

# STUDENT RESEARCH MANUAL



**Colegio de San Juan de Letran**  
Intramuros, Manila



## **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.

**STUDENT  
RESEARCH  
MANUAL**







# FROM THE RECTOR AND PRESIDENT

Οἶδαμεν δὲ ὅτι καλὸς ὁ νόμος ἐάν τις αὐτῷ 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 becomes 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.

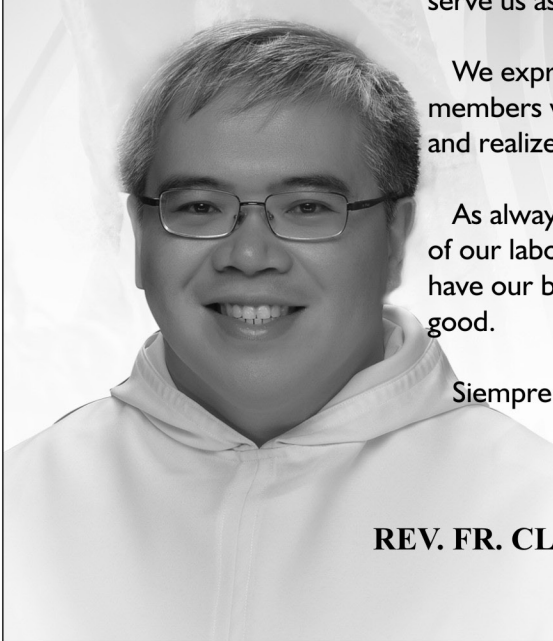
We express our gratitude to the ad hoc committee members who were tasked to review, revise, resolve, and realize this manual. Mahusay! Mabuhay!

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 C. MARQUEZ, O.P.**  
Rector and President



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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

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"> <li>- Cultural Heritage Mapping (CHM) (natural, built, movable and intangible)</li> <li>- Identification of cultural significance,</li> <li>- heritage context and issues in Intramuros Sustainable Development (Tourism, Hospitality and Business)</li> </ul>
	Historical Background	<ul style="list-style-type: none"> <li>- Pre-historic era</li> <li>- Spanish era (14<sup>th</sup>-19<sup>th</sup> Century)</li> <li>- British colonization</li> <li>- American era</li> <li>- Japanese era</li> <li>- Third republic until present</li> <li>- Letran and Intramuros</li> </ul>
	Structure Conservation and Management	<ul style="list-style-type: none"> <li>- Conservation Management Plan (CMP)</li> <li>- Visitor Management Plan (VMP)</li> <li>- Intramuros and international heritage conservation charters (UNESCO, ICCROM, ICOMOS)</li> <li>- Intramuros and the national government and non-government agencies (DOT, IS, NCCA, NM, NHCP)</li> <li>- Conservation, Preservation and Restoration</li> <li>- Reconstruction of Intramuros</li> <li>- Adaptive Re-use of Structures in Intramuros</li> </ul>
	Cultural Knowledge Transmission	<ul style="list-style-type: none"> <li>- Heritage Education and Interpretation Plans</li> <li>- Museum Design and Management</li> <li>- Integration of Intramuros to K to 12 Program and Collegiate Curriculum</li> <li>- Intramuros and Mass Media</li> <li>- Tour guiding</li> </ul>
	School-Community Partnership	<ul style="list-style-type: none"> <li>- Plans and projects for social development</li> <li>- Poverty alleviation</li> <li>- Impact of development (economic, socio-cultural and environmental aspects)</li> </ul>
Sustainability in Business	Economic Sustainability	<ul style="list-style-type: none"> <li>- Tourism, Hospitality and other service-oriented industries</li> <li>- Business Competitions</li> <li>- Creative Industries</li> </ul>
	Corporate Social Responsibility	<ul style="list-style-type: none"> <li>- Business Accountability</li> <li>- Customer Relations</li> </ul>

