CD Label



Revision Number: 1 Revision Date: May 2014 1 | P a g e



GRADUATE PROPOSALS AND THESES A STYLE GUIDE AND TEMPLATE

A Thesis (Proposal) Presented to The _____ Engineering Department Gokongwei College of Engineering De La Salle University

In Partial Fulfillment of the Requirements for the Degree Master of Science / Doctor of Philosophy in _____

> By Excellent W. Student

Dr. Most Distinguished R. Adviser Dr. Most Distinguished R. Adviser, Jr. Dr. Most Distinguished R. Adviser III Thesis Advisers

Date

	De La Salle University				
	APPROVAL SHEET				
	The thesis hereto titled GRADUATE THESES AND PROPOSALS IN: A STYLE GUIDE AND TEMPLATE prepared and submitted by Excellent W. Student, Excellent W. Student, Jr. and Excellent W. Student III in partial fulfillment of the requirements for the degree of Bachelor of Science in Chemical Engineering has been examined and is recommended for acceptance and approval for ORAL EXAMINATION.				
	Dr. Most Distinguished R. Adviser Dr. Most Distinguished R. Adviser, Jr.				
Dr. Most Distinguished R. Adviser III					
	PANEL OF EXAMINERS				
	Approved by the Committee on Oral Examination with a grade of PASSED on February 31, 2011.				
	Dr. Kind G. Panelist Chair				
	Dr. Nice G. PanelistDr. Sympathetic C. PanelistPanelistPanelist				
	Accepted and approved in partial fulfillment of the requirements for the degree of Bachelor of Science in Chemical Engineering.				
	Dr. Wise A. Mann ChairDr. Wiser M. Womann DeanEngineering DepartmentCollege of Engineering				

ABSTRACT

The maximum length of the abstract is one page using 12-point Times New Roman and 1.5 line space.

An abstract should not contain figures, references or equations unless absolutely necessary. If a reference is necessary, place a complete citation but without the article title.



ACKNOWLEDGEMENTS

The acknowledgements should also be limited to one page.

I would like to thank Mr. Charles Edric Co, whose meticulously formatted thesis (even in the absence of a mandated style guide), forms the basis for this style guide.

TABLE OF CONTENTS

(Note: Table of Contents, List of Tables and List of Figures are single spaced.)

APPROVA	AL SHEET B	Crror! Bookmark not defined.		
ABSTRAC	СТ Е	Crror! Bookmark not defined.		
ACKNOW	LEDGEMENTS	v		
TABLE O	F CONTENTS	vi		
LIST OF F	IGURES	vii		
LIST OF T	TABLES	viii		
INTRODU	JCTION			
1.1	Background			
1.2	Fonts			
1.3	Paragraphs and Line Spacing	2		
	1.3.1 Section numbering	2		
	1.3.2 Lists	2		
1.4	Significance of the Study	2		
1.5	Scope and Limitations	2		
REVIEW	OF RELATED LITERATURE			
2.1	Referencing within the Text			
THEORET	FICAL FRAMEWORK			
3.1	Equations			
MATERIA	ALS AND METHODOLOGY	5		
4.1	SI Units	5		
4.2	Figures	5		
RESULTS	AND DISCUSSION	7		
5.1.	Tables	7		
CONCLUS	SIONS AND RECOMMENDATIONS			
LIST OF F	EFERENCES H	Crror! Bookmark not defined.		
APPENDI	X A: GANTT CHART			
APPENDI	X B: MATERIAL SAFETY DATA SH	EETS (MSDS) Error!		
Bookmark not defined.				
A.1 I	Requirements for MSDS			

LIST OF FIGURES



LIST OF TABLES

 Table 5.1. Results of the Blind Tests to Verify Effectiveness of the Refractive Index Calibration Curve

 7

CHAPTER ONE

INTRODUCTION

1.1 Background

(Note: In the thesis or proposal, Section 1.1 is titled "Background of the Study". Please revise appropriately.)

It has been a long time since De La Salle University mandated a style guide for theses. The author believes that this was last done in the age of typewriters, so this style guide is long overdue. Since then, personal computers and their attendant software have provided many opportunities for improvement, innovation, confusion and all of the above.

This style guide provides: (a) guidelines on typography and layout and other stylistic matters and (b) a template which can be used for the thesis or proposal itself just by typing over the appropriate sections. This is particularly useful for the chapter and section headings; figures and tables because this will facilitate automatic generation of table of contents, lists of tables and lists of figures.

