



GUIDE TO AUTHORS

The manuscript contents should be arranged as follows:

Page 1	<div>✓ Author/s' complete name,college/affiliation, email address/mobile number</div> <div>✓ Advisers complete name, college/affiliation, email address/mobile number</div>
Page 2	<div>✓ <b>TITLE PAGE</b></div> <div><div>1. <b>Title of Article</b> (at most 15-word count / <b>BOLD</b>)</div><div>Title must be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. Use sentence case capitalization. Scientific names should be <i>italicized</i> if there is any.</div><div>2. <b>Author name/s</b> (to be placed below the Title, text should be 12 points bold)</div><div>3. <b>Authors affiliations</b> (to be placed below the Author names)</div><div><div>➤ Please clearly indicate the family name first of each author followed by the first letter of the given name and the middle initial</div><div>➤ Put a <b>superscript number (bold)</b> every after the name of each author to refer to their corresponding affiliation/s</div><div>➤ Put a comma after the first author if there are succeeding authors and do the same as aforementioned</div><div>➤ Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations immediately after the authors' name and put a corresponding <b>subscript number</b> before the appropriate address. Provide the full postal address of each affiliation, including the country name and, the e-mail address of each author</div><div>➤ Check if all names are accurately spelled</div><div>➤ Font size and style of affiliations: text should be 10 points and Times New Roman</div></div><div>Example:</div><div>De Jesus EE<sup>1,2,3</sup>, Hur JS<sup>4</sup>, Notarte KIR<sup>2,3</sup>, Santiago KAA<sup>5</sup> and dela Cruz TEE<sup>2,3</sup></div><div><div><sup>1</sup>College of Arts and Sciences, Southern Luzon State University, Lucban 4328 Quezon, Philippines</div><div><sup>2</sup>The Graduate School, University of Santo Tomas, España 1008 Manila, Philippines</div><div><sup>3</sup>Fungal Biodiversity and Systematics Group, Research Center for the Natural and Applied Sciences, University of Santo Tomas, España 1008 Manila, Philippines</div><div><sup>4</sup>Korean Lichen Research Institute, Sunchon National University, Sunchon 540-742, South Korea</div></div></div>



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	<p><i><sup>5</sup>Department of Biological Sciences, Institute of Arts and Sciences, Far Eastern University, Sampaloc 1015 Manila, Philippines</i></p> <p>4. <b>Corresponding author.</b> Clearly indicate who will handle correspondence at all stages of refereeing and publication, as well as post-publication. This responsibility includes answering any future queries about Methodology and Materials. Ensure that a working e-mail address is given and that contact details are kept up to date by the corresponding author. <b>This will be placed as a footer only on the first page of the manuscript.</b></p> <p><b>Example:</b> Corresponding Author: Editha E. de Jesus, e-mail: <a href="mailto:Edejesus922@yahoo.com.ph">Edejesus922@yahoo.com.ph</a></p> <p>5. <b>Abstract</b> (at most 250-300 words in <b>one paragraph</b>)</p> <p>A concise and factual abstract is required. The abstract should briefly state the purpose of the research, the principal results, and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone.</p> <p>6. <b>Key words</b> Immediately after the abstract, please provide <b>4-6 keywords, alphabetically arranged, with the first letter of every word capitalized. Take note:</b> In some cases, the first letter of the keyword/s need not be capitalized (e.g. <i>ad libitum</i>). Only the word 'Keywords' is italicized and bold. These keywords will be used for indexing purposes.</p> <p><b>Example:</b> <b>Keywords:</b> ad libitum, Broiler chicken, Chemical composition, Crude extract</p> <p>✓ <b>INTRODUCTION</b></p> <p>Introduction should describe the paper's background and provide the rationale for the present study. Cite only the references that will provide the most relevant background rather than an exhaustive review of the topic.</p>
Suc-ceeding pages	<p>✓ <b>MATERIALS AND METHODS</b> should be described concisely and clearly</p> <p>✓ <b>RESULTS AND DISCUSSION</b></p> <p>1. <b>Results</b>, present data in only one of the following: text, table, or figure. Results should preferably have no more than five illustrations (tables and/or figures). Do not use tables or figures to present data that can be more concisely stated in the text. Mathematical equations and relations should be presented in the following manner: <math>E = mc^2</math></p> <p>2. <b>Discussion</b> should interpret results in relation to previously published work. Do not repeat results or reiterate the introduction. <b>Discussion should incorporate summary of conclusions and recommendations.</b></p>



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### ✓ REFERENCES

Please refer to numbers 19 and 20 below as your guide for reference style.

