



Checklist for Authors

This checklist is made based on the Guide for Authors of The Palawan Scientist journal to ensure that each author **STRICTLY** followed the journal's guidelines. It is the duty of the corresponding author to ensure that the submitted article conforms with this checklist. Paper which does not conform to the checklist will remain **UNSUBMITTED**, hence will never undergo a review process. Noncompliance of such may cause **DELAY** in the publication process or **OUTRIGHT REJECTION** of the paper.

Instruction

Please evaluate your paper by clicking the appropriate box at the end of each statement. Upon affixing your signature, kindly submit this form together with your article and other required documents.

Description/Criteria	Yes	No	N/A
I. Types of Papers			
1. Research article: Aside from the title of the paper, author(s), and affiliations, the manuscript has the following headings/subheadings: ABSTRACT ; Keywords ; INTRODUCTION (no subheadings, no figures and no tables); METHODS (with subheadings); RESULTS (with subheadings); DISCUSSIONS (with subheadings); ACKNOWLEDGMENTS ; Role of authors (if more than one) and REFERENCES . Not more than 6,000 words. File name: Research Article_Family Name of Corresponding Author_Version 1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Notes: Aside from the title, author(s) and affiliations, the manuscript contains an ABSTRACT ; Keywords ; body of the notes (without headings but different paragraphs briefly provided the following: background, methods, results and discussion), ACKNOWLEDGMENTS ; Role of authors (if more than one) and REFERENCES . No more than 3,000 words. File Name: Notes_Family Name of Corresponding Author_Version 1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Review Paper: Aside from the title, author(s) and affiliations, the review paper has an ABSTRACT ; Keywords ; INTRODUCTION ; headings of the sub-topics; ACKNOWLEDGMENTS ; Role of authors and REFERENCES . Not more than 8,000 words. File name: Review Paper_Family Name of Corresponding Author_Version 1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. Manuscript Preparation			
A. General Guidelines			
1. The font of the manuscript is Times New Roman, size 10; in A4 size paper with 2.54 cm margin on all sides with page numbers at the bottom center of each page; in MS word file, double spaced, single column with line numbers. Font sizes of the tables and figures could be reduced as long as readable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The referencing style of The Palawan Scientist has been strictly followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Names of authors of the manuscript are indicated. Any change (removal or addition) to authorship should be made before the online posting of the in-press version.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The manuscript is free from plagiarism; well-written in American English; spelling and grammar are checked; and underwent proofreading by English Critic or a language editing software was used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Emphasized words or phrases are in double quotation (not italicized).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. No suspected predatory journals are cited in the manuscript.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Title Page			
1. Title Page contained the following: title of the article, running title, author(s) name, author(s) affiliation(s). Complete contact details (mailing address and e-mail address) of the corresponding author is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The title of the paper is above-centered, bold and written in a sentence form. The proper nouns are capitalized, scientific names are italicized. The taxonomic authority is included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Superscripts in Arabic numbers are placed after the author's name as reference to their affiliations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. ABSTRACT			
1. Abstract is clearly and concisely written in not more than 250 words that clearly contains the overall purpose, methods, results and recommendations/implications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Keywords – maximum of six alphabetically arranged words not mentioned in the title, lower-cased, except	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

