

Languages and Literature Department □

Online Thesis Editing Guidelines (Step-by-step Procedure):

- 1) Thesis for editing is accepted thru thesis.editing@dlsud.edu.ph addressed to Chair or the Secretary with ENDORSEMENT LETTER from your thesis adviser/Chair of the students' respective department/college.
- 2) Thesis must be in this format: (for editing purposes only)
 - a) WORD file format
 - b) Paper size: Letter 8" x 11"
 - c) DOUBLE-SPACED. □ Font size / type: 12 / Times New Roman
 - d) Shall include the Title page, Acknowledgement, Abstract, Table of Contents, All labels and illustrations, Bibliography / References.
- 3) LLD reserves the right not to accept thesis for failure to present an endorsement letter and the required format.
- 4) LLD Chair/Secretary/OIC will reply for acceptance, editing transaction number and the editing fee (depending on the nature and number of pages of the research) to be paid thru the accounting office or any accredited payment centers: BPI, METROBANK, UNIONBANK Bills Payment, SM/SAVEMORE Bills Payment (Cavite Area), Credit/Debit Card payment thru student portal only.
- 5) Student should send copy of the proof of payment transaction to the LLD Chair/Secretary thru thesis.editing@dlsud.edu.ph and cross copy the Treasury and Ancillary Services thru tas@dlsud.edu.ph Please indicate the name of the payor reflected in the payment transaction made in any of the accredited payment centers.
- 6) Student shall be notified of his/her editor. The editor shall communicate with the students regarding the progress of the editing.
- 7) Lead time for editing is 10 working days.
- 8) Upon completion, the editor shall send an email to the student as proof that editing is already done. (cc adviser/LLD chair and secretary)
- 9) Certificate of editing shall be issued upon completion.