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Publishable research articles embrace studies on issues, problems and improvements in law enforcement and public safety. The journal primarily has as its audience, scientists, academicians, graduate students, criminologist, law enforces, policy makers, and other individuals.

The efficiency and effectiveness of the editorial review process are critically dependent upon the actions of both the research authors and the reviewers. An author accepts the responsibility of preparing the research paper for evaluation by independent reviewers. The responsibility includes subjecting the manuscript to evaluation by peers and revising it prior to submission. The review process is not to be used as a means of obtaining feedback at early stages of developing the research paper.

Reviewers and editors are responsible for providing constructive and prompt evaluation of submitted research papers based on the significance of their contribution and on the rigors of analysis and presentation.

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Retraction is an act of the journal publisher to remove a published article from the digital file due to post publication discovery of fraudulent claims by the research, plagiarism or serious errors of methodology which escaped detection in the quality assurance process. Complaints by third party researchers on any of the grounds and validated by the editorial office trigger the retraction but only after the writer has been notified and allowed to present his side in compliance to due process.

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Digital Preservation is the process of storing systematically electronic files in multiple formats such as compact discs, cloud computing, Google drive, email accounts, external hard drives, among others. This is to guarantee that in conditions where the website crashes, there is natural calamity, fire and other man made destructions, virus invasions, the files are preserved.

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If the Journal receives a complaint that any contribution to the Journal infringes copyright or other intellectual property rights or contains material inaccuracies, libelous materials or otherwise unlawful materials, the Journal will investigate the complaint. Investigation may include a request that the parties involved substantiate their claims. The Journal will make a good faith distribution whether to remove the allegedly wrongful material. A decision not to remove the material should represent the Journal's belief that the complaint is without sufficient foundation, or if well-founded, that a legal defense or exemption may apply, such as fair use in the case of copyright infringement or truthfulness of a statement in the case of libel. Journal should document its investigation and decision. If found guilty after investigation, the article shall be subject to retraction policy.

Policy on Conflicts of Interest

The Journal will only publish articles after the author(s) have confirmed that they have disclosed all potential conflicts of interest.

The Peer Review System

Definition. Peer review (also known as refereeing) is the process of subjecting an author's scholarly work, research or ideas to the scrutiny of others who are experts in the same field. Peer review requires a community of experts in a given (and often narrowly defined) field, who are qualified and able to perform impartial review. Peer review refers to the work done during the screening of submitted manuscripts and funding applications. This normative process encourages authors to meet the accepted standards of their discipline and prevents the dissemination of unwarranted claims, unacceptable interpretations and personal views. Peer review increases the probability that weaknesses will be identified, and, with advice and encouragement, fixed. For both grant-funding and publication in a scholarly journal, it is also normally a requirement that the subject is both novel and substantial.

Type. The double-blind review process is adopted for the journal. The reviewer and the author do not know each other's identity.

Recruiting Referees. The task of picking reviewers is the responsibility of the editorial board. When a manuscript arrives, an editor solicits reviews from scholars or other experts to referee the paper.

Manuscript. In some cases, the authors may suggest the referees' names subject to the Editorial Board's approval. The referees must have an excellent track record as researchers in the field as evidenced by researches published in refereed journals, research-related awards, and an experience in peer review. Referees are not selected from among the author's close colleagues, students, or friends. Referees are to inform the editor of any conflict of interests that may arise. The Editorial Board often invites the research authors to name people whom they consider qualified to referee their work. The author's input in selecting referees is solicited because academic writing typically is very specialized. The identities

of the referees selected by the Editorial Board are kept unknown to research authors. However, the reviewer's identity can be disclosed under some special circumstances.

Peer Review Process. Members of the Editorial Board review first the manuscript and, when necessary, require the revision to be complied prior with the submission of the paper to the external referees. The Editorial Board sends advance copies of an author's work to experts in the field (known as "referees" or "reviewers") through e-mail or a Web-based manuscript processing system. There are two or three referees for a given article. Two are experts of the topic of research and one is an expert in research and statistics who shall review the technical components of the research. These referees return to the board the evaluation of the work that indicates the observed weaknesses or problems along with suggestions for improvement. The board then evaluates the referees' comments and notes opinion of the manuscript before passing the decision with the referees' comments back to the author(s).

