

Excerpt from the book of **Dr. Gloria P. Gempes and Dr. Reynaldo O. Cuizon**  
entitled Non-Experimental Quantitative Research: A User Friendly Manual

### THESIS/DISSERTATION ADVISER'S REVIEW GUIDE

Program: \_\_\_\_\_

Course: \_\_\_\_\_

Name of Adviser: \_\_\_\_\_

Name of Advisee: \_\_\_\_\_

Title of Research: \_\_\_\_\_  
\_\_\_\_\_

Date Received by Adviser: \_\_\_\_\_

Date Acted by Adviser: \_\_\_\_\_

**READ:** This guide together with the thesis/dissertation will be returned to the adviser if found out by the panel that any of the items in column 2 is not complied with.

Item No.	ITEMS FOR REVIEW	(v)Complied (X)Not "(NA)	Page No. If Complied	Signature of Adviser
1	<b>Title page</b> -Title less than 20 words			
2	<b>Approval Sheet</b> -Four and five panel members for thesis and dissertation respectively			
3	<b>ABSTRACT</b> -Not more than 200 words; not indented; concise single ¶; past tense; purpose; hypothesis; method; key findings; conclusion; implications and contribution; no recommendation			
	-Keywords not more than 6 items; Written in italics; in this order: field, terms in the title, Philippines (e.g. <i>education, teaching practices, school climate, Philippines</i> )			

4	<b>TABLE OF CONTENTS/LIST OF TABLES/LIST OF FIGURES</b> Page nos. match content			
	Chapter 1 <b>INTRODUCTION</b>			
5	<b>Rationale</b> -3 ¶ – Clearly state the problem issues in connection with your dependent variable (DV) with sources; importance of DV and studies on it with sources; link of IV/s and DV; implications of previous works leading to the rationale of the study			
	-4th ¶ - what was done in the present study, urgency, research gap, contribution of the study			
6	<b>Research Objective</b> -Complementary with the research method			
	-Main problem, usually about the last specific objective			
	- One objective for each variable & another objective on significant relationship/difference/ influence/prediction/impact, and other related objectives			
	-If it is an output study, last objective is on proposed intervention/project/business paper			
7	<b>Hypothesis/es</b> One for each objective on difference/ relationship/ influence /prediction/impact whichever is applicable			
8	<b>Review of Related Literature</b> -Introductory Paragraph: variable based with indicators including sources -Grouped by variable of the study and relationship of variables (or difference, impact, influence whichever is applicable) -Only the variables are listed and labeled as sub-headings; indicators are part of the paragraph			
	-Coherence between & among ¶ by using <b>appropriate</b> transition terms			
	-Sources not earlier than 2009; except for theories and very important authors. -10% from old articles may be allowed (intended for theories and important concepts)			

	-Current rules on related literature followed (e.g. resonance, inventory, compare & contrast, etc.)			
	-Paraphrased, not copy pasted			
	-Literature for correlation (last sub-heading), association and link between two or more variables. It could be labeled as “Correlation between Measures”			
	- Synthesis as last ¶ of RRL, a general summary (not conclusion) & last sentence is contribution to the study;			
	-Citing family name only of author, year; if no year, use n.d (no date)			
	-Every ¶ contains authors.			
	-An inventory of three or more authors, arranged in alphabetical order, of a particular concept present in majority of the pages			
	-No. of pages broken down as follows: <ul style="list-style-type: none"> <li>✓ For thesis, at least 6 pages per variable, at least 4 pages for the correlation/association or a minimum of 16 pages</li> <li>✓ For single variable thesis (univariate), it must be grouped/divided into 3 sections: 7 pages for the main variable, 6 pages for the moderators, 3 pages for the intervention</li> <li>✓ For dissertations with 3 variables, at least 8 pages per variable and at least 6 pages for association between variables or a minimum of 30 pages</li> <li>✓ For dissertations with more than 3 variables (e.g. SEM), at least 6 pages per variable and at least 6 pages for association among variables or a minimum of 30 pages</li> </ul>			
<b>9</b>	<b>Theoretical Framework</b>			
	-Anchor: Theory/Proposition/Model/Study/with author; Link to the study justified			
	-A theory has a name. If none, it is a proposition, model, etc.			
	-At least 3 authors for support			
	-Add your personal account why you have chosen that theory/proposition/model/study			

<b>10</b>	<b>Conceptual Framework</b> -Source/Author for every variable with indicators. Only one author for every variable, not several authors			
	-One sentence definition of each indicator under each variable			
	-Conceptual figure alone in one page right after the page citing it. -Redundancy of terms avoided			
<b>11</b>	<b>Significance of the study</b> -Possible beneficiaries and the benefits they will gain from the study clearly stated			
	-In paragraph form, one paragraph if short or two paragraphs if long			
<b>12</b>	<b>Definition of Terms</b> -Only the keywords in the title are defined operationally, how they are used in the study			
	<b>Chapter 2 METHOD</b>			
<b>13</b>	Opening ¶ introducing the content of the entire chapter			
<b>14</b>	<b>Research Design</b> -Appropriate design used, with author; justification for its use & contextualized to the study (e.g. education, business, etc.)			
	-Typology of research in terms of objective dimension and time dimension specified			
<b>15</b>	<b>Research Locale</b> -Brief description of the place of the study supported with map -2 Maps (1 page): Philippines and local map (with arrow pointing to the specific locale in the Philippine map)			
<b>16</b>	<b>Population and Sample</b> -Description of population of the study and respondents is clear (nature of work, lifestyle, & other profile)			
	- Timeframe indicated			
	-Sampling procedure & its justification for use supported with author			

