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# **MASTER OF ARTS IN DEMOGRAPHY**

## **THESIS FORMAT GUIDE**

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University of the Philippines Population Institute

2015

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This manual was adapted from the following sources:

American Psychological Association. (2010). *Publication manual of the American Psychological Association*. 6<sup>th</sup> Ed. Washington: APA.

Ateneo de Manila University Department of Psychology. (2009). *Guidelines for writing theses and dissertations*.

De La Salle University. (2007). *Suggested format for MBA thesis*.

University of Hawaii Graduate Division. (2010) *Electronic thesis and dissertation style and policy guide*.

University of the Philippines College of Science. (2005). *Style and format manual for theses and dissertations*.

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## **1. INTRODUCTION**

This manual is a guide for the preparation and submission of the MA Demography thesis. Your Thesis Committee is responsible for reviewing the style and content of your manuscript. The guidelines explained here focus primarily on physical format. If you follow these guidelines, the format of your thesis will meet the minimum requirements. Be aware, however, that your Thesis Committee can set higher standards. It is your responsibility to ensure that your thesis is a professional document and advised to become thoroughly familiar with these instructions before you begin writing. Consult with your Thesis Committee members, especially your adviser, regarding current standards and models unique to your field of study.

You are solely responsible for the preparation of the thesis according to the format and timetable prescribed by the Thesis Committee, and within the timetable specified in the CSSP Graduate Manual. It is the responsibility of the Oral Defense Panel to judge the acceptability of the thesis from all standpoints, including writing quality and technical competency.

The members of the Oral Defense Panel attest to acceptability when they sign the signature page of the thesis. Therefore, they must be provided with a copy of the thesis before the student's defense. The student and his/her Thesis Committee are jointly responsible for seeing that the manuscript follows a correct form of scholarly style and usage. In fulfilment of this responsibility, each member of a candidate's Oral Defense Panel must have made his or her criticisms and have seen and approved the changes the student made in response to those criticisms before the final printing of the thesis. After a successful defense of the thesis and all revisions have been made, the members of the panel indicate their approval of the final copy by affixing their signatures on the signature page. Finally, after the thesis has been approved, it is accepted by the College through the Graduate Office.

Plagiarism in any form is unacceptable. Always cite your source whether you are paraphrasing, quoting directly, or describing an idea that influenced your work. Follow the guidelines set forth in the Publication Manual of the American Psychological Association, 6th edition, or APA 6<sup>th</sup> for citing references, quoting and paraphrasing.

## **2. ORGANIZATION OF CONTENTS**

The following preliminary pages precede the body of the thesis in the following order. These should be numbered using lowercase Roman numerals, beginning with the copyright page (if included).

- Title page (no page number)
- Approval sheet (original)
- Letter from adviser regarding oral defense schedule (photocopy)
- Letter of endorsement from critic (photocopy)
- Oral defense result, signed by the oral defense panel (photocopy)
- Copyright page (optional)
- Dedication page (optional)
- Acknowledgements (optional)
- Abstract

- Table of contents
- List of tables
- List of figures/illustrations/charts/graphs/maps
- List of abbreviations and symbols (optional)

The text and other pages follow the preliminary pages in the following order. They should be numbered using Arabic numerals beginning with 1.

- Text (chapters, including tables and figures)
- Appendices, if any
- Notes, if any
- Glossary (optional)
- Index (optional)
- References

The required order of the text/body of the manuscript is as follows:

- Introduction
- Review of Related Literature
- Theoretical and Conceptual Framework
- Data and Methodology
- Results and Discussion
- Conclusion and Recommendations

## **2.1 Title page**

Sample A provided at the end of this manual illustrates the acceptable thesis title page format.

Indicate the month (April, June or October) and year of graduation and not the date of completion or submission of the thesis.

## **2.2 Approval sheet**

Sample B provided at the end of this manual illustrates the approval sheet format. Obtain original signatures from your adviser and the Dean of the College of Social Sciences and Philosophy. The approval sheet for each of the five copies of your thesis should be signed after the copies have been bound.

## **2.3 Forms from the CSSP Office of the Graduate Program**

Obtain the following documents from the CSSP Office of the Graduate Program and have five photocopies made of each: (1) letter from adviser requesting for oral defense schedule; (2) letter of endorsement from critic; and (3) result of oral defense, signed by the oral defense panel. These documents should be arranged in this order after the approval sheet as part of the preliminary pages of your thesis.

