



## Instructions to Authors for AsTEN Journal

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 Association of Southeast Asian Teacher Education Network (AsTEN) Journal of Teacher Education.* Please see the journal's [Aims and Scope](#) for information about its focus and peer-review policy. Please note that this journal only publishes manuscripts in English.

The Association of Southeast Asian Teacher Education Network (AsTEN) is an ASEAN network of teacher education institutions that seeks to promote research and publications, scholarship of teaching, teacher education leadership, curriculum and pedagogy, reciprocity programs, quality assurance, and harmonization of standards to shape and redefine teacher education in the ASEAN region.

**The AsTEN Journal of Teacher Education** is the flagship publication of AsTEN. It is a peer-refereed journal that serves as the main platform for the network to engage with the wider academic community. It provides an international scholarly forum for research and ideas on teacher education in Southeast Asia and beyond. The journal is a bi-annual publication that covers an extensive array of relevant and emerging topics and issues in teacher education. It brings to the fore significant findings and contributions on teacher education that will lead to a better understanding of the dynamics of education contexts and empower teacher education institutions. It publishes articles that report research, review research literature, practice innovations, and the research-policy nexus in teacher education that will be of interest to a wide range of readership through its five main sections: research articles, review articles, teaching and assessment practices, policy briefs, and book reviews.

### Section 1: Research Articles and Research Briefs

This section of the journal covers research studies that address important questions about preparing teacher trainees for service as well as the continuous professional development and learning of teachers in service. The focus can be on generic teacher education or specific curricular and subject areas. Research can also address emerging trends, values, and norms in teacher education, management and leadership trends, teacher cognition, classroom practice, and data-driven evaluation of teacher education courses and programs. Other topics relevant to teacher education not mentioned here are also welcome. Full-length articles (4,000–5,000 words) are strongly encouraged. Potential authors can also submit research briefs (1,000–2,000





words) of an ongoing or completed study. Studies conducted in countries outside of ASEAN should have implications that are relevant for the region.

*A. Research articles should include:*

1. **Introduction:** Provide an overview of the topic, the context, and the article's purpose.
2. **Literature Review:** Include relevant literature related to the research topic. The literature review should be presented thematically. Please observe a decade-old citation of literature.
3. **Research Questions/Objectives:** List the questions/objectives that the research aims to answer/address. If possible, provide the major goal of the study and the specific research questions or objectives.
4. **Participants:** Describe the participants involved in the research and the sampling process utilized in the study.
5. **Methodology:** Describe how the research was carried out. This section should include sub-sections such as research design, instruments, procedures or data collection, and data analysis.
6. **Findings and Discussion:** State the findings and critically discuss the strengths and gaps in the current research. This section must have sub-levels coherent with the identified objectives/questions. In each sub-level, present the data in tabular or graphical format following APA style (7<sup>th</sup> ed.). Discussion per theme should highlight a) trends in data, b) inferences, insights, and implications of findings for practice, policies, or theories, and c) literature citations.
7. **Implications:** State some implications of the findings for teacher education and/or teaching.
8. **Conclusion:** Restate your research, highlight its significance, and make suggestions for future research on the topic.

*B. Research briefs (about 2 pages) should include:*

1. **Background of the Study:** Provide the context and purpose of the study.
2. **Focus of Study:** Include the research questions or the aims of the study.
3. **Research Design:** Describe how the research was carried out.





4. Participants: Describe the participants involved in the study.
5. Key Findings: State the main findings.
6. Significance of Findings: State the importance of the above findings.

## Section 2: Review Articles

Review articles (4,000–6,000 words) should provide a comprehensive summary of research and a critical perspective on a particular focus or discipline in education. Authors should draw conclusions from the literature reviewed and identify research areas and questions for future research. Cited literature must be articles published within the last ten years from the time of writing.

