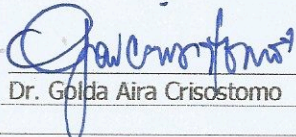


Procedure No:	ADM-PROC-LRC-0005
Procedure Title:	Submission and Screening of Articles for the Luz y Saber
Related Policy:	ADM-POL-LRC-0004 Policy on the Submission of Articles to the Luz y Saber
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to regulate the submission and screening of articles for the Luz y Saber.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. The author submits his article for possible publication at the Luz y Saber. Possible articles include book review and researches transformed to its publishable form. A printed copy and an electronic copy of the article are required upon submission.</p> <p>Step 2. The Center makes an initial screening of the submitted article. Those that do not pass on the standards of the Center shall be returned to the author.</p> <p>Step 3. Screened articles shall be forwarded to the panel of referees.</p> <p>Step 4. The referees shall review and make recommendations on the submitted articles. Articles that failed the screening process of the referees shall be returned to the authors.</p> <p>Step 5. The Center informs the authors whose articles are accepted for publication. In case there are revisions that need to be undertaken, the author is compelled to accomplish it. Authors who do not abide with the revisions made by the referees shall be refused from publication.</p> <p>Step 6. Once the article was already published, the Center processes the honoraria of the contributors. The processing time for the honoraria shall be dependent on the processing period of the Financial Affairs Division.</p>
Procedure Approval Authority:	Director of the Research Center
References:	
Definition:	
Help Page:	Letran Research Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Golda Aira Crisostomo
Date of Approval:	

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