La Consolacion College Manila

FEASIBILITY STUDY AND BUSINESS PLAN

2011
(Undergraduate)
Introduction

This manual outlines the policies and procedures to ensure uniformity in the physical format of a business plan or feasibility study. Submission of this document is a step in a program leading to the awarding of a Bachelor of Science in Business Administration degree.

Feasibility studies and business plans are scholarly publications that are the results of research and academic pursuit. The original copy will be kept in LCCM Violeta Calvo Library for public use, while an electronic copy will be stored at the LCCM Research and Publications Center for archival purposes.

Undergraduate students must be familiar with the guidelines before writing their paper. The use of correct grammar, punctuation, and spelling are solely the responsibility of the student. LCCM Research and Publications Center provides assistance to the students in completing their research proposals as well as services such as statistical analysis and APA formatting package for students who are in the process of writing their feasibility study or business plan.

Manuscript Construction

Appearance

The manuscript must be prepared on a computer, neat in appearance, and without error. Strikeovers, handwritten corrections, or interlineations are not accepted. Printing of the feasibility study / business plan should be letter/laser quality with dark black characters that are consistently clear and dense. Dot matrix is unacceptable. The manuscript can be printed on only one side of each page received. Reproduced copies are acceptable only if high quality photocopying is used.

Paper

Official LCCM paper with the appropriate logo must be used. It is available at the Research and Publications Center.

Typeface

Times New Roman or Arial are the only acceptable fonts. The same typeface must be used throughout the manuscript, including figures, tables, plate captions with the exception of certain tables, figures and appendix material, which may use a different type. Italics should be used only to highlight specific words or phrases in the text. The official font size is 12 point and must be used for all material in the text.
Spacing

Double spacing is required throughout the manuscript. Footnotes, bibliographic entries, long quoted passages, figure and table captions, and items in lists and tables may be single-spaced. If individual footnote or bibliographic entries are single-spaced, there must be double-spacing between each entry. There are special spacing requirements for some of the preliminary pages.

Margins

Margins must be uniform on all pages. Margin requirements apply to all materials included in the thesis/dissertation such as figures, tables, photographs, etc., and all material in appendices. The margins of the thesis page are:

- 1 inch minimum on the top and bottom
- 1.5 inches minimum on the left
- 1 inch minimum on the right

Page numbers must fall within the margins. Page numbers must be placed in the top of the page at the right side. The body of the text must be in fully/double justified with one inch indentation of each paragraph’s first sentence

Post-Defense Action

After the Final Oral Defense, the student candidate/s shall do the following:

1. Revise the manuscript in compliance with the panel members’ comments and suggestions;
2. Submit a copy of the revised manuscript together with the summary of suggestions to the Feasibility/Business Adviser and to each of the panel members for further evaluation.
3. Submit the revised manuscript to the editor once it is approved by the panel members before its final printing and binding; and
4. Submit four (4) hardbound copies and four (4) CD copies (Portable Document Format or PDF) of the revised and edited manuscript (final copy) to the Dean’s Office as final requirements for the subject.
Notes:

a. Only the copy of the feasibility study/business plan used for the hardbound book is printed on LCCM thesis paper.

b. Only the copy of the approval sheet signed by the adviser and members of the panel printed on LCCM thesis paper is scanned for the CD copy. The other pages of the thesis for the CD copy are not scanned from the printed copy on LCCM thesis papers. They are stored as a soft copy of the thesis in PDF file.

c. The hardbound copy of a feasibility study and business plan has a royal blue cover with gold lettering. The Cover Title is copied from the Title Page. Book spine should follow the format shown in Figure 1.

d. Follow the format for the CD label. The CD case cover follows the format of the Title Page on the hardbound copy.

Figure 1. Sample Book Spine of a Thesis
Parts of Feasibility Study and Business Plan

Preliminary Pages

- Title Page (All successive preliminary pages are numbered consecutively)
- Approval Sheet (bears no page number but is counted as page 1)
- Acknowledgments (optional)
- Dedication (optional)
- Executive Summary
- Table of Contents
- List of Appendices
- List of Figures
- List of Tables

Figure 2. Sample CD Label
Title Page

The TITLE for the feasibility study or business plan should include meaningful key words descriptive of the subject and content. Indicate your degree and field and give the month and year of graduation, not the date of completion of the thesis.

