



Instructions to Authors for APHERJ

Thank you for choosing to submit your paper to us. These instructions will help intending authors ensure the completeness of the requirements for the paper to move smoothly through peer review, production, and publication. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements and standards.

About the Journal

The Asia Pacific Higher Education Research Journal (APHERJ) Please see the journal's [Aims and Scope](#) for information about its focus.

Please note that this journal only publishes manuscripts in English.

APHERJ only accepts empirical research.

Open Access

As part of the ongoing changes in scientific publishing, the journal follows an open-access publishing model that aims to increase the readership, reach, and impact of published research through an open-access system using PKP's Open Journal System. This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global knowledge exchange.

Peer Review Process and Ethics

1. *Criteria for Publication*

Publication in this journal is free of charge. The Philippine Higher Education Research Council covers all expenses associated with article processing. Preference is given to articles aligned with the journal's identified themes. The submitted article is expected to follow the prescribed manuscript format and submission procedures. Evidence shows that the article is scholarly, discusses a timely topic, and could connect with the journal's target audience.

2. *Review Mechanics*

The refereeing system shall adopt a three-stage evaluation process: initial appraisal, double-blind peer review, and Editorial Board evaluation.





1. The Publication Team will appraise each submitted manuscript upon receipt. Each initial appraisal will include a plagiarism check, a technical review regarding the number of words, adherence to the journal format, a statement of declaration, ethics approval, and AI detection. This process will ensure that each manuscript fits the objectives and standards of the journal. It will establish the manuscript's significance, technical soundness, and originality (the similarity index should not exceed 10%). The result of the initial appraisal will be endorsed for the Editor's review based on scope, novelty, and relevance to the national and international community; completeness of parts; and authenticity and quality of references. The result of the Editor's review will determine whether the manuscript will be endorsed for a peer review or returned to the author(s) for revision. The author is given two to four weeks to revise the manuscript, depending on the quality and completeness of the revisions required.
2. After revising the manuscripts following the initial appraisal and completing and submitting them with comprehensive and signed commitment forms, the Editorial Board sends them to double-blind refereeing. At least two peer reviewers, determined by the Editorial Board, are given, at most, one month to evaluate the manuscripts. Comments and suggestions resulting from the refereeing are reviewed by the Editor(s) and are consolidated and sent to the authors for appropriate action. The author(s) are given two (2) to four (4) weeks to revise and resubmit the manuscript.
3. The revised manuscript shall undergo final scrutiny by the Editorial Board. This process ensures that the peer reviewers' suggestions are incorporated into the manuscript, on which the acceptance for publication of the proposed article is contingent.
4. Accepted papers for publication are then subjected to final language editing. When ready, proofs are sent to the author(s) for his/her/their final review. The author(s) are expected to return the proofs within a week. Failure of the author(s) to send feedback within said time implies acceptance of proofs without corrections. A camera-ready copy of the article will be sent to the Web Editor for uploading online.

The following summary describes the peer review process for this journal:

Identity transparency: double anonymized

Reviewer interacts with: Editor

Review information published: none





Publication Ethics

Publishing an article in a double-blind peer-reviewed journal is a crucial step in disseminating knowledge and contributing to scientific development. As a peer-reviewed journal, the rigor of scientific publication is expected to be observed while evaluating submitted papers. Therefore, ethical behavior is expected of all parties involved in the publishing process: the author, the journal editor, the peer reviewer, and the publisher.

Please check the [Publication ethics](#) available in our website to read the duties for authors, editors, and reviewers according to the Omnia Publisher Publication Ethics Statement.

Preparing the Manuscript

Files should be in MS Word format only. Figures and tables should be embedded and not supplied separately. Please ensure you use as much normal font as possible in your documents. Special fonts, such as those 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 'spell checker' 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>. 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 formulas where possible. The title is not more than 12 words and is written in Times New Roman 16 font and centered. The rest of the details on the title page should be in 10-point Times New Roman.

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)
- Country affiliation of each author
- ORCID of each author
- The email address of the corresponding author

Abstract. The abstract is a summary or synopsis of the complete document, written in one paragraph, which should include these elements: purpose, methodology, results, conclusion, and recommendations.





Abstract Writing Style

- Use specific words, phrases, concepts, and keywords from your paper.
- Use precise, clear, and descriptive language.
- The abstract should be written with correct English grammar and spelling.
- Write from an objective, rather than evaluative, point of view.
- Define unique terms and acronyms the first time they are used.
- Write in one paragraph, from 100 to 150 words in length, and use a 10 font size.
- Use complete sentences and use verbs in an active voice.
- The first line must not be indented from the rest of the text.
- One double space, 10-point Times New Roman, separates the abstract, the affiliation, and the first section of the article.

