

UP SCHOOL OF ECONOMICS LIBRARY

Thesis

Manual

2024

Format guide for **Theses**
and **Dissertations** &
Thesis Policy

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Introduction

The 2024 version UP School of Economics **Thesis Manual** is a three-part guide prepared for economics students who are taking research writing.

The first part, **Format Guide for Theses and Dissertations**, is based on Forms and Functions, written by Dr. Emmanuel de Dios.

The second part is the **Thesis Policy** elaborating the process, rights, and responsibilities of the authors and offices involved upon the completion of research work.

The third part is the **Binding Process** discussing the step-by-step procedure of availing the theses and dissertations binding service of the library.

This manual aims to set **uniformity** in the production of material and establish the process flow of submission.

PART I:

FORMATTING

Proper format can help authors and readers navigate through **the arrays of information.** It is also important to observe in order to achieve **consistency**, given that each author has *individual* writing style.

Paper, Font, Layout

Size and Margin

- Paper size

Undergraduate students Letter size (8.5 in x 11 in or 215.9 mm x 279.4 mm)

Graduate students A4 (210 mm x 297 mm or 8.27 in x 11.69 in)

- Substance 24 (80 GSM)

- Margin for binding:

Left margin is 40mm (~1 1/2 in)

Right margin is 32mm (~1 1/4 in)

Top and bottom margins are 25mm (~1 in) each

- Use single side printing (not back to back)

Font

Serif typefaces (e.g. Times New Roman) are to be used, given the ease with which these are read. The enumerated font sizes are to be used for the following indicated purposes:

Title on title page	20 points, boldface
Chapter heads	16 points, boldface
Chapter subheads	16 points
<i>Subsubheads</i>	<i>12 points, italicized</i>
Body text	12 points
Super- and subscripts	9 - 10 points
Indented quotations	10 points
Footnote reference numbers	8 points
Footnote text	9-10 points

Paper, Font, Layout

Preliminary pages*

Preliminary pages shall contain the following in order:

1. Title page (include thesis adviser's name)
2. Signed Approval Sheet (for graduate students only)
3. Permission page (sample provided by OVCRD)
4. Abstract page (include keywords, if applicable)
5. Acknowledgements page (optional)
6. Honor statement page
7. Data validation page
8. Waiver page
9. Table of contents page
10. List of figures and tables page

a. The preliminary pages must follow lowercase Roman numbers (i.e. i, ii, iii...). Use of Arabic numbers (1, 2, 3...) of the research shall start at the first page of the Introduction or Chapter 1 (see Annex 2).

b. Title page should also contain the full title of the work, the name(s) of the author(s), the date of submission, and the explanatory phrase (see Annex 1).

c. Title page must include the thesis classification set by the Office of the Vice Chancellor for Research and Development (OVCRD).

<p>I: has patentable or registrable invention or creation</p> <p>P: author wishes to publish the work personally</p> <p>C: confidential information of a third-party is embedded</p> <p>F: a regular work, i.e. it has no patentable invention or creation, the author does not wish for personal publication, there is no confidential information.</p>
--

*also listed in the Thesis Policy

Paper, Font, Layout

Chapter heads and subheads

Chapter heads: I, II, III, and so on, to be placed at the center of the top page, followed by the chapter title right below.

Subheads: 1, 2, 3, and so on. Place subhead text flush left on the same line.

Sub-subheads: 1.1, 1.2, 1.3, and so on. Place the text flush left on the same line.

Paragraphs and Spacing

The typical paragraph should use one and a half (1 1/2) lines of space. Paragraphs should be separated by two (2) lines of space. This means adding about eight points of spacing before a new paragraph, in addition to the 1 1/2 lines of spacing within paragraphs.

Indentations

Indentations marking the initial lines of separate paragraphs are unnecessary, given the increased spacing in between different paragraphs.

Pagination

For the preliminary pages, small Roman numbers are to be used positioned at the center bottom of the page. The title page counts as Page i, but should not contain said numbering. Arabic numerals beginning from "1" should be used starting from Chapter I and shall be continuous up to the Appendices. The Arabic numbers shall be placed in the lower right-hand corner of each page.

