



OR-PUB-030

April 15, 2019

**Dr. LAMPONG KLOMKUL**  
**Director for Research**  
**Information and Academic Services Division**  
**Mahachulalongkornrajavidyalaya University**

Dear Dr. Lampong Klomkul:

Yearly, the University of Santo Tomas -Legazpi issues **LUX VERITATIS, a JOURNAL OF INTERDISCIPLINARY STUDIES**. It aims to promote interdisciplinary, multidisciplinary, integrative, and pluralist perspectives, issues, and trends along pedagogy, research, and community service in the various academic disciplines such as but not limited to the Humanities, Social Sciences, Natural Sciences, and Education. The Journal intends to produce new knowledge in various fields, provide space for researchers and scholars, and serve as locus and network of research institutions here and abroad.

Guided by the principles of excellence, integrity, and honor, we would like to invite you to be **ONE OF OUR REFEREES**. You will be our REFEREE in the field of EDUCATION. It will be a complete privilege and honor to have you as part of our Journal. We understand that as a member of the academe, there is a concomitant prestige and academic reputation attached to this intellectual endeavor.

Should you decide to become one of the research consultants/referee of the Journal, kindly affix your signature on the space provided below. For the meantime, the University resources could not afford to give you the corresponding monetary reward for your academic service. Instead, we will give you due honor and recognition for your involvement. Attached are the relevant documents and manuscripts relative to the Journal.

Thank you very much.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "A. Letada".

**ARIANNE G. LETADA, R.Ch.**  
Acting Director, Office of Research

**CONFORME:**

---

**(SIGNATURE ABOVE PRINTED NAME)**



## GUIDELINES FOR REFEREEING

### I. The Idea of Refereeing

1. Refereeing is an academic collaborative process where publishable papers are subject to peer review.
2. Peers are independent experts in a given field of specialization who give evaluation and commentary on the publishable papers.
3. Refereeing guarantees ethics (i.e. meets all applicable standards of research ethics), relevance (i.e. meets the aims of the journal and readership), originality (i.e. research findings contributory to new knowledge in the given field), and quality (i.e. offers high level of critical thinking and right methodology) of published papers.
4. Refereeing involves external assessment by at least two members of the pool of referees with broad national and/or international refereeing experience.
5. Refereeing rests on the assumption that a publishable paper submitted for peer review observes that the focus of the study is clear, draws on relevant literature and studies, explains and justifies methodology, presents data and results comprehensively, and uses data to frame conceptual frameworks, models, and other logical conclusions.

### II. The Principles in Refereeing

1. Refereeing is consonant of and promotes academic community as a community of reasoning and inquiry, objectivity, and public reason.
2. Refereeing as a constructive feedback mechanism assures quality and journal readership.
3. Refereeing relies on subjective judgments but attains objectivity through peer review.
4. Refereeing ensures academic integrity and develops academic reputation.
5. Refereeing is under the principle of double-blind review where the identity of both the authors and the referees is not disclosed.
6. If a submitted paper committed plagiarism or research misconduct, such paper shall be absolutely rejected outright.
7. The duration of the review process shall be five months.

### III. The Procedure of Refereeing

1. The AUTHOR submits a paper to the EDITORIAL BOARD.
2. The EDITOR-IN-CHIEF assigns an ASSOCIATE EDITOR to act as Reviewing Editor for the paper. The ASSOCIATE EDITOR passes judgment whether the paper submitted is already for Refereeing.
3. The EDITOR-IN-CHIEF assigns REFEREES, as listed in the POOL OF REFEREES in utmost consideration of the field of specialization.
4. The REFEREES review the paper and send reports.
5. The EDITOR-IN-CHIEF decides and contacts the AUTHOR.

### IV. Editorial Policy

1. The submitted papers are given judgment based on the following description:
  - a. ACCEPT AS IS. (A few lines why the paper is accepted are optional and are forwarded to the authors. The paper shall be immediately form part of the current publication.)
  - b. ACCEPT WITH MINOR REVISIONS. (A review of the revised version is not necessary. The reviewer lists minor modifications. If complied, the paper shall be part of the current publication.)



