



## 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](mailto:palawanscientist.journal@wpu.edu.ph).



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### 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



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### 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).



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- 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. Acknowledgments

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

### 9. 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 Freitag (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; Freitag 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.).



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- 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.
- h. Citing journal articles

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

- i. Citing journal articles with the same Authors name

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

- j. Citing of books

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



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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]. <a href="https://doi.org/10.1016/B978-0-323-95227-9.00003-8">https://doi.org/10.1016/B978-0-323-95227-9.00003-8</a> |

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.<br><br>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. <a href="https://doi.org/10.1007/978-981-10-4241-6_2">https://doi.org/10.1007/978-981-10-4241-6_2</a> |

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]. <a href="http://www.fishbase.org">www.fishbase.org</a> .<br><br>IUCN (International Union for the Conservation of Nature). Version 2021-1. 2021. The IUCN Red List of Threatened Species. [accessed 2025 Jul 2]. <a href="https://www.iucnredlist.org/">https://www.iucnredlist.org/</a> . |

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). |
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|         |   |
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| Example | <p>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]. <a href="https://core.ac.uk/download/pdf/337307522.pdf">https://core.ac.uk/download/pdf/337307522.pdf</a>.</p> <p>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].</p> |
|---------|---|

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 | <p>Bedford DAD. 2017. Enterprise Information Architecture: An Overview. Washington State Department of Transportation Report No.: WA-RD 896.4. [accessed 2025 Jul 2]. <a href="https://www.wsdot.wa.gov/research/reports/fullreports/896-4.pdf">https://www.wsdot.wa.gov/research/reports/fullreports/896-4.pdf</a>.</p> <p>Dolorosa RG, Picardal RM, Conales SF. 2015. Bivalves and gastropods of Tubbataha Reefs Natural Park, Philippines. Tubbataha Management Office and Western Philippines University. [accessed 2025 Jul 2]. <a href="https://checklist.pensoft.net/article/19104/">https://checklist.pensoft.net/article/19104/</a>.</p> |

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 <i>Haliotis diversicolor</i> (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]. <a href="https://news.mongabay.com/2021/03/surge-in-seizures-of-giant-clam-shells-has-philippine-conservationists-wary/">https://news.mongabay.com/2021/03/surge-in-seizures-of-giant-clam-shells-has-philippine-conservationists-wary/</a> . |

### 10. Figures and Tables



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- 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.

### 11. 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).

### 12. Punctuations, Equations, Symbols and Unit of measures



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- 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<sup>3</sup>, 100 μm, 9 ind ha<sup>-1</sup>, 10 sacks ha<sup>-1</sup>, 2 kg h<sup>-1</sup>, 2 kg h<sup>-1</sup> day<sup>-1</sup>) 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).
- i. Use a 24-h system for time (example: 1300 instead of 1:00 pm). To express a measured length of time, abbreviations for hour (h), minutes (min) and seconds (sec) should be used (example: 2 h and 30 min; or 2.5 h).
- j. Include apostrophes in years (example: 2014’s).
- k. No periods in acronyms (example: UNESCO not U.N.E.S.C.O.; CITES not (C.I.T.E.S.))
- l. Use a single capital letter when writing latitude and longitude (example: 9°44’27.80”N and 118°41’2.01”E). Compass points (north, south, east, west) and their derivations (northern, southern, eastern, western) are lowercase (example: north of Palawan) except when they form part of the place name (example: South Cotabato; Eastern Samar).

## POLICIES

### Publication Fee

The Palawan Scientist does NOT change any processing/publication fees.

### Authorship and Contributorship

For articles with two or more authors, it is required to indicate the contributions of each author which may include but not limited to the following: conceptualization, fund sourcing, conduct of experiment, data collection, data analysis, manuscript writing. Any change (deletion or addition) to authorship should be made



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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.

### **Complaints, Appeals, and Allegations**

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.

### **Conflicting Interest**

Authors must declare any conflicting interest. If any conflicting interest is present, it must be briefly stated. If there's none, the statement "The authors declare that there is no conflicts of interests to any authors".

### **Data and Reproducibility**

To fully assess the process of a research article, all data related to the submitted articles in The Palawan Scientist should be available for future use. Authors are encouraged to deposit detailed descriptions of their method used in the study to any repositories. However, the authors may provide supporting information to display all necessary data when uploading data to repositories is not possible.

### **Repository Policy**

The Palawan Scientist allows authors to deposit different versions of their articles in an institutional or other repository of their choice, including submitted, accepted, and published versions without any embargo.

