



**MASTER IN POPULATION STUDIES
PREPRINT RESEARCH PAPER
FORMAT GUIDE**

University of the Philippines Population Institute
2015

This manual was adapted from the following sources:

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

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

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*.

1. INTRODUCTION

This document is a guide for the preparation and submission of your preprint research paper. It is based on guidelines for submission to various journals related to the field of population (e.g. *Demography*, *Journal of Population Research*, *Population Studies*, *Philippine Population Review*). These guidelines focus primarily on physical format. If you follow these guidelines, the format of your paper will meet the minimal requirements for publication in peer-reviewed journals. Be aware, however, that your adviser and critic can set higher standards. Because it is your responsibility to ensure that your paper is a professional document, you are advised to become thoroughly familiar with these instructions before you begin writing.

The student is solely responsible for the preparation of the paper according to the format specified herein and within the timetable specified in the UPPI Graduate Manual. It is the responsibility of the adviser and reader to judge the acceptability of the paper from all standpoints, including writing quality and technical competency.

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, for citing references, quoting and paraphrasing.

2. ORGANIZATION OF CONTENTS

The paper should be organized in the following order:

- a) Title page
- b) Adviser's certification
- c) Acknowledgements
- d) Abstract
- e) Introduction
- f) Methods
- g) Results
- h) Discussion
- i) Conclusion
- j) Appendices
- k) References

2.1 Title page

The title page should contain the title of the manuscript, the name of the student, the degree program currently enrolled in (i.e., Master in Population Studies) and the month (April, June or October) and year of graduation. Do not use the date of completion or submission of the paper. Sample A provided at the end of this manual illustrates the acceptable title page format.

2.2 Adviser's certification

Obtain the Adviser's certification from the CSSP Office of the Graduate Program and have five photocopies made of this document.

2.3 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 preprint paper panel members 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.

2.4 Abstract

The abstract is a succinct account of the paper containing a statement of the problem, methods used, results, and conclusions. The abstract must be in a separate page, double-spaced and titled ABSTRACT. It should not exceed 250 words.

Sample B illustrates the acceptable format for an abstract.

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

2.5 Introduction

The introduction presents the research problem being analyzed, the objectives of the study and its significance. This section also contains a discussion of the relevant literature directly related to the research problem being studied. It places your paper in the context of previous scientific work and discusses how your study relates to previous work done. Some of the ways by which your work relates to the literature are the following:

1. Your study is an application of a method used in other studies
2. Your study proposes a new method or approach to analyzing a problem addressed by other studies
3. Your study addresses a research gap that you have identified in the review of related literature
4. Your study replicates in the local setting studies that have been done in other countries or other settings

As stated in the APA Publication Manual, because the introduction is clearly identified by its position in the manuscript, it does not have a heading labeling it the introduction.

2.6 Methods

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

Data. Describe in detail the source of the data.

Measures. Explain how the variables used in your study were operationalized.

Methods of analysis. Discuss the process used to analyze the data.

2.7 Results

The Results section presents the findings of your study based on your data analysis, in sufficient detail to justify conclusions.

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 this 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).

2.8 Discussion and Conclusion

Interpretations, implications and explanations of the results and conclusions are tackled in this section. Discuss why the proposed hypotheses were or were not supported by your results. As much as possible, your interpretations/explanations should be supported by findings from the literature which should be properly cited. Should your interpretations or explanations be based on your own personal conjectures, indicate this by including words such as "Perhaps", "Probably" "Possibly" or other words to that effect. Situate your results in the context of existing research on the topic. Are they consistent with other studies? What do your results contribute to the research topic in general? This section is written in the present tense.

Discuss the conclusions and recommendations that can be derived from your results. Explain the implications of your findings, be it on theory, methods, policy, practice, advocacy or programmatic purposes. Comment on the limitations of your study and suggest future directions in this area, including implications on how the work can be extended or improved for both research and practice.

2.9 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.

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.

2.10 References

This section contains all the references cited in the text and footnotes, in alphabetical order. Use the APA guidelines for citation and formatting. The references list should be single spaced.

3. TEXT FORMAT

3.1 Style

Students are advised to refer to the Publication Manual of the American Psychological Association, 6th edition, in preparing their preprint research paper.

