



## THE PALAWAN SCIENTIST

### GUIDE FOR AUTHORS

The Palawan Scientist is an externally peer-reviewed multi-disciplinary and open-access journal that **does NOT charge any processing/publication fees**. It releases one volume with two issues per year (June and December).

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#### OBJECTIVE AND SCOPE

As a multi-disciplinary journal, The Palawan Scientist aims to publish high-quality and original research in the fields of agriculture, fisheries and aquatic sciences, environment, education, engineering, mathematics, sociology, and related disciplines (including arts and humanities).

#### CALL FOR PAPERS

The Palawan Scientist is accepting original research articles, notes, and review papers for its coming issue. Please submit an e-copy of your manuscript through the “[Submit Manuscript](#)” panel of the website. For more information and regular updates, please refer to our Guide for Authors and visit or like our Facebook Page: The Palawan Scientist

#### FOR INQUIRIES OR FEEDBACK

For inquiries, suggestions or complaints authors may email the Editor-in-Chief at [palawanscientist@gmail.com](mailto:palawanscientist@gmail.com)

#### Types of Paper

The Palawan Scientist categorizes manuscripts based on their contents and scientific contributions. The TPS classifies submitted manuscripts into 3 types:

1. **Research article:** Regular papers should report the results of original research which have not been previously published elsewhere, except in preliminary form. It should have a total of not more than 6,000 words and must be organized with the following main headings: **ABSTRACT, Keywords, INTRODUCTION, METHODS, RESULTS, DISCUSSION, ACKNOWLEDGMENTS, REFERENCES.**
2. **Notes** should be brief descriptions of experimental procedures, technical operations or applied activities within the laboratories or in the field. It should have a total of not more than 3,000 words and consist of **ABSTRACT, Keywords**, followed by the **NOTES, ACKNOWLEDGMENTS** and **REFERENCES.**



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3. **Review Paper** should cover specific topics which are of active current interest. It may contain an **ABSTRACT**, **Keywords**, **INTRODUCTION**, the **different headings of the sub-topic**, **ACKNOWLEDGMENTS** and **REFERENCES** with a total of not more than 8,000 words.

### Manuscript Submission Process

1. Before submission, the authors are advised to carefully read and follow strictly the journal policies and the guide for authors to avoid delay in the publication process.
2. Authors must submit an e-copy of the manuscript through the "[Submit Manuscript](#)" panel of the website. The file name of the manuscript should be **Type of Paper\_Family Name** of the Corresponding Author\_Version 1 (e.g. **Research Article\_Cruz\_Version 1**).
3. The corresponding author must submit the following files:
  - a. Full manuscript in **WORD FILE** using this [TEMPLATE](#).
  - b. [Cover letter](#)
  - c. [Copyright Transfer Agreement](#)
  - d. [Open Access Agreement](#)
  - e. [Checklist for Authors](#)

### Manuscript Preparation

#### 1. General Guidelines

- a. The manuscript should be typewritten using Times New Roman, font 10; double-spaced, single column, justified on A4 (8.3"x11.7") size paper, with 2.54 cm margins on all sides. All pages should be numbered consecutively at the bottom center of the page. Line numbers should be continuous (do not restart at each page).
- b. The manuscript should be free from plagiarism; well written in American English; spelling and grammar are checked; and have been proofread by English Critic or a language editing software is used.
- c. The author should refrain and/or are discouraged in citing publications from suspected predatory journals.

#### 2. Title Page

- a. The title page should contain the following: title of the article, running title, author(s), affiliation(s), name and complete contact details (mailing address and e-mail address) of the person to whom correspondence should be sent.
- b. A superscript in Arabic numbers should be placed after the author's name as reference to their affiliations. The title of the paper should be above-centered, **bold** and written in a sentence form.
- c. Capitalize only the first word of the title and proper nouns if there are. Scientific name(s) when included in the title should be accompanied by taxonomic authority.