The title should appear like an inverted pyramid, written in upper case letters using single spacing.

The TITLE should be 3 to 3.5 inches from the top of the page. Type the title of the feasibility study or business plan as it is worded in the Executive Summary in upper case letters, centered with single spacing. If the title runs over one line, it should appear as an inverted pyramid. An example of the Title Page for a feasibility study/business plan is shown in Figure 1. Notice that, the full legal name of the candidate appears in bold upper case letters followed by the month and year when the manuscript is accomplished in uppercase-lowercase letters, which are double spaced.

![Figure 1. Sample Title Page](image-url)
**Approval Sheet**

The Approval sheet is to be signed by both the feasibility study/business plan adviser and the panel of reviewers. The panel of reviewers for either project is composed of four members. Signatures must be in permanent BLACK INK. Figure 2 shows an example of an approval sheet.

![Sample Thesis Approval Sheet](image)

*Figure 2. Sample Thesis Approval Sheet*
Acknowledgments

This page is optional. This section must not be more than 2 pages long. Place the acknowledgments heading at the top of page centered, all in upper case letters. Leave one blank line, then begin the text, which is double-spaced. Indent the first line of each paragraph. A sample acknowledgments page appears in Figure 3.

ACKNOWLEDGMENTS

The researcher would like to express her profound gratitude to the following people for their invaluable contribution that helped in the completion of this study:

Dr. Manuel D. Punzal, dean of the Graduate School for the important recommendations and constructive evaluation that gave this study focus and direction;

Dr. Ronald M. Pastrana, thesis adviser, for the genuine support, time, effort, and all the vital suggestions that completely guided the researcher throughout the study;

Members of the Panel, for their suggestions in the improvement of this paper;

Dr. Jennifer S. Florida, director of the Research and Publications Center, for her admirable encouragement and concern; through her professional guidance, this paper was realized;

Mr. Venancio N. Santos, Jr., statistician, for giving his time and support in the statistical treatment of the data of this study;

Ms. Leonora F. Carlos, for her constant reminders, unconditional kind assistance and moral support, especially during the final defense;

All the personnel respondents who…;

My family, for sustaining me with their love and faith, extending their…;

The Lord Almighty, for His Divine Love and Mercy that has kept the researcher in good health and determination to accomplish her study.

The Author

Figure 3. Sample Acknowledgments
Dedication

This page is optional. The Dedication should be brief. Begin the dedication 3 to 4 inches from top of paper. Use of the DEDICATION heading is optional.

Feasibility Study/ Business Plan

The feasibility study / business plan executive summary presents the brief summary of the content of the research topic. The short narrative includes essential statements about the whole paper that includes the description of the study, framework of the study, methodology, major findings, conclusions and recommendations.

Figure 4 shows an example of how a thesis / dissertation abstract is prepared.

Note: The following conditions apply to the preparation of the thesis or dissertation abstract:

- A Bachelor of Business Executive Summary should not be more than two (2) pages.
EXECUTIVE SUMMARY

Title of the Research: STRATEGIC HUMAN RESOURCE MANAGEMENT PRACTICES: ENHANCERS FOR STIMULATING CORPORATE ENTREPRENEURSHIP IN LARGE COMPANIES IN THE PHILIPPINES

Authors: CARLA M. EDRALIN
Degree: Bachelor of Business Administration
Major: Technology and Entrepreneurship
Date of Completion: March 2010

This descriptive study attempted to determine the degree to which various Strategic Human Resource Management (SHRM) practices stimulate corporate entrepreneurship and which SHRM function is the most significant enhancer of corporate entrepreneurship (CE) in large companies in the Philippines.

The main sources of data came primarily from the responses of a total of 1,814 employees who were randomly selected by the HR personnel from the different units of each company.

