

PHILIPPINE JOURNAL OF SOCIAL DEVELOPMENT
Research and Extension for Development Office
College of Social Work and Community Development
University of the Philippines
Diliman, Quezon City

Guidelines for Authors

The following criteria guides the acceptance of articles submitted to the PJSD:

1. The article must be original work.
2. It should not yet be published or submitted for publication in other journals.
3. It must be novel or innovative.
4. It must be consistent with the current CSWCD research agenda.
5. It must be of extreme importance to policy makers, scientists, researchers, teachers, practicing professionals in the fields of SW, CD, WDS, and DSD.
6. Ideally, the article must be interesting to researchers and practitioners in other related disciplines.
7. It should provide strong evidence for its conclusions
8. It may be any of the following forms:
 - a. Papers prepared specifically for publication in the journal;
 - b. A report or part of the report of a full blown research;
 - c. Papers presented in conferences/symposia conducted by the College and other fora;
 - d. Required course output from DSD students
 - e. Best papers prepared by undergraduate and graduate students as part of their academic requirements;
 - f. Papers based on theses and dissertations; and
 - g. Special articles such as book reviews and other written creative work, upon the call by the Issue Editor.

Manuscript Guidelines

1. Manuscripts should be typewritten in 12" Times New Roman font, single spaced with 1" border margins, and consistent with the standard rules of bibliographic citation using the American Psychological Association (APA) format.
2. Articles should be 4,000 to 6,000 words long, including tables, figures and list of references.
3. Writers/contributors should submit both electronic and hard copies of their article. Electronic copies must be in MSWord (.doc, .docx) or Open Document Text format (.odt).
4. Preferably, the electronic copies are to be submitted through pjsd@up.edu.ph.
5. Writers/contributors should adhere to the timetable set by the editor. Failure to do so would mean the author's loss of interest to publish their articles and the withdrawal of the consideration of the article for publication.
6. Manuscripts must be accompanied by a cover letter addressed to the Issue Editor and publisher, containing the author's expression of intent to submit the article for publication, a brief description about the author, a declaration of the originality and integrity of the article and in

the case of multiple authorship, a signed statement that all listed authors meet authorship criteria and that no others meeting the criteria have been omitted.

7. Writers must also accomplish the Copyright Transfer Agreement, found in Annex E, which grants the PJSD to publish and disseminate the submitted manuscript if and when it is accepted for publication.
8. The writer is solely responsible for the ideas and opinion stated in the manuscript. The article does not necessarily reflect the views of the College.
9. Specific guidelines for special articles will be provided by the Issue Editor concerned.
10. PJSD accepts articles written in either English or Filipino.

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Authors (in preferred order)	Role/Contribution	Signature

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