1.2 Fonts

(Note: In the thesis or proposal, Section 1.2 is titled "Problem Statement". Please revise appropriately.)

The following fonts should be used:

Use 12-point Times New Roman for body text;

12-POINT BOLD, ALL-CAPITALS TIMES NEW ROMAN for chapter numbers;

14-POINT BOLD, ALL-CAPITALS TIMES NEW ROMAN for chapter titles.

12-point Bold, Title Case Times New Roman for sections and sub-sections

Italics for species names (e.g., Abelmoschus esculentus)

10-point Times New Roman for figure captions and table footnotes.



1.3 Paragraphs and Line Spacing

(Note: In the thesis or proposal, Section 1.3 is titled "Objectives". Please revise appropriately.)

First line of the body text should be indented 0.5". No indentation for succeeding lines. Paragraphs shall be full justified. A 10-point space is added after each paragraph.

Line spacing shall be 1.5.

Chapter numbers and titles are centered. Section headings are not indented. Subsection headings are indented 0.5".

1.3.1 Section numbering

(Note: In the thesis or proposal, Section 1.3.1 is titled "General Objectives". Please revise appropriately.)

Number each section consecutively as Chapter Number. Section Number and each subsection as Chapter Number. Section Number. Subsection Number.

1.3.2 Lists

(*Note:* In the thesis or proposal, Section 1.3.1 is titled "Specific Objectives". Please revise appropriately.)

Numbered and bulleted lists are indented 0.5" and each succeeding line shall be indented an additional 0.25".

1.4 Significance of the Study

1.5 Scope and Limitations

Chapter Two

REVIEW OF RELATED LITERATURE

(Each chapter should begin in a new page.)

2.1 Referencing within the Text

(*Note:* In the thesis or proposal, there are no prescribed section or subsection titles for Chapter 2. You may title as desired.)

Use the author-year style of referencing within the text. For example, "... biodiesel properties are known to be dependent on the fatty acid profile (Knothe, 2005)".

If there are two authors, both should be mentioned. For example, "... the processes for ammonia synthesis and the hydrogen from synthesis gas via the steam reforming route both release a large quantity of greenhouse gases into the air (Wood and Cowie, 1998)."

If there are three or more authors, use the first author followed by "et al.". For example, "...derived from terrestrial crops has been proposed (Ahlgren et al. 2008; Ahlgren et al. 2010)". Please take note of the punctuation.

An author may also be cited in the following manner: "Benemann (1979) first suggested that cyanobacteria grown in ponds may be used as a convenient source of fertilizer because of their high nitrogen content."

Chapter Three

THEORETICAL FRAMEWORK

3.1 Equations

(Note: In the thesis or proposal, there are no prescribed section or subsection titles for Chapter 3. You may title as desired.)

Equations should be created and edited using the Microsoft Word equation editor, centered and numbered consecutively within the chapter. <u>Do not scan an equation from another paper and paste it as a drawing.</u>

Instead of a separate Nomenclature section, symbols and variable names are explained in the succeeding paragraphs.

For example: "Viscosity of the biodiesel was predicted from its fatty acid composition by Equation (3.1) (Allen et al. 2005):

$$\ln \mu_m = \sum_{i=1}^n x_i \ln \mu_i$$
 (3.1)

where μ_m is the viscosity of the mixture, μ_i is the viscosity of the i_{th} fatty acid and x_i is the mass fraction of the i_{th} fatty acid in the mixture."

Chapter Four

MATERIALS AND METHODOLOGY

4.1 SI Units

Units should be in SI. Other units may be used only if the units are the most commonly used in the subfield or are the ones used in regulatory standards.

4.2 Figures

All figures should be explained in the text. Figures should be inserted after they are first mentioned in the text. They should be placed as close as possible to the text while considering layout and paging. Figures from other publications should be used only if necessary and should be cited. All figures should be accompanied by a caption which explains concisely the pertinent information in the figure. Figures and figure captions should be centered on the page (See Figure 4.1.). Use 10-point Times New Roman for figure captions.





Photographs should be used only if they are necessary to explain a result. In general, use a flow diagram or schematic diagram rather than use photographs of equipment or procedures.

Micrographs or other photographs which serve to indicate size should be accompanied by an appropriate scale <u>in the photograph</u>. It is incorrect to merely put the magnification in the caption.