for proper nouns.			
3. The author did not include any citation in the abstract page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. INTRODUCTION: <i>What is this paper? The problem, what is not known, the objectives of the study.</i>			
1. Background and significance of the study and critique of pertinent literature is sufficiently written in this section. It justifies the objectives of the study (no subheadings, no figure, no table).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Only objectives mentioned are explained in the methods, results, and discussion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. METHODS: <i>How was the study done?</i>			
1. Clearly describe the population of the study, study sites, research design, sampling procedure, data collection technique, data analysis, and other subheadings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Subheadings are used to distinguish the different methods (for each objective and other relevant subtopics).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All statistical tests, parameters and replications are clearly stated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Equation is inserted using the Equation Editor in the journal's suggested font type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The brand/model and country of all chemicals/equipment used is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. RESULTS: <i>What did you find?</i>			
1. Results presented in accordance with the order of objectives indicated by subheadings and/or sub-subheadings. The text does not excessively repeat the contents of the tables and figures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Past tense is used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. DISCUSSIONS: <i>What does it mean? What's next?</i>			
1. Provided interpretation and significance of the result in light of what was already known about the problem being investigated, explained new knowledge or insights (conclusion and recommendations) that emerged in the results section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Presented in accordance with the results indicated by subheadings and/or sub-subheadings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Tables and figures are used to compare the results of the study with those of other authors/studies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. REFERENCES: <i>Please carefully follow the suggested format and style.</i>			
1. Literature in-text citations by author and year are used: for single author (Frietag 2005) or Frietag (2005); for two authors (De Guzman and Creencia 2014) or De Guzman and Creencia (2014); and, more than two authors (Sebido et al. 2004) or Sebido et al. (2004).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Semi-colon is employed followed by a single space when citing more than two authors and chronologically arranged by date of publication (e.g. Sebido et al. 2004; Frietag 2005; De Guzman and Creencia 2014), and alphabetizing author with the same year of publication (e.g. Balisco and Babaran 2014; Gonzales 2014; Smith 2014), respectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Comma is used followed by a single space for different references with the same author to separate the year of publication (e.g. Jontila 2005, 2010). Two different papers having the same author and year of publication were properly distinguished using "letter" (e.g. Creencia 2010a, b).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. For articles with more than 10 authors, only the first 10 are listed followed by et al. (et alia).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All citations used in the manuscript body are listed in alphabetical and chronological manner. Only authors mentioned in the text are listed in the References section and vice versa.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Journal's name in full is written (e.g. The Palawan Scientist, not Palawan Sci; Reviews in Fisheries Science, not Rev. Fish. Sci.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Online references have a full link of DOI and/or link or webpage, whichever is applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Referencing software was used; and referencing fields were removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Citing journal articles Dolorosa RG, Grant A and Gill JA. 2013. Translocation of wild <i>Trochus niloticus</i> : prospects for enhancing depleted Philippine reefs. Reviews in Fisheries Science, 21(3-4): 403-413. https://doi.org/10.1080/10641262.2013.800773	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Citing journal articles with the same Authors name Dolorosa RG. 2015a. Size composition and abundance of Red Striped sea cucumber <i>Thelenota rubralineata</i> in Cagayancillo, Palawan, Philippines. The Palawan Scientist, 7: 40-42.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dolorosa RG. 2015b. The sea cucumbers (Echinodermata: Holothuroidea) of Tubbataha reefs natural park, Philippines. SPC Beche-demer Information Bulletin, 35: 10-18.			
11. Citing of books Gonzales BJ. 2013. Field Guide to Coastal Fishes of Palawan. Coral Triangle Initiative on Corals, Fisheries and Food Security, Quezon City, Philippines. 208pp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Citing a chapter in a book Poutiers JM. 1998. Gastropods. In: Carpenter KE and Niem VH (eds). FAO Species Identification Guide for Fishery Purposes. The Living Marine Resources of the Western Central Pacific Seaweeds, Corals, Bivalves and Gastropods. Food and Agriculture Organization of United Nations, Rome, Italy, pp. 364-686.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Citing a Web Page Froese R and Pauly D (eds). 2022. FishBase. www.fishbase.org . Accessed on 07 March 2022. IUCN (International Union for the Conservation of Nature) 2021. The IUCN Red List of Threatened Species. Version 2021-1. https://www.iucnredlist.org . Accessed on 07 March 2022.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Citing a thesis or dissertation Guion SL. 2006. Captive breeding performance of <i>Crocodylus porosus</i> (Schneider 1901) breeders at the Palawan Wildlife Rescue and Conservation Center. BS in Fisheries. Western Philippines University- Puerto Princesa Campus, Palawan, Philippines. 28pp. (include weblink, if there's any, followed by accessed date).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Citing a Report Picardal RM and Dolorosa RG. 2014. Gastropods and bivalves of Tubbataha Reefs Natural Park, Cagayancillo, Palawan, Philippines. Tubbataha Management Office and Western Philippines University. 25pp. (include weblink, if there's any, followed by accessed date).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. In Press articles when cited must include the name of the journal that has accepted the paper Alcantara LB and Noro T. In press. Growth of the abalone <i>Haliotis diversicolor</i> (Reeve) fed with macroalgae in floating net cage and plastic tank. Aquaculture Research.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Citing an article from an online newspaper. Fabro KA. 2021. Surge in seizures of giant clam shells has Philippine conservationists wary. Mongabay. https://news.mongabay.com/2021/03/surge-in-seizures-of-giant-clam-shells-has-philippine-conservationists-wary/ . Accessed on 07 March 2022.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Figures and Tables			
1. Figures and Tables are numbered (Arabic numerals) chronologically; stand-alone captions are in sentence and double spaced, justified margins, not indented, and not in a text box; and placed immediately after (below) the paragraph where it was first mentioned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. References to the tables and figures in the text are cited as: Table 1; Figure 1; Tables 1 and 2; Figures 1 and 2; Table 1A; Figure 1B, (not Table 1a or Figure 1b) consistent with the label in the Tables and Figures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Photos, maps and drawings are treated as Figures and have at least 300 dpi, are included in the manuscript using the "Insert Pictures" tool of the MS word. Note: A separate file of each photo should be available upon request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Charts and graphs are in jpeg file, 300 dpi; with white background free from major grid lines (of y-axis); the x and y axes are labeled and legend is provided. A colored version of figures (especially map) is available when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Illustrations are original line drawings of good quality and do not exceed A4 size paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Inscriptions on the illustrations are readable even if it is reduced by 75%. Drawings were scanned and saved in TIF or PDF format before embedding on the manuscript.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. All photos used in the paper are taken by the author/s (if possible); duly acknowledged from other researchers/individuals/organizations; and has written permission from the copyright holder (e.g. journals or books).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The rows, columns and edges of the table are bordered by lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Large tables occupying two pages or more should have a repeat header rows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

