Philippine Journal of Social Development
Editorial and Publication Policies
(approved in the November 28, 2016 meeting of CSWCD Faculty)
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1. Introduction

The Philippine Journal of Social Development (PJSD), formerly the College of Social Work and Community Development (CSWCD) Development Journal, is the annual double-blind peer reviewed journal of CSWCD. It serves as the venue for sharing theoretical concepts as well as field/practical experiences, research outputs, and reflections of faculty, staff, students, alumni and practitioners.

The PJSD Publication Guidelines provides a comprehensive guide for writers, reviewers and editors to PJSD’s overall processes. Its first part provides a background on the PJSD publication structure and procedure, and its second part contains guidelines applicable to the different stages in the publication process. The second part is divided into four areas: 1) Call for and Submission of Manuscript; 2) Initial Review of Submitted Papers, Review of Revised Manuscript & Editing; 3) Refereeing of Materials and Review of Revised Manuscripts; 4) Presswork and Final Printing of the Journal for Managing Editor; and 5) Other Publication Concerns.

2. The PJSD Publication Process

2.1. Publication Structure

Key functions behind the PJSD, based mainly on the CSWCD Operations Manual (2015), are found below.

2.1.1. The Editorial Board

a) Composition and Term of Office

The Editorial Board is composed of five (5) members namely the Dean, the REDO Director and one (1) faculty member from each Department (DWDS, DCD and DSW) to be appointed by the College Executive Board.

The Dean shall be the Chair of the Editorial Board.

The Editorial Board’s term shall be co-terminus with the Dean’s term, except for the REDO Director whose term of office is for one year unless his/her appointment is renewed.

b) Role and Function

The Editorial Board sets the policy direction of PJSD as a scholarly publication; makes decision over scholarly issues unresolved at the level of the Issue Editor; and serves as the final appeals mechanism of the PJSD. Their decision is final and executory.

c) Meetings

The Editorial Board shall meet twice a year – 1) after the selection of papers for Peer Review, and 2) prior to the printing of the issue. Special meetings may be called for as needed.
2.1.2. Issue Editor

The Departments/Units will manage and act as Issue Editor of the PJSD on a rotation basis. The Chair is not necessarily the Issue Editor. Upon the recommendation of the Department-in-charge, the Editorial Board will issue necessary papers for the appointment of Issue Editor.

The duly appointed Issue Editor supervises the whole publication process and ensures that the publication will come out promptly and will be in its best form. She/He is expected to do the following:

- Call for papers
- Set the deadline for submission of papers
- Identify and invite qualified referees
- Initially screen the materials submitted for publication before forwarding to the referees
- Review, return and discuss comments of referees/reviewers with the writers
- Review revised materials
- Edit the materials before passing to the technical editor for final editing
- Work closely with the Managing Editor/layout artist during layout and presswork stages

Furthermore, she/he is also responsible for preserving the academic integrity of the PJSD, dealing on such ethical issues as confidentiality, authorship, plagiarism, falsification of data, and conflict of interest.

The Issue Editor shall receive appropriate official appointment papers. To compensate for her/his efforts, she/he may receive honorarium or credit loading, whichever is appropriate. The amount of the honorarium or credit load will be set by the Editorial Board.

2.1.3. PJSD Secretariat

The Research and Extension for Development Office (REDO) serves as the PJSD secretariat, as specified to be part of the REDO functions in the CSWCD Operations Manual (2015).

The functions of Managing Editor, Technical Editor, Business Manager, and Administrative Officer fall within the Secretariat’s scope of concerns.

a) The Managing Editor

The Managing Editor works closely with the Issue Editor in all aspects of the publication. She/He comes from REDO. She/He assists the Issue Editor specifically in the following activities:

- coordination with the invited referees including sending request letter and manuscript for refereeing as well as following up the refereeing results
- layout
- identification of the printing press
- presswork including proofreading
- determine the number of copies to be printed
- coordination with administrative officer on the logistic aspects
- circulation and marketing of the publication
b) Technical Editor

The technical editor does the final editing of the articles and ensures the good quality of the publication including coherence of ideas, grammar, spelling, presentation of tables, and pictures. She/He may or may not be from the College but must have basic knowledge of social development issues in general.

She/He will receive an honorarium on a per-article basis, the amount for which will be decided by Issue Editor in consultation with the Managing Editor.

