

Overview of the Training Workshop Program Training-Workshop on Preparing Research Manuscripts for WoS and SCOPUS Publications

November 27-29, 2025

N Hotel, Cagayan de Oro City, Philippines

OBJECTIVES OF THE TRAINING-WORKSHOP:

- (1) To apply the fundamentals of journal selection and editorial policies, enabling participants to select an appropriate WoS/Scopus-indexed journal and determine journal quality;
- (2) To modify the parts and sections of a thesis/dissertation or research manuscript to meet the specific requirements of the standards of Scopus Elsevier and Web of Science (Clarivate Analytics); and,
- (3) To employ Generative Artificial Intelligence (AI) tools to improve the quality of a scientific paper for higher acceptance and publication.

Time	Session/s	Method/ Activity
Day 1 November 27, 2025		
8:00-9:00 am	Attendance, registration and distribution of training kits and IDs	
9:01-9:10 am	Invocation National Anthem	
9:11-12:00 nn	Fundamentals of Journal Selection: Web of Science and Scopus Standards <i>Exploring Editorial Policies of Journal and Using these in the Writing Process</i> <i>Determining quality of journals</i> A. High-Impact B. Medium Impact C. Low Impact <i>This session will teach participants how to select a journal prior to research publication and fit the said research and format it based on is standards and</i>	LECTURE/ WORKSHOP



SEC Registration No.
CN201619200



1-2F Montblanc Building
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	style. Moreover, the session will also detail how to determine the quality of journals through the Scopus Elsevier and Web of Science (now Clarivate Analytics) standards.	
12:01-1:00 pm	LUNCHBREAK	
1:01-3:00 pm	Software, Technologies, and AI tools as Aid in Determining and Improving Quality of Scientific Papers <i>There are technologies in research that aid in the quality assessment and improvement of a paper manuscript in terms of grammar, plagiarism, readability, citation and reference management, and the like. This session will introduce participants to a wide array of available technologies and Generative AI that will be beneficial in sanitizing as well as making work easy for a researcher. In the duration of the session, the participants will also learn how to maximize the use of Generative AI in research through prompt engineering.</i>	LECTURE/WORKSHOP
3:00-4:00 pm	The Ethics of Using AI in Research <i>This session will discuss the ethical dimensions of using artificial intelligence in research, including issues of bias, transparency, accuracy, privacy, dual use, and authorship among others. The session will also guide participants on how to identify potential ethical risks associated with AI-Assisted and AI-Generated research practices.</i>	LECTURE/WORKSHOP
4:01-5:00 pm	Wrap-up of Day 1 sessions Open Forum	
Day 2 November 28, 2025		
8:00-8:30am	Registration	
8:31-9:00 am	Recapitulation of Day 1 sessions	
9:00-12:00 nn	Parts and Sections of a Research Manuscript Meeting the Requirements of Editors and Reviewers	LECTURE/WORKSHOP



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	<i>Anatomy of Publishable Paper</i> <i>Preparing for Submission</i> <i>Submitting to Subscription or Open- Access Journals</i> <i>Checking for Quality of Research Manuscript</i> <i>The session will detail the submission process, anatomy of publishable paper and submitting your research paper to subscription or open- access journals.</i>	
12:01-1:00 pm	LUNCHBREAK	
1:01-3:00 pm	The Critical Causes of Rejection of Scientific Papers <i>The session covers the deal breakers and the editorial, technical and other causes unrelated to quality that lead to the paper manuscript being rejected for publication in the lens of the peer reviewers.</i>	LECTURE/WORKSHOP
3:01-4:00 pm	Writing Justifications to the Review Results Whether Accepted or Rejected <i>As an author of an article, how could I rebut, revise and write the justifications of the issues of the pointed out in the peer review report? As a reviewer, how can one accept/reject the justification and advise the Editorial Board as to the publishability of a paper manuscript?</i>	LECTURE/WORKSHOP
4:01-5:00 pm	Wrap-up of Day 3 sessions Open Forum/ Question and Answer Closing Program <i>Sharing of Impressions</i> <i>Distribution of Certificates</i>	
Day 3 November 29, 2025 8:00-5:00 pm	Individual exploration of Cagayan de Oro City, Philippines Departure of Participants	

Participants are encouraged to bring:

- (a) Laptop;
- (b) mobile/pocket wi-fi
- (c) physical and digital copy of the thesis/dissertation for the activities, workshops and discussions.

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