Instructions to Authors for APHERJ

Files should be in MS Word format only. Figures and tables should be embedded and not supplied separately. Please make sure that you use as much as possible normal fonts in your documents. Special fonts, such as fonts used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing. To avoid unnecessary errors you are strongly advised to use the ‘spellchecker’ function of MS Word.

Article Structure

All intending authors must register at the APHERJ’s online platform: [http://po.pnuresearchportal.org/ejournal/index.php/apherj](http://po.pnuresearchportal.org/ejournal/index.php/apherj). If you are already enrolled as an author, you may simply log in and begin the submission process.

Articles should be prepared in the following order:

**Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. The title is not more than 12 words and be written with 16 font size and centered. The rest of the details in the title page should be in 10-point Arial.

The title page should include:
- A concise and informative title
- The name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The email address of the corresponding author

**Abstract.** The abstract is a summarization or synopsis of the complete document, written in one paragraph, which should include these elements: Purpose, methods, results, conclusion and recommendations.

**Abstract Writing Style**
- Use specific words, phrases, concepts, and keywords from your paper.
- Use precise, clear, descriptive language.
- The abstract should be written with correct English-language grammar and spelling.
- Write from an objective, rather than evaluative, point of view.
- Define unique terms and acronyms the first time used.
INSTRUCTION TO AUTHORS

• Write one paragraph, from 100 to 150 words in length and be written with 10 point size.
• Use complete sentences and use verb in active voice.
• The first line must not be indented from the rest of the text.
• One double space, 10-point Arial, separates the abstract, the affiliation, and the first section of the article.

Keywords: Immediately after the abstract, provide a maximum of 5 keywords be written with 10 font size in alphabetical order.

Key Elements of an Article:

1. Introduction: Written to explain the theoretical background, related research, the practical applications, and the nature and purpose of the article. Cited literature must be within a decade range.
2. Methods: Section that describes the participants (e.g., demographics, selection criteria or sampling procedure, and group assignment), the materials (e.g., task[s], equipment, instruments, including a discussion of their validity and reliability, if appropriate), and the procedures employed in the study such as treatment(s) and data analysis.
3. Results (findings) and discussion: Written clearly and concisely. Discussion should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.
4. Conclusion and recommendations: The main conclusion of the study may be presented in the conclusion section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

(Authors may deviate from the aforecited key elements as subsections when doing/writing a qualitative research. But, in principle, the four elements are still in this article.)

Acknowledgements (when appropriate): Collate acknowledgements in a separate section at the end of the article before the references and do not include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.) and the research sponsors.
Article Formatting (The Asia Pacific Higher Education Research Journal)

All manuscripts to be submitted for publication in the journal should be in letter-sized paper, with 1.0 paragraph spacing, use Cambria 10pt font, and observe side margins: top and bottom – 1”; left and right - 1.25”. Maximum of 20 pages to include table of contents, graphs, tables, references and appendices.

Sample

Exploring students’ visual conception of matter and its implications to teaching and learning chemistry (font size 13, Cambria, justified)

Allen A. Espinosa*1, Arlyne C. Marasigan1, Janir T. Datukan1 (font size 12, Cambria)

1Faculty of Science, Technology and Mathematics, College of Teacher Development, Philippine Normal University, 1000 Manila, Philippines (font size 8, Cambria, italicized)

ARTICLE INFORMATION

Article History:
Received 01 June 2014
Received in revised form 14 August 2014
Accepted 23 September 2014
Article ID 834584

Keywords
Should give at least 3 to a maximum of 5 keywords.
Font size 10, Cambria.

*Corresponding author: espinosa(aa)pnun.edu.ph

ABSTRACT

The abstract should highlight the objectives of the study, summary of the methodology, results and discussion. Font size 10, italicized, Cambria and justified.

© The Authors and Asia Pacific Higher Education Research Journal

Introduction (10, Cambria, bold face)

The introduction should contain the background of the study, the research questions, selected literature reviews, conceptual framework and research hypothesis. Font size 10, Cambria and justified. Headings for subtopics should be italicized, bold face.

Follow APA 6 in citing references.
Methodology (10, Cambria, bold face)

Methodology section should contain the participants, sampling and research design and apparatus and materials. Font size 10, Cambria and justified. Headings for subtopics should be italicized, bold face.

Results (10, Cambria, boldface)

Figures should be numbered continuously, italicized, font size 8, Cambria.

Below is an example.

ABSTRACT

The abstract should highlight the objectives of the study, summary of the methodology, results and discussion. Font size 10, italicized, Cambria and justified.

Tables should be numbered continuously. The heading “Table 1” should have a font size of 8, Cambria. Table title should be italicized with font size 8, Cambria font. Below is an example.
Table 3

Independent Samples Mann-Whitney U Test on Interest in Chemistry Pretest

<table>
<thead>
<tr>
<th></th>
<th>N</th>
<th>Mean Rank</th>
<th>Sum of Ranks</th>
<th>U</th>
<th>p</th>
</tr>
</thead>
<tbody>
<tr>
<td>COPT</td>
<td>39</td>
<td>38.97</td>
<td>1520</td>
<td>703.0</td>
<td>0.847</td>
</tr>
<tr>
<td>TTA</td>
<td>37</td>
<td>38.00</td>
<td>1406</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>76</td>
<td></td>
<td>2926</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*p<0.05

Consult APA 6 for other statistical tables.

Use APA 6 in reporting statistical results. Below is an example for t-test.

Table 3 shows that there is no significant difference in the posttest mean scores in the WGCTA of COPT (M=53.1, SD= 8.31) and TTA (M=52.4, SD=6.53), t (73) = 0.352, p =0.363. This result suggests that the critical thinking skills of students who were taught using COPT and those who were exposed to TTA were comparable even after intervention.

Consult APA 6 for other statistical tests.

Discussion

The discussion part should answer each research question based on the results. Font size 10, Cambria and justified. Headings for subtopics should be italicized, bold face.

Conclusion and Recommendations

Font size 10, Cambria and justified.

References

Follow APA 6 in reporting bibliography.
Appendices (if any)

Reference List

The list of references must be comprehensive, as it includes all pertinent information about the sources of ideas and arguments. Author's name and initial must be followed by a comma and a full stop (period), respectively. Period separates entries like author’s names, year of publication, title of article or books, journals and books must be italicized. Electronic sources must include dates of access and site addresses. (Please refer to the APA Publication Manual for way of citing references.) Examples are as follows:

Periodicals
Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters.

General reference form:

Journal article with DOI

Journal article with DOI, more than seven authors

Journal article without DOI (when DOI is not available)

Magazine article

Online magazine article
Newsletter article, no author


Newspaper article


- Precede page numbers for newspaper articles with p. or pp.
- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with comma (e.g., pp. B1, B3, B5-B7).

Online newspaper article


Editorial without signature


Online-only supplemental material in a periodical


When DOIs are assigned, use them as noted in the examples that follow.

**For an entire book, use the following reference formats:**


Editor, A. A. (Ed.). (1986). *Title of work*. Location: Publisher

For a chapter in a book or entry in a reference book, use the following formats:

