THE PALAWAN SCIENTIST

GUIDE FOR AUTHORS

The Palawan Scientist is an open-access, externally peer-reviewed multidisciplinary journal without processing/publication fees. It releases one volume with two issues per year (June and December). Each issue contains original articles, case studies, review papers and research notes. The accepted papers are posted online ahead of the publication date.

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Moreover, published articles in this journal are indexed in Scopus, Clarivate Analytics, ASEAN Citation Index, Philippine E-Journals, and both Google and Google Scholar. Articles are also stored on AquaDocs, and The Internet Archive.

OBJECTIVE AND SCOPE

The Palawan Scientist, the official publication of Western Philippines University, is a globally recognized, open-access, peer-reviewed, multidisciplinary journal that focuses on science, society, and sustainability. The journal is published biannually and is dedicated to sharing high-quality research in Palawan and from across the globe that connects scientific inquiry with societal relevance to promote sustainable development. We welcome original research, case studies, reviews, and research notes that offer new insights and aid in the pursuit of a sustainable future.

Subject Areas

Environmental Science: Innovations and solutions for climate change, biodiversity, and resource management.
Society and Policy: The role of societal behaviors, cultural practices, and policies in promoting sustainability
Sustainable Development: Approaches to long-term sustainability in economic, environmental, and social sectors.
Education for Sustainability: Research on how education systems can foster sustainability awareness and action.
Technological Innovations: Advances in science and technology that support sustainable solutions.
Interdisciplinary Approaches: Bridging multiple fields to address complex sustainability challenges.

CALL FOR PAPERS

The Palawan Scientist is accepting original research articles, case studies, reviews, and research notes for its upcoming issue. Please submit an e-copy of your manuscript through the "Make Submission" panel of the website. For more information and regular updates, please refer to our Guide for Authors and visit or like our Facebook Page: The Palawan Scientist

FOR INQUIRIES OR FEEDBACK

For inquiries, suggestions or complaints authors may email the Editor-in-Chief at palawanscientist.journal@wpu.edu.ph.

TYPES OF PAPER

The Palawan Scientist categorizes manuscripts based on their contents and scientific contributions. The TPS classifies submitted manuscripts into 3 types:

1. **Research Article/Case Studies:** Regular papers should report the results of original research which have not been previously published elsewhere, except in preliminary form. It should have a total of not more than 6,000 words and must be organized with the following main headings: **ABSTRACT, Keywords, INTRODUCTION, METHODS, RESULTS, DISCUSSION, FUNDING, GENERATIVE AI STATEMENT, ETHICAL CONSIDERATIONS, DECLARATION OF COMPETING INTEREST, ACKNOWLEDGMENTS, REFERENCES.**
2. **Notes** should be brief descriptions of experimental procedures, technical operations or applied activities within the laboratories or in the field. It should have a total of not more than 3,000 words and consist of **ABSTRACT**, **Keywords**, followed by the **NOTES**, **FUNDING, GENERATIVE AI STATEMENT, ETHICAL CONSIDERATIONS, DECLARATION OF COMPETING INTEREST, ACKNOWLEDGMENTS, REFERENCES.**
3. **Review Paper** should cover specific topics which are of active current interest. It may contain an **ABSTRACT**, **Keywords**, **INTRODUCTION**, the **different headings of the sub-topic**, **FUNDING, GENERATIVE AI STATEMENT, ETHICAL CONSIDERATIONS, DECLARATION OF COMPETING INTEREST, ACKNOWLEDGMENTS, REFERENCES** with a total of not more than 8,000 words.

MANUSCRIPT SUBMISSION PROCESS

1. Before submission, the authors are advised to carefully read and follow strictly the journal policies and the Guide for Authors to avoid delay in the publication process.
2. Authors must submit an e-copy of the manuscript through the "Make Submission" panel of the website. The file name of the manuscript should be **Type of Paper_Family Name** of the Corresponding Author_Version 1 (e.g. **Research Article_Cruz_Version 1**).
3. The corresponding author must submit the following files:
    a. Full manuscript in **WORD FILE** using the paper template.
    b. Cover letter
    c. Copyright Transfer Agreement
    d. Open Access Agreement

MANUSCRIPT PREPARATION

1. General Guidelines

a. The manuscript should be typewritten using Times New Roman, font 10; double-spaced, single column, justified on A4 (8.3"x11.7") size paper, with 2.54 cm margins on all sides. All pages should be numbered consecutively at the bottom center of the page. Line numbers should be continuous (do not restart at each page).

b. The manuscript should be free from plagiarism; well written in American English; spelling and grammar are checked; and have been proofread by English Critic or a language editing software is used.

c. The author should refrain and/or are discouraged in citing publications from suspected predatory journals.

2. Title Page

a. The title page should contain the following: title of the article, running title, author(s), affiliation(s), name and complete contact details (mailing address and e-mail address) of the person to whom correspondence should be sent.

b. A superscript in Arabic numbers should be placed after the author's name as reference to their affiliations. The title of the paper should be above-centered, **bold** and written in a sentence form.

c. Capitalize only the first word of the title and proper nouns if there are. Scientific name(s) when included in the title should be accompanied by taxonomic authority.

3. Abstract

a. Abstract page should not be more than 250 words. The abstract should contain facts and conclusions, rather than citation of the areas and subjects that have been treated or discussed.

b. It may start with the hypothesis or a statement of the problem to be solved, followed by a description of the method or technique utilized to solve the problem.

c. It should end with a summary of the results and their implications.

d. **Keywords** – maximum of six alphabetically arranged words not mentioned in the title, lower-cased, except for proper nouns.

4. Introduction

a. Provide sufficient information of the introduction/background of the study and critique of pertinent literature or current level of knowledge without subheadings, figures, and tables to give the readers clear understanding of the purpose and significance of the study.

5. Methods

a. Provide all information of the population/samples of the study, study sites, research design, sampling procedure, data collection technique and data analysis which includes subheadings to distinguish the different methods (for each objective and other relevant subtopics).

b. Authors should clearly state all statistical tests, parameters and replications.
c. Equation should be inserted using the Equation Editor in the journal's suggested font type.
d. Authors should provide only the brand/model and country of all chemical/equipment used.

6. Results

a. Authors should present the result section by stating the findings of the research without bias and interpretation arranged in accordance with and to the order of objectives which are indicated by subheadings. Texts should not excessively repeat the contents of the tables and figures.

7. Discussion

a. Provide comprehensive interpretation and significance in accordance with the results in light of what is already known about the problem investigated, explained new knowledge or insights (conclusion and recommendation) that emerged in the results section.
b. Tables and figures may be used to compare the results of the study with those of authors/studies.

8. Funding

State all sources of funding that supported the research, including:

a. Grant-giving bodies, funding agencies, or institutions that provided financial support
b. Grant/award numbers, where applicable
c. The specific author(s) who received each funding award
d. Any role the funder had (or explicitly did not have) in study design, data collection/analysis, decision to publish, or preparation of the manuscript

9. Generative AI Statement

Disclose any use of generative artificial intelligence (AI) tools (e.g., large language models, AI writing assistants, AI-based image/code generation tools) at any stage of the research or manuscript preparation. Include:

a. The name and version of the tool(s) used (e.g., ChatGPT-4, Claude, Copilot)
b. The specific purpose(s) for which the tool was used (e.g., language editing, literature search assistance, code generation, data analysis, figure creation)
c. Confirmation that all AI-generated content was reviewed, verified, and edited by the author(s), who take full responsibility for the accuracy and integrity of the work
d. Note: AI tools cannot be listed as authors or co-authors

