



**DRAFT**  
**(as of 24Nov2014)**

**PHILIPPINE ASSOCIATION OF EXTENSION PROGRAM IMPLEMENTERS, INC. (PAEPI)**  
**SEC REG. NO. CN-2009-10059**

c/o External Relations Office  
Maritime Academy of Asia and the Pacific-AMOSUP-PTGWO  
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**PAEPI EXTENSION JOURNAL**  
**IMPLEMENTATION GUIDELINES**

**I. INTRODUCTION**

The PAEPI Extension Journal is the official peer-reviewed journal of the Philippine Association of Extension Program Implementers, Inc. (PAEPI- SEC-CN- 2009-10059) published biennially. The publication is a compendium of research-based extension papers and extension program management experiences documented by various professional extension implementers in the Philippines and in the Asia Pacific Region and beyond. Submission is open to members and non-members of the Association.

Articles/Manuscripts are subject to peer-reviewed - refereed by the respected members of the editorial board and at least two peer reviewers who are experts in various extension sustainable development areas: Socio-Economic; Socio-welfare; Environmental and Infrastructure/ technology development areas.

**Article/Manuscript**

- *Original article/manuscript may be outputs-based, experienced-based, or idea-based or a full-length article/manuscript consisting of documentation, discussions of results and findings arising from research, completed program, project or studies technical achievement in basic or applied research that has not been published elsewhere. The article/manuscript usually consists of 10-30 double-spaced typewritten pages of the complete text, figures, illustrations, tables, and references. Articles/Manuscripts may also be empirical or conceptual/theoretical as in the original article/manuscript.*
- *Original experience-based article/manuscript is a full-length article/manuscript consists of documentation, discussions of results and findings arising from the strategies and experiences in program or project management, managing organization and human relations, partnership, and other technology transfer modalities that have not been published elsewhere.*

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- *Original idea-based/concept paper* is a full-length article/manuscript that describes original ideas/concepts that have not been published but show great potential as appointing to improve generation and dissemination of new technologies.

## **Topics**

Enumerated below are the topics on research-based extension services leadership and management that the editorial board can consider for the publication in the PAEPI Extension Journal that resulted in any of these four development areas which others may emulate:

- Socio-Welfare
- Socio-Economic
- Environmental
- Infrastructure/Technology

## **II. GENERAL INSTRUCTIONS**

### **A. Submission of Articles/Manuscripts**

Authors must submit the following:

- Articles/Manuscript (three clear printed hard copies and a CD copy)
- Accomplished Cover Sheet

All document requirements should be sent to:

The Editor-in-Chief

Philippine Association of Extension Program Implementers, Inc. (PAEPI)

c/o External Relations Office of the Director  
Maritime Academy of Asia and the Pacific-AMOSUP-PTGWO  
Kamaya Pt., Brgy. Alas-asin, Mariveles, Bataan

Electronic submission and communication are encouraged. Articles/Manuscripts submitted online must be in Microsoft Word file. Only complete articles/manuscripts and those that conform to the required format will be reviewed. The editorial team will issue an acknowledgment receipt once the article/manuscript is received.

To follow-up manuscripts, correspondence should be addressed to the Editor-in-Chief at Telefax No. (63) 2 741 1006 or email [ambaylon@maap.edu.ph](mailto:ambaylon@maap.edu.ph)



## **Eligibility**

Members or non-members of PAEPI may submit their original article/manuscript, original experience-based article/manuscript and, original idea-based/concept paper.

## **Copyright Notice**

Article/Manuscript submitted should not have been published nor submitted elsewhere. For an article/manuscript with more than one author, its publication must be with the consent of all co-authors. An article/manuscript cannot be withdrawn after it has been accepted for publication. The article/manuscript cannot also be published in any form of language without the consent of the copyright holders. The authors shall agree to the automatic transfer of the copyright to the Philippine Association of Extension Program Implementers (PAEPI). They will be required to sign a Copyright Agreement when the article/manuscript is accepted for publication. In the event that the author wishes to reproduce or modify parts of the article/manuscript, permission from PAEPI through the Editor-in-Chief must be obtained.

