

# Submissions

## Author Guidelines

## Editorial Procedure

The *Journal of Education and Language Studies* adheres to a double-blind review process. Prior to submitting their paper, the authors are requested to take note of the following:

- The manuscript is composed of 6,000-8000 words maximum including references in MS Word file.
- It follows an IMRD format and should not be divided into chapters.
- The manuscript should be anonymous, strictly not mentioning the author's names and affiliations on the title page.
- A title page, submitted in a separate file, is provided to include the author names, affiliations, and contact details of the corresponding author. Disclosures or research funding details are mentioned here.

## Manuscript Submission

It is implied that submitting a manuscript means that the research project has not been published previously. It also implies that it was not under review for publication in any other journals. There should be consent from the co-authors and from the institutional authorities where the project was undertaken. Should there be any claims for compensation, the publisher must not be legally bound to settle any monetary demands.

## Permission

The inclusion of published figures, tables, or excerpts by authors should seek approval from the copyright owner(s) for both hypertext and printed text formats. Evidence of the approved permission should be included. Without submitting the evidence, the material is assumed to have originated from the authors.

## Online Submission

Submit or e-mail the manuscript via [jels@wmsu.edu.ph](mailto:jels@wmsu.edu.ph)

## Title Page

Please Follow the required template for title page below:

- A title that is brief and informative
- The author/s' affiliation/s such as the institution, department, city, state, country
- A fully active, functional and institutional e-mail address of the corresponding author
- The 16-digit ORCID of the author/s if available.

## **Abstract**

Please include an abstract of 150-250 words which do not state vague abbreviations and unverified or unspecified references.

## **Key Words**

Please include 4 to 6 keywords for the purpose of indexing.

## **Funding**

If the research project is funded, state the name of the funding agency.

## **Conflicts of Interest/Competing Interest**

Please provide appropriate disclosures.

## **Availability of Data and Material**

Please make all data and material ready for transparency if and when a reviewer would require the proponents to do so.

## **Code Availability**

All software applications or any custom coding used is made readily available during the review process.

## **Text Formatting**

Submit the manuscripts in Word file. Please be guided to use the following:

- A normal font, plain 12-point in Times New Roman style for text;

- Italics is used for emphasis;
- An automatic page numbering function to number the pages;
- Field functions are not used;
- A tab stop command for indentation is preferred not the space bar;
- In making tables, the table function is utilized not spreadsheet;
- For equations, the equation editor or MathType is used;
- Save the file in docx format (Word 2007 or higher).

If mathematical figures are utilized, the manuscripts can also be submitted in LaTeX format.

## **Headings**

Please limit to only three levels of specified headings.

## **Abbreviations**

Define the abbreviations at first mention and state consistently all throughout the text.

## **Footnotes**

Footnotes could be utilized to provide added information that may state the citation of a source that is part of the reference list. These do not consist entirely of a reference citation. Avoid the inclusion of bibliographic particulars of a reference. Figures or tables should also be avoided in footnoting.

## **Acknowledgements**

Place the acknowledgements of people, grants, funds and the like in a separate section on the title page.

## **References**

### **Citation**

Refer to the quick guide on how to cite sources using the American Association Format (APA) Version 7.

<https://libraryguides.vu.edu.au/apa-referencing/7GettingStarted#s-lq-box-wrapper-24941435>

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html)

## Reference List

Refer to the quick guide on how to reference sources using the American Association Format (APA) Version 7.

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[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/index.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/index.html)

## Tables

- The numbering of tables should be in an Arabic numeral format.
- Citation of tables is done in text successively in numerical order.
- Please supply a title caption for each table describing the content of the table.
- Properly cite published sources by specifying the original material at the end of the table caption.
- A superscript lower-case letter (Or asterisks for significant values and other statistical data) should be used when footnoting tables and these are included under the table.
- Use horizontal lines, not vertical lines in constructing tables.

## Statistics

Refer to a quick guide in reporting quantitative data using APA format.

<https://www.statisticssolutions.com/reporting-statistics-in-apa-format/>

Avoid reporting the data in a paragraph and repeating the results in a table format. Just report the data in either a paragraph or a table so as not to commit redundancy in writing the results of your study.

In reporting ANOVA data, the p-value is not enough. You have to include the effect size in the form of partial eta squared ( $\eta^2$ ).

