

Editorial Policy



The ASTR Research Journal is an annual journal published by the Asian Society of Teachers for Research, Inc. It is aggregated by the Philippine eJournals (<https://ejournals.ph/>) and accessible online through <https://aseanresearch.org/astr/publication>.

The ASTR Research Journal publishes completed research articles in multidisciplinary research. Accepted papers undergo a double-tier peer review (internal and external) and endorsements of the Editorial Board before its print and online publication. Acceptance for publication is based solely on the merits of the paper and scientific contribution regardless of the author/s' gender, race, political affiliation and beliefs, and/or religion. The Editorial office reserves the right to edit the research work for purposes of clarity, accuracy, and quality. The efficiency and effectiveness of the editorial review process are critically dependent upon the actions of research authors, reviewers and editors.

Aims

The ASTR Research Journal welcomes articles in various disciplines of knowledge in line with the organization's vision of advancing research pedagogy.

Scope

The ASTR Research Journal welcomes manuscript submission in any of the following academic disciplines:

- Education, Institutional and Action Research
- Social Sciences, Politics and Governance
- Business and Management, Accounting, Quality Assurance and Finance
- Mathematics, Engineering and Innovation
- Communication, media and information technology
- Philosophy, Literature and Religion
- Environment, Health Sciences and Public Safety

Subscription Policy

The ASTR Research Journal is accessible through institutional subscriptions for libraries at Philippine Electronic Journals and individual subscriptions through <https://aseanresearch.org/astr/publication>.

Policy on Non-Predatory Publishing Practices

There are two indicators of predatory practices in academic publishing: lack of transparency and intention to deceive. The journal management adheres to high standards of publishing practices to ensure the prevention of these predatory publishing practices. For purposes of transparency, clients are provided with the Journal Publication Process that details the steps from submission to print and online publication; copies of peer review reports are communicated to clients; and acceptance of publication is issued only after peer reviewers' acceptance and editorial board's endorsement.

Policy on Retraction

In case the author/s or a third party wishes to retract an already published article due to post publication discovery of fraudulent claims by the research, copyright infringement, plagiarism or serious errors of methodology which escaped detection in the quality assurance measures and peer review process, a retraction notice will be posted with the link to the retracted article. The original .pdf article will remain unchanged with a watermark on each page with the words "RETRACTED." This is done after the notification of the writer author/s and presentation of his side in compliance to due process. In rare instances, articles could be removed from the online database if it infringes on legal rights, defamatory or libelous. However, the metadata (title and authors) will remain with an explanation to the article's removal.

Policy on Handling Complaints

If the Journal receives a complaint that any contribution to the Journal infringes copyright or other intellectual property rights or contains material inaccuracies, libelous materials or otherwise unlawful materials, the Journal will investigate the complaint. Investigation may include a request that the parties involved substantiate their claims. The Journal will make a good faith distribution whether to remove the allegedly wrongful material. A decision not to remove material should represent the Journal's belief that the complaint is without sufficient foundation, or if well- founded, that a legal defense or exemption may apply, such as fair use in the case of copyright infringement or truthfulness of a statement in the case of libel. Journal should document its investigation and decision. If found guilty after investigation, the article shall be subject to retraction policy.

Complaints should be addressed in writing by email through astr@aseanresearch.org.

Policy on Digital Records Preservation

Digital Preservation is the process of storing systematically electronic files in multiple formats such as cloud computing, Google drive, email accounts, external hard drives, among others. Technical infrastructure and digital preservation management activities should be in place consistent with the best practices in the digital preservation community. This is to guarantee that in conditions where the website crashes, there is natural calamity, fire and other man made destructions, virus invasions, the files are preserved.

The final digital copies of the journal shall also be deposited at the archives of indexing companies. The layout artist shall send copies of the journal to this email.

