



# STYLE SHEET

for IASPER Interdisciplinary Research Journal



## QUALITY ASSURANCE

The International Association of Scholarly Publishers, Editors and Reviewers, Inc. (IASPER) is committed to maintaining its standards for journal publication. Hence, authors are advised to subject their paper to plagiarism detection, grammar checker, and readability prior to submission since quality assurance begins with the writer. They should apply the corrections indicated and append the first and final reports. The Editorial Board of the journal prefers scientists who, on their own, initiate the sanitizing part of scientific writing.

### I. Qualifying Standards for Electronic Submission

A full manuscript should pass the following criteria:

#### **Criterion 1: Scope, Newness and Relevance/Applicability to International Community – 45%**

- » The scope (extent of what one intends to cover) of the study is wide-ranging.
- » The aspects of the paper such as, but not limited to, methods and results are seemingly new.
- » The entire paper is interesting to read by other nations.
- » The research results have international character and applicability.
- » The quality of academic writing reflects the nature and nuances of the discipline.
- » The quality of academic writing is graduate level.

#### **Criterion 2: Results of Plagiarism, Grammar and Readability Check – 20%**

- » The manuscript obtains the minimum result: plagiarism detection – 95%; grammar check – 90%.

#### **Criterion 3: Quality of References – 20%**

- » Sources (journals, books, and other references) are traceable online unless otherwise a justification is made.
- » Journals are internationally refereed and indexed.
- » Articles on Wikis and gray literature (non-scientific sources) must be avoided.

- » Scientific sources cited were published preferably in Year 2010 onwards unless otherwise a justification is given.

#### **Criterion 4: Completeness of Parts – 15%**

- » Each part of the manuscript contains appropriate and sufficient substance.
- » The paper demonstrates the following parts:
  1. HEADING
    - » Title
    - » Name of the Author(s)
    - » ORCID No.
    - » Email Address
    - » Affiliation
    - » Address
  2. ABSTRACT
  3. KEYWORDS
  4. INTRODUCTION
  5. FRAMEWORK OF THE STUDY
  6. OBJECTIVES OF THE STUDY
  7. MATERIALS AND METHODS (for experimental researches)
  8. METHODOLOGY (for non-experimental researches)
  9. RESULTS AND DISCUSSION
  10. CONCLUSIONS
  11. TRANSLATIONAL RESEARCH
  12. ACKNOWLEDGMENTS
  13. LITERATURE CITED

## **II. Formatting Guidelines**

Note: The IASPER style on abbreviation, word choice, spelling, etc. follow the American English standards.

### **General Guidelines on Manuscript Preparation**

- » The author must observe the following:

#### **Abbreviation**

- » Spell out names, expressions, acronyms or unfamiliar abbreviations for

- the first time; use the abbreviated equivalent on the subsequent instances.
- » Spell out stand-alone unit of measurement, except for instances when it comes with a figure (e.g. kg for kilogram; 9 kg for nine kilogram).
  - » Spell out any number used as first element of the sentence.
  - » Use the word equivalent for numbers 0-9, numerals for numbers 10 and above.
  - » Do not use full point and a space for abbreviation of titles (e.g. PhD, MA).

For Pure Sciences:

- » Write the scientific names of species completely when it is first mentioned in the text.

### Annotation

- » Do not use footnotes except for social science and literature.

### Correct usage

- » Foreign word(s) or expression(s) must have equivalent meaning in English.
- » Use italics to highlight a word (usually foreign) or technical terms when they are first introduced, whether or not it comes within a direct statement in quotation marks.
- » Double quotation marks are used to enclose quotes within text which is itself quoted.
- » Use letters and close parenthesis for enumeration (e.g. a) sifting of seeds; b) drying of seeds).
- » Use gender-sensitive language (e.g. fire fighter for fireman).
- » Use slashes if two terms are possible to establish gender sensitivity (e.g. He/She, or simply use They).
- » Use Latin abbreviations such as e.g., i.e., etc., et al. for expressions within parentheses. Elsewhere they should be used using their English equivalents.
- » Spell out the word “and” when used to connect two or more names of authors, phrases or clauses. When these are enclosed in parentheses as in in-text citation, the author should use the ampersand (&) than its spelled out equivalent (and).
- » Use the symbols *f* (for frequency in italics) and % (for per cent) in tabular presentation of research results. The word equivalent should be used in text except for instances when the word “per cent” comes with a numeral.

