



STUDENT RESEARCH MANUAL

Published during the term of Rev. Fr. Clarence Victor C. Marquez, O.P. as Rector and President

Revised Edition – July, 2018



DISCLAIMER

This manual is intended for the use of senior high school, undergraduate, and graduate student researchers of Colegio de San Juan de Letran – Manila. It provides relevant information related to the conduct of researches, including theses, dissertations, business plans, feasibility studies, market studies, strategic management papers, capstone papers, and other research-related outputs.

This manual is divided into seventeen (17) sections that are deemed salient in the process of conducting scholarly researches. The guidelines, policies, and procedures stated herein were subjected to the approval of the Management in close coordination with the concerned parties and final approval of the Board of Trustees.

This manual is intended only to provide the general guidelines in the conduct of research among senior high school, undergraduate, and graduate students of the Colegio enrolled in research courses. Should instances or cases beyond the scope of this manual arise, it is the responsibility of the student researcher, research adviser, and research methods professor to inform the Center as well their respective program chairpersons and deans.

The Colegio reserves the right to update, revise, and change the contents of the Student Research Manual in order to adapt and be congruent with other policies of the institution.

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I. LETRAN RESEARCH CENTER (LRC)

A. Vision

The Letran Research Center envisions itself in the forefront of scholarly researches in the Philippines recognized by the international academic community.

B. Mission

We are the Letran Research Center. We are committed to the advancement of a strong research culture of Letran Manila through the development of the capacity and capability of every member of the Colegio to become a community of intellectual professionals responsive to national and international issues guided by the Dominican charism.

C. Research Agenda

The revised research agenda of the LRC is ultimately aimed at research, development, and innovation. Research ventures on Nature and Environment, Local Responsiveness and Policy Studies, Product Development, Sustainability, Society, Culture, and Human Behavior, Gender Responsive Research, Quality Standards in Education, and ‘Glocalization’ are prioritized, along with fostering research collaboration in meeting the demands of the interconnected research agenda framework.

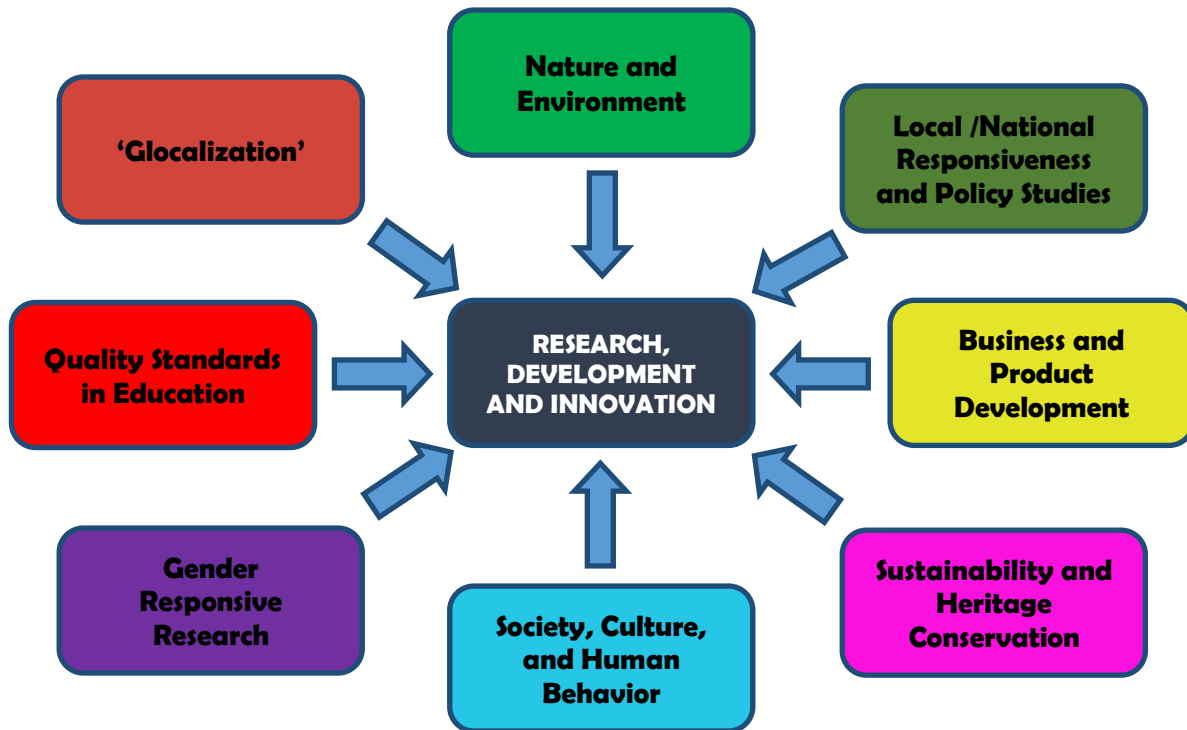


Figure 1: Research Agenda Framework

Research Subjects and Descriptions

Nature and Environment

Researches on environmental and biodiversity awareness, trends in the scientific community of natural and physical sciences, climate change and its effects to attitudes and behavior is included in this agenda.

It includes, but not limited to, studies on waste management; energy and resources conservation; ecological economics, green business and technology; pollution control and prevention; risk reduction and response management; area/geographical studies; and food security.

Local Responsiveness and Policy Studies

In this agenda, researches on different disciplines responding to the needs and challenges of the local/national community, of the national scale, and of various industries are prioritized.

It includes, but is not limited to, studies on the culture and communities of indigenous people and other marginalized sectors; politics, governance, and local/national policy studies; prevalent/emerging local and national issues; baseline studies for community program development; and school-community partnerships.

Business and Product Development

This agenda focuses on research studies regarding the creation of products, software and prototypes with new or different characteristics that offers new or additional benefits to stakeholders.

It includes studies on product formulation, food fortification and enrichment, and prototype assembly in preparation for possible patenting. This agenda also includes office and business management, breakthroughs in the corporate and business worlds, and the overall process of strategic and organizational planning from product conceptualization, marketing/advertising, evaluation to commercialization and feedback mechanism.

Sustainability and Heritage Conservation

Researches on conservation of the environment and biodiversity, environmental sustainability, the role of business in nature and society, and the sustainability of cultural heritage, are the foundations of this agenda.

It includes, but is not limited to, studies on renewable energy technologies, pollution control and prevention, social responsiveness, positive psychology, psychology of disaster response, disaster and mental health, conservation of Letran and Intramuros as an important historical site, the Philippine arts (visual, performing, music, physical, etc.), cultural heritage mapping (built, movable, personalities, intangible), linguistics and language conservation, and historical researches.

Society, Culture, and Human Behavior

In this agenda, studies on the general society, the Filipino culture, and behavioral/social sciences are the primary focus of the Center.

This includes researches regarding, but not limited to, sociological and psychological analyses, Filipino identity studies, current and contemporary events, media (mass, social, print, broadcast, etc.), law and human rights, mental health and wellness, socio- and intercultural studies, philosophy and theology, advocacy and NGO studies, institutional studies on the society, culture, and behavior of Letranites and the Colegio's stakeholders, inequality/poverty studies, and impact studies.

Gender Responsive Research

As mandated by the Commission on Higher Education (CHED), researches on gender and women studies, gender and development, and emerging gender issues shall be focused on in this agenda.

This includes researches regarding, but not limited to, gender and economic empowerment, gender in power and decision making, gender planning and budgeting, indigenous women and girls, Violence Against Women and Children (VAWC), women in history, feminist literature, gender identities and sexual orientation, intersectional studies on social issues and gender, gender sensitivity, and gender-based violence

Quality Standards in Education

Researches focused on the development of education, pedagogy, policies on education, teacher education, and ICT education shall be catered in this agenda.

This includes researches regarding, but not limited to, graduate tracer studies, use of technology in teaching, indigenous education, trends in education, educational benchmarking, e-learning and distance learning, classroom-based research, and new ecologies of learning.

‘Glocalization’

A new term in international studies, Glocalization is concerned with globalization and localization of cultural and social elements. This agenda is focused on international linkages, international studies, and the interconnectedness of the global society.

It includes studies on, but not limited to, globalization, area studies, international business, millennium development goals, tourism, entrepreneurship, development studies, international trends, the contemporary world, foreign relations, global scale research, ASEAN integration, and global culture.

D. Organizational Chart

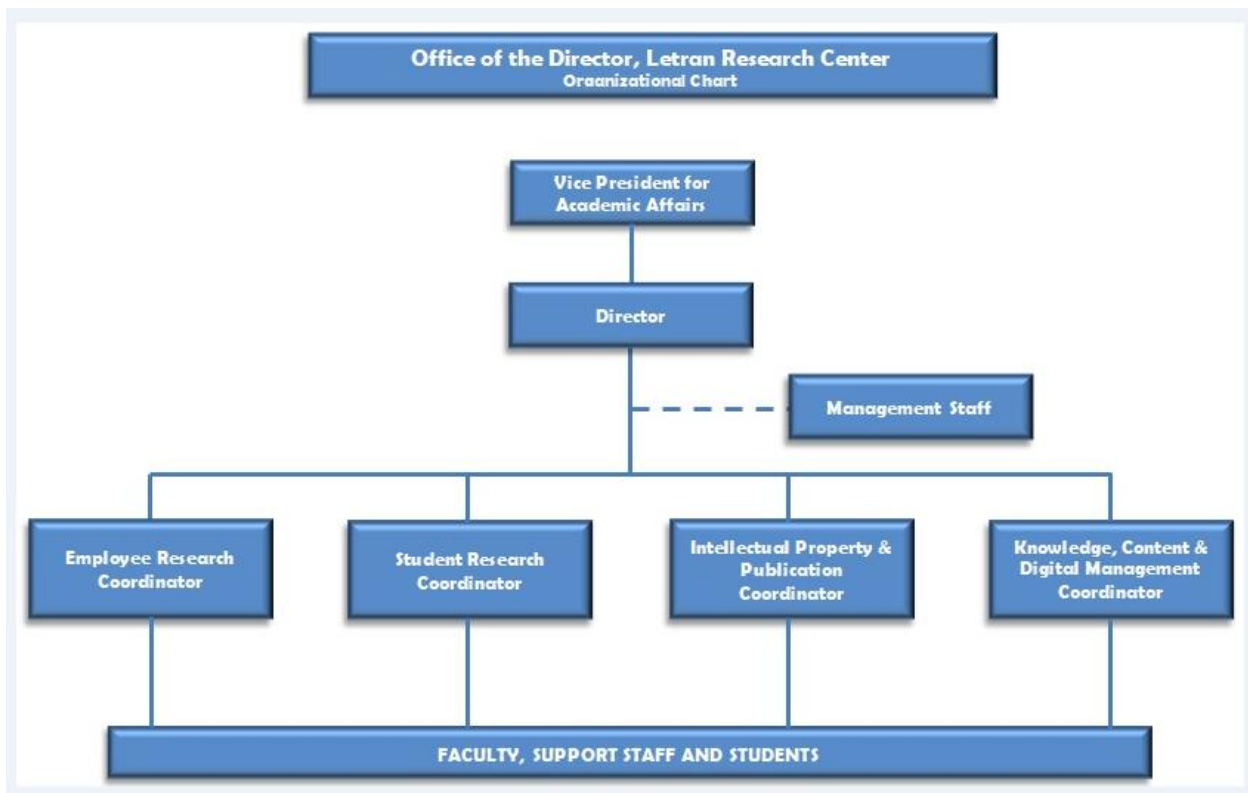


Figure 2: LRC Organizational Chart

II. STUDENT RESEARCHERS

A. General Overview

Student researchers are any bona fide students of the Colegio currently enrolled in research-related courses, particularly thesis and dissertation writing. Likewise, faculty members who handle courses that highlight the research skills of students are to abide by the contents (i.e., format, guidelines, procedures, etc.) of this manual. As such, this manual is applicable to the following courses (see Table 1 for the list of all research courses).

