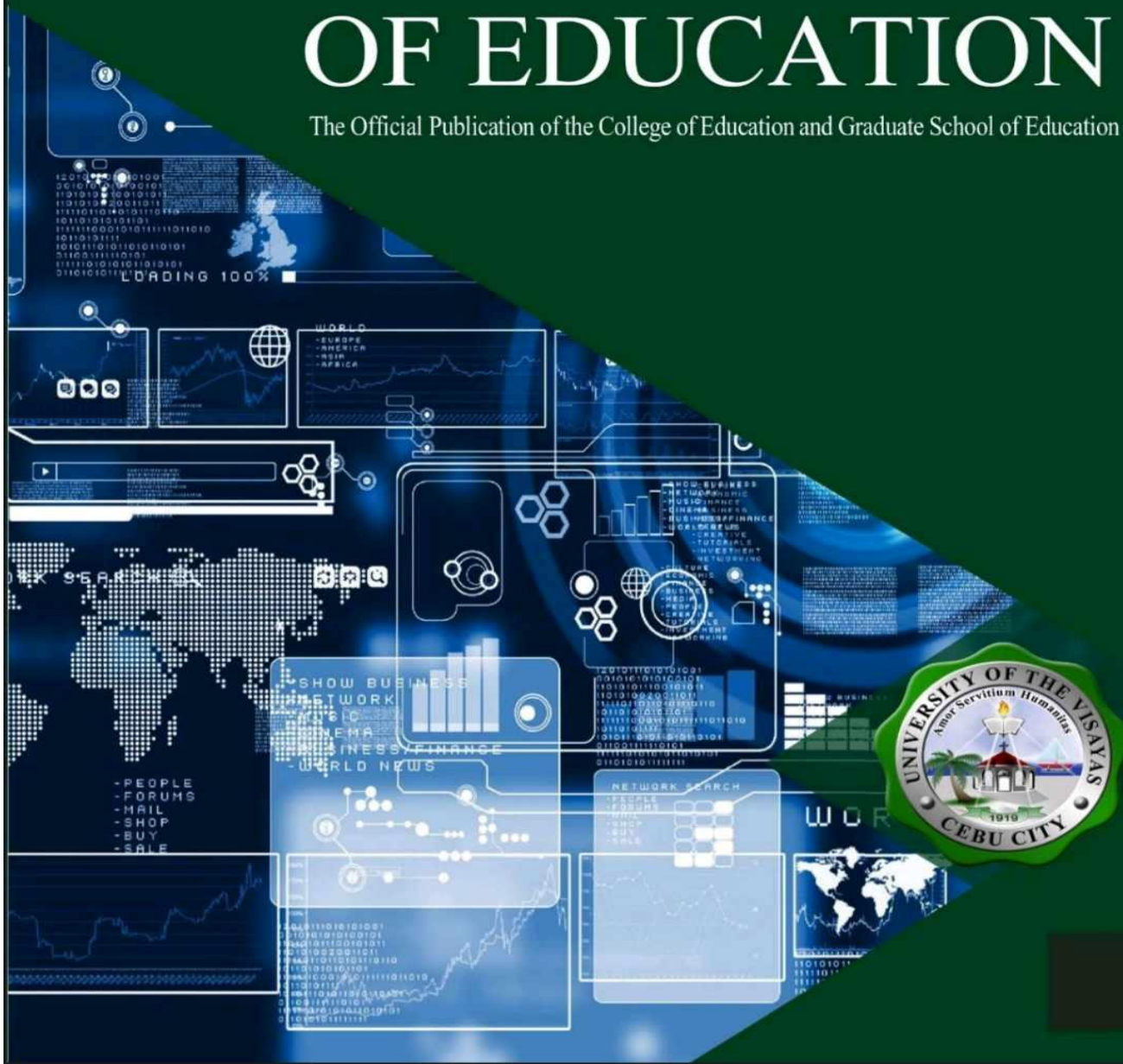


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# JOURNAL OF EDUCATION

The Official Publication of the College of Education and Graduate School of Education



## **JOURNAL OF EDUCATION GUIDELINES**

The *Journal of Education* is produced semi-annually, a double-blind, and peer-reviewed publication that aims to offer significant and innovative perspectives on education systems, learners, instructors, and information and educational technology to a global readership.

