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(An International Refereed Journal)**

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EDITORIAL POLICY

Aim and Scope

The Asia Pacific Journal of Multidisciplinary Research is open to the global community of scholars who aspire to have their researches published in a peer-reviewed open access and print journal. The primary criterion for publication in the Asia Pacific Journal of Multidisciplinary Research is the significance of the contribution an article makes to the body of knowledge. It is an opportunity particularly for researchers in different field of specializations to share their scientific materials to the global community. The efficiency and effectiveness of the editorial review process are critically dependent upon the actions of both the research authors and the reviewers.

The Editorial Board invites researchers from the international research community and institutions to submit their original research articles, review articles, short communications and case reports for every issue of the journal in various disciplines but not limited to social sciences, humanities, education, health and medical sciences, business and economics, management information, science and technology, engineering and maritime studies. Publishable research articles embrace any research methodology as long as the articles meet the publication standards of the journal. The journal primarily has, as its audience, scientists, academicians, practitioners of various fields, policy makers, health advocates, graduate students, and other individuals interested in pushing the frontiers of developing innovative ideas for social and global transformation.

Review Process

An author accepts the responsibility of preparing the research paper for evaluation by independent reviewers. The responsibility includes subjecting the manuscript to evaluation by peers and revising it prior to submission. The review process is not to be used as a means of obtaining feedback at early stages of developing the research paper. 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.

The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere.

The Editors review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific flaws, or absence of importance of message are rejected. All manuscripts received are duly acknowledged. The journal will not return the unaccepted manuscripts. Other manuscripts are sent to two or more expert reviewers following the double-blind review process. Each manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. Within a period of 2 to 3 weeks, the contributors will be

informed about the reviewers' comments and acceptance/rejection of manuscript.

Articles accepted would be copy edited for grammar, punctuation, print style, and format. Page proofs will be sent to the first contributor, which has to be returned within three days. Correction received after that period may not be included.

Types of Manuscripts

Original articles

Randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate.

Review articles

This is a systemic critical assessment of literature and data sources. Submissions of reviews and perspectives covering topics of current interest are welcome and encouraged. Reviews should be concise and no longer than 4-6 printed pages.

Short Communications

Short Communications are suitable for the presentation of research that extends previously published research, including the reporting of additional controls and confirmatory results in other settings, as well as negative results, small-scale clinical studies, clinical audits and case series. Authors must clearly acknowledge any work upon which they are building, both published and unpublished.

Case reports:

New/interesting/very rare cases can be reported. Cases with clinical significance or implications will be given priority, whereas, mere reporting of a rare case may not be considered. Up to 1000 words excluding references and abstract and up to 10 references.

GUIDE FOR AUTHORS

The Asia Pacific Journal of Multidisciplinary Research is a refereed journal of Lyceum of the Philippines University, Batangas City, Philippines. The journal is published twice a year in June and December. For paper submission, the paper must be an original copy, about 5,000 words, double-spaced, and with tables and figures. The research abstract must have 150-200 words and at least with 5 keywords or phrases.

Manuscript Preparation

1. Organize the paper following these major headings: Title, Author/s and Affiliations/address, Abstract, Introduction, Materials and Methods, Results and Discussion, Conclusions and Recommendations (optional) and References.
2. Acknowledgments and References. The References should substantially consist of articles published in current

content-covered or peer-reviewed journals. Avoid citations of unpublished reports and theses.

3. Type the entire manuscript single-spaced on a short white bond paper (8.5 x 11") with 1.5" margin in the left side and 1" in the remaining sides using a Times New Roman font type of 11. References, Acknowledgments, plates and legends should be typed double-spaced. Number consecutively all pages.
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9. Titles of Tables and Captions of Figures should be as short as possible and understandable without referring to the text. Figures should consist only of simple line drawings, computer-generated graphics or good quality black and white photographs. Label of Figures and plates should be written below the image and should be as such a size so these are still legible even after reducing the size by as much as 50%.
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Keywords. The abstract must be followed by at least three keywords to assist in indexing the paper and identifying qualified reviewers.