Table 1: Research Courses offered to graduate, undergraduate, and senior high school students

GRADUATE SCHOOL (Post K-12 Curriculum)			
Course Code	Course Title	Semester Offered	Program
ADDECSA	Advanced Decision Science and Statistical Analysis	As the need arises	DBA
ADVARM5	Advanced Applied Research Methods	As the need arises	DBA
BUSPROJ	Business Project Study	As the need arises	SMP
BUSREME	Business Research Methods	As the need arises	MBA & SMP
STATCOM	Statistics with Computer Application	As the need arises	MBA
DISSER1	Dissertation 1 (Chapters 1-3)	Terminal Year	DBA
DISSER2	Dissertation 2 (Colloquium)	Terminal Year	DBA
DISSER3	Dissertation 3 (Chapters 1-5)	Terminal Year	DBA
THESIS1	Thesis 1 (Chapters 1-3)	Terminal Year	MBA
THESIS2	Thesis 2 (Chapters 1-5)	Terminal Year	MBA
COLLEGE OF LIBERAL ARTS AND SCIENCES (Old Curriculum)			
ADV115	Advertising Research 1	2 nd Semester	Advertising
ADV116	Advertising Research 2	1 st Semester	Advertising
BC120	Broadcast Production Research 1	2 nd Semester	Broadcasting
BC122	Broadcast Production Research 2	1 st Semester	Broadcasting

COMM113	Communication Research 1	2 nd Semester	Communication Arts
COMM119	Communication Research 2	1 st Semester	Communication Arts
PLRM1	Research Presentation and Defense 1	2 nd Semester	Political Science
PLRM2	Research Presentation and Defense 2	1 st Semester	Political Science
RM1	Research Methods 1	2 nd Semester	Various Programs
RM2	Research Methods 2	1 st Semester	Various Programs
RMP1	Psychological Research Methods 1	1 st Semester	Psychology
RMP2	Psychological Research Methods 2	2 nd Semester	Psychology
COLLEGE OF LIBERAL ARTS AND SCIENCES (Post K-12 Curriculum)			
ADV221	Research Methods 1 in Advertising	1 st Semester	Advertising
ADV222	Research Methods 2 in Advertising	2 nd Semester	Advertising
BRD220	Research Methods 1 in Broadcasting	2 nd Semester	Broadcasting
BRD221	Research Methods 2 in Broadcasting	1 st Semester	Broadcasting
COM219	Research Methods 1 in Communication	2 nd Semester	Communication Arts
COM220	Research Methods 2 in Communication	1 st Semester	Communication Arts
JRN216	Research Methods 1 in Journalism	2 nd Semester	Journalism
JRN217	Research Methods 2 in Journalism	1 st Semester	Journalism
LGM214	Research Method I in Legal Management	2 nd Semester	Legal Management
LGM215	Research Method II in Legal Management	1 st Semester	Legal Management
POL207	Introduction to Political Analysis and Research (RM1)	2 nd Semester	Political Science
POL214	Qualitative & Quantitative Analysis of Political Data (RM2)	1 st Semester	Political Science
PSY217	Research Methods 1 in Psychology	2 nd Semester	Psychology
PSY218	Research Methods 2 in Psychology	1 st Semester	Psychology

COLLEGE OF BUSINESS ADMINISTRATION AND ACCOUNTANCY (Old Curriculum)			
ND115	Food Nutrition and Research	1 st Semester	Nutrition and Dietetics
RM	Thesis Writing	1 st Semester	Hotel and Restaurant Management
MGT404	Strategic Operations Management	1 st Semester	Operations Management
ACCTG406	Strategic Management for Accountants	1 st Semester	Accountancy
BPLAN1	Business Plan 1	1 st Semester	Various Programs
MKTG2A	Marketing Research 1	1 st Semester	Marketing Management
OPR	Operations Research	1 st Semester	Operations Management
MKTG2B	Marketing Research 2	2 nd Semester	Marketing Management
MKTG106	Strategic Marketing Management	1 st Semester	Marketing Management
HRM112	Strategic HRM	1 st Semester	Hotel and Restaurant Management
FINA403	Strategic Financial Management	1 st Semester	Financial Management
ELEC102	Feasibility Study	1 st Semester	Accounting Technology
ENB PLAN2	Business Plan Implementation 2	1 st Semester	Entrepreneurship
ENTRE302	Strategic Management and Business Policy	1 st Semester	Entrepreneurship
ENB PLAN3	Business Plan Implementation 3	2 nd Semester	Entrepreneurship
COLLEGE OF BUSINESS ADMINISTRATION AND ACCOUNTANCY (Post K-12 Curriculum)			
AIS109	Accounting Information System Research	1 st Semester	Accounting Technology
ACC131	Accounting Research	1 st Semester	Accountancy
ACC121 (ACC)	Accounting Research Methods	2 nd Semester	Accountancy
ACC121 (AIS)	Accounting Research Methods	1 st Semester	Accountancy
ENT115	Business Plan Implementation 1: Product Development and Market Analysis	1 st Semester	Entrepreneurship
ENT118	Business Plan Implementation 2	2 nd Semester	Entrepreneurship
ENT110	Business Plan Preparation	2 nd Semester	Entrepreneurship
CBA104 (ECO)	Business Research 1/Thesis	1 st Semester	Economics

CBA104 (FM)	Business Research 1/Thesis	1 st Semester	Financial Management
CBA104 (HRDM)	Business Research 1/Thesis	1 st Semester	Human Resource and Development Management
CBA104 (MM)	Business Research 1/Thesis	1 st Semester	Marketing Management
CBA104 (OM)	Business Research 1/Thesis	1 st Semester	Operations Management
CBA105 (ECO)	Business Research 2/Thesis	2 nd Semester	Economics
CBA105 (FM)	Business Research 2/Thesis	2 nd Semester	Financial Management
CBA105 (HRDM)	Business Research 2/Thesis	2 nd Semester	Human Resource and Development Management
CBA105 (MM)	Business Research 2/Thesis	2 nd Semester	Marketing Management
CBA105 (OM)	Business Research 2/Thesis	2 nd Semester	Operations Management
NDT116	Food and Nutrition Research 1	1 st Semester	Nutrition and Dietetics
NDT121	Food and Nutrition Research 2	2 nd Semester	Nutrition and Dietetics
ENT103	Market Research and Consumer Behavior	2 nd Semester	Entrepreneurship
MK106	Marketing Research	1 st Semester	Marketing Management
FDT126	Methods of Research in Food Science and Technology	1 st Semester	Food Technology
OMT105	Operations Research	1 st Semester	Operations Management
HMT128	Research in Hospitality 1	2 nd Semester	Hotel and Restaurant Management
HMT132	Research in Hospitality 2	1 st Semester	Hotel and Restaurant Management
TMT122	Research in Tourism 1	2 nd Semester	Tourism Management
TMT123	Research in Tourism 2	1 st Semester	Tourism Management

ACC130 (ACC)	Strategic Management	2 nd Semester	Accountancy
ACC130 (AIS)	Strategic Management	2 nd Semester	Accounting Technology
CBA102 (ECO)	Strategic Management	2 nd Semester	Economics
CBA102 (ENTREP)	Strategic Management	2 nd Semester	Entrepreneurship
CBA102 (FM)	Strategic Management	2 nd Semester	Financial Management
CBA102 (HRDM)	Strategic Management	1 st Semester	Human Resource and Development Management
CBA102 (MM)	Strategic Management	2 nd Semester	Marketing Management
CBA102 (OM)	Strategic Management	1 st Semester	Operations Management
HMT122 (HM)	Strategic Management in Tourism and Hospitality	2 nd Semester	Hotel and Restaurant Management
HMT122 (TM)	Strategic Management in Tourism and Hospitality	1 st Semester	Tourism Management
FDT130	Thesis Writing	2 nd Semester	Food Technology
COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (Old Curriculum)			
CE 516	CE Project 1	1 st Semester	Civil Engineering
CE 526	CE Project 2	2 nd Semester	Civil Engineering
CP1	Capstone 1	2 nd Semester	Information Technology & Digital Arts
CP2	Capstone 2	1 st Semester	Information Technology & Digital Arts
ECE-MR	Methods of Research	2 nd Semester	Electronics Engineering
ECE-PS1	Thesis 1	1 st Semester	Electronics Engineering

ECE-PS2	Thesis 2	2 nd Semester	Electronics Engineering
EE 424	Research Methods for EE	2 nd Semester	Electrical Engineering
EE 515	Research Project	1 st Semester	Electrical Engineering
IE 516	Project Feasibility Study 1 (PFS 1)	1 st Semester	Industrial Engineering
IE 526	Project Feasibility Study 2 (PFS 2)	2 nd Semester	Industrial Engineering
IE 517	Undergraduate Research (UR)	1 st Semester	Industrial Engineering
IE 522	Systems Engineering	2 nd Semester	Industrial Engineering
COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY (Post K-12 Curriculum)			
CVE 419	Research Methods	2 nd Semester	Civil Engineering
CVE 424	CE Project 1	1 st Semester	Civil Engineering
CVE 429	CE Project 2	2 nd Semester	Civil Engineering
ECE 416	Methods of Research	2 nd Semester	Electronics Engineering
ECE 419	Design 1/Capstone Project 1	1 st Semester	Electronics Engineering
ECE 422	Design 2/Capstone Project 2	2 nd Semester	Electronics Engineering
ELE 414	Research Methods	2 nd Semester	Electrical Engineering
ELE 421	Research Project 1	1 st Semester	Electrical Engineering
ELE 427	Research Project 2	2 nd Semester	Electrical Engineering
HS 408	Capstone Project 1	2 nd Semester	Information Technology & Digital Arts
HS 409	Capstone Project 2	1 st Semester	Information Technology & Digital Arts

