University *of the* Visayas

QUANTITATIVE AND QUALITATIVE RESEARCH, POSTER PRESENTATION AND PUBLICATION GUIDELINES

International Research Conference 2025

I. GENERAL PURPOSE

These guidelines aim to standardize the preparation and dissemination of **quantitative** and **qualitative** research outputs. They are intended for use in:

- **Oral Research Presentations** (e.g., symposia, colloquia, research congresses)
- **Research Poster Presentation**
- **Research Publication Submissions** (e.g., local or international peer-reviewed journals)

II. SCOPE OF APPLICATION

These guidelines apply to all internal and external stakeholders who wish to present completed or ongoing research for academic or professional dissemination. The scope covers different disciplines and supports submissions intended for oral or poster presentation, as well as publication in university-affiliated journals or in journals hosted by the university's partner institutions.

III. FORMATTING REQUIREMENTS

Element	Specification
Font	*Times New Roman*
Font Size	*12 pt*
Line Spacing	*1.5 lines*
Margins	*Left: 1.5"; Top, Right, Bottom: 1.0"*
Paper Size	*Letter (8.5" x 11")*
Paragraphs	*Justified and indented*
Pagination	*Top-right corner, Arabic numerals*
Citation Style	*APA 7th Edition*
Language	*Formal, academic English*
Word Use	*Use third-person (avoid "I," "we," "you")*

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IV. STANDARD PARTS OF A RESEARCH PAPER

A. Title Page

- *Title of the Study (Concise, Reflective of Content)*
- *Researcher(s)*
- *Institution/Affiliation*
- *Date of Completion or Submission*

B. Abstract (250–300 words)

- *Introduction (context and rationale)*
- *Objectives*
- *Methodology (design, participants, tools)*
- *Key findings*
- *Conclusion and implications*
- ***Keywords****: Maximum of 6 words*

C. Introduction (1,500–3,000 words)

Component	Quantitative Research	Qualitative Research
1. Background / Rationale	*Presents statistical data and objective facts to contextualize the research problem. Highlights gaps in existing studies, and is usually structured from global to local perspectives.*	*Starts with a compelling narrative hook. May include personal motivation or observed realities. Supported by literature and contextualized (global to local).*
2. Statement of the Problem	*Stated in specific, measurable terms. Often followed by hypotheses to be tested. Focuses on quantifiable relationships between variables.*	*Articulated as open-ended research questions aiming to explore a phenomenon in depth. Hypotheses are generally **not** included.*
3. Purpose / Objectives	*States the general purpose, followed by specific objectives. Often includes testing or examining variables or relationships.*	*Clearly articulates the **purpose** of the study — what the researcher aims to discover, understand, or explore. Focus is on insight, meaning, or process.*
4. Scope and Delimitation	*Describes the boundaries of the study in terms of population, timeframe, location, and variables. Clarifies what is **included** or **excluded**.*	*Explains the depth and focus of inquiry, what is included or excluded in terms of **setting**, **participants**, and **phenomena** to be studied.*
5. Significance of the Study	*Emphasizes potential contributions to theory, policy, practice, and future research, especially in terms of measurement or intervention.*	*Highlights contributions to understanding human experience, meaning-making, or societal relevance. May influence practice or future inquiry.*

D. Theoretical or Conceptual Framework

- *Present the **underlying theory or concept** guiding the study.*
- *Include **supporting literature**, definitions of variables or constructs.*
- *For qualitative research, indicate whether a **bottom-up** or **top-down** theoretical approach is used.*
- *Include a **schematic diagram or conceptual map** where applicable.*

E. Review of Related Literature (Max 2 pages)

- *Synthesize past studies relevant to your topic.*
- *Organize thematically or based on variables.*
- *Use only **credible sources** (e.g., peer-reviewed journals, books).*
- *Cite using APA 7th Edition.*

