

STUDENT RESEARCH MANUAL

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

JUNE 2017



DISCLAIMER

This manual is intended for the use of undergraduate and graduate programs of Colegio de San Juan de Letran – Manila. It provides relevant information related to the conduct of researches, both theses and dissertations. This manual does not apply to courses that require researches as one of their requirements.

This manual is divided into fifteen (15) 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 undergraduate and graduate students of the Colegio enrolled in Thesis / Dissertation Writing 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.

FROM THE RECTOR AND PRESIDENT

Οἶδαμεν δεῶτι καλὸς ὁ νόμος ἐάν τις αὐτῶ νομίμως χρῆται

“We know that the law is good, provided that one uses it as law”

(1 Timothy 1:8)

Our faith tells us that Law, as the ordinance of reason, for the common good, is an eminent way for God to speak to us. Human law analogously and proportionately participates in, contains and expresses Divine law.

In this spirit, with the approval of the Board of Trustees of the *Colegio*, we are promulgating this manual for administrators, for members of the faculty and of the support staff, and most especially for graduate and undergraduate students who will be conducting their theses and dissertations. The student research manual belongs to Letran’s commitment to quality education. Our systems and processes reflect reasons and realities that define and direct our experience as an educational institution, as a microcosm of society, as a community of faith.

Of course, its letter is a product of our time, and is thus honest and humble in content and coverage. As a manual, it provides reference, within reach, to the order of things, to ways of doing, to actions that incarnate our vision and mission, to structures that support and sustain the culture of excellence among ourselves and those whom we serve.

It is our hope that the student research manual become a scripture of sense and significance, render coherence and clarity, guide us and serve us as law that would set us free, make us good.

We express our gratitude to the ad hoc committee members who were tasked to review, revise, resolve, and realize this manual. *Mahusay! Mabuhay!*

As always, we direct our praise and dedicate the fruits of our labor to GOD, in whom we live and move and have our being. He is our supreme law, our supreme good.

Siempre Arriba! Siempre Letran!

REV. FR. CLARENCE VICTOR CUEVAS MARQUEZ, O.P.

81st Rector and President

May 2016

TABLE OF CONTENTS

I. LETRAN RESEARCH CENTER (LRC)

- A. Vision
- B. Mission
- C. Key Priority Areas
- D. Organizational Chart

II. STUDENT RESEARCHERS

- A. General Overview
- B. Role of the Student Researchers

III. RESEARCH METHOD PROFESSOR

- A. General Overview
- B. Roles of the Research Method Professor
- C. Criteria for the Selection of Research Methods Professor

IV. RESEARCH ADVISERS

- A. General Overview
- B. General Guidelines and Policies on Research Adviser
- C. Roles of the Research Adviser
- D. Criteria for the Selection of the Research Adviser
- E. Procedures on the Selection of Research Adviser

V. RESEARCH PANELISTS

- A. General Overview
- B. General Guidelines and Policies on Research Panelist
- C. Role of the Research Panelists
- D. Criteria for the Selection of the Research Panelist

VI. CERTIFIED STATISTICIANS

- A. General Overview
- B. General Guidelines and Policies on Certified Statisticians
- C. Roles of Certified Statisticians
- D. Criteria for the Selection of Certified Statisticians
- E. Procedure of Student Application for Statistician's Services

VII. CERTIFIED LANGUAGE EDITORS

- A. General Overview
- B. General Guidelines and Policies on Certified Language Editors
- C. Roles of Certified Language Editors
- D. Criteria for the Selection of Certified Language Editors
- E. Procedure of Student Application for Language Editing Services

VII. CERTIFIED VALIDATORS

- A. General Overview
- B. General Guidelines and Policies on Certified Validators
- C. Roles of Certified Validators
- D. Criteria for the Selection of Certified Validators
- E. Procedure of Student Application for Instrument Validation

VIII. ETHICS

- A. General Overview
- B. Ethical Considerations

IX. PLAGIARISM

- A. General Overview
- B. Self-Plagiarism
- C. Citation
- D. Sanctions

XI. THESIS DEFENSE

- A. Procedure for the Application of Proposal Defense
- B. Procedure of the Proposal Defense
- C. Procedure for the Application for Final Defense
- D. Procedure of the Final Defense

XII. PUBLISHABLE FORMAT

- A. Publishable Format (IMRaD / IMFaD Format) Guidelines
- B. Format
- C. Other Parts of the IMRaD / IMFaD Article

XIII. STUDENT RESEARCH PUBLICATION

- A. General Overview
- B. Guidelines and Procedure for the Student Publication
- C. Review Process

XIV. OWNERSHIP

- A. General Overview
- B. General Guidelines

XV. RESEARCH ETHICS COMMITTEE

- A. General Overview
- B. General Policies and Procedures of the Research Ethics Committee

XVI. Appendices

- A. IP Research Registry
- B. Adviser Selection Form
- C. Statistician Services Form
- D. Certificate of Statistical Treatment
- E. Certificate of Originality
- F. Language Editing Form
- G. Certificate of Language Editing

- H. Instrument Validation Form
- I. Certificate of Instrument Validation
- J. Adviser Endorsement Form
- K. Student Oral Presentation Evaluation
- L. Approval Sheet
- M. Student Publication Evaluation
- N. Student Publication
- O. Copyright Agreement
- P. Statistical Services Fees
- Q. Language Editing Fees
- R. Instrument Validation Fees
- S. Originality Check Fees

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

The Letran Research Center is committed to develop a culture of research through the enhancement of the capability of every member of the institution to become a community of professionals making just decisions in addressing global issues guided by the Dominican charism.

C. Key Priority Areas

Research Agenda	Areas	Topics
Intramuros Studies	Cultural Heritage	<ul style="list-style-type: none"> - Cultural Heritage Mapping (CHM) (natural, built, movable and intangible) - Identification of cultural significance, - heritage context and issues in Intramuros Sustainable Development (Tourism, Hospitality and Business)
	Historical Background	<ul style="list-style-type: none"> - Pre-historic era - Spanish era (14th-19th Century) - British colonization - American era - Japanese era - Third republic until present - Letran and Intramuros
	Structure Conservation and Management	<ul style="list-style-type: none"> - Conservation Management Plan (CMP) - Visitor Management Plan (VMP) - Intramuros and international heritage conservation charters (UNESCO, ICCROM, ICOMOS) - Intramuros and the national government and non-government agencies (DOT, IS, NCCA, NM, NHCP) - Conservation, Preservation and Restoration Reconstruction of Intramuros - Adaptive Re-use of Structures in Intramuros