IDE 411	Project Feasibility Study	1 st Semester	Information Technology
IDE 416	Undergraduate Research 1	1 st Semester	Information Technology
IDE 417	IE Capstone Project	2 nd Semester	Information Technology
IDE 418	Undergraduate Research 2	2 nd Semester	Information Technology
COLLEGE OF EDUCATION (Post K-12 Curriculum)			
EMC 1017	Language Education Research	1 st Semester	Secondary Education Major in English
MMC 1020	Research in Mathematics	2 nd Semester	Secondary Education Major in Math
SENIOR HIGH SCHOOL DEPARTMENT (Old Curriculum)			
CTRD01	Research in Daily Life 1 (Qualitative)	2 nd Semester	Grade 11
CTRD02	Research in Daily Life 2 (Quantitative)	1 st Semester	Grade 12
SENIOR HIGH SCHOOL DEPARTMENT (Post K-12 Curriculum)			
CTRD01	Research in Daily Life 1 (Qualitative)	2 nd Semester	Grade 11
CTRD02	Research in Daily Life 2 (Quantitative) with Analytics 3	1 st Semester	Grade 12

B. Role of the Student Researchers

1. Prepare the manuscript of research.
2. Consult with the Research Method Professor and/or Research Adviser regarding any concern of the paper.
3. Review related literature and write about the theoretical background pertaining to the intellectualized topic.
4. Consult subject matter experts, statistician and language editor.
5. Collect, process, analyze and interpret data.
6. Formulate conclusion and future directions.
7. Incorporate the comments given by the Research Method Professor, Research Adviser, and Research Panelists.
8. Comply with all the research policies of the LRC in preparing the final manuscript.

III. RESEARCH METHOD PROFESSOR

A. General Overview

Research Method Professors are bona fide faculty members of the Colegio designated to teach the rudiments of research writing and presentation.

B. Roles of the Research Method Professor

1. Implement the publishable/IMRAD format found in Section XII of this handbook in accordance with the mandate of the Academic Affairs/Rector and President to the colleges dated January 12, 2016 (see Figure 2).
2. Attend the SRM Orientation prior to handling the RM course.
3. Assist the students in the conceptualization of their research topics.
4. Mentor students in terms of the various research designs.
5. Introduce to the students the various data analysis tools and techniques.
6. Facilitate the assignment of research advisers in coordination with the Program Chairperson upon the approval of the office of the Dean (i.e. colleges and graduate school).
7. Facilitate the selection of research panelists following the guidelines of the LRC upon the approval of the office of the Dean (i.e. colleges and graduate school).
8. For Senior High School researches, the approval of the assignment of research advisers and the selection of research panelists shall be done by the Academic Coordinator.



Colegio de San Juan de Letran

ACADEMIC AFFAIRS

12 January 2016

To: **ALL FACULTY MEMBERS**

THRU: REV. FR. ORLANDO ACERON, OP
Dean, COE

ASST. PROF. LOUIE BENEDICT IGNACIO
Dean, CLAS

ASST. PROF. EUNICE MARETH AREOLA
Dean, CBAA and Graduate School

ENGR. CARLITO GUTIERREZ
Dean, CEIT

Shalom!

Per resolution of the Academic Council, in its meeting last 08 October 2015, the *Colegio* hereby adopts the "**Introduction-Methodology-Results-and-Discussions (IMRAD) format for all student theses.**"

The Letran Research Center shall assure and accompany compliance with this international standard for publication of academic papers, and align the students' works with the research and publication agenda of the *Colegio*.

Salamat!

Siempre Arriba! Siempre Letran!

Sincerely,

REV. FR. CLARENCE C. MARQUEZ, OP
Academic Affairs/Rector and President

cc: VP- Religious Affairs
Letran Research Center

Figure 3. Mandate of the Academic Affairs/Rector and President to adopt the publishable/IMRAD format

C. Criteria for the Selection of Research Method Professor

All research method professors are preferably **Master's Degree holder** who possesses **at least one** of the following criteria:

1. Has published at least two (2) researches in a peer-reviewed national or international research journal for the past 5 years;
2. Has taken up research methods courses in graduate school (quantitative/qualitative methods); and
3. Has completed the Employee Research Training Program on IMRAD/IMFAD writing.

IV. RESEARCH ADVISERS

A. General Overview

Research Advisers are any bona fide employees of the Colegio designated to mentor students during their conduct of research.

B. General Guidelines and Policies on Research Adviser

1. Only bona fide employees of the Colegio may be assigned as Research Advisers by the Program Chairperson/Coordinator with the approval of the office of the Dean (i.e. colleges and graduate school) or the Academic coordinator of the Senior High School.*
2. **Priority for research paper advising will be given to full-time faculty members of the Colegio.**
3. Each Research Adviser shall have a maximum of 5 groups of advisees.
4. In the event that there are no more certified Research Advisers, the Program Chairperson/Coordinator may deem to endorse the adviser additional advisees; not exceeding 3 more groups.**
5. Faculty Advisers and Student Researchers are expected to have at least 10 consultation meetings documented using the Adviser Consultation Form (Form SR03) available at the Research Center.
6. In cases wherein a Research Adviser has to be changed due to resignation, termination, or non-goodness of fit, it is up to the Program Chairperson/Coordinator to endorse another Research Adviser depending on his or her field of expertise which will be approved by the office of the Dean (i.e. colleges and graduate school) or the Academic coordinator of the Senior High School.
7. The latest Research Adviser shall become the co-author of the Student Researcher/s.

*Graduate students are allowed to have external Research Advisers (i.e. non-employees of the Colegio) provided they have the approval of the Dean.

**Research Advisers in the Senior High School Department may be given additional groups of advisees beyond the maximum (i.e. 8 groups) provided they have the approval of the Academic Coordinator.

C. Roles of the Research Adviser

1. Assist the students in the conceptualization of their research topic.
2. Follow the agreed research consultation schedule set with the students.
3. Guide the students in the preparation of research instruments.
4. As co-author, monitor and assist in the research instrument validation, data collection/gathering and analysis.
5. Assist in the preparation of the final manuscript following the guidelines set by the LRC. (See Section XII: Publishable/IMRAD Format).

D. Criteria for the Selection of the Research Adviser

An employee of the Colegio assigned as Research Adviser should preferably possess **at least one** of the following criteria:

1. Has a master's degree (thesis track) in the same or related field of specialization;
2. Has published at least two (2) researches in a national or international research journal on the same field of specialization for the past 5 years; and
3. Is a practitioner in the same or related field of specialization.

E. Procedures on the Selection of Research Adviser

1. The Student Researcher should submit to the Research Methods Professor his/her proposed research topics using the IP Research Registry (Form SR01).
2. The Research Methods Professor shall determine the merit of the proposal and shall propose amendments or revisions if necessary.
3. After the necessary revisions were incorporated, the Research Methods Professor shall accomplish the Adviser Selection Form (Form SR02) which indicates three (3) possible advisers for the candidate.
4. The Program Chairperson/Coordinator shall endorse the adviser for each group of students to be approved by the office of Dean (i.e. colleges and graduate school*) or the Academic coordinator of the Senior High School.

5. Selection of the Adviser shall depend upon the proposed research topic of the student and the area of specialization of the proposed advisers.
6. It is upon the discretion of the Program Chairperson/Coordinator to identify Research Advisers for the Student Researcher/s depending on the proximity and relevance of the topic to the field of expertise of the faculty member.
7. In cases wherein the Program Chairperson/Coordinator is unable to endorse a Research Adviser due to an unforeseen reason, the Research Method Professor may take on this role.
8. The Research Adviser shall then be issued an appointment letter duly signed by the Program Chairperson and the Dean (i.e. colleges and graduate school) or the Academic coordinator of the Senior High School, after which, the student may now consult the Adviser regarding his/her research paper.

Note: Kindly refer to the Charter of Student Research Services found in the Appendices for a clearer explanation of these procedures.

V. RESEARCH PANELISTS

A. General Overview

Research Panelists are any subject matter experts invited by the Colegio to evaluate and help improve the content and methods of student researches.

B. General Guidelines and Policies on Research Panelist*

1. The Research Methods Professor should invite at least three panel members consisting of at least one content expert in the same field (either external or internal) and any of the following:
 - a. Research methodology expert in the same or related field (either external or internal)
 - b. Dean's or Academic Coordinator's representative from a different field of expertise (either external or internal)
2. No adviser shall be a member of the defense panel of his own advisees.

*Graduate students' defense (both proposal and final) should consist of 3 Full Professors or Associate Professors for the masteral program and 5 Full Professors or Associate Professors for the doctoral program

C. Role of the Research Panelists

1. Evaluate the content and methods of the research paper.
2. Provide comments that will improve the paper.
3. Evaluate the presentation of the student researchers.

D. Criteria for the Selection of the Research Panelist

All invited **content expert panelist** should possess **at least one** of the following criteria:

1. Has a master's degree (thesis track) in the same field of specialization;
2. Has published at least two (2) researches in a national or international research journal on the same field of specialization for the past 5 years; and
3. Has practiced the same field of expertise for at least 3 years.

All invited **research methodology expert** should possess **at least one** of the following criteria:

1. A research reviewer or editor of a reputable national or international research journal; and
2. Published at least two (2) researches in national or international journals.

All invited **dean's or academic coordinator's representative** should possess **at least one** of the following criteria:

1. Has a master's degree (thesis track) in his or her field of specialization;
2. Has published at least two (2) researches in a national or international research journal on his or her field of specialization for the past 5 years;
3. Has relevant previous or on-going research or professional engagements pertaining to the topic/s to be evaluated; and
4. Has practiced his or her field of expertise for at least 3 years.

VI. CERTIFIED STATISTICIANS**A. General Overview**

Certified Statisticians are professionals who are trained and had proven track record in the application of statistics in research.

