

EDITORIAL POLICY

Pursuant to the international character of this publication, the journal is indexed by the following agencies: (1) Gale Cengage Learning USA (2) Public Knowledge Project, a consortium of Simon Fraser University Library, the School of Education of Stanford University, and the British Columbia University, Canada; (3) E-International Scientific Research Journal Consortium; (4) Journal Seek - Genamics, Hamilton, New Zealand; (5) Google Scholar; (6) Philippine Electronic Journals (PEJ); and, (7) PhilJol by INASP.

The Asian Journal of Health (AJOH) 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 and www.asianscientificjournals.com. The Editorial Board invites guest editors and peer reviewers from the Philippines and abroad for every issue of the journal.

The Asian Journal of Health is viewed as a premier journal that publishes peer-reviewed researches in Health. 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, scientists, academicians, health practitioners, policy makers, health advocates, graduate students, and other individuals interested in pushing the frontiers of health science .

The primary criterion for publication in the Asian Journal of Health 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 the health sciences such as but not limited to basic and clinical, social, ethnomedical, modelling, and health education studies.

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. The submitted manuscript is reviewed first by an expert on academic writing who was trained abroad. Then, the paper is sent to peer reviewers in Asia, Europe and USA. 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). Then, the Editorial Board deliberates on the final decision on the paper.

Criteria for Acceptance and Rejection. The rejection rate of this journal is 80 percent from the article submissions. The acceptance rate of 20 percent is designed to achieve a higher level of quality assurance. 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; the spelling and grammar passes the "grammarly" software checker; and, 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:

- Unconditional acceptance
- Acceptance with revision based on the referee's 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), Chicago Manual of Style, or the Council of Science Editors for clinical studies.

Word Count, Spelling and Grammar Checks. Contributors are encouraged to perform word count for the abstract (200) and the full text (about 4000 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 the asianhealthjournal@gmail.com for our tracer of journal impact factor and author citation.

Publication Ethics and Publication Malpractice

The Liceo Journal of Higher Education Research is committed to upholding the highest standards of publication ethics and takes all possible measures against any publication malpractices. All authors submitting their works to the Liceo Journal of Higher Education Research for publication as original articles attest that the submitted works represent their authors' contributions and have not been copied or plagiarized in whole or in part from other works. The journal shall retract published articles if the authors are found to have committed self-plagiarism, whereby authors copy large parts of one of their previous manuscripts word-for-word and duplicate publication, which is a form of plagiarism when authors submit previously-published work as if it were original. The authors acknowledge that they have disclosed all and any actual or potential conflicts of interest with their work or partial benefits associated with it. In the same manner, the Liceo Journal of Higher Education Research is committed to objective and fair double-blind peer-review of the submitted for publication works and to preventing any actual or potential conflict of interests between the editorial and review personnel and the reviewed material. Any departures from the above-defined rules should be reported directly to the Editor-in-Chief who is unequivocally committed to providing swift resolutions to any of such type of problems.

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. Grammarly Software
 - d. Gunning Fog Index
 - e. Flesch Reading Ease
 - f. Citations Gadget and H-Index
 - g. Technical editing
 - h. Application of corrections
 - i. 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.

An international board of judges is constituted composed of experts in the discipline from abroad to judge and rank the articles per section of the journal, Awards include diamond (first place), platinum (second place), gold (third place), silver (fourth place) and pearl (fifth place).

GUIDE FOR AUTHORS

The Asian Journal of Health 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 (8.5x11in) 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.

10. Cite references in the text as author (year). Writing of et al. in in text citation is allowed but complete author names should be indicated in the literature cited on reference list. References in press as (author, in press) and unpublished reference as (author, unpubl. data or author, pers.comm.). If two or more references are cited, arrange them by year.
11. Manuscript should be as concise as the subject and research method permit, generally about 4,000 words or more single-space.
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 dictionary 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.

Documentation

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 for unambiguous identification of the published work. The style format is based from the American Psychological Association and Council for Science Editors (CSE) for clinical studies.

Submission of Manuscripts

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 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: asianhealthjournal@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

The Asian Journal of Health welcomes submission of comments on previous articles. Comments on articles previously published in the Asian Journal of Health will generally be reviewed by two reviewers, usually an author of the original article (to assist the editor in evaluating whether the submitted comment represents the prior articles accuracy) and an independent reviewer. If a comment is accepted for publication, the original author will be invited to reply. All other editorial requirements, as enumerated above, apply to proposed comments.