F. Methodology (500–1,000 words)

Component	Quantitative	Qualitative
Research Design	*Experimental, correlational, descriptive, etc.*	*Phenomenology, Case Study, Grounded Theory, etc.*
Participants	*Sample size, demographics, inclusion/exclusion*	*Sample size, description, selection criteria*
Sampling Technique	*Probability or non-probability method*	*Purposive, snowball, theoretical, etc.*
Instruments	*Tests, survey forms (with validation)*	*Interview guides, observation sheets, field notes*
Data Gathering Procedure	*Step-by-step process, ethical steps*	*Process of recruitment, data collection, transcription*
Data Analysis	*Statistical tools and software used*	*Coding, categorizing, theme generation, trustworthiness*

G. Ethical Considerations

During Final Paper Submission

- *Ethics clearance was secured (Reference No. _____).*
- *Participation was voluntary.*
- *Confidentiality of participant data was upheld.*
- *No conflict of interest was declared.*

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H. Results and Discussion (1,500–3,000 words)

Category	Quantitative Studies	Qualitative Studies
Data Presentation	*- Present tables or graphs with statistical results*	*- Present themes or patterns supported by direct participant quotes*
Discussion Focus	*- Discuss key findings, their statistical significance, and literature comparisons*	*- Analyze meaning, participant narratives, and theoretical implications*
Formatting Style	*- Use APA 7th edition format for tables and figures*	*- Use APA 7th edition format for tables and figures, if applicable*
Data Presentation	*- Present tables or graphs with statistical results*	*- Present themes or patterns supported by direct participant quotes*

I. Conclusions (250–500 words)

- *Generalizations based on findings*
- *Answers to research questions*
- *Implications to policy, practice, or theory*

J. Recommendations

- *Practical recommendations based on the results*
- *Suggested future research (replications, advanced methods, broader scope, etc.)*

K. References

- *Use APA 7th Edition format consistently*
- *Minimum of 10 references from **scholarly sources***
- *Avoid outdated or predatory journal sources*

L. Appendices

Include relevant supplementary materials:
- *Transmittal Letters*
- *Informed Consent Forms*
- *Research Instruments (Interview guide, survey tool, checklist)*
- *Certificates (e.g., Similarity Index, Critic Reader, Ethical Clearance)*
- *Bionote of Researcher*

SUBMISSION CHECKLIST

Requirement	✔
Final Manuscript (Word/PDF)	
Abstract (250–300 words)	
Tables/Figures formatted (APA 7)	
Appendices included	
Similarity Index Certificate	
Certificate of Ethical Clearance	
Presentation Slides (PPT)	
Author's Bionote	

VII. SUBMISSION & PUBLICATION REMINDERS

Category	Reminder
Submission Email	*Submit to coed@uv.edu.ph or cri-admin@uv.edu.ph with the subject line:* ***Research Paper for Review – [Author's Name]***
Deadline Compliance	*Strictly observe and follow all submission deadlines.*
Review Process	*All manuscripts will undergo:* • *Similarity check* • *Peer critique* • *Editorial screening*
Publication Possibilities	*Accepted papers may be recommended for:* • *Local/International conferences* • *Journal publication* • *Institutional repository inclusion*

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Purpose: *To provide clear, measurable, and relevant assessment of research papers for best paper selection.*

Criteria	Weight	Excellent (5 points)	Very Good (4 points)	Good (3 points)	Fair (2 points)	Needs Improvement (1 point)	Score
1. **Clarity and Focus of Research**	20%	*Purpose is crystal clear and consistently supported*	*Clear purpose with minor lapses in consistency*	*Purpose is identifiable but not always well supported*	*Focus is weak and inconsistently presented*	*Unclear or missing research purpose*	
2. **Originality and Significance**	20%	*Highly original, addresses a novel or critical problem*	*Original, relevant, and insightful*	*Some originality, addresses known but relevant issues*	*Limited originality, mostly replicates known work*	*Lacks originality or significance*	
3. **Literature Review and Use of Sources**	15%	*Extensive, well-integrated, and critically analyzed*	*Adequate and mostly relevant, with some synthesis*	*Basic review with limited analysis*	*Sparse or poorly connected sources*	*Inadequate or missing review*	
4. **Methodology and Rigor**	15%	*Method is robust, clearly explained, and appropriate*	*Sound method with minor weaknesses*	*Method is present but lacks detail or full appropriateness*	*Weak or flawed methodology*	*No clear or valid method used*	
5. **Analysis and Interpretation of Data**	15%	*Analysis is deep, accurate, and well-interpreted*	*Clear interpretation with minor oversights*	*Basic interpretation; some errors or generalizations*	*Inadequate or flawed interpretation*	*No or incorrect analysis*	
6. **Organization and Structure**	10%	*Exceptionally clear, logical, and cohesive*	*Clear structure with minor organizational issues*	*Generally organized with noticeable transitions*	*Disorganized or lacks logical flow*	*Very poorly organized or hard to follow*	
7. **Writing Quality and APA Formatting**	5%	*Flawless grammar, formatting, and academic tone*	*Few minor language or formatting issues*	*Some issues but still readable*	*Many grammar and formatting problems*	*Poorly written and formatted*	