*Review articles should include:*

1. Introduction: Provide an overview of the topic, the context, and the purpose of the review.
2. Key Advances: Highlight key advances that have been made and areas where more focused research may lead to greater impact and understanding of the topic.
3. Methodological Section: Provide details/information on the research design, participants, research locale, data collection and analysis, and ethical considerations.
4. Results and Discussion: State the findings and present a critical discussion of the strengths and gaps in the current research.
5. Conclusion: Highlight the unknowns that remain and make suggestions for future research on the topic.

## Section 3: Teaching and Assessment Practices

This section comprises articles on teaching and assessment strategies that have been shown to be effective in the classroom, both in schools and teacher education institutions. The articles (3,500–4,000 words) can be based on innovative practices that have been proven effective in authentic classroom settings and are preferably supported by action research findings.

*The article should include:*

1. Introduction: Provide the purpose of the article, the context in which the strategy is used, and evidence for the effectiveness of the strategy. It would be best if the author designs the manuscript using an action research framework.
2. Action research intervention: Describe the intervention.
3. Strategy:





- a. Describe the teaching or assessment strategy.
- b. State the pedagogical or assessment principles underpinning the strategy.
- c. Include the lesson or activity outline to show how the strategy is enacted.
- d. Conclusion: Provide considerations for the application of the strategy.  
(Authors should take into consideration ASEAN educational settings.)

#### **Section 4: Policy Briefs**

This section publishes policy briefs (1,500–2,000 words), which are concise summaries of information deduced from research that can help readers understand and likely make decisions about official or institutional policies. Such a document aims to distill research products and findings in language that is clear to non-specialized audiences and draws clear connections to policy initiatives.

*Policy briefs should include:*

1. Title: Reflect the contents of the brief to a non-research-oriented audience or readers.
2. Executive Summary: Present in one to two paragraphs an overview of the problem and the proposed policy action.
3. Context or Scope of Problem: State the importance of the problem and explain the necessity of policy action.
4. Policy Alternatives: Discuss the current policy approach and explain the proposed options.
5. Policy Recommendations: State and explain the concrete steps to be taken to address the policy issue.
6. Appendices: Include, where necessary, extra information as an appendix to provide support for the author's argument
7. Sources: Include reliable sources that the authors have used throughout the brief.

#### **Section 5: Book Reviews**

This section publishes academic book reviews of important or interesting new titles that are relevant to the scope of the journal. Each review (2,000–3,000 words, which excludes the title, authors' information, abstract, list of references, figures, tables, and appendices) can be written as a complete prose with the aim of informing journal readers of the purpose and quality of a book and explaining how it contributes to the current literature on a topic. Graduate students are encouraged to contribute book reviews to this journal.





*Book Reviews should include:*

1. Title: Include an effective title, the name(s) of the author(s), the affiliation(s) and address(es) of the author(s), and the email address of the corresponding author.
2. Abstract: Write an abstract of 150–200 words.
3. Keywords: Include 3–4 keywords.
4. Citation and Price: State the necessary information about the book reviewed and its price.
5. Summary: Summarize the various parts of the book and its key arguments.
6. Significance: Discuss the significance of the book and its relevance to the intended readership.
7. Critique and Recommendation: Include a summary of the critique of the book and make recommendations.
8. Reviewer's Particulars: State the reviewer's name and institution.

*AsTEN Journal* accepts the following types of articles:

- **Research Articles**
- **Research Briefs**
- **Review Articles**
- **Teaching and Assessment Practices**
- **Policy Briefs**
- **Book Reviews**

## **Language**

Manuscripts should be written in clear, concise English. Authors who are not fluent in English should get help with their manuscripts before submitting. Reviewers will not correct grammar mistakes; poor grammar can affect scientific content and lead to delays or rejection.

## **Publication Ethics**

The publication of an article in a 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 in the course of evaluating papers that are submitted. 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 on our website to read the duties for authors, editors, and reviewers according to the [Omnia Publisher Publication Ethics Statement](#) and [COPE](#).

## Publication Process

The decision to publish is based on a manuscript's originality, scholarly contribution to education and teacher education, writing clarity, validity of information, and overall significance, not on the author's personal attributes or institutional affiliation. Once a manuscript is accepted, the author must agree to the copyediting process. Manuscripts in copyediting cannot be withdrawn. Please read the full details of [Editorial Policies](#).

