

## **NOTES FOR CONTRIBUTORS**

### **Manuscripts**

Papers should be encoded with double spacing and send to the editors. If this is not possible, three (3) hard copies of the article should be submitted to the journal editorial board of Harris Memorial College at G.K. Bunyi St., Bo. Dolores Taytay Rizal.

Articles submitted to the journal should have not been submitted in any other journal, or have been published elsewhere.

The author(s) name(s) and author's correspondence information, including e-mail address should appear on **page 1**. The title of paper on **page 2**. Each paper requires an abstract of 150 words summarizing the significant coverage and findings on **page 3**. Each abstract should be accompanied by up to 4 keywords. Keywords are not included in the number of words required in the abstract. The font style should be Times New Roman and a font size of 12. All pages of the manuscript must be numbered and use only 8" x 11" paper/page size.

### **Length**

Manuscripts should be 2500-5000 words in length plus reference (double spaced).

### **Final Submissions**

Authors should send the final, revised version of their articles in both hard copy (paper) and electronic (CD) forms. It is essential that the hard copy (paper) version exactly matches the material on CD. Please print out the hard copy from the disk you are sending. Submit three (3) printed copies of the final version with the disk to the journal's editorial office.

### **Table and Figures**

Tables must be typed on separate sheets and not included as part of the text. The captions to illustrations should be gathered and typed on a separate sheet. Tables should be numbered by Roman numerals and figures by Arabic numerals. The approximate position of tables and figures should be indicated in the paper. Please supply clear copies of artwork (preferably the originals) for figures in a finished format suitable for reproduction. Figures will not normally be redrawn by the publisher. The author(s) must arrange permission for the reproduction of illustrations and tables within articles. Figures may be sent electronically, preferably in either TIF (tagged image format) or EPS (encapsulated postscript) formats. However, we can also accept PICT or JPEG formats. The publisher will normally reproduce colored figures in black and white. All figures and tables should be mentioned in the text.

### **Style**

Manuscripts submitted should follow the style guidelines included in the publication manual of the American Psychological Associations (6<sup>th</sup> ed.). This manual is available in bookstores or from the American Psychological Association.

Order Dept. P.O. Box 2710, Hyattsville, MD 20784, U.S.A