

GUIDE FOR AUTHORS

I. Manuscript Submission

All manuscripts must be the original and unpublished work of the author. The publication of the manuscript has been approved by all co-authors (if any), as well as explicitly by the responsible authorities, research funders or the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation. The submission of the manuscript by the authors means that the authors agree to assign exclusive copyright to the journal should the manuscript be accepted for publication. Electronic submission of the manuscript is required. The paper should consist of the following sections:

Title Page
Abstract
Keywords
Introduction
Materials and Methods
Results and Discussion
Conclusion and Recommendations
Acknowledgment
Literature Cited

Title Page

The title page should include:

- A concise and informative title. If species name(s) is included in the title, include scientific name(s)
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The name of corresponding author and the e-mail address of the corresponding author
- Format:
 - The title should be centered at the top of page 1
 - The authors' names (main author first) and institutional affiliation are *double-spaced from and centered below* the title. When there are more than two authors, the names are separated by commas.

Abstract

The abstract is a brief and comprehensive summary of the paper in one paragraph. It should be 150-250 words. The abstract should not contain any undefined abbreviations and citations. The abstract should be written in one paragraph only and the first sentence is not indented. Please use the 11-point Times New Roman font with 1" margin on all sides. The right margins should be justified. The abstract includes the following in prescribed sequence:

- *Background / Motivation / Purpose*
This first part of the abstract introduces the study. This section describes the goals, significance and background for the study. This is usually accomplished in one or two sentences that describe the general topic to be investigated and why the work is important.
- *Objectives*
This section includes the objectives of the study. This is usually accomplished in one or two sentences.
- *Methods*
This section summarizes the methods used: how the study was designed and carried out. This usually takes about two sentences, but may be shorter or longer depending on the complexity of the study. Attempt to write a detailed procedure should be avoided.
- *Results*
This section includes the major findings of the study. This part explains what is found in the study. The results should relate to the objectives described in the introductory section of the abstract. This section is variable in length, depending on the number and complexity of the findings, but is typically two to three sentences long.
- *Implications*
This final part of the abstract consists of one or two sentences giving the interpretation of the results and the overall significance of the study. This section describes how the work adds to the body of knowledge on the topic.

Keywords: There shall be 5 keywords arranged alphabetically which can be used for indexing purposes.

(The Body of the Paper)

Introduction

This section lays the groundwork for why the paper is important. The part includes the context or background of the study that provides a brief and balanced review of the pertinent published literatures on the subject of interest. This section summarizes current understanding of the problem investigated, discusses the significance of the study, the purpose or objectives of the study, rationale and approach.

Please use a 12-point Times New Roman font with 1" margin on all sides. The right margins should be justified. The first line of each paragraph is indented.

- Related literature shall be supported using textual citation.
Example: The distribution of benthic macroinvertebrate fauna is determined by several factors such as the physical nature of the substratum, depth, nutritive content, degree of stability and oxygen content of the water body (Sharma et al., 2013).
- If possible, at least 80% of the citations should be recent and come from published articles in refereed or Institute for Scientific Information (ISI) journals.

Materials and Methods

This section provides the procedures used in the research study or the experiment by which a study's validity is judged. This section includes the description of the study sites and the precise locations (latitude, longitude, maps - for field/ecological studies), participants/subjects, research design, procedures for collecting data and the qualitative analyses and/or statistical procedures.

Please use a 12-point Times New Roman font with 1" margin on all sides. The right margins should be justified. The first line of each paragraph is indented.

Captions for figures (maps) should be Times New Roman 11-point bold. They should be numbered (e.g., "Figure 1"), please note that the

word for Figure is spelled out. Figure's captions should be written beneath the image or picture. Captions should end with a period.

The heading of subsections should be in Times New Roman 12-point bold. Subheading should be italicized with only the first word or proper nouns capitalized.

- Textual citation shall be used when citing standard methods.

Example: Phytochemicals were determined using the standard methods of Tiwari et al. (2011) and Maiti et al. (2011) with slight modifications.