- » Use the expression per cent in its spelled out version when used as a stand-alone expression; use its symbol equivalent when it comes with a figure e.g. per cent; 5%.

### **Fonts**

- » Candara, 12 font size all throughout the manuscript; 9 font size for tables
- » Italics for foreign words, including scientific names
- » Uppercase for heads
- » Boldface, sentence case for side-heads

### **Indentation**

- » All paragraphs must be properly indented by 0.5 inch

### **Length**

- » The manuscript must contain 4000 to 5000 words unless justified.
- » Abstract must have 190-200 words unless justified such as pure sciences.

### **Margin**

- » 1 inch for all sides
- » Right margin must be justified.

### **Pagination**

- » Number serially all pages, including tables, appendices and references.

### **Paper size**

- » 8.5 x 11 inch

### **Spacing**

- » Single-space for paragraphs
- » Double-space in between paragraphs and subsequent side-heads

### **Spelling preference**

- » Use standard American English (e.g. favor not favour).

### **Table and figure headings**

- » No color fill
- » Table head should be in sentence case.
- » Do not use full point at the end of a table heading.

- » Do not set table head and column labels in boldface.
- » Move each table to the center; table heading should be placed on top of the table it describes flushed to the left.
- » Figure heading should be placed below the figure.
- » Headings do not include capitals for all content words; only the first letter of the first word should be capitalized.
- » Avoid such expressions as “In the following table ...” or “As can be seen in the figure above ...”. In the printed version, these elements may need to be repositioned due to constraints of page layout. Generally, long tables and/or space-consuming figures are removed when the data presented in this manner are already reported in the text which needlessly repeats the obvious data.
- » Each table should have three horizontal lines only without vertical lines.
- » Tables must not be in jpeg format.
- » Figure heading should be placed below the figure.
- » Graphics or photos must be at 300 dpi resolution to avoid pixelated printout.
- » Present only summary tables of descriptive data, statistical tables with significant results and do not present charts and graphs if data are presented in tabular form as this is redundant.

Example table for quantitative study:

Table 1. Comparison of ICT knowledge level among teachers and students

Computer Applications	Teachers	Students
PC Basics**	Advanced (3.11)	Advanced (3.17)
MS Word*	Advanced (2.85)	Advanced (2.76)
MS Excel*	Intermediate (2.46)	Intermediate (2.25)
MS PowerPoint*	Intermediate (2.49)	Intermediate (2.26)
Internet Application*	Advanced (2.62)	Advanced (2.52)
<b>Overall*</b>	<b>Advanced</b> <b>(2.71)</b>	<b>Advanced</b> <b>(2.59)</b>

- \* Items where the ICT knowledge level of the teachers is higher than that of the students.
- \*\* Items where the ICT knowledge level of the teachers is lower than that of the students.

Example table for qualitative study:

Table 1. Female stereotypes portrayed in the three films

Films	Leading Female Characters	Stereotypes Portrayed			
		Behavior	Interactions	Intelligence	Physical Appearance
<i>For Your Eyes Only</i> (1981)	Melina Havelock (Carole Bouquet)	strong feisty avenging	appealing/engaging charming submissive	shrewd / cunning intelligent	slim beautiful
	Bibi Dahl (Lynn-Holly Johnson)	somewhat strong childish	seductive	intelligent	beautiful
	Lisl Von Schlaf (Cassandra Harris)	somewhat strong	vulnerable, thus, killed	wise	sexy
<i>Octopussy</i> (1983)	Octopussy (Maud Adams)	Strong fighting aggressive	pleasant amiable	shrewd / cunning	gorgeous with thin yet voluptuous body
	Magda (Kristina Wayborn)	strong	engaging	shrewd / cunning	attractive
Licence to Kill (1989)	Pam Bouvier (Carey Lowell)	Strong fighting aggressive	amiable warm	shrewd / cunning	beautiful / sexy
	Lupe Lamora (Talisa Soto)	vulnerable, thus easily whipped	friendly vulnerable	shrewd/ cunning	



- » The words, Table and Figure, should be spelled out with the number.
- » Place a zero before the decimal in numbers less than 1 (e.g. 0.25).
- » Title of Table and explanatory note of Figure should be brief as possible and understandable without referring to the text. Note of Figure should be typed double-spaced below the figure.
- » Figures should consist only of simple line drawings, computer-generated graphics or good quality black and white photographs.
- » Photographs should be original figures that are not electronically enhanced and submitted in a jpeg or png file.
- » Label of Figures should be of such a size so that these are still legible even after reducing the size by as much as 50%.
- » Use preferably Adobe Photoshop CS, Adobe Indesign CS and/or PDF computer-generated graphics.