	Cultural Knowledge Transmission	<ul style="list-style-type: none"> - Heritage Education and Interpretation Plans - Museum Design and Management - Integration of Intramuros to K to 12 Program and Collegiate Curriculum - Intramuros and Mass Media - Tour guiding
	School-Community Partnership	<ul style="list-style-type: none"> - Plans and projects for social development - Poverty alleviation - Impact of development (economic, socio-cultural and environmental aspects)
Sustainability in Business	Economic Sustainability	<ul style="list-style-type: none"> - Tourism, Hospitality and other service-oriented industries - Business Competitions - Creative Industries
	Corporate Social Responsibility (CSR) in Business	<ul style="list-style-type: none"> - Business Accountability - Customer Relations - Health and Wellness Services
	Sustainable Entrepreneurship	<ul style="list-style-type: none"> - Micro, Small and Medium Enterprises (MSMEs) - Marketing, promotions and operations - Cultural Diversity - Financial and Human Resource Management - Entrepreneurial Models on Sustainable Development - Motivation, Customer Satisfaction and Loyalty - Sustainable Business and the different International Organizations (ASEAN, APEC, UN (UNEP, WTO, UNWTO))
Climate Change	Awareness and Conservation	<ul style="list-style-type: none"> - Waste Management System - Energy and Resources Conservation - Ecological Economics - Advancement in Renewable Energy Technologies; Pollution Control Technologies
	Environmental Sustainability	<ul style="list-style-type: none"> - Advancement in renewable energy technologies - Pollution control technologies - Food Security through Green Food Business - Creating a Green Business Framework for Restaurant Manager
	Attitudes and Behavior	<ul style="list-style-type: none"> - Social Responsiveness - Positive Psychology (Resilience/Hardiness) - Social Psychology - Psychology of Disaster Response - Disaster and Mental Health

Quality Standards in Education	Policy-oriented studies	<ul style="list-style-type: none"> - Preparedness and capabilities of HEI's for ASEAN 2015 and K to 12 Curriculum implementation - Linkages between university and graduate programs and industry needs - Graduate Tracer studies - Utilization of existing data for policy reformulation towards improved quality of services - Inclusive education for children with special needs - Proliferation and pervasiveness of shadow education
	ICT in Education	<ul style="list-style-type: none"> - Trends on technological sustainability - Significance of Collaboration and Cooperation in business systems - Hardware and software development - ICT integration in the teaching-learning process and its impact to students' academic performance - Distance Learning - E-Learning - Computer-Assisted Instruction
	Teacher Education	<ul style="list-style-type: none"> - Classroom-based research on different disciplines - Possible existence of East-Asian pedagogies - Assessment of present programs/curricula for improvement and reengineering - international benchmarking of best practices towards the development of new programs/curricula - New ecologies of learning
Gender-Responsive Research	Gender and Development	<ul style="list-style-type: none"> - Gender and economic empowerment - Gender in power and decision making - Gender Planning and Budgeting
	Gender and Women Studies	<ul style="list-style-type: none"> - Indigenous women and girls - Violence Against Women and Children (VAWC) - Deepening the disciplines with gender (e.g. Women in History, Feminist Literature)
	Emerging Gender Issues	<ul style="list-style-type: none"> - Gender identities and sexual orientation - Intersectional studies on social issues and gender - Gender Sensitivity and Gender-based violence

D. Organizational Chart

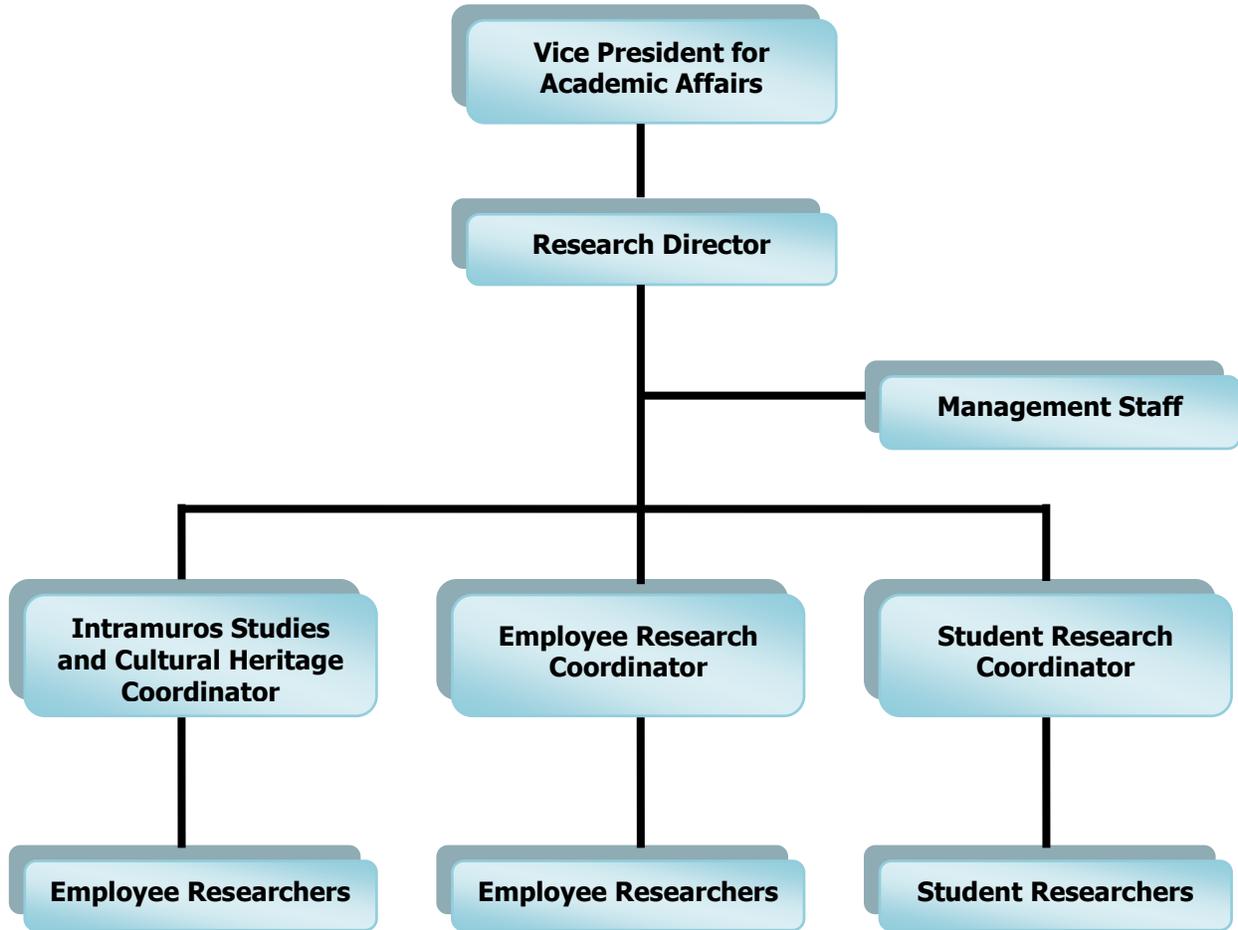


Figure 1: LRC Organizational Chart

II. STUDENT RESEARCHERS

A. General Overview

Student Researchers are any bona fide students of the Colegio currently enrolled in Research Courses. As such, this manual is applicable to the following thesis courses (see Table 1 for the list of all research courses). Nonetheless, faculty members who handle courses that highlight the research skills of the students may abide by the contents (i.e., format, guidelines, procedures, etc.) of this manual.