Criteria for Acceptance and Rejection. A manuscript is accepted when it is (1) endorsed for publication by 2 or 3 referees; (2) the instructions of the reviewers are substantially complied; (3) the manuscript passes the plagiarism detection test with a score of at least 80 for originality; (4) the manuscript has an English writing readability score of below 60 in the Flesch Reading Ease test and a Gunning Fog Index of at least 12; (5) the entries in the literature cited pass the reference checker software; (6) the formula passes the formula checker software; (7) the spelling and grammar passes the "grammarly" software checker; and (8) human academic writing expert; otherwise the manuscript is rejected. The referee's evaluations include an explicit recommendation of what to do with the manuscript, often chosen from options provided by the journal. Most recommendations are along the following lines:

- to unconditionally accept the manuscript;
- to accept it in the event that its authors improve it based on the referees' recommendation;
- to reject it, but encourage revision and invite resubmission; and
- to reject it outright

In situations where the referees disagree substantially about the quality of a work, there are a number of strategies for reaching a decision. When the editor receives very positive and very negative reviews for the same manuscript, the board will solicit one or more additional reviews as a tie-breaker. In the case of

ties, the board may invite authors to reply to a referee's criticisms and permit a compelling rebuttal to break the tie. If the editor does not feel confident to weigh the persuasiveness of a rebuttal, the board may solicit a response from the referee who made the original criticism. In rare instances, the board will convey communications between an author and a referee, in effect allowing them to debate on a point. Even in such case, however, the board does not allow referees to confer with each other and the goal of the process is explicitly not to reach consensus or to convince anyone to change his/her opinions.

English Writing Readability. Readability tests are designed to indicate comprehension difficulty when reading a passage of contemporary academic English. To guide teachers and researchers in the proper selection of articles that suit the comprehension level of users, contributors are advised to use the Flesch Kincaid readability test particularly the Flesch Reading Ease test. The interpretation of the score is as follows:

Score Notes

90.0 – 100.00 Easily understandable by an average 11 year old student

60.0 – 70.0 Easily understandable by 13 to 15 year old students

0.0 – 30.0 Best understood by university graduates

Moreover, the Gunning Fog Index, developed by Robert Gunning, an American Businessman in 1952, measures the readability of English writing. The index estimates the years of formal education required to understand the text on a first reading. A fog index of 12 requires a reading level of a US high school senior (around 18 years old) or third year universities level in the Philippines.

Plagiarism Detection. Contributors are advised to use software for plagiarism detection to increase the manuscript's chances of acceptance. The editorial office uses licensed software to screen research articles for plagiarism. The standard set is 80 percent original to pass the plagiarism detection test.

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Appropriateness of Citation Format. Contributors are advised to use the citation format prescribed by the Council of Science Editors (CSE) and other formats prescribed by the disciplines. Software for the different style formats are

utilized for this purpose.

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Traceability. This refers to the verification of credibility of references accessed through print or online. We prefer online sources because by clicking the link editors can actually read the original source. Print source suffers from poor traceability because editors cannot access the source. Authors are required to copy the URL of an online source and indicate date of retrieval. The Digital Object Identifier (DOI) must be included.

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2014 Practices and Problems of Patrol Officers in Cagayan de Oro City. *Advancing Criminal Justice Research*, 4(1). Retrieved on January 13 2014 from <http://asianscientificjournals.com/publication/index.php/acjr/article/view/294>*doi: <http://dx.doi.org/10.7828/acjr.v4i1.294>*

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Word Count, Spelling and Grammar Checks. Contributors are encouraged to perform word count for abstract (200) and full text (about 5,000). Spelling and grammar checks (grammarly software) should be performed prior to submission using online software.

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GUIDE FOR AUTHORS

The Advancing Criminal Justice Research is one of the research journals of Liceo de Cagayan University. The journal is published once a year in January. For paper submission, the paper must be an original copy, about 5,000 words, single-spaced, and with tables, Figs. and Plates. The research abstract must have 200 words and at least 5 keywords or phrases.

Manuscript Preparation

1. Organize the paper following these major headings: Title, Author(s) and address(es), Abstract, Introduction, Objectives of the Study, Materials and Methods for experimental study or Methodology for non-experimental study, Results, Discussion, Conclusions, and Recommendations (optional).
2. Acknowledgments and Literature Cited. The Literature Cited should substantially consist of articles published in current content-covered or peer-reviewed journals. Minimize citations of unpublished reports and theses.
3. Type the entire manuscript double-spaced on a short white bond paper (8.5x11 in) on one side only with 2.5 cm margins all around using a Times New Roman font size of 10.
4. References, Acknowledgments, Table Titles, Figs., and Plates. Legends should be typed double-spaced. Number consecutively all pages including title page, Tables, Figs., and Plates.
5. Leave two spaces before and after the major headings and two spaces before and after the sub-headings. Do not use footnotes rather you can use end notes if the discipline needs such.
6. Spell out acronyms or unfamiliar abbreviations when these are mentioned for the first time in the text.
7. Write the scientific names of species completely with author(s) when it is first mentioned in the text and without author in succeeding references. Scientific names should be written in italics or bold face.
8. Do not spell out numbers unless they are used to start a sentence.
9. Use the metric system only or the International System of Units. Use abbreviations of units only beside numerals (e.g. 6 m); otherwise, spell

