DSWD
Department of Social Welfare and Development

Administrative Order No.___10
Series of 2017

Guidelines for the Publication of the Social Welfare and Development (SWD) Journal

I. Background and Rationale

The Department of Social Welfare and Development (DSWD) aims to establish a knowledge, resource, and learning center for good practices on social protection and social welfare and development. As a knowledge broker for all stakeholders in this sector, the maximum use of communication and information technology would be vital in generating and sharing knowledge to its consumers.

As such, the Policy Development and Planning Bureau (PDPB), the research arm of the Department, needs to further strengthen the role of disseminating and utilizing research reports through the continued publication of the peer-reviewed Social Welfare and Development (SWD) Journal. It is the official journal of the Department and is published annually.

The SWD Journal serves as a link in promoting researches initiated by the DSWD and other stakeholders along social protection and social welfare development. The SWD Journal publishes quantitative and qualitative researches from various disciplines of social welfare and rigorous policy analysis along social development. Aside from research papers, the SWD Journal also covers the publication of articles with relevant policy implications on social development. Thus, a guideline needs to be formulated to facilitate and sustain the publication of the SWD Journal.

II. Legal Bases

1. Executive Order No. 15, series of 1998, Redirecting the Functions and Operations of the Department of Social Welfare and Development. Under Section 3b, the Department is mandated to "undertake researches and studies and adopt policies to ensure the effective implementation of public and private social welfare and development programs."

2. Administrative Order No. 05, series of 2016, Good Practice Documentation Guidelines.

3. Administrative Order No. 17, series of 2011, Knowledge Management (KM) Framework of the Department of Social Welfare and Development (DSWD).

4. Memorandum Circular No. 11, series of 2009, Guidelines for the Formulation of DSWD's Five (5)-Year Research Agenda.

5. Administrative Order No. 19, series of 2011, Policy Guidelines on the Conduct of Research Studies in DSWD Offices, Centers and Institutions Amending, Administrative Order No. 10, series of 2006 and Administrative Order No. 4, series of 2007.

6. Memorandum Circular No. 14 series of 2009, Revised Terms of Reference (TOR) for the Research and Development Technical Working Group (RD-TWG) enhances the functions and structure of the Research and Development-Technical Working Group (TWG) to oversee all priority researches of the DSWD.

III. Objectives

To provide a guide for disseminating original researches, review articles, and recording scientific evidences through publication of SWD Journal. Likewise, the guidelines will facilitate the submission of the articles from potential contributors.

IV. Coverage and Applicability

The guidelines will cover contributors from individuals both internal to the Department and external, e.g. academe, scholars, and other institutions, both local and international.

The SWD Journal may include articles, policy briefs, research papers such as case studies, review articles, and papers on good practices that respond to SWD policy concerns and program enhancements. It intends to reach scholars, policy makers, practitioners, and other stakeholders and partners in the social protection and social welfare and development circles.

V. Definition of Terms

1. **Research paper:** These are detailed studies reporting research. They include hypothesis, background study, methods, results, interpretation of findings, and a discussion of possible implications. Their data are collected through the conduct of field work usually in the form of face-to-face interviews, survey questionnaires and focused group discussions. Other research papers may use secondary data such as census, surveys, and administrative data.

2. **Case study:** An empirical inquiry that investigates a contemporary phenomenon within its real-life context; when the boundaries between phenomenon and context are not clearly evident; and in which multiple sources of evidence are used (Yin, 1984).

3. **Good practice:** A program, process or strategy (scheme, method and system) initiated by an office or unit in the Department that has been proven to produce positive results relative to Social Protection. It has a potential to have long-term sustainable impact, and, hence, contributes to the achievement of the Department's strategic outcomes (DSWD, 2016).

4. **Review article:** Written materials that give an overview of existing literature in a field, often identifying specific problems or issues and analyzing information from available published works on the topic with a balanced perspective. These are considered as secondary literature and can be a particularly efficient way for early career researchers to begin publishing. Review articles can be of three types, broadly speaking: literature reviews, systematic reviews, and meta-analyses.

VI.   General Policies

1. Contributors must comply with the following:

   1.1 Authors should submit original manuscripts. All papers should have not been previously published in any journal.

   1.2 All papers should follow the prescribed format (see Annex A).

   1.3 Ensure that they do not commit any publication misconduct:

   a. Authorship disputes- Authors must not deliberately misrepresent their relationship with the published works.

   b. Conflict of interest- Submitted manuscripts should contain the author's full disclosure of all potential conflicts of interest. Conflicts of interest arise when an author and/or the institutions he/she is affiliated with have financial or personal relationships that may inappropriately influence the author's opinions. These relationships are also known as dual commitments, competing interests, or competing loyalties. As such, financial relationships such as employment, consultancies and the like should be disclosed. Authors should also state explicitly whether potential conflicts do or do not exist and provide pertinent details in a separate page following the title page. Journal editors reserve the right to publish this information if deemed necessary.

   c. Plagiarism- Authors must make sure that no part of their manuscript is plagiarized. All lifted materials should be properly cited.

   d. Simultaneous submission- Authors must not submit their papers to more than one publication at the same time.

   e. Research fraud- Authors must never commit any research fraud including fabrication (making up research data) and falsification (manipulating research data, tables and figures).

   f. Salami slicing- Authors must not "slice up" their researches that would form one meaningful paper into several different papers and separately publish or submit for publication these sliced up works in the same or other journals.