B. General Guidelines and Policies on Certified Statisticians

1. In cases when statistical services are needed by the students of the Colegio, only certified statisticians are allowed to accept statistical consultations.
2. Each statistician is only allowed a maximum of 10 groups/research papers per semester.
3. In the event that there are no more certified statisticians, LRC may deem to assign available statisticians additional student researchers not exceeding 5 more groups.
4. The statistician shall be assigned and consultation fee shall be determined by the LRC.
5. Statistical processing usually lasts from 2 to 4 working days from the day the encoded data was given to the certified statistician.
6. Payment shall be coursed through the Finance Department.
7. Certified statisticians may be able to use the facilities of the LRC.

C. Roles of Certified Statisticians

1. Guide the students in choosing the most appropriate statistical tool/s for their study.
2. Guide the students in the preparation of research instruments together with the research adviser.
3. Process the data of the students using the most appropriate statistical tool/s.
4. Assist the students in the preparation of the statistical report (tables and figures) following the APA format.
5. Assist the students in the analysis and interpretation of the results.

D. Criteria for the Selection of Certified Statisticians

All Certified Statisticians should possess **at least one** of the following criteria:

1. Has published at least two (2) quantitative researches in a peer-reviewed national or international research journal in the past 5 years;
2. Has completed at least sixty (60) hours of Basic and Advanced Statistics Training in the past 5 years; and
3. Has completed the Certification Program for Statisticians of the LRC.

E. Procedure of Student Application for Statistician's Services

1. Secure and accomplish a Statistician's Services Form (Form SR04) from the LRC.
2. Select a statistician from the pool of certified statisticians with the help of the Student Research Coordinator.
3. Secure the approval of the selected statistician.
4. Pay the required fees at the cashier depending on the statistical treatment to be used (*see list of statistical services*).

5. A photocopy of the official receipt of the statistical processing fee from the Finance Department should be submitted to the LRC and the certified statistician.
6. The Certificate of Statistical Treatment (Form SR05) shall be issued by the Research Center duly signed by the certified statistician.
7. The honorarium of the certified statistician shall be processed by the Finance Department.

Note: Kindly refer to the Charter of Student Research Services found in the Appendices for a more detailed explanation of these procedures.

VII. CERTIFIED LANGUAGE EDITORS

A. General Overview

Certified language editors are professionals who are trained and have shown track record in copy and content editing of researches.

B. General Guidelines and Policies on Certified Language Editors

1. Senior high school and undergraduate students are required to have their research papers edited by professional language editors after the final defense while graduate students are required to have their papers edited before the proposal and final defense.
2. Graduate students may opt to have their final paper edited by a professional language editor after the final defense.
3. Only certified language editors are allowed to edit researches of the students of the Colegio.
4. A paper should undergo originality check at the Center prior to language editing before the proposal and final defense.
5. Students should submit their papers for originality check and language editing 2 weeks before the deadline of encoding of grades. Failure to comply with the deadline would result to an INC grade.
6. Each language editor is only allowed a maximum of 10 groups/research papers per semester.
7. In the event that there are no more certified language editors, the LRC may deem to assign available language editors additional student researchers not exceeding 5 more groups.
8. The language editor shall be assigned and consultation fee shall be determined by the LRC.
9. Payment shall be coursed through the Finance Department.

C. Roles of Certified Language Editors

1. Proofread the manuscripts of the student researchers.
2. Suggest grammatical improvements in the paper.

D. Criteria for the Selection of Certified Language Editors

All Certified Language Editors are preferably degree holders in English or other related fields possessing **at least one** of the following criteria:

1. Has published at least two (2) researches in a peer-reviewed national or international research journal in the past 5 years; and
2. Has been engaged in language editing for the past three (3) years.

E. Procedure of Student Application for Originality Check and Language Editing Services

1. Student researchers should have their final papers processed at the Center for **originality check** before the proposal and final defense. Payment should be made at the Finance Department prior to processing (see originality check fees).
2. Upon getting the results of the originality check, the students should revise the paper to ensure that the manuscript is **at least 90% original**.
3. Student researchers are allowed to process their final papers **thrice** in the originality check. Otherwise, they have to pay for another originality check fee at the Finance Department.
4. After ensuring that the manuscript is at least 90% original, the Student Research Coordinator should issue a Certificate of Originality (Form SR06) to the Student Researcher.
5. The student should secure and accomplish a Language Editing Form (Form SR07) from the LRC and pay the required fees at the cashier depending on the his/her program of study and the number of pages (*see list of language editing services*).
6. The Student Research Coordinator assigns a language editor.
7. The student submits to the language editor the result of the originality check, the Certificate of Originality, and the revised paper for editing, tracking and encoding the dates of language editing transactions.
8. A photocopy of the official receipt of the language editing fee from the Finance Department should be submitted to the Student Research Coordinator and the certified language editor.
9. Upon completion of the task, the Student Research Coordinator shall issue the Certificate of Language Editing (Form SR08).
10. Student researches should seek clearance from the Student Research Coordinator by submitting the CD containing the .doc and .pdf files of their paper.

11. The honorarium of the certified language editor shall be processed by the Finance Department.

Note: Kindly refer to the Charter of Student Research Services found in the Appendices for a more detailed explanation of these procedures.

VIII. CERTIFIED VALIDATORS

A. General Overview

Certified Validators are professionals who are trained and had proven track record in the content validation of survey instruments (quantitative researches) and/or interview protocols (qualitative researches).

B. General Guidelines and Policies on Certified Validators

1. All students are required to have their survey instruments and/or interview protocols checked by certified validators. Only certified validators are allowed to check survey instruments and/or interview protocols of the students of the Colegio.
2. Each validator is only allowed a maximum of 10 groups/research papers per semester.
3. In the event that there are no more certified validators, the LRC may deem to assign available validators additional student researchers not exceeding 5 more groups.
4. The validator shall be assigned and consultation fee shall be determined by the LRC.
5. Student researchers should have their survey instrument and/or interview protocol validated at least 1 month before data gathering.
6. Instrument validation usually lasts from 1 to 3 working days from the day the survey instrument and/or interview protocol and the research paper were submitted to the validator.
7. Payment shall be coursed through the Finance Department.

C. Roles of Certified Validators

1. Guide the students in the preparation of their survey instrument and/or interview protocol together with the research adviser.
2. Ensure content validity of the survey instrument and/or interview protocol.
3. Check the alignment of the content of the survey instrument and/or interview protocol with the objective/s of the study.

D. Criteria for the Selection of Certified Validators

All Certified Validators should possess **at least one** of the following criteria:

1. Has a master's degree (thesis track) in the same topic to be validated;
2. Has completed all academic requirements of a master's degree relevant to the topic to be validated and is currently enrolled in a thesis writing course;
3. Has published at least two (2) researches in a peer-reviewed national or international research journal in the past 5 years; and
4. Has completed at least sixty (60) hours of Validation or Survey Development Training in the past 5 years.

E. Procedure of Student Application for Instrument Validation

1. Secure and accomplish an Instrument Validation Form (Form SR09) from the LRC.
2. Select a validator from the pool of Certified Validators with the help of the Student Research Coordinator.
3. Pay the required fee at the cashier (see instrument validation fees) and secure the approval of the selected validator.
4. Student researchers should submit to the certified validator a copy of the survey instrument and/or interview protocol together with their research paper at least 1 month before data gathering.
5. A photocopy of the official receipt of the validation fee from the Finance Department should be submitted to the Student Research Coordinator and the certified validator.
6. The Certificate of Instrument Validation (Form SR10) shall be issued by the Student Research Coordinator after the student researchers have revised their survey instrument and/or interview protocol.
7. The honorarium of the certified validator shall be processed by the Finance Department.

Note: Kindly refer to the Charter of Student Research Services found in the Appendices for a clearer explanation of these procedures.

IX. ETHICS

A. General Overview

The Colegio upholds the values of respect for human persons, beneficence, and justice (as stated in the Belmont Report of 1979) in advancing knowledge that will benefit ultimately humanity. As such, ethical considerations are to be observed throughout the conduct of research.

Student Researchers, under the guidance of their respective Research Advisers and the approval of the Institutional Research Ethics Board (IREB), have an obligation to protect their respondents/participants in their researches. No harm should be done on any human being or animal in conducting a particular study, rather, potential benefits are to be maximized for the advancement of scientific theory and the improvement of the quality of human life.

B. Ethical Considerations on Research Procedures

The following should be observed by the Student Researcher/s throughout the research process. It is the responsibility of the Research Adviser to ensure that no harm is done before, during, and after the data collection phase.

1. Informed consent stating the nature and purpose of the study must be sought from the respondents/participants. Consent for minors (i.e. below 18 years old) and/or people with special needs must be secured from their parents or legal guardians.
2. Potential risks and benefits of the research are also to be presented to the respondents/participants before data collection.
3. The respondents/participants must agree to participate in the study freely and voluntarily.
4. The respondents/participants should be given the option to quit any time without any negative or harmful consequences.
5. The respondents/participants should be assured that their accounts will be kept anonymous and confidential. Storage, disposal, and other future usage of the data should likewise be discussed to the respondents/participants. It is the responsibility of the Student Researcher/s to keep the data in a secured place.
6. Permission to share, present, and/or publish the results of the research should be obtained from the respondents/participants.
7. Incentives and rewards may be given to respondents/participants for joining the study provided they are given appropriately in terms of type and amount without removing the element of voluntary participation.

8. The use of deception must be avoided as much as possible. However, in cases wherein Student Researcher/s can justify the knowledge to be gained through its use and non-deceptive procedures are not feasible, this method may be used provided they are under the supervision and guidance of their Research Adviser and Research Method Professor.
9. Ethical standards must be observed in the usage of animal subjects in researches as stipulated in the Guidelines for Ethical Conduct in the Care and Use of Nonhuman Animals in Research of the American Psychological Association and the Ethical Considerations in Animal Studies of the National Center for Biotechnology Information
(<http://www.apa.org/science/leadership/care/care-animal-guidelines.pdf>)
(<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3714121/>)

X. PLAGIARISM

A. General Overview

The Colegio abides by the principles of academic integrity and respecting other people's intellectual property. Plagiarism is the practice of copying someone's work and pronouncing/declaring them as his/her own. In the conduct of study, it is absolutely unethical to claim others' ideas as one's own. Due recognition must be given to whom or where it is due (APA Ethics Code Standard 8.11, Plagiarism).

B. Self-Plagiarism

Self-Plagiarism, on the other hand, is a type of plagiarism wherein the author republishes his or her work completely or reuses a portion of his/her previous text while authoring a new work (iThenticate, The Ethics of Self-Plagiarism).

C. Citation

The Colegio abides by the format of the American Psychological Association (6th Edition) in citing references. Students from the College of Engineering and Information Technology are to follow the IEEE citation format.

