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Completed Research Report Format

I. Content of the Manuscript

- A. The manuscript in general is organized in the following order:
 1. Title Page
 2. Abstract
 3. Text (Introduction, Materials and Methods, Results and Discussion, Conclusion and Recommendation)
 4. End Notes
 5. Reference List

- B. The title page of the paper should contain
 1. Full title of the paper
 2. Full name/s of author/s
 3. Name/s and address/es of institutions where the work was done.
 4. Name, address, telephone/fax numbers of the author to whom all correspondence and proofs should be sent
 5. A running title of not more than 40 characters including spaces, and no more than six key words.

- C. Abstract should not more than 200 words. Keywords must also be provided and not more than eight words in alphabetical order.

- D. Spelling should conform with the Webster International Dictionary.

- E. Units of measurement, symbols and abbreviations must be written in metric units.

- F. Drawing, graphs, tables and illustrations should be presented as follows:
 1. Computer-generated, laser-printed or conforming to specific printing standards.
 2. Photographs should be bromide prints of good contrast.
 3. Illustrations should be labelled with figure number and authors' name written in soft pencil at the back.
 4. Scales may be indicated in the figure legends.
 5. Line diagrams can be computer-generated but must be produced by laser printer.
 6. Unpublished reports, ongoing researches, manuscripts in progress should not be cited; otherwise they should be referred to as unpublished in the text.

II. Format of the Manuscript

- A. A paper must not exceed 20 pages (typeset, double-spaced) on one side of short bond paper (8.5" x 11") including illustrations, notes and references.
- B. All pages should be numbered in Arabic numerals.
- C. Tables, diagrams, graphs, etc. should be properly numbered, labelled and included in the numbering of pages of the text.

- D. The American Psychological Association (APA) style of notation and reference listing, with minor modifications will be used for all articles.

- E. Only works cited in the paper should be listed as references and arranged in alphabetical order.