



University of Southeastern Philippines
Office of the Vice President for Research, Development and Extension

**GENERAL GUIDELINES FOR THE SUBMISSION AND PRESENTATION OF
RESEARCH AND EXTENSION OUTPUTS FOR THE
31ST UNI-WIDE RDE SYMPOSIUM**

1. Rationale

Guidelines are in place to ensure that the presentation of completed and on-going RDE programs/projects is done in a scholarly manner, well-organized and clearly written. Your paper is expected to be in journal publication-ready condition when submitted, which means that you have proofread and copy-edited your paper prior to submitting it for presentation.

2. Paper Qualifications

In qualifying the completed and on-going program/project paper, it should be aligned with the USEP's 5-year RDE Agenda (2017-2021):

- | | |
|---------------------------|------------------------------|
| – Climate Change | – Manufacturing & Production |
| – Sustainable Agriculture | – Socio-Cultural |
| – Policy Studies | – Emerging Trends |

3. Content and Formatting of the Full Paper

Full papers submitted by researchers and extensionists should contain pertinent information on the following sections:

3.1. Cover Letter

Contains the title of the project/program followed by the name(s) of the proponent(s). On the same page, it should obtain the recommendation of the College Research/Extension Head and duly endorsed by the College Dean.

3.2. Title

Title text should be in capital letters. In case the title exceeds one line, it should be presented in inverted pyramid. Name of the Author(s) should follow *First Name – Middle Initial – Surname* format. An asterisk (*) must be placed after the name of the author who will present the paper. Do not use abbreviation in the title. The particular 5-Year RDE Agenda to which the project is classified must be specified after the Title inside a parenthesis ().

3.3. Contents

The full paper must contain the following: Introduction (with Rationale and Objectives); Review of Related Literature; Methodology; Results and Discussions; Conclusions and Recommendations; and, References.

3.4. Paper Format

All full papers must be submitted in an MS Word (.docx) file, in an 8.27' x 11.69" (A4) paper size, with one (1) inch margin on all sides and all paragraphs must be right-justified. The maximum number of pages of the full paper is 10 (Font Type: Times

New Roman; Font Size: 12; Single-spaced). Use only black color in all texts, including diagrams and tables. Each paragraph is to be separated by 12-pt. spacing after the next one.

3.5. Presentation Format

All presentations shall be on MS PowerPoint (.pptx) file, with texts and graphs that are readable from a 15-20m distance. The actual allotted presentation time is fifteen (15) minutes, and 5-10 minutes for the Question-and-Answer portion.

4. Paper Selection and Evaluation

Full papers that fail to abide by the guidelines will be returned for corrections. An official notice will be sent to the author(s) and will be advised for revisions, if needed, and to submit 4 hard copies on or before June 30, 2018 to the Office of the Vice President for RDE.

5. Submission of Full-Length Papers

Deadline for the submission of the full papers (in .docx format) is on June 28, 2018 at rde@usep.edu.ph with the following subject format:

<SURNAME OF THE PRINCIPAL AUTHOR, FIRST NAME – CallForPaper2018>

• Same Format should be followed for the file name of the document:

(ex. DELACRUZ, JUAN – RDE_CallForPaper2018)