D. Sanctions

In accordance with the Student Handbook of the Collegiate Department of the Colegio (Student Discipline 4.3.2.9, p. 38), plagiarism is classified as a major offense with serious sanctions. A Student Researcher who plagiarizes is subject to failure in the requirement and shall be given a minimum

sanction of three (3) days suspension to a maximum sanction of dismissal (p. 39, Student Handbook of the Collegiate Department of Colegio de San Juan de Letran - Manila).

XI. THESIS DEFENSE

A. Procedure for the Application of Proposal Defense*

1. The student, after complying with all the requirements and revisions specified by the adviser, shall submit to the Research Methods Professor the following documents:
 - a. Soft bound copies of the proposal depending on the number of panelists,** and
 - b. Duly signed Adviser Endorsement Form (Form SR11) and Certificate of Originality (Form SR06) attached to the first page of each proposal.***
2. The Research Methods Professor in coordination with the office of the Dean (i.e. colleges and graduate school) or the Academic coordinator of the Senior High School shall schedule the date, time, and venue of the defense following the academic calendar of the Colegio.

*Doctoral students with non-thesis masters degrees may pursue their doctoral degree provided that they present the initial findings of their study (75%) in a research colloquium scheduled by the Graduate School or in an international conference/forum/convention, in lieu of the research colloquium

**Graduate students in the masteral program are to submit 3 copies while those in the doctorate program are to submit 4 copies.

***Graduate students should likewise submit (a.) a copy of the official receipt of payment for their proposal defense and (b.) the Certificate of Language Editing (Form SR08).

B. Procedure of the Proposal Defense

1. The candidate/s is expected to arrive at the venue one (1) hour earlier than the scheduled time of the defense.
2. It is the responsibility of the Research Methods Professor to inform the students' advisers of the date, time, and venue of the defense.
3. At the start of the defense, the Chairperson shall lead the group in praying and then proceed to calling the committee to order.
4. The Chairperson shall introduce the members of the panel. He/she shall ask the Research Adviser to introduce the candidate to the panel.

5. Each candidate shall be given fifteen (15) minutes to present his/her research/thesis proposal. The Chairperson shall moderate the cross examination of the research by the members of the panel. The members of the panel are given thirty (30) minutes for the cross examination.*
6. The research panelists the thesis defense evaluation (Form SR13).
7. After the cross examination, the candidate and the adviser shall both be asked to step out of the room as the panelists deliberate on the result of the defense.
8. Upon consolidating the ratings and recommendations of the members of the panel, the Chairperson shall ask the candidate and the adviser to enter the room for the announcement of the evaluation result.
9. The student is given a numerical equivalent for either a passed or failed mark.
*Masteral students are given twenty (20) minutes to present his/her proposal while doctoral students are given thirty (30) minutes. The members of the panel for both graduate programs are given forty (40) minutes for the cross examination.

C. Procedure for the Application for Final Defense

1. The student, upon successful completion of his or her proposal defense may enroll in his or her thesis course the following semester.
2. The student, after complying with all the requirements and revisions specified by the panelists, shall submit to the Research Methods Professor the following documents:
 - a. Soft bound copies of the final manuscript depending on the number of panelists;* and
 - b. Duly signed Adviser Endorsement Form (Form SR12) with the Certificate of Originality (Form SR06), Certificate of Validation (Form SR10) and the Certificate of Statistical Treatment (Form SR05) if necessary, attached to the first page of each research manuscript.**
3. The Research Methods Professor shall schedule the date, time, and venue of the defense observing the academic calendar of the Colegio
*Graduate students in the masteral program are to submit 3 copies while those in the doctorate program are to submit 4 copies.
**Graduate students should likewise submit (a.) a copy of the official receipt of payment for their final defense, (b.) folder containing the researcher's information, (c.) ethics declaration, and (d.) the Certificate of Language Editing (Form SR08).

D. Procedure of the Final Defense

1. The candidate should be at the venue one (1) hour earlier than the schedule of the defense.
2. The Research Methods Professor should inform the students' adviser of the date, time, and venue of the defense.
3. At the start of the defense, the Chairperson shall lead the group in praying and then proceed to calling the committee to order.
4. The Chairperson shall introduce the members of the panel. Upon doing so, he/she will ask the research adviser to introduce the candidate to the panel.
5. Each candidate shall be given twenty (20) minutes to present his/her research/thesis. The Chairperson shall moderate the cross examination of the research by the members of the panel. The members of the panel are given thirty (30) minutes for the cross examination.*
6. The research panelists the thesis defense evaluation (Form SR12).
7. After the cross examination, the candidate and the adviser shall both be asked to step out of the room as the panelists deliberate on the result of the defense.
8. Upon consolidating the scores and suggestions of the members of the panel, the Chairperson shall ask the candidate and the adviser to enter the room for the announcement of the evaluation result.
9. The student is given a numerical equivalent for either a passed or failed mark.
10. The student researcher, with the aid of his/her Research Adviser, should be able to incorporate the suggestions and/or corrections of the panelists within 5 (five) working days after the Final Defense.
11. In cases wherein panel members suggest for a total revision, the student researcher/s are to enroll again for another proposal defense.
12. Language Editing should be accomplished 5 (five) working days from the day of the submission of edited paper to the language editor.
13. Student researches should seek clearance from the Student Research Coordinator by submitting the CD containing the .doc and .pdf files of their paper.
14. The Research Adviser, Panelists, Research Method Professor, Program Chairperson/Coordinator, and the Dean (i.e. colleges and graduate school) or the Academic Coordinator should accomplish the Approval Sheet (Form SR13) within 3 (three) working days after the submission of the final paper and its attachments, including the Certificate of Language Editing (Form SR08).

15. Student Researchers should likewise submit a CD containing the electronic copies (.doc and .pdf files) of their researchers
 16. The Program Chairperson/Coordinator should submit to the LRC the top 3 researches of their program for the publication of Antorcha, the official student research publication of the Colegio.
- *Masteral students are given twenty (30) minutes to present his/her proposal while Doctoral students are given thirty (40) minutes. The members of the panel for both graduate programs are given forty (40) minutes for the cross examination.

XII. PUBLISHABLE FORMAT

Below is the common format of a paper for publication which the Colegio abides to, IMRaD (Introduction, Method, Results, and Discussion) format for quantitative papers and IMFaD (Introduction, Method, Findings, and Discussion) format for qualitative papers.

Quantitative Papers

- Preliminaries
- Title
- Authorship and Affiliation
- Abstract
- 1.0 Introduction
- 2.0 Theoretical Background
 - 2.1 Theoretical Framework
 - 2.2 Literature Review
 - 2.3 The Hypothesized Model
- 3.0 Method
 - 3.1 Subjects
 - 3.2 Instruments
 - 3.3 Data Collection Procedure
 - 3.4 Data Analysis
 - 3.5 Ethical Consideration
- 4.0 Results
- 5.0 Discussion
- 6.0 Conclusion
- 7.0 References

Qualitative Paper

- Preliminaries
- Title
- Authorship and Affiliation
- Abstract
- 1.0 Introduction
- 2.0 Design
 - 2.1 Selection and Study Site
 - 2.2 Data Measure
 - 2.3 Data Collection Procedure
 - 2.4 Ethical Consideration
 - 2.5 Data Explication/Mode of Analysis
- 3.0 Findings
- 4.0 Discussion
- 5.0 Conclusion/Lessons Learned
- 6.0 References

Nota Bene: Use APA (6th Edition) in citing sources of references in the text and in the reference section of the manuscript.

Expository Research
requires on the average
4000-6000 words

Explanatory Research
requires on the average
1500-3000 words

Figure 4. Anatomy of a Publishable Paper: IMRaD versus IMFaD Style

A. Publishable Format (IMRaD / IMFaD Format) Guidelines*

Section	Elements	Guidelines
Abstract	Nature and Scope of the paper	<ul style="list-style-type: none"> States what the paper is all about and the boundaries or limitations of the problem or situation
	Objective or purpose	<ul style="list-style-type: none"> States the rationale of the investigation
	Research method	<ul style="list-style-type: none"> An account of the approaches / techniques to be described specifically but selectively & comprehensively
	Results/Findings	<ul style="list-style-type: none"> Describes the findings concisely, identified w/ important numerical values when necessary
	Conclusion	<ul style="list-style-type: none"> Based on the results and discussion, conclusions are given w/ suggested future courses of action
Introduction	Trends in your field	<ul style="list-style-type: none"> Discuss what is currently happening in your field (societal movements, new developments, current changes)
	Issues arising from the trend	<ul style="list-style-type: none"> Consists of the things that become problematic in your field with the existence of the trend (things affected by the trend) Contains the rationale why the topic is being researched on Identify the research gap
	Objectives of the Paper	<ul style="list-style-type: none"> Discuss the things that you plan to do to resolve the issue/s. (purpose/s of the study)
	Contribution of the Paper	<ul style="list-style-type: none"> Discuss things that will happen once the issues are addressed. Involves the persons to whom the results of the paper will be relevant
Theoretical Background	Theoretical framework	<ul style="list-style-type: none"> Provides a strong underpinning or substantive explanation or foundation of the main or central question of the study <ul style="list-style-type: none"> ➤ Statement of the theory ➤ Explanation of the theory ➤ Contextualization of the use of the theory in the study. (How can the theory help achieve the objectives of the study?)
	Review of related literature	<ul style="list-style-type: none"> Contains the synoptic and argumentative part of the study