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### 3. ABSTRACT

- a. Abstract page should not be more than 250 words. The abstract should contain facts and conclusions, rather than citation of the areas and subjects that have been treated or discussed.
- b. It may start with the hypothesis or a statement of the problem to be solved, followed by a description of the method or technique utilized to solve the problem.
- c. It should end with a summary of the results and their implications.
- d. **Keywords** – maximum of six alphabetically arranged words not mentioned in the title, lower-cased, except for proper nouns.

### 4. INTRODUCTION

- a. Provide sufficient information of the introduction/background of the study and critique of pertinent literature or current level of knowledge without subheadings, figures, and tables to give the readers clear understanding of the purpose and significance of the study.

### 5. METHODS

- a. Provide all information of the population/samples of the study, study sites, research design, sampling procedure, data collection technique and data analysis which includes subheadings to distinguish the different methods (for each objective and other relevant subtopics).
- b. Authors should clearly state all statistical tests, parameters and replications.
- c. Equation should be inserted using the Equation Editor in the journal's suggested font type.
- d. Authors should provide only the brand/model and country of all chemical/equipment used.

### 6. RESULTS

- a. Authors should present the result section by stating the findings of the research without bias and interpretation arranged in accordance with and to the order of objectives which are indicated by subheadings. Texts should not excessively repeat the contents of the tables and figures.

### 7. DISCUSSION

- a. Provide comprehensive interpretation and significance in accordance with the results in light of what is already known about the problem investigated, explained new knowledge or insights (conclusion and recommendation) that emerged in the results section.
- b. Tables and figures may be used to compare the results of the study with those of authors/studies.

### 8. ACKNOWLEDGMENTS

- a. Indicate the source of financial support, individuals who assisted in the conduct of research and anonymous reviewers.

### 9. REFERENCES

- a. References to the literature citations in the text should be by author and year; if there are two authors, both should be mentioned; with three or more authors, only the first author's family name plus "et al." need to be given.

References in the text should be cited as:



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- Single author: (Frietag 2005) or Freitag (2005)
  - Two authors: (De Guzman and Creencia 2014) or De Guzman and Creencia (2014)
  - More than two authors: (Sebido et al. 2004) or Sebido et al. (2004).
- b. Use a semicolon followed by a single space when citing more than two authors. Arrange by date of publication with the latest being the last in the list (example: Sebido et al. 2004; Freitag 2005; De Guzman and Creencia 2014).
- c. Use a comma followed by a single space to separate citations of different references authored by the same author (example: Jontila 2005, 2010). If the same author and year are cited, use a “letter” to distinguish one paper over the other (example: Creencia 2010a, b).
- d. Alphabetize authors with the same year of publications. Use semicolons to separate each publication (example: Balisco and Babaran 2014; Gonzales 2014; Smith 2014).
- e. Write journal’s name in full (examples: The Palawan Scientist, not Palawan Sci; Reviews in Fisheries Science, not Rev. Fish. Sci.).
- f. For articles with more than 10 authors, list only the first 10 authors followed by et. al.
- g. The list of citations at the References section of the paper should include only the works mentioned in the text and should be arranged in alphabetical and chronological manner. If a referencing software was used, the following fields should be removed before submitting the manuscript.
- h. Citing journal articles– name(s) and initial(s) of author(s), year, full title of research article (in sentence form), name of the journal (not abbreviated), volume number, issue number (if given), range of page numbers, DOI number (if available) and/or web link:
- Dolorosa RG, Grant A and Gill JA. 2013. Translocation of wild *Trochus niloticus*: prospects for enhancing depleted Philippine reefs. *Reviews in Fisheries Science*, 21(3-4): 403-413.  
<https://doi.org/10.1080/10641262.2013.800773>
- Ardines RB, Mecha NJMF and Dolorosa RG. 2020. Commonly gleaned macro-benthic invertebrates in a small offshore island of Cawili, Cagayancillo, Palawan, Philippines, *The Palawan Scientist*, 12: 102-125.
- i. Citing of books – name(s) of author(s), year of publication, full title of the book (capitalize each main word), publisher, place of publication and total number of pages.
- Gonzales BJ. 2013. *Field Guide to Coastal Fishes of Palawan*. Coral Triangle Initiative on Corals, Fisheries and Food Security, Quezon City, Philippines. 208pp.
- j. Citing a chapter in a book – name(s) of author(s), year, full title of the chapter in a book (capitalize each main word), last name of editor and title of book, edition, publisher, place of publication and page range of that chapter:
- 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*