Findings from the study revealed that the companies are extensively implementing different practices related to SHRM functions that stimulate CE. Employee relations, training and development, and recruitment and selection SHRM functions are found to be significant enablers of CE. Employee relations proved to be the most significant enhancer of innovations in the firms.

These findings imply that …
The study concludes that …
This present study thereby recommends …

Figure 4. Sample of Executive Summary
Table of Contents

The table of contents is to include the following pages: list of tables, list of figures, bibliography, appendices and curriculum vitae as well as the major sections of the text. The title page, approval sheet, acknowledgment, dedication page, and table of contents are not listed in the table of contents. Below are two examples of table of contents.

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE PAGE</td>
<td>1</td>
</tr>
<tr>
<td>EXECUTIVE SUMMARY</td>
<td>2</td>
</tr>
<tr>
<td>APPROVAL SHEET</td>
<td>5</td>
</tr>
<tr>
<td>ACKNOWLEDGMENTS</td>
<td>6</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>8</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>11</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>13</td>
</tr>
</tbody>
</table>

Chapter

1  BUSINESS CONCEPT
   Introduction                           14
   Overview of the Business Concept       16
   Business Name                          23
   Business Offerings                     25
   Unique Quality                         25
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Financial Aspect

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B Letter of Request to the Respondents 65
C Questionnaire for Respondents 66
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E Work Plan for Thesis Writing 68
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*Figure 7. Sample of a Table of Contents for Feasibility Study*
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE PAGE</td>
<td>1</td>
</tr>
<tr>
<td>EXECUTIVE SUMMARY</td>
<td>2</td>
</tr>
<tr>
<td>APPROVAL SHEET</td>
<td>5</td>
</tr>
<tr>
<td>ACKNOWLEDGMENTS</td>
<td>6</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>8</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>11</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>13</td>
</tr>
<tr>
<td><strong>Chapter</strong></td>
<td></td>
</tr>
<tr>
<td>1 BUSINESS PROFILE</td>
<td></td>
</tr>
<tr>
<td>Company Profile</td>
<td>14</td>
</tr>
<tr>
<td>Business Structure</td>
<td>16</td>
</tr>
<tr>
<td>Products and Services</td>
<td>23</td>
</tr>
<tr>
<td>2 MARKETING PLAN</td>
<td></td>
</tr>
<tr>
<td>Target Market</td>
<td>24</td>
</tr>
<tr>
<td>Marketing Objectives</td>
<td>26</td>
</tr>
<tr>
<td>Marketing Strategies</td>
<td>30</td>
</tr>
<tr>
<td>Distribution Channel</td>
<td>31</td>
</tr>
<tr>
<td>Pricing Strategies</td>
<td>33</td>
</tr>
<tr>
<td>Marketing Budget Summary</td>
<td>35</td>
</tr>
<tr>
<td>3 MANAGEMENT PLAN</td>
<td></td>
</tr>
<tr>
<td>Organizational Structure</td>
<td>36</td>
</tr>
<tr>
<td>Compensation and Benefits</td>
<td>37</td>
</tr>
<tr>
<td>Business Monitoring</td>
<td>39</td>
</tr>
<tr>
<td>4 OPERATIONS AND PRODUCTION PLAN</td>
<td></td>
</tr>
<tr>
<td>Business Process</td>
<td>40</td>
</tr>
<tr>
<td>Transactional Process</td>
<td>42</td>
</tr>
<tr>
<td>Production Process</td>
<td>43</td>
</tr>
<tr>
<td>Supplies and Networks</td>
<td>44</td>
</tr>
</tbody>
</table>
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- A Letter of Request to the Company head 64
- B Letter of Request to the Respondents 65
- C Questionnaire for Respondents 66
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Figure 6. Sample of a Table of Contents for a Business Plan

List of Tables

List of tables include set of data arranged in rows and columns. The list of tables is on a page by itself and arranged in the same general format as the table of contents. A sample list of tables appears in Figure 6.

