AREA V
RESEARCH

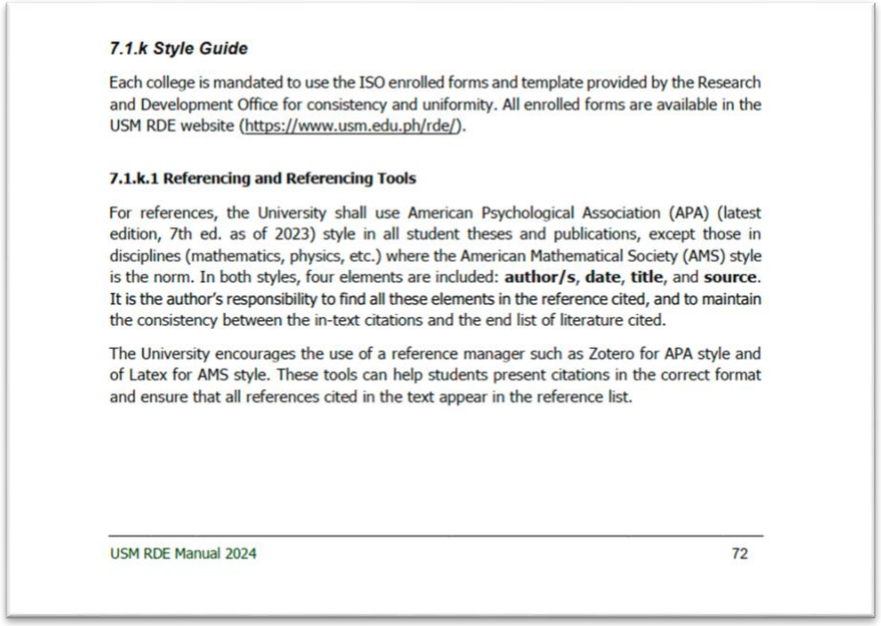
I.4. Research manuscripts/technical reports are well-written, and edited following the institutional format.

Parameter A – Priorities and Relevance

Research manuscripts/technical reports are well-written, and edited following the institutional format.

The University of Southern Mindanao (USM) ensures the quality, consistency, and professionalism of its research manuscripts and technical reports through established institutional guidelines, prescribed templates, and a systematic review process.

First, the University incorporates the prescribed style, format, and technical guidelines for research writing in its approved research manual. This manual serves as the primary reference for faculty, students, and staff researchers in preparing research proposals, manuscripts, and technical reports in accordance with institutional standards. It provides guidance on the proper organization and presentation of research outputs to promote uniformity, clarity, and adherence to the University's requirements.



7.1.k Style Guide

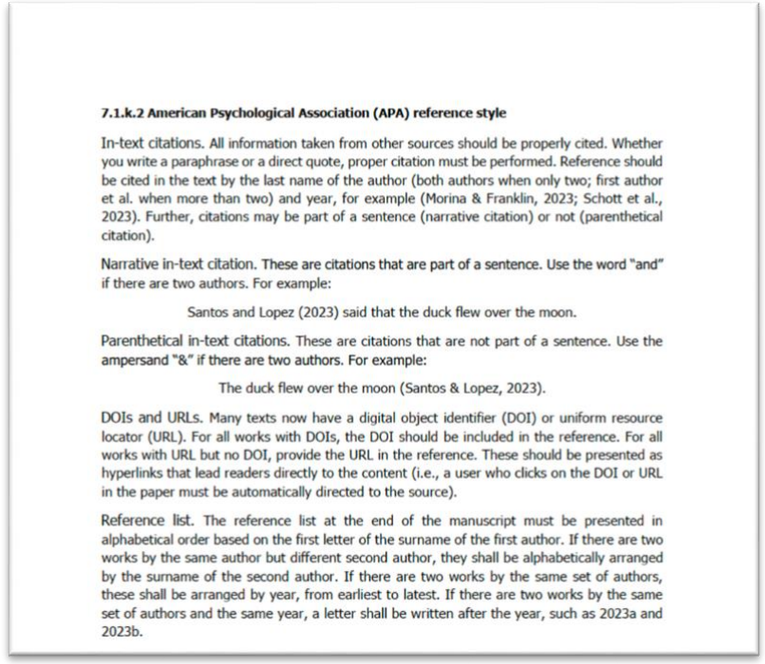
Each college is mandated to use the ISO enrolled forms and template provided by the Research and Development Office for consistency and uniformity. All enrolled forms are available in the USM RDE website (https://www.usm.edu.ph/rde/).