## **2.4 Acknowledgements**

Use your discretion in making acknowledgments. It is customary to acknowledge special assistance from extramural agencies. There is no obligation that assistance received from members of the Thesis Committee be acknowledged. Acknowledgments should be couched in terms consistent with the scholarly nature of the work. Your name and the date should not appear on this page.

## **2.5 Abstract**

The abstract is a succinct account of the thesis containing a statement of the problem, methods used, results, and conclusions. For page numbering, use lowercase Roman numerals. The abstract included with the thesis must be double-spaced and titled ABSTRACT. It should not exceed 300 words. A suggested sample abstract is attached as Sample C.

A Filipino translation of the abstract should follow the English abstract.

## **2.6 Table of contents**

The table of contents should include the following pages: acknowledgments (if any), abstract, list of tables, list of figures, list of abbreviations and/or symbols (if any), appendices and references as well as the major sections of the text. Please note the following:

- You must have dot leaders between the end of a heading and its page number.
- Wording of headings on the table of contents must reflect wording of headings within the text precisely.
- Each new sub-level heading must be indented to distinguish it from the previous sub-level
- The title page, signature page, dedication page, and table of contents are not listed in the table of contents. However, with the exception of the title page these pages must be numbered consecutively with lower case Roman numerals.

## **2.7 List of tables**

The term "table" refers to a set of data arranged in rows and columns. If there are tables in your text or appendix, a list of tables must be included. The list of tables is on a page by itself and arranged in the same general format as the table of contents. Type the table numbers in Arabic numerals, and the titles in uppercase and lowercase letters, with dot leaders extending from the last letter of the title to the page number.

Titles may be shorter than they appear in the text as long as they are not misleading. Titles may not be longer than the titles in the text. Single space within titles which are longer than one line, but double space between each entry.

There are two options for numbering of tables:

(1) you may number the first table with "1" and continue to number your tables consecutively throughout the entire manuscript; or

(2) using a decimal numbering system you may number your tables consecutively within each chapter. Thus, if chapter four has three tables and chapter five has three tables, the numbering would be as follows: 4.1, 4.2, 4.3, 5.1, 5.2, 5.3. The same numbering system applies to figures.

## **2.8 List of figures**

The term figure includes graphs, maps, photographs and all other types of illustrations. Designate figure numbers with Arabic numerals.

## **2.9 List of abbreviations/symbols**

If abbreviations and/or symbols are needed in the text, a list should be provided to explain their definitions or meanings.

## **2.10 Text**

Each chapter of the manuscript must be titled and must begin on a new page. Chapter headings must be centered, and a consistent font size and style should be used throughout the manuscript. Sections within chapters do not start on new pages.

### *2.10.1 Introduction*

The introduction includes the following:

*Rationale.* This should be the platform for the significance of the study. You may cite existing research on the topic and identify information gaps in the literature.

*Statement of problem.* States the core issue that the study hopes to answer. This serves as a guide in formulating the specific objectives and justifies the conduct of the study.

*Objectives.* States the general and specific objectives of the study. These should be consistent with the problem and should be clearly stated and logically presented.

*Hypothesis.* Provides the likely results of the study per general objective and specific objective.

*Significance of study.* Points out the vital contribution of the results of the study and who will benefit from it.

### *2.10.2 Review of Related Literature*

The review of related literature consists of both research and conceptual literature related to the topic. It should include both local and international studies. It allows you to place your study in the context of previous scientific work. Point out the themes, links, gaps, and inconsistencies in the literature with the aim of providing a clearer conceptualization of the problem.

This section provides justification for your problem and hypothesis: Why study these particular variables? Why propose these particular hypotheses? Why study the problem with this method? What differentiates your approach from what has previously been done? How will your study contribute to the existing body of knowledge on the topic?

Note that it is not the purpose of this section to display how much literature you have read. Avoid presenting a litany of past studies that are conceptually disconnected from each other.

When summarizing related studies, emphasize only the pertinent findings, methodological issues, and major conclusions.