Results and Discussion

This section objectively presents the key results with corresponding discussion, analysis or interpretation, in an orderly and logical sequence using both text and illustrative materials (Tables and Figures). The results section always begins with text, reporting the key results and referring to figures and tables as one proceeds.

Please use a 12-point Times New Roman font with 1" margin on all sides. The right margins should be justified. The first line of each paragraph is indented.

Captions for Tables and Figures should be Times New Roman 11-point bold, with only the first word or proper nouns capitalized. They should be numbered (e.g., "Table 1" or "Figure 1"), please note that the word for Table and Figure are spelled out. Figure's captions should be written beneath the image or picture, and Table captions should be written above the table body. Captions should end with a period. The 9-point font shall be used for all text in the Table. Legends are written below the Tables or Figures using a 10-point Times New Roman font.

The heading of subsections should be in Times New Roman 12-point bold. Subheading should be italicized with only the first word or proper nouns capitalized.

- Discussion will be supported with literatures duly cited using textual citations.

Example: The presence of pollution tolerant species such as Tubellaria could be attributed to the effects of domestic waste and other anthropogenic activities evident in the river which is similar to the findings of Sharma et al. (2013).

- If possible, at least 80% of the citations should be recent and come from published articles in refereed or Institute for Scientific Information (ISI) journals.

Conclusion and Recommendations

Please use the 12-point Times New Roman font with 1" margin on all sides. The right margins should be justified. Conclusions and recommendations should be in paragraph form and should not be numbered. The first line of the paragraph is indented.

Acknowledgment

This section recognizes the people who have helped for the completion of the study and what they did. The substantial sources of funding for the research or project should be acknowledged in this section.

Please use the 11-point Times New Roman font with 1" margin on all sides. The right margins should be justified. The first line of each paragraph is indented.

Literature Cited

This section presents all the literatures and references that were used and cited. If possible, at least 80% of the literatures and references should be taken from journals covered by Thomson Reuters, Scopus Elsevier, journals indexed by other international databases, or books having ISBN code. Papers are to follow the APA (American Psychological Association) style for formatting the literature cited/references as follows:

- **Order of entries:** List all literatures and references in alphabetical order. Each reference is listed only once.
- **Authors:** List the author's last name, followed by a comma and initials separated by periods and spaces. When listing two to six authors, place commas between them and use an ampersand (&) before the last author's name. If the number of authors exceeds six, list the first six followed by "et al." For edited books with

chapters written by individual authors, list the authors of the chapter first, then the year, and the chapter title, followed by "In", the editors' names, then (Eds.), and the book title.

- **Date:** The year goes after the authors, in parentheses and followed by a period, for example (2012). If no year is identified, use (n.d.).
- **Title:** Capitalize the first letter of the first word in the title, and the first word in the subtitle. The rest of the title is in lower-case, with the exception of proper names.
- **Book references:** Give the title, edition, city of publication, and publisher. If there is an edition it appears after the title, abbreviated, in parentheses, and followed by a period, for example (3rd ed.). Title of the book is italicized.
- **Journal references:** Give the journal title written in full, a comma, volume number [all italicized or underlined], issue number in parentheses if available, comma, and the page range, followed by a period. For example: *Journal of Nuclear Medicine*, 38(10), 1327-33.
- **Pages:** For journal articles, give the entire page range of an article, not the specific page on which the information was found. For books, no page numbers are given, with two exceptions: the page number of a dictionary entry is included, as well as the page range of a chapter with its own author in an edited book.

Examples:

Journal Article from a print journal (no Digital Object Identifier-doi):

Chakravarti, A., Clark, A. G., & Mootha, V. K. (2013). Distilling pathophysiology from complex disease genetics. *Cell*, 155(1), 21-26.