	-Chart on the Distribution of Respondents or Profile of respondents after the page citing it; could be a direct discussion with no supporting chart if there are only very few items			
<b>17</b>	<b>Research Instrument</b>			
	- Source/Author, Cronbach Alpha/ Average validation rating			
	- If researcher- made, pre-testing procedure discussed & its reliability. N/A if not applicable			
	-Scale appropriate: Range of Means, Level/Extent, Interpretation			
<b>18</b>	<b>Data Collection</b> -Paragraph form -Explained in detail (from asking permission to collation of data; focus: experiences)			
<b>19</b>	<b>Statistical Tools</b> Enumeration of appropriate statistics for each research objective			
<b>20</b>	<b>Ethical Consideration</b> One or two paragraphs on research ethics. Compliance certificate from UM Ethics Review Committee (UMERC) after outline Defense.			
	<b>Chapter 3 RESULTS</b>			
<b>21</b>	-Opening ¶ introducing the content of the chapter			
<b>22</b>	-Side head/label for every research objective in bold font			
<b>23</b>	-Statistical table for every research objective presented			
	-Table label in whole number placed in upper left hand corner			
	-Table title in italics in upper left hand corner under the Table Number			
	-Each descriptive table followed by sequential presentation : overall mean, then indicators' mean			
	-Tables of indicators containing the specific question items placed in the appendix.			
	-Inferential tables explained correctly indicating significance level and the decision on the hypothesis			

24	Explanation on significance level handled with care. If the probability value is less than 0.05, hypothesis is rejected; if more than 0.05, not rejected.			
25	-Literature support not needed in this chapter. (Explanation is limited to what is found in the table. All interpretations, detailed explanation, literature support must be comprehensively done in Discussion chapter).			
26	-Explanation on statistical significance and other inferential aspects referred to the advisee's statistician			
27	- <b>However</b> , if the study has a specific objective for intervention, it is included in Chapter 3 making it as the last section of the chapter (Format: Rationale, Objective, Matrix of Key Findings, Program, Evaluation, etc. . or a business paper, project)			
	-Rationale presenting the key results of the study as basis for the intervention or the project			
28	Chapter 4 <b>DISCUSSION</b>			
	-Interpreted results in ¶ form with Chapter 3 as guide.			
	-At least one ¶ for each research objective explaining new understanding of the problem.			
	-Relating work to the findings of other studies - including one's previous studies			
	-Presentation of findings must be in a storyline (utilize items of indicators for discussion of results from highest to lowest)			
	-The anchor theory discussed in the last paragraph of the chapter explaining whether the result of the study supports or does not support it.			
	-Other sources found in the theoretical framework discussed also in this section, providing the appropriate link to the study and not a mere citation without bearing at all.			
	-Discussion per ¶ very comprehensive, citing works of several authors taken from the literature in Chapter 1			

<b>29</b>	<b>Conclusion</b> -A brief paragraph summarizing the Discussion section, answering briefly every objective of the study. To enhance the answer for every objective make use of the items in the appended table, preferably the first two highest items.			
	-A distinct closing that briefly summarized what the paper proposed, discussed and concluded. The last portion of the conclusion is a statement stating whether the result of the study supports or does not support the anchor theory/proposition/model of the study.			
<b>30</b>	<b>Recommendations</b>			
	-Based from the findings/results in ¶ form			
	-You may cite authors from the RRL to support recommendation			
<b>31</b>	<b>REFERENCES</b>			
	-APA format			
	-Alphabetical order			
	-All authors cited in the reference, correct spelling, correct year			
<b>32</b>	<b>APPENDICES</b>			
	-Page break for every appendix with page # but none for appended documents			
	-Questionnaire			
	-Questionnaire validation sheets			
	-3 Sample letter requests for survey			
	-3 sample certificates of appearance			
	-Other documents deemed important			
	-Curriculum vitae			
<b>33</b>	<b>FORMAT</b>			
	- No big vacant space within the chapter			
	-Wiki and blogs not acceptable references, hence not included			
	-No artistic fonts for preliminary pages			
	-No year for cited author			
	-No web sites/search engines in the text; only in the reference section.			

-Citing key words of article title if no author and only year of retrieval if no date.			
-No contractions (e.g. won't, didn't, etc)			
-Margin: 1.2" left, 1" right, 1.2" top, 1.0" bottom			
-Page # upper right hand			
-Avoid one sentence ¶ and one whole page ¶			
-Numbers below 10 – in words; Numbers 10 and above – in figures			
-Avoid numbered enumeration in literature review. Must be in ¶ form.			
-Tenses: Chapter 1 – present tense Chapter 2 – past tense			
Chapter 3 – past tense but present tense for inference statements and statement on general knowledge Chapter 4 – present tense but past tense for statements referring to results and literature review.			

**REMARKS:**

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**Signature of Adviser** \_\_\_\_\_

- Note:**
1. The ultimate use of this guide is to have a **complete** document before routing the revised thesis/dissertation to the panel for review.
  2. Another use of this guide is for the adviser to have a thorough evaluation of the paper before outline defense (Items 1-19, 30-32 except item 3 or final defense (all items)).
  3. No defense will be allowed unless this guide (accomplished by the adviser) is attached to the thesis/dissertation proposal.