2. The Editorial Board reserves the right to disapprove contributed papers by any contributors.

3. Articles and research papers completed during the last two (2) years from the date of issuance of this guideline can be published in the SWD journal.

4. The SWD journal accepts original and unpublished papers. The copyright of published papers will depend on the type of paper[1]:

   a. Copyright of researches commissioned by the Department and funded by external organizations, such as the Department of Foreign Affairs and Trade

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of the Australian government and the Asian Development Bank, through the Department shall remain with the Department. The exclusive right to publish and distribute the article, and grant rights to others will be granted to the Department. The Department also holds the right to provide article in all forms and media so the article can be used on the latest technology even after publication, albeit the authors will be cited and recognized as the proponents.

b. For researches conducted by students, organizations and institutions, and other individuals outside the Department, the authors will have copyright but license exclusive rights to the Department to publish the article in the Journal. They have the right to use their articles, in full or in part, for a wide range of scholarly, non-commercial purposes. They also retain patent, trademark, and other intellectual property rights including research data. However, the article published in the Journal cannot be published in any other journal.

5. The Journal may also publish articles on social protection, social welfare and development, and other related subjects which are policy oriented and those on program development.

6. Contributions are open to DSWD Staff and all interested partners, individual researchers, institutions, universities and colleges and schools including those with research extension offices, non-government organizations, national and local government agencies and other research institutions.

7. Submitted articles shall undergo screening of the NRD-TWG, peer review of experts in the field, and screening and review of the editorial board prior to its publication.

8. The SWD Journal will publish at least four papers per issue.

VII. Implementing Procedures

A. Call for Papers

The Policy Development and Planning Bureau will issue a call for papers with a specified theme during the first quarter of the year. The call for papers will include content aspects, deadline of submission, and date of publishing.

Application Procedures

Researchers and other persons or groups desiring to contribute articles must submit the following:

1. Letter of intent addressed to the Editor-in-Chief
2. Two clear copies and a soft copy in CD-RW containing the manuscript
3. One-page abstract (maximum of 500 words)
4. Addresses, email addresses and contact numbers.

Submission

Submissions must include all the required parts. They may be sent to the PDPB email (pdpb@dswd.gov.ph), hand carried, or mailed to the following address:

The Editor-in-Chief
Social Welfare and Development Journal
Office of the Undersecretary for Policy and Plans
3rd Floor, DSWD Central Office, IBP Road,
Batasan Pambansa Complex,
Constitution Hills, QC 1117

B. Review Phase

All submissions will undergo series of review before the selection of the articles that will be published in the Journal. The National Research and Development-Technical Working Group (NRD-TWG), together with the PDPB, will determine and initially screen whether the submitted manuscripts have sufficient merit to be reviewed by editorial board or selected external reviewers using the Guide Questions in Reviewing a Manuscript (see Annex B).

The initial screening of the NRD-TWG starts as soon as papers come in for submission and ends two (2) weeks after the end of the Call for Papers. For papers that do not meet the initial screening process set, the manuscript will be returned to the author with a rejection letter.

All papers that meet the initial screening process will undergo the first screening of the Editor-in-Chief. This screening process is done so that the articles that have good chances of gaining favorable referees' report once they are put into the refereeing process. Two (2) weeks will be allotted for the first screening process to be done by the Editor-in-Chief.

If the first screening of the Editor-in-Chief is favorable, the PDPB will endorse all papers for refereeing or peer review. If the screening of the Editor-in-Chief is not favorable, the authors will be notified, and the manuscript will be returned to the author with a rejection letter.

The referees for peer review will be composed of members from the academe, cluster heads of the Department and previous DSWD Officials. The Department may also tap the expertise of its Core Group of Specialists and Social Welfare Development Learning Network (SWDL-Net) members. The referees are in charge of checking the manuscript for plagiarism and other ethical considerations. Three (3) weeks will be allotted for review of assigned papers.

Further, to ensure the integrity of the review and the absence of any influence on the evaluation of the submitted manuscripts, the SWD Journal will have a double blind review process wherein the referees of a manuscript are not made aware of the identity of the authors. The referees shall be an expert in the article's research field, with background in either quantitative or qualitative research methods and with experience in reviewing a manuscript.

The PDPB will consolidate the comments and recommendations of the referees. The PDPB will send manuscript back to the author with either a rejection letter or a request for revisions based on the comments and recommendations of the referees. Three (3) weeks will be allotted for revisions and enhancement of the manuscript.

C. Approval Phase

All enhanced manuscripts will be subjected for second review of the Editor-in-Chief. If there are any modifications or revisions to be made, the PDPB shall coordinate directly with the author. Otherwise, letter of acceptance for publication shall be made.

D. Publication Phase

The Social Marketing Service (SMS) will be in charge of editing and proof reading of the draft SWD journal. Should there be inquiries, PDPB will coordinate with contributors for clarification.