10. Ethical Considerations

Provide a statement confirming that the research was conducted in accordance with relevant ethical standards. Depending on the nature of the study, include as applicable:

a. Name of the ethics committee/Institutional Review Board (IRB) that approved the study, and approval/protocol number
b. Confirmation of adherence to relevant guidelines/declarations (e.g., Declaration of Helsinki for human research)

c. Statement on informed consent obtained from human participants (or legal guardians), including consent for publication of identifiable data/images
d. For animal studies: approval by an animal care and use committee
e. Any measures taken to protect participant confidentiality and data privacy

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Disclose any financial, personal, or professional relationships that could be perceived as influencing the work reported. This includes but is not limited to:

a. Employment, consultancies, honoraria, stock ownership or options, patents, or paid expert testimony
b. Personal or family financial interests
c. Relationships with organizations that have a financial interest in the outcome of the research
d. Each author should declare their own interests, or a joint statement may be made on behalf of all authors if none have competing interests.

12. Acknowledgments

a. Indicate the source of financial support, individuals who assisted in the conduct of research and anonymous reviewers.

13. References

a. Referencing software like Zotero, Mendeley, Endnotes & the like was used. The Council of Science Editors (CSE) Manual: Scientific Style and Format 8th edition (name-year). Lastly, referencing fields were removed before submission of the paper.
b. References to the literature citations in the text should be by author and year; if there are two authors, both should be mentioned; with three or more authors, only the first author's family name plus "et al." need to be given.

   References in the text should be cited as:

   - Single author: (Frietag 2005) or Frietag (2005)
   - Two authors: (De Guzman and Creencia 2014) or De Guzman and Creencia (2014)
   - More than two authors: (Sebido et al. 2004) or Sebido et al. (2004).

b. Use a semicolon followed by a single space when citing more than two authors. Arrange by date of publication with the latest being the last in the list (example: Sebido et al. 2004; Frietag 2005; De Guzman and Creencia 2014).
c. Use a comma followed by a single space to separate citations of different references authored by the same author (example: Jontila 2005, 2010). If the same author and year are cited, use a "letter" to distinguish one paper over the other (example: Creencia 2010a, b).
d. Alphabetize authors with the same year of publications. Use semicolons to separate each publication (example: Balisco and Babaran 2014; Gonzales 2014; Smith 2014).
e. Write journal's name in full (examples: The Palawan Scientist, not Palawan Sci; Reviews in Fisheries Science, not Rev. Fish. Sci.).

f. For articles with more than 10 authors, list only the first 10 authors followed by "and others".

g. The list of citations at the References section of the paper should include only the works mentioned in the text and should be arranged in alphabetical and chronological manner. If a referencing software was used, the following fields should be removed before submitting the manuscript.

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Format	Last Name and Initials. Year. Full title of research article (in sentence form). Name of the Journal (not abbreviated). Volume Number(Issue Number) (if given):Range of page numbers. Full link of DOI (if available).
Example	Dolorosa RG, Grant A, Gill JA. 2013. Translocation of wild *Trochus niloticus*: Prospects for enhancing depleted Philippine reefs. Reviews in Fisheries Science. 21(3–4):403–413. https://doi.org/10.1080/10641262.2013.800773 Kumar N, Goel N. 2019. Phenolic acids: Natural versatile molecules with promising therapeutic applications. Biotechnology Reports. 24:e00370. https://doi.org/10.1016/j.btre.2019.e00370

i. Citing journal articles with the same Authors name

Format	Last Name and Initials. Year(a). Full title of research article (in sentence form). Name of the Journal (not abbreviated). Volume Number(Issue Number) (if given):Range of page numbers. Full link of DOI (if available).
Example	Dolorosa R. 2015a. Size and abundance of Red Striped sea cucumber Thelenota rubralineata in Cagayancillo, Palawan, Philippines. The Palawan Scientist. 7:40–42. https://doi.org/10.69721/TPS.J.2015.7.1.05 Dolorosa RG. 2015b. The sea cucumbers (Echinodermata: Holothuroidea) of Tubbataha reefs natural park, Philippines. SPC Beche-demer Information Bulletin. 35:10-18.

