

# **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 of 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 Malaysia, Thailand, Taiwan, Indian, and Indonesia 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 systematically storing 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 arising 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 research. 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 is subject to minor revisions.
- The paper is recommended for publication but is 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.

**ORCID Membership of Authors.** The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning requires contributors to submit an ORCID number as proof of membership from [orcid.org](https://orcid.org) or open researcher contributor ID.

# INSTRUCTIONS FOR AUTHORS

## General Information

INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning is a peer-reviewed inter-and multi-disciplinary journal. It is a bi-annual publication intended for the faculty and graduate student researches which tackles significant issues and contributes important findings in the disciplines of humanities and languages, natural and health sciences, mathematics and physical sciences, engineering and information technology, education and social sciences, and business.

## Preparation and Submission

Manuscript/s to be submitted to the Editorial Board of the INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning should be written in English or Filipino and must be in MS Word. Articles written in Filipino must be accompanied by an informative abstract and summary written in English.

Manuscripts should be written single-spaced in 12-point type, Times New Roman font, 1 inch margin on all sides. The paragraph indentation is five spaces. Manuscripts should be submitted online as digital/soft copies and e-mailed to [rpic@uic.edu.ph](mailto:rpic@uic.edu.ph).

Manuscripts in general should be organized according to the disciplinary requirements of the paper. However, the general required structure should follow the IMRAD structure. It is also suggested that the order of presentation outlined below be followed:

**Title Page** – The title should be worded briefly and printed as Title Case. The first letters of each word should be capitalized except for articles (e.g. a, an, the), coordinate conjunctions (e.g. and, or, not, but) or preposition (e.g. of, in, on, between, after, before). However, the first and last words of the title should be capitalized regardless of part of speech. In titles with marked break in the form of punctuation, capitalize the word that immediately follows the break, regardless of part of speech.

**Name (s) of Authors** – Authors should identify themselves only in the title page that should precede the article for ease in undertaking the review process and ensure anonymity. Write the complete name with middle initials. Indicate whether the research is the portion of a thesis or dissertation and the sources of fund of the research.

For the running title, include a shortened version of the title of the article, not more than 40 letters in length, on the upper left-hand corner of each page.

**Abstract** – After the title page, print a 150 to 200-word informative digest of the background, objectives, methods used and significant findings of the article. The title preceding the abstract should also be printed in Title Case.

**Keywords** – The keywords for the study must at least indicate the discipline of the study, concepts studied, research design/method, and setting of the study. The keywords are printed in sentence case. There is no period at the end of the last word.

**Abbreviations** – For easy reference, an alphabetically arranged sequence of abbreviations and acronyms and their meanings are printed after the keywords. Avoid abbreviations in the title and abstract, although they may be used in graphs, tables, figures and legends. Acronyms are to be spelled out first and then enclosed in parenthesis at first mention. Avoid using acronyms and abbreviations as the first word of a sentence or a heading. Rewrite the sentence or spell out the term. Use abbreviations only for terms used at least three times.

**Text** – The body must have the following main sections and headings: Introduction, Methods, Results, and Discussion. Conclusion is optional, and must be under the Discussion section (last part) when included and must be sub-headed “Conclusion”. Recommendations and Acknowledgment may be added at the end of the Discussion only when necessary. Results and Discussion may be combined as one section but should still clearly bear the elements of both. After the main body, these sections must follow: References (composed of sources from

current content-covered or peer-reviewed journals within a 5-year time period) and Conflict of Interest Disclosure (if applicable).

Tables, graphs, photographs and illustrations should be submitted in separate files. Photographs, illustrations, and graphics should be of publishable quality (TIFF, or maximum quality in JPEG), and should be in 300 to 600 dpi with dimensions of at least 10 x 15 cm (4x6 in). Figures included in the article should be in black and white or grayscale only.

When placing legends on tables and graphs, they must be placed underneath using 10-point type, italicized and briefly stated. The captions for images and other illustrations must be encoded 2 spaces below; 12-point type, bold, and observes brevity.

Statistics – All statistical procedures, including methods of analysis, should be identified. Number of replications and sub-samples, transformations, and statistical tests should be stated. Tables of analysis of variance are not normally reported. Present the results of analyses in the appropriate tables or figures.

Following the format and the order of presentation, the article should be no more than 5000 words or 20 pages, inclusive of photos, graphs, tables and illustrations.

## **Documentation**

Citations: The INTERNATIONAL JOURNAL OF EDUCATION RESEARCH for Higher Learning is using an in-text citation using an APA Format citation style (author-year format). Cited works must appear on the list of works listed in the “References” section.

1. In the text, works are cited as follows: author’s last name and year of publication, with a comma, in parentheses.
2. For cited works that include more than one work by an author (or same co-authors) that is published the same year, the suffix a, b, etc., is to follow the date in the with-in text citation and in the “references” section.

3. When the author's name is mentioned in the text, it may be not repeated in the citation.
4. Citation to institutional works should use acronyms or short titles where practicable.
5. If the paper refers to statutes, legal treatises, or court cases, citations acceptable in law reviews should be used.

## **Literature Cited**

Reference quality and accuracy have been a known issue in journal publishing for many years. In an age of evolving publishing models, participants in the scholarly communications process are paying more attention than ever to measurable results. At the forefront of this emphasis on quantification are statistics that rely on accurate references and reference linking. Thus, every manuscript must include a "Literature Cited" section that contains only those works cited within the text.

Every entry should contain all information necessary or unambiguous identification of published work. Writers then are strongly advised to use references which are traceable online, with Digital Object Identifier (DOI), indexed by international databases, written by authors or agencies and not links.

The URL must be written at the end of the bibliographic entry and provides the date of retrieval and the link. Sources must be at least three years old except sources of theories, historical documents or chronologic presentations of literature review. Writers must refrain from using unpublished thesis or dissertation because a research is never finished unless published.

## **Submission of the Manuscript**

In the event of submitting a manuscript for publication, the author should take note of the following considerations:

1. Multiple publication of a manuscript is discouraged and unacceptable in this International Journal. The author who wishes to have his/her manuscript published in this journal should declare that such is not submitted somewhere else for publication.

2. For manuscript dealing with field surveys or experiments: if the additional documentation (e.g. questionnaire, case, interview schedule) is sent as a separate file, then all information that might identify the author(s) must be deleted from the instruments.
3. The manuscript should be submitted via email as Microsoft Word or PDF file to the Managing Editor at email address: [rpic@uic.edu.ph](mailto:rpic@uic.edu.ph). The author(s) should need to submit the following separately:
  - a. The manuscript's title page which contains information to identify the author (not forwarded to the reviewers),
  - b. The manuscript with the title page and all other identifying information removed,
  - c. Any necessary supplement files such as experiment instruction, and
  - d. A copy of research questionnaire or tools for referral by the editors and reviewers.
4. Revisions must be submitted within the date provided by the managing editor.