Policy on Use of Human Subjects in Research

The Journal will only publish research articles involving human subjects after the author(s) have verified that they have followed all laws and regulations concerning the protections afforded human subjects in research studies within the jurisdiction in which a research study they describe was conducted. The research protocol must have been approved by the appropriate institutional review board (IRB). In the case of exempt research, the IRB must have deemed the research protocol exempt. A certificate of approval by the IRB must be submitted along with the manuscript.

Policy on Conflicts of Interest

The Journal will only publish articles after the author(s) have confirmed that they have disclosed all potential conflicts of interest which include but is not limited to: employment, stock ownership, grants or patents, or personal affiliation. The Journal should consider these reported conflict/s of interest in making the decision for publication. For articles with more than one author, the corresponding author has the obligation to declare the conflicts of interest of his/her co-authors.

Authorship Policy

The Journal understands that authorship confers credit and has important academic, social, and financial implications. The Journal follows the recommendations of the International Committee of Medical Journal Editors (ICMJE) for authorship which is based on four criteria: (1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; (3) final approval of the version to be published, and; (4) 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. Those authors who meet criterion 1 should have the opportunity to participate in the review, drafting, and final approval of the manuscript. Thus, all those reflected as authors should meet ALL four ICMJE criteria for authors and all those who meet these criteria should be identified as authors. The Journal only recognize natural persons as authors. Any changes in authorship lineup, addition and/or deletion must be communicated to the editor with the corresponding explanation. The Journal reserves the right to deny such change should it find the addition, deletion and change in order of authors inappropriate. The Journal does not arbitrate in case of authorship disputes.

Authorship Identification

The Journal endorses ORCID and requires all authors who have meet the criteria for authorship prescribed by the ICMJE to provide their ORCID iD. Authors could register for their individual ORCID iD through <http://orcid.org/>.

Peer Review Policy

Definition. Peer review is the process of subjecting an author's scholarly work, research or ideas to the scrutiny of others who are experts in the same field. Peer review requires a community of experts in a given (and often narrowly defined) field who are qualified and able to perform impartial review. This normative process encourages authors to meet the accepted standards of their discipline and prevents the dissemination of unwarranted claims, unacceptable interpretations and personal views. Peer review increases the probability that weaknesses will be identified, and, with advice and encouragement, fixed. For both grant-funding and publication in a scholarly journal, it is also normally a requirement that the subject is both novel and substantial.

Type of Peer Review. The Journal employs the double-blind review process where both the reviewer(s) and the author/s do not know each other's identity. However, the reviewer's identity can be disclosed under some special circumstances. The Journal allows disclosure of peer reviewer's identity under the following grounds: as evidence to prove that the published paper underwent peer review as required by the University for ranking and financial incentives, for regulatory bodies, accreditation of academic programs among others. Request for peer review results shall be made in writing addressed to the managing editor.

Recruiting Peer Reviewers. The task of picking reviewers is the responsibility of the editor.

When a manuscript arrives, an editor solicits reviews from scholars or other experts to referee the manuscript. In some cases, the authors may suggest the referees' names subject to the Editorial Board's approval. The peer reviewers must have an excellent track record as researchers in the field as evidenced by researches published in refereed journals, research-related awards, and experienced in peer review. Referees are not selected from among the author's close colleagues, students, or friends.

Criteria for Acceptance and Rejection. A manuscript is accepted when it is: (1) endorsed for publication by two or three referees, (2) the instructions of the reviewers are substantially complied; (3) ethical standards and protocols are complied for studies involving humans and animals; and (4) the manuscript passed the grammar and plagiarism detection test with a score of at least 80 for originality, otherwise the manuscript is rejected. The referees' evaluations include an explicit recommendation of what to do with the manuscript, chosen from options provided by the journal. Most recommendations are along the following lines:

- Unconditional acceptance
- Acceptance with revision based on the referee's recommendations
- Rejection with invitation to resubmit upon major revisions based on the referees' and editorial board's recommendations
- Outright rejection

In situations where the referees disagree substantially about the quality of a work, the Journal will solicit one or more additional reviews as a decider. A final decision will then be made by the editor upon the recommendations of the peer reviewers as to accept or reject the paper for publication. The editor may send the filled-out peer reviewers form which include verbatim comments from the reviewers as attachment to the decision. The editor might require the authors to send a revision of the article following the reviewers' suggestions depending on the nature of the revisions needed. As the advice of the peer reviewers are purely recommendatory, the final decision on the publishability of the manuscript is on the editor.

