

**GUIDELINES FOR THE FORMAT PREPARATION FOR THESIS MANUSCRIPTS/MAJOR  
PRACTICE REPORTS OF UNDERGRADUATE MAJOR PROGRAMS OF  
THE COLLEGE OF AGRICULTURE AND FOOD SCIENCE**

**For the Textual Presentation:**

1. The margin for the manuscript/report should be 1.5" Left, 1" Top, 1" Bottom and 1" Right.
2. The font type is Time New Roman and font size is 12.
3. The preliminary pages should include the Title Page, Approval Page, Biographical Sketch, Acknowledgement, Table of Contents, List of Tables, List of Figures, List of Appendices and Abstract. The small Roman numeral page numbers must be placed at the center of the bottom part of the page. For thesis manuscripts, the Intellectual Property Right (IPR) Form should precede the Title Page (Attachment 1).
4. The preliminary pages should be included in the Table of Contents with corresponding small Roman numerals as page numbers.
5. The thesis/major practice report title, author, degree and major field, and names of the Adviser, Director, Dean and College Secretary should be capitalized in the Approval Page. The highest degree earned by the signatories should be included. The date signed should be specified as Date – Month – Year. Please see Attachment 2.
6. **Biographical Sketch.** The biographical sketch should be written with double space on a single page. A 2 x 2 picture, preferably a graduation picture, may be placed on the right corner. The page should be signed by the author.
7. **Acknowledgement.** The Acknowledgement should be written with single space on only a single page.
8. **Abstract.** The Abstract should not be more than 250 words and should be written on a single page. The title and the body must use single and double spacing, respectively.
9. The first page of the main headings such as the Introduction, Review of Literature, Materials and Methods, Results and Discussion, Summary and Conclusion, and Literature Cited should have imaginary page numbers. The main headings should all be capitalized, bold, and placed at the center of the page.
10. The succeeding pages of each main section should have page numbers placed at the upper right hand, 0.5" from the top and 1" from the right side. The page numbers should be in Arabic numerals.
11. Four (4) spaces (24 pts) should be maintained between the main heading like the INTRODUCTION, REVIEW OF LITERATURE, etc. and the major subsection.
12. The title of the major subsection should be placed at the center of the page, with the first letters capitalized and in inverted pyramid form when it is composed of five (5) or more words.
13. There should be three (3) spaces (18 pts) between the major subsection and the minor subsection.
14. The title of the minor subsection is placed at the left side of the page with the first letters capitalized and should run until half across the page. If it will cover more than half across the page, it should be cut off and flushed to the left margin in single space.
15. Three (3) spaces (18 pts) should follow the title of the minor subsection heading before the paragraph heading.
16. The paragraph heading should be indented five spaces to the right with only the first letter capitalized. The heading should be italicized and the paragraph should immediately follow after two (2) spaces.

17. Double space should always be used in the text. For Tables and Figures, single space is used.

**For Tabular Presentation:**

1. Tables should be placed along with the text or in the Appendices. If it is included in the text, it should be presented after it has been mentioned. It should maintain 2 spaces (12 pts) before and after the text.
2. Double solid lines should be used on the top and bottom part of the tables.
3. The first level heading should be all capitalized while the second level heading should have the first letters capitalized. The third level heading should be in small letters.
4. The tables should have no side boxes. Minimize the lines inside the table. If possible, only vertical lines to separate the headings should be maintained.
5. For continued tables, indicate “Table no. continued...” There is no need to include the table title. Table headings as they appear on the first part of the table should be indicated.
6. The Table title should be placed on top of the Table, should be one space (6 pts) before the double solid lines, and should end with a period. If the table title would use more than one line, the succeeding lines should follow the hanging indent format.

**For Figure Presentation:**

1. Figures could be placed in the text or in the Appendices. If it is included in the text, it should be presented after it has been mentioned with 2 spaces (12 pts) before and after the text.
2. Figures should be clean and clear with the figure caption placed below after a 6-pt space. If the caption would use more than one line, the succeeding lines should follow the hanging indent format.

**For the Literature Cited:**

1. The literature cited in the text should be listed in alphabetical order.
2. Use double space between entries and single space within entry.
3. All entries should end with a period.

