



BOARD OF REGENTS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

c. Implementing Rules and Regulations (IRR) for Research Publication

Resolution No. 38
Series of 2020

Approving the Implementing Rules and Regulation (IRR) for Research Publication (IPR), subject to review after one (1) year of implementation.

APPROVED

d. Logo of JARDET

Resolution No. 39
Series of 2020

Approving the Logo of Journal of Agricultural Research, Development, Extension and Technology (JARDET).

APPROVED

e. One Year Extension of the Project, "Molecular Detection and Identification of Micro Pathogens of Banana"

Resolution No. 40
Series of 2020

Approving the one (1) year extension of the project, "Molecular Detection and Identification of Micro Pathogens of Banana".

APPROVED

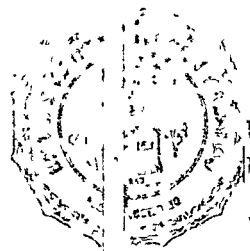
4. Other Matters

a. Opening of the USM – Aleosan Campus

Dr. Garcia presented the proposal on the opening of the USM-Aleosan Campus. He mentioned that this proposal was referred to CHED Regional Office. He further informed the Board that CHED 12 has issued an endorsement on the opening of the campus after conducting ocular inspection of the site by OIC Regional Director herself.



**IMPLEMENTING RULES AND REGULATIONS
of
UNIVERSITY RESEARCH JOURNAL
PUBLICATION**



*Journal of Agricultural Research, Development,
Extension and Technology (JARDET)*

**University of Southern Mindanao
2019**

2.2.1a Qualification for an Editor-in-Chief position

1. Aims and Scope of the Research Journal

The Journal of Agricultural Research, Development, Extension and Technology (JARDET) is the official scientific publication of the University of Southern Mindanao (USM), Philippines. It is an annual, peer-reviewed journal in English that publishes reports of original research in agriculture and its allied fields including but not limited to animal science and aquaculture, arts and sciences, business, economics and management, education, engineering and computing, human ecology, food sciences, veterinary science and health sciences.

The JARDET accepts original research papers and reviews. It welcomes submission from all sectors: authors, scientists, researchers, faculty from various institutions and agencies. One to two issues constitute a volume annually.

JARDET is an open access journal—all articles are published open access and as such do not have any subscribers' fee and its contents are free online.

JARDET is handled by the Publication Services Office (PSO) under the supervision of the Director for Publication Services. The Publication Services Office works under the Vice President for Research, Development and Extension (VPRDE).

2. Publication Staff

2.1 Editor-in-Chief

2.2.1 The Editor-in-Chief shall have the following functions:

- adheres at all times to the provisions of the publication ethics, particularly on integrity, avoidance of conflicts of interest and protection of the reputation of the Publication Services Office;
- recommends members of the editorial staff and board subject to the approval of the University Research, Development, and Extension Committee (URDEC);
- continually engages the editorial board on the progress of the journal and update and include them on ideas for editorial development;
- provides strategic inputs into the journal's development;
- promotes the journal to peers and colleagues;
- conducts initial technical review of all articles submitted for possible acceptance to JARDET;
- facilitates the editorial, production and publication processes for both online and print version of the journal;
- provides guidelines to authors for preparing and submitting manuscripts;
- interacts with authors, co-editors and reviewers during the entire end-to-end process;
- monitors the entire review process of the manuscript;
- proofreads the final draft of the manuscript; and
- works closely with the journal's publishing staff.

2.2.1a Qualification for an Editor-in-Chief position

- Expertise and experience in the specialist field related to the journal
- Publication record of a number of articles and/or books (usually in or related to the journal scope)
- Being a reviewer for an international peer reviewed journal
- A PhD qualification or a senior research position with equivalent experience in research
- Enthusiasm to undertake the Editor role

The Editor-in-Chief shall have the following functions:

- adheres at all times to the provisions of the publication ethics, particularly on integrity, avoidance of conflicts of interest and protection of the reputation of the Publication Services Office;
- recommends members of the editorial staff and board subject to the approval of the University Research, Development, and Extension Committee (URDEC);
- continually engages the editorial board on the progress of the journal and update and include them on ideas for editorial development;
- provides strategic inputs into the journal's development;
- promotes the journal to peers and colleagues;
- conducts initial technical review of all articles submitted for possible acceptance to JARDET;
- facilitates the editorial, production and publication processes for both online and print version of the journal;
- provides guidelines to authors for preparing and submitting manuscripts;
- interacts with authors, co-editors and reviewers during the entire end-to-end process;
- monitors the entire review process of the manuscript;
- proofreads the final draft of the manuscript; and
- works closely with the journal's publishing staff.

