Languages and Literature Department (JFH209)

- Thesis for editing is accepted from **Monday to Friday only**.
- Present **hard copy** of thesis to the Chair or the Secretary with ENDORSEMENT LETTER from your thesis adviser/Chair.
  - Please include the Title page, Acknowledgement, Abstract, Table of Contents, Bibliography & Appendices. Thesis must be **DOUBLE-SPACED**.
  - **Font size/type:** 12 / Times New Roman
  - **Thesis editing form** shall be given only upon checking of the documents by the secretary or person-in-charge in this office. LLD reserves the right not to accept thesis for failure to present an endorsement letter.
  - **Paper size:** Letter 8” x 11”
  - Fill-out thesis editing form.
  - Return accomplished form to the Secretary / Chair / Person-in-charge.
  - The Chair/ Secretary /Person-in-charge **will indicate the appropriate fee. Get your copy.**

Pay thesis editing fee at the Cashier only – Administration Building
- Present the editing form to the cashier and pay the editing fee.
- Get Official Receipt.

Languages and Literature Department (JFH209)
- Submit the original copy of official receipt to the Secretary / Chair.
- Claim copy of thesis editing form. **The form must be presented** upon claiming and/or follow-up from your respective editors.
- Lead time for editing is **seven (7) working days**.
- Upon completion of thesis editing, you may request a certification from the faculty/editor.