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GUIDELINES IN WRITING THESIS PROPOSAL AND THESIS

Based on the faculty meeting dated September 14, 2009, the following guideline on thesis format has been approved;

A. Thesis Proposal

1. Maximum length is 3000 words
2. Contents:
 - a. Abstract
 - b. General Discussion of the Research (objectives, archaeological significance, relevant background information)
 - c. Research design (statement about the specific questions, methodology)
 - d. Timetable (planned activities)
 - e. Bibliography

After the proposal defense, if there has been a major change in the thesis topic, objectives, or methodology, the student will be required to undergo a second proposal defense.

B. Thesis and Dissertation

1. Format: A4 paper with 1-inch margins on all sides except for the left side, which is 1.5 inch, 12pt text, and double-spaced.
3. Structure: Outside: Title and Name
Inside: 1. Title page (Full name, Date, Exact Title, Degree for which submitted)
 2. Abstract
 3. Table of Contents
 4. Acknowledgement and Dedication
 5. List of Figures/Tables
 6. List of Illustrations
 7. Text
 8. References
 9. Appendices

A handwritten signature in black ink, appearing to read "AMB".

Armand Salvador B. Mijares, PhD
Deputy Director and Program Secretary