<table>
<thead>
<tr>
<th>TABLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Recruitment and Selection Income Statement</td>
<td>42</td>
</tr>
<tr>
<td>2 Training and Development</td>
<td>43</td>
</tr>
<tr>
<td>3 Compensation</td>
<td>45</td>
</tr>
<tr>
<td>4 Performance Management</td>
<td>45</td>
</tr>
</tbody>
</table>

Figure 7. Sample of List of Tables
**List of Figures**

List of figure includes graphs, maps, photographs and all other types of illustrations. Designate figure numbers with Arabic numerals. Figure 7 shows an example of a list of figures.

```
<table>
<thead>
<tr>
<th>FIGURE</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The relationship between SHRM practices, corporate entrepreneurship and organizational performance</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>The Conceptual Paradigm of the Study</td>
<td>10</td>
</tr>
</tbody>
</table>
```

*Figure 8. Sample of List of Figures*

**List of Appendices**

List of appendices include materials (questionnaire, form, letter graph or chart) not vital to the text but which will supplement the text. Each type of material forms a separate appendix, which must be labeled separately (Appendix A, Appendix B, etc.).

**Body of Text**

The La Consolacion College Manila uses American Psychological Association (APA) 6th edition style of writing and its official font is Arial size 12. However, as regards the number of chapter that LCCM follows, it is a 5-chapter for Feasibility Study and 6-chapter for Business Plan with the following chapter titles:

**Feasibility Study**
- Chapter 1 – Business Concept
- Chapter 2 – Situation Analysis
- Chapter 3 – Business Viability
- Chapter 4 – Business Schedule
- Chapter 5 – Summary, Conclusion and Recommendation

**Business Plan**
- Chapter 1 – Business Profile
- Chapter 2 – Marketing Plan
- Chapter 3 – Management Plan
- Chapter 4 – Operations and Production Plan
- Chapter 5 – Financial Plan
- Chapter 6 – Expectations
Each chapter must begin on a new page. Chapters should be numbered with Arabic numerals.

**Organization of Content for Feasibility Study**

Chapter 1 BUSINESS CONCEPT
   - Overview of the Business Concept
   - Business Name
   - Business Offerings
   - Unique Quality
   - Business Structure
   - Location
   - Business Feasibility Study Objectives

Chapter 2 SITUATION ANALYSIS
   - Related Studies
   - Industry Review
   - Key Drivers and Key Barriers
   - Target Market
   - Competition
   - SWOT Matrix

Chapter 3 BUSINESS VIABILITY

Chapter 4 BUSINESS SCHEDULE

Chapter 5 CONCLUSION AND RECOMMENDATIONS

REFERENCES

APPENDICES
Organization of Content for a Feasibility Study

Chapter 1  BUSINESS PROFILE
  Company Profile
  Business Structure
  Products and Services

Chapter 2  MARKETING PLAN
  Target Market
  Marketing Objectives
  Marketing Strategies
  Distribution Channel
  Pricing Strategies
  Marketing Budget Summary

Chapter 3  MANAGEMENT PLAN

Chapter 4  OPERATIONS AND PRODUCTION PLAN

Chapter 5  FINANCIAL PLAN

Chapter 6  EXPECTATIONS

REFERENCES

APPENDICES
APA Citation Basics

Reference citations in text are covered on pages 207-214 of the Publication Manual of the American Psychological Association, 6th edition. What follows are some general guidelines for referring to the works of others in your manuscript.

**Note:** APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research. E.g., Jones (1998) found or Jones (1998) has found...

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, E.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

**In-Text Citation**

- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media, There Is Nothing Left to Lose*.

  *(Note: in your References list, only the first word of a title will be capitalized: Writing new media.)*

- When capitalizing titles, capitalize both words in a hyphenated compound word: *Natural-Born Cyborgs*.
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."  
- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind; The Wizard of Oz; Friends*.
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."
Short Quotations: If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

Example:

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199). Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers? If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation. She stated, "Students often had difficulty using APA style," but she did not offer an explanation as to why (Jones, 1998, p. 199).

Long Quotations: Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Example:

Jones's (1998) study found the following:
Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)
Summary or Paraphrase: If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

Example:

According to Jones (1998), APA style is a difficult citation format for first-time learners.
APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Citing an Author or Authors

A Work by Two Authors: Name both authors in the signal phrase or in the parentheses each time you cite the work. Use the word "and" between the authors' names within the text and use the ampersand in the parentheses.

Example:

Research by Wegener and Petty (1994) supports...
(Wegener & Petty, 1994)

A Work by Three to Five Authors: List all the authors in the signal phrase or in parentheses the first time you cite the source.

Example:

(Kernis, Cornell, Sun, Berry, & Harlow, 1993)
In subsequent citations, only use the first author's last name followed by "et al." in the signal phrase or in parentheses.
(Kernis et al., 1993)
In et al., et should not be followed by a period.
**Six or More Authors:** Use the first author's name followed by et al. in the signal phrase or in parentheses.

Example:

Harris et al. (2001) argued...
(Harris et al., 2001)

**Unknown Author:** If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles and chapters are in quotation marks.

Example:

A similar study was done of students learning to format research papers ("Using APA," 2001).

**Note:** In the rare case the "Anonymous" is used for the author, treat it as the author's name (Anonymous, 2001). In the reference list, use the name Anonymous as the author.

**Organization as an Author:** If the author is an organization or a government agency, mention the organization in the signal phrase or in the parenthetical citation the first time you cite the source.

Example:

According to the American Psychological Association (2000),...

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations.

Example:

First citation: (Mothers Against Drunk Driving [MADD], 2000)
Second citation: (MADD, 2000)
Two or More Works in the Same Parentheses: When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semi-colon.

Example:
(Berndt, 2002; Harlow, 1983)

Authors With the Same Last Name: To prevent confusion, use first initials with the last names.

Example:
(E. Johnson, 2001; L. Johnson, 1998)

Two or More Works by the Same Author in the Same Year: If you have two sources by the same author in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list. Use the lower-case letters with the year in the in-text citation.

Example:
Research by Berndt (1981a) illustrated that...

Personal Communication: For interviews, letters, e-mails, and other person-to-person communication, cite the communicators name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

Example:
A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).
Citing Indirect Sources

If you use a source that was cited in another source, name the original source in your signal phrase. List the secondary source in your reference list and include the secondary source in the parentheses.

Example:

Johnson argued that...(as cited in Smith, 2003, p. 102).

Note: When citing material in parentheses, set off the citation with a comma, as above.

Unknown Author and Unknown Date: If no author or date is given, use the title in your signal phrase or the first word or two of the title in the parentheses and use the abbreviation "n.d." (for "no date").

Example:

Another study of students and research decisions discovered that students succeeded with tutoring (“Tutoring and APA,” n.d.).

Reference List


Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the manuscript; label this page REFERENCES centered at the top of the page (bold, but do not underline or use quotation marks). All text should be double-spaced just like the rest of the text.
Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- When referring to any work that is NOT a journal, such as a book, article, or Web page, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

The following rules for handling works by a single author or multiple authors apply to all APA-style references in your reference list, regardless of the type of work (book, article, electronic resource, etc.)

**Single Author:** Last name first, followed by author initials.

Example:

**Two Authors:** List by their last names and initials. Use the ampersand (&) instead of "and."

**Example:**


**Three to Six Authors:** List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand.

**Example:**


**More Than Six Authors:** If there are more than six authors, list the first six as above and then "et al.," which stands for "and others." Remember not to place a period after "et" in "et al."

**Example:**


**Organization as Author**

**Example:**

Unknown Author

Example:


**NOTE:** When your essay includes parenthetical citations of sources with no author named, use a shortened version of the source's title instead of an author's name. Use quotation marks and italics as appropriate. For example, parenthetical citations of the two sources above would appear as follows: *(Merriam-Webster's, 1993)* and *("New Drug," 1993).*

**Two or More Works by the Same Author:** Use the author's name for all entries and list the entries by the year (earliest comes first).