There are various ways of ordering your discussion of related literature. For instance, you may discuss relevant studies according to the sequence in which they were conducted (e.g., starting with the seminal work on the topic, followed by developments in chronological order). Related literature may also be grouped geographically, beginning with studies from developed countries, followed by Asian countries, and ending with studies done in the Philippines.

The past or present tense may be used but should be consistent for the whole section. Subsections can be included based on the study objectives. References must be properly cited in all paragraphs using the APA format.

#### *2.10.3 Theoretical Framework*

In this section, discuss your own original integration of the major theories and/or frameworks that you intend to apply. This serves as the basis of the conceptual definitions of your variables and the interactions or presumed relationships among them. The build-up of arguments from the literature review, to the theoretical/ conceptual framework, to the research problem and hypothesis should be clear and logical.

The conceptual framework features a graphical or diagrammatical presentation of the relationship between and among variables in the study, as well as a corresponding discussion or explanation. Note that in the discussion of the conceptual framework, concepts must be described and linked to the review of related literature provided earlier. The addition of any concept used but which was not discussed in the related literature must be justified and explained. Use of “variables” must be avoided in this chapter.

#### *2.10.4 Data and Methodology*

This section describes how the study was conducted. It is written in the past tense and includes the following subsections:

*Data.* Specify the sources of data and the sample size. Include enough information to allow the reader to assess the quality of data you are using—i.e., who conducted the study or collected the data, what data collection methods were used, sampling design, etc.

*Operationalization of variables.* Explain how the independent, dependent and control variables used in your study were coded and transformed into quantifiable measures.

*Methods of analysis.* Discuss the methods used in analyzing the data (e.g. univariate, bivariate, logistic regression, correlation). Also mention the statistical software (e.g. SPSS version 16, STATA) utilized for the analysis.

*Limitations of the study.* Identifies the weaknesses and constraints which may affect the results of the study. Discuss the limitations of your study, and note internal and external validity issues in relation to the topic, design, participants, tools, and other problems encountered in the conduct of the research.

## **2.10.5 Results and Discussion**

### *Results*

The Results section presents results relevant to the problems and hypotheses of your study, as well as the statistical analysis, in sufficient detail to justify conclusions. Results may be organized according to research question and hypothesis, or according to variable. This section is generally written in the past tense except when referring to a table or figure within the text (for example, "Table 1 shows that..."). Tables and graphs are integrated in the text of the Results section. As a general rule for quantitative data, descriptive (e.g., M, SD) and inferential statistics (e.g., t, F, r) are reported, including other relevant information for evaluating effects (e.g., p, df).

### *Discussion*

Interpretations, implications and explanations of the results are tackled in the Discussion section. Discuss why the proposed hypotheses were or were not supported by your results. Always support your conclusions with relevant quantitative or qualitative data. Place your results in the context of existing research. Are they consistent with other studies? What do they contribute to the research area? This section is written in the present tense.

## **2.10.6 Conclusions and Recommendations**

This section presents a concise summary of your most important findings and the implications, conclusions and recommendations that can be derived from them. Discuss the implications of your findings for theory, research, and application or practice. Comment on future directions in this area, including implications on how the work can be extended or improved for both research and practice.

Note that this section is not meant to be a repetition of your Discussion chapter. It contains the "take-home" message, such that a reader would have an essential grasp of what you did, what you found, and what can be done further in terms of scholarly studies or policy. Such a chapter is particularly important for lengthy and complex manuscripts.

## **2.11 Appendices**

The appendices section should include the instruments and other special materials, tools, and instructions that were used in the study. It may also contain information that may be too detailed or lengthy for the text but which some may want to refer to (e.g. transcripts of interviews, SPSS output).

Each type of material (e.g., tables, questionnaires) forms a separate appendix, which must be labeled separately (Appendix A, Appendix B, etc.). Each appendix must be titled (title should give indication of the content/material that is included in the appendix). If only one appendix is used, it should be designated "Appendix," not "Appendix A."

The appendices must meet the specifications for other pages in the text with respect to margins, appropriate pagination, quality of reproduction and paper, etc.

## **2.12 References**

This section contains all the references cited in the text and footnotes. This should be the last element in your thesis. Use the APA guidelines for citation and formatting.

