

# **SOCIAL SCIENCES AND DEVELOPMENT**

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R E V I E W



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**Office of the Vice President for Research, Extension,**  
**Planning and Development**  
**INSTITUTE FOR SOCIAL SCIENCES AND DEVELOPMENT**



# **SOCIAL SCIENCES AND DEVELOPMENT REVIEW A MULTI-DISCIPLINARY JOURNAL**

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## **POLICY**

Editorial correspondence, including manuscript for submission should be sent to:

**Dr. Hilda Felipe San Gabriel**

The Editor-in-Chief

Institute for Social Sciences and Development

Polytechnic University of the Philippines

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The Social Sciences and Development Review is an internationally refereed journal published annually by the Institute for Social Sciences and Development, Office of the Vice President for Research, Extension, Planning and Development of the Polytechnic University of the Philippines. It publishes reports of original research in social sciences and development disciplines and also invited or solicited reviews as well as viewpoints on timely and relevant topics.

All manuscripts submitted are processed using the University peer review procedure and double blind refereeing system being implemented by the Institute for Social Sciences and Development. Announcement for call for paper and research study contributions are done every first quarter of every year in the University website and through our establish network.

The entire Editorial Board welcome contributions and manuscripts that are competitive and prescribed by the academic community and industry as scholarly and scientific writing in the discipline to which the studies belong.

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## UNIVERSITY RESEARCH ETHICS

The term “research” pertains to all forms of academic or scholarly works conducted by University staff and Students and by Personnel who utilize University facilities for the creation, dissemination, and publication of scholarly works. This works maybe funded/assisted or unfunded as in the case of theses submitted in partial fulfillment of an academic degree.

### GENERAL ETHICAL STANDARDS

#### **A. Academic and Scientific Integrity**

Strict compliance with these guidelines shall be enforced to ensure that every researcher at all times in the research process will avoid committing serious academic and professional deviations that constitute research misconduct.

1. Research misconduct is defined as fabrication, falsification, and/or plagiarism, including misrepresentation of credentials, in proposing and carrying out or reviewing research, or In reporting and/or disseminating research results subject to sanctions imposed both by the University, and in the case of research propose to or funded by an institution or agency outside the University system, by the institution or agency.
2. Researchers are expected to maintain the highest standard or honesty and integrity. Any form of academic dishonesty, including but not limited to the following, is the serious offense:
  - 2.1 Falsification and/or Fabrication of Data. Researchers should never publish data they know to be false and/or fabricated or the result of deliberate acts of falsification and/or fabrication.
  - 2.2 Plagiarism. Researchers should not knowingly represent any published work of another researcher as their own or assist anyone else in carrying it out. Research works done by other must be appropriately and adequately acknowledge. Plagiarism is an extreme form of academic dishonesty. Researchers who have reported to have plagiarized another work shall hear burden of rebutting the presumption by evidence satisfying the person or body hearing the case that no such plagiarism was committed.
  - 2.3 Misuse of Privileged Information. Misuse of Privileged Information taken from a grant application or manuscript received from a funding agency or journal editor for peer review is one particular form of a serious act of plagiarism. In this case, plagiarism is committed as a serious act of theft of intellectual property depriving original author of appropriate credit by citation or acknowledgement, and

also pre-empting priority of first publication or utilization on the original idea to which the original author is entitled. Plagiarism is also committed by showing a privileged unpublished document to an unauthorized person. It is the intention of this policy to hold the unauthorized person to which a privileged unpublished document is shown and/or unduly revealed liable to a shared responsibility for any subsequent plagiarism.

- 2.4 Use and Misuse of Data and Information. Researchers are presumed to have acquainted themselves with the relevant methods available for processing data, including graphical and tabular methods of presentation, error analysis, and tests for reliability. Research Integrity demands that reported conclusions are based accurately recorded data or observations. It is considered a breach of research integrity to fail to report data that contradict or merely fail to support stated conclusions, including purposeful withholding of information about factors that confound research results. This policy requires researchers to publish discrepancy or wrongly disregarded data and/or information confirmed by an approved statistical test. Intentional or reckless disregard for truth in reporting observation and information or data shall be considered to be an act of research misconduct.
  - 2.5 Conflict of Interest. Where the researcher has a material interest of any nature, be it personal, financial, career or otherwise, which may conflict with the researcher's duty of honesty and integrity, a conflict of interest is established. A researcher is advised to disclose it in writing to his/her superior and to all other persons to whom it should be disclosed, in accordance with the highest standards of honesty and integrity.
  - 2.6 Misuse of Research Funds. Researchers and directors of research projects that have been approved for funding must follow guidelines on the use of funds and all University guidelines on the management and disbursement of funds scrupulously. Research funds must not be diverted for personal or any other use, except otherwise stipulated in the contract.
3. Reporting and Deliberating on Suspected Misconduct. Reporting suspected research misconduct is a shared professional responsibility for all the academic community. Allegations are handled under procedures stipulated by the University Research Ethics Board that shall handle the investigation of the case. All reports are treated confidentially to the extent possible. Protection of Whistle-blowers against retaliation shall be guaranteed under policies of both the University and state regulations.

