



University of the Philippines
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Office of the Vice Chancellor for
Academic Affairs

Unit:	OVCAA
Document Code:	OVCAA 2017-4
Date Effectivity:	
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Title: Standard Format for UPOU Thesis and Dissertation

RATIONALE:

In order to standardize and provide the general guidelines in the format of UPOU Theses and Dissertations, the UPOU AAC in its meeting last 21 June 2017 agreed to adapt the general guidelines below. These guidelines will help the students to correctly prepare their thesis and dissertation for final submission to UPOU. This will also provide uniform standards for meeting UPOU document requirements.

GUIDELINES:

In general, this Style Guide requires that:

1. All texts must be in 12- point Arial font.
2. All Chapter titles must be in UPPER CASE, **BOLDFACE**.
3. All margins must be 1.0" from the edge of the paper from all sides.
4. The first line of each paragraph must be indented one standard MS Word indentation (about five spaces), double space between paragraphs.
5. All pages must have running footers (possibly an abridged form of the title) and continuous pagination on the right bottom.
6. All pages where a Chapter starts shall be provided invisible page number.
7. Use paper size A4
8. An additional page in the thesis/dissertation should indicate who can have access to the copy. A student shall own the copyright pursuant to PAEP memo no. 2012-03; Article III, Sec. 8 (h) of R.A. 10055 (Technology Transfer Act of 2009) and Article 7 Sec. 2 of the U.P. Revised IPR Policy.



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Color for Manuscript Cover

The color scheme for theses cover shall be as follows:

Doctoral dissertation	=	Black
Masters' thesis	=	Green
Bachelor's thesis	=	Maroon

Texts on the cover of the manuscript shall be:

1. All titles must be brief but not longer than two lines of 10 cm.
2. First line of full title about six-eight centimeters from the top edge.
3. Author's name about five-six centimeters below the last line of the title.
4. Institutional affiliation of author about six-seven centimeters below the author's name.
5. All texts on the cover of the manuscript must be gold in color, and not higher than 0.5cm.
6. On the butt (or keel), five centimeters from the top edge, shall be printed the full title (which should be top-orientated when manuscript is in upright position on a book shelf). About 1.0-1.5 cm from the title shall be the "category" of the report. The categories are: PhD Dissertation, MS/MA/MM/MENRM Thesis, BS Thesis." The family name of the author, followed by year of submission to the Faculty (separated by a comma), must be printed from the bottom end, no more than five centimeters from the bottom edge.



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Number of Copies to Submit

Approved thesis shall be submitted and be distributed as follows:

A. Required

Original copy for the University Library: (1) Hard bound

Copy for the National Library of the Philippines: (1) Hard bound

B. Optional

(1) soft copy (PDF)

C. Student copy

FORM:

Student as author with copyright (Attachment)

- a. Title Page
- b. University Permission Page

REFERENCES:

Librero, Felix R. (2016). *FICS General Style Guide*. Los Baños, Laguna : University of the Philippines Open University.

Pacheco, Benito M. (2012). Guidelines for Public Access to Theses and Dissertations. [Memorandum No. BMP 12-011]. Diliman, Quezon City : University of the Philippines Diliman.

Pascual, A. (2012). *Public Access to Theses/Dissertations and Defense Proceedings* [Memorandum No. PAEP 2012-03]. Diliman, Quezon City : University of the Philippines.



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University of the Philippines (2011). *UP Gazette*. Diliman, Quezon City : University of the Philippines. Retrieved from <http://osu.up.edu.ph/2011/06/1269/>

a. Title Page



UNIVERSITY OF THE PHILIPPINES

Program

Name

Title

Thesis/Dissertation Adviser:

Xxxxxxxx, PhD
Faculty of _____

Thesis/Dissertation Reader/Critic:

Xxxxxxxx, PhD
Faculty of _____

Date of Submission
Day Month Year

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

Available to the general public	(Yes or No)
Available only after consultation with author/thesis/dissertation adviser	(Yes or No)
Available only to those bound by confidentiality agreement	(Yes or No)

Student's signature:

Signature of Thesis/Dissertation Adviser:

b. University Permission Page

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Student Name over Signature and Date