EDITORIAL POLICY

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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.

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The Peer Review System

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- 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.

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