Table 1: Research Courses offered to graduate and undergraduate students

GRADUATE SCHOOL		
Course Code	Course Title	Semester Offered
ADDECSA	Advanced Decision Science and Statistical Analysis	Every Semester
ADVARMS	Advanced Applied Research Methods	Every Semester
BUSREME	Business Research Methods	Every Semester
DISSER1	Dissertation 1 (Chapters 1-3)	Terminal Year
DISSER2	Dissertation 2 (Colloquium)	Terminal Year
DISSER3	Dissertation 3 (Chapters 1-5)	Terminal Year
STATCOM	Statistics with Computer Application	Every Semester
THESIS1	Thesis1 (Chapters 1-3)	Terminal Year
THESIS2	Thesis2 (Chapters 1-5)	Terminal Year
COLLEGE OF LIBERAL ARTS AND SCIENCES		
Course Code	Course Title	Semester Offered
ADV115	Advertising Research 1	2 nd Semester
ADV116	Advertising Research 2	1 st Semester
BC120	Broadcast Production Research 1	2 nd Semester
BC122	Broadcast Production Research 2	1 st Semester
COMM113	Communication Research 1	2 nd Semester
COMM119	Communication Research 2	1 st Semester
PLRM1	Research Presentation and Defense 1	2 nd Semester
PLRM2	Research Presentation and Defense 2	1 st Semester

RM1	Research Methods 1	2 nd Semester
RM2	Research Methods 2	1 st Semester
RMP1	Psychological Research Methods 1	1 st Semester
RMP2	Psychological Research Methods 2	2 nd Semester
COLLEGE OF BUSINESS ADMINISTRATION AND ACCOUNTANCY		
Course Code	Course Title	Semester Offered
RM1/ELEC1	HRDM Research 1	1 st Semester
RM2/ELEC3	HRDM Research 2	2 nd Semester
RM1	Research Methods 1	1 st Semester
RM2	Research Methods 2	2 nd Semester
TMRM1	Tourism Research Methods and Technique	2 nd Semester
COLLEGE OF ENGINEERING AND INFORMATION TECHNOLOGY		
Course Code	Course Title	Semester Offered
CE 516	CE Project 1	1 st Semester
CE 526	CE Project 2	2 nd Semester
CP1	Capstone 1	2 nd Semester
CP2	Capstone 2	1 st Semester
EE 424	Research Methods for EE	2 nd Semester
EE 515	Research Project	1 st Semester
IE 516	Project Feasibility Study 1	1 st Semester
IE 516	Project Feasibility Study 2 (PFS 2)	2 nd Semester
IE 517	Undergraduate Research (UR)	1 st Semester
SENIOR HIGH SCHOOL DEPARTMENT		
Course Code	Course Title	Semester Offered
CTRDL01	Research in Daily Life 1	2 nd Semester
CTRDL02	Research in Daily Life 2	1 st Semester

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. Assist the students in the conceptualization of their research topics.
3. Mentor students in terms of the various research designs
4. Introduce to the students the various data analysis tools and techniques
5. Facilitate the assignment of research advisers in coordination with the Program Chairperson upon the approval of the office of the Dean
6. Facilitate the selection of research panelists following the guidelines of the LRC upon the approval of the office of the Dean
7. Consolidate the final manuscripts of the student researchers to be submitted to the following offices at the end of the Academic Year:

- a. Letran Research Center
- b. Office of the Dean
- c. Library Services Department



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

151 Muralla Street, Intramuros, Manila, 1002 Philippines
(632) 527-7693 to 97
www.lettran.edu

Figure 2.

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 **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 completed the Employee Research Training Program of the LRC.

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 with the approval of the office of the Dean.
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).
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.
7. The latest Research Adviser shall become the co-author of the Student Researcher/s.

*For graduate students, external Research Advisers may only be considered as co-advisers

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 may be assigned as Research Adviser provided he/she 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 completed all academic requirements of a master's degree relevant to the field of specialization and is currently enrolled in a thesis writing course.
3. Has published at least 2 researches in a national or international research journal on the same field of specialization for the past 5 years.
4. Has completed the Employee Research Training Program of the LRC.

E. Procedures on the Selection of Research Adviser

1. The student 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. Selection of the Adviser shall depend upon the proposed research topic of the student and the area of specialization of the proposed advisers.
5. 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.
6. 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.

7. The Research Adviser shall then be issued an appointment letter duly signed by the Program Chairperson and the Dean, after which, the student may now consult the Adviser regarding his/her research paper.