j. Citing of books

Format	Last Name and Initials. Year. Full title of research article. Edition. Place: Publisher. Full link of DOI (if available).
Example	Fleming LE, Creencia LBA, Gerwick WH, Goh HC, Gribble MO, Maycock B, Solo-Gabriele H, editors. 2023. Oceans and human health: opportunities and impacts. Second edition. London San Diego Cambridge Oxford: Academic Press, an imprint of Elsevier. https://doi.org/10.1016/C2021-0-02526-8

k. Citing a chapter in a book

Format	Last Name and Initials. Year. Full title of research article. In: Title of the Book. Publisher. Page. Accessed Date. Full link of DOI (if available).
Example	Fleming LE, Depledge MH, Maycock B, Creencia LA, Gerwick WH, Goh HC, Gribble MO, Keast J, Raps H, Solo-Gabriele H. 2023. Horizon scan of oceans and human health. In: Oceans and Human Health. Elsevier. p. 729–742. [accessed 2025 Jul 2]. https://doi.org/10.1016/B978-0-323-95227-9.00003-8

l. Citing paper published in conference proceedings, book form

Format	Last Name and Initials. Year. Title of the paper. In: Editor A, Editor B, editors. Title of proceedings. Publisher. Page range. Full link of DOI (if available).
Example	Cismas S. 2010. Educating academic writing skills in engineering. In: Dondon P, Martin O, editors. Latest trends on engineering education. WSEAS Press. p. 225–247. Morgan R, Meldrum K, Bryan S, Mathiesen B, Yakob N, Esa N, Ziden A. 2017. Embedding digital literacies in curricula: Australian and Malaysian experiences. In: Teh G, Choy S, editors. Empowering 21st century learners through holistic and enterprising learning: Selected papers from Tunku Abdul Rahman University College International Conference 2016. Springer. p. 11–19. https://doi.org/10.1007/978-981-10-4241-6_2

m. Citing a Webpage

Format	Last Name and Initials. Year. Title of the website. Accessed Date. Weblink.
Example	Froese R, Pauly D. 2022. FishBase. [accessed 2025 Jul 2]. www.fishbase.org. IUCN (International Union for the Conservation of Nature). Version 2021-1. 2021. The IUCN Red List of Threatened Species. [accessed 2025 Jul 2]. https://www.iucnredlist.org/.

n. Citing a thesis or dissertation

Format	Last Name and Initials. Year. Title of the Thesis/Dissertation. [Type of Thesis]. [Place]: University. [Accessed Date]. Full link of DOI or weblink (if available).

Example	Ree K. 2020. Ex-Post (Pseudo) Out-of-Sample Forecast Accuracy of Proposed Oil Price Models [Master's Thesis]. [Norway]: University of Stavanger. [accessed 2025 Jul 2]. https://core.ac.uk/download/pdf/337307522.pdf. Mecha NJM. 2022. Spiny Lobster (Panulirus spp.) Puerulus Fishery in Palawan, Philippines [Master's Thesis]. [Philippines]: College of Fisheries and Aquatic Sciences, Western Philippines University. [accessed 2025 Jul 2].

o. Citing a Report

Format	Last Name and Initials. Year. Title of the paper. Institution/Department Report No. [Accessed Date] Full link of DOI or web link (if available).
Example	Bedford DAD. 2017. Enterprise Information Architecture: An Overview. Washington State Department of Transportation Report No.: WA-RD 896.4. [accessed 2025 Jul 2]. https://www.wsdot.wa.gov/research/reports/fullreports/896-4.pdf. Dolorosa RG, Picardal RM, Conales SF. 2015. Bivalves and gastropods of Tubbataha Reefs Natural Park, Philippines. Tubbataha Managment Office and Western Philippines University. [accessed 2025 Jul 2]. https://checklist.pensoft.net/article/19104/.

p. In Press articles when cited must include the name of the journal that has accepted the paper.