3.2 Headings

Use no more than three levels of headings. Section headings should be in bold font, sub-headings in italic, and sub-sub-headings in italic on the same line as the first line of text.

Example:

Heading 1- METHODS

Heading 2- *Methods of analysis*

Heading 3- *Linear regression*. Linear regression was used to...

3.3 Length

The manuscript should not exceed 8,000 words (excluding the abstract, tables and references).

3.4 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.

Use a 12-point font, Calibri, 1.5 line spacing. Footnotes should 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.

3.5 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

3.6 Justification

Use left justification to avoid large spaces in between words.

3.7 Language used

Your preprint research paper must be written in English.

3.8 Use of foreign language in text

Italicize Filipino words or foreign words. A quotation entirely in Filipino or a foreign language should 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) should not be distinguished.

3.9 Line spacing

Use 1.5 line 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).

3.10 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.

3.11 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."

3.12 Pagination

Every page in the manuscript must be numbered, with the exception of the title page and cover pages. Use Arabic numerals (1,2, etc.) beginning with the abstract until the last page of the references. Use the same font for the page numbers and the text.

Page numbers should be at the bottom right corner (1 inch from right side of paper and 1 inch from the top). Do not write 'page' before the number or use dashes or any marks before and after the page number. Do not use running headers.

3.13 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. Do not put reference citations in the footnote.

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 FIGURES

Tables and figures should be embedded within the text at the appropriate points, preferably after they are first mentioned, rather than at the end of the manuscript. Only essential tables and figures should be included. Number all tables and figures in the order of their citation in the text. The total number of tables and figures combined must be kept to a maximum of five.

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 paper.

Sample C 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 followed by a colon, the data source, 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.

Example of table title:

Table 1. Profile of older Filipinos: PLSOA, 2007

4.1.2. Placement of tables

Place tables within the text, preferably after the first time they are mentioned in the text. 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) Profile of older Filipinos: PLSOA, 2007

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 for table footnotes should be 9.

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.

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 hard-bound copies with green cover must be submitted to the CSSP Graduate Office.

5.6 Cover format

Sample D shows the acceptable format for the cover and spine of the hardbound preprint paper.

SAMPLE A: TITLE PAGE



UNIVERSITY OF THE PHILIPPINES

Master in Population Studies

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

Preprint Paper Adviser:

FULL NAME OF ADVISER IN ALL CAPS

Population Institute
University of the Philippines, Diliman

Preprint Paper Critic:

FULL NAME OF CRITIC IN ALL CAPS

Population Institute
University of the Philippines, Diliman

Date of Submission:

Month, Year

SAMPLE B: 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 250 words. Begin your abstract on a new page and identify it with the page number 1.

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.

Embed key words in your abstract to enhance the users' ability to find it.

SAMPLE C: TABLE

Table 1. Percent distribution of currently married women by background characteristics, Bicol and Philippines: NDHS, 2003

Background characteristics	Bicol		Philippines	
	Percent	N	Percent	N
Age				
< 25	12.1	56	15.4	1334
25-29	15.7	72	17.9	1548
30-34	20.9	96	19.2	1663
35-39	19.6	89	18.8	1633
40-44	19.6	89	15.5	1341
45-49	12.1	55	13.2	1152
Education				
Elementary and below	34.0	155	30.8	2670
High school	39.2	179	40.9	3545
College or higher	26.8	122	28.3	2456
Type of place of residence				
Urban	27.4	125	53.5	4643
Rural	72.6	331	46.5	4028
Work status				
Working	51.1	233	48.0	4499
Not working	48.9	224	52.0	4150
Poverty status				
Poor	72.9	238	60.2	5219
Non-poor	27.1	124	39.8	3452

SAMPLE D: PRE-PRINT PAPER COVER FORMAT

YOUR NAME	TITLE OF PREPRINT PAPER: CENTERED, ALL CAPS, SINGLE SPACED MASTER IN POPULATION STUDIES College of Social Sciences and Philosophy University of the Philippines Diliman YOUR FULL NAME IN ALL CAPS MAY 2015
TITLE OF PREPRINT PAPER	
MPOPS	
U.P. 2015	