Video Abstract

Guidelines for Video Abstract Submission

Length: The duration of the video abstract should be a maximum of 2 minutes.

Content:

- The video must clearly state the research question or problem.
- Briefly describe the research methodology.
- Highlight the main findings and results.
- The video should explain the significance and implications of the research.

Format:

- The video should be in high-definition (1080p or higher) and in MP4 format.
- The video should have an aspect ratio of 16:9.
- The video should be in English or Filipino and should have English subtitles.
- Include closed captions or subtitles for accessibility.
- The audio should be clear and free of background noise.
- Visuals should be of high quality and relevant to the research.

Submission:

- The authors should upload the video abstract during the online submission process.
- The authors should include a written transcript of the video abstract (50-100 words)
- The video must be original and created specifically for the submitted article.
- The material must not include any copyrighted material without the proper permission.
- Authors must ensure that data privacy and confidentiality are observed.

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





Key Elements of an Article:

1. *Introduction*: This section should be written to explain the theoretical background, related research, practical applications, and nature and purpose of the article. The cited literature must be within a decade's range.

2. *Methodology*: This section describes the participants (e.g., demographics, selection criteria or sampling procedure, and group assignment), the materials (e.g., tasks, equipment, and 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*: This section should be written clearly and concisely. The 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 discussions of published literature. For highly qualitative studies, we require separate sections for "Findings" and "Discussion".

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 aforementioned key elements as subsections when doing/writing qualitative research, but, in principle, the four elements are still in this article.)

Article Formatting (The Asia Pacific Higher Education Research Journal)

All manuscripts to be submitted for publication in the journal should be on letter-sized paper, with 1.0 paragraph spacing, use Times New Roman 12 pt font, and observe side margins: top and bottom – 1"; left and right - 1.25". The maximum length of the manuscript should be 6,000 words, including the title page, graphs, tables, and references.

Introduction (12, Times New Roman, bold face)

The introduction should contain the *background of the study, the research questions, a literature review, a conceptual framework, and the research hypothesis*. The font size is 12, Times New Roman, and justified. Headings for subtopics should be italicized, in boldface. Follow the APA 7th Edition in citing references.

Methodology (12, Times New Roman, bold face)

The methodology section should contain the *participants, sampling and research design, apparatus and materials, details of data collection and analysis, and ethical considerations*. The font size is 12, Times New Roman, and justified. Headings for subtopics should be italicized in boldface.

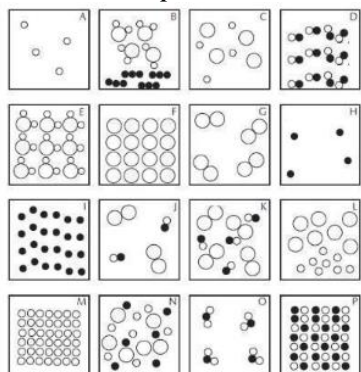
Results (12, Times New Roman, boldface)



Figures should be numbered continuously. Figure numbers must be in bold. Write the figure title on its own line (under the figure number) in italics and title case. Each of the lines must be double spaced with font size 8 (Times New Roman). Below is an example.

Figure 1

Visual Conception Models



Tables should be numbered continuously. Tables and figures follow the same format. The table number must be in bold. Write the table title on its own line (under the table number) in italics and title case. Each line must be double spaced. Below is an example.

Table 3

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

	N	Mean rank	Sum of ranks	<i>U</i>	<i>p</i>
COPT	39	38.97	1520	703.0	0.847
TTA	37	38.00	1406		
Total	76				

* $p < 0.05$

Consult the APA 7th Edition for other statistical tables.

Discussion

The discussion part should answer each research question based on the results. The font size is 12, Times New Roman, and justified. Headings for subtopics should be italicized in boldface.

Conclusion and Recommendations

The font size is 12, Times New Roman, and justified.



References

Please refer to the APA 7th Edition Publication Manual for ways of citing references.
Examples are as follows:

Appendices (if any)

Reference List

Please refer to the APA 7th Edition Publication Manual for ways 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:

Author, A. A., Author, B.B., & Author, C.C. (year). Title of article. *Title of Periodical*, Volume(Issue no), pp-pp. <https://doi.org/xx.xxxxxxxxxxxxxxxxxx>

Journal article with DOI

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 24, 225-229. <https://doi.org/10.1037/0278-6133.24.2.225>

Journal article with DOI, more than seven and up to twenty authors

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., Yantao, Z., Huggenvik, J., & Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. <https://doi.org/10.1080/14622200410001676305>

For entries with more than 20 authors, list the first 19, followed by an ellipsis, then list the final author.