- f. performs other tasks that may be assigned by the Editor-in-Chief.

2.5. Editorial Assistant

Under the direct supervision of the Editor-in-Chief, the Editorial Assistant shall have the following functions:

- a. adheres at all times to the provisions of the publication ethics, particularly on integrity, avoidance of conflict of interest and protection of the reputation of the Publication Services Office;
- b. assists the Editor-in-Chief in enhancing the quality of University publications;
- c. checks the revision of the author based on the comments of the reviewers;
- d. assists in the Editing of the revised manuscript after the review process; and
- e. proofreads the final drafts of the articles for publication.

2.6 Editorial Staff

The Editorial Staff shall have the following functions:

- a. provides technical and clerical work in all activities of the journal (JARDET);
- b. checks and processes all mails, in-coming and out-going documents, and article submissions;
- c. downloads all manuscript submissions from the Online Journal System (OJS);
- d. checks similarity of submissions and sends the results together with the original manuscript to the journal's managing editor;
- e. receives all electronic theses and dissertations abstracts for publication of abstracts; and
- f. maintains archive of published papers, copy of review records, copy of formal correspondence, and minutes of meetings.

2.7 The Editorial Board/Committee

The Editorial Board or known as the Advisory Board, is a team of individuals in the journal's field. The editorial board is selected by the Editor-in-Chief and the University Research, Development, and Extension Committee (URDEC) members. Editorial Board members are chosen for their expertise in key areas related to the journal or chosen for their international presence in the field. They are normally also from the same expert field as the journal topic. The Editorial Board normally appoints a Chairperson, who could be one of the board members. When there are meetings, the Chairperson would manage the agenda and the meeting of the Editorial Board. A journal's Editorial Board normally undergoes a complete renewal after a set period, determined by the Editor and Publisher (three to five years), as indicated in the invitation letter. This will involve removing some individuals, inviting others, and renewing some existing members for another term.

Management functions and responsibilities:

- a. advises on journal policy and scope;
- b. invites authors to submit;
- c. acts as advisors in the case of complex publishing ethics allegations;
- d. reviews submitted manuscripts;
- e. submits some of their own work for consideration;
- f. offers expertise in their field of study.

2.8. Reviewers

Reviewers are researchers or scientists who are keen to extend their experience through peer-reviewing activities. Reviewers are established researchers invited by the editor to review a manuscript on the basis of their expertise in particular content areas of their field. The reviewers shall have recent publications in the field and not at the same institution as the submitting author. To enhance objectivity,

3.3 Introduction

This section should contain the rationale, brief literature review, hypothesis, and objective(s) of the paper. Some guide questions may help in crafting your introduction: a) Does it provide adequate background and rationale for performing the study? b) Is the literature discussed in the introduction adequate to introduce the purpose of the manuscript (strengths and limitations described such that a need for this study is established)? c) Does it clearly state the study objectives?

3.4 Materials and Methods

This section should include details of the methodology for replicability, adoption or adaptation of the procedures for future studies. You should use subheadings to separate different methodologies. Describe what you did in past tense. Describe new methods in enough detail that another researcher can reproduce your study. Describe established methods briefly, and cite a reference where readers can find more detail. Standard techniques can simply be cited, even if small modifications have been made.

3.5 Results and Discussion

Results presented should be consistent with the objectives of the study. Use subheadings to separate the results of the different experiments. Results should be presented in logical order. The main purpose of the Results section is to provide narrative support for the Figures and Tables in which the actual results of the experiments are reported. Results not displayed in a figure or table are presented in narrative style. Literature citations are rare in the Results section, and neither materials and methods nor discussion should be included. The combination of Results and Discussion is permitted.

The Discussion should provide the interpretation of the data in context with the state of the art of the field presented in the Introduction and not merely repeat what was stated in the Results. The conclusion part should include the implications of major findings of the study. Recommendations can be included.

3.6 Acknowledgement

This section should indicate the source(s) of funds and institutions or individuals who helped in the study.

