



**Philippine Women's University**  
and its Affiliate Schools for Men and Women

1743 Taft Avenue, Malate 1004, Manila, Philippines

# **GABAYÁN:**

**A P U B L I C A T I O N M A N U A L**



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# **GABAYÁN:**

## **A Publication Manual**

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## ABOUT PWU

The Philippine Women's University or PWU is a non-stock, not-for-profit, non-sectarian educational institution duly existing under the laws of the Republic of the Philippines.

The University marked its centennial in the academic year 2019-2020.

It is in the top tier of the Philippine educational hierarchy with Autonomous Status conferred by the Commission on Higher Education in 2008.

The University's core values are fostered through a curriculum centered on holistic character formation, the preservation of cultural and national heritage, family solidarity, ethical professionalism and service to the country.

The Philippine Women's University was founded in 1919 to prepare young Filipina women for a life of productive and participative citizenship. During a period in Philippine history when national independence was yet to be realized, these enlightened women were emboldened by a vision of a future that gave due recognition to the essential role of women in nation-building. Today's PWU remains true to the vision of its founding mothers while evolving into a modern institution prepared to meet the opportunities and challenges of the next hundred years.

On June 9, 1919, what would eventually be PWU opened its first classes as the Philippine Women's College. The vision of seven farsighted Filipino women - Clara Aragon, Concepcion Aragon, Francisca Tirona Benitez, Paz Marquez Benitez, Carolina Ocampo Palma, Mercedes Rivera and Socorro Marquez Zaballero - the nascent university had an initial enrollment of 190 students. The goal was to prepare young Filipino women for a life of service and leadership.

In 1932, thirteen years after opening, the college won university status, becoming known henceforth as the Philippine Women's University and thus the first university for women in Asia founded by Asians.

Following evolving trends, PWU started admitting male students in the 1970s and is now fully co-educational. The University is moving toward its centenary in 2020. It has coped with many vicissitudes, including being burned and razed to the ground during the battle for the liberation of Manila in 1945. But phoenix-like, PWU rose from the ashes, grew and flourished even more vigorous, innovative and determined to continue serving the youth of the land.

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Historically, the university is credited with a number of firsts and pioneering innovations. Among them:

- Organization of the Student Council, the first such council in a Philippine private school, in 1922.
- Pharmacy in 1924.
- Business Administration as a private school, a four-year course in 1926.
- Home Economics as a bachelors' degree course in a private school in 1928.
- The Graduate School in 1931.
- Social and Civic training in 1938 evolving into the MSCED (Moral, Social and Civic Education) course required at all levels in all courses and disciplines as a hallmark of PWU education.
- The College of Music and Fine Arts in 1947.
- The Institute of Human Relations and the Family Life Workshop of the Philippines in 1948.
- The Community College, first late afternoon and evening school for working women, in 1949.
- The Philippine School of Social Work in 1950.
- Bachelor of Science in Elementary Education in 1952.

### **PWU MISSION VISION AND FOUR-FOLD OBJECTIVE**

**Vision.** A University that develops individuals through excellence in teaching, dynamic and relevant research, and responsive service supported by evolving technology for global competence.

**Mission.** An enduring commitment to prepare the learner to continuously search for knowledge through a holistic education which treasures heritage and is imbued with the core values of personal integrity and spirituality, family solidarity and community participation.

#### **Four-Fold Objective**

- Holistic development of personality & moral character;
- Preparation for the vocational, career and profession;
- Training for home and family life;
- Training for community participation and leadership.



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## ABOUT THE RESEARCH AND DEVELOPMENT OFFICE (RDO)

Dedicated to bridging the gaps between home and professional life in the interest of holistic personal, national and social development, Philippine Women's University (PWU) through its Research and Development Office (RDO) envisions itself as a research institution, which

works in consonance with the national development goals. Its research orientations go hand-in-hand with its recognition of the globalized nature of its teaching, learning, and research. Its social development thrusts are also linked to its historical concern for gender empowerment, family life, civic participation, health, education, environmentalism and cultural heritage.



**By and large, the RDO aims to:**

- encourage individual development through research;
- contribute towards building strong communities through leadership in the prioritized areas of health, nutrition, education and culture; and
- direct research efforts towards target outcomes in the national development plans.