Proper procedures for outsourcing the services of a Technical Editor will be observed by the Secretariat. Job contracts will initially be endorsed and signed by the Issue Editor and the Managing Editor, and signed by appropriate authority.

c) Business Manager

The Business Manager is assigned to take charge of the circulation and sales of all College publications including consignment with local distributors and coordination of publication sales during book fairs, trainings and conferences. She/He regularly remits the sales to the College publication trust fund and prepares a monthly report of publications sold as well as given as complimentary copies. She/He comes from REDO.

d) Administrative Officer

The REDO’s Administrative Officer accomplishes purchase requests, as signed by the REDO Director and Dean; and purchase orders, as signed by the College Administrative Officer.

2.1.4. Writers/Contributors

Faculty, staff and students of the UP Diliman in general and of the College in particular as well as alumni and external professional practitioners may contribute articles for the PJSD.

2.1.5. Referees

Two referees are chosen to review each article in the PJSD. They are expected to assess the article on its content, relevance, originality and usefulness as well as identify deficiencies and provide points for improvement.

- The referees are identified by the Issue Editor based on their expertise on the topic of the publication material.
- Each article for the journal or material for special publication is reviewed by two referees, preferably one from the College and another from another college or university. In case of a conflicting assessment, a third referee may be employed to break the tie.
- Double-blind refereeing is preferred, i.e., the writer and the referee are unknown to each other. Under special circumstances however, the single blind refereeing may have to be employed i.e., the author or the referee may be known to the other.
- A standard refereeing form is sent to the referees together with the manuscript and a request letter. The accomplished refereeing form is returned to the editor and will be the basis for accepting or rejecting the articles. Please refer to Annex A for the Review Form.
Referees are given 4 weeks to work on their reviews. The reviewers will receive a certificate in recognition of their contribution to ensuring the quality of articles published in the PJSD, as well as token honorarium subject to the availability of funds or other analogous form of compensation.

2.2. Publication Procedure

The PJSD follows the procedure outlined below, as informed by the CSWCD Operations Manual (2015):

2.2.1. Call for Papers

The PJSD issues calls for papers during January and August of the UP Diliman academic year for the June and February issues, respectively. This will be channeled through CSWCD-sponsored trainings and conferences, on official functions attended by College constituents as well as through posters and the various College websites and social media platform. For special publications, writers may inform REDO of their interest to publish their works.

The call is guided by the Criteria for Publication, found in Section 3.1.1 below.

2.2.2. Submission of Articles

Article submissions are expected to follow, and will be assessed according to the Manuscript Guidelines as specified in Section 3.1.2 below.

A minimum of five (5) articles and maximum of seven (7) articles per issue will be accepted. In the event that the minimum number of articles is not met, the Editorial Board may decide to postpone the publication of the PJSD, upon the recommendation of the Issue Editor.

2.2.3. Initial Review of Submitted Papers

Articles submitted for publication are initially reviewed by the Issue Editor for its relevance and timeliness. Articles are expected to meet the minimum requirements of publishable material in terms of content and presentation, and follow the submission guidelines set for writers. At this stage, the Editorial Board will hold its first meeting to review the materials for refereeing.

2.2.4. Refereeing of Materials

Materials which passed the initial screening of the Issue Editor and Editorial Board are submitted for refereeing. At this point, writers will be informed of the status of their submissions by the Issue Editor through the Managing Editor.

2.2.5. Revision of Manuscripts

Materials submitted for refereeing may either get: a) an outright acceptance; b) conditional acceptance with major or minor revisions; or c) an outright rejection. Articles needing revisions are returned to the writers for improvement based on the comments of the referees. If necessary, consultation with the Issue Editor is done during the revision stage.
2.2.6. Review of Revised Manuscripts

The revised materials are returned to the referees and the Issue Editor for another round of review to check if the comments are properly and completely addressed. In some instances, a second round of revision is necessary if the revised material falls short of the expectations of the referees and/or the editor.

2.2.7. Technical Editing

Manuscripts accepted for publication are edited by the Issue Editor and the technical editor. After editing the materials, the Editorial Board will be convened to confirm the final manuscripts before proceeding to presswork.

2.2.8. Presswork

Edited materials for publication are prepared for printing. Lay-outing is done followed by proofreading (at least two rounds of proofreading is necessary), and final printing.