### **Ethical consideration**

Studies involving human subjects must have followed the institutional and national guidelines set by the ethics board. A consent statement form is secured for studies involving minors or children below 18 years old. Moreover, names and other information of the subjects must be kept confidential and will be excluded from the manuscript. Other relevant documents should be ready upon the request of The Palawan Scientist. Additionally, research studies involving the use of animals must have also followed all institutional and national ethical guidelines for the care and use of test/experimental animals.

### **Use of AI-Assisted Technologies in Manuscript Preparation**

The Palawan Scientist adheres to the guidelines set by the Council of Science Editors to uphold the integrity of both text and images in its published articles, as well as to Elsevier's policies regarding the use of generative AI.

Authors who utilize AI-assisted technologies in their research or manuscript preparation are expected to be fully transparent about such use. This information must be disclosed in the cover letter upon initial submission to The Palawan Scientist (TPS). In addition, authors should include a clear and detailed explanation in a separate section of the paper titled "Generative AI Statement", specifying how generative AI was used, including the structure and syntax of queries, providing technical details of the AI tool employed, such as its name, version, and model, and clearly distinguishing between AI-assisted content and the author's original contributions. AI tools should not be listed as authors or co-authors, and works created with their assistance should not be cited as if authored by them. Since AI is not human, it cannot take responsibility for the accuracy, integrity, or originality of the content—qualities that are essential for authorship (Da Veiga 2025).



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While AI can support research and writing processes, authors remain entirely responsible for the integrity of their work, which include ensuring accuracy, avoiding plagiarism, properly citing all sources, and thoroughly reviewing the manuscript to address any potential biases introduced by AI (Khalifa and Albadawy 2024). Transparency and accountability in the use of AI tools are essential to maintain the highest standards of scholarly work.

Moreover, AI-generated images are not permitted in The Palawan Scientist unless explicitly approved by the Editor. Exceptions may be granted for manuscripts focused on AI or machine learning; such cases will be evaluated individually and must be disclosed at the time of submission.

To uphold the journal's standards for relevance, originality, and quality, the Editorial Board will carefully review all submissions. Decisions regarding acceptance, revision, or rejection will be based on a comprehensive assessment of each manuscript's scholarly merit and adherence to these guidelines.

### Plagiarism

Plagiarism is copying the author's (self-plagiarism) or someone else's ideas, works, and words without proper acknowledgement, credit or permission of the original author and source. The Palawan Scientist uses a plagiarism checker to evaluate the originality of the submitted manuscript. Authors should strictly refrain from plagiarism and follow the ethical standard of the research community.

All manuscripts submitted to The Palawan Scientist shall undergo plagiarism check, if plagiarism is detected, authors will be advised to rewrite/rephrase the plagiarized portion before the publication process begins.

Authors found to have committed academic misconduct—such as submitting a cloned or recycled manuscript (i.e. resubmitting a published paper from another journal as a new submission), engaging in double submission, plagiarism, data fabrication or falsification, or unethical authorship practices—will be blacklisted from submitting any future papers to the journal.

### Endogeny Policy

To maintain the objectivity, integrity, and independence of The Palawan Scientist, an authorship endogeny policy is hereby established. In each issue, no more than 20% of the total articles can be authored or co-authored by members of the editorial board, including both lead authors and co-authors. Papers submitted by the Editorial Board are treated similar to those of other authors, ensuring the same review processes.

If the number of articles exceeds this limit—for example, if editorial board members author 30% of the articles in the first issue—an adjustment will be made in the second issue, accommodating only 10% of the total articles authored by board members. This policy ensures that, across the years, no more than four articles per year are published by editorial board members. Given that only a maximum of 10 to 12 articles are published per issue (or 20 to 24 articles annually), this policy maintains a balanced representation of research from contributors outside the editorial board, helps prevent conflicts of interest, and promotes diversity of perspectives.

If the editorial board authors four articles but less than 20 articles are published in a year, further adjustments will be made in the succeeding year. These adjustments will limit the editorial board's contribution to ensure that, on average, no more than 20% are published annually, while maintaining the overall balance of contributions. Editorial board members are required to adhere to this policy when submitting articles for consideration.



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### **Data fabrication and falsification**

Fabrication concerns on making up research findings, while falsification is manipulating reports of scientific research results or data with an intention of giving false information about the status of submitted articles. Authors caught reporting any scientific research misconduct will no longer be allowed to submit their manuscript in the journal, and published articles which were later discovered to have such concern may be retracted upon the recommendation of the Technical Advisers.

### **Retractions**

In some cases, the paper published in The Palawan Scientist may be retracted due to scientific fraud, such as unethical authorship, repeated submissions, false claims of authorship, unethical use of data, or plagiarism. Before a paper may be retracted, the complainant or the author must send a signed communication to the Editor-In-Chief (EIC). The editor reserves the right to retract the article as maybe suggested by the Technical Advisers.

### **Corrections/Errata**

Authors are obliged to report errors in their articles that are relevant to the accuracy of published data. The journal shall carry out an investigation, and if, after the investigation, the concern is valid, the author shall be contacted through their email and given the opportunity to address the issue. Corrections and addendum will be included in the “Errata” section of the journal’s succeeding issue.

### **Removal**

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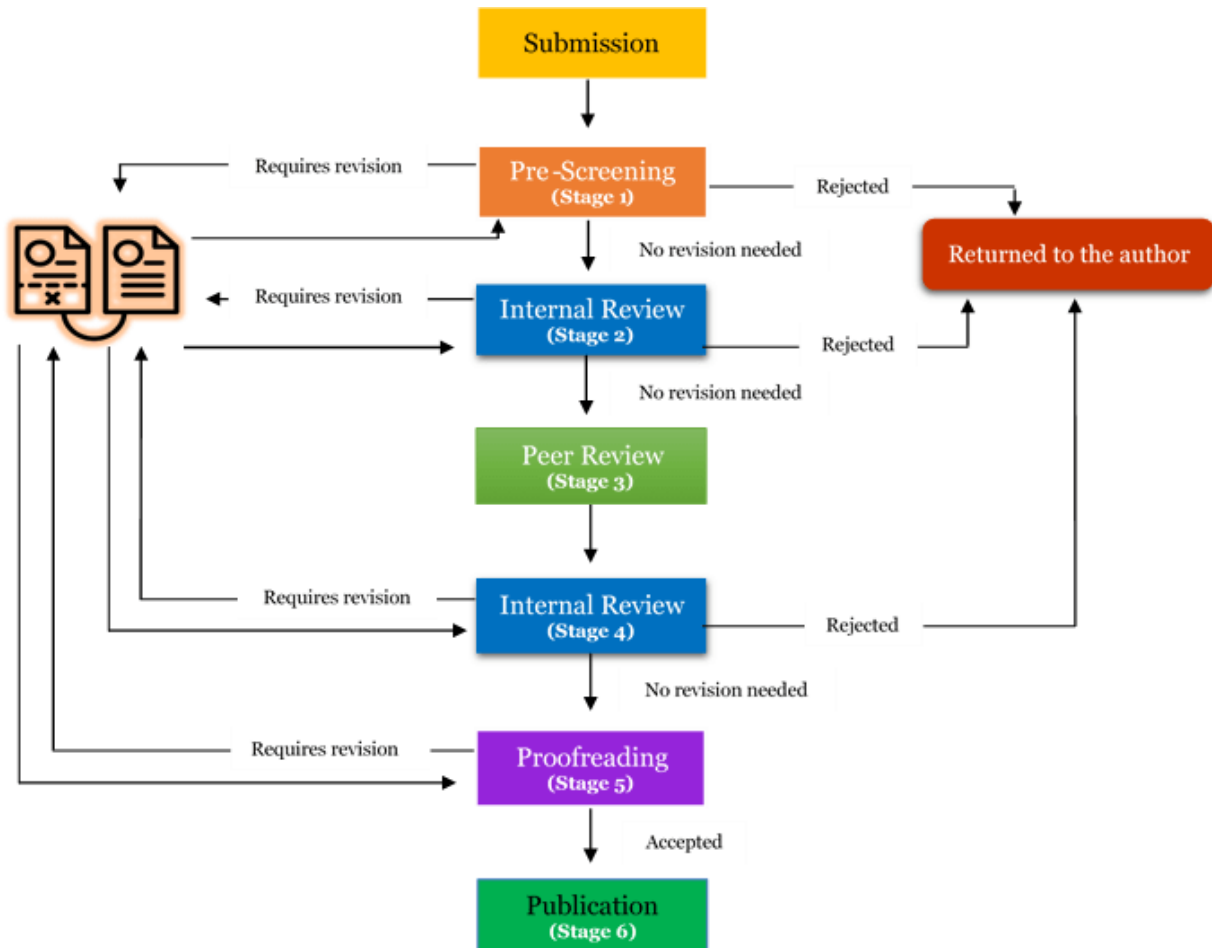
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#### Submission

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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).

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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.

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