JEEAR INSTRUCTIONS TO AUTHORS

The Journal of Engineering, Environment, and Agriculture Research (JEEAR), one of the University Journals of MSU-GSC, aims to disseminate basic and applied research findings in the areas of engineering, environmental sciences, life sciences, and agriculture. JEEAR accepts original research articles, reviews, perspective letters, and brief reports.

JEEAR will only accept original research articles and brief technical reports. Submissions should not have been previously published or should not be under review simultaneously by other journals.

The following are the complete guidelines for the publication of articles in JEEAR.

1. A **Cover Letter** addressed to the Editor-in-Chief must be submitted along with the manuscripts. It includes the following information:
    A. Title of the research study and authors' names, their primary email address and affiliation with mailing address.
    B. Details about the research that makes it novel, and its major contribution to the relevant field of study.
    C. Statement certifying that the paper has not been submitted to other journals for publication.
    D. List of suggested Peer Reviewers for the paper, at least three.
    E. List of possible reviewers that may have or may potentially have conflict of interest with your submission. Conflict of interest may come in the form of the following situations:
        - Individual has close family ties or personal relationship (spouse, domestic or non-domestic partner, child, sibling, parent, etc.) with any one of the authors listed in the submission.
        - Individual was involved in the preparation of the research and the submitted article.
        - Individual stands to benefit directly should the submission be accepted or rejected.
        - Individual has a significant collaborative, conflicting or ongoing mentor/mentee relationship with the authors.
        - Individual has close family relationship with any person or institution represented in the submission.
        - Individual who is a director, trustee, direct supervisor or partner of the authors.
        - Individual who is employed or was employed within the last five years by one of the authors or other legal entities involved in the proposals.

- Individual with a collaborative partnership with the research team (or its major authors) in the last five years.
- Individual in any other situation that would compromise his/her ability to evaluate the submission impartially.

F. A Statement of Competing Interests must be included at the end of the cover letter. Full disclosure from the authors of any competing interests (financial or non-financial) is required. If authors have no competing interest, the statement should read "The author(s) declare(s) that he/she(they) have no competing interests."
For a full understanding of the competing interests, please refer to Taylor&Francis Author Services.

2. The Editorial Team reserves the right to reject articles for publication if the same do not pass the standards set forth in these guidelines.
3. Manuscripts that involve human participants, human data, or human tissue must include a statement of ethics approval, specifying the name of the approving Ethics Committee. For manuscripts that involve animals, a statement of prior approval from the Institutional Animal Care and Use Committee (IACUC) must be included with the committee's name and other relevant details. In addition, a statement of informed consent should also be provided if the manuscript describes experimental studies that involve client-owned animals.
4. Only articles that passed the independent review system will be published.
5. Manuscripts must be submitted through the submission portal of the journal website *https://journal-msugensan.org/index.php/JEEAR/submissions*. Authors should first register an account to upload new submissions. Authors who have previously registered may use their existing accounts to access the portal.
6. **General Document Guidelines.** The submission file should follow the following format:
   A. ***Margins:*** One inch on all sides (top, bottom, left, right)
   B. ***Font Size and Type:*** 12-pt. Times New Roman font
   C. ***Line Spacing:*** Double-spaced throughout the paper, including the title page, abstract, body of the document, references, tables, and figures.
   D. ***Line Numbering:*** Manuscripts should include line numbers continuous from the title to the last text.
   E. ***Paragraph Indentation:*** 5-7 spaces or 1 tab
   F. ***Pagination:*** The page number appears one inch from the right edge of the paper on the first line of every page.
   G. ***Running Head:*** The running head is a short title that appears at the top of the pages of the paper. The running head is typed flush left at the top of all pages. The running head should not exceed 50 characters, including punctuation and spacing. Using most word processors, the running head and page number can be inserted into a header, which then automatically appears on all pages.

INSTRUCTIONS FOR ORIGINAL RESEARCH ARTICLES

Manuscript Order of Pages

Title Page, Abstract, Body (which includes Introduction, Materials and Methods, Results and Discussion, Conclusions, Author's Contributions, Acknowledgment, Declaration of Generative AI and AI-assisted Technologies in the Writing Process, and References), Tables and Figures

I. The Title Page shall contain the following:

A. ***Pagination:*** The Title Page is page 1.
B. ***Key Elements:*** Paper title, author(s), institutional affiliation(s), corresponding author's name, and corresponding author's contact number and email address.
    1. ***Paper Title:*** Uppercase and Lowercase letters, centered on the page
    2. ***Author(s):*** Uppercase and lowercase letters, centered on the line following the title.
    3. ***Institutional affiliation:*** Uppercase and lowercase letters, centered on the line following the author(s).
    4. ***Author's Note*:** Indicate all affiliations with a lower-case superscript letter immediately after the author's name.