	(CSR) in Business	<ul style="list-style-type: none"> <li>- Health and Wellness Services</li> </ul>
	Sustainable Entrepreneurship	<ul style="list-style-type: none"> <li>- Micro, Small and Medium Enterprises (MSMEs)</li> <li>- Marketing, promotions and operations</li> <li>- Cultural Diversity</li> <li>- Financial and Human Resource Management</li> <li>- Entrepreneurial Models on Sustainable Development</li> <li>- Motivation, Customer Satisfaction and Loyalty</li> <li>- Sustainable Business and the different International Organizations (ASEAN, APEC, UN (UNEP, WTO, UNWTO))</li> </ul>
Climate Change	Awareness and Conservation	<ul style="list-style-type: none"> <li>- Waste Management System</li> <li>- Energy and Resources Conservation</li> <li>- Ecological Economics</li> <li>- Advancement in Renewable Energy Technologies; Pollution Control Technologies</li> </ul>
	Environmental Sustainability	<ul style="list-style-type: none"> <li>- Advancement in renewable energy technologies</li> <li>- Pollution control technologies</li> </ul>
	Attitudes and Behavior	<ul style="list-style-type: none"> <li>- Social Responsiveness</li> <li>- Positive Psychology (Resilience/Hardiness)</li> <li>- Social Psychology</li> <li>- Psychology of Disaster Response</li> <li>- Disaster and Mental Health</li> </ul>
Quality Standards in Education	Policy-oriented studies	<ul style="list-style-type: none"> <li>- Preparedness and capabilities of HEI's for ASEAN 2015 and K to 12 Curriculum implementation</li> <li>- Linkages between university and graduate programs and industry needs</li> <li>- Graduate Tracer studies</li> <li>- Utilization of existing data for policy reformulation towards improved quality of services</li> <li>- Inclusive education for children with special needs</li> <li>- Proliferation and pervasiveness of shadow education</li> </ul>
	ICT in Education	<ul style="list-style-type: none"> <li>- Trends on technological sustainability</li> <li>- Significance of Collaboration and Cooperation in business systems</li> <li>- Hardware and software development</li> <li>- ICT integration in the teaching-learning process and its impact to students' academic performance</li> <li>- Distance Learning</li> <li>- E-Learning</li> <li>- Computer-Assisted Instruction</li> </ul>
	Teacher Education	<ul style="list-style-type: none"> <li>- Classroom-based research on different disciplines</li> <li>- Possible existence of East-Asian pedagogies</li> <li>- Assessment of present programs/curricula for improvement and reengineering</li> <li>- international benchmarking of best practices towards the development of new programs/curricula</li> <li>- New ecologies of learning</li> </ul>

## II. STUDENT RESEARCHERS

### A. General Overview

Student Researchers are any bona fide students of the Colegio currently enrolled in Research Courses (e.g. RM1, TMRM1, TW1, DW1). As such, this manual is only applicable for thesis courses.

### B. Role of the Student Researchers

1. To prepare the manuscript of research
2. To consult with the Research Method Professor and/or Research Adviser regarding any concern of the paper.
3. To review related literature and write about the theoretical background pertaining to the intellectualized topic.
4. To consult subject matter experts, statistician and language editor.
5. To collect, process, analyze and interpret data.
6. To formulate conclusion and future directions
7. To incorporate the comments given by the Research Method Professor, Research Adviser, and Research Panelists.
8. To comply with all the research policies of the Center in preparing the final manuscript.

## III. 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.
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 may deem to assign the adviser additional advisees; not exceeding five more groups.
5. 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 to assign another Research Adviser depending on his or her field of expertise.
6. 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. To assist the students in the conceptualization of their research topic.
2. To follow the agreed research consultation schedule set with the students.
3. To guide the students in the preparation of research instruments.
4. To be present at the proposal and final defense of the researcher.
5. To monitor the research instrument validation, data gathering and analysis.
6. To assist in the preparation of the final manuscript following the guidelines set by the Center.  
*(See Section X: Publishable 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. Have a master's degree (thesis track) in the same field of specialization.
2. Had 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. Had 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 Center.