Citation

Citation Tools and Styles are available through the University Library website and OpenAthens:

- > Go to mainlib.upd.edu.ph;
- > Click *Inquire* from the tabs at the upper right;
- > Click *Library Services*, and then choose *Reference and Information Services* from the Table of Contents;
- > Then click *Citation Maker*

Different citation makers such as BibMe, Citation Machine, and Easy Bib are listed. There is also a guide on how to access further readings on citation styles via OpenAthens.

PART II:

THESIS POLICY

As the **UP School of Economics Library** continues to carry out its mission of providing **comprehensive resources** and **services** to support the *research, teaching, learning needs* and *extension programs* of the School, this policy is implemented.

In order to procure and organize local resources, provide access, and ensure the preservation of library materials, the UP School of Economics Library sets the following processes on theses and dissertations (T&D) for the school.

I. Completion of the research

Refer to the Format Guide For Theses and Dissertations to ensure uniformity. Each submitted thesis/dissertation must be submitted in two formats: hardbound covered in designated color per degree and a soft copy.

II. Contents of the research

A. Preliminary pages shall contain the following, in order:

1. Title page (include thesis adviser's name)
2. Signed Approval Sheet (for graduate students only)
3. Permission page (sample provided by OVCRD)
4. Abstract page (include keywords, if applicable)
5. Acknowledgements page (optional)
6. Honor statement page
7. Data validation page
8. Waiver page
9. Table of contents page
10. List of figures and tables page

a. The preliminary pages must follow lowercase Roman numbers (i.e. i, ii, iii...). Use of Arabic numbers (1, 2, 3...) of the research shall start at the first page of the Introduction or Chapter 1, as indicated in the Pagination Section of the Format Guide for Theses and Dissertations.

b. Title page must include the thesis classification set by the Office of the Vice Chancellor for Research and Development (OVCRD). Refer to the Access and Public Use Section of this policy.

B. The body is set according to the rules agreed by the author and adviser.

C. The appendices/annexes must be paginated in cardinal numbers.

III. Submission and Clearance

A. In submitting the soft copy, it should bear the signature/s of the author/s. It should be in Portable Document Format (PDF) and must follow the naming convention: Econ [class]_[Year]_[Surname]

Example:

(Single author)

Econ 199_2022_Fraser

Econ 299_2022_Beauchamp

(Multiple authors)

Econ 199_2022_Fraser et al

Soft copy shall be sent to: econetd@gmail.com, with the subject name: Econ [class]_[Year]_[Surname]. Include the title in the body of the text. Submission of soft copy is an additional requirement for library clearance.

B. Authors must also submit the data collected in the course of the study such as datasets in .xls, .csv, etc. It should be noted that these datasets may be made available to other researchers. In cases wherein a confidentiality or non-disclosure agreement is made between the author/s and third parties, they may inform the library and provide a written waiver.

C. Authors are also required to submit physical, in respective size stated below, signed copies of their research, following the number of copies as:

Undergraduate: Two (2) copies (for SE Library and author)
Letter-size (8.5 in x 11 in / 215.9 mm x 279.4 mm)
Bound in brown color

Graduate: Three (3) copies (for SE Library, University Archives and author)
A4 size (8.27 in x 11.69 in / 210 mm x 297 mm)
Bound in maroon color for MA/ MDE
Bound in black color for PhD

D. For graduate students, the Approval Sheet shall be signed in the following order:

Student Author → Reader → Thesis Adviser → Department Chair → Dean

E. The College Secretary's Office (for undergraduate) and Graduate School Office (for master and doctorate) shall provide the Library a list of graduating students along with the bound and signed copies of research. It is only then that the Library will be able to give full clearance to the student.

F. Physical, signed, bound copies shall be covered in designated color per degree. The College Secretary's Office, Graduate School Office, and the Library have the rights to refuse incorrect and incomplete theses and/or dissertations.