Policy on Plagiarism

Plagiarism is the unethical act of copying someone else's prior ideas, processes, results or words without explicit acknowledgement of the original author and source. Self-plagiarism is a related issue. Self-plagiarism is defined

as the verbatim or near-verbatim reuse of significant portions of one's own copyrighted work without citing the original source.

Upon the submission of the manuscript to the Journal, it is understood that the work is original and unpublished. All manuscripts submitted to the Journal are cross-checked for plagiarism using the Grammarly Plagiarism Software. Manuscript with more than 25% of plagiarism warrants outright rejection. Only manuscripts with or less than five percent of plagiarism proceed to the peer review process.

Technology-based Quality Assurance

English Writing Readability

Flesch Reading Ease Test. Readability tests are designed to indicate comprehension difficulty when reading a passage of contemporary academic English. To guide teachers and researchers in the proper selection of articles that suit the comprehension level of users, contributors are advised to use the Flesch Kincaid readability test particularly the Flesch Reading Ease test. The interpretation of the score is as follows:

Score Notes

90.0 – 100.00 Easily understandable by an average 11 year old student

60.0 – 70.0 Easily understandable by 13 to 15 year old students

0.0 – 30.0 Best understood by university graduates

Gunning Fog Index. Developed by Robert Gunning, an American Businessman in 1952, Gunning Fog Index measures the readability of English writing. The index estimates the years of formal education required to understand the text on a first reading. A fog index of 12 requires a reading level of a US high school senior (around 18 years old) or third year college / university in the Philippines. Readability tests (Flesch Reading Ease and Gunning Fog Index) are computed through <http://online-utility.org>.

Appropriateness of Citation Format

Contributors are advised to use the citation format appropriate to the discipline and nature of their study.

Word Count, Spelling and Grammar Checks

Contributors are encouraged to perform word count for the abstract (200) and the full text (about 4000-6000). Spelling and grammar checks should be performed prior to submission. The standard set is 90 percent to pass the Grammarly Software.

AUTHOR GUIDELINES

ARTICLE STRUCTURE

TITLE

Title must be 12-15 words and boldfaced. The title should reflect the most important result. It should be catchy, interesting and relevant to the international audience with the language universally applicable. Set the first letter of each key word in uppercase.

AUTHOR DETAILS

Authors' name with their individual ORCID iDs, email addresses, and affiliations should be centered.

Author's Name. Provide middle initials, if applicable. It should be boldfaced.

ORCID iD. Individual authors must register an ORCID iD through <https://orcid.org/register>. ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized (orcid.org.). Format of ORCID iD that should be reflected is: <http://orcid.org/0000-0000-0000-0000>.

Email Address. The use of webmail is encouraged. If there is none, provide a gmail account that carries the name of the author and is not embarrassing nor does it carry unnecessary characters.

Affiliation. The name of the institution and/or university where the author is connected should be reflected. Include the city and the country of origin. For submissions completed by a graduate student, the name of the institution which he/she graduated should be used should funding is granted otherwise the author/s could decide on which institution should be reflected.

ABSTRACT

An abstract of about 200 words should be presented on a separate page immediately preceding the text. The Abstract should concisely inform the reader of five vital information: a one-sentence topic introduction, chief purpose, objective, method, results and conclusions. Only recommendations with universal or wider application should be included. Keywords list up to seven words which include the discipline of the study, concepts studied, research design and setting of the study which could be useful in indexing.