#### **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 shall determine the adviser for each group of students. 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 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. The Research Adviser shall then be issued an appointment letter duly signed by the Program Chairperson, after which, the student may now consult the Adviser regarding his/her research paper.

## **IV. 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:
  - a. Two content experts in the same field (one external and one internal)
  - b. One research methodology expert in the same or related field (either internal or external)
2. No adviser shall be a member of the defense panel of his own advisees.

### **C. Role of the Research Panelists**

1. To evaluate the content and methods of the research paper.
2. To provide comments that will improve the paper.
3. To 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. Have a master's degree (thesis track) in the same field of specialization.
  2. Had 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. Had 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 Center.
  5. Had 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. Should be a research reviewer or editor of a reputable national or international research journal.
  2. Should have published at least five (5) researches in national or international journals.

## V. 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. To assist the students in the conceptualization of their research topics.
2. To mentor students in terms of the various research designs
3. To introduce to the students the various data analysis tools and techniques
4. To facilitate the assignment of research advisers in coordination with the Program Chairperson
5. To facilitate the selection of research panelists following the guidelines of the Center
6. To consolidate the final manuscripts of the student researchers to be submitted to the Center at the end of the Academic Year.

### **C. Criteria for the Selection of Research Methods Professor**

All research methods professor are Master's Degree holder who possesses at least one of the following criteria:

1. Had 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 Center.

## 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 statisticians certified by the Center are allowed to accept statistical consultations.
2. Each Statistician is only allowed a maximum of 10 groups/research papers per semester.
3. The statistician shall be assigned and consultation fee shall be determined by the Center.
4. Payment shall be coursed through the Accounting Office.
5. Certified statisticians may be able to use the facilities of the Center

### **C. Roles of Certified Statisticians**

1. To guide the students in choosing the most appropriate statistical tool/s for their study.
2. To guide the students in the preparation and validation of research instruments.
3. To process the data of the students using the most appropriate statistical tool/s.
4. To assist the students in the preparation of the statistical report (tables and figures) following the APA format.
5. To 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. Had 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 Letran Research Center.

#### **E. Procedure of Student Application for Statistician's Services**

1. Secure and accomplish a Statistician's Services Form (Form SR03) from the Center.
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. The Certificate of Statistical Treatment (Form SR04) shall be issued by the certified Statistician.
6. The honorarium of the certified Statistician shall be processed by the Financial Affairs Division (FAD).

## **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 Language Editors certified by the Center 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. The language editor shall be assigned and consultation fee shall be determined by the Center, particularly by the Statistics, Language, and Intellectual Property Rights Coordinator.

### **C. Roles of Certified Language Editors**

1. To proofread the manuscripts of the student researchers.
2. To 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. Had 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 Center.

### **E. Procedure of Student Application for Language Editing Services**

1. The Research Methods Professor should process the research paper of the students using a plagiarism checker software prior to the date of the oral defense.
2. Upon getting the results of the plagiarism checker software, the students should revise the paper to ensure that the manuscript is at least 90% original.
3. After ensuring that the manuscript is at least 90% original, the Research Methods Professor should issue a Certificate of Originality (Form SR05) to the Student Researcher.
4. The student should secure and accomplish a Language Editing Form (SR06) from the Center 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).

5. The certified Language Editor shall be assigned to the student researcher by the Student Research Coordinator in coordination with the Program Chairperson.
6. The student should submit to the assigned Certified Language Editor the result of the plagiarism checker software, the Certificate of Originality, and the revised paper for editing, tracking and encoding the dates of language editing transactions.
7. Upon completion of the task, the certified Language Editor shall issue the Certificate of Language Editing (Form SR07).

## VIII. 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

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. It is the responsibility of the Student Researcher/s to keep the data in a secured place.
6. 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.

## IX. 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 following must be observed when making use of other's work or ideas:

1. In indicating an author or speaker's exact words, the use of quotation marks must be exercised, followed by citing the author or speaker's name enclosed in parenthesis.
2. In paraphrasing (summarizing a passage or rearranging the sentence order and/ or changing some words) another author or speaker, the researcher should credit the source in the text.
3. 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).

**X. 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 SR08) 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.

**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.*

**C. Procedure for the Application for Final Defense**

1. The student, upon successful completion of his or her thesis course during first semester, is qualified to enroll in his or her research course for second 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 SR08) with the Certificate of Originality (Form SR05), Certificate of Language Editing (Form SR07), and the Certificate of Statistical Treatment (Form SR04) 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.

#### **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 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 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. The Research Adviser, Panelists, Research Method Professor, Program Chairman, and the Dean of the College should accomplish the Approval Sheet (Form SR10) within 3 (three) working days after the submission of the final paper.
  10. The Research Methods Professor should submit to the Center 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.
  11. 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.*

## XI. 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.

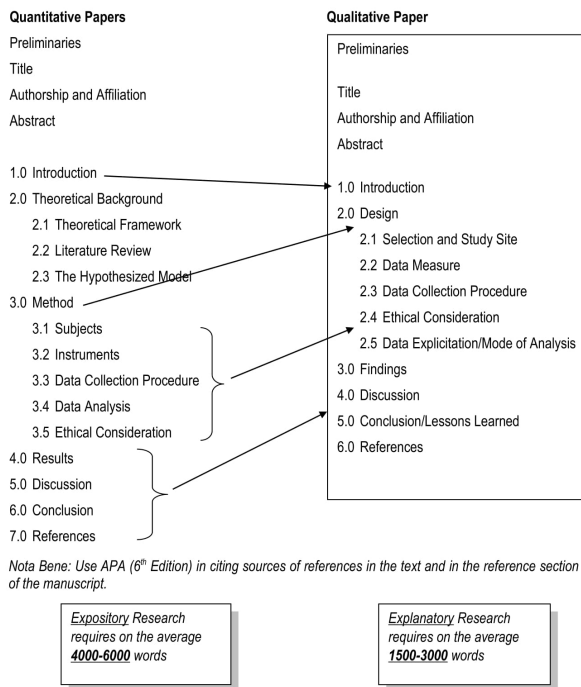


Figure X.1  
Anatomy of a Publishable Paper: IMRaD versus IMFaD Style

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

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

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

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

\* 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.

# XII. 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 SR12) 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.

## XIII. 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.

## XIV. 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.

## APPENDICES

Form	Description
<b>LRC Research-related forms</b>	
SR01	IP Research Registry
SR02	Adviser Selection Form
SR03	Statistician Services Form
SR04	Certificate of Statistical Treatment
SR05	Certificate of Originality
SR06	Language Editing Form
SR07	Certificate of Language Editing
SR08	Adviser Endorsement Form
SR09	Student Oral Presentation Evaluation
SR10	Approval Sheet
SR11	Student Publication Evaluation
SR12	Student Publication Copyright Agreement
	List of Statistical Services
	List of Language Editing Services
	List of Originality Check Services



**Colegio de San Juan de Letran**  
Letran Research Center

**Form SR01**

A.Y.: \_\_\_\_\_ - \_\_\_\_\_  
Research ID #: \_\_\_\_\_

**IP RESEARCH REGISTRY**

<b>Project/ Thesis/Dissertation Title:</b>	
<b>Proponent(s)/Author(s):</b>	
<b>Contact No./Email:</b>	
<b>Signature of Proponent(s)/Author(s):</b>	
<b>Collaborator(s)/ Co-author(s)/Adviser:</b>	
<b>Affiliation:</b>	<b>Department:</b>
	<b>College:</b>
<b>Brief description (Including synthesis of extensive review of literature):</b>	
<b>Keyword(s):</b>	
<b>Significance of the project/study:</b>	
<b>Expected Output:</b>	
<b>Certification from Research Methods Professor:</b>	<p>I hereby certify that the proponent/s have submitted to me their synthesized review of literature as part of the requirements for the submission of the accomplished IP/Research Registry Form.</p> <p>_____</p> <p style="text-align: center;"><i>Signature over Printed Name</i></p> <p>_____</p> <p style="text-align: center;">Date</p>



**Colegio de San Juan de Letran**  
Letran Research Center

**Form SR02**

**ADVISER SELECTION FORM**

Date Submitted: \_\_\_\_\_

<b>Name</b>	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
<b>Program Major</b>			
<b>Thesis Title</b>			
<b>Abstract</b>	<p><i>Short description in less than 150 words</i></p>		

Rate the...	Performance Rating: 4 = Exceptional; 3 = Proficient; 2 = Satisfactory; 1 = Limited/Flawed	4	3	2	1
<b>PROPOSAL IN GENERAL</b>	• Title				
	• Abstract				
	• The candidate's verbal ability to discuss the proposed topic				
	• Attached supporting journal articles				
	Performance Rating: 4 = Exceptional; 3 = Proficient; 2 = Satisfactory; 1 = Limited/Flawed				

<b>To Be filled by the Research Methods Professor</b>	<b>Potential Advisers</b>	
	Adviser 1: _____	<input type="checkbox"/> Yes <input type="checkbox"/> Not at this time
	Adviser 2: _____	<input type="checkbox"/> Yes <input type="checkbox"/> Not at this time
	Adviser 3: _____	<input type="checkbox"/> Yes <input type="checkbox"/> Not at this time
<i>Program Chairperson's final recommendation</i>		



**Colegio de San Juan de Letran**  
 Letran Research Center

**Form SR03**

**STATISTICIAN SERVICES FORM**

Date Submitted: \_\_\_\_\_

<b>Name</b>	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>
<b>Program/ Year Level</b>			
<b>Thesis Title</b>			
<b>Research Problem/s</b>			
<b>Research Variable/s (Attach Instruments)</b>			
<b>Statistical Tool</b>			
<b>Certified Statistician</b>			
<b>Statistical Fee</b>			

\_\_\_\_\_  
 Student Researcher\*    \_\_\_\_\_  
 Research Adviser\*    \_\_\_\_\_  
 Statistician\*    \_\_\_\_\_  
 Student Research Coordinator\*

*\*Signature Over Printed Name*



**Colegio de San Juan de Letran**  
Letran Research Center

**Form SR04**

**CERTIFICATE OF STATISTICAL TREATMENT**

This is to certify that this thesis manuscript entitled

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

prepared by

\_\_\_\_\_

(Name Student Researcher)

have undergone statistical treatment

\_\_\_\_\_

**Name of Certified Statistician**

*(Signature above printed name)*

\_\_\_\_\_

Affiliation / Contact No.

\_\_\_\_\_

Date



**CERTIFICATE OF ORIGINALITY**

I hereby declare that this submission is my own work and that, to the best of my knowledge and belief, it contains no material previously published or written by another person nor material to which a substantial extent has been accepted for award of any other degree or diploma of a university or other institute of higher learning, except where due acknowledgement is made in the text.

I also declare that the intellectual content of this thesis is the product of my work, even though I may have received assistance from others on style, presentation and language expression.

\_\_\_\_\_

**Student Researcher**

*(Signature over Printed Name)*

Date: \_\_\_\_\_

\_\_\_\_\_

**Research Methods Professor**

*(Signature over Printed Name)*

Date: \_\_\_\_\_





**Colegio de San Juan de Letran**  
Letran Research Center

**Form SR06**

**LANGUAGE EDITING FORM**

Date: \_\_\_\_\_

<b>Name</b>	<i>Last Name</i> <i>First Name</i> <i>MI</i>		
<b>Program/ Year Level</b>			
<b>Thesis Title</b>			
<b>Number of Pages</b>		<b>Language Editing Fee</b>	
<b>Certified Language Editor</b>			
<b>Language Editing Time Table</b>			
	<b>Date</b>	<b>Signature over printed name of the Recipient</b>	
<b>Date submitted by the researcher</b>			
<b>Date accepted by the editor</b>			
<b>Date returned to the researcher</b>			
<b>Date returned to the editor for proof reading</b>			

\_\_\_\_\_  
Student Researcher\*    Research Adviser\*    Language Editor\*    Student Research Coordinator\*

*\*Signature Over Printed Name*

**Note: Please attach the Certificate of Originality (Form SR05) from the Research Methods Professor**



**Colegio de San Juan de Letran**  
Letran Research Center

**Form SR07**

**CERTIFICATE OF LANGUAGE EDITING**

This is to certify that I have edited  
this thesis manuscript entitled

---

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---

prepared by

---

(Name Student Researcher)

and I have found it complete and satisfactory with  
respect to grammar and composition

---

**Name of Certified Language Editor**

*(Signature above printed name)*

---

Affiliation / Contact No.

---

Date



**Colegio de San Juan de Letran**  
Letran Research Center

**Form SR08**

**ADVISER ENDORSEMENT FORM**

Student Researcher: \_\_\_\_\_ Date: \_\_\_\_\_

**Title of Thesis:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*To be completed by the adviser*

Dear \_\_\_\_\_  
**Program Chairperson**

I have reviewed and fully endorse the proposal manuscript attached herewith for evaluation. We look forward to a robust and thorough review of this manuscript and welcome the necessary changes, *if any*, to execute the study.

Thank you.

\_\_\_\_\_  
**Research Adviser**  
Signature over printed name

\_\_\_\_\_  
Date



**Colegio de San Juan de Letran**  
Letran Research Center

**Form SR09**

**STUDENT ORAL PRESENTATION EVALUATION**

TITLE

PRESENTER

EVALUATOR

NAME LAST FIRST PROF/DR LAST FIRST

PERFORMANCE ELEMENTS	Performance Ratings 4 = Strongly Agree; 3 = Agree; 2 = Disagree; 1 = Strongly Disagree	ENCIRCLE YOUR SCORE
Delivery and Awareness of Audience	<i>The presenter...</i>	
	• appeared relaxed, self confident, professional and appropriately dressed	4 3 2 1
	• spoke clearly and extemporaneously in a loud enough voice and maintained the interest of the audience	4 3 2 1
	• gave a well prepared presentation within the allotted time	4 3 2 1
Strength and Organization of Material	<i>The presentation...</i>	
	• was informative and well-delivered using a well organized powerpoint presentation	4 3 2 1
	• has a clear and appropriate introduction, suitable research simulacrum and conclusion	4 3 2 1
	• has sufficient relevant and up to date literature review	4 3 2 1
	• has sufficiently discussed results (~75%)	4 3 2 1
Question and Answer	<i>The presenter...</i>	
	• showed mastery of his/her research by accurately answering the questions	4 3 2 1
	• was able to enlighten/clarify further the issues raised by the panel/students	4 3 2 1
	• was focused and engages the panel confidently	4 3 2 1
Exceptional: 40 – 30 points; Proficient: 29 – 20 points; Satisfactory: 19 – 10 points; Limited: 9 points and below		
<b>G RAND TOTAL</b>		

EVALUATOR'S COMMENTS:

---



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EVALUATOR'S SIGNATURE / DATE

**The Presenter:**  Exceptionally passed the Oral Presentation (40 – 30 points)

Proficiently passed the Oral Presentation (29 – 20 points)

Satisfactorily passed the Oral Presentation (19 – 10 points)

