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Authorship should be accorded to all individuals who significantly contributed to the development of the manuscript. They should be listed as co-authors. JHRS considers significant contributions as follows:

1. involvement in the planning, and design of the research;
2. involvement in the data collection and analysis; and
3. writing the manuscript and or revising its content.

The individuals who contributed to the study but did not meet the stipulated meaning of significant contribution stipulated above should appear in the “Acknowledgements” portion. The corresponding author should confirm that all co-authors have reviewed the manuscript and endorse it for submission and possible publication.

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The journal prescribes the following guidelines for manuscript preparation including the cover letter and manuscript format and style.

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A cover letter addressed to the editor-in-chief must be submitted as a separate Microsoft Word document and it must include the following:

1. Research title;
2. Complete name, institutional affiliation (institution, city, and country), and contact details of the corresponding author (postal address and e-mail address);
3. Details about the research that makes it novel, and its major contribution to the relevant field of study.
4. Statement that the manuscript has not been submitted to other journals, is not presently under consideration elsewhere, and has never been published;
5. Statement confirming that all the authors have reviewed the manuscript and endorse it for submission;
6. Disclosure of potential conflict of interest arising from the direct applications of the study. If none, indicate "The authors declare no conflict of interest;"
7. Funding details, if applicable; and

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The manuscript should be written observing the standards prescribed by the journal. Since the JHRS follows a double-blind peer review system, the authors should remove any information that indicates their identity and institutional affiliations. The manuscript template may be downloaded [here](#).



Order of pages

Title Page, Abstract, Body (which includes Introduction, Methods, Results and Discussion, Conclusions and Recommendations, Acknowledgment, and References), Tables, and Figures. Check the word count for the manuscript. The typical length of the manuscript is 2500 to 8000 words, including the tables, figures, and references.

Title page. This page shall contain and adhere to the following:

1. ***Pagination:***
2. ***Key elements:*** Paper title, author(s), institutional affiliation(s), corresponding author's name, and corresponding author's contact number and email address.

a.) Paper title: Uppercase and Lowercase letters, centered on the page

b.) Author(s): Uppercase and lowercase letters, centered on the line following the title.

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d.) Author's note: Indicate all affiliations with a lowercase superscript letter immediately after the author's name.

Abstract. The abstract is a one-paragraph, self-contained summary of the most important elements of the paper.

1. ***Pagination:*** The abstract begins on a new page (page 2).
2. ***Heading:*** "Abstract" (centered on the first line below the running head)
3. ***Format:*** The abstract begins on the line following the Abstract heading.
4. ***Length:*** The abstract should contain 200 words or less.
5. ***Keywords:*** There should be between 4 and 6 keywords separated by a comma.

Body. The body of the paper includes Introduction, Methods, Results and Discussion, and Conclusions and Recommendations.



1. **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 Recommendations, 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).
2. **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.
 - 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]".
 - If the reference is cited again, use the same number of the first citation.
 - Every effort should be made to cite only the credible sources that you have actually read. Use primary references.

Acknowledgments. Authors may place an acknowledgments section before the reference list. They must obtain permission to include the names of all individuals included in this section.

References. The reference entries should be prepared based on the [Publication Manual of the American Psychological Association \(7th edition\)](#). Each reference entry cited in the text must correspondingly appear in the reference list and vice versa.

Tables and Figures

1. Tables must be mentioned in the text. The table title must be retained in the section where they are intended to be presented.
 - **Pagination:** All tables should be presented in a separate page after references.



- **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.
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 - **Lines in the tables:** They 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.
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 - **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).
 - Figures should be complete and be able to stand on their own without the need to cross-reference texts.
 - **Photos in Figures:** They should be of the highest definition. Separate files of photos should be submitted (as .jpg, .tif, or .gif).
 - **Size:** 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.
 - 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).