instructions of the reviewers are substantially complied; (3) ethical standards and protocols are complied for studies involving humans and animals; and (4) the manuscript passed the plagiarism detection test with a score of at least 80 for originality, otherwise the manuscript is rejected. The referees' evaluations include an explicit recommendation of what to do with the manuscript, chosen from options provided by the journal. Most recommendations are along the following lines:

- Unconditional acceptance
- Acceptance with revision based on the referee' recommendations
- Rejection with invitation to resubmit upon major revisions based on the referees' and editorial board's recommendations
- Outright rejection

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 back and forth between an author and a referee, in effect allowing them to debate on a point. Even in such a case, however, the board does not allow referees to confer with each other and the goal of the process is explicitly not to reach a consensus or to convince anyone to change his/her opinions.

GUIDE FOR AUTHORS

The **Advancing Information Technology Research** is a national peer reviewed research journal published by **Liceo de Cagayan University, Cagayan de Oro City, Philippines**. The journal is published once a year. For paper submission, the paper must be an original copy, about 4,000 words, double-spaced, and with appropriately formatted tables and Figures. 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, Materials and Methods for experimental study or Methodology for non-experimental study, Results, Discussion, Conclusions, Acknowledgment, and Literature Cited. The Literature Cited should substantially consist of articles published in current content-covered or peer-reviewed journals.

2. Type the entire manuscript double-spaced on a short white bond paper (8.5x11in) on one side only with 2.5 cm margins all around using a Times New Roman font size of 12 References, Acknowledgments, Table Titles, and Figure Legends should be typed double-spaced or numbered consecutively on all pages including title page, Figures, and tables.

3. Leave two spaces before and after the major headings and two spaces before and after the sub-headings. Do not use footnotes rather use endnotes if required by the discipline.

4. Spell out acronyms or unfamiliar abbreviations when these are mentioned for the first time in the text.

5. 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.

6. Do not spell out numbers unless they are used to start a sentence.

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

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