### **I. AIMS AND SCOPE**

The Journal of Education is an interdisciplinary journal that undergoes peer review. The main purpose of these journals is to serve as a platform for sharing high-quality research, innovative practices, and stimulating discussions in the areas of education, and information and educational technology within the diverse Asian context. The journal aims to promote collaboration and the sharing of knowledge among researchers, educators, practitioners, and policymakers to tackle the complex challenges and opportunities in these interconnected fields.

This also aims to discover innovative studies in educational philosophy, pedagogy, and practice, with a focus on Asian perspectives and situations. Examine novel teaching approaches, the creation of educational programs, and educational regulations that improve learning results and educational systems. Promote dialogues regarding inclusive education, continuous learning, and the integration of emerging technology in educational environments. It also focuses on reflective teaching, motivation, and assessments which are relevant to educators in the 21<sup>st</sup> century.

### **II. TYPES OF ARTICLES PUBLISHED**

The welcomes submissions that fit under the following areas:

#### **1. Research articles based on original investigations.**

A primary research report is authored by individuals who are directly engaged in the execution of the research investigation. The researchers delineate their work in the report through five principal sections. In addition, it is accompanied by an abstract, a list of cited sources, and tables/figures. The primary components of its fundamental structure should include: The structure of the study includes five main sections:

- a) Introduction,
- b) Methods,
- c) Results,
- d) Discussion, and
- e) Conclusions.

The introduction provides an overview of the pertinent literature, theoretical underpinnings, framework, and importance. The methodology includes the study's framework, individuals involved, tools utilized, processes followed, analysis of data, and maintenance of data. The results section provides a comprehensive presentation of the collected data and findings, while also

addressing the study questions. The discussion section analyzes the findings in connection to the theoretical literature and framework. Ultimately, the conclusions section presents the overarching findings and proposed suggestions.

The Original Research Report typically consists of approximately 8,000 words, without including references, tables, and figures. The maximum allowable word count for the abstract is 200 words. Compliance with the *APA 7th edition requirements* is required for formatting, references, and citations.

## **2. Theoretical Analyses**

A theoretical review is a methodical examination and integration of pertinent literature about a fundamental subject in the field of education. It offers a thorough overview and evaluative examination of scholarly literature, elucidating the status of research or the specific subject of study. The theoretical review should provide insights for practical application and analyze the consequences for educational practice. It offers insights on the future direction of the field and the corresponding areas of research. The components of the theoretical review include:

- a) Introduction,
- b) Method,
- c) Review and Critique of the Research Literature, and
- d) Conclusions and Recommendations.

The introduction defines the essential principles and scope of the review. The strategy describes the specific steps that are taken. The review section provides an explanation of the systematic review results. The critique of research literature looks at the underlying themes, omissions, and trends in the literature. The conclusions and suggestions section summarizes the findings and identifies topics for future research and program enhancement.

It is strongly advised to include at least 20-30 primary research articles in the analysis of the theoretical review. The theoretical review is planned to be 10,000 words, excluding references, tables, and illustrations. The abstract should have a maximum of 200 words. The document must be formatted, referenced, and cited in accordance with the APA 7th edition criteria.

## **3. Papers on Education Policy**

The Education Policy Paper is an evidence-based document that specifically addresses a policy matter in the field of education. This document offers an overview of the current policy landscape that influences education and students. The study examines the problems and challenges that arise in the process of developing and expressing policies, drawing on existing theoretical and/or implementation research. The essay explores the rationales behind the need to examine, revise, or develop policies. The Education Policy Paper is divided into four sections:

- a) Introduction,
- b) Method,
- c) Policy Analysis, and
- d) Conclusions and Recommendations.