## Verb Tense

Use past tense when:

- » discussing the research methodology and reporting the findings
- » referring to a statement(s) of other researchers
- » citing previous research in your article
- » discussing a fact, research results or law that is no longer considered valid and relevant

Use present tense when:

- » discussing the findings, that hold true up to the present, and their implications
- » stating general truths or facts or conclusions supported by scientific findings that are unlikely to change – this may be anything that is universally accepted to be true. To refer to the article, thesis or dissertation itself
- » referring to the research manuscript itself, its contents including illustrations, texts, and the like
- » presenting the conclusions

Use future tense when:

- » stating recommendations

## Head Word Placement

- » Move to the center and set in uppercase all main heads (ABSTRACT, KEY WORDS, INTRODUCTION, FRAMEWORK, OBJECTIVES, MATERIALS AND METHODS (OR METHODOLOGY for social sciences), RESULTS AND DISCUSSION, CONCLUSIONS, TRANSLATIONAL RESEARCH, ACKNOWLEDGMENTS and LITERATURE CITED).

The full manuscript should contain the following:

## HEADING

### Title

- » Boldface
- » 12-15 characters
- » Title by result (preferably); the most important result is made as the title.
- » Catchy, interesting, relevant to international audience
- » Language universally understandable
- » Set the first letter of each key word in uppercase.
- » Do not use title by scope; broad titles

### Name of the Author(s)

- » Provide middle initial in the author's name (or names of the authors for team research), if applicable.
- » Set in uppercase

### ORCID No.

- » Obtain ORCID No. from the ORCID website at [www.orcid.org](http://www.orcid.org).
- » ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized ([orcid.org](http://orcid.org).)
- » Example of Format of ORCID: <http://orcid.org/0000-0002-1825-0097>

## Email Address

- » Use an email address that is not embarrassing.
- » An email address (preferably Google account) should at least have his/her name or nickname on it to help other people easily identify him/her.

## Affiliation

- » Use the name of the institution in which the author is connected and its geographical location (country).
- » For submissions (thesis, dissertation, seminar paper, etc.) completed by a graduate student, the name of the institution from which he/she graduated should be used if funding has been granted, otherwise the author decides on which institution should be used.

## ABSTRACT

- » The Abstract should contain topic introduction, chief purpose/aim, method (design, techniques, and optional sub-parts: instruments, statistical treatment), results, conclusions and translational research (optional).

## KEYWORDS

- » Indicate the discipline of the study, concepts studied, research design/process and setting of the study (country and continent) as keywords.
- » Set keywords in sentence case.

For example,

### KEYWORDS

Economics, gross product index, poverty, descriptive design, Philippines, Asia

## INTRODUCTION

- » The INTRODUCTION should contain:  
First Section
  - » Global situational analysis of the problem supported by the literature from different continents

### Second Section

- » Regional situational analysis supported by literature from the region of the study. Researchers from Middle East, North Africa, the Association of Southeast Asian Nations (ASEAN) such as Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam must include literature from these countries to capture the perspective in the study.

### Third Section

- » Local situational analysis of the problem

### Fourth Section

- » Gap in the literature from the literature reviews that the study intends to find
- » Differentness of the study from other previous studies
- » Compelling reasons of the writer for choosing the problem
- » Craft the INTRODUCTION relatively nontechnical yet clear enough for an informed reader to understand the manuscript's contribution.
- » Use several sources with several authors embedded in a sentence.
  - » Utilize research review papers and scientific sources preferably from subscription journals because they are more authoritative and credible such as Pubmed, Science Direct, Springer, Proquest, EbscoHost, among others.

Note: Basic research and other types of research may follow a different format.