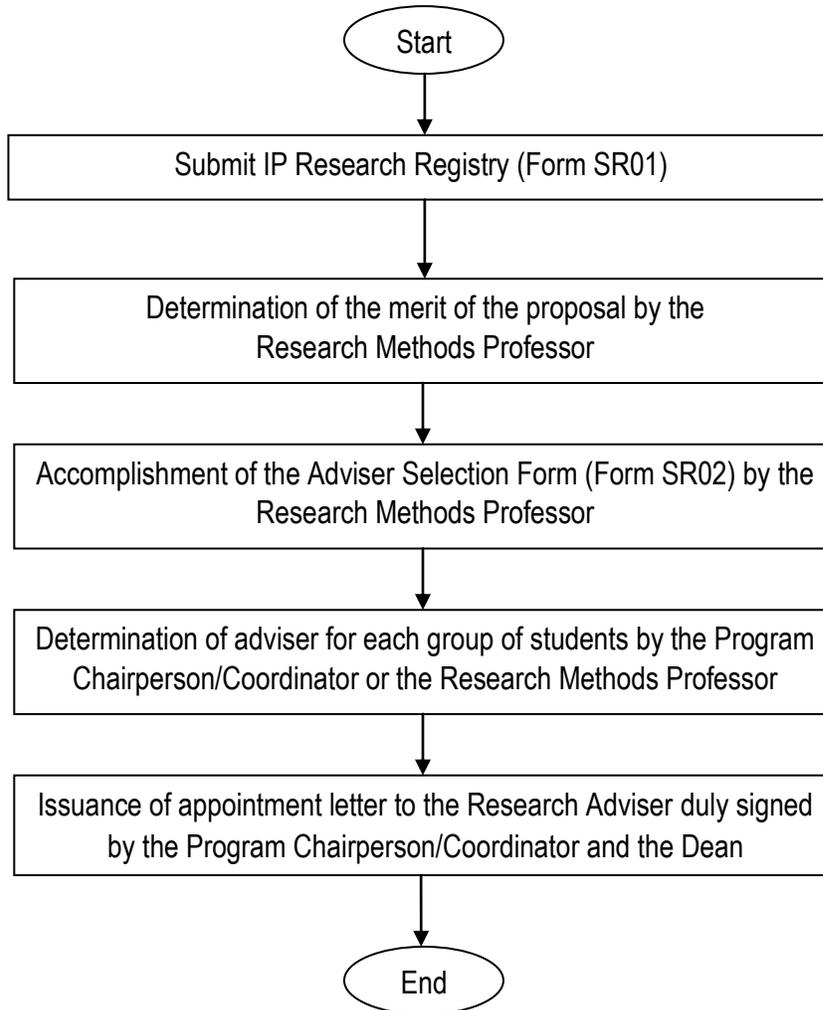


Figure 3. Research Adviser Selection Flowchart

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 three panel members consisting of any of the following:
 - a. Content expert in the same field (either external or internal)
 - b. Research methodology expert in the same or related field (either external or internal)
 - c. Dean'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.

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 completed all academic requirements of a master's degree relevant to the field of specialization and is currently enrolled in a thesis writing course.
3. 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.
4. Has completed the Employee Research Training Program of the LRC.
5. Has practiced the same field of expertise for at least 3 years.

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

1. A research reviewer or editor of a reputable national or international research journal.
2. Published at least five (5) researches in national or international journals.

All invited **dean'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 completed all academic requirements of a master's degree relevant to his or her field of specialization and is currently enrolled in a thesis writing course.
3. 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.

4. Has relevant previous or on-going research or professional engagements pertaining to the topic/s to be evaluated.
5. Has completed the Employee Research Training Program of the LRC.
6. 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. Students of the Colegio are permitted to process their own data. However, in cases when professional services are necessary, 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. Payment shall be coursed through the Finance Department.
6. 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.

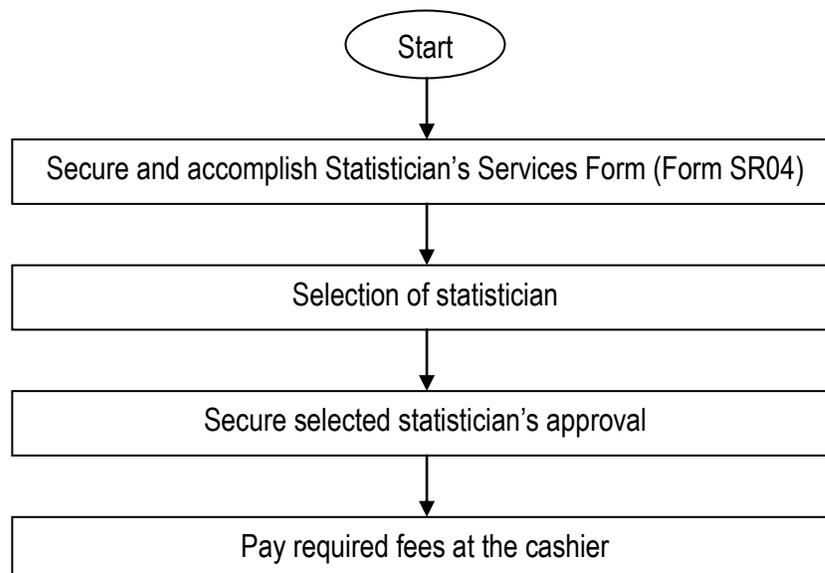
D. Criteria for the Selection of Certified Statisticians

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.
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 certified statistician after the data analysis.
7. The certified statistician should inform the LRC of the number of research groups he/she has processed.
8. The honorarium of the certified statistician shall be processed by the Finance Department.



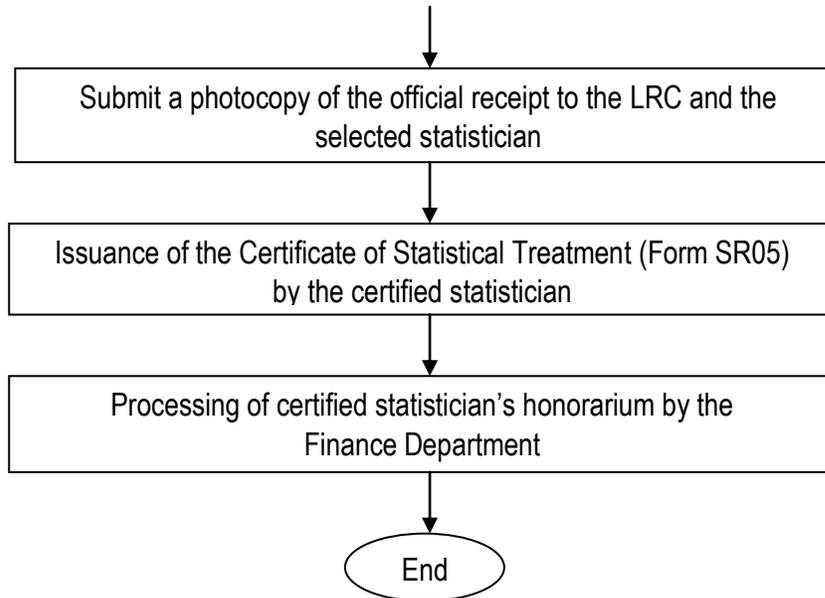


Figure 4. Student Application for Statistical Services Flowchart

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. All students are required to have their research papers edited by professional language editors. Only certified language editors are allowed to edit researches of the students of the Colegio.
2. Each language editor is only allowed a maximum of 10 groups/research papers per semester.
3. In the event that there are no more certified language editors, the LRC may deem to assign available statisticians additional student researchers; not exceeding 5 more groups.
4. The language editor shall be assigned and consultation fee shall be determined by the LRC.
5. 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 degree holders in English or other related fields and should possess **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.
2. Has completed sixty (60) hours of training in journal editing, refereeing, etc. in the past 5 years.
3. Has completed the Certification Program for Language Editors of the LRC.

E. Procedure of Student Application for Language Editing Services

1. Student researchers should have their final papers processed at the LRC for **originality check** prior to the 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 LRC Representative 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 LRC assigns a language editor in coordination with the Research Method Professor.
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 LRC and the certified language editor.
9. Upon completion of the task, the certified Language Editor shall issue the Certificate of Language Editing (Form SR08).
10. The certified language editor should inform the LRC of the number of research papers he/she has edited.
11. The honorarium of the certified language editor shall be processed by the Finance Department.

