TECHNICAL GUIDELINES FOR THESIS/ DISSERTATION PROPOSALS AND FINAL THESES/DISSERTATIONS

The Office of the Associate Dean for Graduate Programs has prepared this compilation to help the student in the preparation of the thesis proposal and final thesis manuscript.

A. General Guidelines:

1. Use *Ateneo Thesis Paper* (8 ½ x 11). This is available at the Office of the Registrar.

2. Observe formal grammar rules. Do not use casual language such as contractions (e.g., don’t).

3. Use Times New Roman font, size 12.

4. Margins:
   (i) Left – 1 ½ inches Right – 1 inch
   (ii) Top – 1 inches* Bottom – 1 inches

*For thesis proposal/manuscript, the top margin of the first page of every chapter is 2 inches.

B. Sequence and Format of Content of the Thesis/Dissertation *(See Attached Sample):*

Title Page
Approval Page for Oral Defense
Approval Page for Acceptance of the Thesis
Abstract
Acknowledgments
Table of Contents
List of Figures
List of Tables
List of Abbreviations
List of Equations
List of Schemes
Body of the Thesis
Bibliography or References
Appendices

Follow the Thesis Technical and Style Guidelines used by your department.

C. Pagination:

1. For the preliminary pages (title, approval pages, abstract, acknowledgements, table of contents, list of figures, list of tables), page numbers are written in lowercase Roman numerals, on the upper right hand corner, 1 inch from the edge of the paper.
2. In general, page numbers are written in Arabic numerals, and are located on the upper right hand corner, 1 inch from the edge of the paper.

3. For the first page of every chapter, the page number should be hidden.

4. Pagination of the body of the paper is continuous from the first page of Chapter I until the last page of the appendices at the end of the paper.

D. Text Lay-out:

1. Text Alignment: Justified

2. Spacing: Double-spaced

   NOTE: An example of double space and 3 single spaces follows:

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CHAPTER II

REVIEW OF RELATED LITERATURE AND STUDIES

This chapter presents a review of the literature and studies on Goal Orientation Dimensions and Existence-Relatedness-Growth Theory.

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E. Chapter Numbers and Chapter Titles:

1. Chapters and Titles should all be written in uppercase letters, in bold font, and centered.

2. Chapter numbers are written in uppercase Roman numerals.

3. There should be a double space between chapter number and chapter title.

4. The major heading or, if none, the text, begins 3 single spaces after the chapter title (i.e., two blank lines in between the chapter title and the text).

F. Sections and Subsections of the Body of the Thesis:

   Follow the Technical and Style Guidelines of your department.

G. Indention:

   Paragraphs are indented five spaces. It is important to be consistent with the indentation throughout the document.

H. Other Writing Mechanics:
1. Abbreviations and Numbers
2. Spelling and Punctuation
3. Capitalization, Italics, and Quotation Marks
4. Quotations

Follow the Technical and Style Guidelines of your department.

I. Use of Tenses:
Follow the Technical and Style Guidelines of your department.

J. Enumeration:
Follow the Technical and Style Guidelines of your department.

K. Tables:
Follow the Technical and Style Guidelines of your department.

L. Figures or Illustrations:
Follow the Technical and Style Guidelines of your department.

M. Presentation and Analysis of Data:
Follow the Technical and Style Guidelines of your department.

N. Citations, Footnotes, and Corresponding Reference List Entries:
Follow the Technical and Style Guidelines of your department.

O. Format of the Bibliography, Reference List, or References:
Follow the Technical and Style Guidelines of your department.

P. Appendices:

1. Appendices are attached after the Bibliography or References. Put appendices that you refer to in the text of your thesis.

2. When referring to an appendix within the text, do not capitalize the word appendix.

3. The list of each appendix is included in the Table of Contents.

4. After the Bibliography or References, place a page with the word APPENDICES (all in uppercase letters, in bold font, centered horizontally and vertically on the page) with the page number at the upper right hand corner.

Q. Specific Instructions for the Thesis Manuscripts:
1. Refer to the attached thesis prototypes for examples.

2. Edit drafts before submitting to your adviser and panelists.

3. Proposal and thesis defense copies must be ring bound with a clear front cover (acetate/ transparency).