4. Rectification of Errors. If an error, either intentional or inadvertent, or of plagiarism is discovered, the University Research Ethics Board shall demand a researcher who is found out to be liable to submit a correction and reaction in a form specified by the editor or publisher and, in the case of research misconduct, in a form specified by the University and a sponsoring or funding agency.

## **B. Human Research Ethics**

1. Where a research involves human subjects, researchers are required to carry out the research in a manner that respects the rights of the person who are the subjects of the research.
2. The following shall be the primary consideration in planning and conducting research with human participants.
  - 2.1 Minimal risk of harm (i.e., physical, psychological, social, economic, legal) to participants and researchers;
  - 2.2 Benefit by society;
  - 2.3 Respect for the dignity of participants;
  - 2.4 Minimal risk of damage or harm to the community or society;
  - 2.5 Human subjects or participants' voluntary informed consent, or special safeguards where this is not possible;
  - 2.6 Transparency in declaring funding sources;
  - 2.7 Strict confidentiality of information supplied by research participants and anonymity of respondents;
  - 2.8 Acknowledgement of assistance;
  - 2.9 Appropriate publication and dissemination of research results, and
  - 2.10 Researchers must exhibit independence and impartiality.
3. Some participants may be particularly vulnerable to harm and may require special safeguards during the conduct of research. These participants might be:
  - 3.1 Infants and children under the age of eighteen;
  - 3.2 Participants with physiological/medical condition, and/or with physical disabilities.
  - 3.3 Participants with learning difficulties or disabilities;

- 3.4 Participants who are psychologically anticipated and/or under emotional stress;
  - 3.5 Participants in extreme poverty or economically disadvantaged;
  - 3.6 Indigenous groups or ethnic and racial minorities;
  - 3.7 Participants with hardly a basic knowledge of the language of the researcher or those who are educationally disadvantaged; and
  - 3.8 Other vulnerable groups such individuals who are into substance abuse, who are in incarceration, pregnant women, sex workers, etc.
4. In the event that participant in research would lead to psychological discomfort or anxiety, the researcher/s and the department/college engaged in research must provide debriefing program to counter these negatives effects on human subjects.

## GUIDE FOR AUTHORS

All manuscripts are reviewed by at least two qualified referees. Submissions in print and/or electronic should be formatted according to the APA Publication Manual 5<sup>th</sup> Edition (2001) found on <http://www.apastyle.org/pubmanual.html>. Manuscripts submitted in print for publication in this journal must be in two copies, printed double spaced, and in the proper format as prescribed in scholarly and scientific writing in the discipline.

Manuscripts in electronic form will be accepted. Each manuscript must be accompanied by a one-page abstract. If manuscript is written in Filipino or European languages or Chinese Mandarin, the abstract must be in English. Incomplete reports and tentative manuscripts will not be accepted.

Authors should submit the following documents: first, the title page, carrying the title of the manuscript and the research study, name of author/s and his/her current affiliation, and the contact information of the author. Secondly, authors should remove all personal information in the actual manuscript that may indicate the identity of the author/s. Submissions should be accompanied with a letter of intent addressed to the editor indicating the intention to submit an article or research paper for possible publication.

Book reviews and essays are also welcome provided that it is relevant to the social sciences discipline. Manuscripts/works in print should be sent to the Editor in Chief, Social Science and Development Review, Polytechnic University of the Philippines, Sta. Mesa, Manila. If submitted electronically, author should send their manuscripts and researches to [hfsangabriel@pup.edu.ph](mailto:hfsangabriel@pup.edu.ph) or [issd@pup.edu.ph](mailto:issd@pup.edu.ph)

Authors of manuscripts endorsed by the referees for publication are notified, and where necessary, are informed about revisions suggested by our referees and editors.

### Peer-Review and System Procedures

Upon submission, the Editor reads the manuscript and decides whether it is likely to be competitive for publication. Within two to three weeks after submission, authors are notified by email that their manuscript either has been declined without review or has been sent to referees for peer-review. For manuscripts that are reviewed, authors can expect a decision within 90 days after submission. The Editorial Board decision for such manuscripts shall be any of the following:

1. Acceptance for publication;
2. Revision (with minor changes);
3. Resubmission (after the need to improve on some parts of the research work);
4. Rejection.

Articles/manuscripts that are rejected will be kept by the Institute and author will be notified via email and sms with the information that author may submit again in the next year's call for papers.

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Tel. Nos. 716-7832 to 45 local 704 / Email address: [issd@pup.edu.ph](mailto:issd@pup.edu.ph)

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