II. Abstract

The abstract is a one-paragraph, self-contained summary of the most important elements of the paper. Minimize the use of abbreviations and do not cite references.

A. ***Pagination:*** The abstract begins on a new page (page 2).
B. ***Heading:*** "Abstract" (centered on the first line below the running head)
C. ***Format:*** The abstract begins on the line following the Abstract heading. The abstract word limit is set by individual journals. Typically, the word limit is between 150 and 250 words.

III. Body

The Body of the paper includes **Introduction**, **Materials and Methods**, **Results and Discussion**, **Author's Contribution**, **Acknowledgments**, **Declaration of Generative AI and AI-assisted Technologies in the Writing Process,** and **References**.

A. ***Headings:*** Five levels of headings are available to be used to organize the paper and reflect the relative importance of sections. For example, many empirical research articles utilize two levels of headings: Main headings (such as **Introduction**, **Materials and Methods**, **Results and Discussion**, **Author's Contributions**, **Acknowledgments,** and **References**) use Level 1 **(centered, boldface, uppercase and lowercase letters),** and subheadings (such as Participants, Apparatus and Procedure as subsections of the Method section) use Level 2 **(flush left, boldface, uppercase and lowercase letters).**

B. ***In-Text citations:*** Source material must be documented in the body of the paper by citing it. Citations will be reflected in the References section with complete publication details including DOI if provided. The underlying principle is that ideas and words of others must be formally acknowledged.

1. Use **APA Style** (7th Ed.) for all in-text citations and references.
2. Every effort should be made to cite only the credible sources that you have actually read. Use **primary** references.

Examples:

a. Single author

Falsely balanced news coverage can distort the public's perception of expert consensus on an issue (Koehler, 2016). [*parenthetical*]

Koehler (2016) noted the dangers of falsely balanced news coverage. [*narrative*]

b. Two authors

Collaborative learning enhances student engagement (Johnson & Smith, 2019).

c. Three or more authors (first citation)

Social media use impacts mental health (Lee et al., 2020).

d. Multiple citations in alphabetical order

Several studies have examined this phenomenon (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017)

IV. References

All sources cited in the **Body** must be included in the **References** section.

A. ***Pagination:*** The references section begins on a new page.
B. ***Heading:*** "References" (centered on the first line below the running head)
C. ***Format:*** The references (with hanging indentation) begin on the line following the **References** heading. Entries are organized alphabetically by the surname of the first author, following the APA Style (7th Ed.). Most reference entries have the following components:

1. **Author(s):** List authors in the same order as they appear in the source, using surnames and initials. Use an ampersand (&) before the last author's name in a multi-author entry. When a work has more than 20 authors, list the first 19, insert an ellipsis (...), and then add the final author's name (without an ampersand). If no author is identified, the title moves to the author position.
2. **Year of Publication:** Place in parentheses after the authors, followed by a period.
3. **Source Reference:**
    a. For journal articles: Provide the title of the article in sentence case (not italicized), followed by the title of the journal in italics and title case, the volume number in italics, and the issue number in parentheses, followed by page numbers and DOI (if available).
    b. For books: Italicize the book title and use sentence case. Include the edition (if not the first) in parentheses after the title.
4. **Electronic Retrieval Information:** Include a DOI when available. DOIs are unique alphanumeric identifiers that lead users to digital source materials. If no DOI is available and the work was retrieved online, include the direct URL of the source. Do not include retrieval dates unless the content is designed to change over time (e.g., wikis). Do not include database information for works from academic databases that do not have DOIs.

Examples:

a. **Journal article with DOI**

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, *8*(3), 207–217. https://doi.org/10.1037/ppm0000185

b. **Journal article without DOI, print version**

Koenig, H.G. (1990). Research on religion and mental health in later life: A review and commentary. *Journal of Geriatric Psychiatry, 23,* 23-53.

c. **Book**

Hygum, E., & Pedersen, P. M. (Eds.). (2010). *Early childhood education: Values and practices in Denmark.* Hans Reitzels Forlag. https://earlychildhoodeducation.digi.hansreitzel.dk/

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst.* Penguin Books.