Format	Last Name and Initials. In Press. Title of the paper. Journal. Full link of DOI (if available).
Example	Alcantara LB and Noro T. In press. Growth of the abalone *Haliotis diversicolor* (Reeve) fed with macroalgae in floating net cage and plastic tank. Aquaculture Research.

q. Citing an article from an online newspaper.

Format	Last Name and Initials. Year. Title of the paper. Publisher. [Accessed Date]. Weblink.
Example	Fabro K. 2021. Surge in seizures of giant clam shells has Philippine conservationists wary. Mongabay. [accessed 2025 Jul 2]. https://news.mongabay.com/2021/03/surge-in-seizures-of-giant-clam-shells-has-philippine-conservationists-wary/.

14. Figures and Tables

a. Figures and tables should be numbered (Arabic numerals) chronologically. Stand-alone captions for figures and tables should be sentence-cased, double spaced, and have justified margins; the first line is not indented and placed immediately after the paragraph where it is first mentioned. The use of text boxes for figure and table captions are not allowed.
b. References to the tables and figures in the text should be cited as: Table 1; Figure 1; Tables 1 and 2; Figures 1 and 2; Table 1A; Figure 1B; (not Table 1a or Figure 1b) consistent to the label in the Tables and Figures.
c. Photos, maps, drawings, charts, and graphs should be treated as Figures and have at least 300 dpi, are included in the manuscript using the "Inset Pictures" tool of the MS Word. Note: A separate file of each photo should be available upon request.
d. Graphs must have white background free from major grid lines (of y-axis); the x and y axes are labeled and legend is provided.
e. Illustration should be original line drawings of good quality and should not exceed A4 size paper. Inscriptions should be readable even if the drawing is reduced by 75%. Drawings should be scanned and saved in TIF or PDF format before embedding on the manuscript. Separate files of the photos/illustrations may be requested upon the acceptance of the manuscript.
f. All photos used in the paper must have been taken by the author(s), if possible. Photos taken from other researchers/individuals/organizations must be duly acknowledged in the paper. The use of photos downloaded from the web/internet is strictly forbidden unless a written permission from the copyright holder (of that photo) is presented.
g. All rows, columns and edges of the table should be bordered by lines.
h. Large tables occupying two pages or more should have repeat header rows.

15. Scientific, English and Local Names

a. All organisms must be identified by their English, scientific names and local names if possible.
b. English terminologies should be italicized when paper is written in Filipino language
b. Scientific names and taxonomy authority must be cited for all organisms at first mention (e.g., *Stiphodon palawanensis* Maeda & Palla, 2015). Subsequently, only the initial of the genus should be written except when starting a sentence with a scientific name. All scientific names should be italicized. Example: *Epinephelus fuscoguttatus*; *Anadara* sp. *Musa* spp. Do not italicize the higher levels of taxonomic classification (example: family Echinometridae).
c. Local names should be in double quotes (example: locally called "saging" not 'saging'; "palay" not 'palay').
d. Research articles dealing on species list should provide the authorities for each species (example: *Conus magus* Linnaeus, 1758; *Enosteoides philippinensis* Dolorosa & Werding, 2014).

