

EDITORIAL POLICY

Editorial Policy

The **UM International Multidisciplinary Research Journal** (PRINT ISSN 2467-5806; ONLINE ISSN 2457-5814) is open to all researchers, scientists, teachers, graduate students, and beginning researchers who wish their research paper to be published in a peer-reviewed journal. This journal is viewed as the premier journal that accepts contributions from various areas: Social Sciences, Natural Sciences, Engineering and Architecture, and Physical Sciences. The quality of articles published in this journal is our top priority. Contributors can view our online website www.uminjournals.org. The Editorial Board is inviting external reviewers from the Philippines and abroad for every issues of the journal.

The primary consideration for publication in the **UM International Multidisciplinary Research Journal** is its contribution to providing new knowledge leading to the betterment of human lives and our society as a whole. The action of both the authors and reviewers is very critical in maintaining the efficiency and effectiveness of the review process. The authors' role is to prepare the manuscript to be evaluated by our external evaluators who are experts in their fields. The acceptance of the paper will be deliberated by the Editorial Board who will consider the significance of the paper and comments and suggestions of the external reviewers.

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If the **UM International Multidisciplinary Research Journal** receives a formal complaint that a contribution infringes copyright or other intellectual property rights, the Editorial Board will investigate the complaint. The Editorial Board will **ONLY** entertain complaint supported with a **FORMAL LETTER** via courier or email address to the Editor-In-Chief. Any other form of complaints will not be entertained. If formal complaint is done, the Editorial Board will request both parties to submit substantial evidences which will then be weighed by the Editorial Board as basis for retraction or withdrawal of the manuscript.

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Each corresponding author will sign a Transfer of Copyright Form (Form 2). The copyright transfer signify that the Author acknowledges that UM-RPC will have the right to print, create derivative works, and publish the work throughout the world, all rights in and to all revisions or versions or subsequent editions of the work in all languages and media throughout the world. Furthermore, it is

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It is very important that the author will secure the consent of his/her co-authors to transfer and assign any and all right, title, and interest, including copyright of the article referenced above. Under this policy, the author should warrant the transfer to **UM International Multidisciplinary Research Journal** copyright and all rights under it. He/She should confirm that the article has not been published elsewhere, nor is it under consideration by any other publisher by signing the Transfer of Copyright Form.

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The editorial Board will make every attempt to ensure that fair, equitable and non-biased procedures are utilized in all peer review proceedings. Conflicts stemming from social, political or business affiliations will be avoided. Individuals involved especially in the peer review process shall be impartial peers and do not have conflict of interest with the research being reviewed. When the author/s disclosed that no future conflict of interest of his/her manuscript by signing the Transfer of Copyright Form, the **UM International Multidisciplinary Research Journal** now publish the paper.

Funding policy

The funding for the production of the **UM International Multidisciplinary Research Journal** comes from the annual budget of the Research and Publication Center Office of the University of Mindanao.

GUIDE TO AUTHORS

1. All manuscript must be submitted in Microsoft Word format, written in English, Times New Roman, 12 font size, single space on white A4 (210 x 297 mm) paper, with margins of 1 inch on all sides. Authors are free to use American or British English as long they are consistent all throughout the manuscript. All pages must be numbered at the center bottom. All lines must be properly numbered. Authors are encouraged to have their paper reviewed by an English native speaker or grammarian before submitting to the journal.

2. **Title.** The title should summarize the main idea of manuscript. It is a concise statement of main topic and identify variables or theoretical issues under investigation. Abbreviations should be avoided. It must be typed in uppercase and lowercase letters, centered between left and right margins, and no more than 12 words.

3. **Abstract.** An abstract with a maximum of 200 words summarizing the main points of the article. Paragraphs should be justified without indention, double-spaced in between, and sentences should be separated by a single space.

4. **Keywords.** Maximum of 5 keywords, in alphabetical order, and list after the Abstract. The word 'Keywords' must be italic, bold, separated by colon from the keywords. All first letters of the keywords must be written in capital letter separated by comma and ends with a dot.