Must present again in the next Oral Presentation  
(Kindly supply the reason/s in the space provided for comments)



**Colegio de San Juan de Letran**  
Letran Research Center

**Form SR10**

**APPROVAL SHEET**

The Faculty of the \_\_\_\_\_ (**Program**) \_\_\_\_\_ of the \_\_\_\_\_ (**College**) \_\_\_\_\_  
accepts the thesis (IMRAD format) entitled,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

prepared and submitted by \_\_\_\_\_ (**Student Researcher/s**) \_\_\_\_\_  
in partial fulfillment of the course \_\_\_\_\_ (**Research Course**) \_\_\_\_\_ for the degree  
\_\_\_\_\_ (**Degree of Study**) \_\_\_\_\_.

Approved by the Committee on Oral Examination with a grade of \_\_\_\_\_ on  
December 2015.

\_\_\_\_\_  
**Research Adviser**  
(Signature over printed name)

\_\_\_\_\_  
**Panelist 1**  
(Signature over printed name)

\_\_\_\_\_  
**Panelist 2**  
(Signature over printed name)

\_\_\_\_\_  
**Panelist 3**  
(Signature over printed name)

\_\_\_\_\_  
Research Methods Professor  
(Signature over printed name)

\_\_\_\_\_  
Program Chairperson  
(Signature over printed name)

\_\_\_\_\_  
Dean  
(Signature over printed name)



**STUDENT PUBLICATION EVALUATION**

Performance Elements	Performance Rating: 4 = Exceptional; 3 = Proficient; 2 = Satisfactory; 1 = Limited/Flawed	Encircle Score
<b>A. Introduction</b> Research objective / s were conceptually and operationally defined, comprehensively developed from previous researches, and are well argued. If given a score of 1 (Limited/Flawed), please give a brief explanation: _____ _____		4 3 2 1
<b>B. Appropriateness of Research Methodology</b> The research design, data gathering techniques, and data analysis used were appropriate for the research problem(s) given a score of 1 (Limited/Flawed), please give a brief explanation: _____ _____		4 3 2 1
<b>C. Results and Discussion</b> Results were presented per statement of the problem, are well articulated, and were discussed with supporting review of related literature. If given a score of 1 (Limited/ Flawed), please give a brief explanation: _____ _____		4 3 2 1
<b>D. Clarity and Organization of Material</b> Development of ideas from introduction to discussion was clear and precise, grammatically sound, effectively transitioned per variable. If given a score of 1 (Limited/Flawed), please give a brief explanation: _____ _____		4 3 2 1
<b>E. Documentation: Variety and Credibility</b> Review of related literature is up to date and is referenced according to APA standards. If given a score of 1 (Limited/ Flawed), please give a brief explanation: _____ _____		4 3 2 1
<b>Exceptional – 24-20 points; Proficient – 19-15 points; Satisfactory – 14-10 points; Limited – 9 points and below PLEASE TOTAL</b>		

**ADDITIONAL COMMENT(S):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EVALUATOR \_\_\_\_\_ DATE \_\_\_\_\_  
 Signature over printed name

**Final Recommendation**

The research should be	
<input type="checkbox"/> Accepted Without Revision (Exceptional)	24 - 20points
<input type="checkbox"/> Accepted with Major Revisions (Satisfactory)	14 - 10points
<input type="checkbox"/> Accepted with Minor Revision/s (Proficient)	19 - 15points
<input type="checkbox"/> Rejected (Limited)	9 and below points



**Colegio de San Juan de Letran**  
Letran Research Center

**Form SR12**

**STUDENT PUBLICATION  
COPYRIGHT AGREEMENT**

\_\_\_\_\_  
Manuscript Title

\_\_\_\_\_  
Author(s)