Once the articles are finalized, PDPB will be responsible for printing of the SWD Journal. The authors will be issued a certificate of recognition and will be sent complimentary copies of the journal. Electronic copy of the SWD journal shall also be made available online through the DSWD website. Hence, target audience/ users which include policymakers, planners, key government officials, academe, research institutions and other interested individuals and organizations can access on these information. Published journals shall be uploaded to the Knowledge Management (KM) Portal of the Capacity Building Bureau (CBB), which has a link on DSWD and Field Offices' websites and must be made available at the Knowledge Exchange Center (KEC) in the Central Office and the Regional Learning and Resource Centers (RLRCs) in Field Offices.

VIII. Journal Editorial Board and Institutional Arrangement

Editorial Adviser (DSWD Undersecretary for Policy and Plans Group)

1. Acts as adviser on the development of the SWD journal

Editor-in-Chief (PDPB Director)

1. Reviews the articles and research manuscripts for inclusion in the SWD Journal
2. Provides directions to the Editorial Committee and Board and Editorial Staff

Editorial Board (Heads of Clusters)

1. Provides quality control for the content of the journal
2. Ensures that the authors incorporate in their manuscripts' corrections and thw recommendations of the referees.
3. Have the right to reject articles proven as plagiarized and/or with weak supporting evidence, as well as the right to edit articles to conform to editorial policy
4. Recommends papers and contributors (depending on the themes of the journal) for the SWD journal.

Editorial Committee (National Research and Development Technical Working Group)

1. Provides technical inputs for the enhancement of SWD journal.
2. Responsible for the initial screening process of the contributed articles and recommends to the Editor-in-Chief for consideration and approval, inclusion in the journal
3. Recommends and/or provides inputs to policies and guidelines for the SWD journal
4. Endorses articles for approval

Editorial Staff (Policy Development and Planning Bureau and Social Marketing Service)

1. Issue of call for papers to concerned offices and organizations
2. Co-responsible on the initial screening process of the contributed articles and recommend to the Editor-in-Chief for consideration and approval for inclusion in the journal.
3. Endorse the articles to SMS for editing and proofreading of SWD journal
4. Notify the authors on the progress of their entries by mail or e-mail
5. Publish and disseminate the SWD Journal
6. Coordinate with SMS for advocacy plans and marketing strategies for dissemination of the SWD journal.
7. Act as secretariat for SWD journal
8. Develop advocacy plans and social marketing strategies in coordination with PDPB and other concerned bureaus for dissemination of SWD Journal
9. Responsible for editing and proofreading of the draft SWD Journal
10. Uploading of the SWD Journal to DSWD website
11. Provide the PDPB Article Usage Reports to track downloads and views of SWD e-journal.

Referees (Members from the Academe, Previous DSWD Officials, and Cluster Representative from ManCom who are considered experts in the field)

1. Review manuscripts and recommend and/or provide inputs to the manuscripts and provide directions to the authors as to how their papers may be improved
2. Determine the validity, significance and originality of the articles, and suggest improvement of manuscript.
3. Ensure that the authors do not commit any publication misconduct
4. Safeguard the relevance of the work to the Journal
5. Advise about important earlier work that may need to be taken into account
6. Check methods, statistics, and verify whether the conclusions are supported by the research.

IX. Repealing Clause

All previous issuances contrary to or inconsistent with this Administrative Order are hereby repealed, modified or amended accordingly.

X. Effectivity

This Administrative Order shall take effect immediately.

Issued this 14ᵗʰ day of _August_ 2017.

JUDY M. TAGUIWALO
Secretary

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References:

Yin, R.K., (1984). *Case Study Research: Design and Methods.* Beverly Hills, Calif: Sage
Publications.

Department of Social Welfare and Development. (2016). *Administrative Order No. 05, series of 2016, Good Practice Documentation Guidelines.* Quezon City.

Durham College & UOIT. (2011). *APA Citation Style, Guide to Bibliographic Citation.* California.
The Library, Durham College.

Hun Myoung Park. (2016, October). *International University of Japan.* Retrieved from the
Issuing Agency Web site http://www.iuj.ac.jp/faculty/kucc625/writing/citation.pdf.

Yale School of Medicine. (). Yale Journal of Biology and Medicine. Retrieved from the Issuing
Agency Web site http://medicine.yale.edu/yjbm/reviewers/pointsforreviewing.aspx

Elsevier   (2017).   Journal   author   rights.   Retrieved   from   Elsevier   Website:
https://www.elsevier.com/about/company-information/policies/copyright

Annex A. Formatting Guidelines of SWD Journal

All submission shall follow the following prescribed formatting guidelines:

1. **Title Page**

   Title page should include the title of the article, the author's full name, degrees obtained, organization, academic affiliations, address, and contact details.

   Manuscript

   The manuscript should be accompanied by an abstract. Abstracts should contain a maximum of 500 words and at most five (5) keywords. They should contain the salient points of the paper.

   The manuscript should be encoded in Arial, font size 12, double-spaced on A4-sized bond paper (210 × 297 mm or 8.27 × 11.69 in) with one (1) inch margin on all sides. All articles must be between 3,000 to 7,000 words, excluding the abstract and references.

