EDITORIAL POLICY

Pursuant to the international character of this publication, the journal is indexed by the following agencies: (1)Public Knowledge Project, a consortium of Simon Fraser University Library, the School of Education of Stanford University, and the British Columbia University, Canada:(2) E - International Scientific Research Journal Consortium; (3) Journal Seek - Genamics, Hamilton, New Zealand; (4) Google Scholar; (5) Philippine Electronic Journals (PEJ);and,(6) PhilJol by INASP.

The Asian Journal of Business and Governance (AJBG) is open to the global community of scholars who wish to have their researches published in a peer-reviewed journal. Contributors can access the website: www.ejournals.ph. The Editorial Board invites guest editors and peer reviewers from the Philippines and abroad for every issue of the journal.

The Asian Journal of Business and Governance is viewed as a premier journal that publishes peer-reviewed researches. Publishable research articles embrace any research methodology as long as the articles meet the publication standards of the journal. The journal primarily has, as its audience, businessmen, policy makers, development planners, government administrators, corporate executives and managers, academicians, graduate students, and other individuals interested in pushing the frontiers of business and governance research.

The primary criterion for publication in the Asian Journal of Business and Governance is the significance of the contribution an article makes to the body of knowledge. The content areas of interest include the various disciplines of knowledge in business administration, corporate management, public governance, and business education.

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.

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/s and the author/s 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 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 research author to name people whom they considered 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. 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) 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, (5) the manuscript obtained an academic readability index of 59 or below in the Flesch Reading Ease test and a Gunning Fog Index of at least 12, 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.

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

Gunning Fog Index. Developed by Robert Gunning, an American Businessman in 1952, Gunning Fog Index 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 college / university in the Philippines.

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

Appropriateness of Citation Format. Contributors to the Asian Journal of Health are advised to use the citation format prescribed by the American Psychological Association (APA).

Word Count, Spelling and Grammar Checks. Contributors are encouraged to perform word count for the abstract (200) and the full text (about 5000 or more). Spelling and grammar checks should be performed prior to submission.

Journal Impact Factor and Author Citation. Researchers who cite authors in this volume for their study are requested to send an electronic copy of the published research to asianbusjournal@yahoo.com.ph for our tracer of journal impact factor and author citation.

STAGES OF THE PUBLICATION PROCESS

1. Quality Assurance by the Editorial Board

1. Preliminary quality assurance evaluation.

    a. Word count for abstract and content
    b. Plagiarism detection
    c. Technical editing

d. Application of corrections
e. Technical review by the editorial board

2. Selection of peer reviewers.

2. Peer Review Process

a. Notification to the author(s) the results of the double blind review.
b. Submission of the revised draft.
c. Re-submission of the revised copy to the peer reviewers
   for confirmation as to compliance.
d. Discussion of the editorial board to accept or reject the manuscripts
   based on the compliance of the peer reviewers' recommendations.

3. Publication Process

1. Formatting of the manuscripts for publication.
2. Forwarding of the prototype copy of the published manuscript to the
   authors for confirmation.
3. Submission of signed copyright transfer prior to final printing.

4. Circulation and Advocacy

1. Launching of the Journal with the author(s).
2. Presentation in Fora.
3. Translational Research/Utilization: Policy, Patent, Program, Modules.
4. Conferment of awards and citations.
5. International indexing of the journal in Major research data bases
   available online.