Authors should respond promptly to queries during copyediting. Major changes to the manuscript require the author's consent.

Authors have the right to review the page proofs before publication.

Editors do not share manuscript details before publication except with those involved in the editorial and publishing process.

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

**Identity transparency:** double anonymized

**Reviewer interacts with:** Editor

**Review information published:** none

## Peer Review Process and Ethics

### 1. *Criteria for Publication*

Publication in this journal is free of charge. The AsTEN organization covers all expenses associated with article processing. Preference is given to articles that are aligned with the identified themes of the journal. It is expected that the submitted article follows the prescribed manuscript format and submission procedures. There is evidence that the article is scholarly, discusses a timely topic, and could connect with the target audience of the journal.

### 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.

## Preparing the Manuscript

Please use the [journal templates](#) in preparing the manuscript.

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 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.

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 should not be more than 12 words and be 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, major findings, 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 one paragraph, from 100 to 150 words in length, in 10 font sizes.
- 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.

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

### Video Abstract

#### Guidelines for Video Abstract Submission

**Length:** The duration of the video abstract should be 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 with English subtitles.
- Include closed captions or subtitles for accessibility.
- 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.

#### **Research Articles (4,000-5,000 words) should include:**

1. Introduction: Provide an overview of the topic, the context, and the article's purpose.
2. Literature Review: Include relevant literature related to the research topic. The literature review should be presented thematically. Please observe a decade-old citation of literature.
3. Research Questions: List the questions that the research aims to answer. If possible, provide the major goal of the study and the specific research questions of objectives.
4. Participants: Describe the participants involved in the research and the sampling process utilized in the study.
5. Methodology: Describe how the research was carried out. This section should include sub-sections such as research design, instruments, procedures or data collection, and data analysis. Describe how the research was carried out.
6. Findings and Discussion: State the findings and critically discuss the strengths and gaps in the current research. This section must have sub-levels coherent with the identified objectives. In each sub-level, present the data in tabular or graphical format following APA style (7th). Discussion per theme should highlight a) trends in data, b) inferences, insights, and implications of findings for practice, policies, or theories, and c) literature citations.
7. Implications: State some implications of the findings for teacher education and/or teaching.
8. Conclusion: Restate your research, highlight its significance, and make suggestions for future research on the topic.

#### **Research briefs (about 2 pages) should include:**

1. Background of the Study: Provide the context and purpose of the study.
2. Focus of Study: Include the research questions or the aims of the study.
3. Research Design: Describe how the research was carried out.
4. Participants: Describe the participants involved in the study.





5. Key Findings: State the main findings.
6. Significance of Findings: State the importance of the above findings.

**Review Articles should include:**

1. Introduction: Provide an overview of the topic, the context, and the purpose of the review.
2. Key Advances: Highlight key advances that have been made and areas where more focused research may lead to greater impact and understanding of the topic.
3. Discussion: Present a critical discussion of the strengths and gaps in the current research.
4. Conclusion: Highlight the unknowns that remain and make suggestions for future research on the topic.

**Teaching and Assessment Practices Articles (3,500-4,000 words) should include:**

1. Introduction: Provide the purpose of the article, the context in which the strategy is used, and evidence for the effectiveness of the strategy. If the strategy is based on an action research intervention, the author may include an additional section on the action research.
2. Action research intervention (optional): Describe the intervention.
3. Strategy:
  - a. Describe the teaching or assessment strategy.
  - b. State the pedagogical or assessment principles underpinning the strategy.
  - c. Include the lesson or activity outline to show how the strategy is enacted.
4. Conclusion: Provide considerations for the application of the strategy. (Authors should take into consideration ASEAN educational settings.)

**Policy Briefs (1,500–2,000 words) should include:**

1. Title: Reflect the contents of the brief to a non-research-oriented audience or readers.
2. Executive Summary: Present in one to two paragraphs an overview of the problem and the proposed policy action.
3. Context or Scope of Problem: State the importance of the problem and explain the necessity of policy action.
4. Policy Alternatives: Discuss the current policy approach and explain the proposed options.





