
GUIDELINES ON MANUSCRIPT FORMAT*

For expediency in reviewing, the *PJPA* Editorial Board is requesting contributors to observe these guidelines when formatting manuscripts. The *PJPA* follows the reference format prescribed by the *Publication Manual of the American Psychological Association (APA)*, Sixth Edition.

These formatting guidelines also cover all other publications produced by UP-NCPAG Publications Office.

Typeface and Font Size

Please use roman type throughout the manuscript. Refrain from underlining the title of the article and the section subheadings. The prescribed font type for titles and primary subheads is 14-point bold type. For secondary subheads and run-ins, use 12-point, bold and italicized type. For body text, use 12-point font and 11-point font for block quotations.

Capitalization and Use of Italics

Titles of officials are capitalized only when they precede the names of the individuals. Use capital letters when referring to a subject as a discipline (e.g., studies in Public Administration). Always capitalize the major words in titles of books and articles and in subheadings. For titles in the reference list, capitalize only the first word and proper nouns.

Use all capitals in acronyms and abbreviations but spell them out in the first instance (e.g., National College of Public Administration and Governance [NCPAG]).

Use italics for the titles of books, journals, and newspapers, the names of the plaintiff and defendant in legal cases, genera and species, and uncommon foreign words.

Quotations

Always include the page number(s) of the source of any quoted material. Materials that are cited word for word should always be enclosed in quotation marks. Quoted material that is longer than six lines is set off as a block quotation. A block quotation is separated from the paragraphs and is typed in smaller font.

Quotation marks are also used to enclose words that are coined, slang or unfamiliar.

Numbers

Numbers less than 10 should be spelled out. Use numerals for numbers equal to or greater than 10, percentages, and decimals. "Percent" should always be spelled out (e.g., two percent, 99 percent). Do not omit placement zeroes (e.g., 0.25, 0.01) except in tables. Avoid starting sentences with numbers.

Tables, Graphs and Figures

Use tables, graphs and figures only when necessary. Discussion on the relevance of table or figure should precede the table or figure. Keep tables, graphs and figures simple, clear and readable. When using multiple tables or figures, it is necessary to include identification numbers (e.g., Table 2, Figure 4).

* Based from *Public Administration Review (PAR)* Submission Information and Guidelines for Authors and *Publication Manual of the American Psychological Association (APA)*, Sixth Edition

The caption of a table or figure appears above the table or figure. It is composed of an identification number, a brief descriptive title, and unit of measurement.

e.g., Table 4. National Education Budget in the Past 10 Years (in Philippine Pesos)

Footnotes and Endotes

The use of content footnotes to clarify text or to supply additional information is allowed but not generally encouraged. Table footnotes should be placed directly under the specific table. Footnotes shall not be used for references.

Citing References in Text

Use the author-date system when citing a source reference in the body text. Enclose the name of the author, year of publication and the relevant page number(s) in parentheses. Use commas to separate the author's name from the year of publication, and the page number(s).

e.g., (Abad, 1998, p. 16).

If the author's name is already referred to in the text, indicate the year and the page number.

e.g., In a study by Arcadio Panganiban (2005, p.99), he concluded..

If the reference material has two authors, cite both names every time their work appears. For works with three to five authors, cite all authors on first use. For its subsequent citation, indicate only the surname of the first author followed by "et al." For works with six or more authors, indicate only the surname of the first author followed by "et al."

e.g., (Carpio & Morales, 2008)
(Demetria, Puno, Sarmiento & Tolentino, 2009)
Demetria et al. (2009)

If two or more reference materials have the same author and were published in the same year, assign letters to the years of each work (alphabetically arranged). to distinguish one reference from another.

e.g., (Carpio, 2006a, pp. 151- 152)
(Carpio, 2006b)

Separate two or more references enclosed in a pair of parentheses with semicolon(s).

e.g., (Carpio & Morales, 2008, pp. 182-183; Demetria et al, 2009, p. 201; Abad, 1998, p. 16).

If the author is an organization or an institution, indicate the full name of the organization and its acronym in brackets on its first use. Use the abbreviation in later citations.

e.g., (Institute for Small Scale Industries [ISSI], 1999, p. 10)

Citing reference materials from electronic sources should follow the same author-date format.

If page numbers are needed but not available, use a descriptive locator (such as subheads) when citing in text.

e.g., (Bersamin, 1999, "On separation of powers")

For interviews, letters, e-mails, and other references gathered through personal communication, indicate the name of the individual being cited, the date of the communication and the fact that it was a personal communication. Personal communication is only cited in text and is not included in the reference list.

Reference List

Complete bibliographic information of all reference materials used should be provided at the end of the manuscript. Entries should be listed alphabetically. All sources cited in the text should be listed alphabetically by author and within the same author, by year of publication.

Book, single author

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (edition). Location: Publisher.

Book, multiple author

Author1, A. A., Author2, B. B., Author3, C. C., & Author4, D. D. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Edited book with no author

Editor1, A. A. & Editor2, B. B. (Eds.).(Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Edited book with author/s

Author1, A. A. & Author2, B. B., (2000).*Title of book*. A. A. Editor1 & B. B. Editor2 (Eds.). Location: Publisher.

Article or chapter in an edited book

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Journal & other periodical articles

Author, A. A., Author, B. B., & Author, C. C. (Year/Date). Title of article. *Title of Journal/Newspaper, volume number*(issue number), pages.

Non-English titles

Author, A. A. (Year of publication). *Title of work* [English translation of the title]. Location: Publisher.

Published conference paper in conference proceedings

Author, A. A. (Year). Title of paper. In A. Editor (Ed.). *Title of conference proceedings* (page numbers). Location: Publisher.

Unpublished conference paper

Author, A. (Year, Month). *Title of paper*. Paper presented at name of conference, Location.

Unpublished dissertation

Author, A. (Year). *Title of dissertation*. (Unpublished doctoral dissertation). Name of Institution, Location.

Public documents and reports

Author/Institution. (Year). *Title of Document*. Location: Publisher.

Electronic sources

Use the format prescribed for the printed version and append the URL and the date the material was retrieved.

e.g., Lucas, F. B. (1999). *A radio broadcasting model for rural women and farm households*. Retrieved 26 March 2012, from <http://www.fao.org/waicent/faoinfo/sustdev/cddirect/cdan0026.htm>