

PHILIPPINE EDUCATION RESEARCH JOURNAL

Submission Guidelines

Over-all Guidelines

1. A study submitted for evaluation shall be original and the manuscript is not under review for publication elsewhere. The author must submit a statement to this effect together with the manuscript.
2. Any manuscript that does not conform to the submission guidelines herein may be returned to the author(s) for compliance before re-submission.
3. Unless specifically provided for below, the fifth edition of the American Psychological Association (APA) *Publication Manual* (2001) shall apply.

Organization of the Manuscript:

The manuscript shall be organized as follows:

1. First page (Title Page).

- 1.1 On the first line of page 1 shall be the title, under which will be the name(s) of the author(s). The name of each author shall be listed as follows: first name, middle initial (if any), last name. The institutional affiliation and email address of each shall be listed under each name. For more than one author, identify the corresponding author with whom PERJ will deal.
- 1.2 **Title.** The title shall not be more than 120 characters in length. It should not be written in all CAPS but in a sentence format (only the first letter is capitalized). Abbreviations are not permitted. Example:

A test of the belief congruence theory of prejudice (title)

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* Corresponding author

- 1.3 **Abstract.** The Abstract should be on page 1 and presented as only one paragraph not exceeding 500 words. No citations are allowed. Include 5 keywords (classifications) for the topic investigated.

2. Main Text.

- 2.1 The main text may begin on page 1 if space permits. It shall contain no more than 10,000 words, including titles and legends of tables, figures, charts and other graphics.
- 2.2 The text shall not contain footnotes. Any explanation or elaboration of textual materials should instead be in the form of Endnotes.
- 2.3 The main text shall be organized as follows: introduction, methods (to include research design, data collection procedures and/or instrumentation, and analytic methods; description of samples and sampling procedures,

where applicable), results, discussion. A separate section for conclusion is optional.

- 2.4 The Methods section may be subdivided into several subsections with brief sub-headings in boldface. The section on methods should be so presented so as to permit replication for those interested.
- 2.5 The Results and Discussion sections may have subsections.

3. Acknowledgments. This section should include the sources of financial support, if any.

4. References (see below for samples)

5. Tables (with descriptive titles and legends). Authors should indicate the preferred location of each table within the text by making a distinct instruction "Insert Table No. X about here". See below for an illustration.

6. Figures and charts (with descriptive titles and legends). Similarly, authors should indicate the preferred location of each figure or chart within the text by making a distinct instruction "Insert Figure No. X about here". See below for an illustration.

Making a Citation:

The following are the forms when citing a reference within the text:

1. One author (Aguilar, 1948)
2. One author, two or more papers (Sibayan 1974, 1983, 1985; TESDA 2006a, 2006b, 2008). Note no comma after author's name. Non-persons may be listed as authors of officially released documents.
3. Multiple references (Aguilar, 1948; Dekker, 2004; Young, 2003). Semicolons separate authors. List alphabetically.
4. Two authors (Porio & Felipe, 2007). Note the use of ampersand symbol "&".
5. More than three authors (Coleman *et al.*, 1966). Note the use of "*et al.*"
6. Unpublished paper (Rodriguez, Felipe & Valderrama, unpublished)

Preparing Tables and Figures/Charts

All Tables and Figures/Charts should be placed at the end of the manuscript, "camera-ready" (high quality saved in jpg/jpeg or tiff formats for digital submissions) each one with a unique legend, and arranged in numerical order. Each table/figure/chart should have an informative title placed at the top. Abbreviations, footnotes, and other details should be placed below the table/figure/chart.

Form of a Table:

Table 6
ANOVA of Model A

Model		<i>df</i>	Mean Square	<i>F</i>	<i>P</i>
A	Regression	7	1676.27	14.09	.000 ^a
	Residual	3849	11.96		

^aPredictors: Intercept, DOR, STR, SRR, SSR, SBR, SCR, Enr_SqRt

Note that (a) the table number and title are on top of the table and (b) the table footnotes, abbreviations and explanations are below the table. Note no underlines except headings and no side bars.

Form of a Figure/Chart:

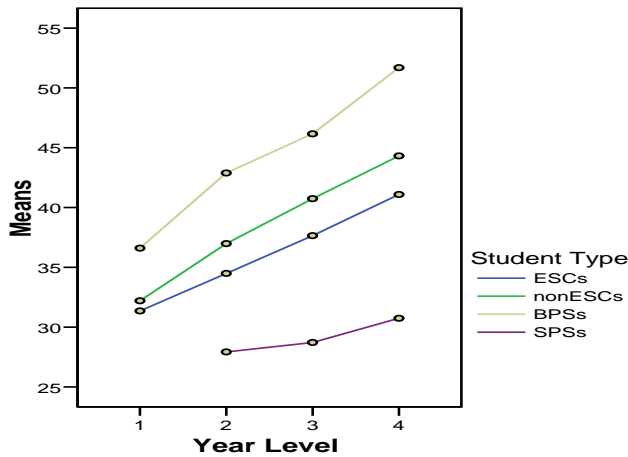


Fig. 6. Mean Performance in Total English Test

Note that (a) the figure has legends, and (b) the figure number and title are below (not on top) of the figure/chart. The label for figure is only written as “Fig.”, abbreviated.

Inserting a Table (or, Figure/Chart).

Each table, figure or chart will be prepared on a separate page. The author should indicate its preferred location within the text, with the following instruction (example):

“..... however, neither were the lines parallel. They slightly differed in slopes, signifying differences in the rates of improving English Level 1 competencies. In the ANOVA table, this is recorded as the significant interaction between year level and

 Insert Table 6 (or as the case may be, Figure 20) about here

student type (F=9.82, df=8, p=.000). English Level 1 competencies were acquired fastest among the BPSs,...

Preparing the References

Follow the following forms for references:

The Reference list should be arranged alphabetically. List all the authors for every article. If an author has more than one article, identify each by affixing to the year of publication the letters "a", "b" and so on for proper identification. If the number of authors is more than three, list only the first three, followed by "et al."

1. For Journal References

Author's last name, initial of the author's first name together with the initial of his second name, (Follow this form for listing all other authors of a multi-authored paper). Then, the year of publication, enclosed in parentheses. Then, the title of article with only the first word capitalized. Then, the Journal's standard abbreviated name. Then, the website (in parentheses) for online references. Then, the Volume, with the issue number in parentheses. And finally, the inclusive pages. Note: no periods after initials; commas separate authors; the form and position of the website.

Example: Felipe, AI (2006), Unexpected learning competencies of grades 5 and 6 pupils in public elementary schools: a Philippine report, *Int Educ J*, 7(7), 957-967

2. References to an Article from a Book

Author's last name, initial of author's first name together with the initial of his second name. (Follow this form for listing all other authors of the cited article, with comma separators). Then, the title of article with only the first word capitalized. Then, In: year of publication of the compilation, enclosed in parentheses. Then, the Editor's last name, Editor's initials, the word "ed(s)", title of book, edition (if any), number (if any), city of publication, publisher, inclusive pages. Note the colon sign after the word "In".

Example: Felipe AI, Assessing students through tests. In: (2005) Colinares NE & de la Rosa LPE (eds.), *Philippine education in the third millennium*, Catarman, University of Eastern Philippines, 369-383

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