



Instructions to Authors for PRISMA: Gender and Education e-Journal

Thank you for choosing to submit your paper to us. These instructions will help intending authors ensure the completeness of the requirements for the paper to move smoothly through peer review, production, and publication. Please take the time to read and follow them as closely as possible, as doing so will ensure your paper matches the journal's requirements and standards.

About the Journal

PRISMA: Gender and Education E-Journal is a peer-reviewed journal by the Philippine Normal University that publishes original contributions on gender studies and its emergent issues. The journal is an annual publication that covers an extensive array of education themes using gender as a lens. It publishes diverse content that will be of interest to a wide range of readership through its five main sections: research articles, Article Review, Book reviews, policy briefs, and creative works.

PRISMA provides a unique platform for knowledge sharing regarding, among other topics, pedagogy, curriculum, technology integration, teaching and learning, assessment and evaluation, educational leadership, teacher education – across the lifespan (early childhood care and development, basic education, tertiary, technical and vocational education, family and community, non-formal, informal and lifelong learning).

Publication Ethics

The publication of an article or creative work in a peer-reviewed journal is a crucial step in disseminating knowledge and contributing to scientific development. As a peer-reviewed journal, the rigor of scientific publication is expected to be observed in the course of evaluating papers that are submitted. Therefore, ethical behavior is expected of all parties involved in the publishing process: the author, the journal editor, the peer reviewer, and the publisher.

Please check the Publication ethics available in our website to read the duties for authors, editors, and reviewers according to the Omnia Publisher Publication Ethics Statement.

Peer Review Process

1. *Criteria for Publication*

Publication in this journal is free of charge. The Philippine National Center for Teacher Education covers all expenses associated with article processing. Preference is given to articles and creative works that align with the scope and aims of PRISMA: Gender and Education e-journal. The submitted articles and creative works are expected to follow





the prescribed format and submission procedures. There is evidence that the submission is scholarly, discusses a timely topic, and could connect with the journal's target audience.

2. *Review Mechanics*

The refereeing system shall adopt a three-stage evaluation process: initial appraisal, double-blind external review, and Editorial Board evaluation.

- a. The Publication Team will appraise each submitted manuscript and write-ups upon receipt. Each initial appraisal will include a plagiarism check, a technical review in terms of number of words, adherence to journal format, statements of declaration, and AI detection. This process will ensure that each manuscript and write-up fit the objectives and standards of the journal. It will likewise establish the significance, technical soundness, and originality of the manuscript (the similarity index should not be more than 10%). Similar to the manuscripts, creative works will undergo a rigorous review. The result of the initial appraisal will determine whether the manuscript or creative work will be rejected, endorsed for an external review, or returned to the author(s) for revision. The author is given one to two weeks to revise the manuscript or write-up, depending on the quality and completeness of the revisions required.
- b. After revising the manuscripts and creative works write-up following the initial appraisal and completing and submitting them with comprehensive and signed commitment forms, the Editorial Board sends them to double-blind refereeing. At least two peer reviewers, determined by the Editorial Board, are given one month to evaluate the manuscripts or creative works. Comments and suggestions resulting from the refereeing are consolidated and sent to the authors for appropriate action. The author(s) are given two (2) to four (4) weeks to revise and resubmit the manuscript.
- c. The revised manuscript or creative work shall undergo final scrutiny by the Editorial Board. This process ensures that the peer reviewers' suggestions are incorporated into the manuscript or creative work, on which the acceptance for publication of the proposed submission is contingent.
- d. Accepted works for publication are then subjected to final language editing. When ready, proofs are sent to the author(s) for their final review. The author(s) are expected to return the proofs within a week. Failure on the part of the author(s) to send any feedback within said time implies acceptance of proofs without corrections. A camera-ready copy of the article or creative work will be sent to the Web Editor for uploading on the online platform.

The following summary describes the peer review process for this journal:

Identity transparency: double anonymized

Reviewer interacts with: Editor

Review information published: none





Preparing the Manuscript

Files to be submitted (manuscript, Author's brief, etc.) should be in MS Word format only. Figures and tables should be embedded and not supplied separately. Please make sure that you use as much normal font as possible in your documents. Special fonts, such as those used in the Far East (Japanese, Chinese, Korean, etc.), may cause problems during processing. To avoid unnecessary errors, you are strongly advised to use the 'spell checker' function of MS Word.

Collate acknowledgements in a separate section at the end of the manuscript (before the references). List here those individuals who provided help during the writing process (Please the detailed editorial policy of the Publication Office).

All submissions must be accompanied by a short bio-note (max. 70 words) of the author/s in English.

All intending authors must register at the PRISMA: Gender and Education e-journal online platform: <https://ejournalprisma.com/index.php/ojs> If you are already enrolled as an author, you may simply log in and begin the submission process.

Section 1: Research Articles

This section of the Journal covers original research studies that address important questions and issues about gender and education. The focus can be on pedagogy, curriculum, technology integration, teaching and learning, assessment and evaluation, educational leadership, teacher education – across the lifespan (early childhood care and development, basic education, tertiary, technical and vocational education, family and community, non-formal, informal and lifelong learning). Full-length articles must have a maximum of 4,000 words.

Research Articles should include:

1. Introduction: Provide an overview of the topic, the context, and the purpose and objectives of the article.
2. Literature Review: Include literature that is relevant to the research topic. It must also include a theoretical or philosophical framework of the study.
3. Methodology: Provide details/information on the research design, participants, research locale, data collection and analysis, and ethical considerations.
4. Results and Discussion: State the findings and present a critical discussion of the strengths and gaps in the current research.
5. Implications: State some implications of the findings on gender and education.