### ✓ ACKNOWLEDGMENT (if any)

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals or institution/s which provided help during the research (e.g., providing language help, research fund, etc.).

**Note:** All headings should be capitalized and in **BOLD** face. All sub-headings should not be capitalized, with letters *italicized* instead of bold face

Abstract, Methods, and Results should be in the past tense, while the Introduction and some of the Discussion, and all Conclusions will be in the present tense

Papers must represent an original work and must not be under consideration by other publishers.

1. The manuscript should be typed single-spaced in a A4-sized bond paper (8.27" x 11.69") size, with **1 inch margin** on all sides.
2. Manuscript length **should NOT exceed 15 pages** including abstract, tables, figures and references.
3. **Font size:** Text should be in **12 points**.
4. **Font Style:** **Times New Roman**
5. Sentences should be separated by one character space and paragraphs should be separated by three (3) line spaces.
6. **Tables and figures** should be integrated in the flow of discussion. They should be mentioned separately in numerical sequence.

Please **submit tables as editable text and not as images**. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and fill color in table cells.

Each figure should be labeled with an Arabic number and the **caption should be sentence style (without a period at the end) placed below the figure**. If necessary, each should be complete with endnotes.

### Figure legends.

- Each figure should have a legend or caption which is self-explanatory
- Figure legends should be in lowercase print-type, except for the first letter of first word
- Abbreviations and symbols on figures should be defined in the legend
- Figures include line drawings, photographs, and computer plots. They should be clear



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- Magnification of figures if needed should be given by scale
  - The size should not exceed a full manuscript page
7. **Maps** should have a scale. Illustrations should be of professional quality and ready for reproduction. Maps and illustrations should be not larger than 11.43 x 17.78 cm (full page) and should be capable of legible reduction to a size no larger than 11.43 x 8.89 cm (half page). Use line or bar graphs in monochrome. All illustrations accompanied by captions should also be provided in separate electronic jpeg files for higher resolution layouts.
  8. **Scientific names** should be italicized.
  9. The use of *et al.*, should be italicized.
  10. Technical terms, abbreviations, and acronyms should be defined/spelled out **at the first mention in the text**.
  11. Any statistical material should be brief and simple.
  12. The recommended International System (SI) of units and symbols should be used.
  13. Use exponents instead of slash (e.g., kg ha<sup>-1</sup>). Use words when unit of measure is not involved (e.g., grains per panicle).
  14. In the case of range of values, indicate the unit at the end of the range (e.g., 10-15 t ha<sup>-1</sup>).
  15. Abbreviate the SI units, e.g., minute (min), hectare (ha), kilometer (km).
  16. Avoid beginning sentences with a symbol.
  17. Use percent symbol (%) with figures only (e.g., 5%), and spell it out (percent) with written numbers (e.g., five percent).
  18. Each reference should be complete and accurate. Make sure that all citations are found in the list of references and that all references are cited in the text. The author-date form of citation in the text should be used and these **should not be italicized**.

### Examples:

- **Literature citations** should be selective, not to exceed 25 references for a research paper.
- Avoid citing gray literature or references not accessible through indexes or obtainable via regular library channels.
- **Reference style:** All citations in the text should refer to:  
**single author:** De Jesus (2018) reported that the challenge is....

**Note:** No comma after De Jesus

The challenge is to become masters of the further evolution of our own species (Radovan, 2018).

**Note:** With comma after Radovan

**two authors:** Radovan & De Jesus (2018) reported that the challenge is....  
or The challenge is to become masters of the further evolution of our own species (Radovan & De Jesus, 2018).

**Note:** If there are two (2) authors, just use the symbol "&"

### Three to five authors:

**First citation integrated into the text:**

e.g., Radovan, De Jesus, and Enal (2018) reported that...

**Second and succeeding citation/s using the same authors:**

e.g. Radovan *et al.* (2018)



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### **Bracket format first in-text citation:**

e.g., (Radovan, De Jesus, & Enal, 2018) reported that...  
or The challenge is to become masters of the further evolution  
of our own species (Radovan, De Jesus, & Enal, 2018).

### **Bracket format on the second and succeeding citation/s:**

The challenge is to become masters of the further evolution  
of our own species (Radovan *et al.*, 2018).

**Note:** *et al.*, should have a dot (.), comma (,) and italicized

### **Six or more authors:**

#### **First citation integrated into the text:**

e.g., Radovan *et al.* (2018) reported that...