2.2.9. Final Printing of the Journal

A printing press which meets the requirements of the publication in terms of the quality of output, deadline, as well as the printing cost is contracted to print the final copy of the publication. The University’s procurement policies and procedures are followed in choosing the printing press.

3. PJSD Publication Guidelines

This section provides details on the guidelines corresponding to the PJSD Publication Procedure, with the addition of Post-Publication Concerns. It is divided into five parts: 1) Call for and Submission of Manuscript; 2) Initial Review of Submitted Papers, Review of Revised Manuscript & Editing, for Issue/Technical Editor; 3) Refereeing of Materials and Review of Revised Manuscripts; 4) Presswork and Final Printing of the journal for Managing Editor; and 5) Other Publication Concerns.¹

3.1. Call for and Submission of Manuscript

3.1.1. Criteria for Publication

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;

¹ This section is based on Rolle, (n.d.); and the CSWCD Operations Manual (2015).
3.1.2. 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. See Annex B for a sample cover letter. Refer to “Authorship Disputes” in Section 3.2.3 below for the authorship criteria.
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.

3.2. Initial Review of Submitted Papers, Review of Revised Manuscript & Editing, for Issue/Technical Editor

3.2.1. Substance

The following points reflect common standards in scholarly writing, and writers as well as editors are encouraged to be guided by them where it is appropriate. This does not preclude the submission of papers with other content organization.

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2Interested authors may refer to “Preparing Manuscript for Submission” by the APA (2010b, pp.228-231) for related information in manuscript submission.

3This section is based on related sections in the APA Publications Manual 6th edition (2010a), unless otherwise indicated.

4Authors and editors may refer to “Quick Read, Actions Taken” in APA (2010a, pp.3-4) for tips in reviewing submitted articles for their substance.
1. **Title and Abstract** – Authors should include these aspects of the study and seek to provide the information accurately and coherently and in a non-evaluative manner.
   a. The Title should be written as to capture the reader’s attention and clearly inform the reader of the contents within.
   b. The Abstract serves important purposes in summarizing the hypotheses, design, and findings of the study and in representing the article in indexing databases. It should be limited to 250 words. This shall be over and above the 6,000 word limit for the main article.

2. **Introduction** – Authors are advised to establish current knowledge of the field; to summarize previous research, providing the wider context and background and the importance of the current study; to set the stage for the present research, indicating gaps in knowledge and presenting the research question; and to introduce present research, stating its purpose and outlining its design.

3. **Analytical Framework** – In this section, authors are expected to describe the central concepts underlying their work. It should provide an answer to the question posed in the introduction at a conceptual level, tying together all the authors’ arguments. Make the definitions precise, concise, and unambiguous.

4. **Methodology** – Authors should adequately describe how they went about their research. This includes a discussion of the data gathering methods they used and their analytic plan. A “clean” and “clear” approach to writing this section is recommended where the soundness of methods is made apparent and the procedures carried out are thoroughly explained that it can be replicated *if necessary.*

5. **Results and Discussion** – The Results section should include a summary of the collected data and analyses, which follows from the analytic plan. All results should be described, including unexpected findings. In the Discussion section, the writer evaluates and interprets the findings. This section should begin with a statement of support or nonsupport for the original hypotheses in light of the findings.

6. **Tables and figures** – Good tables and figures should be structured according to APA Style and be clear and self-explanatory so that, with their captions, they can stand apart from the text.

7. **Conclusions** – Limitations and a discussion of the importance and/or implications of the findings should conclude the discussion.

For special articles, which include book reviews and written creative work, specific guidelines will be provided by the PJSD Issue Editor during the Call for Papers.

3.2.2. **Style**

The PJSD follows the technical writing standards of the APA Publications Manual 6th Edition. Standards will automatically adjust to the updates in the Manual. The following rules are given emphasis:

1. **In-text citation of sources.** When using sources in-text, authors must indicate the surname author and the year of publication of the cited work in parentheses. Direct quotations must further be enclosed in quotation marks, and the page number from which it was lifted must be cited along the author and the year of the work’s publication. Detailed mechanics set by the APA Publication Manual 6th Edition on in-text citation of sources must also be observed.