   Abbreviations must be spelled-out or defined at first appearance in the text, tables, figures, or summary.

   Page numbering should begin with the title page, followed by the disclosure of conflicts of interest as page 2, abstract as page 3, etc. Abbreviations must be spelled-out or defined at first appearance in the text, tables, figures, or summary. American spelling, as indicated in the Webster's International Dictionary, is preferred. Mathematical equations/formula, if any, should be written in a single line.

   For example: $a+b=c$; $dy/dx=B$; $[(a-b)\ (c+d)]\ /\ (m+n) = r$

5. **Illustrations**

   Clear original drawings/pictures may also be submitted along with the manuscript. Drawings/pictures should be properly identified at the back or on a separate sheet, properly numbered, with the name of artist/s, a short caption, as well as the title of the manuscript where the drawing/picture will be used. Clear and sharp photographic prints should be submitted in sizes that complement the width of the manuscript (8.27 inches).

   Drawings and photographs may also be scanned, saved in jpeg format, and included as a separate file attachment in the CD-RW or diskette containing the manuscript/s to be submitted.

6. **Tables**

   Tables should have a brief informative title and a Roman number separately from the figures. Each table should be encoded on a separate sheet of paper. Likewise, tables with content that can be fully incorporated in the text should be removed to minimize the number of tables.

7. Reprints

Each principal author will be furnished with two (2) copies of the Journal free of charge. Orders for additional reprints will be furnished at cost when ordered in advance of publication with senior author's permission.

8. Reference citation and formatting

The American Psychological Association (APA) Style should be used for in text, endnotes and bibliography. Format of in text and reference citation were based on the APA Citation Style, Guide to Bibliographic Citation published by Durham College and some were cull-out from the document prepared by Hun Myoung Park of International University of Japan.

General Rules:

Cite the source of information when: a) quote materials verbatim (word for word); b) reword or paraphrase information; c) include statistics or findings from a survey or study; and d) incorporate facts, ideas or opinions that are not common knowledge.

Information from other sources must be acknowledge within the body of the text (in text or parenthetical citations) and at the end of the paper (in a Reference List). It is important that all references cited within the text appear in the Reference List, and vice versa.

In Text Citations:

In the body of the articles, writer should acknowledge the cited material with the author's name, the year of publication, and the page number (if applicable) where the information was found. This will allow the readers to find the complete source listed in your Reference List or bibliography at the end of the paper.

Note: Page numbers are not absolutely necessary when paraphrasing an author's ideas, but are encouraged. Although most of the examples shown here do not include the page number, the format would be (Wilson, 2001, p. 47) or (Wilson, 2001, pp. 111-112) for multiple pages.

The surname of the author and the year of publication are inserted in the text at the appropriate point (e.g. before a comma, after a quotation or at the end of the sentence).

> In an earlier patient survey (Wilson, 2001), it was found

If the author's name is already mentioned in the text, only the year is required in the citation.

> Wilson (2001) surveyed patients and discovered
> A study by Kirton et al. (2001) found that

For two or more works in a single reference, separate them using semi-colons.

> Support for the information monopoly model using indirect tests has been mixed (Blaise & Dion, 1991; Miller & Moe, 1983; Sigelman, 1986).

Reference List Citations:

The reference list should start on a new page. The word **References** should be centered at the top of the page. All reference entries should be double-spaced. APA uses a hanging-indent format – the first line of each entry is flush left and subsequent lines are indented 5-7 spaces or one tab.

Entries should be arranged alphabetically by author's surname or name of a corporate body. If the author is unknown, alphabetize the entry in the list by its title (ignoring an initial A, An or The).

If two authors have the same last name, alphabetize by the first initial (e.g. Smith, A. would appear in the list before Smith, R.). If there are two works by the same author, list them in order of publication with the oldest item listed first (e.g. an item written in 1998 would appear before an item written in 2008).

Listed below are some APA style examples to illustrate citations using the different medium following formats:

Examples of Print Materials:

<div align="center">

Book
(General reference format)
</div>

Author last name, first name. (Year of publication). *Title of Book: Subtitle.* Place of publication: Publisher.

There are four elements that must be included in reference list citations: the author's name (use only initials for first name), the year of publication and publisher information. The title and any subtitles of books should be italicized.

<div align="center">

Book
(No author or unknown author)
</div>

General Format: *Title of Book.* (Year of publication). Place of publication: Publisher.

There are three main parts to a book citation with no author or unknown author: the title of the book (italicized), the year of publication and publisher information. If referring to a book, brochure or report, the first few words of the title in the in text citation should be in italics. If referring to an article or chapter, the first few words should be in double quotes and capitalized.

Example:

In running test	Outside running text	Reference Cited
...as defined in Dorland's illustrated medical dictionary (2000) the spinal column has	The spinal column (*Dorland's Illustrated*, 2000) has	*Dorland's illustrated medical dictionary* (29th ed.). (2000). Philadelphia: Sauders.

<div align="center">

Book
(One author)
</div>

General Format: Author, A.A. (year). Title of book. Place of Publication: Publisher.