## **Authorship**

The primary author/s shall be the person/s with substantial contribution to the article/manuscript. Participation includes conceptualization, source of novelty, design, analysis, and interpretation of data, drafting, and writing the article/manuscript.

## **Article/Manuscript Format (Suggested format)**

- I. Title
- II. Author (s)
- III. Agency
- IV. Address
- V. Rationale
- VI. Objectives
- VII. Methodology
- VIII. Discussion/innovations
- IX. Conclusion
- X. Policy implications
- XI. Recommendations

All parts of the article/manuscript should be typed on one side of the page, double-spaced on Letter (8 ½" x 11") typewriting paper with a one-inch margin on all sides, and consecutively paginated on the upper right-hand corner of the page. Arial with 12 point font size is preferred, using Microsoft Word and limited to 30 pages (10 printed pages) including tables, figures, and references. Footnotes are not to be used in the text. The format found in the *American Psychological Association (APA)* style guide shall be used as a reference for the journal. The International System of Units (SI) must be used. Write out numbers one to nine; Arabic numeral is preferred.



All pages of text should have line numbers. Only the first word, proper nouns, and acronyms are capitalized.

### ***Privacy Statement***

The names and email addresses entered in this journal will be used exclusively for the stated purposes of this journal. They will not be made available for any other purpose or to any other party.

### ***Publication Fee***

Non-members whose article/manuscript will be included in the refereed journal will be charged with a publication fee amounting to Php 5,000 per article/manuscript. Members of PAEPI will not be charged.

## **B. Review Process**

### ***1. Submission and receipt of articles/manuscripts***

The author should conform to the guidelines set for submitting an article/manuscript for publication. All required documents should be submitted addressed by the Editor-in-Chief. The Editor-in-Chief will acknowledge receipt of the article/manuscript.

### ***2. Pre-Qualification Review***

The Editorial Team will undertake the screening of the articles/manuscripts regarding grammar accuracy, formatting, and relevance, alignment with the journal's mandates and thrusts, and attempts at plagiarism (using Grammarly /plagiarism software). Only articles/manuscripts that meet the predetermined criteria of the Editorial Team shall be passed on to the Technical Reviewers. The Editorial Team shall either: (a) accept and forward to review panel without revision or just technical changes; (b) accept and forward to review panel with revisions; or (c) reject the paper outright.

### ***3. Technical Review***

After passing the initial screening, a "*blind copy*" of the article/manuscript shall be sent to the review panel members with at least two members. The Editorial Team shall adopt a "*double-blind*" review process, where both the authors and reviewers are unknown to each other. The identities of the authors and reviewers shall only be known to the Editorial Team.

The review panel members are to return a summary sheet and comments to the Editorial Team within two weeks. Each shall be simultaneously provided with a hard copy of the article/manuscript along with the Review Form. Their feedback shall be coded, collected, and summarized by the Editorial Team and shall be sent to the primary author.



**4. *Revision of article/manuscript based on comments and recommendations of the members of the review panel***

The primary author will be notified and be given summary feedback. The Editor-in-Chief shall provide a judgment based on the reviews, and the decision is either: (a) accept without revisions or just technical changes; (b) accept with minor revision; (c) accept with major revision, or (d) reject.

