Instruction / Template For Preparing Manuscript

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| **ABSTRACT** |
| Articles must include an abstract of 200 words or fewer. The abstract should not repeat the information already present in the title. The abstract should be written in English. Articles must include an abstract of 200 words or fewer. The abstract should not repeat the information already present in the title. The abstract should be written in English. Articles must include an abstract of 200 words or fewer. The abstract should not repeat the information already present in the title. The abstract should be written in English. Articles must include an abstract of 200 words or fewer. The abstract should not repeat the information already present in the title. The abstract should be written in English. Articles must include an abstract of 200 words or fewer. The abstract should not repeat the information already present in the title. The abstract should be written in English. Articles must include an abstract of 200 words or fewer. The abstract should not repeat the information already present in the title. The abstract should be written in English. (10 pt). |
| ***Keywords:*** first keyword, second keyword, etc. |

# Introduction

[The Introduction section, and, later, the Methodology section are set as Header 1. Under those two first Header 1s, there is no need for Header 2s. That means, for Introduction, its sub-parts, i.e. the Review of Related Literature, Statement of the Problem, Research Objectives, and if applicable the Hypothesis should not have headers. They should be written as if they are just one long narrative. As early as this part, please make sure that you are not using first-person pronouns to refer to yourself. You may instead write “the researcher”, “the study”, “this experiment”, “this paper”, etc. However, if it calls for it, just like in the case of Phenomenological Research, you may use first person pronouns as it is not just the participant’s perspective (horizon) that is considered most of the time, but also that of the researcher.]

[You may start the Introduction section with an **Introductory Paragraph or Introductory Sentence** by giving an overview of the concept, context, and perspective of your research. Or if you are aiming to write a Quantitative Research or a Mixed Methods Research, you may begin by introducing your alternative hypothesis. You may write as simple as this:]

This qualitative study explained through its participants [write the phenomenon under investigation here].

[Then follow the introductory sentence at once with a short introduction of the **Review of Related Literature.** You may simply write:]

The following can be derived from previous studies and related literature.

[Start with the first theme you have identified from the previous studies and related literature. There should be no subheaders here. You may begin your discussion like this:]

According to [Last Name of your Source] (Year of Publication of the Book in Numerals):

*[Write the quote here. Do not use quotation marks as this is already Italicized. Direct or block quotations should have 1.5 left margin and 1 right margin like this]. (p. 3)*

[Discuss what the source means here. Paraphrase what s/he also said if needed. Then cite other sources who agreed with him/her. Make sure to discuss also their individual take on it. You may also quote 1 or 2 other notable texts from them. Make sure to discuss them also.]

[To cite other sources that disagree with your quoted source, you may begin this way:]

However, according to [Last Name of your Source] (Year of Publication of the Research Journal in Numeral):

*[Write the quote here. Do not use quotation marks as this is already Italicized.]. (p. 5)*

[Discuss what the source means here. Paraphrase what s/he also said if needed. Then cite other sources who agreed with him/her. Make sure to discuss also their individual take on it. You may also quote 1 or 2 other notable texts from them. Make sure to discuss them also.]

[The process is the same for the other themes you have identified.]

[You may now introduce your **Research Question or Research Problem**. Explain how you derived it from the Review of Related Literature: Was it not asked? Was it asked but there are still gaps that need further study? You may introduce your statement of the problem this way]

From the foregoing survey of related literature, the following can be established: [List down both those that were found out, verified, confirmed, explained, etc., and those that were not.]

This paper then asked: [write the statement of the problem in question form; remember it should have concept, context, and perspective]?

[**Research objectives** may either be written in question form, or statement form. For question form, you may write it this way:]

This research answered the following questions:

1. [question 1]

2. [question 2]

3. [question 3]

[For statement form, you may write it this way:]

This research fulfilled the following:

1. [objective 1]

2. [objective 2]

3. [objective 3]

[If your quantitative research or experiment needed it, you may write your hypotheses. Do not forget to introduce it like this:]

This study tested the following hypotheses:

Ha: [Write your alternative hypothesis].

H0: [Write your null hypothesis].

# Methodology

[You may introduce this section by writing]

To attain those above-listed objectives/To answer the above-listed questions/To test the identified hypotheses above, this research employed/used [specify your research approach: qualitative, quantitative, quasi-experimental, experimental, or mixed methodology].

[Then specify the research design that was used. For qualitative research, is it phenomenological, ethnographic, historical, case analysis, hermeneutic/semiotic, etc? For quantitative, is it descriptive, correlational, etc.? For mixed methods, is it sequential explanatory, sequential exploratory, embedded, convergent, parallel, etc.?]

[Afterwards, discuss the profile of the subjects. If there are human subjects, discuss their demographic profile and how many were invited as qualitative participants, or quantitative respondents. Discuss the selection technique used: quota, purposive, snowball, etc.]

[Discuss the data collection tools.]

