

CHECKLIST FOR AUTHORS

Description/Criteria	Yes	No	NA
Manuscript Preparation			
General Guidelines			
a. The manuscript is written in A4 sized paper (8.3" x 11.7") , font style: Times New Roman, font size: 10, double spaced, margins at 2.54 cm in all sides, and aligned right.			
b. The manuscript is 'spell checked' and 'grammar checked' and language used is American English.			
c. The number of pages is be limited to a total of 30 pages and it is numbered on the top-right corner.			
Title page			
a. Title page contained the following: Running title, Author's information (Given name, middle initial, family name; Below the author/s profile is their affiliation/University), Corresponding author's information to whom inquiries should be directly sent (Complete name, affiliation/University, postal address, phone number, and email address)			
b. The title of the paper should be written in sentence form in bold and above centered.			
c. Only the first words of the title should be capitalized.			
Abstract			
a. Number of words is limited to 250 and written in one paragraph.			
b. Included are the facts and conclusion included in the manuscript.			
c. Keywords are lower cased, arranged alphabetically and not more than six (6) words.			
Introduction			
a. Sufficient information on the rationale of the study, general information, gaps or significance, and the general objective are provided.			
Methods			
a. Comprehensive description of the study site, design of the study, sampling procedure, materials used, and data analysis conducted are included.			

b. Sub-headings are included to distinguish the different methods used for each objective.			
c. Brand/model and country of chemicals/equipment must be provided.			
d. Equations are inserted using the Equation Editor.			
Results			
a. It covered the findings of the research arranged according to the order of objectives which are indicated by subheadings.			
b. Full information of molecular methods is presented which include sequences of novel primers.			
c. Past tense is used.			
Discussion			
a. Includes comprehensive interpretation of the results which explains new knowledge or insights discovered or what is already known about the problem investigated.			
b. Presented in accordance with the results indicated by subheadings and/or sub-subheadings.			
References and citations			
a. References are ordered alphabetically by author.			
b. Citations conformed to the latest edition of American Psychological Association (APA).			
c. For single author, (Clement 2014); Two authors, (A and B 2021); More than two authors, (Espectato et al. 2019)			
d. When citing more than two authors, use a semicolon followed by a single space and it should be arranged based on the date of publication with the latest being the last (e.g. A et al. 2009; Gonzales 2014; C and D 2020).			
e. Comma must be used to separate citations of different references with the same author (e.g. A 2009, 2019).			
f. Citing a journal articles - Name(s) and initial(s) of author(s), year, full title of research article (in sentence form), name of the journal (not abbreviated), volume number, issue number (if given), range of page numbers, DOI number (if available) and/or web link.			
g. Citing books - Name(s) of author(s), year of publication, full title of the book (capitalize each main word), publisher, place of publication and total number of pages.			
h. Citing an electronic book - Rollin, BE. The unheeded cry: animal consciousness, animal pain, and science [Internet]. Ames (IA): The Iowa State University Press; 1998 [cited 2007 August 27]. Available from: http://www.netlibrary.com			
i. Citing a webpage - Names of the author (s), year, title of the article, webpage address and date accessed.			

j. Citing a thesis or dissertation - Author's family name, initial names of the author, year, title of the thesis, degree, name of institution, address of the institution, total number of pages (pp).			
k. Citing in press articles – Author's family name, initial names of the author, year, title of the article, journal that accepted the paper.			
l. Citing in press articles – Author's family name, initial names of the author, year, title of the article, journal that accepted the paper.			
m. Citing a source within a source - For example, Unsworth refers to previous work by Halliday on linguistics, the citation might read thus:(Halliday, as cited in Unsworth, 2004, p. 15)			
n. Citing a test scales and inventories – For example, Philippine Statistics Authority (PSA). (2020). Commercial Fisheries: Value of Production [Database]. OpenSTAT. https://openstat.psa.gov.ph/PXWeb/pxweb/en/DB/DB__2E__FS/0022E4GCCP0.px/table/viewLayout1/?rxid=bdf9d8da-96f1-4100-ae09-18cb3eae313			
o. Citing a conference paper – For example, Alino PM, Banzon VV, Yap HT, Gomez ED, Morales JT. 1995. Recovery and colonization on damaged backreef areas at Canguluyan Island (Northern Philippines). In: Fifth International Coral Reef Congress; 1995 May 27-June 1; Tahiti. International Society for Reef Studies (ISRS).			
p. Citing a paper in proceedings – For example, PANTASTICO EB, MENDOZA DB. 1988. Climatic constraints to rice production in the Philippines. In: Cardenas A. editor. Climate and Rice Production. Proceedings of a Symposium on the Agrometeorology of the Rice Crop at the 27th meeting of the World Meteorological Organization; 1987 April 8-14; Los Banos, Laguna, Philippines: International Rice Research Institute. p. 107–119.			
q. Citing patent or utility model – For example, PAULETTE T. 1998. Pigments manufactured from minerals. Can Patent 2, 186, 964.			
r. Personal communication - Should appear only in text parenthetically with the names of persons who supplied the information. They should not be listed in the References section.			

Prepared by:

Signature over printed name of author
Affiliation