16. Punctuations, Equations, Symbols and Unit of measures

a. Unfamiliar terms, abbreviations, and symbols must be defined/spelled out at first mention even in the abstract. Acronym should only be spelled-out as it is introduced in the text, it should be written in acronym in succeeding parts of the paper.
b. Mathematical equations should be clearly presented so that they can be interpreted properly. Equations must be numbered sequentially in Arabic numerals in parentheses on the rightmost hand side of the equations.
c. International System of Units of measurements must be used but separated from the value and the unit of measure (e.g. 5 mm, 3 mL, 5 L, 25 g, 30 m^3, 100 μm, 9 ind ha^{-1}, 10 sacks ha^{-1}, 2 kg h^{-1}, 2 kg h^{-1} day^{-1}) and probability (P) is in upper cased and italicized (e.g. $P > 0.05$; $P < 0.05$; $P = 0.01$). To fix a single space between the value and its unit of measure, use the MS word command "CTR+SHIFT+SPACE BAR" to provide a space between the value and its unit of measure.
d. There is a single space between numbers and the following mathematical signs: ±, =, ×, -, +, ÷, (e.g. 92 ± 0.092; 5 × 6).
e. Numbers less than 10 should be spelled out (for example: eight trees, 10 fish) except when followed by a unit of measure (for example: 9 cm, not nine cm). Number mentioned at the start of the statement should be spelled-out (e.g. Nine fishermen not 9 fishermen or Six degrees Celsius not 6˚C).
f. The symbol for Degree (˚) should be inserted using the insert symbol option and not zero (0) or alphabet (o) superscript.
g. Do not separate a percent sign and degree of temperature with the number (example: 5% and 8˚C).
h. Write dates in this manner: day-month-year (example: 20 October 2012).
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before the publication of the article. To request such change, the corresponding author must have received permission from all co-authors before emailing the editor citing the reasons for changes. A confirmation from the added or deleted authors must be also received by the editor.

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Any complaints, appeals, and allegations of scientific research misconduct shall be sent to the EIC to explain their concern. The identity of the complainants shall not be disclosed. Parties involved shall be contacted for further inquisition.

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1. The manuscript shall contain the author's original and unpublished work, and which is explicitly not simultaneously considered for publication in other journals.
2. The Guide for Authors should be strictly followed and complied with.
3. The manuscript shall be free from plagiarism and falsification, well-written in American English, spelled and grammar checked using language editing software and/or underwent proofreading by an English critic. The works of other authors have been properly and fully cited.
4. The author shall nominate or suggest at least three competent reviewers who are experts in the field and who have not actually participated in the research work submitted for consideration. However, the editor reserves the right to invite reviewers not among those suggested in the interest of the most critical and fair assessment of the submitted manuscript.
5. Each author must have a substantial contribution in the conduct of the study and/or writing of the manuscript and such contributions must be stated and enumerated unequivocally. All others may be listed in the Acknowledgment section of the manuscript.
6. The journal editors shall establish communications only with the corresponding author in the case of multiple-authored submissions, who shall keep all co-authors updated about the progress of the review process and its outcome.
7. The corresponding author shall comply with deadlines set for revising their manuscripts and other tasks.
8. It is the responsibility of the authors to comply with all applicable ethical standards in the conduct of the study and to reflect such compliance in the submitted work.
9. The corresponding author should contact the editor promptly to retract/correct the published paper when serious errors and/or grave ethical violations are detected by a third party.

Code of Ethics for Reviewers

1. Reviewers should agree to review manuscripts only for those they have the subject expertise.
2. Reviewers immediately identify any conflicts of interest (resulting in financial, personal, intellectual, professional, political, or religious), if any, and subsequently decline the review request.
3. Reviewers should ensure performing a requested review within the time-frame set by the editors and decline the invitation if such time-frame cannot be complied with.
4. The journal employs a double-blind review system so that any untoward biases may be avoided.
5. Reviewers are expected to be totally objective, impartial and constructive with their review to ensure the best possible outcome in showcasing the research as a worthy contribution to the scientific literature.