3.7 References

List references in alphabetical order by main author's last name. Give complete information. Ensure that it generally adheres to American Psychological Association (APA) reference style. Reference should be cited in the text by the last name of the author (both authors when only two; first author et al. when more than two) and year, for example (Taiz & Zeiger, 2006). Do not number literature cited. It is the author's responsibility to maintain the consistency between the in-text citations and the end list of literature cited. Examples of the end literature citation are:

- Book** - Taiz, L. & Zeiger, E. (2006). *Plant physiology* (4th Ed). Sunderland, MA: Sinauer Associates Inc.
- Book Chapter** - Giller, K.E., McDonagh, J.F. & Cadish G. (1994). Can biological nitrogen fixation sustain agriculture in the tropics? In J.K. Syers & D. L. Rimmer (Eds.). *Soil science and sustainable land management in the tropics* (pp. 173-191). Wallingford, UK: CAB International.
- Editor** - Balasubramanian, V., Ladhha, J.K. & Denning, G.L. (Eds.) (1999). *Resource management in rice: Nutrients*. Dordrecht, the Netherlands: Kluwer Academic Publishers.
- Journal article** - Cabasan, M.T.N., Kumar, A. & De Waele, D. (2018). Evaluation of resistance and tolerance of rice genotypes from crosses of *Oryza glaberrima* and *O. sativa* to the rice root-knot nematode, *Meloidogyne graminicola*. *Tropical Plant Pathology*, 43, 230-241.

3.12 Fractions

Spell out and hyphenate fractions (e.g. two-thirds). Exceptions are fractions in tables, figures, graphs, legends and those in parenthesis.

3.13 Unit and Symbols

Use recommended SI units and symbols. Use exponents instead of slash (e.g. kg ha⁻¹). Use words when unit of measure is not involved (e.g. grams per panicle). In the case of range of values, indicate the unit at the end of the range (e.g. 10-15 t ha⁻¹).

Avoid beginning a sentence with a symbol. Use percent symbol (%) with figures only (e.g. 5%), spell it out (percent) with written numbers. Indicate the US\$ equivalent of other currencies at the first mention in the text, or indicate in a footnote in a table or a figure, if applicable.

3.14 Abbreviations and Acronyms

Spell out abbreviations and acronyms the first time they are used in the text (e.g. ATP for Adenosine Triphosphate, HYV for High Yielding Varieties). Spell out abbreviations that are not generally known or specifically used in the paper at the first mentioned in the text. Commonly used abbreviations (e.g. ANOVA, DMRT, IQ, LSD, SD etc.) need not be spelled out. For scientific names, shorten the generic name to the first letter followed by the species, by the 2nd time they are used. Spell out units of measure with five or less letters (when singular) as year, month, etc., except when preceded by a numeral from measurement. Abbreviate minute (min.), second (s), hectare (ha), kilometer (k) and the rest, particularly for SI units. No period is needed at the end of each abbreviation and do not add "s" to the plural form.

4. Submission

A manuscript can be submitted via the journal website www.jardet.usm.edu.ph or send as an email attachment to jardet@usm.edu.ph. Each manuscript is assigned a unique article ID upon receipt by the editorial staff.

4.1 Submission Preparation Checklist

- As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines: (e.g. ATP for Adenosine Triphosphate, HYV for High Yielding Varieties). Spell out abbreviations that are not generally known or specifically used in the paper at the first mentioned in the text. Commonly used abbreviations (e.g. ANOVA, DMRT, IQ, LSD, SD etc.) need not be spelled out. For scientific names, shorten the generic name to the first letter followed by the species, by the 2nd time they are used. Spell out units of measure with five or less letters (when singular) as year, month, etc., except when preceded by a numeral from measurement. Abbreviate minute (min.), second (s), hectare (ha), kilometer (k) and the rest, particularly for SI units. No period is needed at the end of each abbreviation and do not add "s" to the plural form.
- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
 - Disclosure of the conflict of interest.
 - The submission file is in Microsoft Word document file format.
 - Where available, URLs or DOI for the references have been provided.
 - The text is double spaced; uses a 12 point Arial font; employs italics, rather than underlining (except with URL addresses); and all illustrations, tables, and figures are placed at the end.
 - The text adheres to the stylistic and bibliographic requirements.
 - The instructions in Ensuring a Blind Review have been followed.

