

## **EDITORIAL POLICY**

The Development Education Journal (DEJ) of Multidisciplinary Research is published by La Consolacion College Bacolod in the Philippines. DEJ is open to the community of scholars who wish to have their original research articles published in a peer-reviewed journal. The content of the journal covers an array of disciplines from education, natural sciences, social sciences, humanities, business, technology and other fields which are contributory to human wellbeing and societal development.

**Publication Frequency.** Regular issues are published twice a year (January and June). Special issues may be published separately in a particular year depending on the volume and field of discipline of articles received from contributors.

**Contributions/Submissions.** Manuscripts should be sent to the Research and Accreditation Office of La Consolacion College Bacolod. Submissions should be accompanied by a letter to the editor indicating that the submitted manuscript has neither been published nor submitted for publication elsewhere. The Research and Accreditation Office of La Consolacion College Bacolod shall write the authors acknowledging the receipt of the manuscript submitted. However, this acknowledgment does not imply their acceptance for publication. If accepted (as decided by the editorial board), the author shall be informed that the manuscript shall undergo the double-blind review process. The efficiency and timeliness of the editorial review process are fully dependent upon the actions of the authors, editors, and reviewers.

**Quality Assurance.** The DEJ is ultimately responsible for editorial quality standards. 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.

**Editors' Responsibilities.** Manuscripts are evaluated by the editors in consultation with peer referees. Authors may suggest potential reviewers. However, authors are not bound by these suggestions. Referees' objective and comprehensive evaluation are sought with editorial guarantees of anonymity. Referees may, however, waive anonymity. Editors have responsibility for all final decisions regarding acceptance or rejection of manuscripts. Authors shall then be informed once a decision is reached to accept or reject the manuscript. On the condition that revisions shall be fully undertaken, manuscripts may be 'accepted conditionally'. Rejection of the manuscript may be done outright or with the possibility of reconsideration after revision, which may entail another round of evaluations.

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the reviewed material. Any departures from the above-defined rules should be reported directly to the Editor-in-Chief who is unequivocally committed to providing swift resolutions to any of such type of problems.

### **The Peer Review System**

**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, that is, authors are not told who reviewed their paper and reviewers are not told who wrote the paper. Peer reviewers are informed of the identity of the author after the manuscript is either accepted or rejected. After a decision is reached, a reviewer is free to contact authors privately about the manuscript.

**Recruiting Referees.** Reviewers are carefully chosen by the editorial board. Scholars or other experts in the field are requested to comprehensively and objectively review 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 research publication 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.

**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. Two are experts of the topic of research and one is an expert in research and statistics who shall review the technical components of the research whenever applicable. 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).

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**Criteria for Acceptance and Rejection.** A manuscript is accepted when (1) it is 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's recommendations
- Rejection with invitation to resubmit upon major revision based on the referees' and editorial board's recommendations
- Outright rejection

In situations where the referees disagree substantially about the quality of an article, there are some 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 editorial 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 Development Education Journal welcomes the submission of comments on previous articles. Comments on articles previously published in the journal will 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.

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