Photographs which serve to show color should be taken using a neutral background.

Number figures consecutively within the chapter and compiled in a "List of Figures" as part of the front matter.

If a figure is to be oriented in "landscape" format, then it should be oriented such that the figure is facing the right.

Chapter Five

RESULTS AND DISCUSSION

5.1. Tables

All tables should be explained in the text. Figures should be inserted after they are first mentioned in the text. They should be placed as close as possible to the text while considering layout and paging. Tables should be located on a single page.

Each table should be accompanied by a table number and table heading, centered above the table. Tables are numbered consecutively within the chapter. (See Table 5.1.)

Blind	Coconut Oil Concentration		Percent
Sample	Refractive Index Method	Theoretical	Difference
1	78.21%	75.46%	1.96%
2	26.33%	28.80%	8.96%

 Table 5.1. Results of the Blind Tests to Verify Effectiveness of the Refractive Index Calibration Curve

If a table is to be oriented in "landscape" format, then it should be oriented such that the table is facing right.

Chapter Six

CONCLUSIONS AND RECOMMENDATIONS

The thesis proposal and the thesis follow the same format, with the following exceptions:

The title page is changed to reflect that this is a thesis proposal.

- A "recommendation sheet" with the adviser(s) signature is attached instead of an "approval sheet". Signatures of the panel members, the chair and the dean are not required.
- There is no "Acknowledgements" section in the proposal nor is there an "Abstract".
- There is no "Results and Discussion" section in the proposal, although a "Preliminary Results" section may be included.

There is no "Conclusions and Recommendations" section in the proposal.

The Appendix in the proposal contains the Gantt Chart and Material Safety Data Sheets. In the thesis, the Appendix contains supporting material for the thesis, such as raw data, calibration curves, etc.

For the proposal, the Department has agreed on a page limit of 60 pages for the text in Chapters 1-4. There is no limit to the pages in the final thesis.



LIST OF REFERENCES

[The American Psychological Association (APA) style is used for the references. All references are listed in alphabetical order. All references are listed together; i.e., there is no segregation of books from journals and websites. The references are not justified, not indented in the first line and with 0.5" indentation in the succeeding line. References are single space within the paragraph and are separated by 1 line.]

- Cruz, I. E. (1989). Fuel Substitution in Automotive Transport. *Philippine Engineering Journal 10*, 55-63.
- Darnoko, D., & Cheryan, M. (2000). Kinetics of Palm Oil Transesterification in a Batch Reactor. *Journal of the American Oil Chemists' Society* 77, 1263-1267.
- Dasari, M. A., Goff, M. J., & Suppes, G. J. (2003). Noncatalytic Alcoholysis Kinetics of Soybean Oil. *Journal of the American Oil Chemists' Society* 80, 189-192.
- Milliken, T.H. (1960). Decomposition of ammonium sulphate. U.S. Patent No. 2,926,070. Washington, D.C.: U.S. Patent and Trademark Office. Retrieved September 9, 2011.
- de Rezende, S. M., Reis, M. d. C., Reid, M. G., Silva, P. L. J., Coutinho, F. M. B., San Gil, R. A. d. S., et al. (2008). Transesterification of vegetable oils promoted by poly(styrene-divinylbenzene) and poly(divinylbenzene). *Applied Catalysis A: General 349*, 198-203.
- Department of Energy (2006). Alternative Fuels. Department of Energy, Republic of the Philippines. Retrieved from http://www.doe.gov.ph/Alternative/default.htm.
- Knothe, G. (2005). The history of vegetable oil-based diesel fuels. In: Knothe, G., Van Gerpen, J., Krahl, J. (Eds.). *The Biodiesel Handbook* (pp.4-16) Champaign, Illinois: AOCS Press.

Levenspiel, O. (1999). *Chemical Reaction Engineering* (3rd ed.) New York: John Wiley & Sons.



APPENDIX A: GANTT CHART

(For proposal only)

APPENDIX B: MATERIAL SAFETY DATA SHEETS (MSDS)

(For proposal only)

A.1 Requirements for MSDS

An MSDS must be included in the proposal for all chemicals used, except for those that are generally recognized as safe (e.g., water, glass, pure sodium chloride). If in doubt, include an MSDS.

An MSDS must also be attached for potentially toxic or infectious materials from living things (e.g., jatropha, some microorganisms).