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5Authors and editors may further refer to “Checklist for Manuscript Submission” in APA (2010b, p.240) for tips in reviewing articles for their style.
2. **List of references.** A reference list forms part of the manuscript, placed at the end of the document. All sources referred to in the body of the manuscript must be listed alphabetically according to the last name of the authors. The following information must be included: 1) Author, 2) Year of publication, 3) Title of article, chapter, or webpage, 4) Title of journal, book or website, 5) Place of publication and publisher, and if applicable, 6) the webpage URL. The APA Publication Manual 6th edition provides detailed information on the format of the varied types of sources acceptable for use in a scholarly article.

3. **Article format.** Manuscripts should be prepared in the following format: text should be in Times New Roman font in 12” size; margins must be set at 1” for all sides of the page; lines must be double spaced; and document must be paginated. Other formatting details set by the APA Publication Manual 6th Edition must also be followed.

### 3.2.3. General Ethical Guidelines

The PJSD upholds the highest ethical guidelines for publications, as set and/or recognized by the Committee on Publication Ethics (COPE). Ethical guidelines stated in the APA Publications Manual 6th Edition (2010b) are similarly adhered to.

The following issues are given emphasis:

1. **Plagiarism**

   The PJSD does not tolerate plagiarism, or using others’ words and ideas without giving the due and proper credit whether intentionally or by neglect. Proper citation is thus expected from submitted articles, both in-text and in a reference list. In-text citations must reflect the author and year of the cited work’s publication, with direct quotations indicated by quotation marks.

   In cases of plagiarism in either a submitted or published article, the concerned Issue Editor will review the article in question, identify the degree of plagiarism, clarify the issue with the author or his/her affiliated institution, and raise the issue to the Editorial Board for decision to reject the submission, require its revision, or retract the published article.

   See Section 3.5.1 below for retraction guidelines.

2. **Text recycling/Self-plagiarism**

   Authors are also discouraged from committing plagiarism of one’s own previous research, which is known as text recycling or self-plagiarism. This is committed when an author duplicates parts of their previously published work and presents it as new material – whether intentionally or by neglect.

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6For additional references on ethical concerns, interested authors may see Common Knowledge, Plagiarism, Copyright and Ethics and Referencing (Murphy, 2009, pp.21-26); Ethical Considerations (APA, 2010a, p.9); and Complying with Ethical, Legal, and Policy Requirements (APA, 2010b, p.231). The following COPE publications also provide relevant information: Code of Conduct and Best Practice Guidelines for Journal Editors (2011); Ethical Guidelines for Peer Reviewers (2013); and Responsible research publication: international standards for authors (Wager &Kleinert, 2010).  
7Established in 1997, COPE is a United Kingdom-based organization with 10,000 member journals worldwide that sets standards and provides resources and a discussion venue on publication ethics (COPE, 2016).
In assessing the degree of text recycling and determining what action must be taken, the following is observed:

- Consider how much text is recycled, where in the article the text recycling occurs, whether the source of the recycled text has been acknowledged, whether the article is a research or non-research article, whether there is a breach of copyright and in some circumstances, cultural norms at the time and place of publication.
  - Introduction: Consider how much text is repeated verbatim, and whether the original source is cited (although editors should note that citing the source is not a justification per se).
  - Method: Editors should use their discretion and knowledge of the field when deciding how much text overlap is acceptable in the methods section. An important factor to consider is whether the authors have been transparent, stating that the methods have already been described elsewhere and providing a citation.
  - Results: The re-use of data without clear scientific justification and transparency should be dealt with according to COPE guidelines for redundant (duplicate) publication rather than as ‘simple’ text recycling.
  - Discussion: Large amounts of text recycling are unlikely to be acceptable, especially if previously published ideas are presented as new.
  - Conclusion: Text recycling is unlikely to be acceptable in the conclusions of an article. If the conclusions contain recycled text, editors should consider whether the content of the article is novel.
  - Figures and Tables: Reproduction of previously published figures or tables may represent data duplication if the authors do not provide a justification (see ‘Results’) and, if reproduced without permission, may result in copyright infringement.

- Text recycling in a submitted manuscript: If overlap is considered minor, action may not be necessary or the authors may be asked to re-write overlapping sections and cite their previous article(s) if they have not done so. More significant overlap may result in rejection of the manuscript.
- Text recycling in a published article: If text recycling is discovered in a published article (for example by a reader alerting an editor), it may be necessary to publish a correction to, or retraction of, the original article. This decision will depend on the degree and nature of the overlap as discussed above, but also if appropriate, whether the authors are very junior/inexperienced.