5. **Introduction.** Provide adequate information of the topic, state the objectives of the work, and provide an adequate background, avoiding a detailed literature survey or a summary of the results. Limit your introduction to 1-2 pages.

6. **Materials and Methods.** Provide sufficient detail to allow the work to be reproduced detailing the materials used, conceptual and operation definitions of the variables, research design/experimental manipulations, sampling procedures and sample size, the measurements, and the research participants, as well as the statistical tools used in the study. Methods already published should be indicated by a reference and only relevant modifications should be described.

7. **Results.** This section should be presented in logical sequence based on the objectives and explore the significance of the results, not repeat them. A combined *Results and Discussion* section is often appropriate. Avoid extensive citations and discussion of published literature. All relevant results must be given more emphasis. Findings must be written in past tense (except in researches conducted other than positivism and post-positivism paradigms) and must find relations to literatures appertaining to the topic.

8. **Conclusion or Recommendation.** In some cases conclusion is not necessary. However we encourage authors to make recommendations to encourage others to continue working the research or implement the results. It is written in present tense (for positivism and postpositivism researches) and new paradigms can write in first person singular form "I" or second person singular form "you" or "we".

9. *References and Citations.* References should be listed in alphabetical order at the end of the paper using APA format. All reference must be come from published material and not from gray literatures (i.e. unpublished thesis or dissertation, or unpublished reports). The author-date form of citation in the text should be used and should be written based on the following examples:

Single author: Low species diversity and endemcity of Odonata in areas of Misamis Occidental with high presence of on-site disturbances was recorded (Villanueva, 2011).

For works by two to three authors: There are approximately 300 plus species of Odonata in the Philippines (Hamalainen & Muller, 1997). More species are still expected to be documented especially to the relatively unexplored areas in the Philippines (Jumawan, Medina, Villanueva, 2012).

For works by four or more authors: Similar species are observed from the relatively the same ecosystem types (Jomoc et al. 2013).

More than 1 research paper published in the same year by the same author(s) should be distinguished by adding lowercase letters to the dates and alphabetized by title. (Example: Tamayo, 2014a, 2014b).

Authors are discouraged to use gray literatures or unpublished works like thesis or dissertations. Bibliographic references should be written based on the following examples:

o Journal article (Single author): Renn, O. (1998). The role of risk communication and public dialogue for improving risk management. *Risk Decision and Policy*, 3(1), 5-30.

o Journal article (Multiple authors): Beierly, T. C., & Konisky, D. M. (2000). Values, conflict, and trust in participatory environmental planning. *Journal of Policy Analysis and Management*, 67(3), 587-602.

o Book: Creswell, J. (2008). *Educational research: Planning, conducting and evaluating quantitative and qualitative research (3rd ed.)*. Upper Saddle River, NJ: Pearson Prentice Hall.

o Book chapter: Brookfield, S. (2000). The concept of critical reflective practice. In A. L. Wilson & E. R. Hayes (Eds.), *Handbook of adult and continuing education* (pp. 33-49). San Francisco, CA: Jossey-Bass.

o Conference proceedings: Taylor, P. C. (2010). *Transformative educational research for culturally inclusive teaching*. Keynote address delivered at the 7th International Conference on Intercultural Competence, Khabarovsk, Far East Russia.

o On-line article: Vasigh, B., & Hamzaee, R. (2004). *Testing and sensitivity of student enrollment with respect to tuition at an institution of higher education*. Retrieved from http://www.entrepreneur.com/tradejournals/118880790_4.html.

10. The metric system (International System or SI units) of measurement should be used. Each figure, table, and map should be mentioned in numerical sequence. All figures should be numbered using arabic and phrase style is used for the caption (without a period at the end). Tables should be placed separately from the text and one table per sheet with complete necessary legends and notes. Maps should have a scale, preferably originally prepared by the authors. Make sure it will not pixelate when enlarge no larger than half page (A4). All illustrations should be accompanied by captions typed on a separate sheet. Any statistical material should be brief and simple.