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2. For cited works that include more than one work by an author (or same co-authors) that is published in the same year, the suffix a, b, etc., is to follow the date in the within-text citations and in the "literature Cited" section.
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Pagination. All pages, including tables, appendices and references should be serially numbered.

Numbers. Spell out numbers from one to ten, except when used in tables and lists, and when used with mathematical, statistical, scientific, or technical units and quantities, such as distances, weights and measures. percentage and decimal fractions (in nontechnical copy, use the word percent in the text).

Conclusions. It should briefly answer the objectives of the study. They are no repetitions of the discussions but are judgments of the results obtained

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Policy on Publication Ethics

Purpose

Asia Pacific Journal of Multidisciplinary Research (APJMR) in cooperation with Lyceum of the Philippines University (LPU) – Batangas aims to disseminate latest research findings and innovation in various fields of studies through online and print journal. It ensures the quality of manuscript for publication through confirming and verifying its academic integrity and adherence to the standards and policies of responsible conduct of research. This policy is also established to emphasize the importance of meeting and maintaining the highest quality of ethical standards and scientific validity. It encourages authors to commit themselves with competence in practicing credibility and professionalism gearing towards the culture of excellence through collaboration with the international research community in publication.

Publication Practice

Authors should submit their research articles in accordance with the author guidelines as prescribed by the journal. Research articles to be submitted for publication should not be previously published nor considered to another publication elsewhere. The author should clearly declare the originality of the research work which had never been accepted for other journals. If modifications had been made already on the research article with enhancement on the synthesis and analysis of findings, an overlap of about 10 per cent is considered acceptable between such journals.

Copying of another's research work without citing the original source and considering it as one's own work is an unethical practice and in the field of research and professional practice, this is completely unacceptable. Plagiarism takes place in five types: copy & paste plagiarism, word switch plagiarism, style plagiarism, metaphor plagiarism and idea plagiarism.

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The corresponding author shall be responsible in communicating with the Editor to accomplish the copyright form and inform the co-authors regarding the status of the research article submitted and accepted to APJMR to avoid multiple submission of paper to other journals at the same time. If the paper is rejected for publication to APJMR that is the right time to submit the research article to other journals. The corresponding author is also responsible in the accuracy of the content of the paper particularly the complete list of the names of the co-authors, updated affiliations and email addresses.

Peer Review System

The journal exercises double-blind peer review process to ensure anonymity from the reviewer and the author of the research article to avoid any partiality or any limitation from the review process in case of familiarity between both parties. It is the responsibility of the reviewer to provide substantial comments and suggestions for the improvement of the paper to maintain the quality of the research article to be published in the journal. The reviewer shall take the evaluation of the

general content in terms of academic significance of the research paper, its contribution to the community, technical novelty, quality of information and language usage. In terms of specific content, the reviewer provides evaluation in terms of the accuracy and unity of information in the abstract, relevance of introduction, literature and studies to the topic as well as the coherence of the objectives; preciseness of materials and methods used, completeness of results and discussion and comprehensiveness of drawing conclusion out of the salient findings and the thoroughness of the reference list.

The research article will be sent to two (2) reviewers and they will decide to publish the paper unaltered, accept after revision suggested in the review, review again after major changes or reject. If one of them decides to reject the paper and the other one decides to accept, this is the only time the paper will undergo another review and will be sent to the third reviewer.

Editorial Responsibilities

Submitted papers will be evaluated based on its scientific and systematic research method and not through lack of technical novelty. Fair decision will be observed by the editorial board irrespective of race, culture, origin, gender or citizenship of the author. Situations that may lead to conflicts of interest should be avoided.

Confidential Process

Since double-blind peer review process is being observed by the journal, the anonymity of both parties (author and reviewer) will remain confidential. The communication between the corresponding author and the Editor should not be posted on any website or social media as well as the result of the Reviewer's Report or Evaluation and any confidential materials without prior permission from the Editor whether or not the submission is eventually published.

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