3. Duplicate/Redundant publication

Duplicate or redundant publication occurs when published work overlaps with a previously published work from the same author publication. The PJSD, in view of publishing original work with new or innovative contribution to social development research, highly discourages this. In cases where submitted or published articles are found to be duplicate or redundant publications, the Issue Editor will compare the previous and current articles and assess the degree and nature of their overlap. The Editorial Board will make the decision whether the articles will require revision, be rejected, or be retracted, depending on the degree and nature of overlap.

4. Authorship disputes

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8This section is adapted from the BioMed Central (n.d., pp.1-2).
9International Committee of Medical Journal Editors [ICJP], 2015, p.8
The PJSD adheres to the following definition of authorship recognized by COPE, “Authorship credit should be based only on:
1. Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published.
Conditions (1), (2), and (3) must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship.” Additionally, advising for theses or dissertation does not justify authorship.

In case of authorship disputes, the above definition will guide the Editorial Board in resolving them.

In order to avoid authorship disputes, authors are asked to accomplish the Authorship Information Form found in Annex C upon the acceptance of their manuscripts for publication.

5. Changes in authorship

In cases of requests for changes in authorship, whether these concern the addition, replacement, or removal of one or more authors before or after publication, the Issue Editor will require the request reflecting justification to be submitted in written form and ensure the consent of all authors involved or the affiliated institution in case of disagreement. With the Editorial Board’s approval, the authors will be required to submit an updated Authorship Information Form signed by all the authors and either update article details for articles yet to be published or publish the correction in a later issue if the article of concern was already published.

6. Fabricated/Falsified data

Fabricated data is data that was made up or produced without actual basis; while falsified data happens when data are changed, misreported, or unreported to the effect of deceiving readers or otherwise misrepresenting facts. These are considered as misconduct in research and in social development, and are thus not tolerated by the PJSD. Not only do they demonstrate the lack of the author’s moral integrity but of the article’s academic or scholarly integrity and value.

In cases of suspected fabricated or falsified data, the Issue Editor will investigate the concern raised, the author/s or affiliated institution (should the author/s fail to respond) will be contacted for explanation, and the issue will be raised to the Editorial Board for decision to either clear the author/s or reject the article from publication or retract the published article.

7. Conflict of interest

Conflict of interest refers to how the research – especially its purpose, design, and results – may have been determined by factors other than principles of research as well as of social development, such as the influence of funders or the researcher’s personal agenda. Against

10 ICJME, 2015, p.1
11 ICJME, 2015, p.7
this, the PJSD particularly encourages transparency among authors interested in publishing their articles in this journal.

In cases of suspected conflicts of interest, the Issue Editor will investigate the concern raised, the author/s or affiliated institution (should the author/s fail to respond) will be contacted for explanation, and the issue will be raised to the Editorial Board for decision to either clear the author/s or reject the article from publication or retract the published article.

In order to avoid conflicts of interest, authors are asked to accomplish the Declaration of Conflict of Interest Form found in Annex D upon the acceptance of their manuscripts for publication.

3.3. Refereeing of Materials and Review of Revised Manuscripts, for Peer Reviewer

3.3.1. The Peer Review Process

1. Articles submitted to the PJSD are subject to a double-blind peer-review process, where the authors and the reviewers are unknown to each other.
2. Two (2) reviewers are invited to participate in the process. One (1) comes from the CSWCD, and one (1) from outside of the College or University. In cases of conflicting reviews, a third reviewer may be invited.
3. Articles may receive any one of the following reviews:
   - *The article is fit for publication.* The article is ready for publication and is accepted without need for corrections in its content or presentation.
   - *The article needs minor revision.* The article is deemed acceptable but will require some corrections before it can be ready for publication. The author will need to satisfactorily revise the article before it can be fully accepted.
   - *The article needs major revision.* The article has the potential for publication but will need major revisions in its content or presentation. Similarly, the author will need to revise according to the reviewer’s specifications before it can be reconsidered for publication.
4. The Issue Editor, in consultation with the Managing Editor, forwards the decision regarding the acceptability of the article. In case of conflict between reviews, the Issue Editor makes the decision in consultation with the Managing Editor. The Editorial Board will make the final decision regarding the publication of the article.

3.3.2. The Peer Reviewer\(^{12}\)

1. Below are PJSD’s criteria for identifying & screening reviewers:\(^{13}\)
   - Expertise in particular content areas of their field;
   - Substantial years of practice in their field;
   - Familiarity with a particular controversy or attention to a balance of perspectives; and
   - Willingness to adhere to the publication timeline; and
   - Willingness to review pro-bono.

