INTERNATIONAL JOURNAL OF EDUCATION RESEARCH
for Higher Learning POLICY

Editorial Policy

The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning is a bi- annual refereed journal published by the Research, Publication, and Innovation Center of the University of the Immaculate Conception, which is wholly committed to empower researchers within the academic community to realize their full potential in intellectual inquiry through the publication of their research outputs and other scholarly articles.

The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning is open to the global community of scholars. Being a member of prestigious international research organizations, the journal requires its contributors to have each an open researcher and contributor's ID which warrants inclusion of the research in the ORCID database and also shows a contributors track record of publications in the ORCID database.

Articles submitted for review with the INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning go through a double-blind review process to assure academic quality. The efficiency and effectiveness of the editorial review process are critically dependent upon the actions of both the research authors and the reviewers. An author accepts the responsibility preparing the research for evaluation by independent reviewers. The responsibility includes subjecting the manuscript to evaluation by peers and revising prior to submission. The review process is not used as a means of obtaining feedback at early stages of developing the research paper. The editors, research committee members and reviewers hail from a variety of fields and disciplines and have established track records in research. Aside from notable Filipino researchers, the journal has enlisted the expertise of scholars from the United States, the United Kingdom, Indonesia and Australia on its roster of international reviewers.

Retraction Policy

The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning reserves the right of retraction over all submitted, accepted, and/or published articles in the event that an article is found to have fraudulent claims/ findings or contain serious errors in methodology or contain plagiarism in any form. Retraction refers to the publisher's act of removing an article from

the digital file due to post publication defects which escaped detection in the quality assurance process. The retraction of an article however, is still subject to due process as the writer/ contributor of the article is informed that a complaint has been received or a detection of post publication defect has been made by the UIC Research and Publication office. Proper investigation and validation is made by the publisher before ultimately retracting an article.

Policy on Digital Preservation

The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning digitally preserves files for purposes of archiving all materials in the publication process in order to ensure continued access of students, faculty and subscribers to the information provided by the journal. Digital preservation is the process of storing systematically electronic files in multiple formats such as compact discs, cloud computing, Google Drive, email accounts, external hard drives, among others. This is done to ensure that in the event of website crashes, file corruption, infection of computer virus or whether by natural calamity, fire or any kind of destruction to a file, there are still retrievable copies of the information.

Policy on Handling Complaints

In case of any complaint about the journal or any article therein such as breach of copyright and other intellectual property rights, inaccuracies of information, derogatory materials or statements, the Editorial Board will render investigation on the complaint. This may prompt calling the attention of the parties involved to clarify their claims. The Editorial Board will then decide whether the article in question should stay or be removed depending on the gravity of the allegation and the evidence presented by both parties.

Consequently, the board would ask the author(s) of the article to sign a retraction to pull out the article from the journal to avoid other legal problems to arise out of the mistake.

Policy on Use of Human/ Animal Subjects in Research

The Editorial Board will only accept articles involving human participants or animal subjects in their research if the author(s) has/have complied with ethical protocols mandated by the appropriate institutional ethics review board.

Policy on Conflicts of Interest

The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning reserves the right to protect its interest as regards the fair authority and ownership of its published researches. The journal will only publish articles after the author(s), researchers and contributors have ensured compliance to specific requirements needed by the Editorial Board. If there are other potential conflicts of interest that must be addressed, the said author(s), researchers and contributors must appropriately submit a conflict of interest disclosure.

Publication Ethics and Publication Malpractice

The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning is academically devoted to maintain the noblest ethical publication standards and to eradicate malpractices in research publication. Researcher(s) submitting their articles to the UIC Research Journal for publication as original articles confirm that the work embody their author's contribution and are not copied. Disclosure of any possible conflict of interest with the authors' work or profits associated with it should be acknowledged by the authors. The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning's commitment to unbiased and fair double-blind peer review of the author's submitted manuscript for publication is done to avoid any possible conflicts of interest between the editorial and review personnel and the reviewed material. In the event that violations from any of the abovementioned guidelines, the chief editors should be informed.