INTRODUCTION

The manuscript should start with a brief introduction that lays out the problem addressed by the research. The Introduction should be relatively nontechnical yet clear enough for an informed reader to understand the manuscript's contribution. It should contain a global, regional and local situational analysis of the problem supported by literature support from reputable scientific databases and indexing services (Proquest, EbscoHost, Pubmed, Springer, Science Direct, Web of Science, among others). This should lead to the GAP IN THE LITERATURE that the study intends to find. The introduction should provide sufficient background information to make the article understandable to readers in other disciplines, and provide enough context to ensure that the implications are clear.

FRAMEWORK

This is not necessary for experimental researches. It should contain basic explication of the meaning of the variables of the study. There should be presentation in the framework of either schematic or textual form merging the theories discussed in which the study was anchored. Remove diagram unless very essential.

OBJECTIVES

The objectives of the study should be stated in paragraph form setting one from the others by a number in close parenthesis.

METHODOLOGY

Materials and Methods for Pure Sciences

This section reflects the research design, description of the research site and participants (if applicable), instrumentation, research ethics protocol which includes but not limited to the following: informed consent; gratuitous permit from a government-recognized agency or board for floral and faunal studies; permit of the tribal/community leader for studies involving indigenous peoples; and ethical and legal approval from an institution tasked to review the guide for the care and use of laboratory animals for clinical studies involving animals. There should also be a section for data collection where statistical techniques are reflected.

Methodology for Social Sciences

This section reflects the research design, description of the research site and participants, instrumentation (construction, tryout, reliability and validity), research ethics protocol which includes but not limited to the following: informed consent and clearance from the Ethics Review Board. There should also be a section for data collection where statistical techniques are reflected.

RESULTS AND DISCUSSION

The results and discussion part should directly answer the objectives. This should explore the significance of the results of the work, not repeat them. It should highlight the salient findings of the study supported by intercontinental literature. It also describes the conclusions that can be drawn from the results, as well as the significance and implications of the research. Do away with long tables with brimming data especially when text alone can stand to discuss and/or explain the data. A paragraph discussing the critique to the methodology which details the limitation of the study should be included and any issues that will need to be addressed in the last part of the results and discussion.

CONCLUSIONS

The conclusions highlight new discovery (if any) obtained only after completing the study, something not found in the literature which contributes to new knowledge. The main conclusions of the study should be presented in paragraph form and not broken down. It should not be a repetition of the discussion but rather, judgments of the results obtained.

RECOMMENDATIONS

Only reflect recommendations which have national, regional and global significance and application.

ACKNOWLEDGMENTS

The acknowledgments section of the paper is only limited to funders and service agencies of the research with grant number code and data. Do not acknowledge God, family, friends and colleagues.

LITERATURE CITED

All references cited in the text, figures, or tables should be included in the Literature Cited. The references should be traceable online. Thus, authors are cautioned and discouraged in using gray literature (any work that is NOT scientifically peer reviewed and published in internationally indexed research journals). The references should reflect the digital object identifier (DOI). If no digital object identifier, the author should provide the dates of retrieval with the URL where the article is found.

MANUSCRIPT PREPARATION

1. Organize paper based on the prescribed Article Structure.
2. Type the entire manuscript in a single-spaced Letter size document (8.5x11 in) on one side only with 1" margins all around using a Cambria font size of 12. Titles, Name of Authors, Headings, Table and Figure Titles should be boldfaced. Use the Standard American English.
3. Use gender-sensitive language. Use slashes if two terms/pronouns are possible to established gender sensitivity (e.g. he/she; his/her).

