JOURNAL PUBLICATION GUIDELINES AND IMRAD TEMPLATE

Please name your submitted Word file in the ff. format: **DEPARTMENT_TITLE**. Example: (CCJE_LIVED EXPERIENCES OF….) Please delete this after you have completed your paper

TITLE OF PAPER IN TIMES NEW ROMAN, 12 FONT SIZE, ALL CAPS, CENTERED, NOT MORE THAN 20 WORDS

Author's Name and Surname 1, Author's Name and Surname 2, Author's Name and Surname 3, Author's Name and Surname 4, Author's Name and Surname 5
Author's Name and Surname 6

Email Address: email of 3 representatives from the group. Example: *researcher1@gmail.com; researcher2@gmail.com; researcher3@gmail.com*

Name of Department/Strand for Senior High School

ABSTRACT

The abstract should be written as a single paragraph, single-spaced, and should not exceed 300 words. It must briefly state the background or context of the study, the main objectives, the methodology used, key findings, and the conclusion or implications of the results. Avoid citations, abbreviations, and undefined acronyms. The abstract should stand alone and provide readers with a concise summary of the entire research paper. Include 3–5 keywords listed below the abstract separated by semicolon. Please ensure that all sentences are in the correct tense.

***Keywords**: Education; Law Officers; Partnership*

INTRODUCTION

Submitted research papers must strictly follow the IMRaD structure comprising Introduction, Methods, Results, and Discussion, along with an abstract, references, and optional appendices if needed. The entire paper, including tables and figures, should not exceed 15 pages, formatted on A4-sized paper, with single line spacing, and 1-inch margins on all sides. Use Times New Roman font, size 12-point. Citations and references must adhere to the latest APA (American Psychological Association) citation style. Submissions must be in editable Word document format (.doc or .docx).

The Introduction should provide a clear and concise background of the study, establish the research problem, and explain why the study is important. It should include a brief review of related literature to show what is already known about the topic, identify gaps or unresolved issues, and lead logically to the purpose or objectives of the study. Clearly state the research question or hypothesis, and avoid unnecessary broad statements. The discussion must remain focused on the specific topic being addressed. All references must be properly cited using the

most recent edition of the APA (American Psychological Association) citation style. Ensure that all in-text citations are included in the reference list.

METHODOLOGY

The Methodology section must provide a clear and detailed account of how the research was conducted to ensure transparency and reproducibility. It should begin by identifying the research design (e.g., descriptive, experimental, correlational, qualitative) and justifying its appropriateness for addressing the research objectives. Describe the participants or respondents, including population size, sampling method, inclusion/exclusion criteria, and relevant demographics. Explain the research instruments used (e.g., questionnaires, interview guides, observation tools), including how they were developed or sourced, and how their reliability and validity were established. Clearly outline the data collection procedure, including when, where, and how the data were gathered. Then, describe the data analysis methods used to interpret the results.: quantitative (e.g., statistical tests) or qualitative (e.g., thematic coding).

Additionally, the methodology must include a section on Ethical Considerations. This should state how the rights, dignity, and confidentiality of participants were protected throughout the study. Researchers must confirm that informed consent was obtained and that participants were made aware of their right to withdraw at any time without consequence. For studies involving minors, vulnerable groups, or sensitive topics, appropriate safeguards must be mentioned. Lastly, indicate whether ethical clearance or approval was obtained from the institution's ethics review board or a relevant authority. All ethical practices must adhere to institutional and international standards for responsible research.

RESULTS AND DISCUSSION

Subtitle of Result 1

The Results section should present the findings of the study in a clear, logical, and objective manner, without interpretation or personal commentary. Use appropriate tables, figures, or graphs to support and summarize the data, ensuring each is properly labeled and referred to in the text. Report only the most relevant results that directly answer the research questions or objectives. Quantitative studies must include descriptive and/or inferential statistics, while qualitative studies should summarize key themes or patterns that emerged from the data. Avoid repeating the same data in both text and tables.

The Discussion section follows the Results and provides interpretation, analysis, and implications of the findings. This section should explain the meaning of the results in the context of the research questions and existing literature. Compare your findings with those of previous studies to highlight similarities, differences, or new insights. Discuss possible explanations for unexpected outcomes and acknowledge limitations that may have influenced the results. Where appropriate, suggest practical applications, theoretical contributions, or areas for future research.

Ensure that the analysis is logical, coherent, and evidence-based. All cited studies must follow the most recent APA citation format.