**5. *Back to the members of the review panel for acceptance***

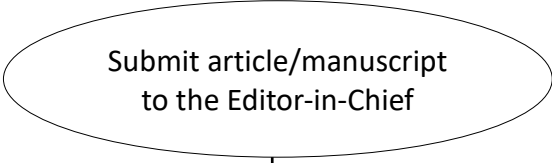
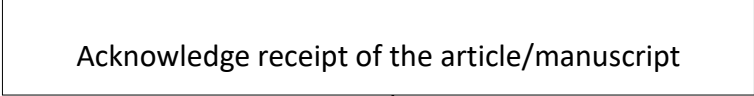
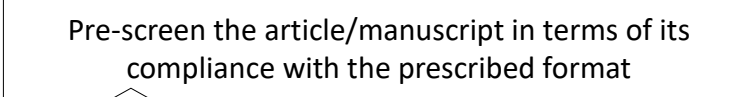
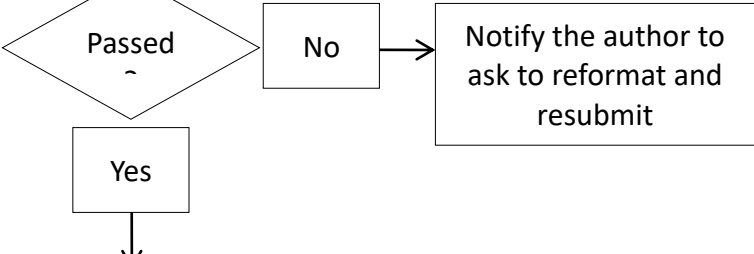
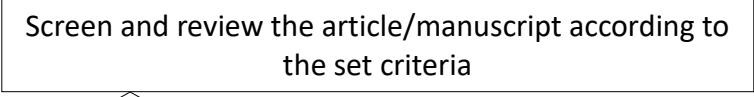
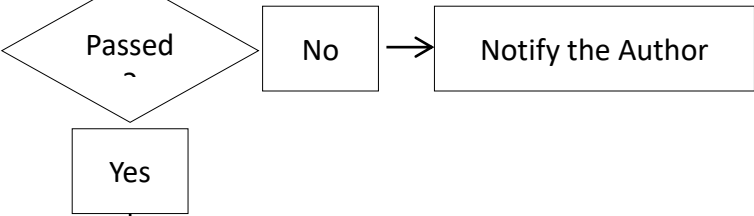
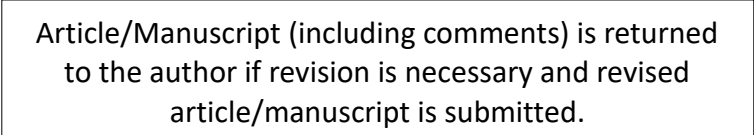
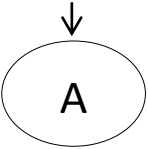
Upon receipt of the revised articles/manuscripts from the primary author, the Editorial Team will again forward the manuscript to the review panel members for acceptance.

**6. *Publication Editing***

Once the article/manuscript is accepted, the final article/manuscript and accomplished copyright form shall be submitted to the Editor-in-Chief. The editorial Team shall take charge of proofreading and final editing before publication in the PAEPI Journal.



7. Flowchart of the review process

Flow Chart	In-Charge	Duration
	Author	
	Editorial Team	1 Day
	Editorial Team	2 Days
	Editor-in-Chief	
	Editorial Team	2 Weeks
	Editor-in-Chief	
	Editor-in-Chief/ Author	
		



Flow Chart	In-Charge	Duration
	Review Panel	2 Weeks
	Editor-in-Chief	
	Editor-in-Chief/ Author	2 Weeks
	Editorial Team	2 Weeks

### 8. Post-Review Process

The comments and suggestions from the readers, especially the *“Letter to the Editor,”* shall also be collated, coded, and summarized by the Editorial Team and sent both to the reviewers and author/s. This will serve as part of the summative evaluation procedure of the journal.



