



University Journal Publication Manual

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Table of Contents

University Journal Publication Organizational Chart

Introduction

University Rule on Plagiarism

Original Research Manuscript

Authorship

Editorial Board

Duties and Responsibilities

Editor in Chief

Associate Editor

Managing Editor

Production Editor

Peer Reviewers

**General Guidelines for publishing in the University Journal
Publication**

Submission Checklist

Submission Process

Style and Formatting

Manuscript Preparation

Front Matter

Research Manuscript Section

Back Matter

References

**UNIVERSITY JOURNAL PUBLICATION
ORGANIZATIONAL CHART**

INTRODUCTION

State Universities and Colleges (SUCs) are mandated to perform trilogic functions: instruction, extension, and research. Publication function was later on added for institutions to become more self-sufficient, thus increasing the meager resource to provide quality studies. Of the four functions, instruction is more important; however, they are interrelated: instruction and extension tend to become more meaningful and reliable if the knowledge is backed up by research; as such, proof of the University's claim and proper dissemination of data could be better exemplified through production activities particularly on publication.

To attain higher education goals, quality and excellence, relevance and responsiveness, equity and access, and efficiency and effectiveness, in maintaining a harmonious balance within the quadrifocal functions, Bulacan State University— Research Management Office created the **University Journal Publication (UJP)**. This journal aims to upgrade itself as a Philippine journal towards the path to meet even just the minimum generally accepted standards for Scopus, Web of Science indexability, and ASEAN Citation Index.

As such, this University Publication Manual aims to publish quality researches since excellence in writing is significant for success in many academic and professional interests. This manual also contains policies and guidelines that help the authors, both new and experienced, achieve fineness in writing and publish in a reputable journal. Similarly, the editorial board's duties and responsibilities and guidelines to the authors, particularly for the faculty and students, are incorporated.

I. University Rules on PLAGIARISM

Plagiarism means to use, steal, or represent the ideas, words, or products of another as your own without giving credit to the author or reference. As such, summarizing or paraphrasing the words or ideas without giving that person credit is also a form of plagiarism.

The University Journal Publication will strictly follow and accept a rule of text similarity, which is **less than 10%**, and will run using the existing plagiarism software. However, higher than 10% is considered a **high percentage of plagiarism**.

Plagiarism is not acceptable in the University Journal Publication; hence, it will not be tolerated by the University. If discovered during the peer review process, the manuscript is automatically rejected. If plagiarism is detected after publication, the UJP can publish a correction or retract the publication.

This will amend, repeal, and modify all other rules on this particular matter.

II. Original Research Manuscript

The University Publication Journal considers **all original** research manuscripts across a range of academic disciplines provided that it contains scientifically sound experiments and a substantial amount of new information. Data must be original and not inappropriately selected, manipulated, enhanced, or fabricated.

III. Authorship

There is no uniform rule about author order; however, the University Journal Publication **strictly** follows the **relative contribution**.

When research is conducted by a research team or a group of people, the research output's authorship must be appropriately and correspondingly distributed among the research team members. The authorship of a scholarly or creative work is, at the same time, a recognition of the substantial intellectual contribution of individuals involved in the project and an acknowledgment of these individuals' responsibility to the aspects of the work to which their contributions are attributed. Therefore, all qualified persons must be included in

considerations, statements, and acknowledgments of authorship. Conversely, all identified authors must have expressed their consent to be included as authors.

The widely-adapted simple set of rules for determining authorship is the Vancouver Protocol* which states that to be credited as an author, every author on a publication needs to have been involved in **ALL** of the following:

- A. Conception and design, or analysis and interpretation of data
- B. Drafting the article or revising it critically for important intellectual content, and
- C. Final approval of the version to be published.

In the University Policies on Intellectual Property, an author is defined as "the natural person who originates, gives existence to or expresses an idea and transforms it into more tangible form under copyright law."

The Philippines Intellectual Property Code on Copyright affirms an author's moral rights related to an author's copyright. Moral rights, distinct from economic rights, must be recognized and upheld. Researchers must comply with copyright law, and potential authors should likewise be cognizant of other authors' moral rights.

