



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the Secretary of the University  
and of the Board of Regents

EXCERPT FROM THE APPROVED MINUTES OF THE  
14<sup>th</sup> LSU Board of Regents Meeting  
2 December 2003 \* CHED Central Office, Pasig City

Proposed Guidelines in the Preparation  
of Instructional Materials

BOR RESOLUTION NO. 97, s. 2003

Confirming the proposed Guidelines in the Preparation of  
Instructional Materials, as presented.


*(Attached is the approved proposal)*

BOARD ACTION: **CONFIRMED**

Date : 2 December 2003

ATTACHMENT: V

Certified True and Correct:

  
DANIEL M. TUDTUD JR.  
Board Secretary

cc: CIMDO  
OVPAA

-M 3/23/04  
-PV 10/23/04

## GUIDELINES FOR THE PREPARATION OF INSTRUCTIONAL MATERIALS

### A. Requirements

1. Instructional materials must be certified to have been properly edited by any of the editors assigned by the University President who is knowledgeable about the field he/she is editing. Each college should have more than one editor to be appointed by the University President and shall be given the corresponding workload unit.
2. They must be reviewed and endorsed by the Department/College Instructional Materials Review Committee (IMRC). A certification that it has been reviewed by the Unit/College IMRC must be attached to the instructional material.
3. Each member of the University IMRC should be provided a CD or hard copy even if it is of lowest quality of the instructional material to be reviewed.

### B. Format and Style

1. The instructional materials have to be divided into manageable units using Arabic numbering. For lecture study guide, every division should be called a unit. The exercises that follows shall be called problem sets. For laboratory manual, this will be called exercise.
2. Every chapter or unit must have the following components: unit objectives, contents, review exercises or assignments, and list of references following the prescribed guideline.
3. The following rules on capitalization and spacing must be followed.
  - 3.1 unit titles should be in all capital letters; for section titles only the first letter should be capitalized.
  - 3.2 between chapter titles and subtitles – 4 spaces
  - 3.3 between subtitles and texts – 2 spaces
  - 3.4 texts of the body should be typed single spaced.
  - 3.5 from the last line of the body text to another next subtitle – 2 spaces.
4. Pagination will be on the upper right hand corner and no page number should appear on the first page of each and every unit.
5. The preliminaries should include the title page (title of the instructional material, name of the author (center), publisher – dept/college/university, and year of publication); foreword (to include some information about the instructional material, acknowledgement and some information about the author), and table of contents. Preliminary pages will use small Roman numbers located at the center bottom page.
6. Tables and figures will immediately follow the page where it is mentioned.
7. The recommended font is 12 points Times New Roman or 11 points for Arial.
8. Margin should be 1.5 inches on left and 1 inch on top, bottom and right side of the paper.
9. Materials taken from a reference should be cited properly using attached format.

### C. Evaluation: In the Department level, the following shall serve as basis for evaluating instructional materials:

1. The department/college should follow the guidelines of the University IMRC.
2. The title of the instructional material should reflect the course number.
3. Content should be adequate enough to meet the learning objectives.
4. Title of each unit should reflect the objectives and contents discussed.
5. Topics discussed should be relevant.
6. Activities (assignments, exercise, etc.) should be sufficient enough to assess performance based on objectives.
7. References should be new (last 10 years).

### Format for List of References

References should be cited in the text as follows: single author, Bacusmo (1988) or (Bacusmo, 1988); two authors, Chen and Lee (1995) or (Chen and Lee, 1995); more than two authors, Palomar *et al.* (1993) or (Palomar *et al.*, 1993). The references must then be listed in alphabetical order at the end of the paper, and should conform to the following styles:

#### *Paper in Journals:*

PARDALES J. R. JR., Y. KONO and A. YAMAUCHI. 1992. Epidermal cell elongation in the growth zone of sorghum seminal roots exposed to high root zone temperature. *Plant Science* 81: 143-146.

#### *Books and Monographs:*

MARSCHNER H. 1995. *Mineral Nutrition of Higher Plants*, 2<sup>nd</sup> edn. Academic Press, London.

CAMPILAN D.M. 1995. *Learning to change, changing to learn: managing natural resources for sustainable agriculture in the Philippine uplands*. WURS, Wageningen.