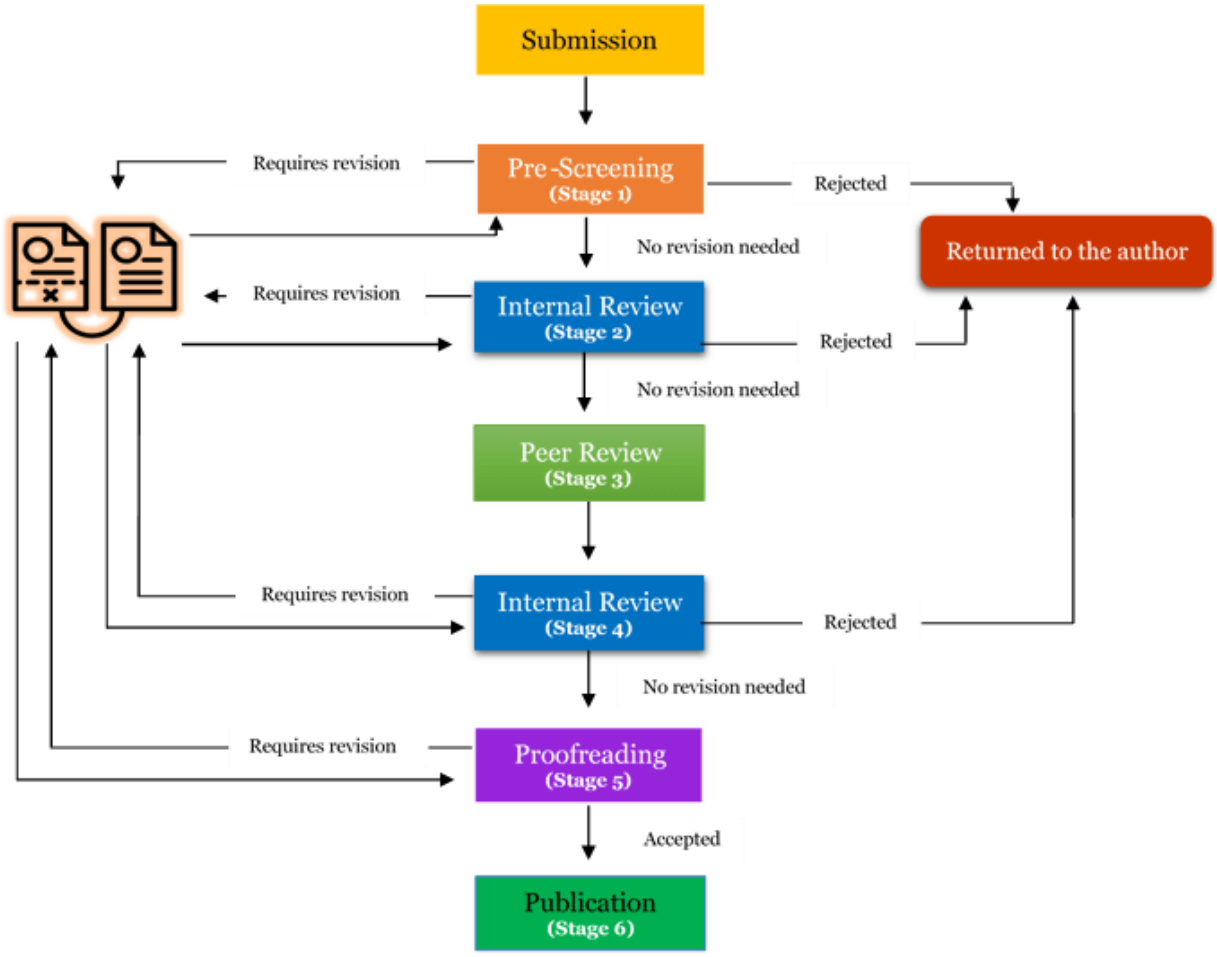
6. All information should be treated by reviewers with utmost respect and strictest confidentiality and should never be used for purposes other than for critical evaluation for scientific merit and technical impact.
7. Reviewers should follow the TPS guidelines on peer review and other established ethical and reviewing protocols.