\(^{12}\)Interested reviewers may refer to Nicholas & Gordon’s (2011) *A Quick Guide to Writing a Solid Peer Review*, which provides additional information on conducting the peer review.

\(^{13}\)This section is adapted from the APA Publication Manual 6th Edition, 2010b, p.3.
2. The recruitment and screening of reviewers, as well as coordination between the reviewers and the writer, are undertaken by the Managing Editor, upon approval of the Issue Editor.

3. Writers are encouraged to submit a list of their recommended reviewers. Their recommendations will be subject to the selection criteria.

4. Reviewers are expected to accomplish the following:
   - Present a clear decision regarding publication, considering the quality of the manuscript, its scientific contribution, and its appropriateness for the particular journal;
   - Support the recommendation with a detailed, comprehensive analysis of the quality and coherence of the study’s conceptual basis, methods, results, and interpretations; and
   - Offer specific, constructive suggestions to authors.

3.4. Presswork and Final Printing of the Journal for Managing Editor

3.4.1. Publisher Concerns

PJSD’s publishing concerns shall be guided by the APA Publication Manual6th Edition. The following are given emphasis:

1. **Transfer of copyright.** The publication of an article transfers its copyright to the PJSD. By transferring copyright, “authors permit publisher to (a) more widely distribute the work, (b) control reuse by others, and (c) handle the paperwork involved in copyright registration and administration.”

2. **Posting articles on the Internet.** As the College works to digitize its knowledge materials for wider public distribution, PJSD articles may be posted in the UPD Journals website after their publication. (In such event, the authors will be duly notified in writing by the Issue Editor through the Managing Editor.)

It is also for both publishing concerns that that an accomplished Copyright Transfer Agreement must accompany article submissions, as specified in Section 3.1.2.

3.5. Other Publication Concerns

3.5.1. Erratum and Retraction

In rare cases, unavoidable circumstances may require the PJSD to issue Errata or Retractions. Issuing an erratum usually involves minor corrections in previously published information, such as in names and dates or typographical errors. For this, the PJSD provides a statement to correct the oversight in a subsequent issue. On the other hand, retractions involve more delicate matters such as change in authorship or ethical issues with a published article. Both means of correction serve to preserve the integrity of the journal as well as ensure the right of the reader to be correctly informed.

Below are the guidelines on retraction and issuing a correction or statement of erratum followed by the PJSD:

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15 Sections on “Publisher Policy Requirements” and “Working with Publisher When Manuscript Has Been Accepted” were particularly used (APA, 2010b, pp. 236-239).

16 APA, 2010b, p.236

17 This section is adapted from COPE, 2009, pp.1-6.
1. The Issue Editor should consider issuing a correction (or statement of erratum) if:
   - a small portion of an otherwise reliable publication proves to be misleading (especially because of honest error)
   - the author / contributor list is incorrect (i.e. a deserving author has been omitted or somebody who does not meet authorship criteria has been included)

2. The Issue Editor should consider retracting a publication if:
   - they have clear evidence that the findings are unreliable, either as a result of misconduct (e.g. data fabrication) or honest error (e.g. miscalculation or experimental error)
   - the findings have previously been published elsewhere without proper cross referencing, permission or justification (i.e. cases of redundant publication)
   - it constitutes plagiarism
   - it reports unethical research

3. The statement of retraction should:
   - be linked to the retracted article wherever possible (i.e. in all electronic versions)
   - clearly identify the retracted article (e.g. by including the title and authors in the retraction heading)
   - be clearly identified as a retraction (i.e. distinct from other types of correction or comment)
   - be published promptly to minimize harmful effects from misleading publications
   - be freely available to all readers (i.e. not behind access barriers or available only to subscribers)
   - state who is retracting the article
   - state the reason(s) for retraction (to distinguish misconduct from honest error)
   - avoid statements that are potentially defamatory or libelous

3.5.2. Appeals about Editorial Decision

PJSD welcome written appeals from authors about editorial decisions. The Issue Editor, however will still evaluate the merit of the appeal, and may either reject it or consider additional editorial review for the concerned article. If the latter course of action is taken, the editorial decision will be reconsidered in light of the new review, and in consultation with the Editorial Board retain, revoke or modify decision. The author that sent the appeal will be informed of the process, status, and final decision.