Examples of entries:

**Journal Articles.**

First author, second author, and third author. Year. Title of article. Journal Title Vol.:pages. If issue number is available, it should be Vol. (issue no.):pages.

BORDOLI JM, MALLARINO AP. 1998. Deep and shallow banding of phosphorus and potassium as alternatives to broadcast fertilization for no-till corn. *Agron. J.* 90:27-33.

LEMMON H. 1986. Comax: An expert system for cotton crop management. *Science* 233:29-32.

LYLE WM, BORDOVSKY JP. 1995. LEPA corn irrigation with limited water supplies. *Trans. ASAE* 38:455-462.

MANDAL B, JAIN K, KRISHNAREDDY M, KRISHNA KUMAR NK, RAVI KS, PAPPU HR. 2012. Emerging problems of tospoviruses (Bunyaviridae) and their management in the Indian subcontinent. *Plant Dis.* 96: 468-479.

### **Online Journal Articles**

For electronic-only journals, the format is similar to print journal articles. Provide the DOI at the end of the citation, instead of the URL, which may change in time.

DOERGE TA. 2002. Variable-rate nitrogen management creates opportunities and challenges for corn producers. *Crop Manage.* doi:10.1094/cm-2202-0905-01-RS

KATO C, NISHIMURA T, IMOTO H, MIYAZAKI T. 2011. Predicting soil moisture and temperature of Andisols under a monsoon climate in Japan. *Vadose Zone J.* 10:541-551. doi:10.2136/vzj2010.0054

NIPPGEN F, MCGLYNN BL, MARSHALL LA, EMANUEL RE. 1998. Landscape structure and climate influences on hydrologic response<sup>4</sup>. *Water Resour. Res.* 47:W12528. doi:10.1029/2011WR011161

### **Article in serial publication**

BROWN PD, MORRA MJ. 1997. Control of soil-borne plant pests using glucosinolate-containing plants. *Adv. Agron.* 61:167-231.

EDWARDS AC, CRESSER MS. 1992. Freezing and its effect on chemical and biological properties of the soil. *Adv. Soil Sci.* 18:59-79. [*After Vol. 20, Advances in Soil Science is no longer published as a serial with volume numbers. Treat listings in later editions as you would a chapter in a book.*]

### **Article with known erratum follow-up**

BAKER JM, SPAANS EJA, REECE CF. 1996. Conductimetric measurement of CO<sub>2</sub> concentration: Theoretical basis and its verification. *Agron. J.* 88:675-682 [erratum:88(6):vi]

### **Articles in press**

For an in-press article, use the current year as the date. If the manuscript has been posted online ahead of publication, include the DOI (digital object identifier).

Author. Year. Article title. Journal Title DOI number (in press).

LINZ SJ, STURM BA. 2017. Facilitating social integration of people with severe mental illness served by Assertive Community Treatment. *Archives of Psychiatric Nursing.* doi:10.1016/j.apnu.2016.05.006

### **Magazine Article**

DAVENPORT CH. 1981. Sowing the seeds. *Barron's*, 2 March, p. 10.

MULVANEY DL, PAUL L. 1984. Rotating crops and tillage. *Crops Soils* 36(7):18-19.

### **Books (including bulletins, reports, multivolume works, series)**

BROWN J. 1966. Soils of the Okpilak River region, Alaska. CRREL Res. Rep. 188. US Army Cold Reg. Res. Eng. Lab, Hanover, NH.

BUDAVARI S, Ed. 1996. The Merck index. 12<sup>th</sup> ed. Merck Publ. Group, Rahway, NJ. California Certified Organic Farmers. 1995. California Certified Organic Farmers certification handbook. CCOF, Santa Cruz.

DOTY WT, AMACHER M, BAKER DE. 1982. Manual of methods: Soil and environmental chemistry laboratory. Rep. 121. Dep. of Agronomy, Pennsylvania State Univ., University Park.

DZOMBAK DA, MOREL FMM. 1990. Surface complexation modeling: Hydrous ferric oxide. New York: John Wiley & Sons.

FEHR WR, CAVINESS CE. 1977. Stages of soybean development. Spec. Rep. 80. Iowa agric. Home Econ. Exp. Stn., Iowa State Univ., Ames.