Authorship of research output is not limited to the persons who did the actual writing of the output. Still, it includes all those who have made substantial intellectual contributions to the research work. Researchers' contribution to the project is based on their places in the authors' list. It must be noted, however, that the appreciation of this list varies with disciplines and countries. But no matter how the final list appears, it must be one to which all the authors agreed.

1. Researchers are advised to consider the following guidelines for authorship when attributing authorship for a research output or publication.
 - Because a research output is an intellectual product, authorship in a research project must be based on an individual's intellectual contribution that is substantial enough for him/her to take public responsibility in the following aspects of research: the conceptualization and design of the work or study;
 - the development of equipment or instruments to collect data;

- the development of novel sampling design, sample production, or specimen collection process;
- the use of unique talent in sampling design, sample production, or specimen collection
- the writing of computer programs to collect and process data, or to compute, model, or simulate;
- the processing, analysis, and interpretation of data;
- the development of prototypes;
 - the formulation of an axiom, a fundamental principle, a core idea, a theory, a model, or an explanation;
- providing insights that lead to the solution of the research problem;
- working through the reasoning, deductions, or explanations;
- drafting significant parts of the final report; and
- critical revisions of the draft.

1.2. On the other hand, the following contributions on their own do not merit rights to authorship:

- the mechanical collection of samples or gathering of data;
- soliciting funds for the project;
- providing financial or material support;
 - providing technical support, such as assembling, maintaining, or repairing equipment;
 - supplying technical data by simply operating a machine without providing substantial analysis;
 - text-editing, drafting diagrams and tables, and word-processing, designing, or typesetting of the research output;
 - the administrative supervision of the researchers, such as being the head of the academic unit involved;
 - the administrative supervision of the research facilities, such as being the laboratory coordinator/supervisor; and
 - the research project's administrative supervision is the head of a research or academic unit involved.

1.3. All researchers, including research assistants and research trainees, who meet the criteria listed above, must be included as authors. On the other hand, those who do not meet the criteria above should not be offered authorship.

Granting or receiving 'honorary authorship' when a person is listed as an author, even if he/she does not have a significant intellectual contribution to the work, is unacceptable.

- 1.4. Consent to be included as authors must be obtained from all authors of research output.
- 1.5. People whose contributions to the research work were not significant enough to merit authorship can, upon their consent, be included in the acknowledgments section of the research output.
- 1.6. A group of authors must designate the principal or first author and the corresponding author and agree in the authorship order.

In standard practice, the person who contributed the most to the research work is also accorded the privilege of writing major portions of the draft and is granted first or principal authorship. In most instances, the principal author also serves as the corresponding author or the author, who communicates with the publisher.

If the research team decides to deviate from the above standard practice, they must first secure the approval of their department's/college's/ research center's ethics or research committee.

- 1.7. Writing proficiency and submitting research output for publication are skills that the University seeks to develop among its students. Thus, for works derived mainly from a student's project, thesis, dissertation, or any other work for which the student earned credit for the academic degree, the student must be designated as the principal author if sole authorship is not appropriate. Even when sole authorship is granted to the student, the research adviser must continue to mentor the student writing the paper.

If the student and his/her mentor agree that the student will

not be the first author, approval from the department research or ethics committee must be obtained.

- 1.8. It is wise to have the senior author maintain signed acknowledgment of authorship for all research reports. This document states the substantial intellectual contribution of each author and carries the signature of all authors. A faxed or emailed consent is an acceptable alternative when original signatures cannot be obtained.
- 1.9. The group of researchers, mediated by the department chair, if all researchers belong to a department, the dean of the college if the researchers belong to different departments within a college, or by the University Research Management Office director if the researchers belong to different colleges. If the case involves researchers who are not members of the University, the Vice President for Research, Development, and Extension;
- 1.10. or an individual designated by him/her shall assist the University's researchers in the negotiation. If a negotiated resolution cannot be reached, the issue may be elevated to the University's Ethics Review Committee.

The author, who most substantially worked on the draft article and the underlying research, becomes the **first author**. The **co-authors** are ranked in descending order of contribution. Thus, the **last author** is the principal investigator or the supervisor who supervised the entire study. The last author can be the **corresponding author**, which is the person who is the primary contact for journal editors. He will also handle all correspondence about the article and sign the publishing agreement on behalf of all the authors.

