

## **PHILIPPINIANA SACRA**

### **Publication Ethics and Publication Malpractice Statement**

*Philippiniana Sacra* adheres to the highest ethical standards in the delivery of academic publication and is guided by the following principles:

#### **The Editorial Board**

All manuscripts submitted to the journal are subjected to double-blind review process and it is the responsibility of the Editorial Board to initiate this process. The Board is also responsible for the acceptance, rejection, or advice for resubmission of a manuscript. The Board's decision is based on the recommendation of nominated referees who are experts in their respective fields. The Board is responsible for informing an author of the status of his/her submission, regardless of the outcome of the review process. The Board reserves the right to reject any submission that is libelous, plagiarized, or violative of copyright provisions. The Board must ensure that no research misconduct was committed in the preparation of the manuscript presented for publication.

The Board will keep confidential any information related to a manuscript under review until it is accepted and finally published. The journal is published both electronically (Open Access) and in print.

#### **The Authors**

Authors will not be required to pay any editorial fees for the publication of their manuscript. They must prepare their manuscript for double-blind review. Co-authored articles are accepted only when each of the mentioned authors has significantly contributed to the research. The authors are responsible for ensuring that their submission does not violate legal provisions on libel, plagiarism, and copyright. Authors must be willing to provide retractions or corrections of mistakes. Sources used by the authors should be cited properly. The authors are expected to be transparent about the grants and financial support for their research, and they must ensure that there is no conflict of interest in their publication.

The authors are also responsible for ensuring that a manuscript submitted to *Philippiniana Sacra* is not being reviewed by another journal. They are also responsible for informing the Editorial Board if the manuscript is being reviewed by another journal.

#### **The Referees and Review Process**

The nominated referees are experts in their respective fields. The referees are responsible for assisting the Editorial Board in deciding whether to accept, reject, or require the revision and resubmission of a manuscript. The referees' recommendation is based on their objective assessment and expert appreciation of a manuscript under review. They must point out relevant published works which are not yet cited by the author.

The referees are expected to keep confidential any information regarding a manuscript assigned to them for review. Nevertheless, the referees are responsible for informing the Editorial Board about any suspicion related to research misconduct and legal violation. The review of a manuscript is based solely on its academic merit and not on race, gender, sexuality, or religious and political orientation of the author. Assigned referees should have no conflict of interest.

The review and publication cycle requires the following:

1. All articles published in the *Philippiniana Sacra* must go through the double-blind review process.
2. Authors prepare their manuscript for double-blind review following the house style of the journal. They will submit the article through the submission portal of the journal's website or through email.
3. The Editor reviews all submissions before distributing each manuscript to identified experts for the double-blind review process.
4. Referees are given two to four weeks to return the evaluation form and their judgment on the manuscript assigned to them.
5. The Editor reviews the referees' comments and recommendations.
  - An article that is accepted by two referees without need for revision is forwarded to the Publication Staff for preparation of its inclusion in the journal.
  - An article that needs to be revised is given back to the author/s with the referees' comments and recommendations, and the instructions for resubmission.
  - Articles rejected by the referees are archived, and the authors are notified of the decision.
6. Articles scheduled for release in a specified publication number are included in the layout and printing of the printed copy following the publication schedule, and are added to the website for the posting of the electronic copy.

### **Publication Ethics and Copyright Access**

No manuscript that is prepared with any research misconduct shall be published in the *Philippiniana Sacra*.

Any allegation or suspicion of a research misconduct committed shall be dealt by the Editorial board appropriately, including a retraction or correction of the mistake, if necessary.

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