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# GABAYÁN PUBLICATION MANUAL COMMITTEES

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Member, Intellectual Property Policy Committee
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## ABOUT THE PWU JOURNALS / TITLES AND THEIR SCOPES

***PWU Research Journal.*** This is the flagship publication of PWU. It welcomes and publishes articles and theses and dissertations converted to an IMRAD format, written by the faculty and students of different Schools of the University. It is published in May and December of the same year with Special Issues within the academic year from different Schools of the University. Each issue features at least 6 papers. The Editorial Board is composed of internal and external reviewers.



***Sabangan.*** It is a peer-reviewed academic journal that focuses on articles regarding Philippine culture and society. It has broadly a national focus from a global perspective, the Philippines as seen by locals and the rest of the world. It specifically welcomes articles from the School of Fine Arts and Design, the School of Music, and other artistic and performing arts clusters of PWU. The term ‘Sabangan’ is an Ilokano word which literally means ‘mouth of the river.’ It is where the river ends its journey and meets a bigger body of water like the sea. It connotes some sort of crossroads and a point of juncture and confluence.

# SABANGAN

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**Bidlisiw: A Multidisciplinary Scholarly Journal.** Its maiden publication was published in May 2021. It welcomes and publishes academic papers such as speeches, keynote speeches, presentations of papers in local and international conferences, commentaries, visiting professorial lectures, short critiques, squibs, book review, critical review of literature, and other related academic articles that are worthy of dissemination, thus which are likely to elevate academic discourses. The lexical item “bidlisiw” is a Cebuano word, which means “rays of the sun,” in Tagalog “sinag.”



**Compendium of PWU Abstracts.** It is a scholarly album of PWU thesis and dissertation abstracts produced by the Graduate Studies educands of the Philippine Women’s University. It is published once every academic year to consolidate all done-deal thesis and dissertation abstracts within this period. Its Maiden Issue was released in December 2021 during the height of the COVID-19 pandemic.

# COMPENDIUM

**Búgkos: A Book of Research Conference Abstracts.** It is a scholarly album of research conference abstracts presented by the PWU authors, researchers and scholars during the official PWU-RDO research festivals. It is released annually with Special Issues within the Academic Year at Philippine Women’s University. Its maiden publication was released in November 2021 during the height of COVID-19 pandemic. **Búgkos** is a Cebuano lexicon which means bígkis; bond; bundle.

# BÚGKOS

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***PEERspective: An Undergraduate Research Journal*** It is a scholarly journal that publishes thesis outputs of the undergraduate students of different Schools and Departments at PWU. All theses should be converted to an IMRAD format. It is published annually within the academic year at PWU.



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## EDITORIAL BOARD MEMBERS AND APPLICATION

1. Each journal / title is composed of Editorial Board members both internal and external members and reviewers.
2. The Chief Editor overseeing all PWU titles' affairs is Full Prof. Dr. Leonardo Munalim who can be reached through rdo@pwu.edu.ph for any inquiries.
3. Interested reviewers may send their applications to rdo@pwu.edu.ph to be addressed to the RDO Director Full Prof. Dr. Leonardo Munalim. Applicants should prepare an intent letter to be written in the body of the email, not as an attachment. An applicant's Research CV should be attached to the application.

## SUBMISSIONS POLICIES

### Pre-submissions

#### 1. Privacy Statement

- 1.1 The University respects the Data Privacy Act of 2012 (Republic Act 10173). As data producers/sources, Authors are informed why the information is gathered, as well as to inform them of the right to data privacy.
- 1.2 The names, email addresses and other personal information released upon submissions in all journals will be used exclusively for the stated purposes and will not be made available for any other purpose or to any other parties.

#### 2. Publication Agreement

- 2.1 This Publication Manual and the RDO shall strictly follow the policies stipulated in the University Intellectual Property Policy (IPP).
- 2.2 All Authors should fill out the Publication Agreement before submitting their papers.

Journals	
PWU Research Journal	<b>Links (Links are enabled)</b> <a href="https://forms.gle/iGz8z7HxS7YbvUPL9">https://forms.gle/iGz8z7HxS7YbvUPL9</a>
Sabangan	<b>RDO's Access Only</b>
Bidlisiw	<a href="https://docs.google.com/forms/d/1nMuiNS3dWGTz-cn7jWrziFqr6V7jn-MaHk_Drg98h488/edit">https://docs.google.com/forms/d/1nMuiNS3dWGTz-cn7jWrziFqr6V7jn-MaHk_Drg98h488/edit</a>
PEERspective	
Compendium	<b>Links (Links are enabled)</b>
Búgkos	<a href="https://forms.gle/PoFc6rs2pzDHG3jg8">https://forms.gle/PoFc6rs2pzDHG3jg8</a> <b>RDO's Access Only</b> <a href="https://docs.google.com/forms/d/11A9f2LkUaLgm_Dt9DbZYjr43mCar-m56uVipSTft041w/edit">https://docs.google.com/forms/d/11A9f2LkUaLgm_Dt9DbZYjr43mCar-m56uVipSTft041w/edit</a>