## FRAMEWORK

- » (Optional for experimental researches)
- » It should contain basic explication of the meaning of the variables of the study.
- » Present the framework in either schematic or textual form merging the theories discussed in which the study was anchored.
- » Remove diagram unless very essential.
- » No framework is required (for experimental study).

## OBJECTIVES

- » State the OBJECTIVES of the study in paragraph form.
- » Use objectives that show what the researcher shall do with the data and not words to indicate what the researcher intends to do as a research process.
- » Write the objectives in paragraph form setting one from the others by a number in close parenthesis.
- » Do not use problem statements/questions.

## METHODOLOGY

For Pure Sciences:

MATERIALS AND METHODS

Research Design

Research Site

Participants

Instrumentation

- » Construction, try-out, reliability and validity

Research Ethics Protocol

- » Informed consent
- » Clearance from the Ethics Review Board
- » Gratuitous permit from a government agency for floral and faunal studies
- » Permit from the head of the indigenous peoples of the research sites
- » Representative of animal welfare society for clinical studies involving animals

Data Collection

Statistical Techniques

- » No formulae needed

For Social Sciences:

METHODOLOGY

Research Design

Research Site

Participants

## Instrumentation

- » Construction, Try-out, Reliability and Validity

## Research Ethics Protocol

- » Informed consent
- » Clearance from the Ethics Review Board

## Data Collection

### Statistical Techniques

## RESULTS AND DISCUSSION

- » Sometimes termed DISCUSSION only for theoretical papers
- » Answers to objectives
- » Highlight salient findings of the study supported by global, regional and local
- » Use keywords from objectives as side-head of the Results and Discussion.
- » Intercontinental literature support of the data (in-text citation)
- » Summary tables and significant results
- » Long tables with brimming data should be avoided especially when the text can stand to discuss and/or explain the data.
- » Validation of the theory used (integrated)
- » Provide a critique on the methods and theories used in the last paragraph.

## CONCLUSIONS

- » In paragraph form, not broken down
- » Highlight new discovery (if any) that you obtained only after completing the study, something (not found in the literature) which contributes to new knowledge.
- » This section supports or negates previous conclusions, validates theory used and/or generates new theory. Highlight this information in your email to the editorial office at [iasper@aseanresearch.org](mailto:iasper@aseanresearch.org) so you can comply with the requirement for newness of finding. They are not repetitions of the discussion but are judgments of the results obtained.

## TRANSLATIONAL RESEARCH

- » This part describes the various forms of popular and innovative media that translate scientific information into ways that can be understood by users of the research.

- » This includes but not limited to: policy, song, dance, illustrational books, drama, storytelling, brochures, posters, paintings, radio play and video clips.

## RECOMMENDATIONS

- » Write recommendations only for national, regional and global significance and application.

## ACKNOWLEDGMENTS

- » (Optional)
- » Limited to funders of the research with grants award number code and data
- » Acknowledge service agencies that funded the study (required).
- » Sources of data mined, e.g. WHO, UNESCO
- » Do not acknowledge God, family, friends, colleagues

## LITERATURE CITED

- » Use referencing softwares such as Endnote and Mendeley. Writers must submit screenshot of their accounts in Endnote and Mendeley.

### Spacing:

- » Double space in between referenced literature items; single space in between lines of each literature cited.

### Referencing Styles:

- » All references used in the manuscript should be traceable online.
- » Authors are cautioned from using gray literature (any work that is NOT scientifically peer reviewed and published in internationally indexed research journals).
- » Use references from articles published in IASPER journals (at least three, if possible).
- » Prefer references which have earned citations already.
- » The count is provided at the lower left side of every title. On the lower right is the word “cite”, click on this to get three options MLA, APA and Chicago styles. Choose the appropriate style for your study. If you decide to use MLA, then we prefer footnotes/endnotes. No reference list is required if you have endnotes. Copy and paste the citation given, add the URL of the source with the phrase retrieved on (date) from (URL). Without URL, we choose to interpret the source as print only, and hence, not traceable online.