## Artwork and Illustrations

### Electronic Figure Submission

- All figures are to be supplied electronically.
- Specify the graphics program utilized to create the artwork.
- The acceptable format is EPS for vector graphics. Use TIFF format for halftones. MS Office is also preferred.

- The fonts should be embedded in the files if vector graphics are utilized.
- Name your figure files with “Fig” followed by number figure, for example Fig1.eps.

### **Line Art**

- Preferred definition: Black and white graphic with no shading.
- Avoid faint lines and/or lettering and ensure that all lines and letters in the figures are readable at your final draft.
- 1mm (.03 pt.) wide is the preferred positioning of the lines.
- A minimum resolution of 1200 dpi is required for scanned line drawings.

### **Halftone Art**

- Preferred definition: paintings, drawings or photographs with fine shading are allowed.
- Indicate the magnification used in photos by employing scale bars in the figures.
- The minimum resolution of 300 dpi is preferred in halftones.

### **Color Art**

- Color art is published for free.
- Please ensure that the main information is legible if black and white print version is shown.
- If black and white figures are printed, avoid referring to color as legends in the captions.
- RGB in 8 bits per channel is preferable for color illustrations.

### **Figure Lettering**

- Helvetica or Arial (sans serif fonts) is preferred for lettering.
- Be consistent sizing your letter until the final artwork follows about 2-3 mm (8-12 pt)
- Difference in sizes within an illustration should be slight. For example, do not use 8-pt type on an axis and 20-pt type.
- Do not use effects like outline letters and shading
- Avoid the inclusion of titles or captions in your figures.

### **Figure Numbering**

- Arabic numerals are the required numbering for all figures.
- Citation in text in successive numerical order is acceptable for reporting figures.
- Lowercase letters (a, b, c etc.) are used to denote figure parts.

- If appendix is used with one or more figures, continue the consecutive numbering. Avoid numbering the appendix, “A1, A2, A3, etc.”

### **Figure Captions**

- State a concise caption that describes accurately the figure. Include the captions in the text file of the manuscript not in the figure file.
- Begin the figure captions with “Fig.” in bold type succeeded by the figure number in bold type as well.
- Do not include any punctuation after the number and at the end of the caption.
- Describe all components in the figure as part of the figure caption. Use shapers like boxes, circles, arrows and the like as coordinate points in your graphic illustration.
- Specify published materials by citing the original source at the end of the figure caption.

### **Figure Placement and Size**

- If possible, figures should be presented separately from the text.
- Figures should fit in the column width.

### **Supplementary Information**

As required by the reviewer or the Editor-in-Chief

### **Ethical Responsibilities of the Authors**

*The Journal of Education and Language Studies* fully adheres to the highest ethical standards during the review and publication of the research manuscripts to maintain and to uphold the integrity of the scientific investigation. Authors must avoid misrepresentation in reporting scientific data which could tarnish the credibility, professionalism and the academic scholarship of the journal. The highest integrity is achieved if the following rules are applied as noteworthy scientific practice:

- Your manuscript must not be submitted to other journals while it is under review by this journal.
- Your paper must be original and has not been published previously elsewhere in any language (completely or partially) except when the current project is a continuation of the earlier research investigation.
- Breaking a single study into a multiple sliced article and submitted to several journals or to one journal is not allowed.
- At times, secondary publication is acceptable provided some conditions are followed (i.e. translated studies to fit a certain context).
- Data manipulation must be always avoided. The results must be reported clearly and honestly. Do not fabricate data (including image-editing) and claim them originally on your own.

- Plagiarism in the form of data, text or theory copy-pasting is not allowed in this journal. In submitting your paper, you allow the reviewer to run a comparability test of your manuscript with other sources on the internet using a plagiarism software (e.g. Turn-In-In software). Hence, paraphrasing and summarizing the ideas taken from the sources should be done properly following the APA7 rules for in-text citation and referencing to ensure that the work is flawless.

### **Role of the Corresponding Author**

The following are the responsibilities of the corresponding author:

- ensure that the identified authors have agreed to publish this work and to check the correctness of the names and the order of authors.
- communicate with the reviewer before and after the review and publication.
- clarify and provide transparency concerning referencing or the methodology (i.e. instruments, software, and supplemental supporting data).
- provide disclosures and declarations pertaining to data assurance from all authors.

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### **Proof Reading following American English Conventions**

Prior to submitting your manuscript, it is highly suggested to proofread your work using any reliable grammar applications online or to an expert grammarian of the American English language to avoid prolonging the review process.

### **Open Access Publishing**

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