

MSU RESEARCH JOURNAL PUBLICATION GUIDELINES

The University Journals of MSU-GSC (JEEAR & JHRS) aim to disseminate research findings, exchange of technology, and expertise across regional, national, and international levels in the areas of health and social sciences for JHRS and in the fields of engineering, environmental sciences, biology, and agriculture for JEEAR.

The following are the guidelines for the publication of articles in MSU-GSC Research Journal.

1. The Cover Letter is addressed to the Editor-in-Chief: **Donna Ria d.R. Josue-Canacan, Ph.D.** (JEEAR), **Malona V. Alinsug, Ph.D.** (JHRS).

It includes the following information:

- A. Title of the research study and authors' names, their emails and affiliations with mailing addresses.
- 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 your paper, at least three.
- E. List of 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.
2. The University Journals of MSU-GSC only accepts original articles not previously published or being considered for publication by other journals.
 3. The Editorial Team reserves the right to reject articles for publication if the same do not pass the standards set forth in these guidelines.
 4. Only Articles that passed the independent referral system will be published.
 5. **General Document Guidelines.** The journal adapts the international publication 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-space throughout the paper, including the title page, abstract, body of the document, references, tables and figures.
 - D. **Paragraph Indentation:** 5-7 spaces or 1 tab
 - E. **Pagination:** The page number appears one inch from the right edge of the paper on the first line of every page.
 - F. **Running Head:** The running head is a short title that appears at the top of the pages of a paper or published article. 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.

Manuscript Order of Pages

Title Page, Abstract, Body (which includes Introduction, Materials and Methods, Results and Discussion, Conclusions and Perspectives, Author's Contributions, Acknowledgment, 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 one paragraph, self-contained summary of the most important elements of the paper.

- 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, Conclusions and Perspectives, Author's Contribution, Acknowledgments 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, Conclusions and Perspectives, Author's Contributions, Acknowledgments, and References**) would use Level 1 (centered, boldface, uppercase and lowercase letters), and subheadings (such as **Participants, Apparatus and Procedure** as subsections of the Method section) would use Level 2 (flush left, boldface, uppercase and lowercase letters).
- B. **Text citations:** Source material must be documented in the body of the paper by citing it chronologically. Citations will be reflected in the References section with complete publication details including DOI if possible. The underlying principle is that ideas and words of others must be formally acknowledged.
 1. When citing references, use numbers placed within brackets instead of author and date of publication, e.g. use "...are related to higher levels of physical and mental health [1]".
 2. If the reference is cited again, use the same number of the first citation.
 3. Every effort should be made to cite only the credible sources that you have actually read. Use primary references.

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 indent) begin on the line following the References heading. Entries are organized numerically based on the sequence of citation in the **Body**. Most reference entries have the following components:
 1. **Authors:** Authors are listed in the same order as specified in the source, using surnames and initials. When there are three or more authors, use et al. after the first author’s name. If no author is identified, the title of the document begins the reference.
 2. **Year of Publication:** In parentheses following authors, with a period following the closing parenthesis.
 3. **Source Reference:** Includes title, journal, volume, pages (for journal article) or title, city of publication, publisher (for book). Italicize titles of the books, titles of periodicals, and periodical volume numbers.
 4. **Electronic Retrieval Information:** Electronic retrieval information may include digital object identifier (DOIs) or uniform resource locators (URLs). DOIs are unique alphanumeric identifiers that lead users to digital source materials

Examples:

- a. **Journal article with DOI** Murzynski, J. and Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology*, 26, 1617-1628. Doi:10.1111/j.1559-1818.1996.tb00088.x
- 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. **Journal article without DOI, retrieved online** [Note: For articles retrieved from databases, include the URL of the journal home page. Database information is not needed. Do not include the date of retrieval.] Aldridge, D. (1991). Spirituality, healing and medicine. *British Journal of General Practice*, 41, 425-427. Retrieved from <http://www.rcgp.org.uk/publications/bjgp.aspx>
- d. **Book** Paloutzian, R.F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston, MA: Allyn and Bacon.
- e. **Abstract from secondary database** Garrity, K. and Degelman, D.

(1990). Effect of server introduction on restaurant tipping. *Journal of Applied Social Psychology*, 20, 168-172. Abstract retrieved from PsycINFO database.

- f. **Article or chapter in an edited book** Shea, J.D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *Religion and mental health* (pp. 70-84). New York, NY: Oxford University Press.
- g. **Diagnostic and Statistical Manual of Mental Disorders** American Psychiatric Association (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Washington, DC: Author

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 peg 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.