		<ul style="list-style-type: none"> ➤ <i>Synoptic part</i> – contains the operational definition of the variables used in the study and its relationship with other variables (correlations, differences and effects) and/or its historical background as revealed by previous literature ➤ <i>Argumentative part</i> – contains the sentence of problematizing or the need for the study that leads to the hypotheses of the study
	Conceptual framework	<ul style="list-style-type: none"> • Indicates, either graphically or in narrative form, the main things to be studied—the key factors, constructs or variables and hypotheses
Method	Design	<ul style="list-style-type: none"> • State the design • Discuss briefly what the design is all about • Discuss why the design is the most appropriate to use
	Subjects	<ul style="list-style-type: none"> • Identify the respondents / subjects of the study and how they are chosen Indicate the inclusion / exclusion criteria in the selection of respondents • Profile of the respondents may be included here or in the results section (may be done in textual or tabular form)
	Study site	<ul style="list-style-type: none"> • Identify the study site and the things that make it interesting • Highlight some salient features of the study site • Guide in the choice of the site (Cross reference, if possible)
	Data measures	<ul style="list-style-type: none"> • State the origin, purpose, features, validation, translation / back translation and system of administration
	Data collection procedure and ethical considerations	<ul style="list-style-type: none"> • Indicate how permission is sought, how informed consent is secured, how protocols are observed and how long the data gathering lasted
	Data analysis	<ul style="list-style-type: none"> • Indicate how data sense making was carried out by identifying the statistical tools used vis-à-vis its corresponding use
Results / Findings	Tables and figures	<ul style="list-style-type: none"> • Show the results of the study in tabular or graphical form
	Presentation of tables and figures	<ul style="list-style-type: none"> • Introduce in statement form what the table or figure is all about
	Analysis of tables and	<ul style="list-style-type: none"> • Highlight the most salient aspects of the table or

	figures	<p>figure</p> <ul style="list-style-type: none"> • (highest-lowest, most striking-least striking) • Indicate the numerical values of significant relationships being highlighted in parenthesis
Discussion		<ul style="list-style-type: none"> • Have a one-sentence summary of the study findings • Explain the causality of the findings through cross-referencing • Explain the causality of the findings through bold attempt • Discuss the implications of the findings to theory, research and findings of a specific field/ discipline
Conclusion		<ul style="list-style-type: none"> • Recall of the study objectives • Statement of the major findings of the study • Discussion of the study conclusions' • implication to theory, research and practice • Statement of what the paper has achieved • Statement of what the paper can promise
References	Use APA style or the IEE Citation	<ul style="list-style-type: none"> • See APA manual, 6th Edition • See IEEE Citation Style • See examples in the examples in the pages to follow
Appendices	Attachments	<ul style="list-style-type: none"> • Letter of request to conduct the survey • Consent Form • Survey Questionnaire / Aide Memoire • Computer-generated output • Repertory grid/thematic network analysis • Certificate of Statistical Treatment • Result of the Plagiarism Check • Certificate of Originality • Certificate of Language Editing • Approval Sheet • Researchers Bionote

** Adapted from the Course Reading Packet: Writing for International Publication by Prof. Allan B. de Guzman, Ph.D.*

B. APA Referencing

APA citation style refers to the rules and conventions established by the American Psychological Association for documenting sources used in a research paper. APA style requires both in-text citations and a reference list. For every in-text citation there should be a full citation in the reference list and vice versa.

The examples of APA styles and formats listed on this page include many of the most common types of sources used in academic research. For additional examples and more detailed information about APA citation style, refer to the Publication Manual of the American Psychological Association and the APA Style Guide to Electronic References.

Also, for automatic generation of citations in appropriate citation style, use a bibliographic citation management program (Ex. EndNote).

Reference Citations in Text

In APA style, in-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased and whose information is being cited.

Works by a single author

The last name of the author and the year of publication are inserted in the text at the appropriate point.

from theory on bounded rationality (Simon, 1945)

If the name of the author or the date appear as part of the narrative, cite only missing information in parentheses.

Simon (1945) posited that

Works by multiple authors

When a work has two authors, always cite both names every time the reference occurs in the text. In parenthetical material join the names with an ampersand (&).

as has been shown (Leiter & Maslach, 1998)

In the narrative text, join the names with the word "and."

as Leiter and Maslach (1998) demonstrated

When a work has three, four, or five authors, cite all authors the first time the reference occurs.

Kahneman, Knetsch, and Thaler (1991) found

In all subsequent citations per paragraph, include only the surname of the first author followed by "et al." (Latin for "and others") and the year of publication.

Kahneman et al. (1991) found

Works by associations, corporations, government agencies, etc.

The names of groups that serve as authors (corporate authors) are usually written out each time they appear in a text reference.

(National Institute of Mental Health [NIMH], 2007)

When appropriate, the names of some corporate authors are spelled out in the first reference and abbreviated in all subsequent citations. The general rule for abbreviating in this manner is to supply enough information in the text citation for a reader to locate its source in the Reference List without difficulty.

(NIMH, 2007)

Works with no author

When a work has no author, use the first two or three words of the work's title (omitting any initial articles) as your text reference, capitalizing each word. Place the title in quotation marks if it refers to an article, chapter of a book, or Web page. Italicize the title if it refers to a book, periodical, brochure, or report.

on climate change ("Climate and Weather," 1997)

Guide to Agricultural Meteorological Practices (1981)

Anonymous authors should be listed as such followed by a comma and the date.

on climate change (Anonymous, 2008)

Specific parts of a source

To cite a specific part of a source (always necessary for quotations), include the page, chapter, etc. (with appropriate abbreviations) in the in-text citation.

(Stigter & Das, 1981, p. 96)

De Waal (1996) overstated the case when he asserted that "we seem to be reaching ... from the hands of philosophers" (p. 218).

If page numbers are not included in electronic sources (such as Web-based journals), provide the paragraph number preceded by the abbreviation "para." or the heading and following paragraph.

(Mönnich & Spiering, 2008, para. 9)

Reference List

References cited in the text of a research paper must appear in a Reference List or bibliography. This list provides the information necessary to identify and retrieve each source.

Order: Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list.

Authors: Write out the last name and initials for all authors of a particular work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work. e.g. Smith, J. D., & Jones, M.

Titles: Capitalize only the first word of a title or subtitle, and any proper names that are part of a title.

Pagination: Use the abbreviation p. or pp. to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopaedia articles and chapters from edited books.

Indentation*: The first line of the entry is flush with the left margin, and all subsequent lines are indented (5 to 7 spaces) to form a "hanging indent".

Underlining vs. Italics*: It is appropriate to use italics instead of underlining for titles of books and journals.

Two additional pieces of information should be included for works accessed online.

Internet Address:** A stable Internet address should be included and should direct the reader as close as possible to the actual work. If the work has a digital object identifier (DOI), use this. If there is no DOI or similar handle, use a stable URL. If the URL is not stable, as is often the case with online newspapers and some subscription-based databases, use the home page of the site you retrieved the work from.

Date: If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopaedia article, include the date that you retrieved the information.

* The APA has special formatting standards for the use of indentation and italics in manuscripts or papers that will be typeset or submitted for official publication. For more detailed information on these publication standards, refer to the Publication Manual of the American Psychological Association, or consult with your instructors or editors to determine their style preferences.

** See the APA Style Guide to Electronic References for information on how to format URLs that take up more than one line.

Examples

Articles in journals, magazines, and newspapers

References to periodical articles must include the following elements: author(s), date of publication, article title, journal title, volume number, issue number (if applicable), and page numbers.

a. Journal article, one author, accessed online

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, 105(2), 221-232. doi:10.1016/j.obhdp.2007.08.002

b. Journal article, two authors, accessed online

Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295. doi:10.1037/1065-9293.59.4.286

c. Journal article, more than two authors, accessed online

Van Vugt, M., Hogan, R., & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, 63(3), 182-196. doi:10.1037/0003-066X.63.3.182

d. Article from an Internet-only journal

Hirtle, P. B. (2008, July-August). Copyright renewal, copyright restoration, and the difficulty of determining copyright status. *D-Lib Magazine*, 14(7/8). doi:10.1045/july2008-hirtle

e. Journal article from a subscription database (no DOI)

Colvin, G. (2008, July 21). Information worth billions. *Fortune*, 158(2), 73-79. Retrieved from Business Source Complete, EBSCO. Retrieved from <http://search.ebscohost.com>

f. Magazine article, in print

Kluger, J. (2008, January 28). Why we love. *Time*, 171(4), 54-60.

g. Newspaper article, no author, in print

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

h. Newspaper article, multiple authors, discontinuous pages, in print

Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street Journal*, pp. A1, A12.

i. Books

References to an entire book must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher.

j. No Author or editor, in print

Merriam-Webster's collegiate dictionary (11th ed.). (2003). Springfield, MA: Merriam-Webster.

k. One author, in print

Kidder, T. (1981). *The soul of a new machine*. Boston, MA: Little, Brown & Company.

l. Two authors, in print

Frank, R. H., & Bernanke, B. (2007). *Principles of macro-economics* (3rd ed.). Boston, MA: McGraw-Hill/Irwin.

m. Corporate author, author as publisher, accessed online

Australian Bureau of Statistics. (2000). *Tasmanian year book 2000* (No. 1301.6). Canberra, Australian Capital Territory: Author. Retrieved from [http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989\\$File/13016_2000.pdf](http://www.ausstats.abs.gov.au/ausstats/subscriber.nsf/0/CA2568710006989$File/13016_2000.pdf)

n. Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (2001). *Children of color: Psychological interventions with culturally diverse youth*. San Francisco, CA: Jossey-Bass.

o. Dissertations

References for dissertations should include the following elements: author, date of publication, title, and institution (if you accessed the manuscript copy from the university collections). If there is a UMI number or a database accession number, include it at the end of the citation.

p. Dissertation, accessed online

Young, R. F. (2007). *Crossing boundaries in urban ecology: Pathways to sustainable cities* (Doctoral dissertation). Available from ProQuest Dissertations & Theses database. (UMI No. 327681)

q. Essays or chapters in edited books

References to an essay or chapter in an edited book must include the following elements: essay or chapter authors, date of publication, essay or chapter title, book editor(s), book title, essay or chapter page numbers, place of publication, and the name of the publisher.

r. One author

Labajo, J. (2003). Body and voice: The construction of gender in flamenco. In T. Magrini (Ed.), *Music and gender: perspectives from the Mediterranean* (pp. 67-86). Chicago, IL: University of Chicago Press.

s. Two editors

Hammond, K. R., & Adelman, L. (1986). Science, values, and human judgment. In H. R. Arkes & K. R. Hammond (Eds.), *Judgement and decision making: An interdisciplinary reader* (pp. 127-143). Cambridge, England: Cambridge University Press.

t. Encyclopedias or dictionaries and entries in an encyclopedia

References for encyclopaedias must include the following elements: author(s) or editor(s), date of publication, title, place of publication, and the name of the publisher. For sources accessed online, include the retrieval date as the entry may be edited over time.

u. Encyclopedia set or dictionary

Sadie, S., & Tyrrell, J. (Eds.). (2002). *The new Grove dictionary of music and musicians* (2nd ed., Vols. 1-29). New York, NY: Grove.

v. Article from an online encyclopedia

Containerization. (2008). In *Encyclopædia Britannica*. Retrieved May 6, 2008, from <http://search.eb.com>

w. Encyclopedia article

Kinni, T. B. (2004). Disney, Walt (1901-1966): Founder of the Walt Disney Company. In *Encyclopedia of Leadership* (Vol. 1, pp. 345-349). Thousand Oaks, CA: Sage Publications.

x. Research reports and papers

References to a report must include the following elements: author(s), date of publication, title, place of publication, and name of publisher. If the issuing organization assigned a number (e.g., report number, contract number, or monograph number) to the report, give that number in parentheses immediately after the title. If it was accessed online, include the URL.