IV. Access and Public Use

Pursuant to the Memorandum No. FRN 15-038, theses and dissertations shall be classified by only one of the following:

<p>I: has patentable or registrable invention or creation P: author wishes to publish the work personally C: confidential information of a third-party is embedded F: a regular work, i.e. it has no patentable invention or creation, the author does not wish for personal publication, there is no confidential information.</p>

Authors may also wish to view the access policy set by the University Library available on mainlib.upd.edu.ph.

V. Continuing Resource

The Library, upon approval of the faculty assigned, may provide a session to discuss the thesis policy draft, citation, and cataloging, and plagiarism. In addition, an overview about the preservation and institutional repository may be added to the lecture. This policy shall be disseminated in various

platforms, mainly catering to students who are enrolled in research class and are currently writing.

VI. Institutional Repository

The authors may wish to upload their work on the Digital Archives, subject to copyright and intellectual property rules of the University. Authors have the privilege to omit certain parts of their respective works containing personal and sensitive information, such as, but not limited to, contact information, curriculum vitae/biographical information, student number, interview transcript, interviewee consent form, and signature.

VII. Contracts and Obligations

Under specific instances, or future occurrences, wherein a student is bound by contract and/or obligation in relation to funding, scholarship, intellectual property, copyright, or ownership of their research, they are required to provide the Library with information or copy of agreement between them and their obligations.

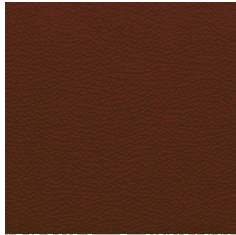
PART III:

BINDING PROCESS

The **UP School of Economics Library** coordinates the binding of the student's thesis or dissertation with the binder. It involves *fastening* the physical pages of your thesis or dissertation to produce a standardized document.

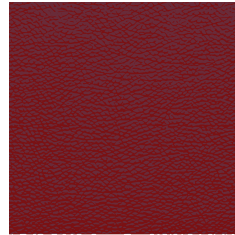
Cover

Undergraduate



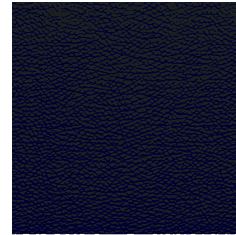
Brown

MA/ MDE



Maroon

PhD



Black

For the front board:

- All text should use a serif typeface, double-spaced, and centered.
- The title of the work should be entirely capitalized, and the top of first line of title must be no less than 40mm and no more than 45mm from the top of the board.
- The full name(s) of the author(s) should be at the center of the front board.
- The date of submission should state the month and year of submission and should be centered at the bottom of the front cover.

For the spine:

- The spine shall contain two decorative double bands at the top and bottom when vertical.
- If the thickness of the thesis/dissertation permits, the spine must also contain the author's name (if more than one author, put two names max), title, degree, and year (see Annex 3 for sample)

Thesis and Dissertation Binding Guide

1. Ensure your thesis/dissertation are final and approved by your adviser.
2. Send an e-copy, preferably in DOCX and PDF, to econetd@gmail.com. If possible, also send your used datasets such as CSV and/or Stata files.
3. Print your thesis/dissertation based on the Thesis Manual. You can also print multiple personal copies for binding but with additional cost.

Undergraduate: Two (2) copies (for SE Library and author)
Letter-size (8.5 in x 11 in / 215.9 mm x 279.4 mm)

Graduate: Three (3) copies (for SE Library, University Archives and author)
A4 size (8.27 in x 11.69 in / 210 mm x 297 mm)

Note: MA, MDE, and PhD students should have an Approval Sheet included in their printed copies.