- 2.3 For more than one author, all Authors should fill this Form out individually.
- 2.4 If there is one from the Authors who do not agree to the terms, the paper will be rejected, thus will not be reviewed.
- 2.5 General Agreements and Permission
- 2.5.1 I want my email address to be indicated in the actual publication.
- 2.5.2 **Preferred Name for actual publication.** Since this publication is important for possible future citations, you are only given these options):
- 2.5.2.1 I prefer my full name and family name [ without middle initial ]
- 2.5.2.2 I prefer an initial of my first name, then a complete family name. For example: A.S. Santos
- 2.5.3 **Authors' Responsibility & Contributions:** All Authors have substantial contributions to the paper. All Authors have read the final state of the paper before its publication. All Authors shall engage during the review and editing processes.
- 2.5.4 **Authors' Responsibility:** All Authors assure that the paper contains accurate conceptual information in the paper, especially in technical disciplines and areas.
- 2.5.5 **Content:** The paper does not contain any derogatory, racist, offensive, pornographic, libelous and other negative data that can be detrimental to the reputation of the University and/or the subjects of the study, including the institution where the data were gleaned, or where the study was conducted.



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- 2.5.6 I agree that the RDO and its Publication arm of PWU can disseminate the copies publicly in PDF and print in any forms for academic and educational purposes.
  - 2.5.7 I agree that my paper may be retracted from publication in case it has violations such as but not limited to plagiarism, intellectual property, and ethical concerns.
  - 2.5.8 I am aware that the RDO allows me to re-publish my paper elsewhere, but I should acknowledge that the paper first appeared in the PWU Journals. I should inform through email the RDO Director in case of its re-publication.
  - 2.5.9 Filling out this online Form is an indication of my Consent in lieu of a paper-based Consent Form.

### **3. Copyright, Licensing and Commercialization**

- 3.1 This Publication Manual and the RDO shall strictly follow the policies stipulated in the University Intellectual Property Policy (IPP).

### **4. Multiple Simultaneous Submissions**

- 4.1 Multiple submissions per Author is allowed, but only a maximum of two (2) papers per Issue shall be accommodated.
- 4.2 The rest of the papers shall be reserved for and rolled out to the next Issues.
- 4.3 This applies to single authorship and co-authorships.

### **5. Restrictions**

- 5.1. We do not publish materials that contravene the laws of the Philippines, including all materials that report results that are detrimental to the name of any organization, including those materials with partisan politics, or any submissions that are likely to cause offence on grounds of race, religion, inter alia.
- 5.2. Hygienic language should be observed in all academic papers.
- 5.3. Papers with abusive, defamatory, libelous, obscene, fraudulent, or illegal contents shall be automatically rejected, and shall not be considered for a re-submission.

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## 6. Original Works and Republication

- 6.1. The submission has not been previously published, nor is it before another journal for consideration.
- 6.2. Previously published papers may be republished in PWU journals, but the Authors should secure the permission from the original publisher, and present the permission to the Editorial Board through [rdo@pwu.edu.ph](mailto:rdo@pwu.edu.ph)
- 6.3. Previously papers may undergo rounds of peer review, including the modification of the format to conform to the standards of all PWU journals and titles.

## 7. Co-Authorships

- 7.1. All thesis and dissertation advisers may be automatically indicated as the secondary author/s, if, upon the evaluation of the primary researchers, the advisers have at least met one criterion listed below (ICMJE, 2020):
  - 7.1.1. substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
  - 7.1.2. drafting the work or revising it critically for important intellectual content;
  - 7.1.3. final approval of the version to be published;
  - 7.1.4. agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
- 7.2. In case the advisers are a non-PWU faculty, the primary affiliation should be the School / Department at PWU where the theses and dissertations were produced. Their mother institution or school should be listed as the second affiliation.

## 8. Ethical Considerations

- 8.1. The mention of any organization or individual should be taken with serious care. It is better to be safe than sorry. It is better to conceal or anonymize the organizations or individuals.
- 8.2. Authors should present their results without fabrication, falsification or manipulation.
- 8.3. Authors should not modify the original data for the sake of the predefined research expectations.