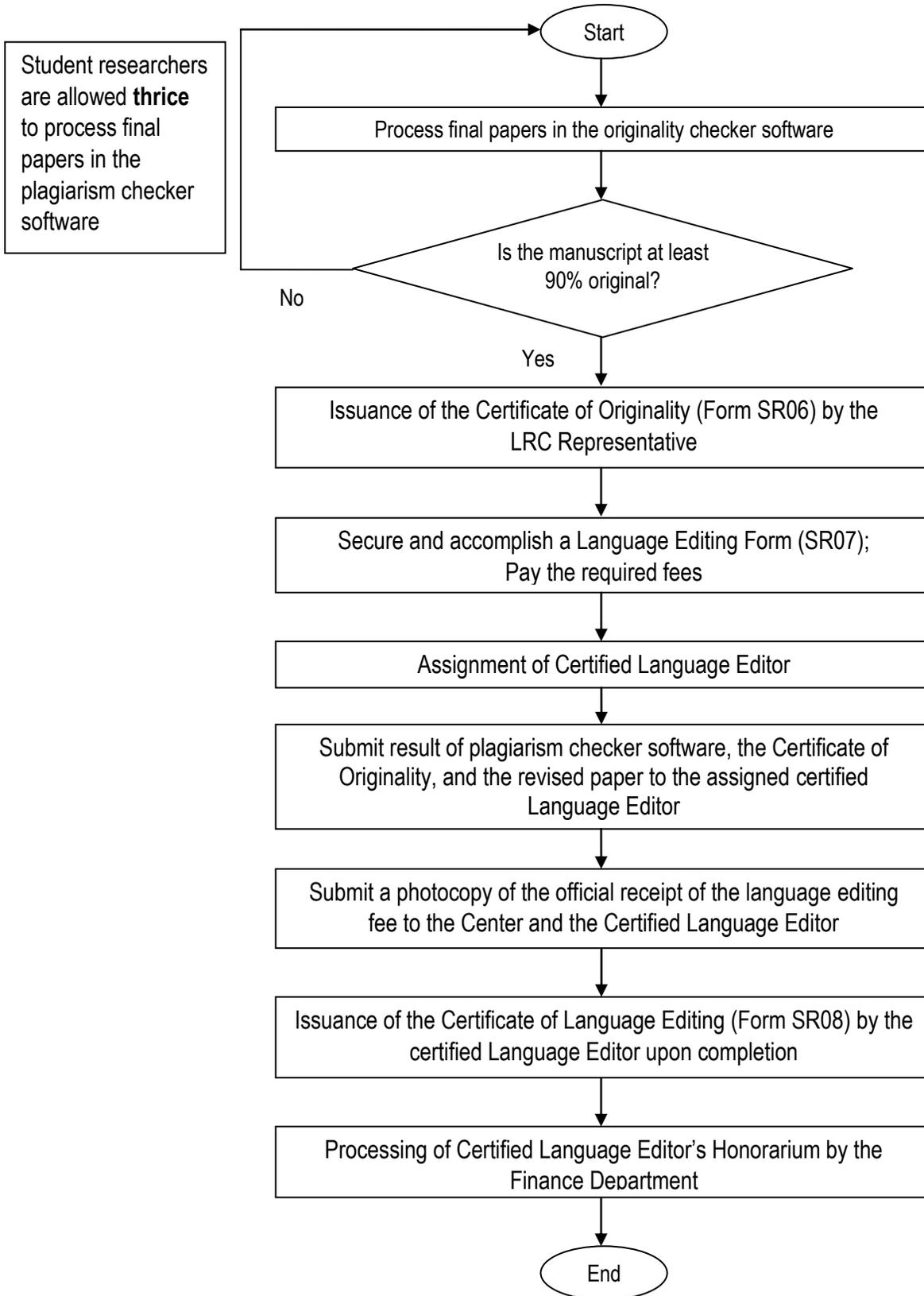


Figure 5. Student Application for Language Editing Flowchart

VIII. CERTIFIED VALIDATORS

A. General Overview

Certified Validators are professionals who are trained and had proven track record in the content and face 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. 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 face 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

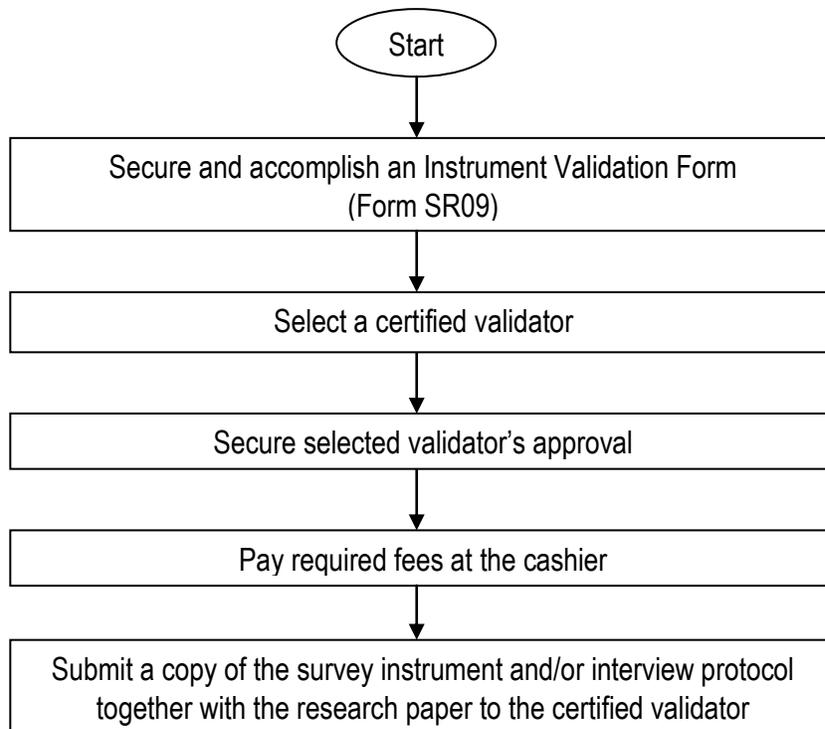
All Certified Validators should possess **at least one** of the following criteria:

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.

4. Has completed at least sixty (60) hours of Validation or Survey Development Training in the past 5 years.
5. Has completed the Certification Program for Validators of the LRC.

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. Secure the approval of the selected validator and pay the required fee at the cashier (see instrument validation fees).
4. Student researchers should submit to the certified validator a copy of the survey instrument and/or interview protocol together with their research paper.
5. A photocopy of the official receipt of the validation fee from the Finance Department should be submitted to the Center and the certified validator.
6. The Certificate of Instrument Validation (Form SR10) shall be issued by the certified validator after the student researchers have revised their survey instrument and/or interview protocol.
7. The certified validator should inform the LRC of the number of research instruments he/she has validated.
8. The honorarium of the certified validator shall be processed by the Finance Department.



