

# PHILIPPINE SOCIOLOGICAL REVIEW

## SUBMISSION GUIDELINES

Please take time to carefully read the submission guidelines for authors who wish to publish with the Philippine Sociological Review (PSR).

### THE PHILIPPINE SOCIOLOGICAL REVIEW

The Philippine Sociological Review (PSR) is the official journal of the Philippine Sociological Society (PSS). It publishes articles that advance theoretical, empirical and methodological studies focusing on, but not limited to, the Philippine society. The journal encourages submissions that challenge conventional scholarship, propose novel ways of understanding contemporary social worlds, as well as manuscripts that foster conversations across disciplines. All manuscripts are double-blind reviewed.

PSR also publishes book reviews, research reports, interviews, and commissioned commentaries. Commission on Higher Education recognizes the PSR as an accredited research journal.

PSR is published annually.

### MANUSCRIPT TYPES

PSR publishes five types of manuscripts:

#### *Journal article*

These are double-blind peer reviewed articles that make a scholarly contribution to the field of sociology. Journal articles are 6,000-8,000 words in length.

#### *Book review*

PSR main issues feature at least one book review of a recent (less than three years old) publication focusing on themes relevant to sociological studies.

#### *Research Report*

An article published as a research report are pieces that present work-in-progress or those oriented towards practical sociology. Research reports are not double-blind reviewed but have been thoroughly reviewed by the editor/s.

#### *Interview*

These are featured conversations between leading specialists on the field covered by the Special Issue and a sociologist selected by the editorial team. Interviews are commissioned.

#### *Commentaries*

In exceptional cases, the PSR board may commission a commentary from a sociologist/s who can provide timely analysis on topics relevant to contemporary scholarship.

### SUBMITTING JOURNAL ARTICLES

Prospective authors must ensure their manuscripts follow these guidelines before their pieces can be considered for publication.

# PHILIPPINE SOCIOLOGICAL REVIEW

## *Substantive requirements*

1. Manuscripts should have a clearly articulated argument both in the abstract and in the main document. Scholarly contributions—whether theoretical, empirical or methodological—should be immediately apparent to readers.
2. The PSR aims to reach a broad and global audience, hence there is a preference for manuscripts to be published in using plain and simple English. Theoretical and methodological concepts must be clearly defined. Empirical case studies must be properly contextualized to be accessible to readers unfamiliar with the Philippine context.
3. There is no prescribed format for a journal article but all articles must have the following content: an introduction that clearly defines the manuscript's argument; a review of literature that situates the article's relationship to broader scholarship; a methodology section for empirical articles; a data analysis section where findings are systematically analyzed and put in conversation with the literature; and the concluding section where evidence are lined up to support the argument the author put forward in the introduction.
4. Authors may submit manuscripts drawn from sections of a thesis, dissertation or other research outputs. Authors must ensure that the manuscript conforms to PSR's substantive and technical requirements. It is crucial that the manuscript's content can stand alone as a journal article.

## *Technical Requirements*

1. Manuscripts will only be considered if they have not been published or under consideration with other publication outlets.
2. The article is 6,000 to 8,000 words in length. Only in exceptional circumstances that shorter or longer articles are accepted. Bibliography is included in this word count.
3. All authors must ensure that they follow the [ASA Style Guide](#).
4. Manuscripts use 12-point standard font, with one inch margins on all sides and page numbers on the lower right hand side.
5. Images, maps and other forms of data visualization have high resolution. Images must have captions. Tables and data visualization must acknowledge the source and referenced in the bibliography.
6. Manuscripts must be blind review ready. This means the main document should not have any references that can identify the author.
7. All authors are encouraged to enlist the help of a copyeditor prior to submitting the manuscript.

## **BEFORE SUBMISSION**

Prospective authors must ensure the following documents are ready before submitting:

1. Cover page which includes:
  - The title of the article
  - Full name of all authors
  - A brief bio note for each author (less than 100 words)
  - Email address of corresponding author
  - Abstract of 100-200 words
  - Three to five keywords

# PHILIPPINE SOCIOLOGICAL REVIEW

- Acknowledgement or notes (such as credits and grants/funding) should not exceed 30 words
- 2. Blind review ready manuscript
  - Ensure that the authors' names are not cited in the document
  - Self-citations in-text are deleted. Use "author" instead. E.g. (Author, 2015).
  - Delete self-citations in the bibliography
- 3. Separate attachment for images, tables, and other forms of data visualization

## **AFTER SUBMISSION**

1. The editor will decide whether the article can be sent out to at least two anonymous reviewers or returned to the author for further revisions. Manuscripts that do not comply with PSR's style guide will be returned to the author.
2. Manuscripts sent out for review will receive feedback from anonymous reviewers two to three months after submission. Authors are then expected to revise and address the reviewers' comments.
3. Accepted articles will be notified by the issue editor.

The editor reserves the rights to request revisions, suggest or make appropriate changes, and postpone or refuse publication of manuscripts.

# PHILIPPINE SOCIOLOGICAL REVIEW

## APPENDIX: PUBLICATION FLOWCHART