y. Government report, accessed online

U.S. Department of Health and Human Services. (2005). *Medicaid drug price comparisons: Average manufacturer price to published prices* (OIG publication No. OEI-05-05- 00240). Washington, DC: Author. Retrieved from <http://www.oig.hhs.gov/oei/reports/oei-05-05-00240.pdf>

z. Government reports, GPO publisher, accessed online

Congressional Budget Office. (2008). *Effects of gasoline prices on driving behavior and vehicle markets: A CBO study* (CBO Publication No. 2883). Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.cbo.gov/ftpdocs/88xx/doc8893/01-14-GasolinePrices.pdf>.

aa. Document available on university program or department site

Victor, N. M. (2008). *Gazprom: Gas giant under strain*. Retrieved from Stanford University, Program on Energy and Sustainable Development Web site: http://pesd.stanford.edu/publications/gazprom_gas_giant_under_strain

bb. Audio-visual media

References to audio-butors (e.g., producer, Director/Directress), date, title, the medium in brackets, location or place of production, and name of the distributor. If the medium is indicated as part of the retrieval ID, brackets are not needed.

cc. Videocassette/DVD

Achbar, M. (Director/Directress/Producer), Abbott, J. (Director/Directress), Bakan, J. (Writer), & Simpson, B. (Producer) (2004). *The corporation* [DVD]. Canada: Big Picture Media Corporation.

dd. Audio recording

Nhat Hanh, T. (Speaker). (1998). *Mindful living: a collection of teachings on love, mindfulness, and meditation* [Cassette Recording]. Boulder, CO: Sounds True Audio.

ee. Motion picture

Gilbert, B. (Producer), & Higgins, C. (Screenwriter/Director/Directress). (1980). *Nine to five* [Motion Picture]. United States: Twentieth Century Fox.

ff. Television broadcast

Anderson, R., & Morgan, C. (Producers). (2008, June 20). *60 Minutes* [Television broadcast]. Washington, DC: CBS News.

gg. Television show from a series

Whedon, J. (Director/Directress/Writer). (1999, December 14). Hush [Television series episode]. In Whedon, J., Berman, G., Gallin, S., Kuzui, F., & Kuzui, K. (Executive Producers), *Buffy the Vampire Slayer*. Burbank, CA: Warner Bros.

hh. Music recording

Jackson, M. (1982). Beat it. On *Thriller* [CD]. New York, NY: Sony Music.

ii. Undated Web site content, blogs, and data

For content that does not easily fit into categories such as journal papers, books, and reports, keep in mind the goal of a citation is to give the reader a clear path to the source material. For electronic and online materials, include stable URL or database name. Include the author, title, and date published when available. For undated materials, include the date the resource was accessed.

jj. Blog entry

Arrington, M. (2008, August 5). The viral video guy gets \$1 million in funding. Message posted to <http://www.techcrunch.com>

kk. Professional Web site

National Renewable Energy Laboratory. (2008). *Biofuels*. Retrieved May 6, 2008, from http://www.nrel.gov/learning/re_biofuels.html

II. Data set from a database

Bloomberg L.P. (2008). *Return on capital for Hewitt Packard 12/31/90 to 09/30/08*. Retrieved Dec. 3, 2008, from Bloomberg database.

Central Statistics Office of the Republic of Botswana. (2008). *Gross domestic product per capita 06/01/1994 to 06/01/2008* [statistics]. Available from CEIC Data database.

mm. Technical and/or research reports, accessed online

Deming, D., & Dynarski, S. (2008). *The lengthening of childhood* (NBER Working Paper 14124). Cambridge, MA: National Bureau of Economic Research. Retrieved July 21, 2008, from <http://www.nber.org/papers/w14124>.

nn. Entire Web site

When citing an entire Web site (and not a specific document on that site), no Reference List entry is required if the address for the site is cited in the text of your paper.

Witchcraft in Europe and America is a site that presents the full text of many essential works in the literature of witchcraft and demonology (<http://www.witchcraft.psmedia.com/>).

Notes: For more detailed information on APA citation style such as information on articles in press, journal special issues and supplements, translations, et cetera, see the Publication Manual of the American Psychological Association and the APA Style Guide to Electronic References.

Obtained from:

American Psychological Association (<http://www.apastyle.org/>)

Purdue University Online Writing Lab's APA Formatting and Style Guide (<https://owl.english.purdue.edu/owl/resource/560/1/>)

Diana Hacker's Research and Documentation Online (http://bcs.bedfordstmartins.com/webpub/Ektron/ReWriting_basics%20e/rewritingbasics2e/resdoc5e/RES5e_ch09_o.html)

C. IEEE Referencing**Print References****Book**

Author(s). Book title. Location: Publishing company, year, pp.

Example: W.K. Chen. *Linear Networks and Systems*. Belmont, CA: Wadsworth, 1993, pp. 123-35.

Book Chapters

Author(s). "Chapter title" in Book title, edition, volume. Editors name, Ed. Publishing location: Publishing company, year, pp.

Example: J.E. Bourne. "Synthetic structure of industrial plastics," in *Plastics*, 2nd ed., vol. 3. J. Peters, Ed. New York: McGraw-Hill, 1964, pp.15-67.

Article in a Journal

Author(s). "Article title". Journal title, vol., pp, date.

Example: G. Pevere. "Infrared Nation." The International Journal of Infrared Design, vol. 33, pp. 56-99, Jan. 1979.

Articles from Conference Proceedings (published)

Author(s). "Article title." Conference proceedings, year, pp.

Example: D.B. Payne and H.G. Gunhold. "Digital sundials and broadband technology," in Proc. IOOC-ECOC, 1986, pp. 557-998.

Papers Presented at Conferences (unpublished)

Author(s). "Paper's title," Conference name, Location, year.

Example: B. Brandli and M. Dick. "Engineering names and concepts," presented at the 2nd Int. Conf. Engineering Education, Frankfurt, Germany, 1999.

Standards/Patents

Author(s)/Inventor(s). "Name/Title." Country where patent is registered. Patent number, date.

Example: E.E. Rebecca. "Alternating current fed power supply." U.S. Patent 7 897 777, Nov. 3, 1987.

Electronic References**Books**

Author. (year, Month day). Book title. (edition). [Type of medium]. Vol. (issue). Available: site/path/file [date accessed].

Example: S. Calmer. (1999, June 1). Engineering and Art. (2nd edition). [On-line]. 27(3). Available: www.enggart.com/examples/students.html [May 21, 2003].

Journal

Author. (year, month). "Article title." Journal title. [Type of medium]. Vol. (issue), pages. Available: site/path/file [date accessed].

Example: A. Paul. (1987, Oct.). "Electrical properties of flying machines." Flying Machines. [Online]. 38(1), pp. 778-998. Available: www.flyingmachjourn/properties/fly.edu [Dec. 1, 2003].

World Wide Web

Author(s)*. "Title." Internet: complete URL, date updated* [date accessed].

Example: M. Duncan. "Engineering Concepts on Ice. Internet: www.iceengg.edu/staff.html, Oct. 25, 2000 [Nov. 29, 2003].

Odd Sources Newspaper Author(s)*.

“Article title.” Newspaper (month, year), section, pages.

Examples: B. Bart. “Going Faster.” Globe and Mail (Oct. 14, 2002), sec. A p.1. “Telehealth in Alberta.” Toronto Star (Nov. 12, 2003), sec. G pp. 1-3.

Dissertations and Theses

Author. “Title.” Degree level, school, location, year.

Example: S. Mack. “Desperate Optimism.” M.A. thesis, University of Calgary, Canada, 2000.

Lecture

Lecturer(s). Occasion, Topic: “Lecture title.” Location, date.

Example: S. Maw. Engg 251. Class Lecture, Topic: “Speed skating.” ICT 224, Faculty of Engineering, University of Calgary, Calgary, Alberta, Oct. 31, 2003.

E-mail

Author. Subject line of posting. Personal E-mail (date).

Example: J. Aston. “RE: new location, okay?” Personal e-mail (Jul. 3, 2003).

Internet - Newsgroup

Author or Topic*, “Title,” Complete network address, date when it was updated [date accessed].

Example: G.G. Gavin. “Climbing and limb torsion #3387,” USENET: sci.climb.torsion, Apr. 19, 2000 [Oct. 4, 2002].

*This information may be excluded if cannot be found.

Source: <http://www.ijssst.info/info/IEEE-Citation-StyleGuide.pdf>

D. Format

All research manuscripts of the students to be submitted to the Research Methods Professor should comply with the following formatting guidelines:

1. Font style is Times New Roman and font size is 12
2. Margin should be 1-inch on all sides
3. The manuscript should be double-spaced and justified, except for tables
4. The entire article should be single columned
5. Paragraphs should be indented using the normal tab default
6. Page numbers should be indicated on the upper right hand corner of each page

7. Tables, figures, and headings must follow the format of the APA manual, 6th Edition. Student from the College of Engineering and Information Technology are to follow the IEEE Citation Style.
8. The abstract should approximately contain 150 – 300 words (including the keywords) and should be written in a single paragraph (APA manual, 6th Edition)

E. Other Parts of the IMRaD / IMFaD Article

There are three (3) additional parts of the article and these are:

1. Title Page
 - a. Title of the article
 - maximum of 40 characters or 12 salient words
 - only the first word is capitalized (APA manual, 6th Edition)
 - b. Full name/s of author/s
 - c. Communication address
 - Academic Degree/s of Author/s
 - Institutional Affiliation/s
 - d. Keywords below the abstract

2. Acknowledgment

This part mentions those who supported the author/s without being responsible for the paper's contents.

3. Appendices

Appendices may be used for material belonging to the report, but too bulky to be part of the main text. For example, the summary tables / statistics / figures should be in the main text, but detailed presentation of statistics must be in the appendix portion.

F. CD

The CD containing the final paper in .doc and .pdf files should be submitted to the Center after language editing. The CD is required to obtain clearance from the Student Research Center. The CD should be labeled using a sticker paper following the format in Figure 5.a and 5.b. It should be encased in a DVD case following the format in Figure 6.

