



## Editorial Policies

The following policies apply to all Philippine Normal University- Publication Office journals. If a journal is owned by and published on behalf of a learned society or association, please check for any additional requirements specific to that journal. Be sure to read these policies thoroughly before submitting your article to ensure compliance with all requirements.

### General Guidelines

- All journals of the Philippine Normal University-Publication Office adhere to the guidelines of the Committee on Publication Ethics (COPE).
- Submitting a manuscript to any of our journals signifies that all authors have reviewed and approved its content and that the manuscript complies with the journal's policies.
- The PNU-PO journals take publication ethics seriously for everyone involved in the publishing process.
- Intending authors should submit only original manuscripts that are free of plagiarism, including self-plagiarism, and are not under consideration elsewhere. Once submitted to our journals, a manuscript cannot be sent to other publications unless any of our journals cannot accept after desk or peer review.
- The Editors reserve the right to accept or reject any submitted material.
- There are no fees for processing or publishing work.
- Works in our journals do not reflect the views of the editors, the ASEAN Teacher Education Network, the Philippine Higher Education Research Council, and the Philippine Normal University.
- The journal will retract works that breach research and publication ethics after publication.

### Specific Guidelines

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## Affiliation

- ✓ You and your co-authors must list all relevant affiliations where the research was approved, supported, or conducted.
- ✓ For non-research articles, list your current institutional affiliation.
- ✓ If you move to a different institution before publication, list the affiliation where the work was done and note your current affiliation.
- ✓ If you do not have a current relevant institutional affiliation, state your independent status.

## Appeals and Complaints

The journals managed by the Philippine Normal University-Publication Offices adhere to the Committee on Publication Ethics (COPE) guidelines for appeals and peer-review management. We welcome genuine appeals and post-publication concerns, which should be directed to the lead editor. The lead editor will investigate by gathering information from all involved parties and proposing a solution based on academic ethics. Review or publication processes can be paused until the issue is resolved. If the lead editor is involved in the complaint, the Editorial Board, led by the senior member, will investigate and propose a solution.

## Authorship

Listing authors' names on an article is crucial for giving credit to those who have significantly contributed to the work. It also ensures transparency regarding who is responsible for the integrity of the content:

- ✓ Contributed significantly to the reported work, whether in conception, study design, execution, data acquisition, analysis, and interpretation or across all these areas.
- ✓ Drafted or wrote the article or substantially revised or critically reviewed it.
- ✓ Agreed on the journal to which the article will be submitted.
- ✓ Reviewed and agreed on all versions of the article before submission, during revision, the final version accepted for publication, and any significant changes made during the proofing stage.
- ✓ Agree to take responsibility and be accountable for the article's content, sharing the responsibility to resolve any questions regarding the accuracy or integrity of the published work.

Please check a separate document, Details on Authorship, for more information.

## Citations

This section details citations of sources in your article, applicable to all PNU Publication Office journals.





- All articles, whether research or non-research, must cite relevant, recent, and verified literature (preferably peer-reviewed) to support their claims.
- Avoid excessive self-citation or agreements to cite each other's work, as this is considered citation manipulation. Refer to [COPE \(citation manipulation\)](#) guidance on this issue.
- For non-research articles (e.g., Reviews or Opinions), ensure your references are relevant and offer a fair, balanced view of the current research. Do not show unfair bias towards specific research groups, organizations, or journals.

### **Competing Interests**

All authors must declare any competing interests related to their article, whether financial or non-financial, that could influence their research and interpretation of results. This includes conflicts of interest with products that compete with those mentioned in their manuscript. If unsure whether to disclose a [competing interest](#), authors should consult their institution. Authors may also check detailed information on competing interest followed by the Philippine Normal University – Publication Office.

### **Corrections, Expressions of concern, and Retractions**

Corrections to a published article require the Lead Editor's approval. Minor corrections are made directly to the original article, with a post-publication notice (erratum) added to the journal issue. For major corrections, the original article remains unchanged, and a corrected version is published. Both versions will be linked, and a statement explaining the major change will be included. A correction notice should be written and approved by all the original article's authors whenever possible. In rare cases, the journal might need to issue a correction without the authors' direct input. If this happens, the journal will try to notify the authors. Articles may be retracted following [COPE retraction guidelines](#) if necessary. These corrections ensure the journal's integrity and are not meant to punish authors.

### **Editor's Code of Conduct**

The editor of the journals managed by the PNU-Publication Office is responsible for choosing which submitted articles should be published. The editor's decision is based on the importance and validity of the submitted work, adherence to the journal policies, and peer review results. Please read the [PNU-PO Publication Ethics](#) for more information on the duties and responsibilities of the editors.

### **Funding**

The journals managed by the Philippine Normal University-Publication Office require authors to disclose all financial support received for their research. This includes:





- Internal funds, grants, and financial support from institutions, employers, or affiliated organizations.
- External funds from charities, private foundations, for-profit companies (like tech or pharmaceutical companies), think tanks, political groups, trade associations, research organizations, and government agencies.

Please refer to the [Instructions to Authors](#) for information on statement and declaration of funding details.

### **Misconduct**

The Philippine Normal University-Publication Office takes misconduct seriously and will act according to [COPE guidelines](#) to protect the integrity of scholarly work. Examples of misconduct include (but are not limited to):

- Affiliation misrepresentation
- Breaches in copyright/use of third-party material without appropriate permissions
- Citation manipulation
- Duplicate submission/publication
- “Ethics dumping”
- Image or data manipulation/fabrication
- Peer review manipulation
- Plagiarism
- Text-recycling/self-plagiarism
- Undisclosed competing interests
- Unethical research

### **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.

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.





## Peer Review

Articles submitted to the PNU-Publication Office journals go through a thorough peer review process, and the journals follow COPE guidelines for reviewers. Journals managed by the PNU-Publication Office follow a double-blind peer review. A minimum of two independent reviewers is normally required for every research article. The Editor will consider peer reviewers' comments and recommendations when deciding whether to accept or reject a manuscript, but **the final decision is the Editor's responsibility**. The PNU-Publication Office requests recommendations from authors. However, they will be invited to review other article submissions. For complete information on peer review, please check the Peer Review Process in the Instructions to Authors. Details on the duties of reviewers are spelled out in the Publication Ethics.

## Plagiarism

The PNU-Publication Office follows a developmental approach to plagiarism. Submitted works with a high similarity index (more than 10%) are returned to authors for appropriate revisions. This is essentially part of the technical review phase of the publication process. Authors are given three to four revisions until their submission reaches the acceptable similarity index.

## 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 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 must obtain written permission from the copyright owner before submission.