Four elements must be included in reference list citation for one author: the author's name, year of publication and publisher information.

Example:

In running test	Outside running text	Reference Cited
...as Ballenger (2007) plagiarism is quite often unintentional...	Plagiarism is quite often unintentional (Ballenger, 2007) as...	Ballenger, B. (2007). *The curious researcher: A guide to writing research papers.* Toronto: Pearson Longman.

Book
(Two authors)

General Format: Author, A.A., & Author, B.B. (year). *Title of book*. Place of Publication: Publisher.

Example:

In running text	Outside running text	Reference Cited
…as McIntyre and Thomlinson (2003) argued….	…as has been published (McIntyre & Thomlinson, 2003)….	McIntyre, M., & Thomlinson, E. (2003). *Realities of Canadian nursing: Professional, practice, and power issues*. Philadelphia: Lippincott Williams & Wilkins.

Book
(Three to five authors)

General Format: Author, A. A., Author, B. B., & Author, C. C., Author, D. D., Author, E. E.(year). *Title of book*. Place of Publication: Publisher.

The first time the reference appears in the text, all of the authors are cited. For subsequent citations, use the first surname followed by *et al.* (not italicized and with a period after "al"). The only exception is when two distinct references shorten to the same first author.

Example:

First note in running test	Subsequent notes in running test	First note outside running text	Subsequent notes outside running text	Reference Cited
…as Henggeler, Mihalic, Rone, Tomas, and Timmons-Mitchell (2007) stated…	… as Henggeler et al. (2007) stated…	…as has been formulated (Henggeler, Mihalic, Rone, Tomas, & Timmons-Mitchell, 2007)…	…as has been stated (Henggeler et al., 2007)…	Henggeler, S. W., Mihalic, S., Rone, L., Thomas, C., & Timmons-Mitchell, J. (year). *Title of book*. Place of Publication: Publisher.

ook
(six or more authors)

General Format: Author, A. A., Author, B. B., & Author, C. C., Author, D. D., Author, E. E., Author , F.F., …Author, J.J. (year). *Title of book*. Place of Publication: Publisher.

In text citation- for items with six or more authors, the in text and outside text citations require only the first author's name, followed by *et al.* (not italicized and with period after *al.*)

For the reference citation- if an item has six or seven authors, cite all of the authors' names as in the first example below. If there are eight or more authors, include the first six authors' names, then insert three ellipses and add the last author's name as in the example above.

Example:

In running test	Outside running text	Reference Cited
... as Wolchik et al. (2007) stated...	The study (Wolchik et al., 2007) found...	Wolchik, S. A., West, S. G., Sandler, I. N., Tein, J., Coatsworth, D., Lengua, L. (2000). *Neuroscience*. Philadelphia: Saunders.

Edited Book
(one editor)

General Format: Editor, A.A. (Ed.). (year). *Title of edited book*. Place of Publication: Publisher.

Example:

In running text	Outside running text	Reference Cited
...as Helvie (1998) related...	...as has been stated (Helvie, 1998)...	Helvie, C. O. (Ed.). (1998). *Advanced practice nursing in the community*. Thousand Oaks: Sage Publications.

Edited Book
(two editors)

General Format: Editor, A.A., & Editor, B.B. (Eds.). (year). *Title of edited book*. Place of Publication: Publisher.

Example:

In running text	Outside running text	Reference Cited
...as Chandler and Chapman (1991) found ...	...as has been discovered (Chandler & Chapman, 1991)....	Chandler, M. J., & Chapman, M. (Eds.). (1991). Criteria for competence:4 Controversies in the conceptualization and assessment of children's abilities. Hillsdale, NJ: L. Erlbaum Associates.

E-Book Version of a Print Book

General Format: Author, A. A. (year). *Title of book*. [E-Book Provider version]. Retrieved from e-book provider's URL

Example:

In running text	Outside running text	Reference Cited
...as Goldberg (2003) ...	...as has been projected (Goldberg, 2003)....	Goldberg, J. (2003). *Great jobs for computer science majors* (2nd ed.). [NetLibrary version]. Retrieved from http://netlibrary.com/

Article or Chapter in an Edited Book

General Format: Author, A. A. (year). Title of chapter. In A. Editor (Ed.), *Title of book* (p./pp. nnn-nnn). Place of Publication: Publisher.

Example:

In running text	Outside running text	Reference Cited
...as Clocksin (1998) documented....	...as has been recorded (Clocksin,1998) ...	Clocksin, W. F. (1998). Artificial intelligence and human identity. In J. Cornwell (Ed.), *Consciousness and human identity* (pp. 101 121). Oxford: Oxford University Press.

Journal Article
(one author)

General Format: Author, A. A. (year). *Title of Journal, volume number,* page numbers.

Example:

In running text	Outside running text	Reference Cited
...as Sharpley (1987) discovered....	...as has been determined (Sharpley, 1987)....	Sharpley, C. F. (1987). Time-series analysis of behavioural data: An update. Behaviour Change, 4, 40-45.

*** For journals with continuous pagination, issue number is NOT listed***

Journal Article
(two authors)

General Format: Author, A. A. & Author, B. B. (year). *Title of Journal, volume number,* page numbers.