#### *Paper within a book:*

JAHN R. and V.B. ASIO. 1998. Soils of the tropical forests of Leyte, Philippines: weathering, characteristics, classification and site qualities. In: *Soils of Tropical Forest Ecosystems* (A. Schulte and D. Ruhayat, eds). Springer-Verlag, Berlin, pp. 29-36.

#### *Paper in conference proceedings:*

MARGRAF J., P.P. MILAN and P. WIDMANN. 1997. Rainforestation farming: community based biodiversity utilization for sustainable development of critical watersheds in the Philippines. *Proceedings of the International Conference on Reforestation with Philippine Species*. Palo, Leyte, Philippines. Pp. 320-334.

#### *Thesis:*

GERMANO B.P. 1998. *Benthic-pelagic coupling in tropical shallow soft bottoms and implications for management*. PhD thesis, University of Vienna, Austria.

SOURCE: Annals of Tropical Research  
Volume 23, No. 2, 2001

#### **Nonprint media**

Mass, J. B. (Producer), & Gluck, D. H. (Director). (1979). *Deeper into hypnosis* [Film]. Englewood Cliffs, NJ: Prentice-Hall.

#### **Television broadcast**

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer news hour*. New York and Washington, DC: Public Broadcasting Service.



#### Single episode from a television series

Restak, R. M. (1989). Depress and mood (D. Sage, Director). In J. Sameth (Producer), The mind. New York: WNET.

#### Non-English book

Piaget, J., & Inhelder, B. (1951). La genese de l'idee de hazard chez l'enfant [The origin of the idea of chance in the child]. Paris: Presses Universitaires de France.

#### English translation of a book

Laplace, P. S. (1951). A philosophical essay on probabilities (F. W. Truscott & F.L. Emory, Trans.). New York: Dover. (Original work published 1814).

#### Abstract only

Morrisette, M.R. (1990). AIDS and palliative care: An individual appeal to health care professionals and intervening parties. Journal of Palliative Care, 6. (1), 26-31. (From Psychological Abstracts. 1990, 77. Abstract No. 263-436)

#### On-line abstract

Meyer, A. S., & Bock, K. (1992). The tip-of-the tongue phenomenon: Blocking or partial activation? [On-line]. Memory & Cognition, 20. 715-726. Abstract from: DIALOG File: PsycINFO Item: 80-16351

#### Abstract on CD-ROM

Bower, D. L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and nonreferring supervisors [CD-ROM]. Abstract from: ProQuest File: Dissertation Abstracts Item: 9315947.

#### Personal Communications

Personal communications may be memos, telephone conversations, letters, some electronic communications (e.g., E-mail, discussion groups, messages from electronic bulletin boards), and the like. Recoverable data cannot be provided from personal communications and are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator and provide as exact a date as possible.

Example: K. W. Schaie (personal communication, April 18, 1993).

SOURCE: APA STYLEGUIDE (4<sup>th</sup> ed.) of the Cardinal Stritch University Library (<http://www.user1.stritch.edu/~csclib/apa.html>) as cited in Guidelines for Preparing the BSDC Research Manuscript, Department of Science Communication, College of Development Communication, University of the Philippines, Los Baños, College, Laguna, March 2000.

## Electronic Sources:

The basic component of the reference citation is simple:

Author's Last Name, Initial(s). (Date of Work, if known). Title of work. *Title of complete work*. [protocol and address] [path] (date of message or visit).

### FTP (File Transfer Protocol) Sites

To cite files available for downloading via ftp, give the author's name (if known), the publication date (if available and if different from the date accessed), the full title of the paper (capitalizing only the first word and proper nouns), the address of the ftp site along with the full path necessary to access the file, and the date of access.

Johnson-Eilola, J. (1994). Little machines; Rearticulating hypertext users.  
<ftp://daedalus.com/Pub/CCCC95/johnson-eilola> (10 Feb. 1996).

### WWW Sites (World Wide Web)

To cite files available for viewing or downloading via the World Wide Web, give the author's name (if known), the year of publication (if known and if different from the date accessed), the full title of the article, and the title of the complete work (if applicable) in italics. Include any additional information (such as versions, editions, or revisions) in parentheses immediately following the title. Include the full URL (the http address) and the date of visit.