Total Score: _____ / 35
Evaluator's Name: _____
Comments/Suggestions:_____

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ORAL RESEARCH PRESENTATION GUIDELINES *(ICG 01-2025)*	
Component	**Details**
Duration	*10–15 minutes (including Q&A)*
Slide Format	*• Title Slide* *• Background and Rationale* *• Research Questions/Objectives* *• Methodology* *• Results (Tables, quotes, or graphs)* *• Discussion and Implications* *• Conclusion and Recommendations* *• References*
Delivery Tips	*• Speak clearly and professionally* *• Avoid reading directly from slides* *• Prepare for questions from the panel or audience*

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<table>
<tr><td colspan="8">BEST PAPER PRESENTATION RATING SHEET (<i>ICF 02-2025</i>)

Purpose: <i>To assess research presenters based on content depth, delivery quality, organization, use of visuals, and research relevance using specific criteria.</i></td></tr>
</table>

Criteria	Weight	Excellent (5 points)	Very Good (4 points)	Good (3 points)	Fair (points)	Needs Improvement (1 point)	Score
1. Content Quality	25%	*Content is thorough, insightful, and highly relevant to the topic; demonstrates expert-level understanding*	*Clear and accurate content with only minor omissions or gaps in detail*	*Generally clear but lacks depth or clarity in key areas*	*Content is vague or includes noticeable inaccuracies*	*Content is unclear, incomplete, or mostly inaccurate*	
2. Organization and Structure	20%	*Structure is seamless and logical; each section flows naturally with clear transitions*	*Well-structured with only minor lapses in coherence or transitions*	*Structure is evident but sections are loosely connected or uneven*	*Weak organization; transitions are unclear or abrupt*	*No clear structure; ideas are fragmented and disjointed*	
3. Use of Visual Data	15%	*Visuals are professional, easy to read, and effectively enhance the content*	*Visuals are clear and relevant, with few issues in design or accuracy*	*Visuals are adequate but may lack clarity, consistency, or full relevance*	*Visuals are cluttered, hard to interpret, or minimally helpful*	*Visuals are missing or detract from the overall message*	
4. Delivery and Engagement	25%	*Delivery is confident, enthusiastic, with excellent voice projection and audience engagement*	*Clear and confident delivery; some interaction and energy*	*Adequate delivery; engagement is limited or inconsistent*	*Lacks confidence or voice control; audience connection is weak*	*Delivery is unclear, monotone, or disengaged*	
5. Significance and Originality	15%	*Research is highly original, with strong relevance and clear contribution to the discipline*	*Clearly relevant with some new insights or approaches*	*Moderately original; topic is relevant but common*	*Limited originality; contribution is unclear*	*No original insight or contribution; relevance is weak*	