#### **Second and succeeding citation/s using six or more authors:**

e.g., The challenge is to become masters of the further  
evolution of our own species (Radovan *et al.*, 2018).

- **Several works by the same author/s** published in the same year should be distinguished by adding lowercase letters to the dates, alphabetized by title (ignoring articles and prepositions) (Example: Fox 2018a, 2018b).
- Cite **multiple references** in chronological order with the most recent year of publication on the last (e.g., Enal, 2015; De Jesus *et al.*, 2016; Gutierrez, 2017; Radovan & De Jesus, 2018).

**Take note** on when to place a comma (,) a semi-colon (;) and a symbol (&) based on the example above.

- **Self-citations** should not exceed three (3)
- **Do not cite unpublished work/s.**

19. **Bibliographic references** should be listed alphabetically following the **APA Style**.

#### **Reference from a journal publication:**

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2010. The art of writing a scientific article. *J. Sci.Comm.* 163, 51–59. <https://doi.org/10.1016/j.Sc.2010.00372>.

#### **Reference to a journal publication with an article number:**

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2018. The art of writing a scientific article. *Heliyon*. 19, e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>.

#### **Reference to a book:**

Strunk Jr., W., White, E.B., 2000. *The Elements of Style*, fourth ed. Longman, New York.

#### **Reference to a chapter in an edited book:**

Mettam, G.R., Adams, L.B., 2009. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281–304.

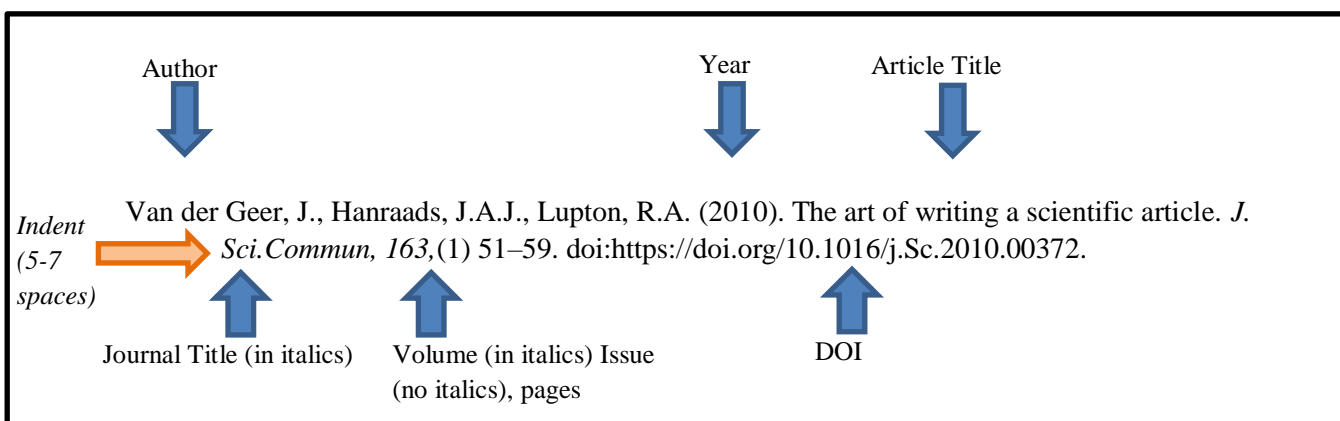




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### Reference to a website:

Cancer Research UK, 1975. Cancer statistics reports for the UK. <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/> (accessed 13 March 2003).

### Reference to a dataset:

[dataset] Oguro, M., Imahiro, S., Saito, S., Nakashizuka, T., 2015. Mortality data for Japanese oak wilt disease and surrounding forest compositions. Mendeley Data, v1. <https://doi.org/10.17632/xwj98nb39r.1>.

20. Data should **not be more than five (5) years old**;
21. The third person point of view should be used
22. Appendices and supplementary electronic materials could be submitted but are not included in the required number of pages and may not be published together with the article. However, it could be saved in ORS database;
23. Suggest a running title, which will be reflected on top of the succeeding left pages of the article on the layout.

### Further Considerations

- Manuscript should be 'spell checked', 'grammar checked' and 'anti-plagiarism checked'.
- Every page of the manuscript, including the title page, references, tables, etc. should be numbered. However, in the text no reference should be made to page numbers; if necessary, one may refer to sections.
- **Math formulae**  
Please submit math equations as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text).