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Seaweeds, Corals, Bivalves and Gastropods. Food and Agriculture Organization, Rome, Italy, pp. 364-686.

- k. Citing a Webpage – names of the author (s), year, title of the article, webpage address and date accessed.

Froese R and Pauly D (eds). 2022. FishBase. [www.fishbase.org](http://www.fishbase.org). Accessed on 07 March 2022.

CITES (Convention on International Trade of Endangered Species). 2014. The CITES Appendices. Convention on International Trade in Endangered Species of Wild Flora and Fauna. [www.cites.org](http://www.cites.org). Accessed on 07 March 2022.

- l. Citing a thesis or dissertation – author’s family name, initial names of the author, year, title of the thesis, degree, name of institution, address of the institution, total number of pages (pp).

Guion SL. 2006. Captive breeding performance of *Crocodylus porosus* (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).

Lerom RR. 2008. Biosystematics study of Palawan landraces of rice (*Oryza sativa* L.). Doctor of Philosophy, Institute of Biological Sciences, University of the Philippines-Los Baños College, Laguna, Philippines. 197pp. (include weblink, if there’s any, followed by accessed date).

- m. 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).

- n. 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 *Haliotis diversicolor* (Reeve) fed with macroalgae in floating net cage and plastic tank. *Aquaculture Research*.

- o. 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.

### 10. Figures and Tables

- a. Figures and tables should be numbered (Arabic numerals) chronologically. Stand-alone captions for figures and tables should be sentence-cased, double spaced, and have justified margins; the first line is not indented and placed immediately after the paragraph where it is first mentioned. The use of text boxes for figure and table captions are not allowed.
- b. References to the tables and figures in the text should be 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 to the label in the Tables and Figures.



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- c. Photos, maps, drawings, charts, and graphs should be treated as Figures and have at least 300 dpi, are included in the manuscript using the “Inset Pictures” tool of the MS Word. Note: A separate file of each photo should be available upon request.
- d. Graphs must have white background free from major grid lines (of y-axis); the x and y axes are labeled and legend is provided.
- e. Illustration should be original line drawings of good quality and should not exceed A4 size paper. Inscriptions should be readable even if the drawing is reduced by 75%. Drawings should be scanned and saved in TIF or PDF format before embedding on the manuscript. Separate files of the photos/illustrations may be requested upon the acceptance of the manuscript.
- f. All photos used in the paper must have been taken by the author(s), if possible. Photos taken from other researchers/individuals/organizations must be duly acknowledged in the paper. The use of photos downloaded from the web/internet is strictly forbidden unless a written permission from the copyright holder (of that photo) is presented.
- g. All rows, columns and edges of the table should be bordered by lines.

### 11. Scientific, English and Local Names

- a. All organisms must be identified by their English, scientific names and local names if possible.
- b. Scientific names and taxonomy authority must be cited for all organisms at first mention (e.g., *Stiphodon palawanensis* Maeda & Palla, 2015). Subsequently, only the initial of the genus should be written except when starting a sentence with a scientific name. All scientific names should be italicized. Example: *Epinephelus fuscoguttatus*; *Anadara* sp. *Musa* spp. Do not italicize the higher levels of taxonomic classification (example: family Echinometridae).
- c. Local names should be in double quotes (example: locally called “saging” not ‘saging’; “palay” not ‘palay’).
- d. Research articles dealing on species list should provide the authorities for each species (example: *Conus magus* Linnaeus, 1758; *Enosteoides philippinensis* Dolorosa & Werding, 2014).