3.5.3. Complaints about the Journal

Should complaints about the PJSD be forwarded, the complainant will be asked to submit their complaint in writing, and the concerned Issue Editor and/or the Editorial Board will provide explanation regarding the complaint also in writing.
REFERENCES


ANNEX A: PJSD Review Form

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

Review Form

Title: ______________________________________________________________

____ 1. The article is fit for publication. (Please explain.)
______________________________________________________________
______________________________________________________________

____ 2. The article needs minor revision. (Please explain.)
______________________________________________________________
______________________________________________________________
______________________________________________________________

____ 3. The article needs major revision. (Please explain.)
______________________________________________________________
______________________________________________________________
______________________________________________________________

____ 4. The article is not fit for publication. (Please explain.)
______________________________________________________________
______________________________________________________________
______________________________________________________________

Refereed by:
______________________________________________________________

Signature over Printed Name
ANNEX B: Sample Cover Letter

April 2, 2008

Meredith S. Simpson, PhD
Editor, *Journal of Poetry and Psychology*
Department of Psychology
University of Xanadu
9 Prentice Hall
Xanadu, NY 10003-1212

Dear Dr. Simpson:

I am enclosing a submission to the *Journal of Poetry and Psychology* entitled, “Poetry and the Cognitive Psychology of Metrical Constructs.” The manuscript is 40 pages long and includes 4 tables and 1 figure. I wish for the manuscript to be given a masked review and request that it not be sent to my ex-husband [name blocked out] for review. Although he is an expert in the area, I do not believe that he would be able to provide an unbiased review at this time.

Some of the data from this paper were previously presented at the annual meeting of the Poetry and Psychology Society in San Diego (May 2006). This is one of a series of papers examining cognition and creative writing (see references for a listing of those published and in press). There is some overlap in the content of the introduction sections, which we have noted in the text. We would be happy to provide copies of the other manuscripts if there should be any concern about duplicate or fragmented publication. My coauthors and I do not have any interests that might be interpreted as influencing the research, and APA ethical standards were followed in the conduct of the study.

I have enclosed a copy of the permission granted us for the adaptation we made to the figure; permission is pending from the publisher for the poetry that is reproduced.

I will be serving as the corresponding author for this manuscript. All of the authors listed in the byline have agreed to the byline order and to submission of the manuscript in this form. I have assumed responsibility for keeping my coauthors informed of our progress through the editorial review process, the content of the reviews, and any revisions made. I understand that, if accepted for publication, a certification of authorship form will be required that all coauthors will sign.

Sincerely,

Janet Sestina, PhD, Associate Professor
University of Melville
112 Oceanside Drive
Quecqueg, ME 20031-2221
218-555-1212 (voice)
218-555-1213 (fax)
jsestina@melville.edu

(From APA 2010b, p. 232)
ANNEX C: Authorship Information Form

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ANNEX D: Declaration of Conflict of Interest

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

Declaration of Conflict of Interest

Title of Article: _______________________________________________________________

For Publication in PJSD Volume No. ____________________________________________

Please tick one of the following boxes:

☐ I/We have no conflict of interest to declare.
☐ I/We have a competing interest to declare. (Please fill in box below).

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_________________________________________
Signature over Printed Name and Date
Copyright Transfer Agreement

Title of Article: ________________________________________________________________

Author(s): ________________________________________________________________

For Publication in PJSD Volume No. ______________________________________________

Copyright to the Article is hereby transferred to the Philippine Journal of Social Development, if and when the Article is accepted for publication. Such copyright transfer includes granting the following rights to the Journal:

a) To publish the work in the Journal, both in print and electronic or digital format and online;

b) To upload a copy of the article in the database of the Philippine Journal of Social Development and in any other databases available on the public internet; and

c) To give open access to above-mentioned work, thus allowing “fair use” of the work in accordance with the provisions of the Intellectual Property Code of the Philippines (Republic Act No. 8293), especially for teaching, scholarly and research purposes.

By submitting an article to the Philippine Journal of Social Development, the author/s also guarantee/s that the Article 1) is the author’s/ authors’ original work; 2) has not been previously published; and 3) has not been submitted for publication to other journals.

If the article is rejected or is withdrawn prior to acceptance by Philippine Journal of Social Development, this Agreement will be null and void.

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