

Submission Guidelines

The **Education Quarterly** is the refereed journal of the College of Education, University of the Philippines, Diliman. Graduates, students, and scholars from any reputable educational/academic institution are welcome to submit their manuscripts for evaluation.

Submission guidelines

The **manuscript** should not exceed 30 pages, should be computer generated, in Times New Roman font (size 12), double-spaced (including block quotations and endnotes, if any), and on one side of 8 1/2" X 11" bond paper. Submissions written in Filipino or in English will be accepted. Submit three (3) hard (paper) copies and one soft (diskette) copy of the manuscript to: The Chairperson, Committee on Publications, College of Education, University of the Philippines, Diliman, Quezon City 1101, Telephone: 985-81-00 local 6254, Fax: 929-93-22. Articles, along with the critical comments and suggestions of the referees, may be returned to their respective authors for revision. The authors whose submissions will be published will be instructed to submit one final soft and three final hard copies of their manuscripts.

For manuscript preparation, follow the suggested **style and format** in the 5th edition of the *Publication Manual of the American Psychological Association*. Use of highly technical language is discouraged.

The **cover page of the manuscript** is the first page of the submission. It is a separate paper from the pages of the manuscript. The cover page displays the (1) title of the manuscript, (2) name of the author(s), and, (3) in a paragraph of not more than 50 words, his/her/their current professional status, institutional affiliation, title, rank, and current research projects or scholarly works, if any. At the bottom of this page, type the contact information (address, email, telephone, and mobile phone) of the author(s).

The **first page of the manuscript** is the next page after the cover. Here, type again the title of the article minus the name(s) of the author(s). No part of the manuscript should give any clue on or reveal the identity of the author(s) to the reviewers. Again, the name of the author should not appear under the title in the first page of the manuscript. Three spaces after the title, type a double-spaced **abstract** of not more than 150 words. The abstract usually contains the purpose, key concepts, findings, and implications of the work. Regardless of the language used in the main text, the abstract should be written in English.

Quotations of not more than 40 words are enclosed in double quotation marks and are incorporated in the text. Quotations of 40 or more words should be presented in block minus quotation marks, except for quotation(s) within a block quotation. Use **italics** for titles of

books, periodicals, microfilm publications, journals, genera, species, varieties, technical/key term (e.g., those who answered *rarely*, *occasionally*, and *never*) when it first occurs, words that could be misread, statistical symbols or algebraic variables (e.g., *t* test, $a/b = c/d$, $F(1,53) = 10.04$), test scores, and scales.

On a new page, after *Endnotes*, if any, provide an accurate double-spaced list of **references**. Type the word References at the center top of the page. Do not include in the reference entries unnecessary terms, such as *Publishers, Co., Ltd.,* or *Inc.*; retain the words *Books* and *Press* though. References are published in a *hanging indent* and are alphabetically arranged by surnames of authors as in the following:

- Brem, S.K. & Boyes, A.J. (2000). *Using critical thinking to conduct effective searches of online sources*. Practical Assessment, Retrieved on April 30, 2009, from <http://ericae.net/pare/gettvn.asp?v=7&n=7>.
- Føllesdal, D. (1997). Analytic philosophy: What is it and why should one engage in it? In Hans-Johan Glock (Ed.), *The rise of analytic philosophy*. Great Britain: Blackwell Publishers.
- Hughes, W.D. (1992). *Critical thinking: An introduction to the basic skills*. Canada: Broadview Press.
- Chavez, M.A. (1984). Characteristics of tests constructed. *Education Quarterly*. 31(3), 10-36.
- Warmington, E.H. and Rouse, P.G. (Eds.), Trans. by W.H.D. Rouse. (1984). Book VII, The Republic. *Great dialogues of Plato*. USA: New American Library.

Criteria for evaluation

Articles are double-blind refereed based on the following criteria: (1) value of the findings/ideas to the advancement of the field; (2) clarity of language and logical consistency; (3) presence of original empirical evidence; (4) appropriateness of research methodology and/or analysis; and, (5) practical value of the work in question.

Book reviews

Book review manuscripts are also welcome for evaluation and publication. Send them to the Chairperson of the Committee on Publications.

Responsibilities and duties of the contributors

The claims, information, or arguments in the published articles are the responsibility of the author(s), and do not necessarily reflect the views of the members of the editorial board and the U.P. College of Education. It is the responsibility of the contributors to secure permission to reprint certain parts (e.g., illustrations, graphs) of the copyrighted works. Articles already published in other journals should not be submitted for evaluation in the *Education Quarterly*. Also, contributors must not to submit their articles for consideration while it is being evaluated for publication in another journal

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Fill out a photocopy of this certification and submit it with your manuscript

For the Members of the Education Quarterly Editorial Board:

I certify that my/our manuscript titled “_____” was not previously published or is not undergoing evaluation in another publication. In addition, I agree not to submit the said manuscript to another publication/publisher while it is being evaluated for publication in the **Education Quarterly**. I also certify that I have secured the express consent of my co-authors (if any) to submit our manuscript to the said publication.

Signature over printed name

Date