Total Score: _____ **/ 25**

Evaluator's Name: _____

Comments/Suggestions:_____

_____

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POSTER PRESENTATION GUIDELINES *(ICG 02-2025)*	
Category	**Guideline**
Format & Display	• *Digital format* • *Displayed in designated area* • *Must follow session schedule for mounting and removal*
Size & Orientation	• *2 meters x 4 meters* • *Portrait orientation*
Content Focus	• *Emphasize scientific content over aesthetic design* • *Content must clearly relate to the event theme* • *Logical flow: Introduction to Recommendation*
Language Use	• *Use clear, concise, plain language* • *Prefer short sentences and bullet points* • *Avoid technical jargon and abbreviations*
Visual Elements	• *Use charts and images to aid understanding* • *Visuals must be clear, self-explanatory, and central to the message*
Font & Readability	• *Use Sans-Serif fonts (e.g., Arial)* • *Minimum font size: 24 pt* • *Text must be legible from 2 meters*
Presenter's Role	• *Presenter must be present during the assigned time* • *Engage and discuss the poster with viewers*
File Format	• *Acceptable formats: TIFF, EPS, PDF, MS Office files*
Poster Composition	• *All text and labels must be embedded in the image file* • *Do not submit separate outlines or synopses* • *Avoid excessive white space or "Poster Presentation" headers*
Additional Reference	• Guidance Link

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<table>
<tr><td colspan="9">**BEST POSTER PRESENTATION RATING SHEET** (*ICF 03-2025*)
Purpose: *To assess poster presentations based on research content, layout, clarity, design, delivery, and creativity using specific criteria.*</td></tr>
<tr><th>Criteria</th><th>Weight</th><th>Criterion Description</th><th>Excellent (5)</th><th>Very Good (4)</th><th>Good (3)</th><th>Fair (2)</th><th>Needs Improvement (1)</th><th>Score</th></tr>
<tr><td>**1. Content & Scientific Accuracy**</td><td>25%</td><td>*Demonstrates depth of research, accuracy, and relevance. Key ideas are supported by evidence.*</td><td>*Highly accurate, thorough, and clearly aligned with objectives*</td><td>*Mostly accurate; minor gaps or unclear parts*</td><td>*Some inaccuracies; objectives partially addressed*</td><td>*Incomplete; key ideas unclear or disconnected from objectives*</td><td>*Inaccurate, irrelevant, or lacks depth*</td><td></td></tr>
<tr><td>**2. Organization & Visual Layout**</td><td>20%</td><td>*Information flows logically; layout enhances clarity; visuals support understanding*</td><td>*Exceptionally organized; visuals are well-integrated and enhance clarity*</td><td>*Well-structured; visuals mostly relevant*</td><td>*Organization is present but not consistent*</td><td>*Poor layout; visuals or flow hinder understanding*</td><td>*Disorganized; visuals and content are hard to follow*</td><td></td></tr>
<tr><td>**3. Clarity & Conciseness**</td><td>15%</td><td>*Language is clear, jargon-free, and main points are easily understood*</td><td>*Very clear, concise, accessible to a general audience*</td><td>*Mostly clear; occasional jargon or vague phrasing*</td><td>*Understandable but wordy or contains vague terms*</td><td>*Lacks clarity; difficult to interpret quickly*</td><td>*Unclear or overly technical; key points not understood*</td><td></td></tr>
<tr><td>**4. Aesthetics & Design**</td><td>15%</td><td>*Visually appealing, with good use of fonts, colors, graphics, and spacing*</td><td>*Highly professional, clean, and visually balanced*</td><td>*Neat with mostly consistent formatting*</td><td>*Functional but visually basic or slightly cluttered*</td><td>*Inconsistent or poor design choices*</td><td>*Distracting or unprofessional appearance*</td><td></td></tr>
<tr><td>**5. Oral Presentation & Engagement**</td><td>15%</td><td>*Presenter explains poster clearly, engages audience, and answers questions confidently*</td><td>*Confident, engaging, and well-prepared*</td><td>*Clear and mostly confident with minor gaps*</td><td>*Understandable with some hesitation*</td><td>*Weak delivery and minimal interaction*</td><td>*Lacks clarity or unable to answer questions*</td><td></td></tr>
<tr><td>**6. Originality & Creativity**</td><td>10%</td><td>*Shows innovation in presentation, layout, or topic approach*</td><td>*Highly original and compelling*</td><td>*Creative with some unique elements*</td><td>*Some creativity but mostly conventional*</td><td>*Generic with minimal originality*</td><td>*Lacks originality or appears copied*</td><td></td></tr>
<tr><td>**TOTAL**</td><td>**100%**</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Total Score: _____ **/ 30**

Evaluator's Name: _____

Comments/Suggestions:_____