

Basic Formatting Guidelines

(For BS/MS/PhD Thesis/Projects/Internships)

1. Paper

1.1. Size = It should be Standard size paper (8.5" x 11") size

1.2. Color of Binding

1.2.1. BS Thesis/Project/Internship = Black binding with gold text

1.2.2. MS Thesis = Navy Blue binding with silver text

1.2.3. PhD Thesis = Dark Maroon binding with gold text

1.3. University logo size is (1.58" x 1.48")

2. Page Layout/Page set up

For copying and binding purposes, every page of your research proposal must be kept within the following:

2.1. Margins

Left = 1.5"; Right = 1.0"; Top = 1.0"; Bottom = 1.0";

All materials must fit within these margin requirements (including tables, headers and footers, figures, graphs and page numbers). When full-page prints of photographs are desired, the image area of the print must conform to the same margins as the text.

2.2. Orientation: Portrait

3. Pagination

3.1. Put a page number in the middle of the bottom of every page,

Each page in research proposal, including those in the appendices, must be numbered consecutively. Illustrative material is to be numbered as well as the text. If photographic paper is used, numbers must be placed neatly in black ink on the reverse side.

Page numbers should be 'plain number' in the footer of each page (TNR 12 font size).

Preliminary pages are numbered as follows: The Title Page is counted as page "I" (Roman) assumed, do not print number.

The main body of the text and the reference section are consecutively numbered with Arabic numerals beginning page "1" and continuing throughout, including text, illustrative materials, bibliography, and appendices.

Page numbers start at 1 with Introduction, roman numerals for pages prior to Introduction.

4. Font

4.1. Style: Times New Roman

4.2. Size: The font size 12 should be used in most of the text. No font smaller than 10 will be accepted in the text except in some illustration (graphs/table/figure) where it is required to fit to material in stipulated area of the page.

4.3. Headings: 1st heading: Font size 14 & Bold; 2nd heading: Font size 13 & Bold; 3rd heading: Font size 12 & Bold; 4th heading: Font size 12 & Bold & Italic.

5. Spacing between lines and paragraphs

5.1. Line spacing = 1.5

5.1.1 Spacing between paragraph = 06 pt. (Before and After paragraph)

5.1.2 Indentation = 0.0

6. Alignment

6.1. Use the justified option for text alignment purposes.

7. Thesis Length

7.1. MS = Minimum 50 Pages (excluding references); **PhD** = Minimum 150 Pages