## C. Editorial Board

### *Selection, Composition, and Terms of Reference*

The members of the Editorial Board shall be selected and recommended by the PAEPI Board Members. It shall be headed by the Editor-in-Chief and shall be composed of Associate Editors, Managing Editor and Editorial Staff. The Editorial Staff will undertake circulation management and lay-outing. The Chairperson of the PAEPI Publication Committee will also join as one of the Associate Editors, while the PAEPI President shall serve as a consultant. Their respective functions are as follows:

#### *Editor-in-Chief*

1. Responsible for planning, coordinating, and final editing content for the PAEPI Journal.
2. Make final decisions on the content of the journal for publication.
3. Oversees a team of associate editors, managing editor, and editorial staffs and conduct meeting with them to discuss plans, identify problem areas and resolve issues.
4. Discuss and communicate with the Editorial Team the changes to style, content, and organization of material to produce a scholarly work.
5. Appraise the entire review process, making sure that all revisions suggested by referees have been addressed.
6. Ensure that the entire publication is appropriately laid out and full by conducting a final review before sending the publication to print.
7. Confer and liaise with PAEPI Board on issues arising from the published journal.

#### *Associate Editor*

1. Assist Editor-in-Chief in selecting and planning the journal's content, setting yearly objectives for review and publication.
2. Encourage submission of scholarly crafted article/manuscript by personally recruiting authors and contributors.
3. Appraises the review of suitable papers endorsed by Editor-in-Chief for the first level of evaluation according to functional and methodological content and makes recommendations on rejections, acceptances, revisions, and requests for resubmission.
4. Check on the details and specifications to ensure that contents conform to the journal's established standards.
5. Proofread revised papers to guarantee adherence to quality standards.

#### *Managing Editor*

1. Support senior editors (Editor-in-Chief and Associate Editor) in all aspects of the publishing process.
2. Perform all administrative tasks and clerical duties.





3. Generate article/manuscript status reports, monitor the progress of authors and editorial staff, and report them to the senior editorial staff—track compliance of all timeframe sets for the reviewers and authors.
4. Coordinate with author on the paper's content and revisions as required.
5. Transcribe journal-related meetings and notes from Editor-in-Chief.
6. Proofread and correct all articles/manuscripts and other written materials and recommend corrections as required. Detects errors in spelling, punctuation, and syntax—Verifies facts, dates, and statistics using standard reference sources.
7. Process copyright transfers and other forms and files during the review phase and a reprint or reuse permission request.

### *Editorial Staff*

#### A. Circulation

1. Oversees the entire distribution process, promotions, and subscriptions of the PAEPI Journal.
2. Coordinate with other members of the editorial board to finalize master copies of the journal for distribution.
3. Maintain circulation database and create mail and distribution strategies to provide timely distribution and responses to clients.
4. Responsible for increasing the subscription base of the journal by devising and implementing various promotional activities.
5. Analyze client and recipient responses before and after mailings and accordingly plan circulation strategies.
6. Prepare reports on circulation status for editorial board meetings.
7. Assist in journal budget preparation and expense management activities to achieve cost-effectiveness.

#### B. Lay outing

1. Responsible for the overall visual look of the refereed journal. Arrange text and images to create a pleasing layout for readers.
2. Develop layouts and InDesign suitable for the journal.
3. Prepare templates.
4. Develop and present journal mock-ups.
5. Assist in the orderliness of the file organization and databases.
6. Assist in crafting presentations and promotions paraphernalia.

### *Incentives*

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## **D. External Reviewers**

### ***Selection and Terms of Reference***

The editor shall prepare a shortlist of prospective referees from selected state and private universities and colleges and other line agencies and approve this by the PAEPI Board. The identified individuals shall then be formally invited to become reviewers for the PAEPI Extension Journal.

The peer reviewer group shall consist of experts, and their functions are as follows:

- Inform editor on receipt of article/manuscript for review.
- Review and critique article/manuscript received. The number of review requests varies according to the submission number.
- Provide suggestions and comments to improve the manuscript or article and assess manuscript quality according to established criteria.
- Make recommendation of the article/manuscript as accepted, accepted with minor revision, reconsider after significant revision or rejected.
- Return article/manuscript reviewed together with accomplished reviewer's forms within the timeframe set by the editor.
- Must maintain anonymity and confidentiality in the review process.

### ***Incentives***

A monetary token shall be given per reviewer for every article/manuscript reviewed, regardless if it is accepted or rejected for publication.