Example:


When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

Example:


References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.
Example:


Two or More Works by the Same Author in the Same Year

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year. Refer to these sources in your essay as they appear in your reference list, e.g.: "Berdnt (1981a) makes similar claims..."

Example:


Article in Journal Paginated by Volume: Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Example:

**Article in Journal Paginated by Issue:** Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

**Example:**


**Article in a Magazine**

**Example:**


**Article in a Newspaper:** Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

**Example:**


**Note:** Because of issues with html coding, the listings below using brackets contain spaces that are not to be used with your listings. Use a space as normal before the brackets, but do not include a space following the bracket.

**A Translation**

**Example:**


**Note:** When you cite a republished work, like the one above, work in your text, it should appear with both dates: Laplace (1814/1951).
. Edition Other Than the First

Example:


Article or Chapter in an Edited Book: When you list the pages of the chapter or essay in parentheses after the book title, use "pp." before the numbers: (pp. 1-21). This abbreviation, however, does not appear before the page numbers in periodical references, except for newspapers.

Example:


Government Document

Example:


Report From a Private Organization

Example:

Conference Proceedings

Example:


Electronic Sources

Article From an Online Periodical: Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses.

Example:


Newspaper Article

Example:


Online Lecture Notes and Presentation Slides: When citing online lecture notes, be sure to provide the file format in brackets after the lecture title (e.g. PowerPoint slides, Word document).

Example:

Other important details about the use of APA 6th edition format can be found in any book, web site, or other references explaining the use of the said writing format. Below is an example of references presentation.

**REFERENCES**


*Figure 8. Sample Reference Presentation*
Curriculum Vitae

Curriculum vitae should be the last item in the list of appendices (thus it is the last section of the manuscript).

A Curriculum Vitae (not VITA) is a brief summary of the student’s academic background. It is not an autobiography or a résumé. It does not include contact information and is not intended as a tool for seeking employment. It should list relevant activities up to the time of their degree completion. It includes the following information(s):

- Name of author
- Place and date of birth
- List all institutions attended (not departments) in reverse chronological order (most recent first).
- List degrees (undergraduate and graduate) in reverse chronological order (most recent first), including the degree (major can be indicated) sought with this thesis. Include year and name of the granting institution.
- List special interests and studies.
- List relevant professional experience, company or institution, location, and dates.
- If applicable, list grants, awards, and honors, indicating the grantor (agency or institution funding the grant, award, or honor), the title of the project (in italics), and the date or period covered.
- If applicable, list publications in bibliographic format but in reverse chronological order (most recent first) using the same style as used for the References.
CURRICULUM VITAE

PHOTO

Name : Rodolfo N. Carlos
Contact No. : 09172784190
Email Address : rn_carlos@yahoo.com
Address : 1310 Castaños Street
           Sampaloc, Manila
Date of Birth : May 14, 1988
Place of Birth : Sampaloc, Manila
Civil Status : Single
Religion : Roman Catholic

EDUCATIONAL BACKGROUND

Tertiary : La Consolacion College Manila
           8 Mendiola St., Manila
Secondary : La Consolacion College Manila
            8 Mendiola St., Manila
Elementary : Legarda Elementary School
             Sampaloc, Manila
             1974 – 1978

MEMBERSHIP

SEMINARS/TRAININGS ATTENDED

(Data should be arranged in chronological order – from the most recent.)

Figure 9 is an example of curriculum vitae.
Research and Publications Center
Feasibility Study and Business Plan Support Service

Thesis Statistical Analysis Service

Research and Publications Center (RES) of LCCM, located on the 2nd floor of Gregor Mendel Science Center, provides services like statistical to undergraduate students preparing Feasibility Study and Business Plan.

Procedure

Submit accomplished questionnaire or raw data together with the stated objectives/problems and the statistical treatment to be used in the study at hand.

Fill out Statistical Analysis Request Form.

Pay the specified amount to the Finance Office.

Present the Official Receipt (OR) to the Research Staff.

Get the copy of the SPSS output (soft and hard copy) from Research and Publications Center on the date specified in the Statistical Analysis Request Form.
References