4. Using your UP Mail, send to econbind@gmail.com the following:

- Subject: Thesis Binding (For BS, MA, & MDE)
- Subject: Dissertation Binding (For PhD)
- Full name
- Student number
- Number of copies to be bound
- Date and time you intend to submit the print copies to the library

Note: Students may bring their copies to the library or send them via preferred courier. Students shall shoulder applicable fees. The library's address is:

*The Head Librarian
UP School of Economics Library
168 Osmeña Avenue, University of the Philippines Diliman
Quezon City 1101*

5. Pay Ejess Trading (binding shop), PHP 250 per bound copy through their GCash account:

Elsa Sison
0917-317-6190

6. Send the screenshot of the electronic receipt as your proof of payment to econbind@gmail.com

7. The binding process will proceed once the printed thesis/ dissertation and electronic receipt are received. Per Ejess Trading, the binding will take 2-3 working days.

8. An email will be sent by econbind@gmail.com when your thesis/dissertation is ready for pick-up. The library will forward the library copy to the College Secretary's Office (undergraduate) or Graduate Office (MA, MDE, and PhD) for verification.

Annex 1: Sample title pages



UNIVERSITY OF THE PHILIPPINES

Bachelor of Science in Economics

Roberta Olivia A. Salazar

***Economic impact of happiness index on the
tourism industry in the Philippines***

Thesis Adviser:

Jeanette Bay, PhD

School of Economics

University of the Philippines Diliman

Date of Submission

27 October 2015

Thesis Classification:

F

This thesis is available to the public.



UNIVERSITY OF THE PHILIPPINES

Master of Arts in Economics

Roberta Olivia A. Salazar

***Economic impact of happiness index on the
tourism industry in the Philippines***

Thesis Adviser:

Jeanette Bay, PhD

School of Economics

University of the Philippines Diliman

Thesis Reader:

Tauti Mari, PhD

School of Economics

University of the Philippines Diliman

Date of Submission

27 October 2015

Thesis Classification:

I

This thesis is not available to the public. Please ask the library for assistance.



UNIVERSITY OF THE PHILIPPINES

Master of Arts in Development Economics

Roberta Olivia A. Salazar

Economic impact of happiness index on the tourism industry in the Philippines

Thesis Adviser:

Jeanette Bay, PhD

School of Economics

University of the Philippines Diliman

Thesis Reader:

Tauti Mari, PhD

School of Economics

University of the Philippines Diliman

Date of Submission

27 October 2015

Thesis Classification:

P

This thesis is not available to the public. Please ask the library for assistance.



UNIVERSITY OF THE PHILIPPINES

Doctor of Philosophy in Economics

Roberta Olivia A. Salazar

***Economic impact of happiness index on the
tourism industry in the Philippines***

Thesis Adviser:

Jeanette Bay, PhD

School of Economics

University of the Philippines Diliman

Thesis Reader:

Tauti Mari, PhD

School of Economics

University of the Philippines Diliman

Date of Submission

27 October 2015

Thesis Classification:

C

This thesis is not available to the public. Please ask the library for assistance.

Annex 2: Sample preliminary pages, and sample body text



UNIVERSITY OF THE PHILIPPINES

Master of Arts in Economics

Roberta Olivia A. Salazar

Economic impact of happiness index on the tourism industry in the Philippines

Thesis Adviser:

Jeanette Bay, PhD

School of Economics

University of the Philippines Diliman

Thesis Reader:

Tauti Mari, PhD

School of Economics

University of the Philippines Diliman

Date of Submission

27 October 2015

Thesis Classification:

I

This thesis is not available to the public. Please ask the library for assistance.

Approval Sheet (Graduate Students)

[Request this page from Graduate School Office]

Permission Page

I hereby grant the University of the Philippines a non-exclusive, worldwide, royalty-free license to reproduce, publish and, publicly distribute copies of this thesis or dissertation in whatever form subject to the provisions of applicable laws, the provisions of UP IRR policy and the contractual obligations, as well as more specific marking on the Title Page.

Specifically, I grant the following rights to the University:

1. To upload a copy of the work in the theses database of the college/school/institute/department and any other databases available on the public internet;
2. To publish the work in the college/school/institute/department journal, both in print and electronic or digital format and online; and
3. To give open access to above-mentioned work, thus allowing “fair use” of the work in accordance with the provision of the Intellectual Property Code of the Philippines (Republic Act No. 8293), especially for teaching, scholarly, and research purposes.