J. Scientific, English and Local Names			
1. All organisms are identified by their English, scientific names and local names if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Scientific names including the authority (e.g. <i>Enosteoides philippinensis</i> Dolorosa & Werding, 2014) are cited for all organisms at first mention. Subsequently, only the initials of the genus (e.g. <i>E. philippinensis</i>) are written except when starting a sentence with a scientific name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All scientific names are italicized. Example: <i>Rochia nilotica</i> ; <i>Anadara</i> sp. <i>Musa</i> spp. The higher levels of taxonomic classification (example: family Echinometridae) are not italicized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Local names are in double quotes (example: locally called “palay” not ‘palay’).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Punctuations, Equations, Symbols and Unit of measures			
1. Unfamiliar terms, abbreviations or acronyms, and symbols at first mention are defined or spelled-out even in the Abstract. Acronym is spelled-out only in the Introduction and is written in acronym in succeeding parts of the paper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Clearly presented the Mathematical equations (italicized and inserted using the equation tool) and numbered sequentially in Arabic numerals in parentheses on the right-hand side of the equation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. International System of Units of measurements are used but separated from the value and the unit of measure (e.g. 5 mm, 3 ml, 25 g, 30 m ³ , 100 μm, 9 ind ha ⁻¹ , 10 sacks ha ⁻¹ , 2 kg h ⁻¹ , 2 kg h ⁻¹ day ⁻¹) and probability (<i>P</i>) is in upper cased and italicized (e.g. <i>P</i> > 0.05; <i>P</i> < 0.05; <i>P</i> = 0.01).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There are NO spaces between value and percent sign and degree of temperatures (e.g. 5% and 9°C).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. There is a single space between numbers and the following mathematical signs: ±, =, ×, -, +, ÷, (e.g. 92 ± 0.092; 5 × 6).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Numbers lesser than 10 are spelled out (e.g. eight trees, 10 fish) except when followed by a unit of measure (e.g. 9 cm, not nine cm). Number mentioned at the start of the statement is spelled-out (e.g. Nine fishermen not 9 fishermen or Six degrees Celsius not 6°C).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The symbol for Degree (°) is inserted using the insert symbol option and not zero (0) or alphabet (o) superscript.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Apostrophes are used in years (e.g. 2014’s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Periods are not used in acronyms and initialism (e.g. UNESCO not U.N.E.S.C.O).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Dates are written in a manner of: day-month-year (e.g. 05 May 1999).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Twenty-four-hour (24-hour) time format is used (e.g. 1300), abbreviations for hour (h), minutes (m), and seconds (s) (e.g. 2 h and 30 min; or 2.5 h).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Single capital letter and proper symbols for coordinates (e.g. °, ', ") (using the insert symbol option) is used when writing latitude and longitude (9°47'03.47"N and 118°43'38.52"E or 9.254861°N).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Compass points (north, south, east, west) and their derivations (northern, southern, eastern, western) are in lowercase (e.g. northern of Palawan except when they form part of the place name (e.g. South Cotabato).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. Other Documents			
1. The Cover Letter is included following the suggested template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Copyright Transfer Agreement is included following the suggested template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Open Access Agreement is included following the suggested template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The undersigned, on behalf of the co-authors, hereby certify the correctness of the given information and agreed that any misrepresentation made in this form may be used as basis by the Editorial Board in rejecting the publication of the manuscript or in withdrawing the published article from The Palawan Scientist journal.

SIGNATURE OVER PRINTED NAME
of the Corresponding Author