

Guidelines for the Full Paper:

- Full-length papers should not be more than 8,000 words (excluding abstracts, references, tables and figures).
- Submit three (3) documents: one title page with name/s of author/s and affiliations, one main document, and one document for all the tables and figures.
- The title page of the manuscript should have the following:

title of the paper
name(s) of author(s), with (their respective) affiliations and contact details
bio note (100 to 150 words)
abstract (150-250 words)
keywords (4 to 6 words)

Important: As the full paper will undergo a double-blind peer review process, it is important that the title page be separated from the main document, which must not contain any identifying marks or information.

- The paper should be in a Microsoft Word file, in A4 size, with 1.5 line spacing, font size 11, preferably using either Times New Roman or Arial as font type.
- Footnotes should be numbered consecutively in the text.
- Headings should be numbered in Arabic numerals (1, 2, 3, etc.). Sub-headings should follow the double numeration system (1.1, 1.2, etc.) while sub-sub-headings should follow the triple numeration system (1.1.1, 1.1.2, etc.). All headings are to be bold and left-aligned. All other text must have no special formatting/style, except for emphasis.
- Presentation of data in tables is preferred. Tables should be in MS Excel format.
- Illustrations, figures, and tables should be numbered in Arabic numerals, accompanied by titles and sources, and supplied on separate sheets at the end of the manuscript.
- References must follow the APA 7th edition Citation Style
- All submissions should be sent through email at issi.research@up.edu.ph
- The paper will be double-blind reviewed by members of a pool of experts in the field.