5. Policy Recommendations: State and explain the concrete steps to be taken to address the policy issue.
6. Appendices: Include, where necessary, extra information as an appendix to provide support for the author's argument.
7. Sources: Include reliable sources that the authors have used throughout the brief.

**Book Reviews** (2,000–3,000 words, which exclude the title, authors' information, abstract, list of references, and figures, tables, and appendices) should include:

1. Title: Include an effective title, the name(s) of the author(s), the affiliation(s) and address(es) of the author(s), and the email address of the corresponding author.
2. Abstract: Write an abstract of 150–200 words.
3. Keywords: Include 3–4 keywords.
4. Citation and Price: State the necessary information about the book reviewed and its price.
5. Summary: Summarize the various parts of the book and its key arguments.
6. Significance: Discuss the significance of the book and its relevance to the intended readership.
7. Critique and Recommendation: Include a summary of the critique of the book and make recommendations.
8. Reviewer's Particulars: State the reviewer's name and institution.

## Article Format

The manuscript should have a title followed by an abstract consisting of not more than 150 words that summarizes the purpose, methods, and results of the study with 3-5 keywords. Section headings should have a font size of 13, boldfaced, Times New Roman font, while the main text should be typed using a font size of 12 Times New Roman, with justified horizontal alignment, double spaced, and with 1.5 inches left and 1.0-inch right margins.

The first line of all paragraphs does not need to be indented. Figures and tables must be consistent with the APA 7th edition format. In-text citations and references are presented using the APA 7th edition style. Please refer to the APA 7th Edition Publication Manual for detailed procedures and examples. Consult the APA 7th Edition for other statistical tests.

## References

The list of references must be comprehensive, as it must include all pertinent information about the sources of ideas and arguments. A comma should follow the author's name, and a full stop (period) should follow the initial. Periods separate entries like author's names, year of publication, title of article or book, and journals and books must be italicized. Electronic





sources must include dates of access and site addresses. (Please refer to the APA Publication Manual for ways of citing references.)

Examples are as follows:

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

### **Examples by Type**

#### **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.xxxxxxxxxx>

#### **Journal article with DOI**

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times or 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, and 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.ph/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). <https://www.apa.org/monitor/2008/06/ideology>

#### **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](http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html)

#### **Newspaper article**

Scwarz, J. (1993, September ). 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.sup>

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

## 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 acknowledgment 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.

**Disclosure Instructions:** Authors using generative AI must disclose this in their manuscript. A statement in a dedicated section titled '*Declaration of Generative AI and AI-assisted technologies in the writing process*' should outline the tool or





service used for the purpose and affirm the author's responsibility for content accuracy. Basic tools for grammar, spelling, and references are exempt from this disclosure.

*Sample Statement: During the preparation of this work, the author(s) used [NAME TOOL / SERVICE] to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the publication's content.*

This declaration does not apply to basic tools for checking grammar, spelling, references, etc. There is no need to add a statement if there is nothing to disclose.

## Using Third-Party Material

Authors must obtain permission to reuse third-party material in their articles. Short extracts of text and some other types of material are usually permitted, on a limited basis, for the purposes of criticism and review without securing formal permission. Suppose the author wishes to include any material in their paper for which they do not hold copyright and which is not covered by this informal agreement. In that case, they will need to obtain written permission from the copyright owner before submission.

## 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.

Manuscripts that do not meet these guidelines will be rejected or returned before peer review.





## Publication Charges

There are no submission fees, publication fees, or page charges for this journal.

## Copyright Notice

Authors who publish in this journal agree to the following terms:

1. Authors retain copyright and grant the journal the right of first publication, with the work simultaneously licensed under a Creative Commons Attribution License that allows others to share the work with an acknowledgment of the work's authorship and initial publication in this journal.
2. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgment of its initial publication in this journal. <https://creativecommons.org/licenses/by-nc/4.0/>
3. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges as well as earlier and greater citation of published work (see The Effect of Open Access).

## 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 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 of knowledge.