The introduction delineates the paper's goals, the relevant circumstances, and the specific topic or issues being tackled. This method outlines the criteria by which policy options can be evaluated. The policy analysis part provides the underlying research for suggested policy actions, including the assessment, modification, creation, or discontinuation of policies. The conclusions and recommendations section offers a concise overview of the research and suggests specific measures for enhancing policy.

An Education Policy Paper typically consists of approximately 8000 words, without including references, tables, and illustrations. The abstract must not exceed 200 words. The adherence to the *APA 7th edition criteria* is required for the formatting, referencing, and citation of the document.

#### **4. Case Analyses**

Developing a case analysis necessitates a methodical and thorough approach to comprehending and assessing a specific circumstance or problem. When crafting paragraphs for a case analysis, it is essential to follow a meticulously organized approach to guarantee lucidity and logical flow. Below is required parts for organizing a case analysis:

- a) Introduction,
- b) Background,
- c) Problem Statement,
- d) Analysis,
- e) Options and Alternatives,
- f) Recommendations,
- g) Implementation Plan,
- h) Conclusions and References.

The introduction clearly outlines the objectives of the work, the pertinent context, and the specific subject or concerns being addressed. This method delineates the criteria by which policy options can be assessed. The policy analysis component conducts in-depth research to support proposed policy actions, encompassing the evaluation, alteration, formulation, or termination of policies. The conclusions and recommendations section provides a succinct summary of the research findings and proposes specific actions to improve policy.

A Case Analysis normally has roughly 8000 words, exclusive of references, tables, and graphics. Strict adherence to the rules outlined in the APA 7th edition is necessary for properly formatting, referencing, and citing the text.

### **III. JOURNAL OF EDUCATION STATEMENTS**

The Journal of Education is committed to maintaining the utmost integrity in research and publication by adhering to the highest ethical standards. Authors, reviewers, and editors are required to follow norms that promote honesty, openness, and responsibility in the scientific publishing process.

Authors must guarantee the originality of their manuscripts and confirm that they have not been *previously published elsewhere*. It is necessary to give proper recognition to all sources and contributions, and any possible conflicts of interest must be openly reported. Plagiarism in any manifestation is categorically forbidden, and authors are strongly advised to comply with appropriate citation protocols. Acceptable result of plagiarism using the turn-it-in software is 15%.

**Reviewers** play a key role in upholding the quality and integrity of the publication process. The individuals are anticipated to carry out impartial and objective assessments of the submissions that have been submitted. Reviewers are required to openly declare any possible conflicts of interest and maintain strict confidentiality regarding all manuscripts. Authors greatly appreciate constructive feedback that aids in the improvement of their work.

**The editors** of the Journal of Education are dedicated to upholding objectivity and justice throughout the editorial process. The editorial judgments are determined by the excellence, importance, and novelty of the work, without considering the writers' affiliations or backgrounds. Manuscripts will be treated with confidentiality by editors, who will refrain from divulging any submission details without appropriate authorization.

The journals strictly uphold the principles of responsible and ethical research. Any type of research misconduct, such as data fabrication, falsification, or plagiarism, will be addressed with utmost seriousness. Authors are required to adhere to applicable ethical principles and standards, which encompass getting informed consent for research involving human subjects and upholding the rights and privacy of individuals.

The primary objective of the Journal of Education is to establish a reliable forum for the interchange of knowledge and ideas. Our objective is to foster trust, integrity, and the utmost ethical standards in the fields of education, business, and technology development by strict adherence to these ethical rules. Noncompliance with these ethical principles may lead to manuscript rejection, retraction of published publications, or other suitable measures in accordance with established ethical rules and standards

#### **IV. AUTHOR'S DATA AVAILABILITY STATEMENT**

Authors submitting manuscripts to the Journal of Education are encouraged to include a Data Availability Statement as part of their commitment to transparency and reproducibility.