### 12. Punctuations, Equations, Symbols and Unit of measures

- a. Unfamiliar terms, abbreviations, and symbols must be defined/spelled out at first mention even in the abstract. Acronym should only be spelled-out as it is introduced in the text, it should be written in acronym in succeeding parts of the paper.
- b. Mathematical equations should be clearly presented so that they can be interpreted properly. Equations must be numbered sequentially in Arabic numerals in parentheses on the right-hand side of the equations.
- c. In International System of Units of measurements must be used but separated from the value and the unit of measure (e.g. 5 mm, 25 g, 30 m<sup>3</sup>, 100 μm, 9 ind ha<sup>-1</sup>, 10 sacks ha<sup>-1</sup>, 2 kg h<sup>-1</sup>, 2 kg h<sup>-1</sup> day<sup>-1</sup>) and probability (*P*) is in upper cased and italicized (e.g. *P* > 0.05; *P* < 0.05; *P* = 0.01). To fix a single space



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- between the value and its unit of measure, use the MS word command “CTR+SHIFT+SPACE BAR” to provide a space between the value and its unit of measure.
- d. There is a single space between numbers and the following mathematical signs:  $\pm$ , =,  $\times$ , -, +,  $\div$ , (e.g.  $92 \pm 0.092$ ;  $5 \times 6$ ).
  - e. Numbers less than 10 should be spelled out (for example: eight trees, 10 fish) except when followed by a unit of measure (for example: 9 cm, not nine cm). Number mentioned at the start of the statement should be spelled-out (e.g. Nine fishermen not 9 fishermen or Six degrees Celsius not  $6^{\circ}\text{C}$ ).
  - f. The symbol for Degree ( $^{\circ}$ ) should be inserted using the insert symbol option and not zero (0) or alphabet (o) superscript.
  - g. Do not separate a percent sign and degree of temperature with the number (example: 5% and  $8^{\circ}\text{C}$ ).
  - h. Write dates in this manner: day-month-year (example: 20 October 2012 or 20 Oct 2012).
  - i. Use a 24-h system for time (example: 1300 instead of 1:00 pm). To express a measured length of time, abbreviations for hour (h), minutes (min) and seconds (sec) should be used (example: 2 h and 30 min; or 2.5 h).
  - j. Include apostrophes in years (example: 2014’s).
  - k. No periods in acronyms (example: UNESCO not U.N.E.S.C.O.; CITES not (C.I.T.E.S.))
  - l. Use a single capital letter when writing latitude and longitude (example:  $9^{\circ}44'27.80''\text{N}$  and  $118^{\circ}41'2.01''\text{E}$ ). Compass points (north, south, east, west) and their derivations (northern, southern, eastern, western) are lowercase (example: north of Palawan) except when they form part of the place name (example: South Cotabato; Eastern Samar).

## POLICIES

### Plagiarism

Plagiarism is copying the author’s (self-plagiarism) or someone else’s ideas, works, and words without proper acknowledgement, credit or permission of the original author and source. The Palawan Scientist uses a plagiarism checker to identify the originality of the submitted manuscript. Authors should strictly refrain from plagiarism and follow the ethical standard of the research community.

All manuscripts submitted to The Palawan Scientist shall undergo plagiarism check, if plagiarism is detected, authors will be advised to rewrite/rephrase the plagiarized portion before the publication process begins.

### Data fabrication and falsification

Fabrication concerns on making up research findings, while falsification is manipulating reports of scientific research results or data with an intention of giving false information about the status of submitted articles. Authors caught reporting any scientific research misconduct will no longer be allowed to submit their manuscript in the journal, and published articles which were later discovered to have such concern may be retracted upon the recommendation of the Technical Advisers.