## **3. TEXT FORMAT**

### **3.1 Style**

Students are advised to refer to the Publication Manual of the American Psychological Association, 6th edition, for style and format guidelines in preparing their thesis.

### **3.2 Headings**

Headings and subheadings should be consistent throughout the text.

*Major headings.* These include the acknowledgments, abstract, table of contents, list of tables and figures, chapter headings, appendices, and references. Begin each major heading on a new page, followed immediately by the text. All of these headings must be done in the same size and style (e.g., all capital letters, all bold letters).

Chapters can be numbered with either Arabic or Roman numerals. The following is an acceptable method of indicating chapters:

### CHAPTER 1

#### INTRODUCTION

*Subheadings.* Each different level must be distinguished by a different style and should be consistent throughout the text. Refer to the APA manual for the suggested styles for five levels of heading. Subheadings should not begin on a new page (unless, of course, the previous section ended at the bottom of a page). Each different sub-level must be listed appropriately in the table of contents. Each new sub-level is indented a little farther right than the previous level in the table of contents.

### **3.3 Font**

Use a consistent standard legible font all throughout the manuscript, with the exception of tables, figures and appendix material which may be in a different standard font. Suggested or standard fonts are Arial, Times New Roman, Calibri or Cambria. Use 11- or 12-point font. Footnotes may be in 10-point font.

Italicized fonts may be used for non-English words and quotations—this applies to all text including footnotes and captions. Italics may also be used to highlight specific words or phrases in the text or for scientific names. Do not use underlining, except for URL addresses.

### **3.4 Margins**

The margins of each page should be as follows:

Top= 1 inch

Right=1 inch

Bottom=1 inch      Inside of binding edge (left)= 1.5 inches

### **3.5 Justification**

Use left justification to avoid large spaces in between words.

### **3.6 Language used**

Your thesis must be written in English.

### **3.7 Use of foreign language in text**

Italicize Filipino words or foreign words. A quotation entirely in a foreign language should only be enclosed in quotation marks, not italicized or underlined. Also, foreign words commonly used in English (i.e., they can be found in a good English dictionary) such as boondocks or paparazzi should not be distinguished.

### **3.8 Line spacing**

Use 1.5 or double spacing for all text except for footnotes, block quotes, and tables. There should be no widows (i.e., last line of a paragraph as the first line of a page) or orphans (i.e., heading or first line of a paragraph as the last line of a page).

### **3.9 Indentation**

Begin each paragraph with a half-inch (.5") indentation. Block quotes are indented one-half inch (.5"). Tables, figures, and graphic images can be either centered on the page or flush with the left margin.

### **3.10 Punctuation**

Be consistent in the use of punctuation, particularly the use of commas. When used with quotation marks, commas and periods are placed within the quotation marks while colons and semi-colons are placed outside quotation marks. Use commas after the terms "e.g." and "i.e."

### **3.11 Pagination**

Every page in the manuscript must be numbered, with the exception of the title page. Use lower case Roman numerals (i, ii, etc.) for preliminary pages such as the abstract and list of tables. Use Arabic numerals (1,2, etc.) beginning with the first page of Chapter 1 of the text until the last page of the references. Use the same font for the page numbers and the text.

Page numbers should be either at the top right corner (1 inch from right side of paper and  $\frac{3}{4}$  inch from the top) or centered  $\frac{3}{4}$  inch from the bottom of the page. Do not write 'page' before the number or use dashes or any marks before and after the page number. Do not use running headers.

### **3.12 Footnotes**

Use these very sparingly, if at all; if a footnote contains more than a few sentences consider either incorporating it into the body of the text or as an appendix. The entire text of the footnote must fit on the same page as the reference appears, so adjust the bottom margin of this page

accordingly. All footnotes must be numbered accordingly. Any citations in a footnote must also be included in the Reference list.

## **4. TABLES AND ILLUSTRATIONS**

### **4.1 Tables**

The term "table" applies to a set of data arranged in rows and columns. Titles should be self-explanatory, concise and consistent in form and font style throughout the thesis.

Sample D illustrates the acceptable table format.

#### *4.1.1. Format of tables*

Place the table number and title above the data. Titles should begin with the word Table, followed by the number and a period, then the title. Where appropriate, the title may be followed by a colon, the study area and the year the data was collected. The title may be centered or flush left but should be consistent all throughout the text. Use sentence case for the title. Use 10-11-point font for the table text. For additional guidelines on preparing tables, refer to Chapter Five of the Publication Manual of the American Psychological Association, 6th edition.

