 <b>PHILIPPINE NORMAL UNIVERSITY</b> The National Center for Teacher Education Taft Ave. Cor. Ayala Blvd., Ermita, Manila 1000 Philippines Trunkline: +63-2-317-1768 loc. 530 ▲ <a href="mailto:publications.office@pnu.edu.ph">publications.office@pnu.edu.ph</a> ▲ <a href="http://www.pnu.edu.ph">www.pnu.edu.ph</a>	Reference No.	PNU-MN-2022-PUB-GI-004
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## Rationale

The Philippine Normal University scholarly realizes its mandate as the National Center for Teacher Education through production and publication of ethical research that impact educational and government policies and programs to enhance and expand expertise in teaching and teacher training.


As an institution that advocates the creation, production, and dissemination of knowledge and pushes for a strong and sustainable research culture, the University is dedicated to warrant the highest level of ethical conduct in research by:

- putting premium on authenticity of research data,
- respect of privacy of individuals anchored on the PNU Code of Ethics Framework that includes:
  - **Respect:** Research endeavors uphold respect for life, dignity and reputation of both researchers and participants/subjects, with special and appropriate protection for vulnerable groups.
  - **Beneficence:** The best interest of the research participants/subjects is paramount.
  - **Justice:** Research intentions and processes adhere to generally accepted scientific principles of fairness, equality and merit.
- respect for intellectual property rights within the sphere of responsible inquiry explicitly stipulated in the University’s Intellectual Property Policies.

These, not only strengthen the quality of research publication but also articulate the recognition of the accountability by the University to its stakeholders and to the public. The 1973 Philippine Constitution stipulates that the exclusive rights to inventions, writings and artistic creations shall be secured to inventors, authors, and artists for a limited period. Also, the 1987 Philippine Constitution explicitly mandates that the state shall protect intellectual property.

The Philippine Normal University-Publication Office (PNU-PO) as the publishing hub of the University highlights its mandate as the National Center for Teacher Education to produce innovative, humane teachers, competent educational leaders and proficient research scholar by publishing academic and trade books and scholarly journals – in both print and electronic editions. With its vision to act as the key channel of ideas to reach out to worldwide readership it is vital to its publication processes, protocols and guidelines to strictly instill publication ethics and research guidelines



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## Objectives

The proposed publication ethics and research guidelines aims to:

1. promote ethically conducted and scholarly reported research manuscripts and publications in all its managed journal publications.
2. show observance of Intellectual Property Rights in the whole PNU system
3. offer ethical standards in publication processes and protocols
4. provide just and virtuous roles and duties to all parties involved in the publication process (author, referee, and editors)

## Publication Ethics and Research Guidelines

Publishing an article in a peer-reviewed journal is a very critical task in disseminating knowledge. In a peer-reviewed journal, the accuracy of publication is expected from authors to be observed in the course of evaluating papers that are submitted. Thus, ethical conduct is anticipated for all parties involved in the publishing process: the author, the journal editor, the peer reviewer and the publisher.

## Duties of Authors

### Reporting standards


In original empirical articles, authors must submit accurate description of the procedures implemented and the goals and objectives for purposely performing such works. All data should be openly stated in the paper together with the specific details and sources to guarantee replicability of the research in the future. Inaccurate or falsified claims in submitted manuscripts would intone ethical publication violations.

### Originality and plagiarism

Mandatory to contributors or authors to properly cite and quote literature sources that they used in framing their research articles. Plagiarism is an unethical publishing behavior and is unacceptable This act may be manifested in variety of ways such as using another's paper as the author's own paper, intentional or unintentional copying or paraphrasing parts of another's paper without citation, claiming results from research conducted by others.

### Redundant or concurrent publication

Authors should not submit for consideration in another journal a previously published paper. Contributors should not in general publish manuscripts describing basically the same

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research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently institutes unethical publishing behavior and is unacceptable.

### **Acknowledgement of sources**

Proper citation and acknowledgment of the work of others must always be observed. Authors must see to it that they cite publications that have been influential in determining the nature of the stated work. Secure written consent from the source when reporting information obtained privately, as in conversation, correspondence, or discussion with third parties. Information obtained in the course of confidential services, such as refereeing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

### **Authorship of the paper**

Authorship should be limited to those who have significantly contributed to the conception, design, execution, or interpretation of the reported study. Individuals who have made significant contributions should be listed as co-authors. Others who have participated in certain substantive aspects of the research project may be acknowledged or listed as contributors. The corresponding author should ensure that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication.

### **Disclosure and conflicts of interest**

All authors should disclose in their manuscript any financial or other substantive conflict of interest that might be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed. Examples of potential conflicts of interest which should be disclosed include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Potential conflicts of interest should be disclosed at the earliest stage possible, and must be communicated to the editor in the cover letter when sending the manuscript at the first time.

### **Fundamental errors in published works**

It is the author's obligation to promptly notify the journal editor or publisher and cooperate with the editor to retract or correct the paper when an author discovers a significant error or inaccuracy in his/her own published work. Third party information to the editor or the publisher that a published work contains a significant error may institute prompt retraction or correction of the paper by the authors. Or they will be asked to provide evidence to the editor of the correctness of the original paper.

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## Duties of editors

### Publication decisions

It is the responsibility of the editor of a peer-reviewed journal to decide which of the articles submitted to the journal should be published. Editor's decision must always be driven by the following:

- Validation of the work in question and its importance to researchers and readers.
- Policies of the journal's editorial board and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism and shall guide the
- Manuscript evaluation reports of peer reviewers or editorial board members.

### Fair play


It is expected that an editor would evaluate manuscripts for their intellectual content regardless of race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors. Double blind reviews will be effected to guarantee no biases in the process of evaluating manuscripts. In this form of review, referees are not aware of the author's personal and professional profile, the same way as the authors will not be given information regarding the referee's identity.

### Confidentiality

The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

### Disclosure and conflicts of interest

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Editors should recuse themselves (i.e. should ask a co-editor, associate editor or other member of the editorial board instead to review and consider) from allowing for manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. Editors should entail all contributors to reveal relevant competing interests and circulate corrections if competing interests are discovered after publication. If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern.

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## Duties of reviewers

### Contribution to editorial decisions

Peer review process assists the editor in making editorial decisions. It is also used, through the editorial communications with the author, to assist the author in improving the paper. Peer review is an indispensable component of formal scholarly communication, and lies at the heart of the publication process.

### Promptness

Any selected referee should notify the editor and excuse himself from the review process if he/she feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible.

### Confidentiality

All submissions received for review must be treated as confidential documents. Manuscripts and articles must not be shown to or discussed with others except as authorized by the editor.

### Standards of objectivity

Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Reviewers should clearly express their views with supporting arguments.


### Disclosure and conflict of interest

Unpublished materials disclosed in a submitted manuscript must not be used in a referee's own research without the express written consent of the author. Information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Referees should recuse themselves (i.e. should ask a co-editor, associate editor or other member of the editorial board instead to review and consider) from allowing for manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers.

### References:

Publication Ethics and Publication Malpractice Statement (based on Elsevier recommendations and COPE's Best Practice Guidelines for Journal Editors). Retrieved from <http://academypublisher.com/ethics.html> [2015-9-27]

Issues concerning Open Access publication have been derived from PLOS Editorial and Publishing Policies. Retrieved from <http://www.plosone.org/static/policies.action> [2015-9-27]

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(Most of the listed guidelines were derived from the **Publication Ethical Guidelines of Academy Publisher, Elsevier, and OmniaScience**).