

CAGAYAN STATE UNIVERSITY

In consortium with the

MANILA BUSINESS COLLEGE

1671 Alvarez St., Sta. Cruz, Manila

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GUIDE TO THESIS/DISSERTATION WRITING

A thesis/dissertation is a scholarly research report which covers the outcome of an original investigation conducted by a student, as partial fulfillment of the requirements for a degree in the graduate program. It demonstrates one's ability to undertake a comprehensive study of an independent research on a chosen field. Moreover, it reveals one's ability to synthesize data and to present them in a logical manner, leading to a valuable conclusion.

The thesis/dissertation should meet the criteria for acceptability as set forth by the institution, and which should be reflected in the completed research manuscript. Under the graduate program of the Cagayan State University in consortium with the Manila Business College, the thesis/dissertation in the graduate program must satisfy the following standards of acceptability:

1. The field of research must reflect the integration of Asian and Western concept of management as well as Chinese business culture and economic concepts.
2. The research work must be comprehensive, well-organized and innovative.
3. The output of research must bring out new principle, norm, technique or a theory.
4. The research study must comply with the requirements of a scientific investigation.
5. The research manuscript must pass the test of readability.

For the purpose of attaining a quality thesis/dissertation report, it must undergo a three-stage process. Initially, a concept proposal should be developed by the student which specifies a research area, in conformity with the standards of acceptability set forth by the

institution. This concept proposal should be presented and discussed by the student to his thesis/dissertation adviser, particularly for the appraisal and evaluation of the research topic. Specifically, the concept proposal should contain the following parts:

- A. Thesis/Dissertation Title – presents the content of the entire investigation and shows the variables of the study.
- B. The Research Situationer – discusses the general context under which a research problem is to be studied, and indicates what the study is all about and the rationale for the conduct of the research work.
- C. Statement of the Problem – states the general and specific research area that will be studied in the masteral thesis.
- D. Hypothesis – indicates the testable statement of the relationship of two or more variables.
- E. Methodology Synopsis – summarizes the procedures in the gathering of data which are needed to answer the research problems, and to test the hypotheses of the study.

After the evaluation of the concept proposal, and subsequent approval of the thesis/dissertation adviser, a full-blown research proposal will be prepared by the student. This thesis/dissertation proposal will be presented to a Panel of Examiners for further critiquing and in-depth evaluation of the proposed research work. The conduct of the said oral defense is aimed at providing proper guidance and ultimately, ensuring the quality of the thesis/dissertation proposal.

In line with the prescribed format of the Manila Business College, the thesis/dissertation proposal should be prepared in accordance with the main parts enumerated below:

- A. The Preliminaries
 - a. Title Page – contains information related to the title of the thesis/dissertation, full name of researcher, the degree to which the research work is presented, the institution to which it is presented, and the month & year in which the proposal is to be presented.
 - b. Endorsement Sheet – states the recommendation of the thesis/dissertation adviser related to the oral defense of the research proposal, and contains

the complete title of the thesis, full name of the researcher, degree to which the thesis/dissertation is applied for, statement of acceptance, adviser's full name and signature, examination committee's full name and signature, graduate dean's full name and signature, as well as complete date of oral defense.

- c. Table of Contents – lists the chapter headings into which the thesis/dissertation is divided and may include the following with their corresponding page citations: the preliminaries, chapter number, chapter titles, sub-heading of main headings, bibliography, appendices and curriculum vitae.
 - d. List of Tables – consists of the captions of tables included by the researcher in the report to provide substantial evidence in the presentation of the research results, and include the following: number of table, exact caption of the table title and page in the manuscript where the table is given.
 - e. List of Figures – consists of graphs, charts and other illustration materials used in the report, and gives the following information: number of figure, exact figure title, page in the manuscript where the figure is given.
- B. Text of the Thesis/Dissertation
- a. Chapter 1 – The Problem and Its Setting
 1. Background of the Study – discusses the general context under which the research problem is to be studied, and indicates what the study is all about and the reasons for the conduct of the study.
 2. Theoretical Framework – presents the set of theories that provide the backbone for the conduct of the study and drawn from the review of related literature and studies.
 3. Conceptual Framework – shows the paradigm covering the conduct of the study that was conceived in the mind of the researcher, and based from the theoretical framework.
 4. Statement of the Problem – states the specific interrogative statements, and as much as possible indicates the time, place and context of the research problems.
 5. Statement of the Hypothesis – indicates the testable statement of what is expected to occur in the course of the research work, usually in the null form.
 6. Significance of the Study – emphasizes the rationale for undertaking the study, describes the explicit benefits that will accrue from the study, and states the usage and intended recipients of the research findings.
 7. Scope and Delimitation of the Study – scope defines where and when the study should be conducted and who will be the respondents, and