Example:

In running text	Outside running text	Reference Cited
...as Kirkman and Rosen (1999) agreed....	...as has been stated (Kirkman& Rosen, 1999)....	Kirkman, B. L., & Rosen, B. (1999). Beyond self-management: Antecedents and consequences of team empowerment. *Academy of Management Journal, 42,* 58-74.

*** For journals with continuous pagination, issue number is NOT listed***

Journal Article
(paginated by issue)

General Format: Author, A. A., & Author, B. B. (year). Title of article. *Title of Journal, volume number* (issue number), page numbers.

Example:

In running text	Outside running text	Reference Cited
...as Cooper and Newbold (1994) explained....	...as has been explained (Cooper & Newbold, 2000)....	Cooper, S. E., & Newbold, R. C. (1994). Combining external and internal behavioural system consultation to enhance plant safety. Consulting Psychology Journal, 46 (3), 32-41.

For journals with non-continuous pagination, issue number IS listed.

Government Publications

General Format: Issuing Agency. (year). *Title of government publication.* Place of Publication. Publisher.

Example:

In running text	Outside running text	Reference Cited
...as Statistics Canada (2004) revealed....	...as has been announced (Statistics Canada, 2004)....	Statistics Canada. (2004). Profile of census divisions and subdivisions in Manitoba. Ottawa: Author.
...as the Canadian Senate's Standing Committee on National Finance (1973) announced....	...as has been printed (Canada. Parliament. Senate. Standing Committee on National Finance, 1973)....	Canada. Parliament. Senate. Standing Committee on National Finance. (1973). *Proceedings of the Standing Committee on National Finance, 29th Parliament, 1st Session.* Ottawa: Queen's Printer.

Online Government Website

General Format: Issuing Agency. (year, Month day). *Title of government web site page.* Retrieved from http://address

Example:

In running text	Outside running text	Reference Cited
...as Ontario's Ministry of Citizenship and Immigration (2005) formulated....	...as has been announced (Ontario. Ministry of Citizenship and Immigration, 2005)....	Ontario. Ministry of Citizenship and Immigration. (2005). *Domestic violence action plan for Ontario.* Retrieved from http://www.citizenship.gov.on.ca/owd/English/resources/publications/docs/dvap.pdf

Online Government Website-Personal Author

General Format: Author, A. A. (year, Month day). *Title of government web site page.* Retrieved from the Issuing Agency Web site http://address

Example:

In running text	Outside running text	Reference Cited
...as Bettwy (2007, November 30) argued....	...as has been announced (Bettwy, 2007, November 30)....	Bettwy, M. (2007, November 30). *Volcanic blast location influences climate reaction.* Retrieved from the National Aeronautics and Space Administration Web site: http://www.nasa.gov/vision/ear th/environment/volcano_climat e.html

Newspaper Article- Authored

General Format: Author, A. A. (year, month day). Headline title of article. *Title of Newspaper,* p./pp. Nn-Nn.

Example:

In running text	Outside running text	Reference Cited
...as Von Zielbauer (2005) claimed....	...as has been claimed (Von Zielbauer, 2005)....	Von Zielbauer, P. (2005, February 28). Inside city's jails, missed signals open way to season of suicides. *The New York Times,* pp. A1, B6-B7.

Newspaper Article- No Author

General Format: Headline title of article. *Title of Newspaper,* p./pp. Nn-Nn.

Example:

In running text	Outside running text	Reference Cited
...as "Political Calculus" (2005) reported....	...as has been reported ("Political Calculus," 2005)....	The political calculus of the missile snub. (2005, March 3). *The Globe and Mail,* p. A20.

Online Newspaper Article- Authored

General Format: Author, A. A. (year, month day). Headline title of article. *Title of Newspaper.* Retrieved from URL

Example:

In running text	Outside running text	Reference Cited
...as Borenstein (2009) relayed....	...as has been printed (Borenstein, 2009)....	Borenstein, S. (2009, October 22). Astronomers discover 32 new planets. *The Globe and Mail.* Retrieved from http://theglobeandmail.com

Full-text Newspaper Article from an Internet Database

General Format: Author, A. A. (year, Month day). Title of newspaper article. *Title of Newspaper.* p./pp. Nn-Nn. Retrieved from Named Database.

Example:

In running text	Outside running text	Reference Cited
...as Martelle (2005, February 12) related....	...as has been reported (Martelle, 2005, February 12)....	Martelle, S. (2005, February 12). Friend of the condemned: Nun's campaign against 10 capital punishment gets only tepid response. *The Vancouver Sun*, p. D18. Retrieved from the Canadian Newsstand Major Dailies database.

Published Proceedings of Meetings & Symposia

General Format: Treat the published proceedings of a conference like an edited book, but add pertinent information about the conference.

Example:

First note in running test	Subsequent notes in running test	First note outside running text	Subsequent notes outside running text	Reference Cited
...as Dojat, Keravnou, and Barahona (2003) related...	...as Dojat et al. (2003) related....	...as has been noted (Dojat, Keravnou, &Barahona, 2003)....	...as has been noted (Dojat et al., 2003)....	Dojat, M., Keravnou, E. T., &Barahona, P. (Eds.). (2003, October). *Artificial intelligence in medicine: 9th conference on artificial intelligence in medicine in Europe, AIMF 2003, Protaras, Cyprus, October 18-22, 2003 proceedings.* Berlin: Springer.

