

REVISED GUIDELINES ON BATSTATEU SUPPORT AND INCENTIVE FOR PUBLICATION OF RESEARCH PAPERS

INTRODUCTION

The Batangas State University has always been supportive of the research activities and initiatives of its researchers, most especially in the publication of research outputs in regional, national or international journals accredited by the Commission on Higher Education and / or SCOPUS or ISI indexed. This does not only provide opportunity for professional advancement and personal development of faculty/ personnel researcher, but also contributes significantly to the University's institutional profile.

The approved Research and Development Manual of the University stipulates the assistance to be given to its researchers for research publications. In the observance thereof, a rigid review process must be undertaken to ensure the quality of researches to be published in different journals, and to effectively manage the limited resources of the University.

OBJECTIVES

1. To provide support and incentives to researchers whose research work was published in refereed journals
2. To provide equal opportunities among faculty researchers to disseminate their research findings and contribute to the world's pool of expertise and knowledge
3. To effectively manage the resources of the University in providing incentives for research publications
4. To encourage and nurture the development of faculty researchers and enhance the culture of research in the University

COVERAGE

These guidelines are applicable to research papers authored or co-authored by BatStateU faculty researchers or personnel, published in regional, national or international refereed journal **accredited by the Commission on Higher Education and / or SCOPUS or ISI indexed.**

Conference proceedings of research conferences are not covered by these guidelines.

ELIGIBILITY

All full-time faculty members and personnel of Batangas State University are eligible to receive financial support and incentive for paper publication from the University. Authors should have submitted the research paper specifying their affiliation with Batangas State University, and this must be explicitly stated on the research journal.

RESEARCH PAPER

1. The paper must be aligned with the thrusts and priorities of the University, specified as follows:
 - a. Food
 - b. Energy
 - c. Environment
 - d. Health and Medical Sciences
 - e. Material Science and Engineering
 - f. Information and Communications Technology
 - g. Manufacturing and Process Engineering
 - h. Science and Mathematics
 - i. Education and Social Sciences

2. The paper that was published must be aligned to the field of specialization and/or nature of work (i.e. designation/ special assignment) of the personnel/faculty researcher(s) applying for incentive.

JOURNAL REVIEW (*International Journals*)

The Vice President for Research, Development and Extension, through the assistance of the Director for Research Management Services and the Asst. Director for Research Management Information Services and Publication, shall form a committee to evaluate the journal based on the following terms:

The research journal must

1. be published by a reputable organization (i.e. track record and publication).
2. have a competitive peer-review process for paper selection.
- 3. be properly indexed by CHED recognized indexing bodies (Thomson Reuters (ISI) and Elsevier's Scopus)**
4. have evidence of impact and citation

The members of the committee should be experts on the field of research.

JOURNAL REVIEW (*Regional/National Journals*)

The Vice President for Research, Development and Extension, through the assistance of the Director for Research Management Services and the Asst. Director for Research Management Information Services and Publication, shall form a committee to evaluate the journal based on the following terms:

The research journal must

1. be published by a reputable organization (i.e. track record and publication).
2. have a competitive peer-review process for paper selection.
- 3. Accredited by CHED**

The members of the committee should be experts on the field of research.

APPLICATION AND PROCESSING IN CLAIMING OF SUPPORT/INCENTIVES

1. All faculty researchers requesting for research publication incentive shall submit an **Application Form for Research Publication Incentive** (*see attached*). This form can be secured from the Office of the Vice President for Research, Development and Extension or Office of the Director for Research Management Services.
2. Pertinent documents shall be submitted/ attached to the Application Form:
 - a. Hard copy of the research journal (for print journals) / printed copy of the research journal (for online journals)
 - b. Photocopy of the Table of Contents bearing the title of the research paper published and the name of the author(s)
 - c. Photocopy of the pages where the actual paper was printed
 - i. The name of the author(s) and Batangas State University must appear on the journal article.
 - d. Certificate of Acceptance for Publication or similar documents
 - e. Proof that a peer-review process took place prior to publication, which must include the proceedings of the process and the comments/suggestions of the reviewers.