Tables Format

Tables should be used to efficiently present numerical data and summarize key results that support the discussion. Each table must be numbered consecutively (e.g., Table 1, Table 2) in the order they appear in the text and must be referenced in the body of the paper.

Table 1. Mean Scores of Students' Academic Performance by Study Habit Type (N = 120)

Study Habit Type	Mean Score	Standard Deviation
Time-Managed Studying	89.4	4.12
Cramming	76.3	6.08
Passive Review	68.5	5.21

Note: Higher scores indicate better academic performance.

The title of the table should be placed above the table and written in italics and title case (e.g., *Table 1 Mean Scores of Students' Academic Performance by Study Habit Type)*. The table itself should be centered, single-spaced. If notes are needed to clarify data, place them directly below the table using the labels “Note.” or “Notes.”

Table 2. Fears and Concerns of using Cashless Payment Systems

Themes	Illustrative data extracts
Security Concerns.	
Technical Vulnerabilities	
System Unreliability	
Perceived Risks	
Cultural Resistance	

As shown in Table 2, several key fears and concerns were identified among La Trinidad public market vendors regarding the use of cashless payment systems. These fears emerged through interconnected themes, each significantly influencing the vendors’ reluctance to adopt digital transaction methods. Foremost among these concerns were security issues. Vendors expressed a *strong fear of scams and hacking*, often citing real-life examples of fraudulent experiences within their community. This reflects the general anxiety surrounding the safety of cashless systems.

Figures Format

Figures should be used to present non-tabular, visual data such as graphs, charts, diagrams, illustrations, or photographs that enhance the understanding of the research findings. Each figure must be numbered consecutively (e.g., Figure 1, Figure 2) in the order it appears in the paper and must be explicitly referred to in the text.

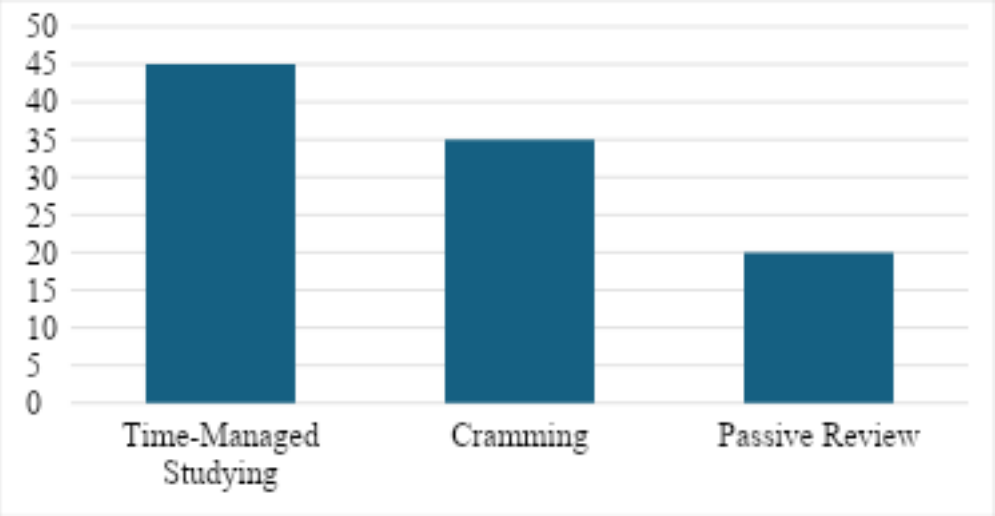


Figure 1. Distribution of Study Habits among Respondents

The title and caption of the figure must be placed below the figure and written in italicized sentence case (e.g., *Figure 1. Distribution of Study Habits among Respondents.*). Figures should be centered, clear, and easy to interpret. Ensure that Figures must be in high resolution in jpg format.