It is worthy to note that the submitting author does not necessarily mean the primary author but is considered the corresponding author.

IV. Editorial Board of the University Journal Publication

The Editorial Board is responsible for running and managing the publishing activities and fine-tuning the manuscript's quality for publication. The editorial board consists of editor in chief, associate editor, managing editor, and production editor.

The University President appoints members of the Editorial Board upon the Vice President's recommendation for Research, Development, and Extension and endorsement of the Director for Research Management.

The Editorial Board are expected to fulfill their duties and responsibilities and shall have a fixed term of two (2) years unless terminated by a competent authority.

V. Editorial Board of the College/Campus Journal Publication

The College/Campus should establish its Editorial Board and expected to perform its duties and responsibilities. Members of the Editorial Board are appointed by the Chancellor upon the recommendation of Vice Chancellor for Instruction, Research and Extension, and the Campus Director for Research and Innovation endorsement.

The Editorial Board shall have a fixed term of two (2) years unless terminated by a competent authority.

VI. Duties and Responsibilities

i. Editor in chief (EIC)

1. The Head of the journal and is mainly responsible for the quality of the journal.
2. Manage the editors and oversee the content produced in every publication.
3. Supervise the publication's operations and policies.
4. Make the final acceptance or rejection decision for a manuscript, usually after the author's revision.

5. Receives a **6-unit deloading** for every published issue.
6. UJP assigns only one (1) editor in chief

ii. Associate editor (AE)

1. Works closely with the EIC to help make decisions.
2. Enforce deadlines and oversee the production details of the publication.
3. Facilitates the peer review of the journal.
4. Assigns the reviewers of the manuscript.
5. Receives a **6-unit deloading** for every published issue.
6. UJP assign one (1) associate editor per cluster

iii. Managing editor (ME)

1. Responsible for the day-to-day operations of the journal
2. Receives all the submitted manuscript.
3. Screens the manuscript and arrange it by clusters.
4. Coordinate the whole editorial process.
5. Send feedback and communicate to the authors, referees, editors, and the publisher.
6. UJP will only employ one M.E.

iv. Production editor (PE)

1. Manage the complete publication output, including the cover in every cluster of every issue.
2. Responsible for putting the accepted paper into a publishable format.
3. Responsible for the layout of the journal and formatting of the journal content.
4. UJP will only employ one PE

v. Peer-Reviewers

1. Reviews the submitted manuscript.
2. **By invitation:** Reviewers must hold at least a master's degree in the particular field, but a holder of a Ph.D. degree is preferable.
3. Have not published with the authors in the previous five years.
4. Must have recent publications within five-years up to the present.
5. Receives **Php 2,000.00** honorarium (for each reviewer) per publication issue.

VII. General Guidelines for publishing in the University Journal

- The University Journal Publication releases at least one (1) issue per fiscal year. The journal is peer-reviewed or refereed, multidisciplinary, or may publish another volume based on research program components (ANIB-DAMPI, BALAT, YAMAN, UGNAY, and KAGYAT).
- Faculty researches presented in the University Research Colloquium are eligible for inclusion in the University Journal Publication subject to further evaluation of the Editorial Board.
- The **lead author** must be a **regular** faculty member of the Bulacan State University.
- The manuscript should be reported by the College/Campus and recorded in the Research Management Office's research database.
- A written declaration that the manuscript is not yet published or submitted in *any* journal.
- Research must be within three (3) years on the period of call for publication.
- The accepted and published article will receive an incentive of **Php 10,000.00** equally divided by the number of authors
- Only regular faculty can claim the said incentive.

VIII. Specific Guidelines for publishing in the College/ Campus-based Journal

- Completed faculty researches submitted in the University/Cluster Research Colloquium are eligible for Editorial Board evaluation.
- Student research presented in the Search for Best Undergraduate Thesis or equivalent in each College/Campus is eligible for College/Campus-based **Student Journal Publication** subject to its Editorial Board recommendation and evaluation.

- The manuscript should be reported by the College/Campus and recorded in the research database of RMO.
- Not yet published or submitted in *any* journal.
- Research must be within three (3) years on the period of call for publication.

