


Policy No:	ADM-POL-LRC-0004
Policy Title:	Policy on the Submission of Articles to the Luz y Saber
Implementation Procedure:	ADM-PROC-LRC-0005 Submission and Screening of Articles for the Luz y Saber
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(Policy Expert)	Director of the Research Center
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Purpose of Policy:	This policy enumerates the Colegio's guidelines in the submission and selection of articles submitted to the Luz y Saber.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Luz y Saber is the institutional research journal of Colegio de San Juan de Letran – Manila. It is published twice a year, on the months of June and December. • The Center accepts articles from internal (administrators, faculty members and non-teaching employees) and external (professionals within the academe or industry practitioners) contributors. • Those who wish to have their works (researches, book review) published to the Luz y Saber, should submit three printed copies and an electronic copy of their work to the Research Center. • The Research Center conducts an initial screening on the article submitted. • If the Center finds an article worthy for publication, it is submitted to the panel of consultants / referees. • The referees read and make recommendations for the submitted articles. • Authors, whose articles were approved by the consultants, shall be informed by the Center of the possible revisions and adjustments. On the contrary, articles that were rejected by the referees shall be returned to the authors. • The accepted articles will be queued for publication in the nearest publication date of the Luz y Saber. • Honoraria shall also be given to authors and the panel of referees who contributed in the journal. • Contributors, whose published researches were funded by the Colegio or were given a grant, may not anymore receive honoraria. Funded researches, as part of the Colegio's memorandum of agreement, shall be automatically published only at the Luz y Saber. • The Center does not accept articles that were already published and or applied for possible publication to other journals.
Applicability:	All employees
Policy Approval Authority:	Director of the Letran Research Center
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Dr. Golda Aira Crisostomo
Date of Approval	

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