4.2 Ensuring a blind review

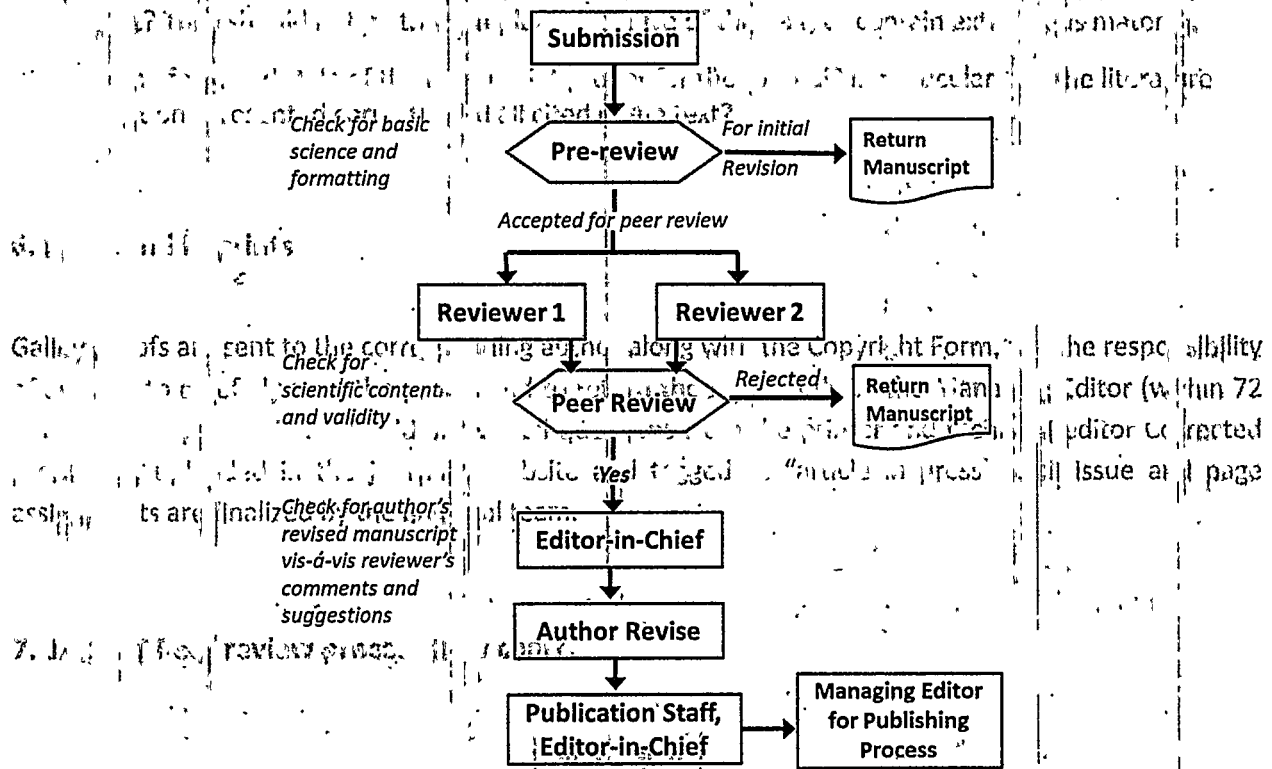
To ensure the integrity of the blind peer review for submission to this journal, every effort should be made to prevent the identities of the authors and reviewers from being known to each other. This involves the authors, editors, and reviewers (who upload documents as part of their review) checking to see if the following steps have been taken with regard to the text and the file properties:

5. Is the writing clear, concise, and appropriately organized? Are there sections that should be expanded, condensed, or deleted?
6. Are all the tables and figures of high quality and properly labeled? Do they materially aid the text? They should not be too complex, repetitive of the text, or contain extraneous material!
7. Is the form and style of the manuscript proper for the Journal? In particular, are the literature citations presented correctly and all cited in the text?

6. Proof and Reprints

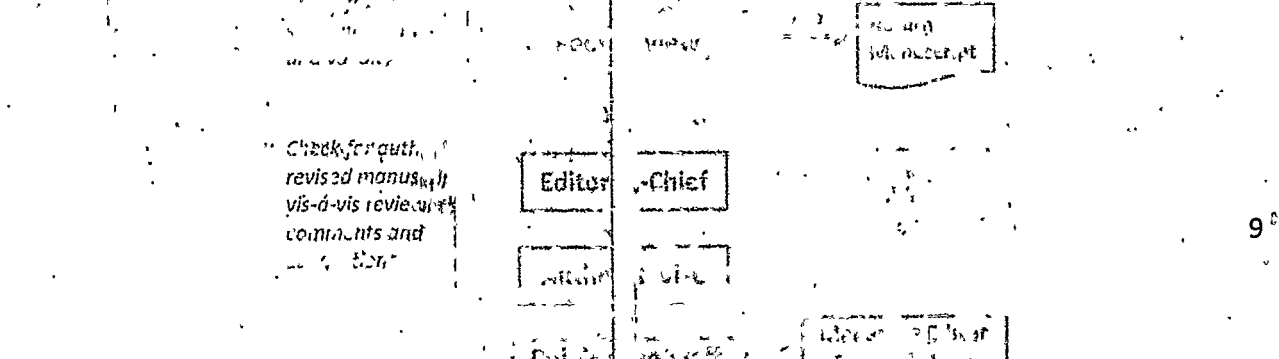
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7. JARDET Peer review process flow chart



8. Confidentiality

Publication Staff are expected to respect and uphold the confidential status of materials submitted to the Journal and should ensure that material remains confidential.



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