IX. Submission Checklist

- Be sure that the research work is suitable for the University Journal as it publishes manuscripts in English and, in case, Filipino.
- Use MS Word template to prepare your manuscript
- Make sure that issues about publication and research ethics, authorship, figures, data, and formats have been appropriately considered.
- Ensure that the authors have correctly followed the format of the submitted manuscript.
- The original research paper must have a minimum of three (3) pages, and a maximum of five (5) pages once submitted.
- The text's recommended length should not be less than 3000 words, excluding tables and figures, legends, abstract, conflict of interest, acknowledgment, and references.
- Tables and figures are within eight (8) combined.
- References should be within fifty (50).

X. Submission Process

- The **submitting author** must ensure that all **co-authors** are included in the author list and that they have all read and approved the submitted version of the manuscript.
- The submitting author should provide a cover letter describing their manuscript. An extended abstract will do. **Do not send full manuscripts** unless asked notified by the Managing Editor.
- Articles submitted to the University Journal Publication are subject to **double-blind peer review**. Both the authors and reviewers remain anonymous throughout the review process.
- Once a manuscript is submitted, the managing editor will receive the submission, which will subsequently coordinate the manuscript's whole editorial process.
- The Associate Editor will forward the manuscript to the reviewers for their possible comments and clarifications. No more than two rounds of major revisions are allowed for possible publication.
- Submitted papers will also undergo clustering for a more thematic approach.
- After accepting an article for publication, the production editor will organize the paper's production, including copy editing, English editing, and final production, in preparation for publication in hardcopy.
- Submitting authors must submit the copyright agreement before their article gets published.
- Manuscripts should be submitted online at rmo.rde@bulsu.edu.ph

XI. Style and Formatting

- Use 12-point Times New Roman even for the title of your article and headings.
- Line spacing of 2.0 with 1" margins on all sides, A4 bond paper size, and justified.
- Line-numbered and all pages should be numbered consecutively.
- For italicized text, use the *italic* font.
- Do not use formatting (**bold**, *italic*, and underline) to indicate article title and headings.
 - Place them flush left (not centered or indented).
 - Insert a double return (or double "Enter") above and below all headings.
- Refrain from using any commands for page breaks or headers or footers.
- One should not use an automatic numbering function to create numbered lists since the numbers may be lost when translated to typesetting software.

XII. Manuscript Preparation

Research manuscripts should include the following:

- **Frontmatter**

Title

- The manuscript's title should be concise, specific, relevant, and typically around 10-12 words long.

Author list

- The authors' names (first name, middle initial, and last name) must be provided.
- Submitting author is considered the **corresponding author**, and one's email address and other details should be included at the end of the affiliation section.

Affiliations

- Authors' affiliations are the affiliations where the research was conducted.
- Follow the PubMed/MEDLINE standard format for affiliations (Name of School/Institution, complete address information including city, zip code, province, and country).

Abstract

- The abstract should be about 250 words maximum. It should be a single paragraph and follow the style of structured abstracts without headings:
 - **Background:** State the question addressed in a broad context and highlighted the purpose of the study;
 - **Methods:** Briefly describe the main methods of treatments applied, including any relevant preregistration numbers and species and strains of any organisms used;

- Results: Summarize the article's main findings, and;
- Conclusion: Indicate the main conclusion/s or interpretation/s. Note that the abstract should be an objective representation of the article: it should not contain results that are not presented and substantiated in the main text and not contain any exaggeration/s in the main conclusion/s.

Keywords

- Provide a maximum of five (5); at least four (4) keywords need to be added after the abstract. It is recommended that the keywords are specific to the article yet reasonably common within the subject discipline. Remember, keywords will be used for indexing purposes.

- **Research manuscript sections**

Introduction

- It should briefly place the study in a broad context and highlighting its importance.
- Likewise, state the purpose of the work and its significance, and includes specific hypotheses being tested.
- The current state of the research field should be reviewed carefully, and key publications being cited.
- Controversial and diverging hypotheses should be highlighted when necessary.
- Keep the introduction comprehensible to scientists and other audiences working outside the topic of the paper.
- Finally, briefly cite the main aim of the work and highlight the main conclusions.

Materials and Methods/ Experimental Designs

- It should summarize the basic procedures used in the experiments to be reported.
- It should describe the methods in enough detail that someone else could repeat the experiments.
- It should not include protocol charts or tables. Divide this section into smaller detail is often helpful.
- New methodologies and protocols should be described in detail, while well-established methods can be briefly described and appropriately cited.
- Provide the name and version of any software used and clarify whether the computer code used is available.