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## 9. Conflict of Interests

- 9.1. Authors must disclose any conflicts of interest that could have influenced the results and the interpretation in the study.
- 9.2. The Authors should indicate the funding agency if the papers received financial support from any local and international agencies.

## 10. Templates

- 10.1. Authors should ensure that all submissions are prepared in accordance with the Author Guidelines and to the Template of the specific journals at PWU.
- 10.2. Link to the Templates:  
<https://drive.google.com/drive/folders/17o5oyMSyK-xG8MICmtSCldgpiKGMZnxL?usp=sharing>
- 10.3. Submissions that do not adhere to these guidelines will be returned to the Authors.
- 10.4. For tips on the **SPECIFIC SECTIONS OF THE PAPER**, go to page 12.

## Upon / In Submissions

### 11. Actual Online Submission

- 11.1. All Authors should submit their manuscripts to rdo@pwu.edu.ph
  - 11.1.1. Each template has specific guidelines to observe.
- 11.2. Submit manuscripts in MS WORD file with the file name and email subject line for easy tracking:
  - 11.2.1. School\_Family Names  
For example: Pharmacy\_Santos & Lim
- 11.3. Turnaround. We try to respond to submissions within a reasonable time.
- 11.4. Papers will be received and confirmed by the Chief Editor who will check if they conform to the template.
- 11.5. The Chief Editor will check the submitted papers against plagiarism.
- 11.6. One or two reviewers will be assigned by the Chief Editor after the paper has passed the plagiarism test.

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## 12. Plagiarism, Patchwriting and Similarity Cases

- 12.1. All submitted manuscripts are checked against plagiarism using anti-plagiarism software.
- 12.2. If plagiarism is found, the Authors will be asked to paraphrase the flagged parts.
- 12.3. The paper is only sent to (an) external reviewers once the paper has achieved 0 percent plagiarism or similarity case.

## 13. Peer Review Protocols

- 13.1. Theses and dissertations already passed through the critical eyes of the panel members and the advisers.
  - 13.1.1. Thus, for submissions that were converted from theses and dissertations to an IMRAD format, these submissions will be reviewed externally by one (1) expert reviewer.
  - 13.1.2. The second editor / reviewer shall come from the pool of internal reviewers at PWU.
- 13.2. For submissions other than those converted from theses and dissertations, there will be two (2) external reviewers who will look at the submitted papers.
- 13.3. For reviewers:
  - 13.3.1. **Turnaround.** Reviewers should try to respond to submissions within a reasonable time, ideally 30 days after confirmation of the invitation to review.
  - 13.3.2. **Responsibility**
    - 13.3.2.1. Reviewer comments must be objective and must provide the Authors with helpful and constructive comments for paper improvement.
    - 13.3.2.2. All comments will be conveyed to the Author(s) verbatim. Please be constructive and supportive.
    - 13.3.2.3. Under each column / criterion, the reviewers should place the score of 3, 2, and 1, where: 3 – Excellent; 2 – Acceptable; and 1 – Unsatisfactory.
    - 13.3.2.4. Reviewers should not make any editorial edit. This is purely a review stage.

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### 13.3.3. Score Sheets and Report

13.3.3.1. Available here:

<https://forms.gle/X5iNdKU66G8NZSQP8>

13.3.3.2. The Authors can also check the criteria:

- 13.3.3.2.1. **Abstract:** Parts of an Abstract is complete.
- 13.3.3.2.2. **Introduction:** Truly addresses the gap in studies, thus can advance the body of knowledge.
- 13.3.3.2.3. **RRL:** Review of literature is both informative and critical, and not just a “laundry list” of literature.
- 13.3.3.2.4. **RRL:** The related studies lead to the identification of the gap that this study intends to address.
- 13.3.3.2.5. **SOP:** General and specific questions are stated.
- 13.3.3.2.6. **Methodology:** Relevant subsections are present, clear, and complete.
- 13.3.3.2.7. **Methodology:** Sampling, methodology, analysis, etc. are appropriate.
- 13.3.3.2.8. **Results and Discussion:** Are presented following the Research Questions being pursued.
- 13.3.3.2.9. **Results and Discussion:** Tables and figures are supportive, not a repetition of the texts.
- 13.3.3.2.10. **Discussion:** Connects the results to the existing body of related studies and literature.
- 13.3.3.2.11. **Discussion:** Provides new directions and compelling insights for the readers.

