



FORMAT FOR RESEARCH MANUSCRIPT

3500-5000 words, 15-20 pages

Side margins: Top and Bottom - 1.75; Left and Right - 2

Research Title (CENTURY 12, ALL CAPS, CENTERED)

Author (Edwardian 16, Centered)

Institution (Calibri 9, Centered)

ABSTRACT (a 100 to 150-word paragraph which summarizes the purpose, methods, results, and conclusions of the paper, with 3 to 4 keywords)

INTRODUCTION (Included here are the background/rationale of the study, the statement of the problem/purpose, theoretical/conceptual framework, and literature review.)

METHODOLOGY (Stated here are the research design, participants/respondents, sampling plan, instruments used, data collection process and statistical tests.)

RESULTS AND DISCUSSION (Explained here are textual/tabular results, and discussion.)

Body: Font (Calibri 10, Normal except for abstract it should be in italics)

Paragraph (1st line indented by 0.5, Single-space, Justified)

Heading (Calibri 10, all caps, bold, right-aligned) Ex: **RESULTS AND DISCUSSION**

Sub-heading (Calibri 10, lowercase, first capitalized, bold, left-aligned) **Respondents**

Sub-sub-heading (Calibri 10, lowercase, first capitalized, bold, italics, left-aligned) *Teaching*

Tables (Arial narrow 9, sample given below)

Table 1. Most Common Themes among the Respondents' Perception of Teaching as Profession

Theme	f	rank
A noble profession	27	1
A vocation, a mission in life	8	5
A continuous learning process	5	7

CONCLUSIONS AND RECOMMENDATIONS

REFERENCES (Use APA format)

Samples

Book	Duncan, G.J., & Brooks-Gunn, J. (Eds.). (1997). <i>Consequences of growing up poor</i> . New York: Russell Sage Foundation
Chapter in a Book	Meskill, L. (2001). Archaeologies of identity. In I. Hodder (Ed.) <i>Archaeological theory today</i> (pp.187-213). Cambridge, England: Polity Press.
Journal Article	Orleans A. (2007). The condition of secondary school physics education in the Philippines: Recent developments and remaining challenges for substantive improvements. <i>Australian Educational Researcher</i> , 34 (1), 33-54.
Electronic Journal Article	Darling-Hammond L. (2000). Teacher quality and student achievement: A review of state policy evidence. <i>Educational Policy Archives</i> , 8 (1), viewed 9 June 2007, http://epaa.asu.edu/epaa/v8n1/

Bionote: (This note should be brief - three or five sentences at most- and include author's institutional position or affiliation, full address for correspondence and special research interests.)