Article in Published Proceedings of Meetings & Symposia

General Format: Treat the article in the published proceedings of a conference like an article in an edited book, adding pertinent information about the conference and the page numbers of the article.

Example:

In running text	Outside running text	Reference Cited
...as Donchin (1997) described....	...as has been described (Donchin, 1997)....	Donchin, E. (1997, June). The varieties of deviant experience: ERP manifestations of deviance processors. In G. J. M. van Boxtel& K. B. E. Böcker (Eds.), *Brain and behavior: Past, present, and future: Proceedings of the symposium organized on the occasion of C. H. M. Brunia becoming Professor Emeritus, Tilburg, The Netherlands, June 20, 1997* (pp. 67-92). Tilburg: Tilburg University Press.

Theses- Print Copy

General Format: Author, A. A. (year). Title of thesis. Place of Publication: Publisher.

Example:

In running text	Outside running text	Reference Cited
...as Stevandic (2004) researched....	...as has been researched (Stevandic, 2004)....	Stevandic, S. (2004). *Modelling, control and simulation of a grid-connected fuel cell power plant.* London, Ont.: Faculty of Graduate Studies, University of Western Ontario.

Theses- Digital Copy

General Format: Author, A. A. (year). Title of thesis (Kind of dissertation or thesis). Retrieved from URL

Example:

In running text	Outside running text	Reference Cited
		Secor-Turner, M. A. (2008). *Social messages and teen sexual health: Voices of urban African American youth* (Doctoral dissertation). Retrieved from http://proquest.umi.com/

Annex B. Guide Questions in Reviewing a Manuscript[2]

Table 1. Important Questions to Consider When Reviewing a Manuscript

General Questions that Reviewers should keep in mind when reviewing articles are the following:

7. Is the article of interest to the readers of SWD Journal?
8. Is the article have significant inputs to the DSWD policies, plans and programs?
9. What are the strengths and weakness of the manuscript?

Original research articles

These manuscripts should present well-rounded studies reporting innovative advances that further knowledge about a topic of importance to the fields of social protection and social welfare and development. The conclusions of the Original Research Article should clearly be supported by the results. The word limit ranging from 3000 to 6000 words. Original Research Articles contain five sections: abstract, introduction, materials and methods, results and discussion.

Reviewers should consider the following questions:

1. What is the overall aim of the research being presented? Is this clearly stated?
2. Have the authors clearly stated what they have identified in their research?
3. Are the aims of the manuscript and the results of the data clearly and concisely stated in the abstract?
4. Does the introduction provide sufficient background information to enable readers to better understand the problem being identified by the authors?
5. Have the authors provided sufficient evidence for the claims they are making? If not, what further experiments or data needs to be included?
6. Are similar claims published elsewhere? Have the authors acknowledged these other publications? Have the authors made it clear how the data presented in the author's manuscript is different or builds upon previously published data?
7. Is the data presented of high quality and has it been analyzed correctly? If the analysis is incorrect, what should the authors do to correct this?
8. Do all the figures and tables help the reader better understand the manuscript? If not, which figures or tables should be removed and should anything be presented in their place?
9. Is the methodology used presented in a clear and concise manner so that someone else can repeat the same experiments? If not, what further information needs to be provided?
10. Do the conclusions match the data being presented?
11. Have the authors discussed the implications of their research in the discussion? Have they presented a balanced survey of the literature and information so their data is put into context?
12. Are all abbreviations used explained? Does the author use standard scientific abbreviations?

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[2] Note: Guide Questions were based on the guidelines for reviewers prepared by YALE Journal of Biology and Medicine.

Review articles

Review articles can be of three types, broadly speaking: literature reviews, systematic reviews, and meta-analyses. Review article- the maximum word limit being 3000-5000 words. Reviews contain four sections: abstract, introduction, topics (with headings and subheadings), and conclusions and outlook.

Reviewers should consider the following questions:

1. Does the abstract accurately summarize the contents of the review?
2. Does the introduction clearly state what the focus of the review will be?
3. Are the facts reported in the review accurate?
4. Does the author use the most recent literature available to put together this review?
5. Does the author provide balanced viewpoints on a specific topic if there is debate over the topic in the literature?
6. Are the figures or tables included relevant to the review and enable the readers to better understand the manuscript? Are there further figures/tables that could be included?
7. Do the conclusions and outlooks outline where further research can be done on the topic?

Case study

Case studies require a lot of practical experience and may not be a suitable publication format.

Reviewers should consider the following questions:

1. Does the abstract clearly and concisely state the aim of the case report, the findings of the report, and its implications?
2. Does the introduction provide enough details for readers who are not familiar with a particular area of interest?
3. Does the manuscript clearly state what the case presentation is and what was observed so that someone can use this description to identify similar presentations in another conditions?
4. Are the figures and tables presented clearly explained and annotated? Do they provide useful information to the reader or can specific figures/tables be omitted and/or replaced by another figure/table?
5. Are the data presented accurately analyzed and reported in the text? If not, how can the author improve on this?
6. Do the conclusions match the data presented?
7. Does the discussion include information of similar case reports?