- out the units (e.g. kilometers from here). Do not use plural forms or periods for abbreviations of units. Use the bar for compound units (e.g. 1 kg/ha/yr.). Place a zero before the decimal in numbers less than 1 (e.g. 0.25)
10. When preparing Tables, Figs., and Plates consider the journal's printed page of 5.75 in x 8.5 in and the reduction that will be necessary. Titles of tables and captions of Figs. and Plates should be as short as possible and understandable without referring to the text. Captions of Figs. and Plates should be typed double-spaced in a separate sheet. Figs. should consist only of simple line drawings, computer-generated graphics or good quality black and white photographs. Label of Figs. and Plates should be written below the image and should be of such a size so that these are still legible even after reducing the size by as much as 50%. Use preferably Adobe Photoshop CS, Adobe InDesign CS and or PDF computer-generated graphics.
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 13. To promote anonymous review, authors should not identify themselves directly or indirectly in their papers or in experimental test instruments included in the submission. Single authors should not use the editorial "we".
 14. A cover page should show the title of the paper, all authors' names, titles and affiliations, email addresses, and any acknowledgments.
 15. The first author or primary author is the person who conducted most of the work described in the paper, and is usually the person who drafted the manuscript. The "senior author" is usually the last person named, and is generally the one who directed or oversaw the project. The names of the "contributing authors" appear between the primary and senior authors, and the order should reflect their relative contribution to the work.

Pagination: All pages, including tables, figures, plates, appendices and references,

should be serially numbered. Major sections should be numbered in Roman numerals. Subsections should not be numbered.

Numbers: Spell out numbers from one to ten, except when used in tables and lists, and when used with mathematical, statistical, scientific, or technical units and quantities, such as distances, weights and measures. Percentage and Decimal Fractions: In nontechnical copy, use the word percent in the text.

Hyphens: Use a hyphen to join unit modifiers or to clarify usage. For example: a cross sectional equation; re-form. See Webster's for correct usage.

Keywords: The abstract must be followed by at least five keywords to assist in indexing the paper and identifying qualified reviewers.

Data Availability: A line immediately following the Keyword identifiers should indicate whether the data are available.

Abstract/ Introduction

An abstract of about 200 words should be presented on a separate page immediately preceding the text. The Abstract should concisely inform the reader of the manuscript's topic, its methods, and its findings. Keywords and the Data Availability statements should follow the Abstract. The text of the paper should start with a section labeled "Introduction," which provides more details about the paper's purpose, motivation, methodology, and findings. Both the Abstract and the Introduction should be relatively nontechnical yet clear enough for an informed reader to understand the manuscript's contribution. The manuscript's title but neither the author's name nor other identification designations, should appear on the Abstract page.

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Citations: In-text citations are made using an author-year format. Cited works must correspond to the list of works listed in the "Literature Cited" section.

1. In the text, works are cited as follows: author's last name and year, without comma, in parentheses.
2. For cited works that include more than one work by an author (or same

co –authors) that is published in the same year, the suffix a, b, etc., is to follow the date in the within-text citations and in the “Literature Cited” section.

3. When the author’s name is mentioned in the text, it should be listed in the references.
4. Citations to institutional works should use acronyms or short titles where practicable.
5. If the paper refers to statutes, legal treatises, or court cases, citations acceptable in law reviews should be used.
6. All authors should be correctly cited.

Conclusions

Conclusions should briefly answer the objectives of the study. They are not repetitions of the discussions but are judgments of the results obtained.

Recommendations

Recommendation is optional, allowed only when results warrant a recommendation.

Literature Cited

Every manuscript must include a “Literature Cited” section that contains only those works cited within the text. Each entry should contain all information necessary or unambiguous identification of the published work. The style format is based on the Council for Science Editors (CSE) for experimental research and American Psychological Association (APA) for non-experimental research.

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1. Manuscripts currently under consideration by another journal or publisher should not be submitted. The author/s must state upon submission that the work has not been submitted or published elsewhere. The author/s must submit a duly signed Mandatory Copyright Transfer.
2. For manuscripts reporting on field surveys or experiments: If the additional documentation (e.g. questionnaire, case, interview schedule) is sent as a separate file, then all information that might identify the authors(s) must

be deleted from the instruments.

3. Manuscripts should be submitted via email as Microsoft Word or PDF file to the Editor at email address: rpo.liceo@gmail.com. Please submit separate files for (1) the manuscript's title page with identifying information (not forwarded to reviewers), (2) the manuscript with title page and all other identifying information removed, and (3) any necessary supplement files such as experimental instructions and/or response memorandum on invited revisions. A copy of the research questionnaire or tools is encouraged for submission. The editors and the reviewers need to refer to these tools.
4. Revisions must be submitted within 2 months from the decision letter inviting a revision.
5. Vital information is available at this website:
www.asianscientificjournals.com.

Comments

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