Both the reviewers and editors are anonymous to one another. This is observed to avoid biases in the process of reviewing the submitted scholarly papers.

Peer Review System

Definition. Peer review is a systematic process of evaluating and assessing the quality of the submitted research articles before they are deemed fit for publication. This is done to ensure whether results of the study should be published in a scientific journal. An author's study is subject for scrutiny by qualified people who have similar expertise within the relevant field. In academic publication, peer review is used to officially decide a study's qualification for publication. The employment of peer review methods maintains standards of quality, improves performance, and provides credibility.

Type. Double-blind peer review is the type of assessment or evaluation in which the author(s) and the reviewer(s) do not know each other's identities, both having the same field of specialization. This is done to ensure that the submitted article is examined by a qualified evaluator.

Recruiting Referees. It is the Editorial Board's responsibility to select peer reviewers. After an author sends the scholarly research article, an editor looks for reviewers who have the same field of specialization. Utmost care is considered in the selection of peer reviewers who have published articles in reputable journals as evidence of research and publication track record. Through this, the publishable article is ensured to be in its finest quality.

Peer Review Process. The Editorial Board sends manuscript of the article to undergo a double-blind peer review process to reviewers who are experts in the field. The manuscripts are accompanied with rating sheets for both quantitative and qualitative evaluation. There are at least two referees to review an article, at least one local reviewer and at least one international reviewer. These reviewers are experts in the discipline and know the technical aspects of the research articles to ensure the quality of the paper to be published.

The identity of the peer reviewers and the author/s are both confidential to avoid biases and conflicts from both parties. The reviewers will return the manuscripts to the board along with the rating sheets with their evaluations and suggestions on how to improve the papers. The authors will then be notified to revise their papers based on the referees' comments as approved by the board. The board will then deliberate the merit of the revised paper as to its publishability.

Criteria for Acceptance and Rejection. A manuscript is considered accepted when it is (1) endorsed for publication by the peer reviewers; (2) instruction/s of the peer reviewers are complied by the authors; (3) ethical standards and protocols are followed concerning human involvement or handling of animals in the study; (4) the manuscript has passed all the required Technology-Based Quality Assurance (TBQA) tests required by the Research and Publication Center; otherwise, the editorial board will deem the manuscript rejected. The referees' assessment of the manuscript includes objective recommendation of what to do with the manuscript based from the options provided by the journal as incorporated in the evaluation sheet. The following are the recommendations that may be given by the referees:

- The paper is recommended for publication as written.
- The paper is recommended for publication but subject to minor revisions.

- The paper is recommended for publication but subject to major revisions.
- The paper is rejected but maybe re-submitted after incorporating comments of the reviewers.
- The paper is rejected.

In case of any clarification from the referee regarding the revised work of an author, series of steps are to be undertaken to reach a final decision whether to publish the article. For instance, when the editor receives the manuscript with both positive and very negative reviews, the Editorial Board will seek an opinion of another expert to serve as a tie-breaker. In case of a tie, the board may invite the author to reply to clarify whatever question is being raised by the referee regarding the manuscript and the referee may reply if it is deemed necessary. Thus, in the end the Editorial Board secures that the exchange of communications between the author and the referee may not affect the decision of the referee regarding his or her opinion and that both parties shall remain after all to preserve confidentiality and avoid biases.

Comments. The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning welcomes submission of comments on previous articles published. This comments shall be reviewed by two external reviewers, among them might be the original author of the paper (to assist the editor in evaluating the comments) and an independent reviewer.

Technology-based Quality Assurance (TBQA)

Plagiarism Detection. The Research and Publication Center owns updated software for plagiarism. Each submitted manuscript will undergo plagiarism check. The standard set is 95 percent original to pass the said test and will eventually increase its chances of acceptance.

Appropriateness of Citation Format. The contributors are advised to use the citation format prescribed by the Council of Science Editors.

Word Count, Spelling and Grammar Checks. Contributors are encouraged to perform word count for the abstract (200) and the full text (about 4000 or more). Spelling and grammar checks should be performed prior to submission. The standard set is 90 percent to pass the Grammarly Software.

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