

## Philippine Education Research Journal Editorial Policies and Procedures

### Focus and Scope

The Philippine Education Research Journal (PERJ) is an online, peer-reviewed, open access journal that is the official research publication of the Private Education Assistance Committee (PEAC). Published twice a year, it serves as a platform for the dissemination of research of interest to decision-makers, policy-makers, and educational leaders and practitioners. Its focus is on Philippine education.

### Journal Sections

Each item in the PERJ belongs to exactly one of the following sections.

**Editorial:** A short item expressing an editor's views. It is not peer-reviewed, does not require an abstract, and is not included in the indexing of the journal. Only editorial board members may submit it. There is a maximum of 2,000 words for its body text. Its title and the names of its authors are included in the table of contents.

**Refereed Article:** Archival, peer-reviewed, definitive, and previously unpublished description of original research (except those commissioned by PEAC). It is peer-reviewed, requires an abstract, and is included in the indexing of the journal. Anyone may submit it. There is a maximum of 10,000 words for its body text and a maximum of 500 words for its abstract. Its title and the names of its authors are included in the table of contents.

**Technical Report:** Non-archival, non-refereed, previously unpublished description of original research. It is not peer-reviewed, requires an abstract, and is not included in the indexing of the journal. Only authors describing work resulting from PEAC programs of assistance may submit it. There is a maximum of 10,000 words for its body text and a maximum of 500 words for its abstract. Its title and the names of its authors are included in the table of contents.

**Information:** Editorial policies and procedures, or news. It is not peer-reviewed, does not require an abstract, and is not included in the indexing of the journal. Only editorial board members may submit it. There is a maximum of 2,000 words for its body text. Its title (but not the names of its authors) is included in the table of contents.

**Comment:** Addendum to, correction to, expression of concern regarding, or retraction of a previously published PERJ item. It is not peer-reviewed, does not require an abstract, and is included in the indexing of the journal. Only editorial board members may submit it. There is a maximum of 500 words for body text. Its title (but not the names of its authors) is included in the table of contents.



## Review Process

For each item submitted, the editor in chief selects a group of at least one editorial board member with qualifications relevant to the item. Items are classified as either non-peer-reviewed (Editorial, Technical Report, Information, Comment) or peer-reviewed (Refereed Article).

### *Non-peer-reviewed items*

The editor in chief sends the item to the group for screening. If the item passes the screening then it is accepted for publication.

### *Peer-reviewed items*

The editor in chief blinds the item then sends it to the group for screening. The screening includes checking if the item follows the *PERJ Author Guidelines*. Items that don't pass the screening are declined without peer review while those that do pass are sent for double-blind peer review.

The group creates a list of four or five candidate referees (possibly from the editorial board) ranked in order of preference. The editor in chief invites the candidates one by one in order of preference until two referees accept the invitation. The invitation includes the title and the abstract of the item, but not the names of the authors or their affiliations.

Referees are expected to work independently using the *PERJ Review Guidelines for Refereed Articles* and to submit their reviews two to four weeks after they receive the item they agreed to review. They receive honoraria for each item they review with the understanding that they will review revisions (of items they previously reviewed) without receiving additional honoraria.

In cases where the reviews of the two referees are in conflict, the group may decide to have a third referee (the next available candidate on the list).

The editor in chief makes the decision to accept, return for revision, or decline the item based on the reviews of the referees and the comments of the group. This decision, the reviews of the referees, and the comments of the group are communicated to the corresponding author.

Items that are accepted are copy-edited and sent to the authors for their approval before publication. Items that are declined will not be accepted even if revised or resubmitted.

For items that are returned for revision, the authors are given by the editor in chief a deadline for the revision. If the revision is not received by the deadline, then the editor in chief may consider the submission withdrawn. Once the revision is received by the editor in chief, it is sent to the same referees. Once the reviews of the revision are received, the editor in chief will make the final decision to accept or decline the revision.



## Open Access Policy

PERJ is a gold, gratis open access journal with no author charges. It allows readers to read, download, copy, distribute, print, search, or link to the full texts of its articles and to use them for any other lawful purpose without a price-barrier.

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## Policy on Publication Ethics

PERJ follows the Code of Conduct for Journal Editors of the Committee on Publication Ethics (COPE) and is aware of the Best Practice Guidelines for Journal Editors of COPE.

## Policies on Paper Presentations and Preprints

A documentation of a master's thesis or a doctoral dissertation is not considered a publication. A submission that is based on a master's thesis or a doctoral dissertation (and is otherwise not previously published) is considered as previously unpublished. The thesis or dissertation must be cited in the submission.

If a submission has a substantially similar version previously presented in a conference (or a similar event) but not published in the conference proceedings (or elsewhere) (and the submission is otherwise not previously published), then the submission is considered as previously unpublished. In particular, if only the title or the abstract (or both) of the paper is published in the conference proceedings (or elsewhere) (and the submission is otherwise not previously published), then the submission is considered as previously unpublished. The paper presentation must be cited in the submission.

If a submission has a substantially similar version previously presented in a conference (or a similar event) and is published in the conference proceedings (or elsewhere), then the submission is considered as previously published.

A preprint is defined here as a written work that has no indication of being previously published and is publicly accessible (for example, through an online repository).

If a submission has a substantially similar version that is a preprint (and is otherwise not previously published), then the submission is considered as previously unpublished. The preprint is not required to be cited in the submission.