Journal article without DOI (when DOI is not available)

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48.
<http://ojs.lib.swin.edu.au/index.php/ejap>

Magazine article

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health.

Monitor on Psychology, 39(5), 26-29.

Online magazine article

Clay, R. (2008, June). Science vs. ideology. Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). <http://www.apa.org/monitor/>





Newsletter article, no author

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html

Newspaper article

Swarz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, A1, A4.

If an article appears on discontinuous pages, give all page numbers, and separate the numbers with comma (e.g., B1, B3, B5-B7).

Online newspaper article

Brody, J. E., (2007, December 11). Mental reserves keep brain agile. *The New York Times*. <http://www.nytimes.com>.

Editorial without signature

Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). *Journal of Contingencies and Crisis Management*, 14, 1-2.

Online-only supplemental material in a periodical

Marshall-Pescini, S., & Whitten, A. (2008). Social learning of nut-cracking behavior in East African sanctuary-living chimpanzees (*Pan troglodytes schweinfurthii*) [Supplemental material]. *Journal of Comparative Psychology*, 122, 186-194. <https://doi.org/10.1037/0735-7036.122.2.186.supp>.

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

For an entire book, use the following reference formats:

Author, A. A. (1967). *Title of work*. Publisher.

Author, A. A. (1997). *Title of work*. <http://www.xxxxxxx>

Author, A. A. (2006). *Title of work*. <https://doi.org/xx.xxxxxxx>

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

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

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). Publisher.

Author, A. A., & Author, B. B. (1993). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). Retrieved from <http://www.xxxxxxx>

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). <https://doi.org/xx.xxxxxxx>

Checklist: What to Include

1. **Author details.** Please ensure all listed authors meet the authorship criteria spelled out in the [Details on authorship](#). All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. Where available, please also include





ORCiDs. One author will need to be identified as the corresponding author, with their email address normally displayed in the article PDF (depending on the journal) and the online article. Authors' affiliations are the affiliations where the research was conducted. If any of the named co-authors change affiliations during the peer-review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after your paper is accepted.

Please fill out the Author's Declaration and Contributions Form.

2. **Statements and Declarations** (*Please include this after the manuscript before the reference section.*)

1. **Funding details.** Please supply all details required by your funding and grant-awarding bodies as follows:

For single-agency grants

This work was supported by the [Funding Agency] under Grant [number xxxx].

For multiple agency grants

This work was supported by [Funding Agency #1] under Grant [number xxxx], [Funding Agency #2] under Grant [number xxxx], and [Funding Agency #3] under Grant [number xxxx].

2. **Disclosure statement.** This is to acknowledge any financial or non-financial interest that has arisen from the direct application of your research. If there are no relevant competing interests to declare, please state this within the article. For example, *The authors report that there are no competing interests to declare.*
3. **Acknowledgment:** A one- to two-line statement of appreciation for other services from organizations or individuals. (Please check acknowledgement section in details on authorship)
4. **Ethical Approval:** A statement declaring the ethical approval of the research and a declaration of the ethics approval code.

5. **Declaration of Generative AI in Scientific Writing**

Guidelines for Declaring the Use of Generative AI in Scientific Writing:

These guidelines focus solely on the writing process and not on using AI tools for data analysis in research. Authors should prioritize enhancing readability and language when utilizing generative artificial intelligence (AI) or AI-assisted technologies during writing. However, it's crucial to exercise human oversight and control, reviewing and editing the output due to AI's potential to generate authoritative yet inaccurate, incomplete, or biased content.





Authorship and Citation: Generative AI and AI-assisted technologies should not be credited as authors or co-authors or cited as authors. Authorship responsibilities and tasks are inherently human and are detailed in our AI policy for authors.

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Submission Checklist

- The submission is **original and has not been previously published**, nor has it been submitted to another journal for consideration (or an explanation has been provided in Comments to the Editor).





- **Follows research ethics and includes any necessary conflict of interest, acknowledgment, AI declarations, and funding declarations.**
- Figures are high quality (at least 300 dpi)
- **Tables are in text format**, not images
- The text adheres to the stylistic and bibliographic requirements outlined in the Instructions to Authors
- Where available, URLs for the references have been provided.
- Strictly follows **referencing and citation guidelines (APA 7th Edition)**
- **A 70-word biography for each author**
- The submission file is in OpenOffice, Microsoft Word, RTR, or WordPerfect document file format.
- **A list of possible referees or peer reviewers** with their corresponding affiliation and contact information [email address]. Please refer to the attached form.

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