



March 30, 2023

MEMORANDUM CIRCULAR 16
Series 2023

**T O: All Graduating Undergraduate Students with Thesis/Special Problem,
Advisers, and Department Heads**

R E: Use of the VSU Undergraduate Manuscript Template

On March 29, 2023, the VSU Printing Press held a webinar on how to use the VSU Undergraduate Manuscript template, which was prepared in Word. The template follows the BOR-approved style manual for undergraduate manuscripts and other relevant provisions.

All concerned are encouraged to maximize the use of the template to ensure compliance to the style manual, as well as to fast-track formatting and indexing within the manuscript.

A Drive folder containing the template and the webinar recording were sent to the attendees as well as in the Gmail Space for VSU Academic Staff.

Kindly disseminate to all concerned.

Thank you.


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Vice President for Academic Affairs