

REVIEW POLICY

An article submitted to the PUP Journal of Science and Technology (PUPJST) undergoes a series of evaluation to ensure adherence to the submission criteria.

1. The Managing Editor pre-screens the article based on its compliance with the SUBMISSION PREPARATION CHECKLIST, and the completeness of the manuscript as stated in the GUIDE FOR AUTHORS. Articles submitted which do not meet all the requirements would be returned to the authors. Upon compliance with the basic requirements, the authors may re-submit the article.
2. PUPJST uses a double-blind peer review system. To maintain its integrity, the author's name and affiliation is deleted in the document. The manuscript shall be assigned a manuscript number that the Section Editors and Reviewers will use as a reference. Section Editors are individuals who are experts in their respective subject areas. The relevant Section Editor completes the article review within 10 working days and may classify the manuscript as:
 - a. accepted as it is;
 - b. accepted with minor revisions;
 - c. accepted with major revisions; or
 - d. rejected
3. Authors shall be informed of the results of the review and are allowed re-submission of the revised article within 15 working days. An article re-submitted beyond the specified time shall already be considered as new submissions. Articles previously rejected by this journal are not accepted for re-submission. The Section Editor recommends the manuscript for evaluation by the Reviewers
4. The recommendations and/or approval of the Reviewer shall be emailed to the author within 15 working days. A manuscript shall be considered for publication upon approval of at least two (2) reviewers.
5. The galley proof of the accepted manuscript will be returned to the author for final proofreading. This galley proof must be returned to the Managing Editor for editing until the submitting author approves a proof.
6. Upon acceptance for publication, copyright of the manuscript is transferred by the author(s) to Polytechnic University of the Philippines. The institution has the exclusive and unlimited rights on the distribution and reproduction of the article.

Submission Preparation Checklist

1. The submission is original and written by the stated author(s).
2. All the authors have read the manuscript and agreed to publish it.
3. The submission has not been previously published nor currently submitted and will not be submitted to another journal while under review by PUPJST.
4. The submission file is in Microsoft Word file format.
5. The text is single-spaced with a 12-point font in Times New Roman and the manuscript text is not in bold face. Each line of the manuscript should be numbered for easy reference during review and corrections.
6. The text employs italics, rather than underlining (except with URL addresses of the references).
7. The text adheres to the stylistic and bibliographic requirements of American Psychological Association (APA). All citations should be reflected in the reference list.
8. Tables, figures, illustrations and other supplementary materials should have a short descriptive title, are properly referenced in the manuscript, and placed with the text or appropriate points rather than at the end.
9. All tables and figures, where applicable, should include all units, clear legends and suitable footnotes.
10. Tables should be in editable format and should not be in graphic objects.
11. Spelling and grammar checks have been performed.
12. After acceptance of the manuscript (during copyediting), proofs in Portable Document File (PDF) format indicating changes and corrections will be sent to the author(s) for approval.

Guide for Authors

1. Only manuscripts that fall within the focus and scope of the Journal will be considered.
2. Manuscripts should be divided into the following sections (in this order):
 - **Title Page**

The title page should provide the title of the article, list the full names and institutional affiliation of all authors and indicate the corresponding author.
 - **Abstract**

The Abstract of the manuscript should not exceed 350 words and must reflect the following parts: background or the context and purpose of the study; results or the main findings; conclusions or brief summary and potential implications. Minimize the use of abbreviations and do not cite references in the abstract.
 - **Keywords**

Three to ten keywords representing the main content of the article

- **Introduction**

The introduction should be written in a way that is understandable to researchers without specialist knowledge in that area and must clearly state (and if helpful, illustrate) the background to the research and its aims. The section should end with a brief statement of what is being reported in the article.

Standard chemical symbols and abbreviations may be used in the text, but full term should be given when first mentioned. Units of measurements should be spelled out except when preceded by a numeral. If no-metric measurement units are used the metric equivalent should be mentioned. The complete scientific name of every organism must be cited when it is first mentioned in the text. The generic name may be abbreviated thereafter, except when there are references to other genera with the same initial. The use of common names must be accompanied by the correct scientific name on first use.
- **Methodology**

This section should include the design of the study, the type of materials involved, a clear description of all comparisons, and the type of analysis used, to enable replication. For studies involving human participants, a statement detailing ethical approval and consent should be included.
- **Results and Discussion**

The results and discussion may be combined into a single section or presented separately. This section may also be broken into subsections with short, informative headings.
- **Conclusions**

This should state clearly the main conclusions of the research and give a clear explanation of their importance and relevance. Summary illustrations may be included.
- **Recommendations (if any)**
- **Acknowledgements**

Please acknowledge anyone who contributed towards the article by making substantial contribution to conceptions, design, acquisition of data, or analysis and interpretation of data, or who was involved in drafting the manuscript or revising it critically for important intellectual content, but who does not meet the criteria for authorship. Please also include the source(s) of funding for each author, and for the manuscript preparation. Authors must describe the role of the funding body, if any, in design, in the collection, analysis and interpretation of data; in the writing of the manuscript; and in the decision to submit the manuscript for publication. Please also acknowledge anyone who contributed materials essential for

the study. If a language editor has made significant revision of the manuscript, we recommend that you acknowledge the editor by name, where possible.

Authors should obtain permission to acknowledge from all those mentioned in the Acknowledgements section.

- References

References cited in the text should be presented according to the APA (American Psychological Association) Style Manual, latest edition. The list of References should be given at the end of the paper, immediately following the section on acknowledgement, if any.

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5. The PUPJST adheres to the following four criteria in authorship recommended by International Committee of Medical Journal Editors (ICMJE):
 - a. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work;
 - b. Drafting the work or revising it critically for important intellectual content;
 - c. Final approval of the version to be published;

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.