11. The manuscript contents should be arranged as follows: a) Title of Article; b) Authors complete name, designation, mailing address, email address (written on a separate sheet); c) Abstract (200 words or less); d) Key words (Maximum of 5); e) Introduction; f) Method; g) Results and Discussion; h) Conclusion *OR* Recommendations; i) Acknowledgment; j) References; k) Tables; and l) Figures.

Manuscript Length:

Manuscripts should not exceed 12 pages A4 excluding tables and figures.

Assignment of article serial number

All manuscript accepted for review process will be assigned with a unique serial number. This is serial number is unique for the UM International Multidisciplinary Research Journal.

Submission Guidelines

Authors are required to check the compliance of their submission to the editorial policies. Failure to adhere the following guidelines below may result to rejection of the manuscript.

1. The manuscript has not been submitted or previously published to ANY journals.
2. All submission must be sent to the editor-in-chief in word format. Figures and tables must be sent as a separate attachment with proper captions. All other technical guidelines must prescribe to the Guide to Authors.
3. All references are valid and can be traced. Do not use grey literatures like unpublished thesis or dissertations.

Statement of Privacy

The names of the authors and their institutional address and contact details will be exclusively used for this journal only and will not be used to other purposes or other parties.

PEER REVIEW POLICY

I - The UMIMRJ Peer Review Policy

The main goal of establishing the peer review journal management system in the University of Mindanao is to ensure that we produce high quality research papers to be shared to the world. The Peer Review Policy of the UMIMRJ is the heart of the journal management system of the University of Mindanao Research and Publication in developing this scholarly publication. Our highly qualified referees play a significant role in maintaining the high quality standards of UMIMRJ and each manuscript are peer reviewed following the procedure outlined below.

II - Initial Manuscript Evaluation

All new submissions will be screened by the managing editor for completeness and adherence to the Guide for Authors. A senior editor will also be invited to check the content of the manuscript for methodological flaws, completeness of research data, referencing, and quality of grammar and English language. Those that pass will undergo plagiarism check. Manuscripts with over 26% plagiarized

materials excluding references will be rejected outright and returned to the author. Manuscript with 25% and below plagiarized materials excluding references will then be temporarily accepted for peer review process. The manuscript will be returned to the author for revision prior to the peer review process. Manuscripts with 15% and below excluding references will be accepted for peer review process. Hence authors are encouraged to have their manuscript grammar and plagiarism checked before submitting to the UMIMRJ.

Authors of the rejected manuscript will be informed within 15 days by the managing editor. Short feedback will be provided and possible publication outlets.

Manuscripts deemed suitable for peer review process will be passed to 3 qualified reviewers carefully selected by the Editorial Board.

III - Type of Peer Review System of UMIMRJ

The UMIMRJ follows the Double-Blind peer review process where both the referee and the author of the manuscript remains anonymous throughout the review process.

IV - Selection of Reviewers

The reviewers of the UMIMRJ are selected based on their track record in both projects and publications of their respective fields. We also welcome suggestions of reviewers from the authors although this may or may not be used.

V - Reviewer report

Reviewers are asked to evaluate the manuscript for originality and significance of contribution, interest to scientists or practitioners, relevance to international community, validity of literatures, adequacy of methodology, analysis, and interpretation, and organization. Each reviewer will fill-out the Form 3 Reviewer Report Form which objectively summarizes their comments, suggestions, and opinions of the manuscript. Reviewers are not expected to correct or copy edit the manuscript. Language or grammatical editing is not part of the peer review process.

PREFACE

We would like to present, with great pleasure, the inaugural volume of a new scholarly journal of the university, The University of Mindanao International Multidisciplinary Research Journal or UMIMRJ. This journal is part of the initiative of the Research and Publication Center in its pursuit of becoming a leading research unit in the region. The first volume is devoted to the gamut of economics, business studies, natural science, biodiversity studies, and language research. This new journal was envisioned and founded to represent the growing needs of the different field of studies which primarily aims to provide vital piece of information useful in promoting sustainable development in the Philippines and other countries. The journal is intended as a forum for teachers, practitioners, and researchers to share research data to advance instruction, extension, and productivity of the university and community.

For the glory of our good Lord, UM, and Humanity!



Dr. Ma. Linda B. Arquiza
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