- 
- 13.3.3.2.12. **Discussion:** Is able to compare, contrast and recontextualize the current findings with the related findings; builds some connections with the current theories, debates, issues, problems, gaps and spaces to illuminate the significance of the study.
  - 13.3.3.2.13. **Conclusion:** Makes relevant statements in line with the research findings and discussions; reconnects to the thesis of the paper.
  - 13.3.3.2.14. **Conclusion:** States both the local and wider implications and significance of the study; significance can cut across geographic locations.
  - 13.3.3.2.15. **Conclusion:** Lists the limitations and recommendations.
  - 13.3.3.2.16. **Mechanics:** Is clear, well-organized; uses appropriate transitional devices.
  - 13.3.3.2.17. **Mechanics:** Is written with an academic tone and diction; avoids informal language.
  - 13.3.3.2.18. **Mechanics:** Recent APA edition is used for citations.
  - 13.3.3.2.19. STRENGTHS:
  - 13.3.3.2.20. SUGGESTIONS FOR IMPROVEMENT:

#### 13.3.4. **Author-Reviewers' Exchange of Emails and Revisions**

- 13.3.4.1. In no way shall the reviewers use for their personal advantage the privileged information they glean from any of the unpublished papers for their own future research studies.
- 13.3.4.2. Their comments and reviews should not be posted either privately and publicly on any social media platforms.
- 13.3.4.3. They shall respect the decision of the Chief Editor even if their recommendations may not favor the publication of such. The Chief Editor should, at the same time, respect all comments reported by the invited reviewers.

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#### 13.4. Exchange of Emails and Revisions

- 13.4.1. Do not turn off the tracking pane so that the editors can track the revisions and new entries.
- 13.4.2. When submitting revisions, please copy all Authors.
- 13.4.3. Do not add another email address other than these ones in the first submission.
- 13.4.4. Only the corresponding Author should submit all revisions.
- 13.4.5. Submit only MS Word format.
- 13.4.6. Do not create a new email. There is only one email thread to do away with too many trails.

### **Upon Acceptance of Papers**

#### **14. Citations**

- 14.1. Authors should make reference to at least two (2) references from any of the published articles in the *PWU Research Journal*, *Sabangan*, *Bidlisiw* and *PEERspective* journals.
- 14.2. This is non-negotiable, and may be observed while preparing the manuscripts.
- 14.3. Journals are available here: <https://www.pwu.edu.ph/research.html>

#### **15. Copyediting**

- 15.1. The Editorial Team is aware of the world Englishes (i.e. Philippine Englishes), but makes sure that the papers contain correct and fluent English at a high academic standard.
- 15.2. We do not require the Authors to have their paper corrected by a native speaker of English.
- 15.3. Minor editorial edits may be made to ensure the academic rigor of the language, grammar and spelling.
- 15.4. British and American English are both acceptable, but only one variety should be used consistently.

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## 16. Assignment of Issues

- 16.1. The Editorial Team reserves the right to assign the accepted papers to any of the main PWU journals such as *PWU Research Journal*, *Bidlisiw*, *PEERspective*, and *Sabangan*.
- 16.2. The paper's format will likely be modified to fit to the journal template.

## 17. Author Fees, Publishing Fees, and Payment to Authors

- 17.1. The Publications Office does not charge at any stage of the process including the actual paper publication if that occurs.
- 17.2. There is no submission fee for all PWU journals.
- 17.3. We do not pay our contributors for their published works.
- 17.4. We can only provide a certificate of publication upon the request of the Authors.

## Post Publication

## 18. Dissemination and Research Conferences

- 18.1. Authors are encouraged to share their research papers on their personal online repositories such as researchgate.net for wider visibility.
- 18.2. The Authors are encouraged to share the results in local and international conferences.
  - 18.2.1. The Templates of the PPT presentation (for Google Meet size and Regular Size) are available here: <https://drive.google.com/drive/folders/1zCTAq3L8qlqNB8KQTber134Pi0wBNCmT?usp=sharing>
  - 18.2.2. The templates should not be modified to keep the PWU branding.

## 19. Open Access Policy

- 19.1. All journals shall be OPEN ACCESS but are not PDF downloadable.

## 20. Complimentary Copies

- 20.1. The Authors may be given the print copies of the Issues where their papers are included if there are enough number of print copies provided by the PWU Multimedia.



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- 20.2. We do not share the PDF copy of the *PWU Research Journal*, *Bidlisiw*, *PEERspective*, and *Sabangan*. Issues are only viewable online.
  - 20.3. Authors with published papers in *PWU Research Journal*, *Bidlisiw*, and *Sabangan* will be given the standalone copies of their papers, not as the whole Issue.
  - 20.4. We only share the PDF copy of *Compendium* and *Bugkos* journals to all authors as one Issue.