- c. A MAJOR REVISION OF THE PAPER IS REQUIRED. (The revised version will be reviewed by at least one reviewer of the original version. The reviewer lists the proposed versions. The paper shall be considered for publication the following academic year.)
  - d. REJECT. (The reviewer states the reasons for the rejection of the paper.)
2. The period of submission of papers to the Editorial Board will be on or before the last week of October of every year.
3. The period of review shall be from November to March.
4. Authors shall be informed of the decision of the Editor-In-Chief in April of every year.
5. The ONLINE INTERNATIONAL REFEREED JOURNAL OF INTERDISCIPLINARY STUDIES shall be posted online May of every year.

#### GUIDELINES FOR THE OFFICIAL UNIVERSITY JOURNAL

1. The Official Journal of University of Santo Tomas-Legazpi shall be known as the JOURNAL OF INTERDISCIPLINARY STUDIES, an online refereed international publication published every 15th day of May of every academic year.
2. The Journal is the online ACADEMIC RESEARCH publication sponsored, hosted, administered, and maintained by the University.
3. The copyright is given to the author of each academic research work.
4. The copyright of the Journal is given to the University.
5. The Journal shall have ISSN.
6. There shall be a POOL OF REFEREES composed of doctors, scholars, and academicians who are recognized experts in their chosen field of specialization. The referees as peer reviewers come from the universities with academic reputation and research credibility in the national and/or international levels.
7. The Journal promotes interdisciplinary, multidisciplinary, integrative, and pluralist perspectives, issues, and trends along pedagogy, research, and community service among the academic disciplines such as the Humanities, Social Sciences, Natural Sciences, and Education.
8. The objectives of the Journal are:
  - a. To produce new knowledge in the Humanities, Social Sciences, Natural Sciences, and Education;
  - b. To provide space for researchers and scholars in order to share their research findings and results, social analysis, and praxis;
  - c. To serve as locus and network of research institutions here and abroad;
  - d. To establish, develop, promote, and sustain academic research culture in the University; and
  - e. To gain academic reputation and research credibility for future engagements, linkages, and research resource sharing and networking
9. The Journal is an online international publication; meaning, it shall incorporate not only the academic research in the Philippines but also accepts research work from other universities abroad.
10. The Journal is refereed; hence, it shall subscribe to the principle of double blind review. All research articles to be included in the Journal for every volume released must pass through and be approved by the Referees.



11. A maximum of 30 research articles must compose every volume released by the Journal.
12. At least 40% of the research articles for every volume released must come from the University.
13. The Journal shall be applied to accreditation and indexing.
14. The Rector and President shall serve as the PUBLISHER of the Journal.
15. The EDITORIAL BOARD shall be composed of the following:
  - a. EDITOR-IN-CHIEF
  - b. 10 RESEARCH CONSULTANTS
  - c. TECHNICAL EDITOR
  - d. 10 ASSOCIATE EDITORS
  - e. MANAGING EDITOR
  - f. WEB EDITOR
16. The EDITOR-IN-CHIEF is responsible for:
  - a. All contributions in the Journal;
  - b. Maintenance and improvement of the quality level of the Journal;
  - c. Ensuring that all contributions submitted to the Publisher for publication in the journal are of good quality, relevant, and do not infringe the copyright of any other person;
  - d. Guaranteeing the research ethics and ethics of research and publishing; and
  - e. Selection and rotation of all members of the editorial board
1. The RESEARCH CONSULTANT is responsible for:
  - a. Guiding us to build upon and develop our Journal reputation for high quality work and high standard
17. The TECHNICAL EDITOR is responsible for:
  - a. The technical and intellectual content of the Journal; and
  - b. Overseeing the work of Associate Editors
18. The ASSOCIATE EDITOR is responsible for:
  - a. Identifying qualified reviewers;
  - b. Assisting the peer review of manuscripts; and
  - c. Expediting the review process
19. The MANAGING EDITOR is responsible for:
  - a. Preparing the decision and other communications;
  - b. Maintaining and updating journal publication schedules; and
  - c. Communicating with the authors the status of their submissions
20. The WEB EDITOR is responsible for:
  - a. Setting up the Journal website, configuring the system options, and managing the user accounts; and
  - b. Ensuring server settings are accurate, adding language files, and creating new journals on the website
21. The positions in the EDITORIAL BOARD shall form part of the regular work of the people involved in the University.
22. All members of the EDITORIAL BOARD shall be appointed by the Rector and President.