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### **Ethical consideration**

Studies involving human subjects must have followed the institutional and national guidelines set by the ethics board. A consent statement form is secured for studies involving minors or children below 18 years old. Moreover, names and other information of the subjects must be kept confidential and will be excluded from the manuscript. Other relevant documents should be ready upon the request of The Palawan Scientist. Additionally, research studies involving the use of animals must have also followed all institutional and national ethical guidelines for the care and use of test/experimental animals.

### **Disclaimer**

The Editorial Board of The Palawan Scientist does not provide warranties as to the completeness and veracity of the content. Moreover, the opinion and ideas expressed in this publication are by the authors and not necessarily of the publisher. The Western Philippines University cannot accept any legal responsibility or liability arising from plagiarism and other errors.

### **Retractions**

In some cases, the paper published in The Palawan Scientist may be retracted due to scientific fraud, such as unethical authorship, repeated submissions, false claims of authorship, unethical use of data, or plagiarism. Before a paper may be retracted, the complainant or the author must send a signed communication to the Editor-In-Chief (EIC). The editor reserves the right to retract the article as maybe suggested by the Technical Advisers.

### **Corrections/Errata**

Authors are obliged to report errors in their articles that are relevant to the accuracy of published data. The journal shall carry out an investigation, and if, after the investigation, the concern is valid, the author shall be contacted through their email and given the opportunity to address the issue. Corrections and addendum will be included in the “Errata” section of the journal’s succeeding issue.

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The manuscript may remove from the journal’s website when The Palawan Scientist has been informed that the content brings defamatory or infringes other’s legal rights or is otherwise unlawful, if acted upon, the content would pose immediate and serious health risk. In this case, the whole text will be placed with a statement explaining that it’s been removed due to legal reasons.

### **Withdrawal**

It is strongly discouraged to withdraw a manuscript after submission to The Palawan Scientist especially when it has undergone peer-review process. However, a valid reason for withdrawal may be acknowledged by the EIC if all authors signed a letter request clearly stating the purpose of manuscript withdrawal.

### **Data and Reproducibility**

To fully assess the process of a research article, all data related to the submitted articles in The Palawan Scientist should be available for future use. Authors are encouraged to deposit detailed descriptions of their method used in the study to any repositories. However, the authors may provide supporting information to display all necessary data when uploading data to repositories is not possible.





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### **Complaints, Appeals, and Allegations**

Any complaints, appeals, and allegations of scientific research misconduct shall be sent to the EIC to explain their concern. The identity of the complainants shall not be disclosed. Parties involved shall be contacted for further inquisition.

### **Authorship and Contributorship**

For articles with two or more authors, it is required to indicate the contributions of each author which may include but not limited to the following: conceptualization, fund sourcing, conduct of experiment, data collection, data analysis, manuscript writing. Any change (deletion or addition) to authorship should be made before the publication of the article. To request such change, the corresponding author must have received permission from all co-authors before emailing the editor citing the reasons for changes. A confirmation from the added or deleted authors must be also received by the editor.

### **Conflicting Interest**

Authors must declare any conflicting interest. If any conflicting interest is present, it must be briefly stated. If there's none, the statement "The authors declare that there is no conflicts of interests to any authors".

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The Palawan Scientist allows authors to deposit different versions of their articles in an institutional or other repository of their choice, including submitted, accepted, and published versions without any embargo.

## **CODE OF ETHICS**

The Palawan Scientist Journal adheres to the highest ethical standard of publication.

### **Code of Ethics for Authors**

1. The manuscript shall contain the author's original and unpublished work, and which is explicitly not simultaneously considered for publication in other journals.
2. The Guide for Authors should be strictly followed and complied with.
3. The manuscript shall be free from plagiarism and falsification, well-written in American English, spelled and grammar checked using language editing software and/or underwent proofreading by an English critic. The works of other authors have been properly and fully cited.
4. The author shall nominate or suggest at least three competent reviewers who are experts in the field and who have not actually participated in the research work submitted for consideration. However, the editor reserves the right to invite reviewers not among those suggested in the interest of the most critical and fair assessment of the submitted manuscript.