[Discuss how the data will be analyzed or statistically treated.]

# Results and Discussion

[As you have noticed, Header 1 includes: Introduction, Methodology, and Results and Discussion. Although some would include Conclusion and Recommendation, in the list of Header 1, it is expected that it is already a part of the Result and Discussion. Under the Result and Discussion, there are usually three Header 2s: Data Discussion/Presentation, Conclusions, and Recommendations.]

[As usual, having a transitory or introductory paragraph is still helpful for your reader. It may go as simple as this:]

After collecting data and analyzing them, the researchers found the following.

## Data Discussion

[Make sure that how you divide this section is applicable to your research design.]

### [Header 3]. [As you can see, Header 3, as per APA 7th Edition, is Bold, and Indented with the paragraph. Header 3 is separated from the paragraph through a period.]

[For Qualitative Research, Header 3 should be the common themes derived from the analysis/coding done.]

[Header 4].[If there is a need for a sub-topic under one of the general themes, Header 4 is used this way. As you can see, unlike Header 3, Header 4 is Italicized.]

[YOU DO NOT INCLUDE YOUR CODE BOOK HERE. You are supposed to present your data in a narrative form if your research is **qualitative**. You may use graphical representation, images, and tables only if necessary.]

[For quantitative research, experimental research, and mixed-methodology, you may include graphical representations or images, and tables but do not treat them as part of the discussion. They are only used as an aid for your readers just in case they need a more digestible form for the presentation of your data and analysis.

**[Do not introduce them like this:]**

As Table No. 1 shows…

[Rather, discuss the table but only refer to it in parenthesis like this:]

(For details, see Table No. 1)

[Below is an example of APA 7th Edition format for tables. Notice that the caption is before the table. Table number is on margin 1 with a period. The title of the table is after the table number in another paragraph. Only the top and bottom borders have lines. You may have a legend, source, or disclaimer notice after the table. Follow the same format for graphs or pictures. This table below may be discussed this way:]

In the year 2005, There is a total of 998 new undergraduate and graduate students from the 5 research locales of this study, namely Cedar University, Elm College, Maple Academy, Pine College, and Oak Institute. There is a total of 908 graduating students. There was, therefore, a change of 90 students for those said locales in that year. (For details, see Table 1)

Table 1.

Enrollment in local colleges, 2005

|  |  |  |  |
| --- | --- | --- | --- |
| College | New students | Graduating students | Change |
|  | Undergraduate |  |  |
| Cedar University | 110 | 103 | +7 |
| Elm College | 223 | 214 | +9 |
| Maple Academy | 197 | 120 | +77 |
| Pine College | 134 | 121 | +13 |
| Oak Institute | 202 | 210 | -8 |
|  | Graduate |  |  |
| Cedar University | 24 | 20 | +4 |
| Elm College | 43 | 53 | -10 |
| Maple Academy | 3 | 11 | -8 |
| Pine College | 9 | 4 | +5 |
| Oak Institute | 53 | 52 | +1 |
| Total | 998 | 908 | 90 |

Source: Fictitious data, for illustration purposes only

[As you are discussing the data and its analysis, you have to refer back to your sources in the RRL. Indicate which related literature has the same findings as yours. Indicate also which might have differing findings. Do not forget to cite them using APA 7th edition conventions.]

## Conclusions

[We normally conclude by giving a summary of the presentation of the results. You may write it this way:]

To summarize the results of this study, it was found that [write the summarized form of the findings either in a list or in a narrative.]

[Then we go ahead and recap how the data answered our objectives which we enumerated in the introduction. You may write this way:]

The following were accomplished:

1. [Objective 1 and how it was accomplished].
2. [Objective 2 and how it was accomplished].
3. [Objective 3 and how it was accomplished].

[Then end by directly answering the research problem or explicitly identifying which hypothesis was proven. You may write it this way:]

This research concludes that [your answer to the research question, or…]

This research, therefore, proves the alternative/null hypothesis: [write the hypothesis.]

## Recommendations

[Write your recommendations, by answering the following guide questions, and introduce this way:]

The researchers recommend the following:

1. [How could the findings of your study benefit and be used by society and the industries, specifically your field of discipline?]
2. [What specific contribution could your study give to the body of knowledge of your field of discipline?]
3. [What are the other considerations that need further research that may have not been covered by your research?]

[This ends the research article itself.]

[For the Reference list; it will be on another page. Please study how each source is listed.]

# Acknowledgements

Place Acknowledgments, including information on the source of any financial support received for the work being published. Place Acknowledgments, including information on the source of any financial support received for the work being published.

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# Author’s Bio-note

**Author’s Full Name** (Academic Title, e.g. Ph.D., Institutional Affliliation, e.g. University of Makati- College of Computing and Information Sciences),Write a 150-to-200-word resume of the author/s. Highlight their academic credentials and field of specialization in research.

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