## **21. Retraction of Papers**

- 21.1. Upon our knowledge of any allegation of research misconduct relating to a published article in any of our journals, the Board shall investigate the allegation. If proven true, the published paper shall be retracted accordingly.
  - 21.2.1. For print copies, the paper shall be labelled as RETRACTED.
  - 21.2.2. For online copies, the PWU Multimedia shall be requested to produce a new PDF without the paper.
- 21.2. Authors who have violated the ethics of research writing and publication shall be banned from submitting their future papers either sole authorship or co-authorship.

## **INDEXING AND ABSTRACTING**

1. There is no indexation as of the moment.
2. We will be applying for local and international indexation services soon.

## **ADVERTISING**

1. We accept paid advertising.
2. For parties interested in the promotion of their products and services may contact [rdo@pwu.edu.ph](mailto:rdo@pwu.edu.ph)
3. Products and services shall be perused accordingly for their appropriacy.
4. The Finance Office shall determine the cost of the advertisement.

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## SPECIFIC SECTIONS OF THE PAPER

<b>Parts / Sections / Aspects</b>	<b>HOW TOs, etc. (The other styles may vary depending on the journal)</b>
Title	<ul style="list-style-type: none"><li>• Not more than 14 words, excluding prepositions and conjunctions</li><li>• Capitalize each of the first letters of the words, except prepositions and conjunctions</li></ul>
Authors	<ul style="list-style-type: none"><li>• First Name Family Name (without titles such as Dr.)</li><li>• Position</li><li>• School / Department at PWU</li><li>• Philippine Women's University / the affiliation of the co-authors</li><li>• Email address (only the corresponding author should indicate his/her email address)</li></ul>
Abstract	<ul style="list-style-type: none"><li>• Start your abstract between 200 to 250 words.</li><li>• Make your abstract self-contained and non-evaluative.</li><li>• It should capture succinctly the heart of the paper by stating the gap being addressed, the research problem, research objective and questions, methodology, results, and recommendations.</li><li>• State the wider implications both for local and international levels.</li><li>• Use simple sentences. Use present tense for a sense of immediacy and recency. Use past tense in the methodology section.</li></ul>
Keywords	<ul style="list-style-type: none"><li>• a maximum of 5 keywords</li><li>• separate them by a semi-colon</li><li>• arrange alphabetically</li><li>• ends with a period</li></ul>

Introduction	<ul style="list-style-type: none"> <li>• The first three paragraphs of the introduction should cover John Swales' (1990) Creating a Research Space (C.A.R.S.) model) to clearly establish the need for the present study.</li> <li>• The model may be reviewed on this site: <a href="https://libguides.usc.edu/writingguide/CARS">https://libguides.usc.edu/writingguide/CARS</a></li> </ul>
Format	<ul style="list-style-type: none"> <li>• Authors should make sure that the manuscript does not look like a paper formatted in the original 5-chapter thesis or dissertation. Authors should follow the Introduction, Methodology, Results and Discussion (IMRAD) format.</li> </ul>
Length	<ul style="list-style-type: none"> <li>• For full papers: The whole manuscript should be between 8,000 to 12,000 words, including references.</li> <li>• Short papers: The whole manuscript should be between 4,000 to 6,000 words, including references.</li> </ul>
Language	<ul style="list-style-type: none"> <li>• Both American and British spellings are accepted, but should be used consistently throughout the manuscript.</li> <li>• Use past tense when using reporting verbs such "said," "asserted," "reported," "argued," "disputed," "questioned," among other performative speech acts.</li> <li>• You have to present the ideas logically and fluidly with the use of appropriate transitional devices such as "likewise," "furthermore," "on the one hand," "however," among others.</li> <li>• But you have to avoid overusing these transitional devices.</li> </ul>
Submission	<ul style="list-style-type: none"> <li>• Submit manuscripts in MS WORD file to: rdo@pwu.edu.ph with the file name and email subject line for easy tracking:</li> <li>• School_Family Names</li> <li>• For example: Education_Santos &amp; Cruz</li> </ul>