Results

- Provide a precise and concise description of the experimental results, their interpretation, and the experimental conclusions that can be drawn.

Discussion

- The authors must discuss the results and how they can be interpreted from previous studies and the working hypotheses.
- The findings and its implications should be discussed in the broadest context possible and highlight the work's limitations.
- Future research directions may also be included. This section may be combined with Results.

Conclusion

- This part is not mandatory but can be added to the manuscript if the discussion is unusually long or complex.
- It is not merely a summary of points or re-statement of the research problem but a synthesis of key points
- It is intended to help the reader understand why your research should matter to them have finished reading your paper

- **Back Matter**

Supplementary Materials

INSTRUCTIONS FOR PREPARING TABLES

- Tables must be numbered with Arabic numbers in order of their mention in the text.
- Provide a brief title for each table typed directly above and the essential footnote below.
- Abbreviations should be defined in the footnote at the end of the table or as part of the Table caption.
- If any material in a table has been taken from a previously copyrighted publication, provide a credit line giving full credit to the source.

INSTRUCTIONS FOR PREPARING FIGURES

- Figures should also be numbered with Arabic numbers in order of their mention in the text.
- It should have a short explanatory title and caption.
- It should be of high quality.
- Original images/photographs in JPEG format.

Acknowledgments

- All sources of funding for the research should be disclosed. Indicate grants that you have received in support of the research work and received funds to cover publication costs.

Conflicts of Interest

- Authors must identify and declare any personal interests or circumstances that may be perceived as inappropriately influencing the reported research results' interpretation or representation.
- If there is no conflict of interest, please state, "**The authors declare no conflict of interest.**"

References

INSTRUCTIONS FOR PREPARING REFERENCES

- References must follow the latest APA referencing style sheet.
- It must be numbered in order of appearance in the text (including table captions and figure legends)
- In the text, reference numbers should be placed in square brackets [], and placed before the punctuation; **for example**, [1], [1–3] or [1,3].
- Use both parentheses and brackets to indicate the reference number and page numbers for embedded citations in the text with pagination [5] (p. 10). or [6] (pp. 101–105).
- At the end of the article, list the references in the order they appear in the manuscript.

References should be described as follows, depending on the type of work:

1. Journal Articles:

Author 1, A.B.; Author 2, C.D. Title of the article. Abbreviated Journal Name Year, Volume, page range.

2. Books and Book Chapters:

Author 1, A.; Author 2, B. Book Title, 3rd ed.; Publisher: Publisher Location, Country, Year; pp. 154–196.

Author 1, A.; Author 2, B. Title of the chapter. In Book Title, 2nd ed.; Editor 1, A., Editor 2, B., Eds.; Publisher: Publisher Location, Country, Year; Volume 3, pp. 154–196.

3. Unpublished work, submitted work, personal communication:

Author 1, A.B.; Author 2, C. Title of Unpublished Work. Status (unpublished; manuscript in preparation).

Author 1, A.B.; Author 2, C. Title of Unpublished Work. Abbreviated Journal Name stage of publication (under review; accepted; in press).

Author 1, A.B. (University, City, Province, Country); Author 2, C. (Institute, City, Province, Country). Personal communication, Year.

4. Conference Proceedings:

Author 1, A.B.; Author 2, C.D.; Author 3, E.F. Title of Presentation. In Title of the Collected Work (if available), Proceedings of the Name of the Conference, Location of Conference, Country, Date of Conference; Editor 1, Editor 2, Eds. (if available); Publisher: City, Country, Year (if available); Abstract Number (optional), Pagination (optional).

5. Thesis and Dissertation:

Author 1, A.B. Title of Thesis/Dissertation. Type of thesis (Master's or undergraduate)/Doctoral dissertation, Degree-Granting University, Location of University, Date of Completion.

6. Websites:

Title of Site. Available online: URL (accessed on Day Month Year).

7. Archived websites – since websites may change over time

Title of Site. URL (archived on Day Month Year).

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General Guidelines for Research Ethics, De La Salle University-Manila, approved by the University Research Council on January 22, 2007.

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