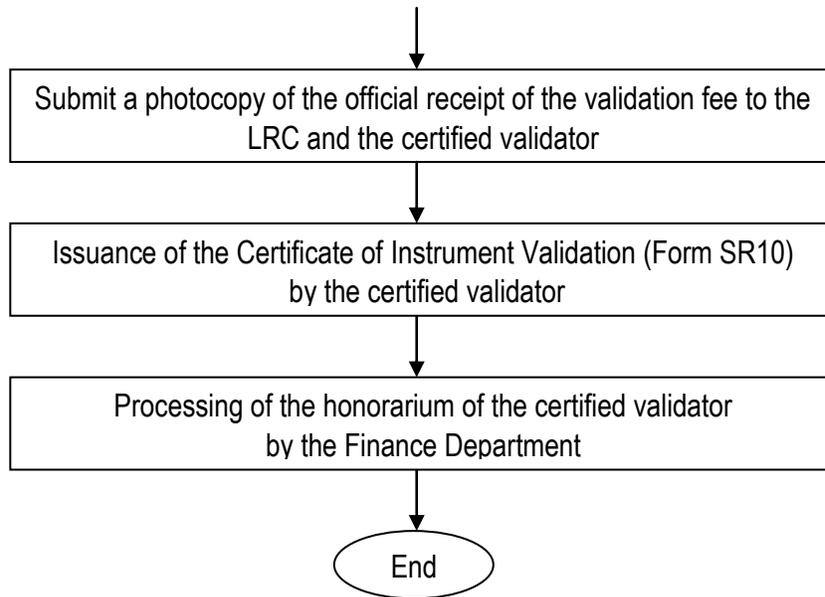


Figure 6. Student Application for Instrument Validation Flowchart

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, have an obligation to protect their respondents/participants in their researches. No harm should be done on any human being 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
(<http://www.apa.org/science/leadership/care/care-animal-guidelines.pdf>)

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.

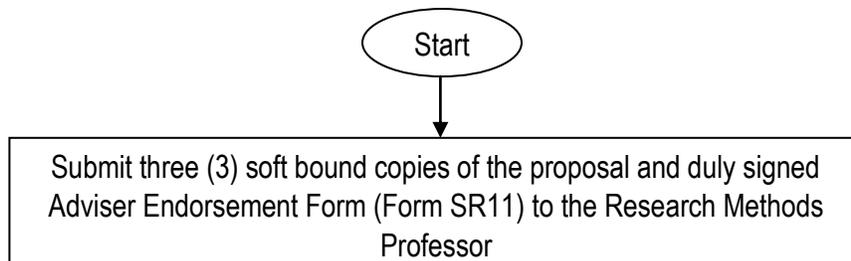
D. Sanctions

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. Three (3) soft bound copies of the proposal; and
 - b. Duly signed Adviser Endorsement Form (Form SR10) attached to the first page of each proposal.
2. The Research Methods Professor shall schedule the date, time, and venue of the defense following the academic calendar of the Colegio.



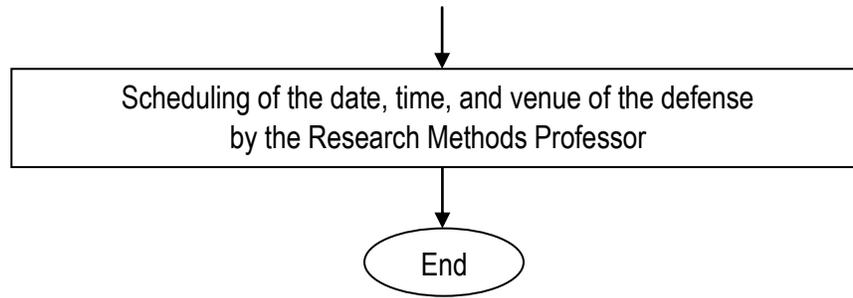
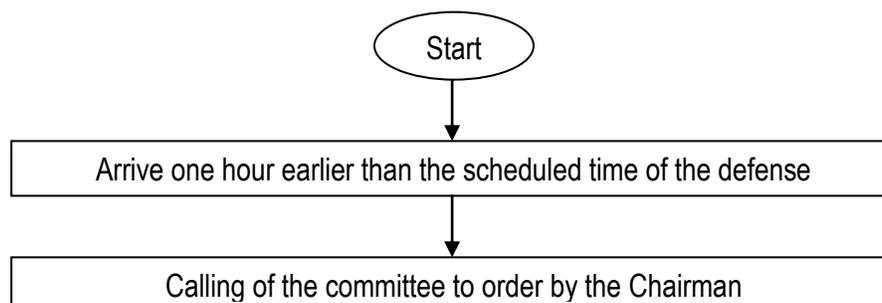


Figure 7. Proposal Defense Application Flowchart

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 Chairman of the panel shall call the committee to order.
4. The Chairman 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 proposal. The Chairman 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. 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.
7. Upon consolidating the ratings and recommendations of the members of the panel, the Chairman shall ask the candidate and the adviser to enter the room for the announcement of the evaluation result.

* MBA students are given twenty (20) minutes to present his/her proposal while DBA students are given thirty (30) minutes. The members of the panel for both graduate programs are given thirty (30) minutes for the cross examination.



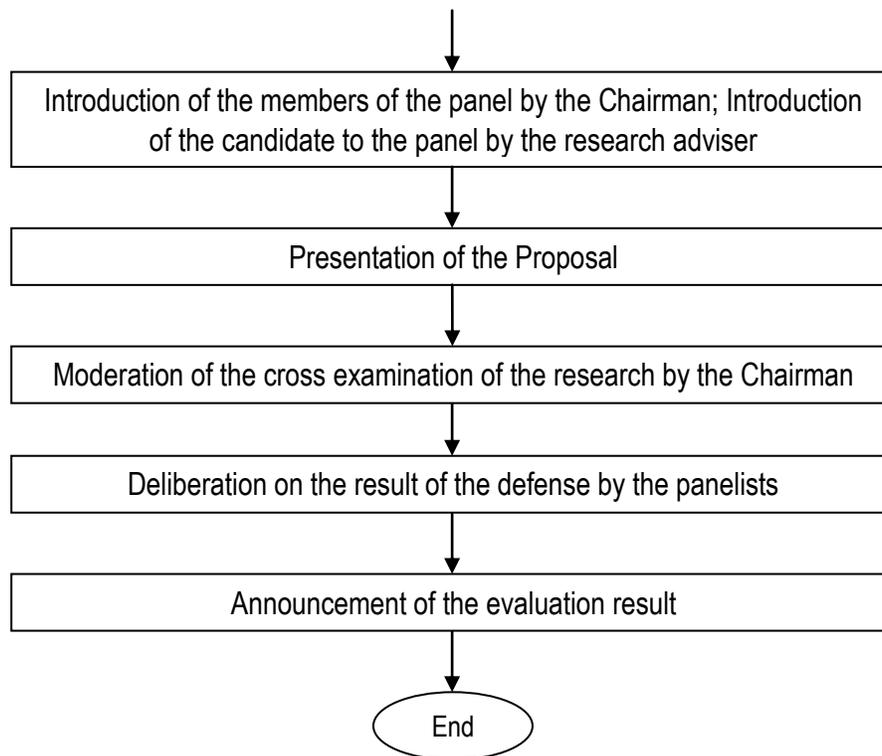
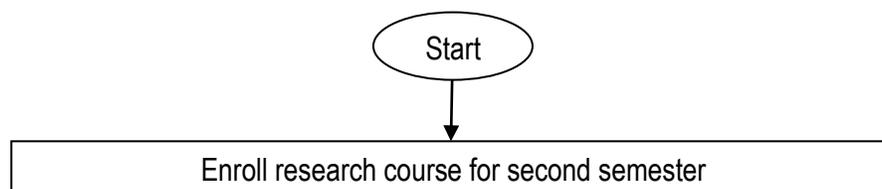