##### **Data Availability Statement:**

*“The data utilized in this work can be obtained by submitting a written request to the corresponding author(s) of the paper. The author(s) will assess this request before providing a response.”*

The statement should clearly explain whether the data supporting the research conclusions given in the publication are available or not. Authors are strongly encouraged to provide, when asked, the datasets, code, or other crucial resources needed to reproduce and confirm the stated findings. If relevant, the Data Availability Statement should encompass details regarding the whereabouts, ease of access, and any limitations pertaining to the data's accessibility. The journal highly regards the transparent and accountable dissemination of research data, which enhances the credibility and strength of scholarly work in the various fields of education, business & public administration, and Information and Educational technology. Authors are advised to follow established guidelines for data management and sharing, promoting a culture of transparency and cooperation among scholars.

##### **A. Peer Review Policy**

A thorough peer review procedure is implemented, consisting of three stages: adherence to submission requirements, preliminary screening, and a comprehensive evaluation by a minimum of 2 referees. Every stage is carried out subsequent to the anonymization of each article.

##### **B. Peer Review Process**

1. The submitted articles will be subjected to a rigorous 3-stage screening process and a double-blind review procedure.
2. The entire procedure will require approximately 4-8 weeks. Authors are required to promptly communicate with the journal management team during the entire process.

3. Stage 1 will assess the submission for compliance with the requirements of JE, as well as for any resemblances to other works and instances of plagiarism.
4. Stage 2 is an initial screening process to assess the suitability of the paper for peer review.
5. Stage 3 represents the comprehensive peer review process. In the event of conflicting opinions among the reviewers, an additional peer will be invited to evaluate the manuscript.
6. Submitted articles have the possibility of being accepted, accepted with modifications pending, or rejected at any of these three stages. The reviewers' decision will be accompanied by a rationale for the decision.
7. Accepted authors will be requested to make revisions to their works in accordance with the feedback and recommendations provided by the reviewers.

## **V. PUBLICATION PROCESS FLOW**

The Journal of Education adheres to a systematic flow that was adapted from the Philippine Journal for Education Studies with a slight modification.

### **1. Submission:**

Authors submit their research manuscripts via email at: [journalofeducation@uv.edu.ph](mailto:journalofeducation@uv.edu.ph). Submissions are expected to adhere to the journal's guidelines for manuscript preparation and submission.

### **2. Initial Review:**

Upon submission, the editorial team conducts an initial review to check for adherence to the journal's guidelines and to ensure the manuscript's alignment with the journal's scope and focus. Manuscripts that do not meet the journal's basic requirements may be returned to authors for *revision or rejected at this stage*.

### **3. Peer Review:**

Manuscripts that pass the initial review are sent out for a double-blind peer review process. The journal typically engages expert reviewers with relevant expertise in the subject area of the manuscript. *Reviewers evaluate the manuscript for its quality, originality, methodology, significance, and contribution to the field.*

### **4. Reviewer Reports:**

Reviewers provide detailed reports assessing the strengths and weaknesses of the manuscript. They may recommend acceptance, revision, or rejection, and they provide constructive feedback to help authors improve their work.

### **5. Author Revisions, If Necessary**

Authors receive feedback from reviewers and the editorial team.

If revisions are required, authors are typically given the opportunity to address the reviewers' comments and make necessary changes to their manuscript.

**6. Editorial Decision:**

The editor-in-chief, in consultation with the editorial board, makes the final decision regarding acceptance, rejection, or the need for further revisions. Authors are informed of the decision along with the reviewers' comments and feedback.

**7. Proofreading and Copyediting:**

Accepted manuscripts go through proofreading and copyediting to ensure language clarity, style consistency, and proper formatting.

**8. Publication:**

Once the manuscript is finalized and the author is satisfied with the proofs, the article is published in the Asian Journals.

