

PARTS OF A

INITIAL PAGES

- **Title Page**
- **Abstract**
- **Acknowledgment**
- **Dedication**
- **Table of Contents**

TITLE PAGE

The following information needs to be on the title page:

- The title (and possibly the subtitle) of your thesis
- First name and surname of the author(s)
- A Terminal Requirement in (what subject) (name of school- name of department)

ABSTRACT

- An abstract presents a brief summary of your thesis.
- The aim of the abstract is to briefly provide the reader with the most important information from the entire text.
- An abstract never contains new information.

ACKNOWLEDGMENT

- This is a page focused on expressing gratitude to organizations, agencies or individuals who, in one way or another, have aided the researchers in finishing the thesis.

DEDICATION

- This is the page for dedicating the thesis to certain people or groups who have inspired the researchers while doing the thesis.

TABLE OF CONTENTS

- The table of contents is essentially a topic outline of the thesis.
- It is compiled by listing the headings in the thesis down to whichever level you choose.

LIST OF TABLES / LIST OF FIGURES

- Include a list of figures (illustrations) and a list of tables if you have one or more items in these categories.
- Use a separate page for each list.
- List the number, caption, and page number of every figure and table in the body of the thesis

TITLE OF CHAPTERS

- 1. Introduction and Background of the Study**
- 2. Review of Related Studies**
- 3. Methodology of the Study**
- 4. Presentation, Interpretation and Analysis of Data**
- 5. Conclusions and Recommendations**

CHAPTER I

*Introduction and
Background of the Study*

INTRODUCTION

- The first chapter of your thesis is your introduction.
- This is where you provide an introduction to the topic of your thesis: you give the context in terms of content of the research project.

SIGNIFICANCE OF THE STUDY

- The significance of the study will mainly focus on the question “Who will benefit from the study?”.
- This section will state the contribution of your study and the usefulness of your study in the society.

STATEMENT OF THE PROBLEM

- The problem must be reflected to your title or the readers must know your problem by just simply reading your topic.
- The problem must not be answerable by yes or no and must be arranged in the flow of your documentation or study.

SCOPE AND DELIMITATION

- The scope is mainly the coverage of your study and the Delimitation is the limitation of your study or topic.

DEFINITION OF TERMS

- The definition of terms must be arranged in alphabetically. It must be also stated if you used your definition of terms in technically or operationally.

CHAPTER II

Review of Related Studies

Review of Related Literature

In this part you must get your data and information from unpublished material such as previous or old study, research or thesis. In some format, you must label your unpublished material with local or foreign.

1. This should be organized to cover the specific problems.
2. You must take note all of the evidences that the previous researcher came up.



CHAPTER III

Methodology of the Study



DESIGN

- The appropriate research design should be specified and described.

ENVIRONMENT

- Describe the locale where the study is conducted.

SUBJECT

- Describe the subject of the study

RESPONDENTS

- Describe the respondents of the study

INSTRUMENTS

- **Describe the materials used in the study**

DATA GATHERING PROCEDURE

- Describe how instrument will be administered.

STATISTICAL TREATMENT OF DATA

- Describe the processing and treatment of data

CHAPTER IV

*Presentation,
Interpretation and
Analysis of Data*

PRESENTATION OF DATA

- Present the findings of the study in the order of the specific problem as stated in the statement of the Problem.
- Present the data in these forms:
 - *Tabular*
 - *Textual*

INTERPRETATION OF DATA

- Establish interconnection between and among data
- Check for indicators whether hypothesis/es is/are supported or not by findings.
- Link the present findings with the previous literature.

ANALYSIS OF DATA

- Data may be analyzed quantitatively or qualitatively depending on the level of measurement and the number of dimensions and variables of the study.
- Analyze in depth to give meaning to the data presented in the data presented in the table. Avoid table reading.

CHAPTER V

Conclusions and

CONCLUSIONS

- These are brief, generalized statements in answer to the general and each of the specific sub-problems.
- These contain generalized in relation to the population. These are general inferences applicable to a wider and similar population.
- Flexibility is considered in making of conclusions. It is not a must to state conclusions on a one-to-one correspondence with the problems and the findings as all variables can be subsume in one paragraph.

RECOMMENDATIONS

- They should be based on the findings and conclusion of the study.
- Recommendations may be specific or general or both. They may include suggestions for further studies.
- They should be in non-technical language

CHAPTER VI

Bibliography

BIBLIOGRAPHY

Citing of sources used in the study

REFERENCES:

<http://dictionary.reference.com/browse/thesis>

<http://www.jp simbulan.net/thesis-writing-guide/how-to-write-a-thesis/>