



Author Guidelines

I. Manuscript requirements

1.1. Novelty

- a. The contributions should be original and unpublished. It is also assumed that these are not currently under consideration in any other journal.

1.2. Number of pages and layout

- a. 16 pages (8.5" x 11" paper) maximum, inclusive of tables, figures, and references;
- b. font type and size: Times New Roman 12
- c. text spacing: single, with one space allotted in between sections
- d. manuscript title: font size 13, boldface
- e. section headings (Introduction, Methods, etc.) are in boldface, sub-headings in italics
- f. indentation: 1" on all sides
- g. pagination: top right

1.3. Manuscript format

- a. Research articles should include the sections common to journal manuscripts: Title, Abstract, Keywords, Introduction, Results/Findings, Discussion, Conclusion, Acknowledgments (if any), and References. However, as the Journal caters to a wide array of disciplines, variations may be introduced according to disciplinary conventions. *[Those looking for detailed guidelines may request for 'Elements of a journal article: Writing Guide' from the Managing Editor of the Journal.]*
- b. The Abstract should not exceed 150 words, and the Keywords, not more than ten substantive words.
- c. Tables and figures should be inserted within the text itself rather than appended to the manuscript.
- d. The names of the authors, including their institutional affiliations and contact numbers, should not be indicated anywhere in the manuscript. These should appear instead on the Cover Page and only on this page.

1.4. Cover page

- a. The manuscript comes with a Submission Form that also serves as the cover page. This is not included in the pagination of the manuscript, hence it comes as a separate document when sent via email.

- b. If there are multiple authors, the names should be arranged according to the order of their contribution in the research, that is, from greatest to least. If everyone had more or less equal contribution, the names should be arranged alphabetically.

1.5. Reference guide

- a. The Journal does not prescribe any particular reference style as the manuscripts are expected from across disciplines. Contributors should use the format commonly practiced in their own disciplines so long as consistency is observed throughout the manuscript.
- b. For electronic references, provide the DOI (digital object identifier) or, if not available, the complete URL that leads to the actual online document, together with the date of access. Likewise, make sure to indicate all information pertaining to the article when these are available (e.g., author, title of article, date of publication), just like in a printed reference.

1.6. Copyrighted materials and acknowledgments

- a. Copyrighted materials (data, table, illustration, photograph, etc.) that are included in the manuscripts must have been cleared first from the copyright owners prior to submission to the Journal. The copyright owners should also be mentioned in the Acknowledgment section.
- b. For photographs, tables, or figures reproduced from other sources, acknowledgement of source should also be made in the caption identifying these.

II. Peer review

- 2.1. Manuscripts shall go through double-blind review, with at least two reviewers assessing each manuscript.
- 2.2. The Editor communicates the review results and details to the individual contributors. The latter does the suggested revisions, if any. S/he may also choose to rebut the assessment done by the reviewers. In the latter case, the Editor decides whether to accept the article as is, reject it, or refer it to a new set of reviewers.
- 2.3. The review process shall be conducted in full confidentiality. The reviewers are bound not to discuss and divulge anything about the manuscripts under review except with the Editor. The authors shall also keep confidential all communications from the Journal pertaining to the review process.
- 2.4. The Editor does the final choice as to what articles will be published, depending on the recommendations of the reviewers as well as his/her own assessments.
- 2.5. Authors may consider sending their manuscripts to other journals only after they would have received a notice of rejection from the Editor. They can also withdraw the manuscript anytime during the review, through formal communication addressed to the Editor.

Withdrawal of manuscript would take effect after the Editor grants the request, also in writing.

III. Copyright ownership, licensing, and author-archiving of articles

- 3.1. The *PeJARD* publishes articles under the Creative Commons Attribution license (CC BY), which gives authors copyright ownership of their published works. This license allows the free use and distribution of the articles as long as the author/s and source are credited. This way, the published articles have more chances of getting read and used by other researchers and stakeholders.
- 3.2. Authors can self-archive their articles in their personal websites or institutional digital repositories/databases immediately after the articles are published online by the *PeJARD*. However, a link to the PeJARD site should always be provided in the personal site or institutional repository.

IV. Submissions, acknowledgment, and communications

- 4.1. All submissions should be in electronic form, to be sent as email attachments. Two electronic copies are to be submitted, one in a PDF file and the other in an MS Word format. Emails should be directed to pejard@slu.edu.ph, with the subject heading 'Manuscript Submission.'
- 4.2. Submissions shall be acknowledged by the Managing Editor. If no such acknowledgment is received by the Author/Corresponding Author within one week, follow up should be made with the Journal.
- 4.3. For multi-authored manuscripts, the authors should designate a Corresponding Author (normally the lead or first author) to whom communications shall be sent. Such Corresponding Author takes responsibility to inform all co-authors about communications sent to or made by him/her.
- 4.4. All communications re the Journal shall be addressed to the following:

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- V. **Other details.** Contributors are encouraged to read the Editorial Policy.