

Submission Guidelines

1. Originality and citation

All contributions must be original and must not have been published previously.

The author(s) should secure permission for the use of copyrighted materials. Citations or other forms of acknowledgment of sources should be done properly. For manuscript preparation, follow the suggested style and format in the *Chicago Manual of Style (CMS) 16th Edition*.

2. **Length of Manuscript** - Asia Mindanaw welcomes research manuscripts with an approximate length of 5,000 – 10,000 words; experience-based reflections (3,000 – 5,000 words); and book reviews (800 – 2,000 words)

3. **Writing style**

Use of jargon or highly technical language is discouraged. If technical terms cannot be avoided, a glossary must be supplied. When a local language is used, an English translation should be provided.

Quotations of not more than 40 words are enclosed in double quotation marks and are incorporated in the text. Quotations of 40 or more words should be presented in block minus quotation marks, except for quotation(s) within a block quotation.

Italics should be used for titles of books, periodicals, microfilm publications, journals, genera, species, varieties, technical/key term (e.g., those who answered *rarely*, *occasionally*, and *never*) when it first occurs, words that could be misread, statistical symbols or algebraic variables (e.g., *t* test, $a/b = c/d$, $F(1,53) = 10.04$), test scores, and scales.

4. **Illustrations and other non-text materials** -

Photographs should be of good quality, black and white or color prints. Color slides and digital photographs (300 dpi and above) are also acceptable.

Line drawings or maps should be original in black waterproof ink on separate sheets.

5. **Composition of Manuscript** - The submitted manuscript should have the following:

- A. **cover page** - first page of the submission - should be a separate paper from the pages of the manuscript which should display the following:

title of the manuscript,
name of the author(s),
brief description (i.e., not more than 50 words) about the author(s) (i.e., current professional status, institutional affiliation, title, rank, and current research projects or scholarly works, if any), and
contact information of the author(s) (i.e., address, email, telephone, and mobile phone)

- B. The **first page of the manuscript** should come after the cover. This should include the following:
- **title of the article** minus the name(s) of the author(s). No part of the manuscript should give any clue on or reveal the identity of the author(s) to the reviewers; and
 - **abstract** with approximate length of 150 to 300 words. The abstract usually contains the purpose, key concepts, findings, and implications of the work.
- C. Main article
D. References – separate page
E. Appendix (if needed)

Criteria for Evaluation

Articles are double-blind refereed based on the following criteria:

1. value of the findings/ideas that promotes peace and development in and for Mindanao and links Mindanao with Asia and beyond;
2. conformity to high standards of research methodology and/or analysis;
3. originality and authenticity of work; and
4. clarity of language and logical consistency.

AsiaMindanaw requires the completion of the certification form which is to be submitted along with the manuscript.

To the Editorial Board:

This is to certify that the manuscript titled “_____” is my/our own work, has never been published, or has not been submitted for evaluation to another publication.

In addition, I agree not to submit the said manuscript to another publication/publisher while it is being evaluated for publication in the **AsiaMindanaw Journal**. I also certify that I have secured the consent of my co-authors (if any) to submit this manuscript.

Signature (over printed name)/ Date