Example of table title:

Table 1. Percentage distribution of adolescents by selected characteristics: Philippines, 2002

#### *4.1.2 Placement of tables*

Tables over half a page in length should be placed on a separate page. Wide tables may be placed in landscape orientation, with the table title at the binding side of the page (i.e., left hand margin as the top of the page). The first written line should be no higher than 1.5 inches from the binding side of the page and the last line should be no lower than 1 inch from the bottom of the page.

Long tables may be continued on the next page, in which case the title of the continuation will be:

Table 1. (Continued) Percentage distribution of adolescents by selected characteristics: Philippines, 2002

Place tables within the text, preferably after the first time they are mentioned in the text. If the thesis contains so many tables that placement within the text would be unwieldy, you may include your tables in an appendix.

#### *4.1.3 Table footnotes*

Use standard symbols (such as \* for significance levels) or lowercase letters (a,b,c, etc.) to indicate footnotes. Do not use numbers for footnotes to tables. Place table footnotes at the bottom of the table. Font size may be smaller than that used in the table, but no less than size 8.

Example:

*Note.* \*p <.05 \*\*p<.01 \*\*\*p<.001.

#### **4.2 Figures**

“Figures” refer to graphs, maps, diagrams, or charts. Figure captions should be placed at the bottom of the figure, even if the figure is placed in landscape orientation. Figure titles should be self-explanatory, concise and consistent. All figures should be numbered using Arabic numerals. If figures are presented in landscape orientation, the top of the figure must be on the left (binding) edge of the paper.

#### **4.3 Photographs**

Full-page photographs must have a page number. Color or black and white photocopy reproductions of photographs are acceptable if high quality photocopying is used. To ensure presentation of quality, 300 dpi is strongly recommended for reproduction of photographs. If photos are presented in landscape orientation, the top of the photo must be on the left (binding) edge of the paper.

All images must have a title and a caption that indicates the source of the image. If you are using an image that is not your individual, personal creation, you will need to get permission from the original artist or copyright holder. If the graphic image is your work, write “Author’s image”; if it is from a printed source or an internet source: a) cite it, and b) obtain the copyright holder’s permission to reprint the image.

#### **4.4 Maps**

Each map should have an accurate bar-type scale, some indication of longitude and latitude, a North arrow for orientation and a legend for symbols. If maps are presented in landscape orientation, the top of the map must be on the left (binding) edge of the paper.

#### **4.5 Computer program output**

In some cases, computer output (e.g. SPSS output) may be included in the appendices of theses. Reduced photocopy reproductions of this material are permissible provided certain standards are met including: a) required margins are met on photocopies; and b) use of good quality bond paper (8 1/2 x11), preferably acid-free bond paper. Clear print is a necessity to produce clear photocopies.

### **5. THE FINAL COPY**

#### **5.1 Printing**

The print should be letter/laser quality with dark black characters that are consistently clear and dense. Dot matrix is unacceptable. The manuscript must be printed on one side of the paper only (not back-to-back).

#### **5.2 Paper**

Use only good quality white paper, preferably acid-free bond paper, 8½ x 11 inches (US letter size).

### **5.3 Reproduction**

Reproduced copies are acceptable if high quality photocopying is used.

### **5.4 Corrections**

Correction fluid and correction tape should not be used to cover up errors as they can bleed or flake away from the paper, exposing the uncorrected type. Strikeovers, interlinear insertions, and handwritten corrections are not acceptable.

### **5.5 Number of copies to submit**

A total of five hardbound copies with maroon cover must be submitted to the CSSP Graduate Office.

### **5.6 Cover format**

Sample E shows the acceptable format for the cover and spine of the hardbound thesis.