\_\_\_\_\_  
Corresponding author

\_\_\_\_\_  
Affiliation

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone number

Upon the Author(s)'s signature below, this Agreement will constitute a transfer and assignment from the Author(s), named above, to the Colegio de San Juan de Letran of full ownership of the worldwide copyright of the manuscript named above, hereafter referred to as the Work, in all forms of media, known, unknown or hereafter developed. The Author(s) above understand that the Colegio will act on the author(s) behalf to publish, reproduce, distribute and transmit the Work and will authorize other reputable third parties (such as document delivery services) to do the same, ensuring access to and maximum dissemination of the Work. Permission from Colegio de San Juan de Letran is not required for the Author(s) to reproduce, republish or distribute copies of the Work in whole or in part, however, the Author(s) will ensure that all such copies carry a notice of copyright ownership and reference to the original journal publication.

The Author(s) warrant that the Work has not been published before in its current or a substantially similar form and is not under consideration for another publication, does not contain any unlawful statements and does not infringe upon any existing copyright. The Author(s) warrant that "proof of consent" has been obtained for studies of named organizations and people. The Author(s) have received a final version of the Work, take responsibility for the content and agree to its submission. The Author(s) also warrant that the Author(s) have obtained the necessary permission from the copyright holder(s) to reproduce in the Work, in all media in all countries, and transmit via all reputable third parties, any materials including tables, diagrams or photographs not owned by the Author(s) and have obtained written consent as may be required and will deliver it to Colegio de San Juan de Letran (Please attach any consent documents.)

The Author(s) acknowledge that Colegio de San Juan de Letran will ensure fair and faithful representation of the Author(s)' Work in all media and will take the necessary steps to protect the Work from unlawful copying.

**Authorship Certification (All authors must sign this section.)**

**Note:** The corresponding author must provide an original signature (original or faxed signatures for the other authors are acceptable). By signing below, the undersigned author(s) agrees to accept responsibility for the contents of the manuscript and to approve the order of authorship as listed at the top of this form.

Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature
Name	Date	Signature

**Return signed forms through email to [antorcha1620@gmail.com](mailto:antorcha1620@gmail.com)**

<i>For office use only</i>			
Year and Month	Volume no.	Issue no.	Pages





**Colegio de San Juan de Letran**  
Letran Research Center

**LIST OF STATISTICAL SERVICES (Optional)**

	<b>Tools</b>	<b>Undergraduate</b>	<b>MBA</b>	<b>DBA</b>
Basic Statistical Tools	<ul style="list-style-type: none"> <li>• t-test/z-test</li> <li>• Correlation</li> <li>• ANOVA</li> <li>• Chi-square Non-parametric tools</li> <li>• Simple Linear Regression</li> </ul>	Php 3,000	Php 5,000	Php 7,000
Advance Statistical Tools	<ul style="list-style-type: none"> <li>• Factor Analysis</li> <li>• Conjoint Analysis</li> <li>• Structural Equation Modelling</li> <li>• Trend Analysis</li> <li>• Forecasting Logistical</li> <li>• Multiple Regression</li> <li>• Moderation/ Mediation Analysis</li> <li>• Logit/Probit/Tobit</li> <li>• DEA</li> <li>• Cluster Analysis</li> <li>• MANOVA/ANCOVA</li> </ul>	Php 5,000	Php 7,000	Php 10,000



**Colegio de San Juan de Letran**  
Letran Research Center

**LIST OF LANGUAGE EDITING SERVICES (Required)**

No. of Pages (double space, TNR, 12)	Undergraduate	MBA	DBA
50 pages and below	Php 2,000	Php 2, 500	Php 3,500
51 to 100 pages	Php 2,500	Php 3,000	Php 4,000
101 pages and above	Php 3,000	Php 3,500	Php 5,000

*Note: These are baseline fees. It may vary according to the scope and magnitude of editing done by the editor. IMRaD style is only up to 20 pages if this is what will be required. The other fees for the number of pages is only given as the need arises.*



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**LIST OF ORIGINALITY CHECK SERVICES (Required)**

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