Figure 7. Proposal Defense Flowchart

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. Three (3) soft bound copies of the final manuscript; and
 - b. Duly signed Adviser Endorsement Form (Form SR11) with the Certificate of Originality (Form SR06), Certificate of Validation (Form SR09) 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



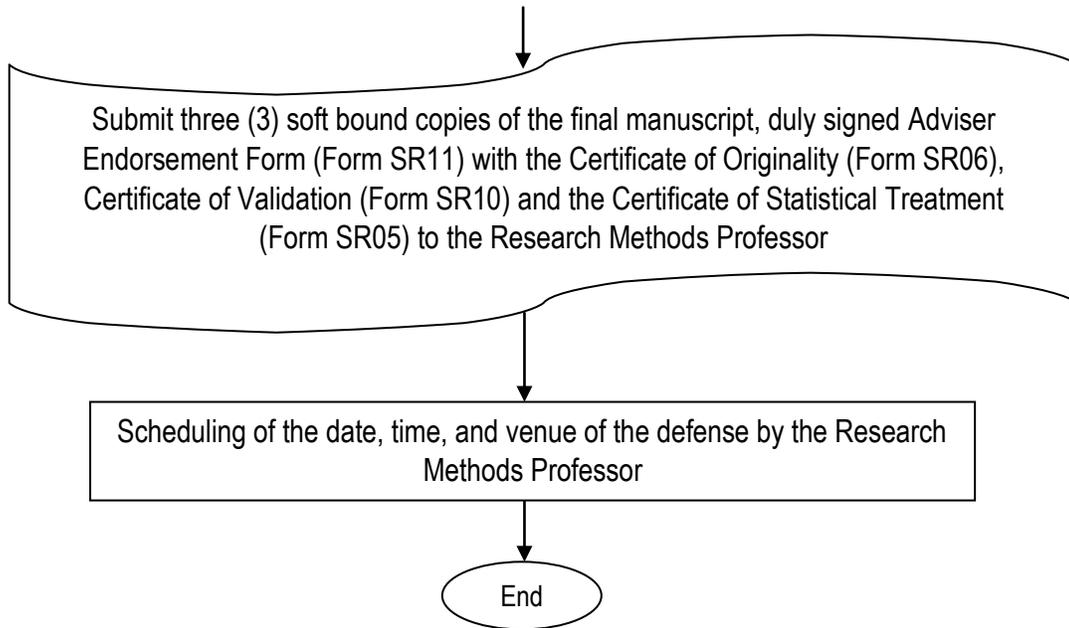
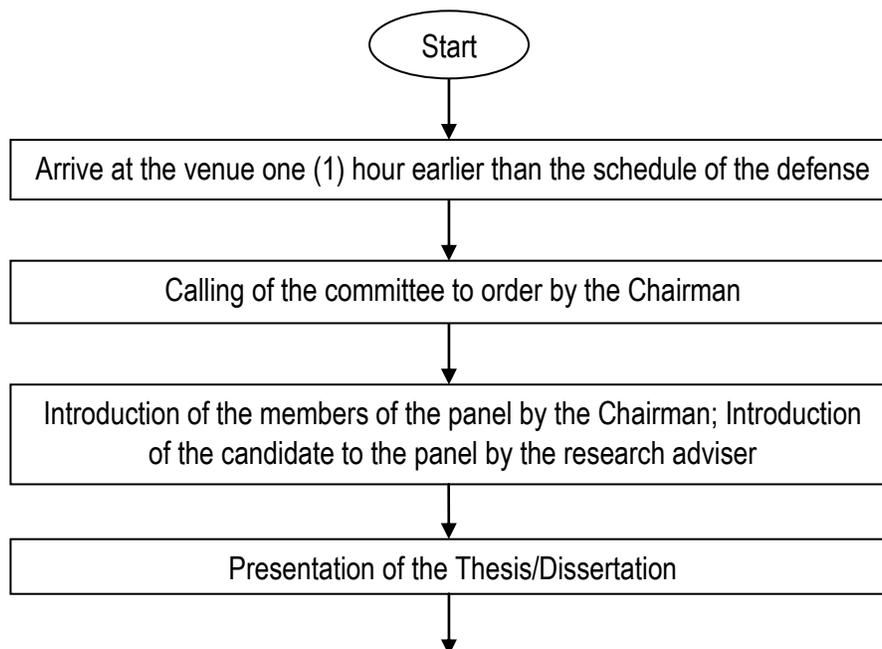


Figure 8. Final Defense Application Flowchart

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 Chairman of the panel shall call the committee to order.
4. The Chairman 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 fifteen (15) minutes to present his/her thesis/dissertation. The Chairman 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. 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.
7. Upon consolidating the scores and suggestions of the members of the panel, the Chairman shall ask the candidate and the adviser to enter the room for the announcement of the evaluation result.

8. 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.
 9. Language Editing should be accomplished 5 (five) working days after the submission of edited paper.
 10. The Research Adviser, Panelists, Research Method Professor, Program Chairman/Coordinator, and the Dean of the College should accomplish the Approval Sheet (Form SR13) within 3 (three) working days after the submission of the final paper and its attachments, together with the Certificate of Language Editing (Form SR08).
 11. The Research Methods Professor should submit to the LRC, Office of the Dean, and Library Services Department electronic copies (in .doc format in CD) of all defended and edited theses of his/her students 5 (five) working days before the deadline of the submission of final grades.
 12. Likewise, the program chairperson/coordinator should submit to the LRC the top 5 researches of their program for the publication of Antorcha, the official student research publication of the Colegio.
 13. The electronic copies of the student researches are to be inputted in the Repository of all graduate and undergraduate theses for future purposes.
- * MBA students are given twenty (20) minutes to present his/her proposal while DBA students are given thirty (30) minutes. The members of the panel for both graduate programs are given thirty (30) minutes for the cross examination.