## **6. CHECKLIST**

Before submitting your thesis, please check whether you have met the following requirements:

- Is the information on the title page accurate? Is the title page formatted correctly?
- Does your approval sheet have original signatures from your adviser and the Dean of CSSP?
- Are the titles and page numbers in the table of contents and lists of tables and figures correct?
- Please check the pagination even if you used a word processor to prepare these pages.
- Is your manuscript printed on acceptable grade paper and free of blemishes and holes?
- Is every page legible? Be sure that the quality of print is uniform throughout the thesis.
- Do you have the appropriate margins (1½ inches on the left side and 1 inch on the top, bottom, and right sides)? Remember that every page (except facing pages, which have the 1½ inch margin on the right side) in the thesis must have these margins.
- Does every page have a page number? Is the numbering of pages consecutive, with no duplicate or missing numbers? Are the preliminaries numbered with Roman numerals and the text with Arabic numbers? Is the placement, size, and font style of your page numbers consistent throughout the paper?
- Have you checked your major headings and subheadings to ensure that they are consistent throughout the text?

SAMPLE A: TITLE PAGE



**UNIVERSITY OF THE PHILIPPINES**

**Master of Arts in Demography**

**YOUR FULL NAME AS IT IS OFFICIALLY RECORDED IN U.P.**

**TITLE IN ALL CAPS, DOUBLE-SPACED**

**USING THE SAME FONT SIZE AS THE REST OF THE TEXT**

Thesis Adviser:

**FULL NAME OF ADVISER IN ALL CAPS**

Population Institute  
University of the Philippines, Diliman

Thesis Critic:

**FULL NAME OF THESIS CRITIC IN ALL CAPS**

Population Institute  
University of the Philippines, Diliman

Date of Submission:  
Month, Year

Permission is given for the following people to have access to this thesis:

Available to the general public.	YES
Available only after consultation with the author/thesis adviser.	-
Available only to those bound by confidentiality agreement.	-

*Student's Signature:*

*Thesis Adviser's Signature:*

SAMPLE B: APPROVAL SHEET FOR THESIS

**APPROVAL SHEET**

The thesis attached hereto, entitled "**Title of Thesis**," prepared and submitted by **Your Full Name** in partial fulfillment of the requirements for the degree of Master of Arts in Demography, is hereby accepted.

**NAME OF ADVISER**  
Adviser

Accepted as partial fulfillment of the requirements for the degree of Master of Arts in Demography.

**NAME OF DEAN**  
Dean  
College of Social Sciences and Philosophy

SAMPLE C: ABSTRACT

**ABSTRACT**

The text of your abstract starts three lines below the heading. Each paragraph should be indented, and the text should be double-spaced. It should be no more than 300 words.

Good abstracts start with a succinct statement of the problem you studied. Follow with a brief description of your data and methodology. Finish with a summary of your findings, as well as the conclusions and implications or applications. Do not include any graphic image, chart, table, or bullet points list in this narrative.

These pages should be numbered using lower-case Roman numerals, starting with the first page of the abstract as i.

SAMPLE D: TABLE

Table 1. Percentage distribution of adolescents by selected characteristics: Philippines, 2002

<b>Characteristics</b>	<b>Male</b>	<b>Female</b>	<b>Both Sexes</b>
Age	62.3	58.8	60.4
15-19	37.7	41.2	39.6
20-24			
Marital status			
Never married	92.0	76.7	84.0
Ever married	8.0	23.3	16.0
Person(s) who raised the youth			
Both parents	84.4	82.1	83.2
One parent alone	6.9	7.4	7.2
One parent with another	3.0	3.6	3.3
Other people	5.7	7.0	6.4
Residential arrangement			
Living with both parents	67.1	55.4	60.9
Living with one parent	6.4	5.0	5.7
Living with one parent/ one dead	9.2	7.3	8.2
Not living with parents	16.4	31.2	24.1
Both parents are dead	0.8	1.0	1.0
Sexual experience			
Ever had sex	33.8	26.6	30.0
Never had sex	66.2	73.4	70.0
Total (N of cases)	100.0 (7903)	100.0 (8747)	100.0 (16651)

Use the  
Decimal tab  
to align  
numbers  
around a  
decimal  
point

SAMPLE E: THESIS COVER FORMAT

YOUR NAME	TITLE OF THESIS: CENTERED, ALL CAPS, SINGLE SPACED
TITLE OF THESIS	MASTER OF ARTS IN DEMOGRAPHY College of Social Sciences and Philosophy University of the Philippines Diliman
M.A. DEMOGRAPHY	YOUR FULL NAME IN ALL CAPS May 2015
U.P. 2015	