<p>Styles</p>	<ul style="list-style-type: none"> <li>• Follow the recent APA edition styles both for integral and non-integral citations.</li> <li>• Integral citation looks like this: Santos (2018) asserts that an integral citation looks like this.</li> <li>• On the one hand, a non-integral citation looks like this: The use of both integral and non-integral citation is important in research to do away with axiomatic claims (Lim &amp; Santos, 2020).</li> <li>• “And” is used in an integral citation, while “&amp;” is used in non-integral citations.</li> <li>• Minimize the use of secondary citations such as “as cited in.” It is only used when the original materials are not accessible, are written in another language, and/or available in other geographical locations.</li> </ul>
<p>Review of Related Literature</p>	<ul style="list-style-type: none"> <li>• Review only related literature and studies which are relevant to the present study.</li> <li>• While the related studies and literature should be ideally recent, the timeless ideas and concepts from household scholars are acceptable.</li> <li>• It should be critical in nature, and not only a kind of “laundry list” of literature without critical evaluation.</li> <li>• You have to argue at some point.</li> <li>• Compare or contrast issues. Justify your research topic, design and methodology. Survey the epistemological and ontological grounds for the discipline (Hart, 1998); discuss the major issues and debates about the topic and delineate how these issues were addressed in the actual study/methodology.</li> <li>• This section may be divided into subsections thematically. The sub-section should be in a sentence case.</li> </ul>
<p>Theoretical and conceptual frameworks</p>	<ul style="list-style-type: none"> <li>• Theoretical and conceptual frameworks may be embedded in the Review of Related Literature.</li> </ul>
<p>Purpose of the Study</p>	<ul style="list-style-type: none"> <li>• After establishing the research gaps and spaces, state explicitly the general statement. The specific questions of least three should be stated in number form.</li> </ul>

Hypothesis (when applicable)	<ul style="list-style-type: none"> <li>For a study that tests hypotheses, state your hypotheses here in paragraph form, not in bullets.</li> </ul>
Method	<ul style="list-style-type: none"> <li>Describe the method either qualitative or quantitative, etc., supported by either integral or non-integral citation.</li> <li>Discuss briefly why it is the best approach to use in the present study.</li> </ul>
Participants/ Respondents	<ul style="list-style-type: none"> <li>Use “Participants” for experimental studies.</li> <li>Discuss the inclusion and exclusion criteria of the participants / respondents.</li> </ul>
Sampling Technique	<ul style="list-style-type: none"> <li>Describe the sampling techniques.</li> <li>Justify its use in the present study.</li> <li>Include citations.</li> </ul>
Instrument	<ul style="list-style-type: none"> <li>Describe the instrument whether self-made or adopted, among others.</li> <li>Explain why it is the most appropriate instrument to use (among the available instruments).</li> </ul>
Data Gathering Procedure	<ul style="list-style-type: none"> <li>Use past tense.</li> <li>Ethical considerations may be embedded here (or in the next sub-section depending on how you present the thought fluidly).</li> </ul>
Data Analysis and Interpretation	<ul style="list-style-type: none"> <li>Use past tense.</li> <li>Numbers such as Likert-scale and other numerical presentations should not be presented in tables or figures. They should be embedded in the paragraphs.</li> </ul>
Results	<ul style="list-style-type: none"> <li>The original research question should be stated in a statement / phrasal form, not in its original question form. This is the sub-section of the Results.</li> <li>Present the relevant data.</li> </ul>

Tables	<ul style="list-style-type: none"> <li>• Use only the horizontal lines.</li> <li>• Use past tense for the results.</li> <li>• Use present tense for general truths.</li> <li>• The caption should be beneath the table, in italics, capitalize each of the first letters except prepositions and conjunctions.</li> </ul>
Figures	<ul style="list-style-type: none"> <li>• Copyrighted figures should not be included.</li> <li>• The caption should be beneath the table, in italics, capitalize each of the first letters except prepositions and conjunctions.</li> </ul>
Discussion	<ul style="list-style-type: none"> <li>• Make sense of the results by connecting them to the existing body of related studies and literature.</li> <li>• Deepen the results to provide new directions and compelling insights for the readers.</li> <li>• Silvia (2015) lists two qualities of a good Discussion: it is particular and specific, not generic; and focuses on the strengths, not the weaknesses.</li> <li>• Build some connections with the current theories, debates, issues, problems, gaps and spaces to illuminate the significance of your work.</li> <li>• Do not repeat what has been stated in the Review of Literature above. You should be able to distribute your sources appropriately.</li> </ul>