- establishes the study boundaries. On the other hand, delimitation refers to the phase or aspect of the investigation which may affect the results adversely but over which the researcher has no control.
8. Definition of Terms – presents the operational definition of variables or the functional definition, and explains the ways by which a given variable will be measured in the context of the study as well as the tools for the analysis and in the processing of the variables.
 9. Acronyms – lists in short form or contraction of the names of organizations, agencies, titles and other important words.
- b. Chapter 2 – Review of Related Literature and Studies
1. Foreign Literature – presents the set of interrelated theories, principles and concepts that discusses a systematic view of a phenomenon related to the research topic, and written by foreign authors.
 2. Foreign Studies – lists the studies conducted by foreign researchers which are related to the thesis work.
 3. Local Literature – describes theories, concepts and principles written by authors in the same locale of the researcher.
 4. Local Studies – enumerates the research findings done by local researchers which are highly relevant to the researcher's thesis topic.
 5. Synthesis of Related Literature and Studies – summarizes the reviewed literature and studies, and points out similarities and differences of these reviewed works to the thesis topic.
- c. Chapter 3 – Methodology
1. Research Design – discusses the classification of the study according to whether it is descriptive, historical or experimental, and its corresponding sub-classification according to the research type.
 2. Sources of Data – describes the sources of information with regards to the generation of the research results, and includes the population, sampling design, sample size and the geographical coverage of the research undertaking.
 3. Data Gathering Instruments – presents the instruments like tests, questionnaires, interview schedule which will be adopted, modified, constructed and administered by the researcher.
 4. Data Gathering Procedures – explains in detail the different techniques, devices and procedures that will be followed in data gathering as well as manipulations or controls made.
 5. Statistical Treatment of Data – refers to the statistical measures in the analysis of data, shows the statistical formula, and relates how these formula will be applied in the analysis of the research results.
- C. End Sections
- a. Bibliography – covers the different materials used as references in the study.
 - b. Appendices – includes materials that are too cumbersome to read in the body of the manuscript but are useful references to the reader such as the

instruments for data collection, maps, computation sheets, relevant documents, etc.

- c. Curriculum Vitae – enumerates relevant information about the researcher.

The thesis/dissertation proposal will be evaluated by a panel of examiners. This examination committee will be headed by a Chairman and to be supported by panel members. Members of the examination committee should be masteral or doctoral degree holders with sufficient experience as well as exposure in the field of business & management, research & development, statistical analysis, and in the area coverage of the thesis topic.

Evaluation of the thesis/dissertation proposal will be based from the following criteria:

CRITERIA		POINT ALLOCATION
I. THESIS/DISSERTATION PROPOSAL CONTENT		70%
1. Adequate presentation of the research situationer	(10%)	
2. Linkage of theories and concepts to the research problem	(10%)	
3. Importance of the research problem, and coherence of main and sub-problems of the study	(10%)	
4. Adequate depiction of the relationship of study variables	(10%)	
5. Precise identification of research boundaries and rational explanation of study limitations	(3%)	
6. Completeness of key words that are defined in the context of the study	(2%)	
7. Applicability of research method to research problem	(5%)	
8. Comprehensive description of sample size & sampling design	(5%)	
9. Detailed explanation of instrument formulation and validation	(5%)	
10. Suitability of data gathering techniques & devices	(5%)	

	11. Appropriateness of statistical tools for data analysis	(5%)	
II. ORAL PRESENTATION			30%
	1. Mastery of subject matter	(5%)	
	2. Adequacy and readability of visual aids	(5%)	
	3. Clarity of expression	(5%)	
	4. Stress tolerance or ability to maintain composure despite pressure	(5%)	
	5. Ability to defend ideas and position	(10%)	
TOTAL PERCENTAGE POINTS			100%

Prior to the actual conduct of the thesis/dissertation work, a final copy of the research proposal should be submitted to the Office of the Graduate School of the Manila Business College. This research proposal must have incorporated all the comments, suggestions and other recommendations that were cited by the panel of examiners during the thesis/dissertation proposal oral defense.