7.1.k.1 Referencing and Referencing Tools

For references, the University shall use American Psychological Association (APA) (latest edition, 7th ed. as of 2023) style in all student theses and publications, except those in disciplines (mathematics, physics, etc.) where the American Mathematical Society (AMS) style is the norm. In both styles, four elements are included: **author/s**, **date**, **title**, and **source**. It is the author's responsibility to find all these elements in the reference cited, and to maintain the consistency between the in-text citations and the end list of literature cited.

The University encourages the use of a reference manager such as Zotero for APA style and of Latex for AMS style. These tools can help students present citations in the correct format and ensure that all references cited in the text appear in the reference list.

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7.1.k.2 American Psychological Association (APA) reference style

In-text citations. All information taken from other sources should be properly cited. Whether you write a paraphrase or a direct quote, proper citation must be performed. Reference should be cited in the text by the last name of the author (both authors when only two; first author et al. when more than two) and year, for example (Morina & Franklin, 2023; Schott et al., 2023). Further, citations may be part of a sentence (narrative citation) or not (parenthetical citation).

Narrative in-text citation. These are citations that are part of a sentence. Use the word "and" if there are two authors. For example:

Santos and Lopez (2023) said that the duck flew over the moon.

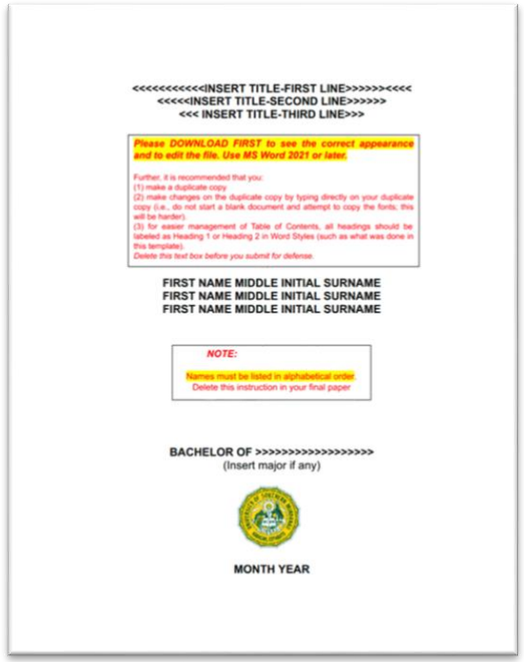
Parenthetical in-text citations. These are citations that are not part of a sentence. Use the ampersand "&" if there are two authors. For example:

The duck flew over the moon (Santos & Lopez, 2023).

DOIs and URLs. Many texts now have a digital object identifier (DOI) or uniform resource locator (URL). For all works with DOIs, the DOI should be included in the reference. For all works with URL but no DOI, provide the URL in the reference. These should be presented as hyperlinks that lead readers directly to the content (i.e., a user who clicks on the DOI or URL in the paper must be automatically directed to the source).

Reference list. The reference list at the end of the manuscript must be presented in alphabetical order based on the first letter of the surname of the first author. If there are two works by the same author but different second author, they shall be alphabetically arranged by the surname of the second author. If there are two works by the same set of authors, these shall be arranged by year, from earliest to latest. If there are two works by the same set of authors and the same year, a letter shall be written after the year, such as 2023a and 2023b.

Second, to facilitate accessibility and ease of use, research writing templates are made available through the University's website. These templates provide researchers with readily accessible references in preparing their research documents and help ensure that the required format and structural components are consistently observed. By making these resources available online, the University supports researchers in complying with institutional requirements throughout the research writing process.



<<<<<<<<<<<INSERT TITLE-FIRST LINE>>>>>>>>>>
<<<<<<INSERT TITLE-SECOND LINE>>>>>>
<<< INSERT TITLE-THIRD LINE>>>

Please DOWNLOAD FIRST to see the correct appearance and to edit the file. Use MS Word 2021 or later.

Further, it is recommended that you:
(1) make a duplicate copy
(2) make changes on the duplicate copy by typing directly on your duplicate copy (i.e., do not start a blank document and attempt to copy the fonts, this will be harder).
(3) for easier management of Table of Contents, all headings should be labeled as Heading 1 or Heading 2 in Word Styles (such as what was done in this template).
Delete this text box before you submit for defense.

FIRST NAME MIDDLE INITIAL SURNAME
FIRST NAME MIDDLE INITIAL SURNAME
FIRST NAME MIDDLE INITIAL SURNAME

NOTE:
Names must be listed in alphabetical order
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BACHELOR OF >>>>>>>>>>>>>>>>>>
(Insert major if any)

MONTH YEAR



Cover page number in first page of each chapter.