**9. Open Access:**

The journal adheres to an open access model, making the published content freely accessible to a global audience.

**10. Ethical Considerations:**

The journal takes issues of research integrity and ethical conduct seriously. Plagiarism and research misconduct are rigorously monitored, and appropriate action is taken if violations are discovered.

## **VI. SUBMISSION GUIDELINES**

### **Author's Instructions**

*"We appreciate your decision to submit your manuscript to the JE. These guidelines will guarantee that we possess all the necessary components, enabling your paper to progress seamlessly through the processes of peer review, production, and publication. Kindly allocate some time to thoroughly read and adhere to the instructions, since this will guarantee that your paper aligns with the journal's stipulations."*

### **A. Style Guidelines**

1. The Journal of Education accept papers written in English and Filipino.
2. Use bold Times New Roman font with a font size of 12 for the title. Apply capitalization to all proper nouns and omit the use of a period at the conclusion of the title.
3. The authors of the manuscript should have made significant contributions to the intellectual content of the work, including the conception, design, development, analysis, and critical.



writing. Upon submission of the manuscript, all co-authors are expected to take responsibility for their contributions and have given their consent to the final version of the manuscript and its submission to the JE.

4. All headings must be formatted in Times New Roman with a font size of 12. Apply capitalization to the initial letter of proper nouns. To differentiate between the various levels of headers, adhere to following instructions:
  - a. First-level titles, such as Introduction and Conclusion, should be formatted in bold.
  - b. Second-level heads should be formatted in bold italics.
  - c. Third-level and Fifth-level heads should be formatted in italics.
5. The abstract, acknowledgments, and main body of the essay should be formatted using Times New Roman font, size 12, and double spacing.
6. The abstract should be placed on a distinct page and must not exceed 250 words. The abstract for the JE should be organized into the following sections/headings:
  - a. Introduction (providing a concise overview of the conceptual foundations, purpose, research aims, and significance);
  - b. Methodology (describing the design and main methodologies employed);
  - c. Results (presenting the findings that answer the research aims); and
  - d. Conclusions.
7. Keywords facilitate the process of users finding your article. Please provide **5 keywords** for your work.
8. It is necessary to adhere to the APA 7th edition requirements when it comes to referencing and citations, as well as the formatting of tables and figures. Apply Times New Roman typeface with a font size of 12 for them as well.
9. The manuscript should adhere to a consistent single-column layout across the entire document.
10. The manuscript should have a minimum margin of 2.5 cm (1 inch) on all pages.
11. The footers and headers should only provide page numbers, with no further content or text.
12. Tables and figures in accordance with the APA 7th edition style guide should be added accordingly into the paper. The titles in the table should be written on top while the figure should be written below it.
13. The manuscript must include explicit authorization for third-party content, such as photographs, pictures, texts (e.g., stories, poetry, music), videos, and similar items.
14. The acknowledgment section should include the names of the funders and grant-giving entities that provided financial support for the research or study. The following statement can be utilized for this purpose: "This endeavor received financial backing from the [Funding Agency] through Grant [number xxxx]." Collaborators who have granted permission for the use of third-party content can also be acknowledged in this section.

15. The JE adheres to the formatting requirements outlined in the 7th edition of the American Psychological Association Publication Manual. These guidelines include the structure and presentation of manuscripts, tables, figures, citations, and references in scientific and scholarly publications. For further details, please consult: <https://apastyle.apa.org/>
16. For queries and clarification, please email [journalofeducation@uv.edu.ph](mailto:journalofeducation@uv.edu.ph).