- » Include those works cited in the text. Each entry should contain all information necessary or unambiguous identification of the published work. Literature must be traceable online from peer-reviewed, indexed, cross-referenced journals in reputable databases.
- » Copy and paste every reference in [www.ejournals.ph](http://www.ejournals.ph), [www.scholar.google.com](http://www.scholar.google.com), [www.doaj.org](http://www.doaj.org), [www.scopus.com](http://www.scopus.com), [www.thomsonreuters.com](http://www.thomsonreuters.com) and other reputable databases to check their correctness and online accessibility.
- » URL should be shortened; go to [goo.gl](http://goo.gl) and paste your long URL in the search box to obtain the short URL then replace your long URL.
- » Include Digital Object Identifier (DOI), copy the DOI and DO NOT copy the URL anymore.
- » This sub-section of the manuscript should be structured as:

*Authored book* (one author)

*Long URL*

Speer, J. H. (2010) Fundamentals of tree-ring research. University of Arizona Press. Retrieved on May 1, 2014 from [http://books.google.com.ph/books?id=XtxEbCzbKUUC&printsec=frontcover&dq=trees+2010&chl=en&sa=X&ei=ha-8U8vKIsn3igKH9oHADA&redir\\_esc=y#v=onepage&q=trees%202010&f=false](http://books.google.com.ph/books?id=XtxEbCzbKUUC&printsec=frontcover&dq=trees+2010&chl=en&sa=X&ei=ha-8U8vKIsn3igKH9oHADA&redir_esc=y#v=onepage&q=trees%202010&f=false)

*Shortened URL through goo.gl*

Speer, J. H. (2010) Fundamentals of tree-ring research. University of Arizona Press. Retrieved on May 1, 2014 from <http://goo.gl/Od2qtR>

*Authored book* (two authors)

Taraban, R. & Kerr, M. (2004) *Analytic and pragmatic factors in college students' metacognitive reading strategies*. Reading Psychology Retrieved on February 12, 2013 from <http://www.cognitivesolutionslc.com/metacogread.pdf>



*Authored book* (more than two authors)

Taraban, H., Cotter, R., Confir, T. & Jefferson, F. (2004) *Analytic and pragmatic factors in college students' metacognitive reading strategies*. Reading Psychology Retrieved on February 12, 2013 from <http://www.cognitivesolutionslc.com/metacogread.pdf>

*Article in an online scientific journal*

Include the issue number in parenthesis (not underlined) immediately following the volume number and preceding the page numbers.

Bogaards, P. (2013) *Deux langues, quatre dictionnaires*. *Lexicographica* 12 (6): 162-173. Retrieved on March 12, 2012 from <http://www.wuenjournal.com/regular.pdf>

- » Writing of et al. in the Literature Cited is discouraged, instead all names of the authors should be mentioned. If two or more references are cited, arrange them by year.
- » When reference is made from a particular passage, the original author should be cited using his/her surname, date of publication and the page number(s) where the text was lifted. This should be punctuated with a colon that precedes the page numbers, e.g. Soriano (2011: 341-344) or Domingo (2011:57).
- » Use commas to separate short references that appear within parentheses, e.g. (Meneses 2009, 2012). If multiple references need to be cited, arrange them alphabetically with the corresponding date of publication in place.
- » Latin abbreviations as “et al.” should be used when citing a work by more than two authors or editors, e.g. Bernaldez et al. (2008), rather than Bernaldez, Castro, Quebral, and Santos (2002). For two authors, both names are given, joined by “and”, e.g. Santos and Guinza (2001).
- » Electronic or Internet source (other than books)
- » Provide the year of electronic publication or of the most recent update. If no year of publication is available, use the date when you accessed the material. If you cite an e-mail message (personal, bulletin board, electronic discussion group, interview, etc.) cite it in your text as a personal communication. Give the last name and initial(s) of the author of the communication and exact date. For example,

Ragandang, P. M., director of the Dance for Peace Philippines, affirmed that majority of the Filipino, especially in the areas where conflict among muslim and Christians exist, need peace in all aspects of their life (personal communication, March 10, 2010).

- » Even if the author's name is provided in the sentence, if no page or paragraph numbers are available, the name in the parenthesis should be added again at the end of the sentence to mark the boundary of the citation.

Hart (1996) claimed that neuro-musicology is being hailed as a “new discipline”; however, this discipline...

- » If the paper refers to statutes, legal treatises, or court cases, citations acceptable in law reviews should be used.