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5. Each author must have a substantial contribution in the conduct of the study and/or writing of the manuscript and such contributions must be stated and enumerated unequivocally. All others may be listed in the Acknowledgment section of the manuscript.
6. The journal editors shall establish communications only with the corresponding author in the case of multiple-authored submissions, who shall keep all co-authors updated about the progress of the review process and its outcome.
7. The corresponding author shall comply with deadlines set for revising their manuscripts and other tasks.
8. It is the responsibility of the authors to comply with all applicable ethical standards in the conduct of the study and to reflect such compliance in the submitted work.
9. The corresponding author should contact the editor promptly to retract/correct the published paper when serious errors and/or grave ethical violations are detected by a third party.

### Code of Ethics for Reviewers

1. Reviewers should agree to review manuscripts only for those they have the subject expertise.
2. Reviewers immediately identify any conflicts of interest (resulting in financial, personal, intellectual, professional, political, or religious), if any, and subsequently decline the review request.
3. Reviewers should ensure performing a requested review within the time-frame set by the editors and decline the invitation if such time-frame cannot be complied with.
4. The journal employs a double-blind review system so that any untoward biases may be avoided.
5. Reviewers are expected to be totally objective, impartial and constructive with their review to ensure the best possible outcome in showcasing the research as a worthy contribution to the scientific literature.
6. All information should be treated by reviewers with utmost respect and strictest confidentiality and should never be used for purposes other than for critical evaluation for scientific merit and technical impact.
7. Reviewers should follow the TPS guidelines on peer review and other established ethical and reviewing protocols.

### Code of Ethics for Editors

1. Editors should be responsible for anything distributed in their journals.
2. Editors should make choices to acknowledge or dismiss articles based on their academic or journalistic merit, counting their significance, creativity, clarity, and pertinence to the journal's mission and area.
3. Editors should accept original articles from all authors and should at all times keep up objectivity and maintain balance in reviewing all articles, acting without predisposition of bias or favoritism based on the origin of a paper; an author's sexuality, race, nationality, ethnicity, affiliation or political convictions, age; or commercial rumination.
4. Editors should give direction to reviewers on everything expected of them, including the confidentiality in handling submitted material, disclosing conflict of interest before the review, and ensuring that the reviewers' identities are protected.
5. Editors should take steps to guarantee the timely evaluation of all articles and answer promptly the author's queries regarding the status of their papers.
6. Editors should explain to authors the decision made on their articles through a letter with the reviewer's comments and suggestions.
7. Editors should adhere and conform to the editorial policies, regulatory guidelines, and higher ethical standards of publication.
8. Editors should not expose the identity of authors, reviewers and keep the privacy of unpublished articles.