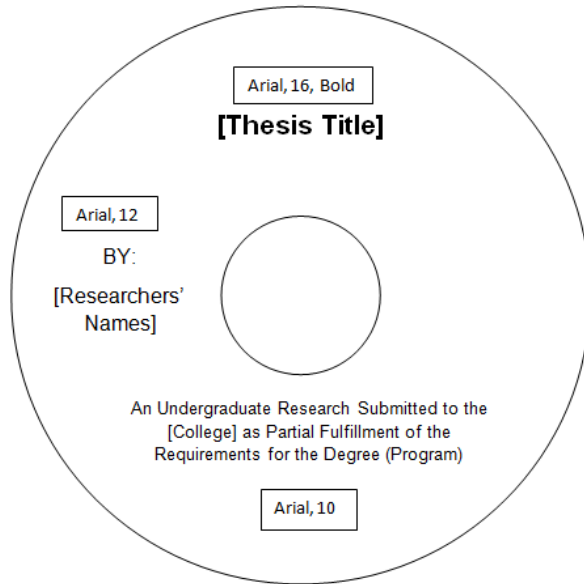


Figure 5.a Format (undergraduate students) of the sticker paper attached to the CD

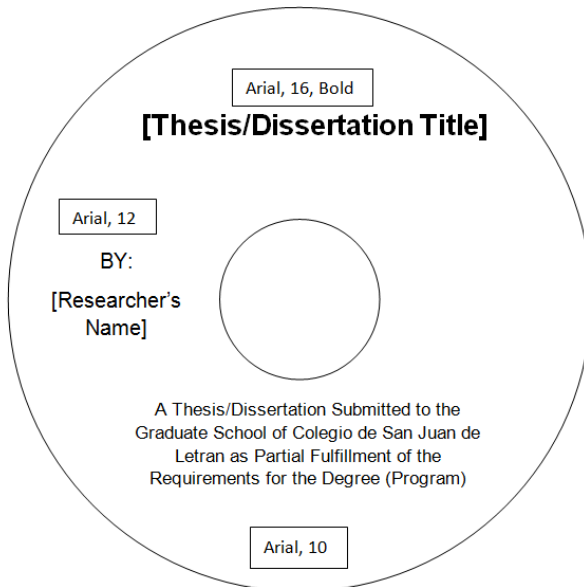


Figure 5.b Format (graduate students) of the sticker paper attached to the CD

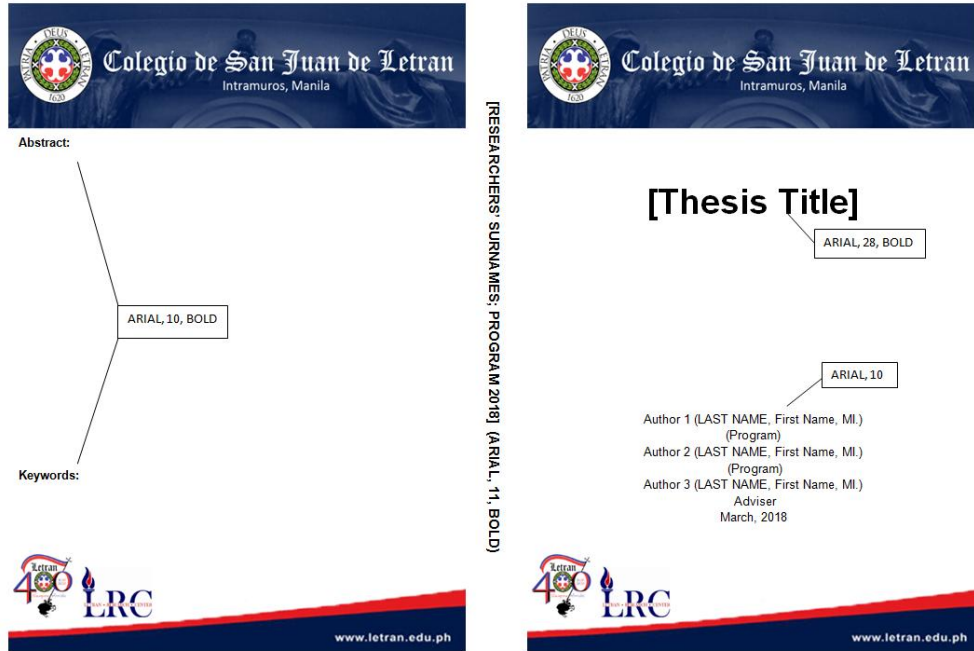


Figure 6. Format of the cover of the DVD case

XIII. STUDENT RESEARCH PUBLICATION

A. General Overview

Antorcha is a semi-annual scholarly journal of Colegio de San Juan de Letran-Manila published every September and March. As a multidisciplinary research journal, it welcomes researches from the senior high school and undergraduate students of the Colegio.

B. Guidelines and Procedure for the Student Publication

Aside from the top 3 papers recommended by program chairpersons/coordinators, the Center also releases a Call for Papers months before the publication of an issue. Interested student researchers not included in the top 3 papers submitted by their program chairpersons/coordinator may also submit their researches for peer review provided they have the recommendation from their research advisers.

1. Manuscripts should be endorsed by their respective program chairpersons together with the consent from the student researchers and research adviser.
2. Authors should submit two versions of the manuscript. One file (“file not for review”) should include the names of the authors (adviser and student/s), their contact information (e-mail

addresses), and current affiliation (program/area and college). The other file (“file for review”) should remove any information that would identify the authors.

3. The paper should include keywords and an abstract of 150 - 300 words.
4. The article should contain approximately 6000 – 7000 words (including abstract, tables/figures, and references) and should be typed in a 12-point font, Garamond, double-spaced, with one-inch margin on all sides.
5. Tables/figures and references should follow the APA (6th Edition) format style for non-engineering fields and the IEEE citation for engineering papers. Table titles are placed above while figure titles are placed below.
6. Reference should follow the APA format for non-engineering fields and the IEEE citation for engineering papers.
7. The editors prefer to have the file in Microsoft Office Word 97-2003 Document (.doc) format and should be sent to antorcha.research@letran.edu.ph.
8. Manuscripts that are already published or in the process of publication in other journals will not be considered for publication in Antorcha.

C. Review Process

1. The editor screens the submitted manuscripts and selects those deemed suitable for peer reviewing. Selected articles then undergo a rigorous double-blind refereeing.
2. Once accepted, a Copyright Agreement (Form SR15) will have to be sought from the student researchers and their research adviser.
3. Attached with the letter of acceptance are the comments and suggestions from the members of the editorial board. Revisions should be incorporated and returned to the Center within 2 weeks.
4. The editor makes the final decision on the publication of the revised articles.

Note: Kindly refer to the Charter of Student Research Services found in the Appendices for a more detailed explanation of these procedures.

XIV. OWNERSHIP

A. General Overview

Copyright pertains to an exclusive property to publish, produce, reproduce, translate, broadcast, adapt, or perform a work (derived from the Copyright Act of McMaster University, 1985).

B. General Guidelines

1. The Student Researcher is the primary author of the research paper, whether it be a thesis or dissertation.
2. Faculty Members who serve as Research Advisers become co-authors of the paper.
3. The authors are the immediate owner of the copyright of the research paper.
4. Student Researchers and Faculty Advisers should communicate with each other in terms of editing, presenting, and/or publishing a research paper.
5. The research paper should always bear the name of the Colegio in any presentations and publications.

XV. STUDENT RESEARCH GRANT**A. General Overview**

The student research grant is given to student researchers whose papers have been recommended by their respective deans and approved by the Vice President for Academic Affairs for its outstanding theoretical and practical contribution in their field of discipline. There are two types of grants that may be given to deserving student researchers: (1) the conduct of research grant and (2) the research presentation grant. These grants may only be availed by senior high school and undergraduate students of the Colegio.

1. Conduct of Research Grant

- a. The conduct of research grant is given to senior high school and undergraduate students currently enrolled in thesis or other research-related courses.
- b. Interested student researchers should send a letter of intent addressed to the Director/Directress of the Center noted by their research adviser and program chairperson/coordinator 1 month before the actual data gathering endorsed by their respective dean or principal.
- c. The letter should be also accompanied by their research proposal and a detailed budget proposal.
- d. Each research paper may be given a maximum of Php 20,000.00 for the conduct of research which includes data gathering materials and procedures.
- e. This grant does not cover the research services offered by the Center.

- f. Research papers that have already received the conduct of research grant are no longer eligible for the research presentation grant.
- g. The Vice President for Academic Affairs gives the final decision on the conduct of research grant.

2. Research Presentation Grant

- a. The research presentation grant is given to senior high school and undergraduate students who intend to present their research paper in a national or international conference.
- b. Interested student researchers should send a letter of intent addressed to the Director/Directress of the Center noted by their research adviser and program chairperson/coordinator before submitting their research paper in a national or international conference endorsed by their respective dean or principal.
- c. The letter should be also accompanied by their full research paper and a detailed budget proposal
- d. Each research paper may be given a maximum of Php 5,000.00 which may include registration, accommodation, and transportation fees
- e. Faculty advisers of research papers for the research presentation grant are still eligible to receive a presentation incentive as stipulated in the Employee Research Manual (ERM)
- f. A research paper may only be presented once, either in a national or international conference
- g. Research papers that have already received the conduct of research grant are no longer eligible for the research presentation grant
- h. The Vice President for Academic Affairs gives the final decision on the conduct of research grant

XVI. INSTITUTIONAL RESEARCH ETHICS BOARD (IREB)

A. General Overview

The Institutional Research Ethics Board (IREB) is responsible for screening the research proposals of senior high school, undergraduate, and graduate students prior to data gathering. The IREB ensures that the methods and procedures proposed by student researchers are in line with the ethical guidelines of the Colegio as stipulated in this manual (see Section IX).

In times of disagreements and/ or disputes regarding a particular research, all the members are enjoined to settle the problems among themselves. In the event that the disagreements and/ or disputes cannot be resolved among themselves, the agreed party may also raise the concern to the IREB.

B. Formulation

It is the responsibility of the student researchers to have their research proposals screened by the IREB at least 1 month before the actual data gathering. Students are to attach a copy of their research proposal, survey questionnaires and/or interview protocols, as well as a copy of their informed consent and parental consent, if applicable. All these documents should be endorsed and approved by their respective research adviser and research methods professor.

C. Composition

The IREB shall be composed of the student researcher's program chairperson/coordinator, the Student Research Coordinator, and the Director/Directress of the Center.

D. Duties, Functions, and Responsibilities

1. Ensure that the research proposals of student researchers are in line with the ethical guidelines stipulated in this manual (see Section IX), adhering to the values of respect for human persons, beneficence, and justice
2. Ensure that the informed consent form that will be used by the student researchers contain all the necessary information that their participants need to know
3. Ensure that no harm shall be done on human and animal subject before, during, and after the data gathering procedures
4. Process the complaints of student researchers in times of disagreements and/or disputes which includes forming an ad hoc committee as well as informing the aggrieved party of the findings and recommendations of the committee