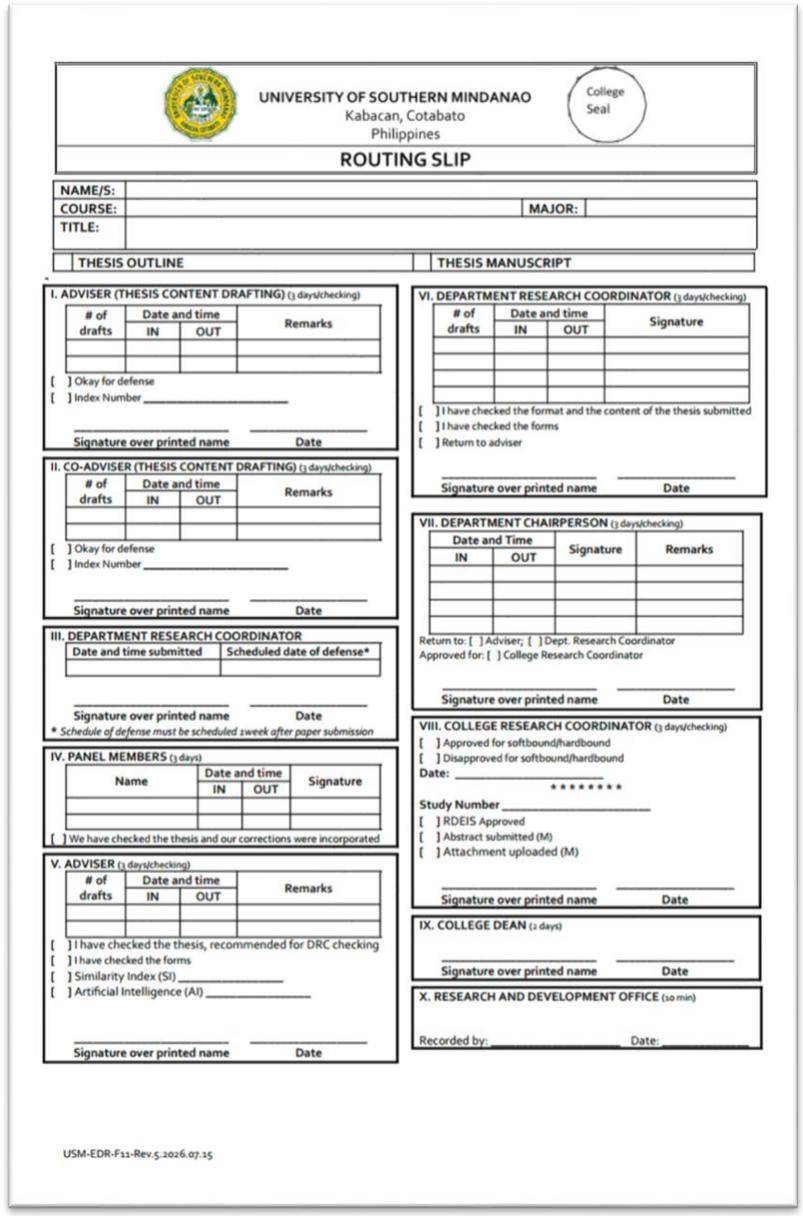
INTRODUC

Significance of the Study

Insert 2 single spaces after the subheading before starting the paragraph ... The subheading above is also 2 single spaces after the chapter heading (Heading Level 1). This template applies the WORD STYLE and PAGE BREAK and provided with page number. You can directly type in your input. It is better to retain the 'break page' in the template or you may adjust it. To view the page break, click PARAGRAPH MARK to show the formatting symbols.

Insert the 2nd paragraph here >>>>>>>>>>>>>>>>>>>>>>
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Third, the University has incorporated a routing slip into the research submission and review process. This mechanism ensures that research documents pass through the appropriate offices and designated personnel for checking, review, and verification before proceeding to the next stage. Through this process, the concerned personnel can examine the completeness of the submitted documents, the consistency of the prescribed format, and compliance with applicable institutional guidelines. The routing slip also facilitates the monitoring of submissions and clarifies the sequence of reviews required for the processing of research manuscripts and technical reports.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

College Seal

ROUTING SLIP

NAME/S:
COURSE: MAJOR:
TITLE:

[ ] THESIS OUTLINE [ ] THESIS MANUSCRIPT

I. ADVISER (THESIS CONTENT DRAFTING) (3 days/checking)

# of drafts	Date and time IN	Date and time OUT	Remarks

[ ] Okay for defense
[ ] Index Number _____

Signature over printed name — Date

II. CO-ADVISER (THESIS CONTENT DRAFTING) (3 days/checking)

# of drafts	Date and time IN	Date and time OUT	Remarks

[ ] Okay for defense
[ ] Index Number _____

Signature over printed name — Date

III. DEPARTMENT RESEARCH COORDINATOR

Date and time submitted	Scheduled date of defense*

Signature over printed name — Date

** Schedule of defense must be scheduled 1week after paper submission*

IV. PANEL MEMBERS (3 days)

Name	Date and time IN	Date and time OUT	Signature

[ ] We have checked the thesis and our corrections were incorporated

V. ADVISER (3 days/checking)

# of drafts	Date and time IN	Date and time OUT	Remarks

[ ] I have checked the thesis, recommended for DRC checking
[ ] I have checked the forms
[ ] Similarity Index (SI) _____
[ ] Artificial Intelligence (AI) _____

Signature over printed name — Date

VI. DEPARTMENT RESEARCH COORDINATOR (3 days/checking)

# of drafts	Date and time IN	Date and time OUT	Signature

[ ] I have checked the format and the content of the thesis submitted
[ ] I have checked the forms
[ ] Return to adviser

Signature over printed name — Date

VII. DEPARTMENT CHAIRPERSON (3 days/checking)

Date and Time IN	Date and Time OUT	Signature	Remarks

Return to: [ ] Adviser; [ ] Dept. Research Coordinator
Approved for: [ ] College Research Coordinator

Signature over printed name — Date

VIII. COLLEGE RESEARCH COORDINATOR (3 days/checking)

[ ] Approved for softbound/hardbound
[ ] Disapproved for softbound/hardbound
Date: _____

* * * * * * * *

Study Number _____
[ ] RDEIS Approved
[ ] Abstract submitted (M)
[ ] Attachment uploaded (M)

Signature over printed name — Date

IX. COLLEGE DEAN (2 days)

Signature over printed name — Date

X. RESEARCH AND DEVELOPMENT OFFICE (10 min)

Recorded by: _____ Date: _____

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Through these established mechanisms, USM promotes quality assurance in research writing by providing clear guidelines, accessible templates, and a systematic review procedure. These measures help ensure that research manuscripts and technical reports are properly prepared, reviewed, and edited in accordance with the University's approved institutional format and standards.



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

APPROVAL OF THESIS MANUSCRIPT

Name	PAULA DOMINIQUE R. GARMINO, JEANNIE Q. REBUTA
Major	
Degree Sought	BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING
Specialization	
Thesis Title	FINANCIAL POSITION AND CASH FLOW INDICATORS' RELATION THE SGLG AWARDS: EVIDENCE FROM LGUS IN REGION XII, PI (2022-2024)

APPROVED BY THE GUIDANCE COMMITTEE

JAY R. G. VILDAC — Adviser — Date
Co-Adviser — Date
METCHE ANNE Q. LOGRONIO — Statistician (Optional) — Date
ALLEN SHANE C. GARCIA — Department Research Coordinator — Date
SANDRA ANGELA A. BANGCAYA — Department Chairperson — Date
RHENALIE N. BELLO — College Research Coordinator — Date
CHERYL Y. DULAY — Dean — Date

Study No:
Index No:
Recorded by:

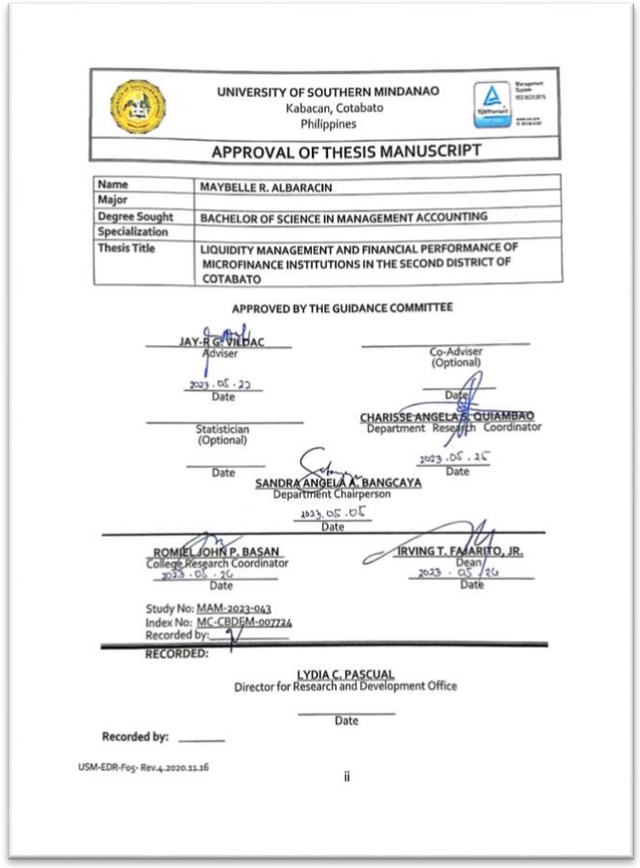
RECORDED:

LYDIA C. PASCUAL
Director for Research and Development
Date

Recorded by: _____

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ii



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

APPROVAL OF THESIS MANUSCRIPT

Name	MAYBELLE R. ALBARACIN
Major	
Degree Sought	BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING
Specialization	
Thesis Title	LIQUIDITY MANAGEMENT AND FINANCIAL PERFORMANCE OF MICROFINANCE INSTITUTIONS IN THE SECOND DISTRICT OF COTABATO

APPROVED BY THE GUIDANCE COMMITTEE

JAY R. G. VILDAC — Adviser — 2023.05.25 — Date
Co-Adviser (Optional) — Date
Statistician (Optional) — Date
CHARISSE ANGELA A. QUIAMBAO — Department Research Coordinator — 2023.05.26 — Date
SANDRA ANGELA A. BANGCAYA — Department Chairperson — 2023.05.26 — Date
ROMIEL JOHN P. BASAN — College Research Coordinator — 2023.05.26 — Date
IRVING T. FAJARITO, JR. — Dean — 2023.05.26 — Date

Study No: MAM-2023-043
Index No: MC-CBDEM-007724
Recorded by:

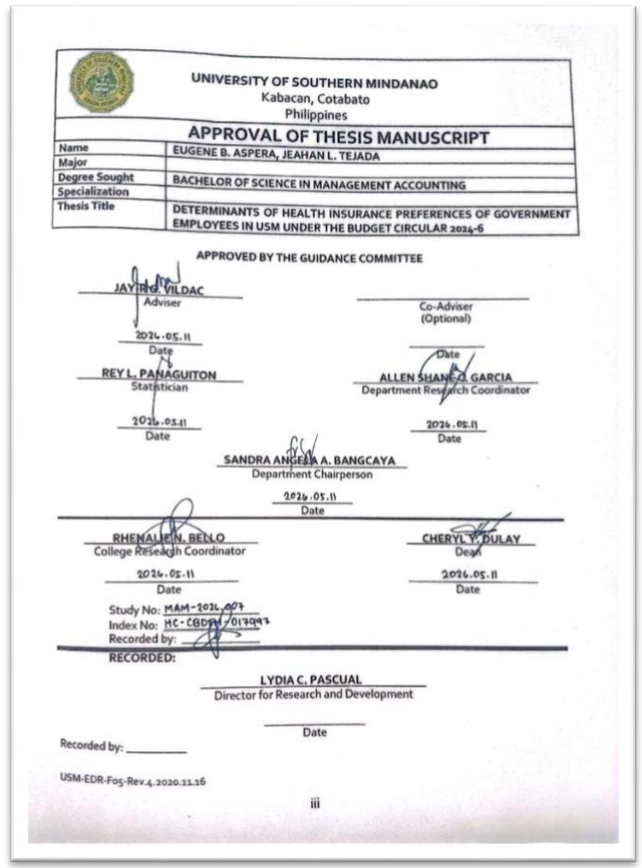
RECORDED:

LYDIA C. PASCUAL
Director for Research and Development Office
Date

Recorded by: _____

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ii



UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
Philippines

APPROVAL OF THESIS MANUSCRIPT

Name	EUGENE B. ASPERA, JEAHAN L. TEJADA
Major	
Degree Sought	BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING
Specialization	
Thesis Title	DETERMINANTS OF HEALTH INSURANCE PREFERENCES OF GOVERNMENT EMPLOYEES IN USM UNDER THE BUDGET CIRCULAR 2024-6

APPROVED BY THE GUIDANCE COMMITTEE

JAY R. G. VILDAC — Adviser — 2024.05.11 — Date
Co-Adviser (Optional) — Date
REY L. PANAGUITON — Statistician — 2024.05.11 — Date
ALLEN SHANE C. GARCIA — Department Research Coordinator — 2024.05.11 — Date
SANDRA ANGELA A. BANGCAYA — Department Chairperson — 2024.05.11 — Date
RHENALIE N. BELLO — College Research Coordinator — 2024.05.11 — Date
CHERYL Y. DULAY — Dean — 2024.05.11 — Date

Study No: MAM-2024-004
Index No: MC-CBDEM-013997
Recorded by:

RECORDED:

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Date

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