Five (5) replicate copies of the completed thesis/dissertation report should be forwarded to the Office of the Graduate School of the Manila Business College, at least two weeks before the scheduled date of the final oral defense. The candidate for the graduate program should strictly follow the prescribed format for the completed thesis/dissertation manuscript. The chapters outlined below should be taken into account in the preparation of the final thesis/dissertation manuscript:

- A. Preliminaries
 - a. Title Page
 - b. Approval Sheet – presents the certification of approval of the institution to which the thesis/dissertation is presented and contains the following: complete title of the thesis/dissertation, full name of the researcher, degree to which the thesis/dissertation is applied for, statement of acceptance, adviser’s full name and signature, examination committee’s full name and signature, graduate dean’s full name and signature, and complete date of oral defense.

- c. Acknowledgment – indicates the researcher’s written recognition and appreciation of the assistance and guidance provided by people who helped him in bringing the thesis/dissertation into its completed form.
- d. Abstract – states a brief and concise description of the problem investigated, the methodology, significant findings, conclusions and recommendations.
- e. Table of Contents
- f. List of Tables
- g. List of Figures
- B. Text of Manuscript
 - a. Chapter 1 – The Problem and Its Setting
 - b. Chapter 2 – Review of Related Literature and Studies
 - c. Chapter 3 – Methodology
 - d. Chapter 4 – Presentation, Analysis and Interpretation of Data
 - 1. Data are broken down into component parts in order to answer the research questions or test the hypotheses.
 - 2. Research results are arranged into proper order and categories, and converted into forms that are intelligible and interpretable so that the relationships between the research problems and their intended answers can be studied.
 - 3. Inferences are made from the research relations that were investigated from where generalizations are drawn.
 - e. Chapter 5 – Summary, Conclusions and Recommendations
 - 1. Summary – summarizes the general overview of the study from the problem to the methodology used ending up with a summary of significant findings which provide answers to the research questions.
 - 2. Conclusions – provides the interconnections of the findings of the study in a digested form, and states concluding statements or generalizations for the population and circumstances for which the evidences have been collected.
 - 3. Recommendations – indicates what the results mean in terms of existing knowledge, drawing implications for the field or academic discipline represented by the problem, for further research and for policy implementation.
- C. End Sections
 - a. Bibliography
 - b. Appendices
 - c. Curriculum Vitae

The final defense of the completed thesis/dissertation work will primarily focus on the research results as well as the implications of the research findings. The evaluation of the completed thesis/dissertation manuscript will be done in accordance with the following criteria:

CRITERIA			POINT ALLOCATION
I. THESIS/DISSERTATION MANUSCRIPT			10%
1.	Completeness manuscript contents	(2%)	
2.	Adherence to prescribed manuscript format	(3%)	
3.	Adherence to conventions of technical writing	(5%)	
II. COMPLETED THESIS/DISSERTATION CONTENT			70%
1.	Linkage of research findings to research problem	(20%)	
2.	Organized presentation of research findings	(15%)	
3.	Adequate narrative description of visual displays	(10%)	
4.	Adequate interpretation of research results	(10%)	
5.	Proper presentation of statistical analyses of data	(5%)	
6.	Formulated inferences drawn from research results	(5%)	
7.	Recommendations aligned with the conclusions of the study	(5%)	
V. ORAL PRESENTATION			20%
1.	Conciseness of presentation	(5%)	
2.	Innovative use of visual aids	(2%)	
3.	Clarity of expression	(3%)	
4.	Ability to explain research outcome	(10%)	
TOTAL PERCENTAGE POINTS			100%

Similar in the second stage related to the thesis/dissertation proposal, all comments, suggestions and recommendations that were cited by the panel of examiners should be integrated in the final thesis/dissertation manuscript. Five (5) hard-bound copies of the final

thesis/dissertation manuscript must be submitted to the Office of the Graduate School of the Manila Business College.

For the quantitative results of the oral defense conducted by the panel of examiners, the total percentage points earned by the candidate in the thesis/dissertation proposal as well as in the completed thesis/dissertation manuscript will be qualitatively assessed based on the scale range below:

PERCENTAGE SCORE RANGE	QUALITATIVE RATING
90% and above	No revision
85 – 89%	Manuscript enhancement
80 – 84%	Minor revision
75 – 79%	Major revision
74% and below	Total revision