HAFEZ ES. 1993. Reproduction in Farm Animals. 6th ed. Philadelphia: Lea and Febiger. 733 p.

STEEL RGD, TORRIE JH. 1980. Principles and procedures of statistics: A biometrical approach. 2<sup>nd</sup> ed. New York: McGraw-Hill.

USEPA. 1981. Process design manual for land treatment of municipal wastewater. USEPA Rep. 625/1-77-008 (COE EM1110-1-501). US Gov. Print. Office, Washington, DC.

### **Online Books**

BOVERHOF DR, GOLLAPUDI BB, Ed. 2011. Applications of toxicogenomics in safety evaluation and risk assessment. New York: John Wiley & Sons. doi:10.1002/9781118001042

### **Chapter in a Book**

ACHORN FP, BALAY HL. 1985. Developments in potassium fertilizer technology. In: R.D Munson, editor, Potassium in agriculture. ASA, CSSA, and SSSA, Madison, WI. P. 49-66.

BOUTTON TW. 1991. Stable carbon isotope ratios of natural materials: II. Atmospheric, terrestrial, marine, and freshwater environments. In: D.C. Coleman and B. Fry, editors, Carbon isotope techniques. New York: Academic Press. p. 173-185.

BURESH RJ, SMITHSON PC, HELSUMS DT. 1997. Building soil phosphorus capital in Africa. In: R.J. Buresh et al., editors, Replenishing soil fertility in Africa. SSSA Spec. Publ. 51. SSSA, Madison, WI. p. 111-149.

### **Online Chapter in a Book**

CASADO MR, CORSTANJE R, BELLAMY P, MARCHANT B. 2013. Issues of sampling design in wetlands. In: R.D. DeLaune et al., editors, Methods in biogeochemistry of wetlands. SSSA Book Ser. 10. SSSA, Madison, WI. p. 1-19. doi:10.2136/sssabookser10.c1

### **Published proceedings**

BAILEY SW., Ed. 1976. Proceedings of the International Clay Conference, Mexico City. 16-23 July 1975. Applied Publishing, Wilmette, IL.

FAW W., Ed. 1992. Forages '92, grassroots of animal agriculture. 1992 American Forage Grassland Council Proceedings, Grand Rapids, MI. 5-9 Apr. 1992. AFGC, Georgetown, TX.

### **Chapter in a proceedings volume**

GOLDING KA, DAVIDSON DA, WILSON CA. 2010. Micromorphological evidence for the use of urban waste as a soil fertilizer in and near to historic Scottish towns. In: R.J. Gilkes and N. Prakongkep, editors, Soil solutions for a changing world. Proceedings of the 19th World Congress of Soil

Science, Brisbane, Australia. Symposium 4.5.1 Brisbane, Australia: IUSS. p. 12-15.  
<http://www.iuss.org> (accessed 3 Jan. 2012)

POWER JF, BIEDERBECK VO. 1991. Role of cover crops in integrated crop production systems. In: W. L. Hargrove, editor, Cover crops for clean water. The Proceedings of an International Conference, West Tennessee Experiment Station. Jackson, TN. 9-11 Apr. 1991. Soil and Water Conserv. Soc., Ankeny, IA. p. 167-174.

#### **Portion of Book**

SCHUBERT S. 1995. Proton release by roots. In: Singh BB, Mengel K, editors. Physiology and Biochemistry of Plants. New Delhi: Panama Publishing Corp. p. 97-119.

#### **Theses and Dissertations**

ILAGAN YA. 1996. Analysis of Genetic Variation in Strains of *Pseudomonas solanacearum* E.F. Smith. [PhD dissertation]. College, Laguna, Philippines: University of the Philippines Los Baños. 212 p. (Available at the UPLB Library)

MARAQA MA. 1995. Transport of dissolved volatile organic compounds in the unsaturated zone. Ph. D. diss., Michigan State Univ., East Lansing.

#### **Abstracts**

CALDWELL BA. 1997. Fatty acid esterase activity in forest soils and ectomycorrhizal mat communities. In: 1997 Agronomy abstracts. ASA, Madison, WI. p. 223.

KRISCHNAMURTI GSR, HUANG PM. 1991. The role of AI in FE(II) transformation. In: Abstracts, Annual Meeting, Clay Mineral Society, Houston, TX. 5-10 Oct. 1991. p. 96.