<p>Conclusion</p>	<ul style="list-style-type: none"> <li>• You may restate the purpose of the study.</li> <li>• Make a relevant conclusion in line with the research findings and discussion, and re-connect this part to the thesis of the paper.</li> <li>• Mention the implications of the study both in local and international spheres. Mention the implications of the study both in local and international spheres.</li> <li>• You may delineate the significance of the paper. Do not present it using the thesis and dissertation formats, where the recipients are explicitly stated per paragraph. Instead, present the significance in paragraph form. The significance should not be only at the local levels, but also at the global spheres.</li> <li>• Mention the limitations of the study, and provide the recommendations.</li> <li>• Recommendations should not be stated in number form like you do in your thesis and dissertation. Provide explicit recommendations in order to advance the current study based on the gaps and limitations of the current study.</li> <li>• The last paragraph should be compelling to the readers, and should leave a persuasive effect, thereby giving them a satisfying close of the paper.</li> </ul>
<p>About the Authors</p>	<ul style="list-style-type: none"> <li>• Not more than 100 words.</li> <li>• You may include the degrees, positions, affiliations, and other sets of research-related information.</li> <li>• Include accounts such as <a href="https://www.researchgate.net">researchgate.net</a></li> </ul>

References	<ul style="list-style-type: none"> <li>• Follow latest APA edition format.</li> <li>• Authors cited in the paragraphs should be listed in the Reference entry, vice versa)</li> <li>• Hanging indentation</li> </ul> <p>Alexander, R. J. (2008). <i>Towards dialogic teaching: Rethinking classroom talk</i> (4th ed.). Dialogos. (location is deleted in the 7th edition)</p> <p>Anderson, T. (2003). Getting the mix right again: An updated and theoretical rationale for interaction. <i>International Review of Research in Open and Distance Learning</i>, 4(2), 1492-3831.</p> <p>Bhat, D.N.S. (2004). <i>Pronouns</i>. Oxford University Press. (location is deleted in the 7th edition)</p> <p>Drew, P., &amp; Sorjonen, M.L. (1997). Institutional dialogue. In T.A. van Dijk, <i>Discourse as social interaction</i> (pp. 92-118). Sage Publications. (location is deleted in the 7th edition)</p> <p>Hart, C. (1998). <i>Doing a literature review: Releasing the social science research imagination</i>. Sage.</p> <p>Silvia, P.J. (2015). <i>Write it up: Practical strategies for writing and publishing journal articles</i>. American Psychological Association.</p> <p>Swales, J.M. (1990). <i>Genre analysis: English in academic and research settings</i>. Cambridge University Press. (location is deleted in the 7th edition)</p> <p>Wooffitt, R. (2005). <i>Conversation analysis &amp; discourse analysis: A comparative and critical introduction</i>. Sage Publications.</p>
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## ABOUT RDO LOGO



<b>Semiotic Signs</b>	<b>Descriptions</b>
R	“R” and “D” stand for “Research” and “Development” the official lexical items of the Office. They have conspicuous spaces; they represent the important spaces in literature, studies and bodies of knowledge that the academic community of the Philippine Women’s University needs to consider and re-consider when producing research and other professional, academic and scholarly materials.
D	
O Gear	The third semiotic sign is the icon of a gear. It represents letter “O.” The has 14 teeth, which represents 14 major Schools of the University. This mimetic representation is based on the nature of the gear which moves and propels the other constituent parts of an object. The gear does not work individually, but works in tandem with its immediate parts, that is, the 14 different academic programs of the University which meld together for collective research undertakings. The Logo then was carefully designed that one of the toothed wheels is attached to the letter “D.” There are no touching points, however, between “R” and “D” because it is the ideal challenge of the researchers and scholars to build and establish the connections of these gaps, thereby filling in the white space at the center for a well-oiled gear.
Color Maroon	The dominant color of Maroon is based upon the color of PWU: CYAN - 27 MAGENTA - 100 YELLOW - 90 BLACK 31.
Gradient	It is indicative of the multidisciplinary, interdisciplinarity and transdisciplinarity of all research activities in the University.
	<b><i>2020 RDO Logo Design by PWU Multimedia Team</i></b>

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## References

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington DC: American Psychological Association.
- Hart, C. (1998). *Doing a literature review: Releasing the social science research imagination*. Sage.
- ICMJE (2020, August 01). *Uniform requirements for manuscripts submitted to biomedical journals: Writing and editing for biomedical publication*. Available on <http://www.icmje.org>
- Munalim, L.O. (2014). *Business is business: A complete guide to effective business correspondence*. Books, Atbp.
- Silvia, P.J. (2015). *Write it up: Practical strategies for writing and publishing journal articles*. American Psychological Association.
- Swales, J.M. (1990). *Genre analysis: English in academic and research settings*. Cambridge University Press.







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