



# JOURNAL OF MANAGEMENT AND DEVELOPMENT STUDIES

THE OFFICIAL SCIENTIFIC ONLINE  
JOURNAL OF THE FACULTY OF  
MANAGEMENT AND DEVELOPMENT  
STUDIES



# ARTICLE SUBMISSION GUIDELINES

# The Journal



JMDS

# The Journal

The **Journal of Management and Development Studies (JMDS)** is the official scientific online journal of the Faculty of Management and Development Studies (FMDS) of the UP Open University (UPOU).

It is a bi-annual, online, open access, peer-reviewed journal in English that covers original researches in broad areas of disciplines, including Environment and Natural Resources Management, Agriculture, Land Valuation, Health Sciences, ASEAN studies, Public Management, Research and Development Management, Social Work, and Entrepreneurship.



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# The Journal

It also publishes notes and reviews on relevant and timely subjects on management and development. The Journal of Management and Development Studies aims to cater to global or international readership, thus the broad composition of its Board of Editors and Reviewers. Two volumes a year may be published but supplements may be issued anytime as necessary.

The objective of the journal is to circulate worldwide the original researches and new scientific information on management, development, environment, agriculture, health sciences, ASEAN studies, land valuation, social work, and entrepreneurship. Papers should also reflect how the 17 Sustainable Development Goals (SDGs) were addressed by the manuscript and how Open Distance e-Learning (ODeL) was incorporated or integrated into the study.



# Peer Review and Publication Policy



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# Peer Review and Publication Policy

## Initial manuscript evaluation

Submitted manuscripts must follow the minimum criteria which are:

- Topics should relate to management and development, including the broad disciplines of Environment and Natural Resources Management, Agriculture, Land Valuation, Health Sciences, ASEAN studies, Public Management, Research and Development Management, Social Work, and Entrepreneurship.
- Should also reflect how the 17 Sustainable Development Goals (SDGs) were addressed by the manuscript and how Open Distance e-Learning (ODeL) was incorporated or integrated into the study.
- The manuscript can be classified as either Research Article or Notes/Reviews.
- The article, including tables, figures and references should be between 4,000 to 7,000 words and should not exceed 7,000 words. Submissions that far exceed this limit will not be considered for review.



# Peer Review and Publication Policy

- Tables, figures and photos are highly encouraged, but should be placed within the text, and not at the end.
- Figures and photos need to be submitted separately to retain the quality of the images.
- References should follow the APA 7th Edition format.

## Peer Review

JMDS employs double blind peer review which is a process where both the reviewers and author/s remain anonymous throughout the whole review process.



# Peer Review and Publication Policy

## Review process duration

The length of the process depends on the response of the Reviewers and Authors.

- Reviewers are given 15 working days to finish the review.
- Authors are given 20 working days to address the Reviewer Comments by revising the article and accomplishing the provided Rejoinder Form.
- The Rejoinder Form and Revised Article are sent to the Reviewers for checking and additional comments or edits.
- Once all the Reviewers have accept the revision, the manuscript will then be subjected to plagiarism check.
- Articles must get a similarity index score of 10% or lower otherwise, the article must be revised and will undergo another plagiarism check.





# Peer Review and Publication Policy

## Plagiarism Check

- JMDS employs the use of Turnitin.
- The acceptable Similarity Index percentage is less than 10%.
- Manuscripts that incur a Similarity Index percentage greater than 10% will be returned to the Author for revision.
- If the Similarity Index percentage is  $\leq 10\%$ , the manuscript will now undergo Final Review.



# Peer Review and Publication Policy

## Final Review

The Editors will perform the Final Review by evaluating the following:

- If the manuscript follows the minimum criteria for publication.
- If the author submitted a signed certification that the manuscript has not been published in any journal or publication.
- If the manuscript incurs an acceptable Similarity Index Percentage.

The Editors will also perform language editing and grammar corrections as part of the Final Review. Once all the Editors have agreed with the revision and changes, the camera-ready manuscript will be sent to the Author/s for final checking.



# Role of Authors and Contributors



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# Role of Authors and Contributors

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# Role of Authors and Contributors

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# Privacy Statement

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# Submission Checklist



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# Submission Checklist

- Abstract (should be 200 to 300 words)

**ABSTRACT TEMPLATE**

- Article (should be between 4,000 to 7,000 words; including table, figures, and references)

**FULL PAPER TEMPLATE**

- Figures and Images (to be submitted as separate files; should be in JPG or PNG format)
- References (should follow **APA 7th Edition** format)



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# Submission Checklist

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# Submission Process



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# Submission Process

1. Go to the **JMDS Article Submission Form** which will walk you through the submission process.
2. Read the instructions carefully on the form before proceeding to submit your article.
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