Student Name over Signature and Date

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec id semper mauris, vitae lobortis augue. Etiam sed tortor lacinia, tristique ipsum vitae, pharetra libero. Proin congue leo at leo feugiat luctus. Proin ornare elementum tortor sit amet vehicula. Donec posuere augue sit amet orci pretium, id porttitor lectus gravida. Vestibulum sodales tortor in nibh sollicitudin, eu vulputate nulla porta. Pellentesque pellentesque semper nisl, a eleifend ipsum tincidunt eget. Donec risus elit, sodales nec ex eu, ultrices porta urna. Fusce sit amet nulla eros. Sed et egestas diam. Ut tincidunt cursus nisl sed faucibus. Duis et mi velit.

Vestibulum eu justo tincidunt, pretium eros vitae, maximus dui. Quisque pellentesque ullamcorper libero eu volutpat. In et interdum urna. Vestibulum pharetra quam et diam finibus, dictum mollis dolor porta. Proin id nulla leo. Praesent varius ligula nisi, ut tempus sapien varius non. Aenean luctus id metus at semper. Pellentesque auctor lacinia nunc, in eleifend sapien lacinia vel.

Aliquam varius rutrum magna, a iaculis augue rhoncus ut. Sed mollis iaculis facilisis. Fusce mauris libero, sodales et sapien id, feugiat tincidunt nibh. Donec facilisis placerat turpis, non imperdiet augue elementum id. Ut laoreet egestas ante eget laoreet. Aliquam consequat tortor eget dolor ullamcorper, a condimentum justo rhoncus. Aenean vel venenatis dui. Donec vel accumsan massa, vel pellentesque augue. Phasellus ex nulla, imperdiet quis risus in, rutrum ornare sapien. In convallis sollicitudin placerat. Nulla faucibus dapibus luctus. Ut euismod aliquet tortor, ac scelerisque odio pretium sed. Morbi id magna mollis, venenatis magna vel, pellentesque est. Fusce sed maximus dui.

Keywords: Lorem, Ipsum, Dolor

Acknowledgement (Optional)

[Insert text]

Honor Statement

I attest that this thesis/dissertation I have submitted is my own. I have not cheated, plagiarized, nor received unauthorized assistance in the completion of this paper.

I have obtained the required prior consent for the use of the data for this research.

I understand that the University of the Philippines may impose the commensurate sanctions and penalties for instances of academic dishonesty committed in the completion of this paper.

(Signature over printed name of the author)

(Signature over printed name of the co-author)

Data Validation

Date:

Dear Dr./Prof. _____

I understand that you, my thesis adviser, may require me to submit the data that I used for this research, for purposes of validating my research results.

Data can be made available upon request, unless prohibited by any data use agreement that I have entered for the purpose of this research. I will not release any information that will allow the identification of individual persons or establishments.

I understand that you will use the data for the sole purpose of validation.

(Signature over printed name of the author)

(Signature over printed name of the co-author)

(Signature over printed name of the adviser)

Waiver

Relevant portions of this work may be quoted and used for research and other scholarly purposes, provided the proper citation is made.

(Signature over printed name of the author)

(Signature over printed name of the co-author)

Table of Contents

List of Tables and Figures

Chapter 1

Introduction

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

1. Where does it come from?

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero also reproduced in their exact original form, accompanied by English versions from the 1914 translation by H. Rackham.