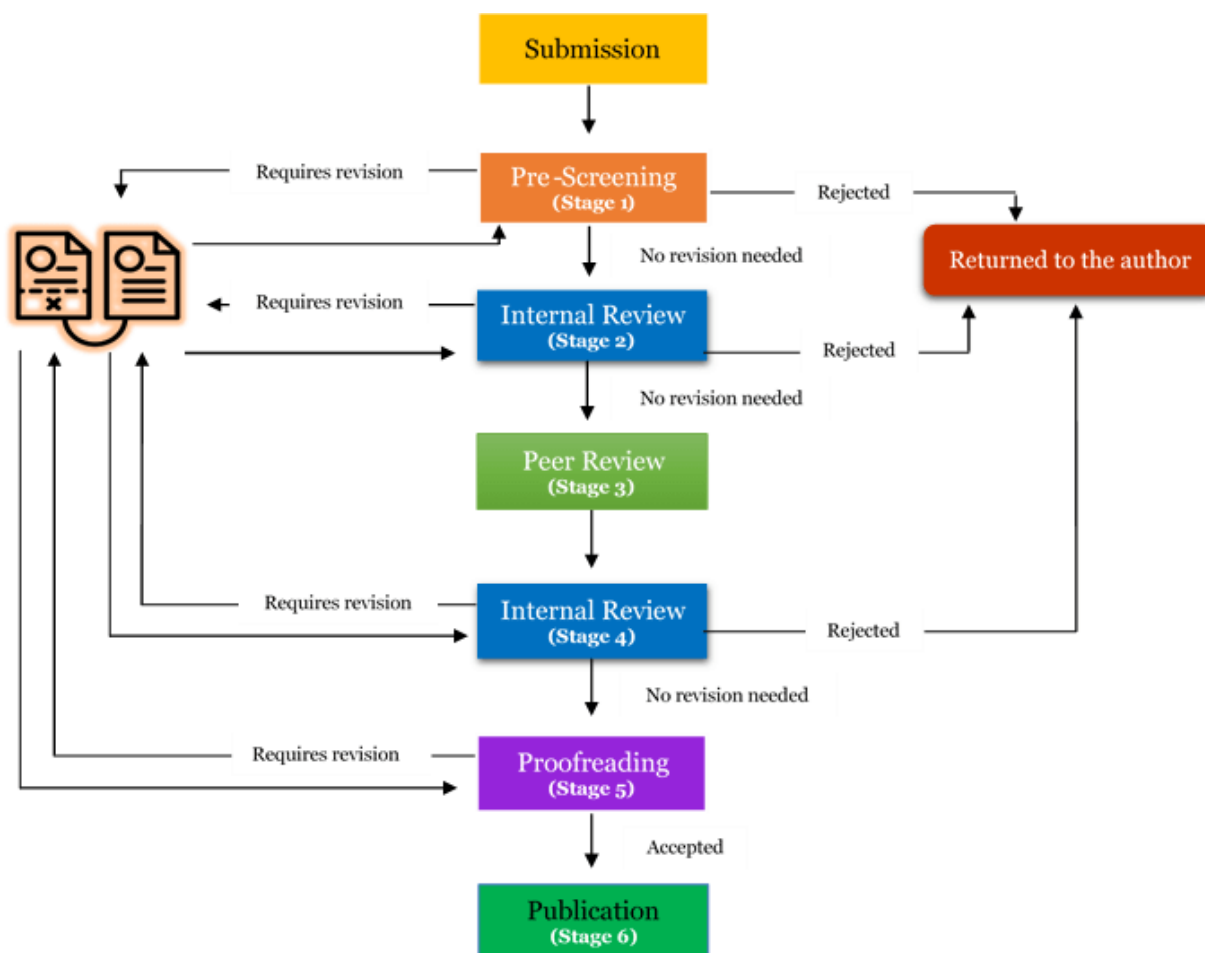


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9. Editors should protect the decency of the journal from suspected and alleged misconduct in the research and publication process. They should instigate proper and reasonable investigation to fairly resolve any issues.

### PUBLICATION PROCESS

Received papers will be properly acknowledged and will undergo screening process using the Guide for Author's Checklist and anti-plagiarism tool. It will be immediately sent off for review if it satisfies the preliminary evaluation. If it does not, it will be sent back to the corresponding author for revision.



### Peer-review Process

All submitted manuscripts shall undergo a double-blind review process before publication. The double-blind review process ensures that information about the authors and reviewers shall remain anonymous to provide objective judgment of the paper. The manuscript sent for external review should not contain the authors' name, affiliation, and acknowledgment section. At least two reviewers shall evaluate the manuscript and suggest whether it shall be accepted, revised, or rejected. Manuscripts returned to authors for revision or correction must be resubmitted within the given deadline. The resubmission could be extended upon request to the editor.