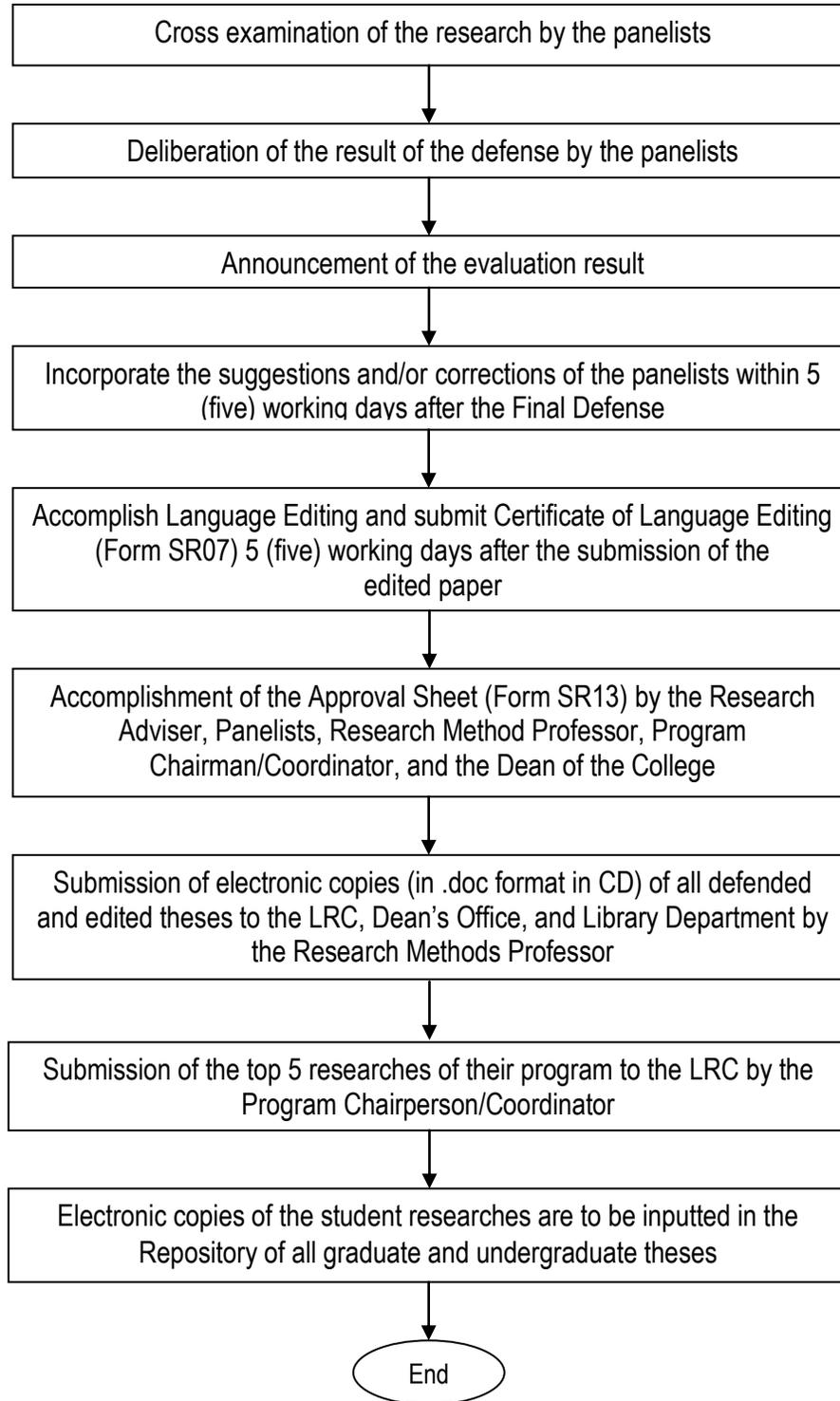


Figure 8. Final Defense Flowchart

XII. PUBLISHABLE FORMAT

All defended research outputs shall be submitted by the student researcher and his/her adviser to a refereed journal for possible publication. Below is the common format of a paper for publication.

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 3.
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
	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 figures	<ul style="list-style-type: none"> • Highlight the most salient aspects of the table or figure • (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	<ul style="list-style-type: none"> • See APA manual, 6th Edition
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. 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
8. The abstract should approximately contain 150 – 300 words (including the keywords) and should be written in a single paragraph (APA manual, 6th Edition)

C. 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 of the Study

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.

D. CD

The CD to be submitted to the LRC, Office of the Dean, and Library Services Department at the end of the conduct of research should contain the following:

1. Final paper in .doc file
2. Scanned file of the Certificate of Originality (Form SR06)
3. Scanned file of the Certificate of Language Editing (Form SR08)
4. Scanned file of the Certificate of Instrument Validation (Form SR10)
5. For quantitative paper, scanned file of the Certificate of Statistical Processing (Form SR05)

The CD should be placed in a 5.5 inches (length) by 5 inches (width) acrylic case with the following:

1. The front cover of the CD case should indicate the college of the student researcher/s, academic program, academic year when the study was conducted, names of the authors (including the adviser), followed by the title of the study.
2. The back cover of the CD case should contain the title of the study, names of the authors (including the adviser), the abstract, and keywords.

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 graduate and undergraduate students of the different programs of the Colegio.

B. Guidelines and Procedure for the Student Publication

1. Manuscripts should be endorsed by their respective program chairs 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, Times New Roman, double-spaced, with one-inch margin on all sides.
5. Tables/figures and references should follow the APA (6th Edition) format style.
6. The editors prefer to have the file in Microsoft Office Word 97-2003 Document (.doc) format and should be sent to antorcha1620@gmail.com.
7. 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 his/her 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 language editor ensures that the revisions are properly made. Authors are given another 2 weeks to integrate the comments of the language editor.
5. The editor makes the final decision on the publication of the revised articles.

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. RESEARCH ETHICS COMMITTEE

A. General Overview

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 raise the concern to the Research Ethics Committee.

B. General Policies and Procedures of the Research Ethics Committee

1. The student researcher should write a letter of complaint addressed to the Dean of his/her College.
2. The Dean will form a Research Ethics Committee composed of the Program Chairperson as the chairman, Student Research Coordinator, and a third member to be determined by the Dean.
3. The third member should have published at least 5 researches in a peer-reviewed national or international research journal in the past 5 years.
4. In the event that the complaint is against the Program Chairperson, the Dean automatically becomes the Research Ethics Chairman.
5. In the event that the complaint is against the Dean, the Vice President for Academic Affairs automatically becomes the Research Ethics Chairman.
6. The Research Ethics Committee members should look into the merits of the complaint and submit to the Dean or the Vice President for Academic Affairs their findings and recommendations.
7. The Dean or the Vice President for Academic Affairs, upon careful consideration of the recommendation of the Research Ethics Committee, shall inform the aggrieved party his/ her final decision on the matter.

8. The complainant/s may submit an appeal for reconsideration to the Research Director within a month after the final decision was made. Failure to submit an appeal for reconsideration within the time prescribed shall mean that the decision is final.