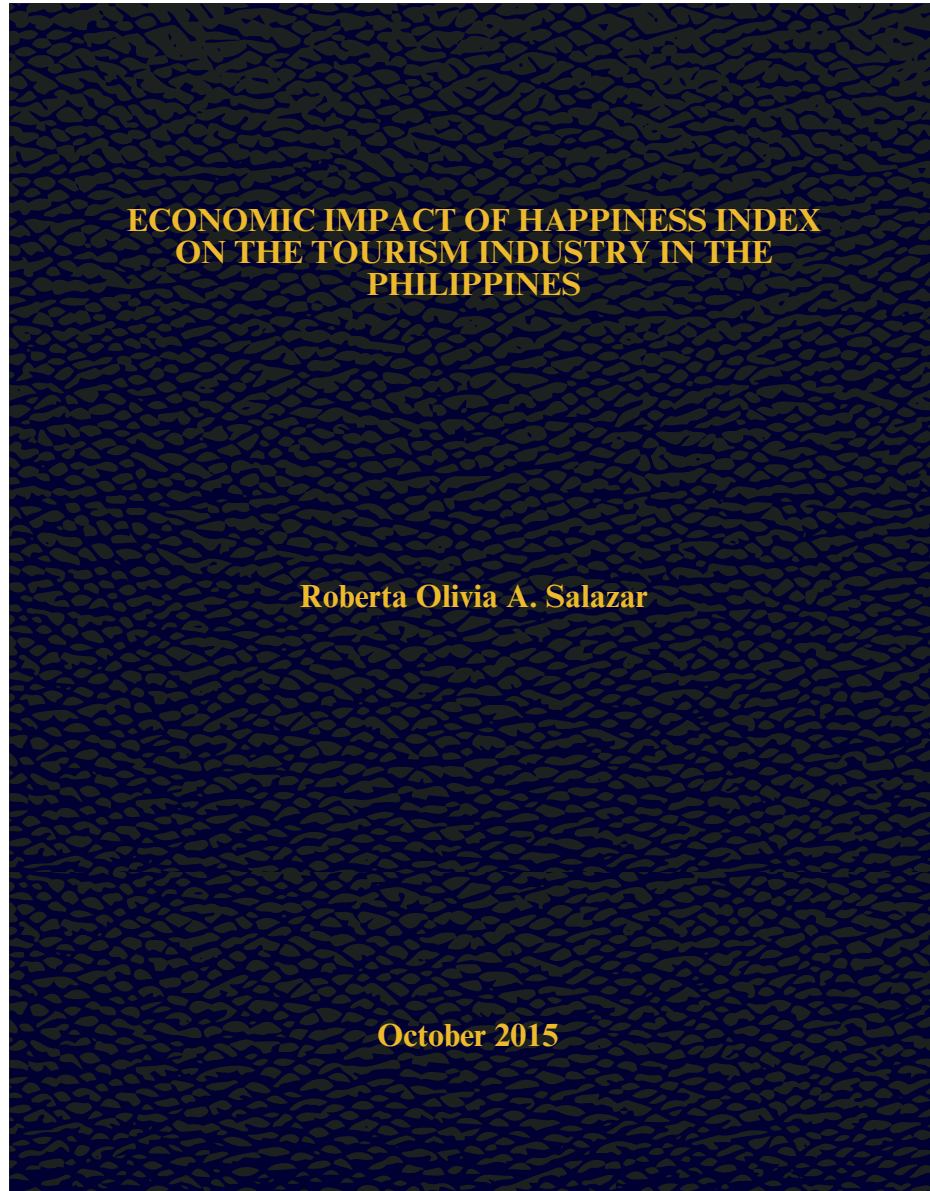
1.1. Why Do We Use It?

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Where can I get some? (subsubsection)

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. All the Lorem Ipsum generators on the Internet tend to repeat predefined chunks as necessary, making this the first true generator on the Internet. It uses a dictionary of over 200 Latin words, combined with a handful of model sentence structures.