Watson, J. B., & Rayner, R. (2013). *Conditioned emotional reactions: The case of Little Albert* (D. Webb, Ed.). CreateSpace Independent Publishing Platform. http://a.co/06Se6Na (Original work published 1920)

d. **Chapter in an edited book**

Bronfenbrenner, U. (2005). The social ecology of human development: A retrospective conclusion. In U. Bronfenbrenner (Ed.), *Making human beings human: Bioecological perspectives on human development* (pp. 27–40). SAGE Publications. (Reprinted from *Brain and intelligence: The ecology of child development*, pp. 113–123, by F. Richardson, Ed., 1973, National Educational Press)

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

e. **Article from academic database**

Dufty, N. (2012). Using social media to build community disaster resilience. *The Australian Journal of Emergency Management*, *27*(1), 40–45.

V. Tables and Figures

A. **Tables**

Tables must be mentioned in the text. The table title must be retained in the section where they are intended to be presented.

1. ***Pagination:*** All tables should be presented in a separate page after references.
2. ***Heading:*** "Table 1" (or 2 or 3, etc.) is typed flush left on the first line below running head. Double-space and type the table title flush left. Table numbers and titles are above the table.
3. Table titles should be complete and be able to stand on their own without the need to cross-reference texts.
4. Lines in the tables should be only for delineating the beginning and the end of the table and separating the headings for data. There should be no other horizontal and vertical lines.
5. The table width is the same as paragraph width.

B. **Figures**

Data in figures should not duplicate data in other formats.

1. ***Pagination:*** All figures should be presented in a separate page after the Tables section.
2. ***Figure Caption:*** "Figure 1". *(*or 2 or 3, etc.) is typed flush on the first line below the figure, immediately followed on the same line by the caption (which should be a concise and descriptive phrase).
3. Figures should be complete and be able to stand on their own without the need to cross-reference texts.
4. Photos in Figures should be of the highest definition. Separate files of photos should be submitted (as .jpg, .tif, or .gif).
5. A figure is 4x6 inches and should not exceed the width of the paragraph. All font in a figure must be readable. Font size should not be less than 12.
6. Figures with panels should be properly labeled and captioned.
   Example: Figure 3. A. *Echinothrix calamris*, hatpin urchin collected in Punta Dumalag, Matina, Aplaya, Davao City. B. Measurement of specimen. C-E. Different spicules of the species: C. chela, D. style, E. strongyle micrographs taken at 100X using bright field microscope (Amscope).

VI. Supplementary Data

Allotted number of Tables and Figures is pegged at 5 only, i.e., 3 figures 2 tables, 1 figure 3 tables, 2 figures 2 tables, etc. The rest will be reflected as Supplementary Tables and Figures, depending on the recommendations of the Section Editor and/or reviewers.

INSTRUCTIONS FOR BRIEF TECHNICAL REPORTS

A **Brief Technical Report** is a concise study of high quality and immediate impact that gives an interesting and important observation that should be in the literature. It is intended for rapid dissemination of significant and original research findings.

What may be reported are:

1. Extension or updates to previously published research which includes additional data and confirmatory results in different contexts.
2. Short descriptions of studies that do not provide publishable results but include valuable information on protocol and data collection.
3. Additions to established tools and experimental or computational methods.
4. Null results with significant impact on the larger body of knowledge.
5. Software tools and databases that have the potential for a highly significant and immediate impact on the scientific community.

Reports not accepted are:

1. One experiment that is clearly part of a larger investigation.
2. Success with a procedure that is not guaranteed to produce results.
3. Condensed version of a full original research manuscript.
4. Research material that lacks significance, rigor, or the potential to be expanded into a full research article.

The Brief Technical Report should only include the **Abstract** (no more than 100 words), **Main Body** (undivided sections with no headings, includes the Introduction, Materials and Methods, Results, Discussion, and Conclusion), and **References**.

1. The main text is typically 1000-1500 words and excludes the abstract, references, and figure legends.
2. Minimize use of abbreviations and do not cite references in the Abstract.
3. Graphical elements (e.g., Tables and Figures) are two to four displays.

4. For the **References** and **Tables and Figures**, please refer to the guidelines in the **Original Research Articles** section (IV and V) above.