

# Editorial Policy

The IAMURE International Journal of Ecology and Conservation is open to the global community of scholars who wish to have their researches published in a peer reviewed online, indexed, cross referenced quarterly journal. The journal is produced using a Quality Management System certified to ISO 9001:2008 by the AJA Inc. Contributors can access the website: [www.ejournals.ph](http://www.ejournals.ph) and [www.iamure.com](http://www.iamure.com).

Articles are contributed by member researchers of the IAMURE Multidisciplinary Research (IAMURE). The frequency of issue is four times a year. The efficiency and effectiveness of the editorial review process are critically dependent upon the actions of both the research authors and the reviewers. An author accepts the responsibility of preparing the research paper for evaluation by independent reviewers. The responsibility includes subjecting the manuscript to evaluation by peers and revising it prior to submission. The review process is not to be used as a means of obtaining feedback at early stages of developing the research paper.

Our journal contributors have membership with [orcid.org](http://orcid.org) for their open researcher and contributors ID which signals the world status of a researcher's inclusion of track record of publications in the ORCID database. The organizer is also a member of CrossRef USA that aims to facilitate linking, citation tracking, and cross-referencing using Digital Object Identifier.

## Aims and Scope

Ecology is a branch of science concerned with the spectrum of interrelationship between organisms and their environments and among organisms. Conservation, on the other hand, is the study of the loss of Earth's biological diversity and the ways this loss can be prevented. Ecological research seeks to explain life processes, interactions and adaptations; the movement of materials and energy through living communities; the successional development of ecosystems; the abundance and distribution of organisms and biodiversity in the context of the environment. We publish topics covered under conservation biology, human ecology, plant ecology, animal ecology, terrestrial ecology, marine ecology, aquatic ecology, environmental toxicology, waste management systems, climate change and natural disasters, biodiversity, agriculture, ecology of diseases or the relationship between disease occurrence and ecological processes.

## **Subscription Policy**

The IAMURE Journals are accessible through institutional subscriptions for libraries at EBSCO Host and Philippine Electronic Journals while individual subscriptions at [www.iamure.com](http://www.iamure.com) by registering in the journal of your choice.

## **Policy on Non-Predatory Practices**

The journal management adheres to high standards of publishing practices to insure the prevention of predatory practices. There are two indications of predatory practices: lack of transparency and intention to deceive. For transparency, clients are provided with the Journal Publication Process that details the steps from submission to release; copies of peer review reports are provided to clients, so they know exactly the status of the paper; acceptance of publication is issued only after peer review and editorial board's approval; and, receipt of payment, certificate of publication, and hard copy of the journal are mailed to the clients. For absence of intention to deceive, a contract is signed by authors and the publisher that defines the terms of engagement; the links to the online publication is provided; the presence of the article is available at [orcid.org](http://orcid.org), Google Scholar, Google Scholar citations, Mendeley, and Publish or Perish in [harzing.com](http://harzing.com) are guaranteed; clients are made to evaluate the publisher for predatory practices; yearly audit by AJA Registrars, Inc. for the ISO Quality Management System 9001:2008, independent parties and regulatory bodies are welcome to examine the electronic databases that contain all documents pertaining to journal publication of every client; pertinent information materials are available at [www.iamure.com](http://www.iamure.com).

## **Policy on Retraction**

Retraction is an act of the journal publisher to remove a published article from the digital file due to post publication discovery of fraudulent claims by the research, plagiarism or serious errors of methodology which escaped detection in the quality assurance process. Complaints by third party researchers on any of the grounds and validated by the editorial office trigger the retraction but only after the writer has been notified and allowed to present his side in compliance to due process.

### **Policy on Digital 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. 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.

### **Policy on Archiving of Digital Copies**

The final digital copies of the journal shall be deposited at [archive.iamure@gmail.com](mailto:archive.iamure@gmail.com) and the archives of indexing companies. The layout artist shall send copies of the journal to this email. This email shall be the main source of copies to be sent to indexing companies such as EBSCO Host, and Philippine Electronic Journals. A fee shall be paid to Google for the monthly storage of the contents of the archive.