Annex 3: Sample cover and spine of thesis



Roberta Olivia A. Salazar

ECONOMIC IMPACT OF HAPPINESS INDEX ON
THE TOURISM INDUSTRY IN THE PHILIPPINES

Ph.D. Economics

UPSE 2022

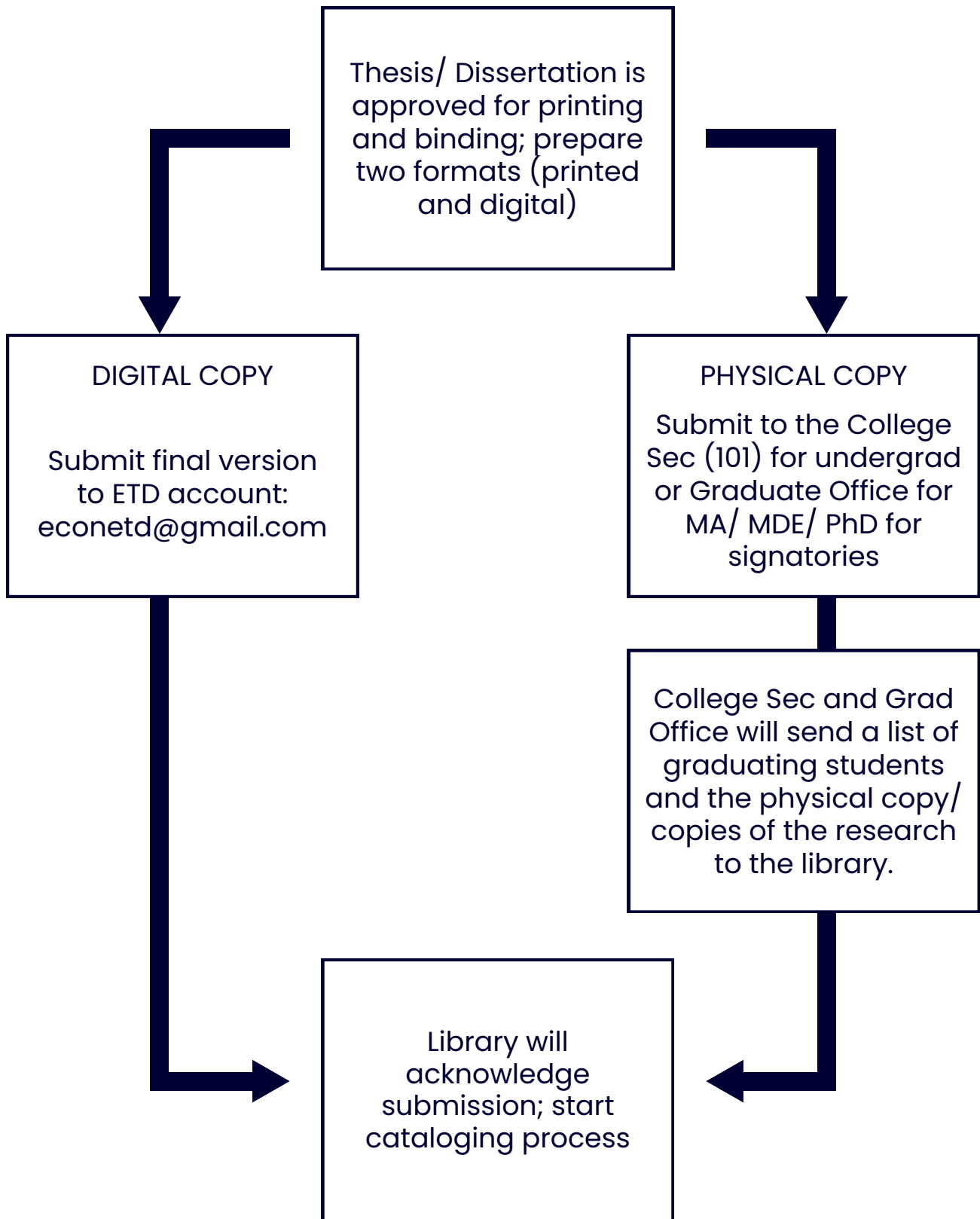
Roberta Olivia A. Salazar

ECONOMIC IMPACT OF HAPPINESS INDEX ON
THE TOURISM INDUSTRY IN THE PHILIPPINES

BS Economics

UPSE 2022

Annex 4: Thesis submission process





**Thesis writing can be exhausting,
but we are here to assist you.**

Any questions? Email us at
upselibrary.upd@up.edu.ph

 [upselib](#)

 selib.upd.edu.ph

  [upse_lib](#)