is only released by the Research Center together with your final manuscript for binding. Your manuscript will not be valid without this document).

ABSTRACT

ACKNOWLEDGEMENTS

DEDICATION

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

LIST OF ABBREVIATIONS

CHAPTER 1. INTRODUCTION

- **The Problem and Its Background**

In at most two pages, this section introduces the study to the reader by justifying that the problem or gap that needs to be addressed exists. CARS model is implemented in writing the paper. It should be noted that this section doesn't have a subheading.

- **Statement of the Problem**

This section states the general problem that the study wishes to address which is broken down into specific problem statements.

- **Hypotheses**

This section states the expectation or prediction (H_0 or null hypothesis/es) that will be tested statistically and the opposite statements (H_a or alternative hypothesis/es).

- **Significance of the Study**

This section states why the study is important, how important it is, who will benefit from it, and how they can benefit from it.

- **Scope and Delimitation**

This section describes the research coverage and its boundaries: what to include and what not to include in terms of the variables, participants, etc.

- **Theoretical Framework**

This section specifies the theoretical underpinnings of the study.

- **Conceptual Framework**

It is the researcher's concept or tentative explanation of the expected relationship between variables. It is based on the review of related literature and studies.

- *Research Paradigm*

This is a schematic diagram of the conceptual framework of the study.

- **Operational Definition of Terms**

This section defines the technical terms based on how they are used uniquely in the study. They include primarily the variables under consideration and other terms that are uniquely used in the study.

CHAPTER 2. REVIEW OF LITERATURE AND RELATED STUDIES

This section discusses the Bible passages that support the variables and concepts involved in the study.

- **Review of Related Literature and Studies**

This is an exhaustive discussion of published articles and literature that support claims

stated on the introduction and that are relevant to the variables of the study. It discusses the results of previous studies that are similar or related to the research.

- *Repertory Grid*

This section establishes the summary of the related studies used in this research in a table format.

CHAPTER 3. METHODOLOGY

- **Research Design**

This section explains briefly the research design used in the study, focusing on the procedural part and its appropriateness to the study.

- **Research Locale**

This section states where and when the study is to be conducted. It describes the environment where the study is to be conducted in relation to the study, particularly the variables under consideration.

- **Population and Sampling**

This section explains the population of the study (mention the size, if determined), the sampling technique, the appropriateness of the sampling technique to the study, the sample size, and the sample size computation or determination.

- **Instrumentation**

This section covers the instrument/s used in the study: how it is developed, the scoring scheme, and the interpretation guide. If the instrument is adapted and has been used locally, this must include the validation report.

- **Data Gathering Procedure**

This section discusses the data gathering procedure: the steps taken before, during, and after the data collection.

- **Ethical Considerations**

This section outlines the ethical issues that may arise from the conduct of the study and how they are considered. These issues may include, but are not limited to, voluntary participation, informed consent, confidentiality and anonymity, potential harm, and communication of results.

- **Analysis of the Data**

This section describes the statistical treatment/s of the data.

- **Additional Parts**

- ***Components for Experimental Design***

- *Research Locale*
- *Operational Procedure*
- *Experimental Design and Treatment*
- *Data Gathering Procedure*
- *Analysis of the Data*
- *Ethical Considerations*

- ***Additional Parts for Qualitative Design***

- *Reflexivity Statement (after Instrumentation)*
- *Rigor (after Analysis of Data)*

CHAPTER 4. RESULTS AND DISCUSSIONS

The answers to each of the research questions are discussed in detail here, supported by tables, figures, and statistical analyses.

CHAPTER 5. SUMMARY, CONCLUSION, AND RECOMMENDATIONS

- **Summary of Findings**

This section presents the summary of the findings discussed in Chapter 4. These are answers to each of the research questions.

- **Conclusion**

This section contains answers to the research questions stated in lay terms.

- **Recommendations**

This section should be directly based on the conclusion and aligned with the significance of the study. Further, it must include in the future research recommendations on how to address the limitations of the study and other factors or variables to be considered, etc.

REFERENCES (Must be in APA format)

APPENDICES (Must always contain the research instrument/s, Gantt chart, budget plan, informed consent form, request letters, editing certificate, plagiarism checker certificate, raw data, and other significant documents relevant to the study)

CURRICULUM VITAE (does not have a printed page number and is not part of the appendices, nor is it included in the table of contents)

SPECIFICATIONS

Paper. Letter size (8.5 x 11 inches, short bond paper) and preferably 20+ pound (subs 20) or 80+ g/m², high whiteness/brightness

Font. Times New Roman size 12 (except for table and figure texts which may be smaller, preferable size 10). The same font specifications apply to the page numbers tables and figures title.

Margins: 1.5 in. left; 1.0 in. top, right, and bottom margin for all pages

Justification: Justification should be justified for all body text. It should be entered or break into next page at the end to avoid weird spaces.

Page Numbering: Numbers are placed at the lower center of the page, in the same font/size as the text. The preliminary pages show lowercase Roman numerals starting from the first page of the title page and the body shows Algebraic numerals starting from the first page of Chapter 1 until the last page of the appendices.

Line Spacing. Generally, the texts are double spaced, except for specific parts of the manuscript:

- *Research Title.* In the cover page it must be double space but in the title page and abstract it must be single space. **Note.** Research title is not the same with Title page.
- *Tables and Figures.* The title of the tables and figures must be single spaced.
- *Research Authors.* Researchers names in the title page and abstract should be single spaced. Aside from that it should be arranged according to their contribution of the document.
- *Abstract.* The body must be single spaced.
- **Note.** There should be no extra space between (before and after) paragraphs throughout the document.

Print: Original must be dark enough to photocopy well. Laser printout is recommended for both preservation and readability. Copies must be difficult to tell from the original. They must be clear, straight, legible, without smudges, and must photocopy well.