Burka, L.P. (1993). A hypertext history of multi-user dungeons. MUDdex.  
<http://www/utopia.com/talent/lbp/muddex/essay> (13 Jan. 1997).

Tilton, J. (1995). Composing good HTML (Vers. 2.0.6).  
<http://www.cs.cmu.edu/~tilt/cgh/> (1 Dec. 1996)

### Telnet Sites

List the author's name or alias (if known), the date of publication (if available and if different from the date accessed), the title of the article, the title of the full work (if applicable) or the name of the telnet site in italics, and the complete telnet address, followed by a comma and directions to access the publication (if applicable). Last, give the date of visit in parentheses.

Dava (3472). (1995, 3 November). A deadline. \*General (#554).  
*Internet Public Library*. <telnet://ipl.sils.umich.edu:8888>, @peek 2 on #554  
(9 Aug. 1996)

Help. *Internet public library*. <telnet://ipl.org:888/>, help (1 Dec. 1996).

### Synchronous Communications (MOOs, MUDs, IRC, etc.)

Give the name of the speaker(s), the complete date of the conversation being referenced in parentheses (if different from the date accessed), and the title of the session (if applicable). Next, list the title of the site in italics, the protocol and address (if applicable), and any directions necessary to access the work. If there is additional information such as archive addresses or file numbers (if applicable), list the word



"Available," a colon, and the archival information. Last, list the date of access, enclosed in parentheses. Personal interviews do not need to be listed in References, but do need to be included in parenthetical references in the text (see the APA Publication Manual).

Basic IRC commands. irc.undernet.org. /help (13 Jan. 1996).

Cross, J. (1996, February 27). Netoric's Tuesday café: Why use MUDs in the writing classroom? *MediaMOO*. telnet://purple-crayon.media.mit.edu:8888, @go Tuesday. Available: <ftp://daedalus.com/pub/ACW/NETORIC/catalog.96a> (tc 022796.log). (1 Mar. 1996).

### GOPHER Sites

List the author's name (if applicable), the year of publication (if known and if different from the date accessed), the title of the file or paper, and the title of the complete work (if applicable). Include any print publication information (if available) followed by the protocol (i.e., gopher://) and the path necessary to access the file. List the date that the file was accessed in parentheses immediately following the path.

Boyer, C. (1996). About the virtual reference  
desk.gopher://peg.cwis.uci.edu:7000/00/gopher.welcome/peg  
VIRTUAL%20REFERENCE%20DESK/about (31 Dec. 1996).

Cicero. (1986). "Pro Archia." In J. B. Greenbough (Ed.), *Select orations of Cicero*. Boston: Ginn. *Project Libellus* (Vers. 0.01). (1994).  
gopher://gopher.etext.org/Libellus/textx/cicero/archia.tex (11 Aug. 1996).

### Email, Listservs, and Newsgroups

Give the author's name (if known), the date of the correspondence in parentheses (if known and if different from the date accessed), the subject line from the posting, and the name of the list (if known) in italics. Next, list the address of the listserv or newsgroup. Include any archival information after the address, listing the word "Available" and a colon and the protocol and address of the archive. Last, give the date accessed enclosed in parentheses. Do not include personal email in the list of References. See the APA Publication Manual for information on in-text citations.

Bruckman, A.S. MOOSE crossing proposal. [mediamoo@media.mit.edu](mailto:mediamoo@media.mit.edu) (20 Dec. 1994).

Heilke, J. (1996, May 3). Re: [Webfolios.acw-1@ttacs.ttu.edu](mailto:Webfolios.acw-1@ttacs.ttu.edu). Available:  
<http://www.ttu.edu/lists/acw-1/19605> (31 Dec. 1996).

Laws, R. UMI thesis publication. alt.education.distance (3 Jan. 1996).

SOURCE: APA STYLE for Citing Electronic Sources (<http://www.cas.userf.edu/English/walker/mla.html>) as cited in Guidelines for Preparing the BSDC Research Manuscript, Department of Science Communication, College of Development Communication, University of the Philippines, Los Baños, College, Laguna, March 2000.