



PHILIPPINE JOURNAL OF EXTENSION SERVICES

Pangasinan State University – Extension Services Office

Lingayen, Pangasinan

ABOUT THE JOURNAL

The *Philippine Journal of Extension Services* (PJES) is a peer-reviewed, internationally-circulated journal published by the Pangasinan State University – Extension Services Office in print and online versions. The journal is an avenue for Extension Professionals and Students to disseminate scholarly works in the field of Community Extension. PJES encourages the practice of research-based extension services for community development. It publishes *Developmental Papers*, *Research and Review Papers on Extension*, *Results of Needs and Impact Assessments* which focus but not limited to the following thematic areas:

1. Human Welfare and Community Development;
2. Policy and Governance;
3. SMART Extension Services;
4. Agriculture and Fisheries Extension; and
5. Innovative Extension Education.

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The *Philippine Journal of Extension Services* (PJES) publishes technically-sound, peer-reviewed scholarly articles in English language. The PJES publishes two issues (June and December) in one volume annually. Scholarly articles which merits international audience may be accepted for publication by the journal. Only unpublished and original manuscripts may be considered for publication in PJES.

Manuscript Format

The authors should prepare their manuscripts using the standard format of the journal to expedite the review process. All articles must not exceed 8,000 words and should be organized using the following format:

1. **Title Page:**
 - a. This page should contain informative but concise **title**.
 - b. **Author names** (first name, middle initial and last name) should be clearly indicated. Underline the corresponding author's name.
 - c. The **authors' affiliation** addresses are presented below the names. Use superscript numbers after each author's name and in front of the appropriate address to indicate affiliations.
 - d. The **corresponding author** will be responsible at all stages of refereeing and publication. Hence, updated contact email address should be provided.
 - e. A **running title** or a shortened version of the title should be included.
2. **Abstract:** The abstract should be factual and concise. It is a paragraph of not more than 250 words that briefly provides salient information on the purpose, methods and outcomes of the article. The abstract should stand alone from the article, hence, citations and uncommon abbreviations should be avoided.
3. **Keywords:** Provide five (5) keywords immediately after the abstract for indexing purposes.
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7. **Conclusion:** This section should contain generalizations drawn from the results/outcome of the work.
8. **References:** Citation in text should follow the Citation-Sequence system as described by the Council of Science Editors (CSE). Formatting of the reference section should follow the citation guide of the CSE. <https://wac.colostate.edu/resources/writing/guides/cse/>

The manuscript should be in MS Word file using A4 page size (8.27×11.69 inches) with 1 inch margins at all sides, double spaced with a single-column format. Page and line numbers should be included. Use Times New Roman font with font size of 12 points.

Section titles should begin at the left margin with a single line of space above, and in all capitals in boldface. Subsections should begin at the left margin in italics, and third-level headings at a single



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tab from the left margin in italics. In the second and third-level headings, only the first word is capitalized, never as all capitals.

Metric units or the International System of Units (with base unit of second, meter, kilogram, mole, etc.) or non-SI units accepted for use with the SI should be used in the manuscripts. Other units like minute, hour, day, hectare and tonne is acceptable. Abbreviations of units may be used only beside numerals (e.g., 5 m); otherwise units should be spelled out (e.g., only meters away).

Table headings, Figure explanations and other labels must be understandable without reference to the text. Number Tables and Figures consecutively, one per page. Tables must have horizontal lines only at the top and bottom and no vertical lines at all. Leave spaces to indicate groupings of data. Figures must be neat and simple line drawings, computer-generated graphics, or good-quality black and white photographs with high resolution and high contrast. Labels or lettering on Figures must be of a size readable after reduction (up to 60%). Send electronic images (.JPEG or .TIFF format) using a resolution minimum of 600 dpi at first submission. The original version may be requested after the manuscript is accepted. Figures, charts and other artwork must be suitable for black and white presentation.

Peer-Review Process

The peer-reviewing system is used to assess the quality of the manuscript before it is published. Independent authors in the relevant subject areas assess submitted manuscripts for originality, validity and significance to help editors determine whether a manuscript should be published in the PJES.

When a manuscript is submitted to the PJES, it is assessed to see if it meets the criteria for submission. If it does, the editorial team will select potential peer reviewers within the field of specialization to peer-review the manuscript and make recommendations.

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