



NRCP RESEARCH JOURNAL
Publication Guidelines

I. SUBMISSION OF MANUSCRIPTS

1. Only NRCP members can submit manuscript.
2. **ONLINE SUBMISSION**
 - a. Login to your SKMS account at <https://skms.nrcp.dost.gov.ph>
 - b. Click Journal Publications
 - c. Click Upload manuscript
 - d. Provide/upload the necessary data/information
 - e. Click proceed
3. The manuscript shall be submitted both in Microsoft Word and PDF document format.
4. The text and format of the manuscript shall adhere to the style and bibliographic requirements outlined in the Instructions to Authors.
5. The submission of the manuscript for publication in the NRCP Research Journal implies that it has not been published and/or has not been considered for publication by other journals.
6. Once the manuscript is accepted for publication, the authors shall agree that the same will no longer be submitted elsewhere.

II. GENERAL INSTRUCTIONS TO AUTHORS

1. Submit manuscripts in word and pdf format as required by the online form. This includes an anonymized copy of the manuscript for distribution to referees (pdf format).
2. Title page shall include:
 - a. **TITLE** of the Manuscript
 - b. **AUTHORS**, full names, institutional and email addresses of the authors. An asterisk shall be affixed to corresponding author's name
 - c. **KEYWORDS**, three to ten keywords shall also be included, representing the main content of the manuscript.
 - d. **ABSTRACT**, a single paragraph with at least 150-words summary the content of the manuscript. It shall not contain bibliographic citations unless otherwise fully specified.
3. **FORMAT**

Title of Manuscript

ALIGNMENT	:	Center
FONT STYLE	:	Cambria, Bold, All Caps
FONT SIZE	:	14

Author's Name

ALIGNMENT	:	Center
FONT STYLE	:	Cambria, Bold, Sentence Case
FONT SIZE	:	12
LINE SPACING	:	1.5

Affiliations and Addresses

ALIGNMENT	:	Center
FONT STYLE	:	Cambria, Regular, Sentence Case
FONT SIZE	:	9
LINE SPACING	:	1.5

Section Headings

ALIGNMENT	:	Center
FONT STYLE	:	Cambria, Bold, All Caps
FONT SIZE	:	11
LINE SPACING	:	1.5

Subheadings

ALIGNMENT	:	Flash Left
FONT STYLE	:	Cambria, Bold, Sentence Case
FONT SIZE	:	11
LINE SPACING	:	1.5

Manuscript

ALIGNMENT	:	Justified, No Indention
FONT STYLE	:	Cambria
FONT SIZE	:	11
LINE SPACING	:	1.5, one blank line separating paragraphs

Paragraphs

ALIGNMENT	:	Flash Left
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FONT SIZE	:	11
LINE SPACING	:	1.5

PAPER SIZE	:	7 X 10 inches / 177 x 254 mm
LEFT MARGIN	:	1.0 inch / 2.54 cm
RIGHT MARGIN	:	0.5 inch / 1.27 cm
TOP/BOTTOM MARGIN	:	0.5 inch / 1.27 cm

4. Tables and figures shall follow the APA 7th Edition and must be properly captioned, numbered, and placed at the center of the pages. The titles of the tables and figures shall have a font size 10, bold, and in sentence case.
5. The references shall also follow the APA Style, 7th Edition with font size of 10, regular, and in sentence case.
6. The accomplished Author Agreement Form is required attachment of the submitted manuscript.
7. The Acknowledgements shall be placed under a separate heading before the References.
8. For other details regarding manuscript submission, please email: nrcpeditorial2021@gmail.com.
9. To track the status of submissions, **Log in** to SKMS Account.
10. For studies with multiple authors, accounting for material contributions is needed. (e.g., A, did the literature review; B, undertook the analysis, etc.)