Code of Ethics for Editors

1. Editors should be responsible for anything distributed in their journals.
2. Editors should make choices to acknowledge or dismiss articles based on their academic or journalistic merit, counting their significance, creativity, clarity, and pertinence to the journal's mission and area.
3. Editors should accept original articles from all authors and should at all times keep up objectivity and maintain balance in reviewing all articles, acting without predisposition of bias or favoritism based on the origin of a paper; an author's sexuality, race, nationality, ethnicity, affiliation or political convictions, age; or commercial rumination.
4. Editors should give direction to reviewers on everything expected of them, including the confidentiality in handling submitted material, disclosing conflict of interest before the review, and ensuring that the reviewers' identities are protected.
5. Editors should take steps to guarantee the timely evaluation of all articles and answer promptly the author's queries regarding the status of their papers.
6. Editors should explain to authors the decision made on their articles through a letter with the reviewer's comments and suggestions.
7. Editors should adhere and conform to the editorial policies, regulatory guidelines, and higher ethical standards of publication.
8. Editors should not expose the identity of authors, reviewers and keep the privacy of unpublished articles.
9. Editors should protect the decency of the journal from suspected and alleged misconduct in the research and publication process. They should instigate proper and reasonable investigation to fairly resolve any issues.

PUBLICATION PROCESS

Received papers will be properly acknowledged and will undergo screening process using the Guide for Author's Checklist and anti-plagiarism tool. It will be immediately sent off for review if it satisfies the preliminary evaluation. If it does not, it will be sent back to the corresponding author for revision.



Submission

Upon receiving a manuscript, the Editorial Staff (ES) will acknowledge receipt via email and the paper will be assigned with a manuscript number.

Stage 1: Pre-Evaluation

The ES will assess the manuscript's completeness and formatting according to the Checklist for Authors and use a plagiarism detection tool (Grammarly & Turnitin) within 15-30 working days. The author will be notified via email if the manuscript progresses to Stage 2. If revisions are needed, the author must submit the revised manuscript and any necessary documents (Cover Letter, Certification for Copyright Transfer) within 15-30 working days (or a timeline specified by the ES). A manuscript will be rejected if the author does not adhere to the requirements and guidelines of the journal.

Stage 2: Internal Review

The Internal Editor (IE) will evaluate the manuscript's substance within 15-30 working days. The author will be notified via email whether the manuscript is accepted for Stage 3 or if revisions are required.

Revised manuscripts should be returned within 30-60 working days, depending on the extent of revisions needed. A manuscript will be rejected if the author does not adhere to the requirements and guidelines of the journal.

Stage 3: External Review

Two External Referees (ERs) will review the manuscript. The ES will send review invitations to the ERs and acknowledge their acceptance via email. A double-blind review process will take within 30-90 working days (see Peer-Review Process).

Stage 4: Internal Review

The IE will review and consolidate feedback from the ERs within 5 working days. The author will be notified via email whether the manuscript is accepted for proofreading (Stage 5) or if further revisions are necessary. If revisions are required, the author must submit a matrix summarizing responses to reviewer comments and highlighting changes in the manuscript using color coding within 30-60 working days. The manuscript will be examined by the IE, and the process will repeat until the manuscript is ready for publication. A manuscript will be rejected if the author does not adhere to the requirements and guidelines of the journal.

Stage 5: Proofreading

Manuscripts passing Stage 4 will be sent to a Language Critic (LC) for grammar, spelling, and style to ensure coherence. Authors must address LC's suggestions and submit revisions within 7-15 working days.

Stage 6: Publication

Once the manuscript is finalized, the ES will prepare the galley proof within 5 working days for the author's approval. The article will then be posted online ahead of its official publication date.

Peer-review Process

All submitted manuscripts shall undergo a double-blind review process before publication. The double-blind review process ensures that information about the authors and reviewers shall remain anonymous to provide objective judgment of the paper. The manuscript sent for external review should not contain the authors' name, affiliation, postal and email address of the corresponding author, funding, conflict of interest, and acknowledgment. At least two external referees shall evaluate the manuscript and suggest whether it shall be accepted, revised, or rejected. In the case of conflicting decisions between the two reviewers, a third reviewer will be invited as a tie-breaker. Manuscripts returned to authors for revision or correction must be resubmitted within the deadline. The author/s may consider or refute the comments of the referees. The editor will evaluate the revised version according to the comments and suggestions of the referees. The paper will be accepted once the author satisfies the referees' comments and suggestions.

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