

DCPNHS-SHS

RESEARCH PAPER GUIDEBOOK 2024-2025

This guidebook contains the standard format and guidelines for the preparation and presentation of Senior High School research papers.

THIS RESEARCH PAPER GUIDEBOOK IS THE OUTPUT OF BERF 2024.

RESEARCHERS

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A. Formatting of Text

Use the following for the entire document.

1. **Citation and reference.** Use the APA (American Psychological Association) **7th edition** for in-text citations and the listing of references.
2. **Font.** Use Arial, 12-point font for the entire document. No other fonts are allowed, including in the preliminary sections.
3. **Paper.** White, short, 216 x 279mm, 70g/m. No special paper shall be used in any part of the document.
4. **Justification.** Use forced justify margin.
5. **Spacing.** Use double spacing throughout the entire document, without extra space between paragraphs. Include an additional double space between sections.
6. **Page numbers.** Insert page numbers in the top right corner of the header, adhering to the following guidelines for different sections of the document:
 - a. For all pages before the first chapter (e.g., Approval Sheet, Panel of Examiners, Acknowledgment, Abstract, and Table of Contents), use lowercase Roman numerals (i, ii, iii...).
 - b. For the main body, use Hindu-Arabic numerals (1, 2, 3...). Numbering should start from the first page of the first chapter, but the number should not be shown. Similarly, do not display page numbers on the first page of each subsequent chapter.
 - c. Page numbers should appear without any special formatting. Do not include dashes (-5-) or the word "Page" (e.g., Page 2).

B. Formatting of Charts, Pictures, Illustrations, Figures, and Tables

1. Charts, pictures, illustrations, figures, and tables should appear on the same page as or on the page immediately following their mention in the text. Include an extra double space before and after these elements.
2. Images must be centered and fit within the page margins. If a table, figure, or picture exceeds the page layout, switch to landscape orientation. Insert the landscape page directly after the page where the item is referenced, ensuring the margins are maintained. Landscape pages should be positioned away from the binding.
3. No text should appear to the left or right of charts, pictures, illustrations, figures, or tables.
4. Label charts, pictures, illustrations, figures, and tables sequentially using Hindu-Arabic numerals.
5. Put for charts, pictures, and illustrations should be placed below them, while titles or table names for figures and tables should be positioned above. These titles must correspond exactly to those listed in the Table of Contents and in the document, and they should be aligned flush left, not centered.
6. Captions for pictures and illustrations should be placed below the images, single-spaced, and separated from the surrounding text.

C. Submission Procedures

1. The Research Paper must be softbound with a LIGHT PINK cover and DARK PINK bookbinding tape.
2. PR1 (qualitative) and PR2 (quantitative) students are required to submit one (1) softbound copy of the approved Research Paper as a major requirement for their grade level subject.

CONVENTIONS IN WRITING A RESEARCH PAPER

DCPNHS - SHS encourages intellectual honesty and creativity by emphasizing proper documentation of sources, data, and materials used in the Research Paper. Learners are expected to cite any sources or work extensively referenced from the literature.

Citing Quotations

Quotations must follow the original text exactly. They should be single-spaced and no longer than half a page. Refer to APA 7th edition guidelines for correct in-text citations.

Encoding Procedure

The entire text should use Arial font, size 12, for consistency. A smaller but legible font size may be used for tables.

Spacing

The text should be double-spaced, with each new section starting two spaces below the page number.

Figures

Graphs, charts, maps, and other illustrations should be labeled as figures and numbered consecutively (Figure 1, Figure 2, Figure 3, etc.). They should appear after being introduced in the text, with the figure number printed below the figure.

Tables

Tables should also appear after being introduced in the text and should be numbered consecutively using Arabic numerals (e.g., Table 1, Table 2, Table 3). References to tables can be made parenthetically or as part of the sentence.

The table number and title should be placed above the table. Only the first letter of the first word and proper nouns in the title should be capitalized. The title should not end with punctuation.

Tenses

Use future tense when proposing your topic or research problem.
Use past tense when discussing a completed study.
Present tense should be used when stating findings.
General truths in data presentation should also be in the present tense.
Any remarks related to data presentation should be in the present tense (e.g., "Figure 1 shows a strong connection between...").

Paper Size

The manuscript must be printed on short white short-sized paper.

Packaging

The paper should be bound with a light pink cover. After the front cover, include a blank sheet before the title page, followed by the approval sheet, acknowledgment, abstract, table of contents, list of tables, list of figures, list of acronyms, the body of the paper, references, appendices, and curriculum vitae.

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