### **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.

### **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.

### **Publication Ethics and Publication Malpractice**

The IAMURE International Journal of Ecology and Conservation is committed to upholding the highest standards of publication ethics and takes all possible measures against any publication malpractice. All authors submitting their works to the IAMURE International Journal of Ecology and Conservation for publication as original articles attest that the submitted works represent their authors' contributions and have not been copied or plagiarized in whole or in part from other works. The authors acknowledge that they have disclosed all and any actual or potential conflicts of interest with their work or partial benefits associated with it. In the same manner, the IAMURE is committed to objective and fair double-blind peer- review of the submitted manuscripts for publication and to prevent any actual or potential conflict of interests between the editorial and review personnel and the reviewed material. Any departures from the above-defined rules should be reported directly to the Editors-in-Chief who are unequivocally committed to providing swift resolutions to any of such type of problems.

Reviewers and editors are responsible for providing constructive and prompt evaluation of submitted research papers based on the significance of their contribution and on the rigors of analysis and presentation.

### **The Peer Review System**

**Definition.** Peer review (also known as refereeing) 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. Peer review refers to the work done during the screening of submitted manuscripts and funding applications. 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.** The double-blind review process is adopted for the journal. The reviewer(s) and the author/s do not know each other's identity.

**Recruiting Referees.** The task of picking reviewers is the responsibility of the editorial board. 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 referees must have an excellent track record as researchers in the field as evidenced by researches published in refereed journals, research-related awards, and an experience in peer review. Referees are not selected from among the author's close colleagues, students, or friends. Referees are to inform the editor of any conflict of interests that may arise. The Editorial Board often invites research author to name people whom they considered qualified to referee their work. The author's input in selecting referees is solicited because academic writing typically is very specialized.

The identities of the referees selected by the Editorial Board are kept unknown to research authors. However, the reviewer's identity can be disclosed under some special circumstances. Disclosure of Peer Review can be granted 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 such as the Commission on Higher Education, Accreditation of Academic Programs among others. Request for peer review results shall be made in writing.

**Peer Review Process.** The Editorial Board sends advance copies of an author's work to experts in the field (known as "referees" or "reviewers") through e-mail or a Web-based manuscript processing system. There are two or three referees for a given article. One is an expert of the topic of research and one is an expert in research and statistics who shall review the technical components of the research. These referees return to the board the evaluation of the work that indicates the observed weaknesses or problems along with suggestions for improvement. The board then evaluates the referees' comments and notes opinion of the manuscript before passing the decision with the referees' comments back to the author(s).

**Criteria for Acceptance and Rejection.** A manuscript is accepted when it is (1) endorsed for publication by 2 or 3 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 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' 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, there are a number of strategies for reaching a decision. When the editor receives very positive and very negative reviews for the same manuscript, the board will solicit one or more additional reviews as a tie-breaker. In the case of ties, the board may invite authors to reply to a referee's criticisms and permit a compelling rebuttal to break the tie. If the editor does not feel confident to weigh the persuasiveness of a rebuttal, the board may solicit a response from the referee who made the original criticism. In rare instances, the board will convey communications back and forth between an author and a referee, in effect allowing them to debate on a point. Even in such a case, however, the board does not allow referees to confer with each other and the goal of the process is explicitly not to reach a consensus or to convince anyone to change his/ her opinions.

## **Comments**

The IAMURE International Journal of Ecology and Conservation welcomes submission of comments on previous articles. Comments on articles previously published in the journal will generally be reviewed by two reviewers, usually an author of the original article (to assist the editor in evaluating whether the submitted comment represents the prior article's accuracy) and an independent reviewer. If a comment is accepted for publication, the original author will be invited to reply. All other editorial requirements, as enumerated above, apply to proposed comments.

## Technology-based Quality Assurance

**English Writing Readability.** 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>.

**Plagiarism Detection.** Contributors are advised to use software for plagiarism detection to increase the manuscript's chances of acceptance. The editorial office uses licensed software such as Grammarly and Skyline, Inc. Plimus Plagiarism Detector to screen research articles of plagiarism. The standard set is 95 percent original to pass the plagiarism detection test.

**Appropriateness of Citation Format.** Contributors are advised to use the citation format prescribed by the Council of Science Editors.

**Word Count, Spelling and Grammar Checks.** Contributors are encouraged to perform word count for the abstract (200) and the full text (about 4000 or more). Spelling and grammar checks should be performed prior to submission. The standard set is 90 percent to pass the Grammarly Software.

**ORCID membership of authors.** The journal requires contributors to submit an orcid number as proof of membership from [orcid.org](http://orcid.org) or open researcher contributor ID.