## **B. Article Submission**

1. The JE welcomes three categories of manuscripts. A comprehensive submission consists of the following:
  - a) A comprehensive paper containing detailed information about the authors.
  - b) A manuscript that has been anonymized by removing the identities of the authors from the title page, content, citations, and references in the document.
  - c) Adherence to the JE permits, ethics, and consent guidelines.
2. It is necessary for one of the writers of the work to consent to being identified as the corresponding author. The corresponding author is the individual designated to liaise with the JE regarding the progress of the paper.
3. Manuscripts can be submitted via the email provided by the Secretariat.
4. All fields of the submission form must be completed, unless they are not applicable, in which case the answer should be indicated as **NA**. The JE exclusively accepts electronic submissions and does not accept entries in hard-copy or paper format.

## **VII. OPEN CALL FOR PAPERS**

The primary objective of the Journal of Education is to promote academic research on both theoretical and practical aspects of teaching and learning, assessment, education governance, learner support, teacher professional development, and educational innovations. The JE publishes articles that comprehensively document and examine the experience in regard to lifelong learning, teaching, education policies, initiatives, and systems. The JE publications offer innovative concepts and significant perspectives that are based on well-grounded theory, rigorous methodology, and perceptive analysis. Additionally, it serves as a platform for conducting comparative education research, particularly studies that encompass the Philippines.

The JE welcomes submissions of original research reports, theoretical reviews, and education policy studies as part of its scholarly journal.

To make inquiries, please send an email to the journal secretariat. Article Process apply to all journals only when the author receives its NOTICE OF ACCEPTANCE for publication.

## RESEARCH PUBLICATION EVALUATION FORM

<b>Evaluator Name / Affiliation:</b>	
<b>Title of Research:</b>	
<b>Main Author:</b>	
<b>Co-Author/s (if any):</b>	

### Evaluation Criteria

Please rate the research paper using the scale below:

Score	Description
<b>5 – Excellent</b>	Exceeds expectations in all aspects; outstanding quality
<b>4 – Very Good</b>	Strong work; minor areas for improvement
<b>3 – Good</b>	Adequate; meets the basic standards of academic research
<b>2 – Fair</b>	Below average; several concerns need to be addressed
<b>1 – Poor</b>	Inadequate; fails to meet essential academic standards

### Scoring Table

CRITERIA	Weight	Description	Score (1–5)	Weighted Score	Comments
<b>1. Quality of Writing and Presentation</b>	30%	Clarity, coherence, grammar, structure, and logical flow of ideas			
<b>2. Originality and Innovation</b>	30%	Novelty of the topic, creativity, uniqueness of the approach			
<b>3. Methodology</b>	10%	Appropriateness and clarity of design, tools, and analysis			
<b>4. Significance of the Study</b>	20%	Importance and potential impact of the study			
<b>5. Contribution to the Field</b>	10%	Value of the findings to theory, practice, or policy			

**Total Score:** \_\_\_\_\_ / 5.00 (weighted average)

**Equivalent Score Range: 1.00 to 5.00**

### Interpretation of Total Weighted Score

Score Range	Recommendation	Remarks
<b>4.50 – 5.00</b>	Accepted without revisions	Outstanding quality and ready for publication
<b>4.00 – 4.49</b>	Accepted with minor revisions	Meets standards with minor improvements needed
<b>3.00 – 3.99</b>	Major revisions required	Substantial improvements needed before acceptance
<b>Below 3.00</b>	Not accepted	Does not meet publication standards

### Reviewer's Overall Recommendation (Check one)

- ☐ Accepted without revisions  
☐ Accepted with minor revisions  
☐ Revise manuscript (major revisions required)  
☐ Not accepted

### Reviewer's Information

<b>Reviewer's Name:</b>	
<b>Signature Over Printed Name:</b>	
<b>Date Reviewed:</b>	
<b>Date Submitted:</b>	

### Final Editorial Decision

☐ Accepted      Date: \_\_\_\_\_ | 
 ☐ Not Accepted      Date: \_\_\_\_

-----NOTHING FOLLOWS-----

Revised by:  
Dr. Anna Lou C. Cabuenas  
Dr. Aileen C. Costas  
07-15-2025