#### **Papers and poster sessions presented at meetings**

KAEPPLER S, DE LEON N, SEKHON R, HANSEY C, BUELL C, LIN H, CHILDS K. 2011. Expression analysis supporting functional genomics research in maize. Paper presented at: Fundamental for life: Soil, crop, and environmental sciences. ASA, CSSA, and SSSA Annual Meetings, San Antonio, TX. 16-19 Oct. Paper 110-5.

#### **Paper from Proceedings**

PANTASTICO EB, MENDOZA DB. 1988. Climatic constraints to rice production in the Philippines. In: Cardenas A, Ed. Climate and Rice Production. Proceedings of a Symposium on the Agrometeorology of the Rice Crop at the 27th meeting of the World Meteorological Organization; 1987 April 8-14; Los Baños, Laguna, Philippines: International Rice Research Institute. p. 107-119.

#### **Organization as Author**

[AOAC] Association of Official Agricultural Chemists. 1975. Official Methods of Analysis, 12th ed. Washington, DC: Association of Official Agricultural Chemists, Inc. 1042 p.

#### **Software and software documentation**

Abacus Concepts. 1991. SuperANOVA user's guide. Release 1.11. Abacus Concepts, Berkely, CA.

SAS Institute. 1994. The SAS system for Windows. Release 6.10. SAS Inst., Cary, NC.

### **Encyclopedia article**

SALISBURY FB. 1981. Response to photoperiod. In: O.L. Lange et al., editors, *Physiological plant ecology: I. Responses to the physical environment*. Encyclopedia of plant physiology. Vol. 12A. Springer, Berlin. P. 135-167.

### **Patent and plant patent**

DUDECK AE. 1995. Bermudagrass plant 'FHB-135'. US Plant Patent 9030. Date issued: 3 January.

TITCOMB ST, JUERS AA. 1976. Reduced calorie bread and method of making same. US Patent 3, 979, 523. Date issued: 7 September.

### **Performance and variety test**

PIETSCH D, GAAS R, ROSENOW DT, MILLER F, PETERSON GC. 1992. Grain sorghum performance tests in Texas: 1991. Tech. Rep. 92-2. Texas Agric. Exp. Stn., College Station.

### **Standard**

ASABE 1993. ASABE Standard d384.1: Manure production characteristics. ASABE, St. Joseph, MI.

Institution. Year. Rule Number: Title. Publisher, Place of publication.

### **Electronic References**

To direct the reader to the entire website, not to a specific document in the site, it is enough to give the address of the website:

<http://www.bspp.org.uk>

For citing an online document that gives no publication date, use the year accessed rather than n.d.

RUMMER B, PRETEMON P, MAY D, MILES P, VISSAGE J, MCROBERTS R et al. 2003. A strategic assessment of forest biomass and fuel reduction treatments in western research/pdf/Western\_final.pdf (accessed 5 Jan. 2012)

USEPA. 2002. National Water Quality Inventory: 2000 report. EPA-841-R-02-001. USEPA. <http://www.epa.gov/305b/2000report/> (accessed 10 Jan. 2012).

Citation for a web document follows a format similar to that for prints but with additional information:

Retrieved: 11 January, 2001 (date of retrieval) from the World

Wide Web: <http://www.bspp.org.uk>

SMITH J. Studies in Sociology. Sociology Online. Retrieved 10 July 2013 from <http://www.sociologyonline/studies.com>

For information retrieved from CD-ROM databases, use the same format as that of a print:

Retrieved from [Source] database (name of database),

CD-ROM (release date), (item no. - if applicable)

Example: Retrieved from Seed Abstracts (AGRICOLA),  
CD-ROM (5 May 1999)

### **Electronic, Non-Internet Sources**

WATSCHKE TL, DIPAOLA JM, SHEPARD DP. 2012. Turf growth regulation. [CD]. CSSA, Madison, WI.

### References:

Publications Handbook and Style Manual on Manuscript Preparation

“The Philippine Agricultural Scientist” (PAS) guidelines on the References Cited

UPLB-GS Pointers in Format Preparation for Thesis/Dissertation Manuscripts