Journal Article from a print journal (with doi):

Chaffee, B. W., & Weston, S. J. (2010). Association between chronic periodontal disease and obesity: A systematic review and meta-analysis. *Journal of Periodontology*, 81(12), 1708-1724. doi: 10.1902/jop.2010.100321

Journal Article with more than 7 authors (no doi):

Carpenter, L. J., MacDonald, S. M., Shaw, M. D., Kumar, R., Saunders, R. W., Parthipan, R., ... & Plane, J. M. (2013). Atmospheric iodine levels influenced by sea surface emissions of inorganic iodine. *Nature Geoscience*, 6(2), 108-111.

Journal Article from a journal in a database (no doi):

Badke, W. (2009). How we failed the net generation. *Online*, 33(4), 47-49.

Journal Article from database or Internet (with doi):

Whitlock, J., Eells, G., Cummings, N., & Purington, A. (2009). Nonsuicidal self-injury in college populations: Mental health provider assessment of prevalence and need. *Journal of College Student Psychotherapy*, 23(3), 172-183. doi: 10.1080/ 87568220902794266

Journal Article from the Internet (available to anyone, no doi assigned):

Wenhold, F., & Faber, M. (2009). Water in nutritional health of individuals and households: An overview. *Water S. A.*, 35(1), 61-71. Retrieved from [http:// search.proquest.com / doc view / 218710466? accountid=35994](http://search.proquest.com/docview/218710466?accountid=35994)

Book:

Dennis, E. E., & Vanden Heuvel, J. (1991). *Emerging voices: East European media in transition: A report of the Gannett Foundation Task Force on Press Freedom in Eastern Europe* (2nd ed.). New York, NY: Gannett Foundation Media Center.

Book with organization as author:

National Fire Protection Association. (2009). *Fundamentals of fire fighting skills* (2nd ed.). Sudbury, MA: Jone and Barlett.

Book with editor(s) and no authors:

Leonard, W. R., & Crawford, M. H. (Eds.). (2002). *Human biology of pastoral populations*. Cambridge, NY: Cambridge University Press.

Book with editor(s) and author(s):

Meltzer, P. S., Kallioniemi, A., & Trent, J. M. (2002). Chromosome alterations in human solid tumors. In B. Vogelstein & K. W. Kinzler (Eds.), *The genetic basis of human cancer* (pp. 93-113). New York, NY: McGraw-Hill.

Organization as author and publisher:

Ford Foundation. (2010). *Helping citizens to understand and influence state budgets*. Retrieved from http://www.fordfoundation.org/pdfs/library/state_fiscal_initiative.pdf

Encyclopedia or Dictionary:

Foerstel, H. N. (Ed.). (1997). Free expression and censorship in America: An encyclopedia. Westport, CT; Greenwood Press.

Newspaper article (print or online):

Cumming, G. (2003, April 5). Cough that shook the world. *The New Zealand Herald*, p. B4.

Bolivar, L. (2011, January 13). Treasure coast bird count shows decline of species unable to adapt to urbanization. *TC Palm*. Retrieved from <http://www.tcpalm.com/>

Magazine article (print or online):

Morell, V. (2006, March). Wolves of Ethiopia. *National Geographic*, 209, 124-135.

Mauro, S. (2009, November). A red tail returns. *Aviation History*, 20(2). Retrieved from http://www.aviationhistory.org/am_aviation_history_magazine.html

Legal material:

Veterans Hearing Loss Compensation Act, 2002, Pub. L. No. 107-9, 115 Stat. 11 (2001).

Document available on a web page:

BFAR. (2006). Fisheries Administrative Order No. 208; Series of 2001. Retrieved from <http://www.bfar.da.gov.ph/legislation/fao/fao208.htm>

- **At least 20 articles shall be cited.**

II. Style and Formatting

Manuscripts should be submitted in Microsoft Word using the Times New Roman font style and 12" font size with 1" margin on all sides, except the captions for Tables and Figures and Acknowledgment section which shall be in 11-point font. The automatic right bottom page numbering function shall be used. Manuscript shall be 10 to 15 pages only (single spaced).

Tables and illustrations should be comprehensible without reference to the text. Italic lettering shall not be used. Legends are written below the Tables or Figures.