If the applicant is also seeking for publication support (*refereeing fee and entry fee*), the official receipt(s) or notice of payment should also be attached to the application form.

3. Relevant information about the research journal shall be accurately provided by the applicant for evaluation:
 - a. Title of the Journal
 - b. Volume/ Issue number
 - c. ISI/ISSN/ISBN
 - d. Digital Object Identifier (DOI) for e-journals
 - e. Publisher
 - f. Editors
 - g. Type of Publication
 - h. Website/ Email Address
4. Should the research journal meet the abovementioned criteria and the evaluators find merit in granting the incentive, the result of the review and evaluation shall be endorsed to the Vice President for Research, Development and Extension for approval. Otherwise, the applicant shall be informed of the result through a formal correspondence from the Office of the Director for Research Management Services.

TERMS AND CONDITIONS

1. Authors should take collective responsibility for the integrity of the submitted and published work.
2. There is no limit on the number of research publication for any faculty / personnel researcher.
3. A faculty / personnel researcher may request for publication incentive on the same paper only once, regardless of the level of publication.
4. The amount of incentive shall be based on Section 4.3.4 of the BatStateU Research and Development Manual.
 - a. For **joint or multiple authorship**, where both or all authors are directly part of the BatStateU system, the incentive shall be equally divided among the authors. A formal letter shall be signed by all the authors certifying their intention to give authority to only one (1) author to claim the incentive on their behalf.
 - b. For **joint authorship**, where the other author is not part of the BatStateU system, 50% of the incentive shall be given to the corresponding BatStateU author.
 - c. For **multiple authorship**, where the other author(s) are not part of the BatStateU system, only corresponding BatStateU author(s) can avail of the incentive.
 - i. If there is only one author from BatStateU, he/she can claim 50% of the incentive.
 - ii. If there are two or more authors from BatStateU, they can claim the proportionate amount of the incentive.
5. For a published research paper whose authors used to be part of the BatStateU system but are no longer a faculty/employee of the University at the time of publication, the publication support/ incentive cannot be claimed.



Office of the Director for Research Management Services

Application Form for Research Publication Incentive

I. Personal Profile

Name of the Applicant: _____

Academic Rank: _____ Employment Status: _____

College: _____ Campus: _____

Field of Specialization: _____ No. of Years in the University: _____

II. Details of Research Publication(s) in Refereed Journals for the last Two Years

Title of Research Paper	Title of Journal where the Paper was Published (include Vol./Issue/No.)	Publisher	Support given by the University (in Php)

III. Details of the Journal where your Paper was Published:

Title of the Paper: _____

Co-authors (if any): _____

Title of the Journal: _____

Vol./Issue/ No.: _____ ISSN/ISBN: _____

DOI (for e journal): _____

Publisher: _____

Editors: _____

Type of Publication (Check one.) Regional National International

(Check one.) Print Journal Online Journal

Website: _____ Email address: _____

Please take note that the research journal must be published by a reputable organization (i.e. track record and publication), has a competitive peer-review process for paper selection, and is properly indexed by recognized indexing bodies..

IV. Details of the Assistance to be requested from the University (Please write N/A if not applicable.)

Particulars	Amount
TOTAL AMOUNT	

Please submit/ attach the following documents:

- a. Hard copy of the research journal (for print journals) / printed copy of the research journal (for online journals)
- b. Photocopy of the Table of Contents bearing the title of the research paper published and the name of the author(s)
- c. Photocopy of the pages where the actual paper was printed
 - i. The name of the author(s) and Batangas State University must appear on the journal article.
- d. Certificate of Acceptance for Publication or similar documents
- e. Proof that a peer-review process took place prior to publication, including the proceeding of the process and the comments/suggestions of the reviewers
- f. If seeking for publication support (refereeing fee and entry fee), the official receipt(s) or notice of payment should also be attached to this form.

I hereby declare that all the details in this application form are accurate. I have not hidden any relevant information as must be necessarily brought to the attention of the University. I will satisfy all the terms and conditions prescribed in the guidelines of the University for Research Paper Publication.

Signed:

Signature over Printed Name of the Applicant

Date

Noted:

Research Coordinator

Date