4. Leave two spaces before and after the major headings and two spaces before and after the sub-headings. Do not use footnotes rather use endnotes if required by the discipline.
5. Spell out acronyms or unfamiliar abbreviations when these are mentioned for the first time in the text.
6. Write the scientific names of species completely with author(s) when it is first mentioned in the text and without author in succeeding references. Scientific names should be written in italics or bold faced.
7. Spell out numbers from one to ten and numbers used to start a sentence, except when used in tables and lists, and when used with mathematical, statistical, scientific, or technical units and quantities, such as distances, weights and measures. unless they are used to start a sentence.
8. Use the metric system only or the International System of Units. Use abbreviations of units only beside numerals (e.g. 6 m); otherwise, spell out the units (e.g. kilometers from here). Do not use plural forms or periods for abbreviations of units. Use the bar for compound units (e.g. 1 kg/ha/yr).
9. Place a zero before the decimal in numbers less than 1.
10. When preparing Tables and Figures, consider the journal's printed page of 5.75 in x 8.5 in and the reduction that will be necessary. Titles of Tables and Captions of Figures should be as short as possible and understandable without referring to the text.
11. Captions of Figures should be typed double-spaced on a separate sheet. Figures should consist only of simple line drawings, computer-generated graphics or good quality black and white photographs. Photographs should be original figures that are not electronically enhanced and submitted in a jpeg or png file. Label of Figures should be of such a size so that these are still legible even after reducing the size by as much as 50%. Use preferably Adobe Photoshop CS, Adobe Indesign CS and or PDF computer-generated graphics.
12. Spell out the word "and" when used to connect two or more names of authors, phrases or clauses. When these are enclosed in parentheses as in-text citation, the author should use the ampersand (&) than its spelled-out equivalent (and).
13. Cite references in the text as author (year). Writing of et al. in the list of references/ literature cited is discouraged but instead all the names of authors are mentioned; references in press as (author, in press) and unpublished reference as (author, unpubl. data or author, pers.comm.). If two or more references are cited, arrange them by year.

14. Manuscript should be as concise as the subject and research method permit, generally not to exceed 6,000 words unless justified.
15. **Percentage and Decimal Fractions:** In nontechnical copy, use the word percent in the text.
16. **Hyphens:** Use a hyphen to join unit modifiers or to clarify usage. For example: across-sectional-equation; re-form. See a dictionary for correct usage.
17. **Data Availability:** A line immediately following the Keyword identifiers should indicate whether the data are available.
18. **Table and Figure Headings.**
 - No color fill
 - Table head should be in sentence case.
 - Do not use full point at the end of a table heading.
 - Do not set table head and column labels in boldface.
 - Move each table to the center; table heading should be placed on top of the table it describes flushed to the left.
 - Figure heading should be placed below the figure, centered.
 - Headings do not include capitals for all content words; only the first letter of the first word should be capitalized.
 - Avoid such expressions as "In the following table ..." or "As can be seen in the figure above ..." in discussing the tables. In the printed version, these elements may need to be repositioned due to constraints of page layout. Generally, long tables and/or space-consuming figures are removed when the data presented in this manner are already reported in the text which needlessly repeats the obvious data.
 - Each table should have three horizontal lines only without vertical lines.
 - Tables must NOT be in jpeg format.
 - Graphics or photos must be at 300 dpi resolution to avoid pixelated pixilation.
 - Present only summary tables of descriptive data.

MANUSCRIPT SUBMISSION

Authors should note the following guidelines for submitting manuscripts:

1. Manuscripts currently under consideration by another journal or publisher should not be submitted. The author must state upon submission that the work has not been submitted or published elsewhere. Breaking this guideline warrants outright rejection of the manuscript or retraction of published article.
2. For manuscripts reporting on field surveys or experiments: If the additional documentation (e.g. questionnaire, case, interview schedule) is sent as a separate file, then all information that might identify the authors(s) must be deleted from the instruments.
3. Manuscripts should be submitted via email as Microsoft Word to the Managing Editor at email address: astr@aseanresearch.org. Please submit separate files for (1) the formatted manuscript with the completed parts, and (2) any necessary supplement files such as experimental instructions and/ or response memoranda on invited revisions. A copy of the research questionnaire or tools is encouraged for submission. The editors and the reviewers need to refer to these tools.
4. Revisions must be submitted within the date validating from the decision letter inviting a revision.
5. Vital information is available at this websites: <https://aseanresearch.org/> astr and <https://ejournals.ph/>

