

GUIDE FOR AUTHORS

The Asian Journal of Business and Governance 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 4,000 words, single-spaced, and with 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 (is), Abstract, Introduction, 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 Minimize citations of unpublished reports and theses.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. References, Acknowledgments, Table Titles, Figures, and Plates Legends should be typed double-spaced. Number consecutively all pages including title page, figures, tables and plates.
4. 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.
5. Spell out acronyms or unfamiliar abbreviations when these are mentioned for the first time in the text.
6. 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.
7. Do not spell out numbers unless they are used to start a sentence.
8. 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)
9. When preparing Tables and Figures, 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 figures should be as short as possible and understandable without referring to the text. Captions of figures should be typed double-spaced in a separate sheet. Figures should consist only of simple line drawings, computer-generated graphics or good quality black and white photographs. Label of figures 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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 12. 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".
 13. A cover page should show the title of the paper, all authors' names, titles and affiliations, email addresses, and any acknowledgements.
 14. 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, 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 three 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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1. In the text, works are cited as follows: author's last name and year, without comma, in parentheses.
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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 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 for unambiguous identification of the published work. The style format is based from the American Psychological Association.

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Authors should note the following guidelines for submitting manuscripts:

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 duty 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.

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4. Revisions must be submitted within 2 months from the decision letter inviting a revision.
5. Vital information is available at this website:
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Comments

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