

Submission Guidelines for the Philippine Journal of Education Studies

Manuscripts written in either Filipino or English must be submitted to the Editor. Articles in Filipino must include an English translation of the abstract. All articles will be reviewed using a double-blind review procedure. Submitted articles may be accepted, accepted with revision, resubmitted for future issue, or rejected. Articles, along with the critical comments and suggestions of the reviewers and the editorial board's decision will be sent to the author(s) within two months of submission. The number of authors must be limited to those who substantially contributed to the paper.

The Author(s) should strictly follow the required format listed below in the preparation of the manuscript for submission. Manuscripts that do not conform to the submission guidelines shall be automatically returned to the author(s). All authors must have agreed to the article's submission and publication to the journal. Authors are therefore requested to follow the following guidelines:

Format of the Manuscript

Original paper submitted for publication must not exceed twenty (20) pages, with pages numbered in Arabic numerals, computer generated in Times New Roman font (size 12), double spaced (including blocked quotations and end notes, if any), and should contain: title page, abstract, main paper, and reference list.

The title page

It is the first page of the submission and a separate paper from the pages of the manuscript. It contains:

- ▶ Full title of the manuscript
- ▶ Full name(s) of author(s)
- ▶ Author(s)' institutional affiliation, title, Rank
- ▶ Contact information (address, email, landline, mobile number) of the Author(s)
- ▶ Running head of not more than 40 characters including spaces

The first page of the manuscript

It is the next page after the title page. No part of the manuscript should reveal the identity of the author(s) to the reviewers. It contains:

- ▶ Title of the article without the name(s) of the author(s)
- ▶ Double spaced abstract of no more than 150 words containing the purpose, key concepts, findings, and implication of the work
- ▶ No more than six key words

Quotations

- ▶ Not more than 40 words are enclosed in double quotation marks and incorporated in the text
- ▶ More than 40 words should be presented in a block without quotation marks, except for quotation within a block quotation

Italics

- ▶ Use italics for title of books, periodicals, microfilms, journals, genera, species, varieties, technical, key term (e.g. answer such as rarely, occasionally, and never) when it first occurs
- ▶ Statistical symbols, algebraic variables, test scores, and scales.

Table, Figure, Graphs, and Diagrams

- ▶ Must be labeled and numbered properly as they appear in the article
- ▶ Must be computer generated or laser printed
- ▶ Must be appended to the article (after the references) and must be indicated in the text where it should be inserted in bold capital letters

Reference Listing

The latest APA (Publication manual of the American Psychological Association, 6th ed.) style of notation and reference listing will be used for all submission.

Authorship

The Journal upholds the Vancouver Rules* on Authorship. These Rules state that authorship is based on ALL of the following criteria:

- a) substantial contribution to conception and design, or acquisition of data, or analysis and interpretation of data;
- b) drafting the article or revising it critically for important intellectual content;
- c) final approval of the version to be published: and
- d) agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

ALL criteria (a, b, c and d) must be fulfilled.

Additionally, substantial contribution is defined as participating in the activities cited in criterion A: conception and design, *or* acquisition of data, *or* analysis and interpretation of data.

All authors, whether lead or secondary author/s, should understand and agree that ALL of them are accountable for the content of the entire article. and not just the sections they were responsible to write. Hence, those who are cited as authors must be limited to those who substantially contributed to the writing of the article. as identified in the Vancouver Rules.

Graduate students should always seek the permission of the adviser/s before citing him or her/them as co-author/sin paper presentations and/or journal articles that resulted in the student's

research (thesis/dissertation). This should be done whether the research is ongoing or already completed.

The attached template, FORMAL INVITATION TO CO-AUTHOR JOURNAL ARTICLE shall be used for this purpose. The filled-out form must be submitted to the research adviser who will then provide the corresponding response on the provided form at the bottom of the template. Note that research adviser/s has/have the right to accept or decline the co-authorship invitation of a student.

Should an article with multiple authors be approved for publication, all authors will have to sign the attached AGREEMENT TO CO-AUTHORSHIP POLICIES OF THE PHILIPPINE JOURNAL OF EDUCATION STUDIES prior to article publication. This agreement reiterates the responsibilities that all authors were assumed to have fulfilled in the course of writing the approved article for publication. It likewise identifies the lead author and secondary author/s of the article.

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