Good Practices

Submission of entries for good practices should follow the template provided under Administrative Order No. 05, series of 2016 or Good Practice Documentation Guideline.

Figure 1. Business Process of Social Welfare Development Journal

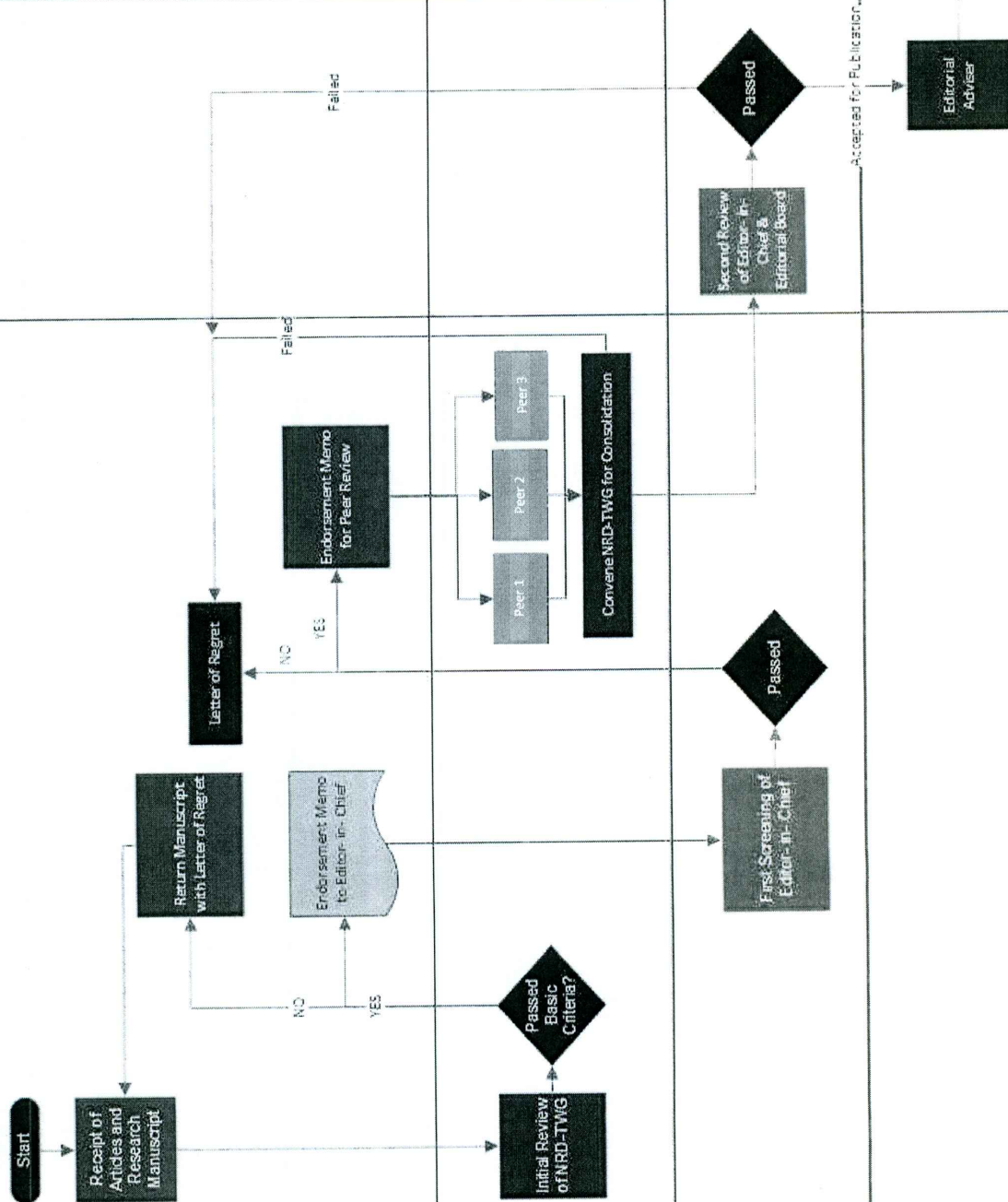Figure 1. Business Process of Social Welfare Development Journal

Figure 2. Business Process of SWD Journal Publishing

| Packaging Phase | Proof-reading Phase | Printing Phase |

PDPB

START → Packaging of Approved Articles and Research Manuscript → Endorsement to Social Marketing Service (SMS) for Editing and Proof-reading

PDPB will Coordinate to Authors

Comments? — Yes / No

Endorsement to Printing Press of E-copy of Journal

PDPB prepares Go signal on Printing

For Dissemination → End

SMS

Endorsement to PDPB of Edited, Formatted and Proof-read draft journal

Editing, Formatting and Proof-reading

Printing Press

Printing of 1st to 3rd Proof of Journal

Printing Press will Produce No. of Copies of Final Journal → Deliver to PDPB the Copies of Printed Journal