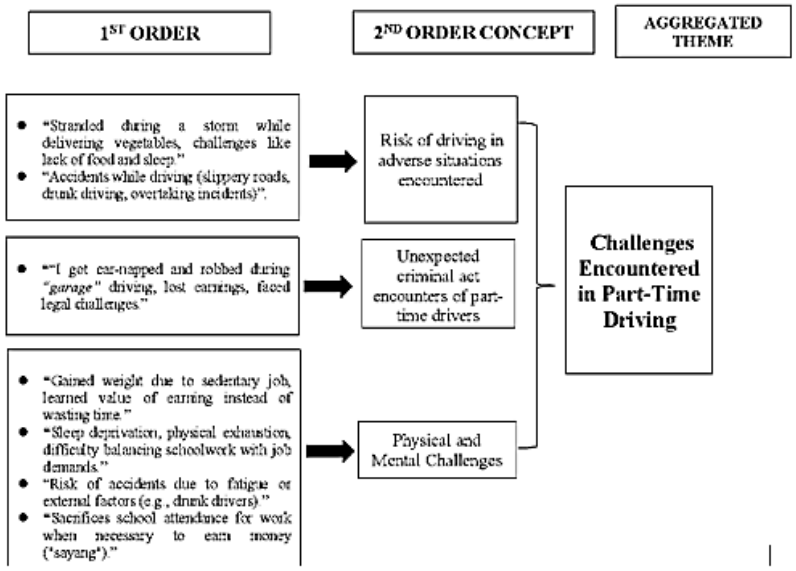


Figure 2. *Challenges in Part Time Driving*

For social research, oral accounts and personal narratives may be integrated into the main text to support thematic interpretation For instance, according to Figure 2, *sleep deprivation, physical exhaustion, and difficulty in balancing schoolwork with job demands* is one of the challenges the part time driver encounters while studying.

CONCLUSIONS

The Conclusion should provide a concise summary of the key findings of the study, clearly linking them to the research objectives. It should emphasize the significance of the results without merely repeating the content of the Results or Discussion sections. Authors are encouraged to highlight how the findings contribute to existing literature or address the identified research gap. New data or ideas that were not previously discussed in the paper should not be introduced at this stage. The conclusion must be written in a clear, objective tone and kept brief, typically no more than one to two paragraphs.

RECOMMENDATIONS

The Recommendations section should be derived logically from the conclusions and provide practical and actionable suggestions based on the study's results. These may include proposals for improvements, policy recommendations, educational applications, or community-based actions. In addition, researchers may suggest directions for future studies, especially to address limitations encountered or areas that remain unexplored. Recommendations must be clear, specific, and relevant to the stakeholders and context of the research.

REFERENCES

The References section should include all works cited within the research paper and must follow the latest edition of the APA (American Psychological Association) citation style. Entries should be listed alphabetically by the last name of the first author. All references must be accurate, complete, and consistently formatted. Each citation should include all necessary details such as author(s), publication year, title of the work, source or publisher, and DOI or URL when applicable. The reference list should only contain sources that were actually cited in the body of the paper. In-text citations must exactly match the corresponding reference list entries. Use a hanging indent for each reference.

Author, A. A., Author B. B., & Author, C. C.(year). Title of article. Title of Journal, volume(issue), page-page. doi:x.xxxx/xxxx-xxxx.xx.x.xxx

Author, D.D. (year, Month Day). Title of article. *Title of Newspaper*, https://newspaper.homepage

Author, E.E., & Author, F.F. (year). *Title of book*. Publisher.

Author, G.G., & Author, H.H. (year, Month day). *Title of document*. https://www.xxxxxxx

******Guide: Example of APA 7 Citations (references and in text ******* Please delete this after you have completed your paper

Journal Article:

Doe, J. (2020). The impact of waste management programs. *Environmental Research Journal, 45*(2), 123-135. https://doi.org/xxxx

Book:

Smith, A. (2018). *Sustainable urban development strategies.* Oxford University Press.

Conference Paper:

Brown, K. (2019). Developing effective community waste programs. *Proceedings of the International Conference on Sustainability*, 23(1), 45-58.

Chatgpt

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. https://chat.openai.com/chat

In Text:

(OpenAI, personal communication, Date)

Example: (OpenAI, personal communication, February 1, 2025)

Youtube

TED-Ed. (2019, October 24). *Why should you read "Crime and Punishment"? - Alex Gendler* [Video]. YouTube. https://www.youtube.com/watch?v=Yvywma6BzvI

In Text:

(TED-Ed,2019)

or (TED-Ed, 2019, 2:15) – if quoting a specific moment in the video

Twitter

National Geographic. (2023, October 10). The Amazon rainforest is home to more than 400 billion trees, playing a vital role in Earth's climate [Tweet]. X (formerly Twitter). https://twitter.com/NatGeo/status/123456789

In Text: (National Geographic, 2023)

Facebook Post:

Reference List:

WHO. (2023, June 15). We continue to work towards global health equity and access to healthcare for all [Facebook post]. Facebook. https://www.facebook.com/WHO/posts/987654321

In-Text Citation: (WHO, 2023)

Instagram Post:

Reference List:

NASA. (2023, December 5). The latest image from the James Webb Space Telescope reveals a new galaxy cluster! [Instagram post]. Instagram. https://www.instagram.com/p/123456789/

In-Text Citation: (NASA, 2023)