## GUIDE FOR AUTHORS

### Manuscript Preparation

1. Organize the paper following these major headings: Title, Author(s) and address (es), Abstract, Introduction, Materials and Methods for experimental study or Methodology for non-experimental study, Results, Discussion, Conclusions, Acknowledgment, and Literature Cited. The Literature Cited should substantially consist of articles published in current content-covered or peer-reviewed journals.
2. Type the entire manuscript double-spaced on a short white bond paper (8.5x11 in) on one side only with 2.5 cm margins all around using a Calibri font size of 12. References, Acknowledgments, Table Titles, and Figure Legends should be typed double-spaced or numbered consecutively on all pages including title page, figures, and tables.
3. 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.
4. Spell out acronyms or unfamiliar abbreviations when these are mentioned for the first time in the text.
5. 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 face.
6. Do not spell out numbers unless they are used to start a sentence.
7. 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). Place a zero before the decimal in numbers less than 1 (e.g.0.25).
8. 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. 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.

9. 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.
10. Manuscript should be as concise as the subject and research method permit, generally not to exceed 4,000 words, single-space.
11. To promote anonymous review, authors should not identify themselves directly or indirectly in their papers or in experimental test instruments included in the submission. Single authors should not use the editorial “we”.
12. A cover page should show the title of the paper, all authors’ names, titles and affiliations, email addresses, and any acknowledgements.

**Pagination:** All pages, including tables, appendices and references, should be serially numbered. Major sections should be numbered in Roman numerals. Subsections should not be numbered.

**Numbers:** Spell out numbers from one to ten, 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.

**Percentage and Decimal Fractions:** In nontechnical copy, use the word percent in the text.

**Hyphens:** Use a hyphen to join unit modifiers or to clarify usage. For example: a cross-sectional-equation; re-form. See a dictionary for correct usage.

**Data Availability:** A line immediately following the Keyword identifiers should indicate whether the data are available.

## **Abstract/ Introduction**

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: introduction of the topic, chief purpose, objective, method, results and conclusions. Only recommendations with universal or wider application

could be included but optional only. Keywords and the Data Availability statements should follow the Abstract. The text of the paper should start with a section labeled “Introduction,” which provides more details about the paper’s purpose, motivation, methodology, and findings. Both the Abstract and the Introduction should be relatively nontechnical yet clear enough for an informed reader to understand the manuscript’s contribution. The manuscript’s title but neither the author’s name nor other identification designations, should appear on the Abstract page.

## **Keywords**

The abstract must be followed by keywords in four parts: discipline of the study, concepts/variables, methods, process, and geography of the study, country, continent.

## **Documentation**

Citations: In-text citations are made using an author-year format. Cited works must correspond to the list of works listed in the “Literature Cited” section.

1. In the text, works are cited as follows: author’s last name and year, without comma, in parentheses.
2. For cited works that include more than one work by an author (or same co – authors) that is published in the same year, the suffix a, b, etc., is to follow the date in the within-text citations and in the “Literature Cited ” section.
3. When the author’s name is mentioned in the text, it need not be repeated in the citation.
4. Citations to institutional works should use acronyms or short titles where practicable.
5. If the paper refers to statutes, legal treatises, or court cases, citations acceptable in law reviews should be used.

## **Conclusions**

Conclusions should briefly answer the objectives of the study. They are not repetitions of the discussions but are judgments of the results obtained.

## **Literature Cited**

Every manuscript must include a “Literature Cited” section that contains only those works cited within the text. Each entry should contain all information

necessary or unambiguous identification of the published work. Writers are advised to use references which are traceable online, with Digital Object Identifier, indexed by international databases, written by authors or agencies and not links. The URL must be written at the end of the bibliographic entry and provides the date of retrieval and the link. Sources must be at least three years old except sources of theories, historical documents or chronologic presentations of the literature review. Writers must refrain from using unpublished thesis or dissertation because a research is never finished unless published.

### **Submission of Manuscripts**

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.
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 or PDF file to the Managing Editor at email address: [managingeditor@iamure.com](mailto:managingeditor@iamure.com). Please submit separate files for (1) the manuscript's title page with identifying information (not forwarded to reviewers), (2) the manuscript with title page and all other identifying information removed, and (3) 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: [www.iamure.com](http://www.iamure.com) and [www.ejournals.ph](http://www.ejournals.ph).