

Guidelines for Submission of Manuscripts to the UE Research Journal (APA, 7th Edition Format)

1. Scope and Aims

The *UE Research Journal* (UERJ) publishes original, peer-reviewed scholarly articles that contribute to knowledge and practice in relevant academic disciplines. Submitted manuscripts must be original, unpublished, and not under consideration by other journals.

2. Types of Manuscripts Accepted

The journal accepts the following types of manuscripts:

- Original Research Articles
- Review Articles
- Case Studies

3. Manuscript Preparation (APA 7th Edition)

Manuscripts must strictly follow American Psychological Association (APA), 7th Edition formatting guidelines:

- File format: Microsoft Word
- Paper size: 8 1/2 x 11
- Margins: 1 inch on all sides
- Font: Bookman Old Style, 10
- Line spacing: Single-spaced throughout (including references)
- Text alignment: Justify
- Page numbers: Bottom of page
- Paragraph indentation: First line indented by 0.5 inch
- Language: Clear, formal academic English

4. Organization of the Manuscript

4.1 Title Page

The title page should include:

- Title of the manuscript (bold, centered, concise)
- Full name(s) of author(s)
- Institutional affiliation(s)
- Corresponding author's email address
- Author notes (if applicable, including acknowledgements or disclosures)

4.2 Abstract

- Maximum of 250 words
- Written as a single paragraph
- Should briefly describe the research problem, methodology, results, and conclusions
- The word Abstract should be centered and bold

4.3 Keywords

- Three (3) to five (5) keywords
- Indented and italicized, placed immediately below the abstract

4.4. Main Text

The main body of the manuscript should generally include the following sections:

- Introduction (contains statement of objectives/thesis/hypotheses/assumptions, research or knowledge gap being filled in by the research, scope and limitations of the study; 1-2 pages)
- Review of Related Literature (RRL) (contains present knowledge about the study, debates and conflicts, issues not yet covered, uniqueness of the study, materials that can be used to prove the hypothesis or develop the thesis; 2-3 pages)
- Theoretical Framework (studies that contribute to the present research, research questions raised in developing the thesis, contributions that this study will make 1-2 pages)
- Methodology/Research Design (experimental or non-experiments; quantitative or qualitative and if experimental include the research questions, research hypothesis, subjects used in the study, test materials, data collection methods, data analysis procedures; 3-5 pages)

Under methodology, if study involves human subjects, indicate if an ethical review has been made, when the clearance was granted and what ethics review committee did the review.

- Presentation and Discussion of Results (presentation of results using figures, graphs, tables as needed. Discussion should explain results whether positive or negative. Results are compared with previous studies and attempt to describe similarity or difference from previous studies. Significance and possible implications of the results should be described. Possible limitations of the study should also be explained; 6-8 pages)
- Conclusions (brief presentation of the findings of the study based on the objectives; 1 – 1.5 pages)
- Acknowledgements (Short expression of gratitude to funding agencies and people who might have helped in the research; preparation of figures or graphs, etc. 1 page)
- References (should include all the references cited in the text in APA 7th ed. Format; 2-4 pages)

5. Tables and Figures

- Tables and figures must conform to APA 7th Edition style.
- Each table and figure should be numbered consecutively (e.g. Table 1, Figure 1).
- Titles should be italicized and placed above tables and below figures.
- Tables and figures must be cited in the text and placed as close as possible to their first mention.

6. In-Text Citations

- Use the author-date citation format
- Examples:
 - Parenthetical citation: (Smith, 2020)
 - Narrative citation: Smith (2020)
- For direct quotations or blocked citations, include page/paragraph numbers.

7. References

- All references must follow APA 7th Edition guidelines
- The reference list should:
 - Begin on a new page titled **References** (bold and centered)
 - Use hanging indentation (0.5 inch)
 - Include only sources cited in the manuscript

8. Ethical Considerations

- Manuscripts must be free from plagiarism.
- Studies must indicate ethical approval.
- Authors must disclose any conflicts of interest or sources of funding.

9. Peer Review Process

All submission undergoes a double-blind peer review process. Authors may be required to revise their manuscripts based on reviewers' comments before final acceptance.

10. Submission Procedure

Manuscripts should be submitted electronically through the journal's official submission system or designated email address. The corresponding author will receive an acknowledgement of submission.

11. Copyright and Originality

By submitting a manuscript, authors affirm that the work is original and agree to transfer copyright to the UE Research Journal upon acceptance.

12. Contact Information

For inquiries regarding manuscript submission, please contact:
Email address: orc@ue.edu.ph

Sample References (APA 7th Edition)

Below are examples of common source types formatted according to **APA 7th Edition**.

Journal Article

Smith, J. A., & Cruz, M. L. (2021). Research integrity practices in higher education institutions. *Journal of Academic Ethics*, 19(2), 145–160.
<https://doi.org/10.1007/s10805-021-09395-4>

Book

Creswell, J. W., & Creswell, J. D. (2018). *Research design: Qualitative, quantitative, and mixed methods approaches* (5th ed.). SAGE Publications.

Chapter in an Edited Book

Braun, V., & Clarke, V. (2019). Reflecting on reflexive thematic analysis. In P. Liamputtong (Ed.), *Handbook of qualitative research methods* (pp. 423–438). Edward Elgar Publishing.

Online Article / Website

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://apastyle.apa.org>

Thesis or Dissertation

Reyes, P. M. (2020). *Academic integrity among undergraduate students in Philippine universities* (Unpublished master's thesis). University of the East.

Conference Paper

Dela Cruz, R. T., & Santos, A. P. (2019). Promoting ethical research practices in higher education. In *Proceedings of the National Conference on Research Integrity* (pp. 55–62). Philippine Association of Researchers.