6. Conclusion: Restate your research, highlight its significance and make recommendations for future research on the topic.

Research articles should be prepared in the following order:

Title. Concise and informative. Titles are often used in information retrieval systems. Avoid abbreviations and formulas where possible. The title should not be more than 12 words and be written in Times New Roman 16 font and centered. The rest of the details on the title page should be in 10-point Times New Roman.

The title page should include:

A concise and informative title

The name(s) of the author(s)

The affiliation(s) and address(es) of the author(s)

The email address of the corresponding author

Abstract. The abstract is a summary or synopsis of the complete document, written in one paragraph, which should include these elements: purpose, methodology, major findings, conclusion, and recommendations.

Abstract Writing Style

- Use specific words, phrases, concepts, and keywords from your paper.
- Use precise, clear, and descriptive language.
- The abstract should be written with correct English grammar and spelling
- Write from an objective, rather than evaluative, point of view.
- Define unique terms and acronyms the first time they are used.
- Write one paragraph, from 150 to 250 words in length, in 10 font sizes.
- Use complete sentences and use verbs in an active voice.
- The first line must not be indented from the rest of the text.
- The abstract, the affiliation, and the first section of the article are separated by one double space, 10-point Times New Roman.

Section 2: Review Articles

Review articles (3500-4000 words) should provide a comprehensive summary of research (i.e. systematic review, meta-analysis etc.) and a critical perspective on a particular focus in gender and education. These reviews can manifest as a methodology for future scholarly research. Authors should draw conclusions from the literature reviewed and identify research areas and questions. Cited literature must be articles published within the last ten years from the time of writing. The review article must follow the guidelines of the 7th edition of the APA style





manual.

Review articles should include:

1. **Introduction:** Provide an overview of the topic, the context, and the purpose of the review.
2. **Key Advances:** Highlight key advances that have been made and areas where more focused research may lead to greater impact and understanding of the topic.
3. **Discussion:** Present a critical discussion of the strengths and gaps in the current research.
4. **Conclusion:** Highlight the unknowns that remain and make suggestions for future research on the topic.

Section 3: Book Reviews

This section publishes academic book reviews of important or interesting titles that are relevant to gender and education. Each review (2,000 – 3,000 words, which excludes the title, authors' information, abstract, list of references but includes figures, tables and appendices) can be written as a complete prose with the aim of informing journal readers of the purpose and quality of a book and explain how it contributes to current literature of a topic. The book review must follow the guidelines of the 7th edition of the APA style manual.

The Book Reviews should include:

1. **Title:** Include an effective title, the name(s) of the author(s), the affiliation(s) and address(es) of the author(s), the email address of the corresponding author.
2. **Abstract:** Write an abstract of 150-200 words.
3. **Keywords:** Include 3-4 keywords.
4. **Citation and Price:** State the necessary information of the book reviewed and its price.
5. **Summary:** Summarize the various parts of the book and its key arguments.
6. **Significance:** Discuss the significance of the book and its relevance to the intended readership.
7. **Critique and Recommendation:** Include a summary of the critique of the book and make recommendations.
8. **Reviewer's Particulars:** State the reviewer's name and institution.





Section 4: Policy Briefs

This section publishes policy briefs (800-1000 words excluding graphs, figures, and tables), which are concise summaries of information deduced from research that can help readers understand, and likely make decisions about official or institutional policies on gender and education. Such a document aims to distill research products and findings in language that is clear to non-specialized audiences and draws clear connections to policy initiatives in gender and education.

Policy Briefs should include:

1. Title: Reflect the contents of the brief to non-research-oriented audience or readers.
2. Executive Summary: Present in one to two paragraphs an overview of the problem and the proposed policy action.
3. Highlights of the research(aims, objectives and methodology having to do with the policy being discussed)
4. Key Messages (results and findings)
5. Policy recommendations: State and explain the concrete steps to be taken to address the policy issue.
6. Sources: Include reliable sources that authors have used throughout the brief

Section 5: Creative Works

This section publishes original creative works. Creative works must have been made available publicly during the research output reference period. Multiple exhibitions and performances should provide separate write-ups per output. Creative works must be original works of the author. Exhibited created works can be submitted as either:

1. a single item exhibited as an individual creative work; or
2. a group of works exhibited as a cohesive/thematic collection of the work of a single creator.

Section 5A - Visual Art

1. The creative work must be a research output in the form of a visual artwork, that includes:
 - a. Two-dimensional art forms
 - a. Three-dimensional art forms
 - b. Other experimental and emerging art forms





2. The artwork must be the original work of the submitting artist. If a work is a collaborative piece, all artists involved should be given proper credit, preferably in terms of their contributions to its creation (Please see editorial policy on ownership - linked).
3. The artwork should not have been previously published in other scholarly platforms.
4. The visual artwork should include the following details: title, medium, dimensions (size), creation date, an artist statement of approximately 2000 words, and an artist's profile of 150 words or less. (*Refer to the general guidelines for Formatting the Documents*)
5. The submitting artist/s do not need to submit the actual artwork; instead, must provide photo documentation of the piece. For 3-dimensional works, submit at least three (3) images taken from different angles.
6. Digital video documentation of the artwork, or digital video-based artwork may also be submitted. In such cases, the online link to the video must be included in the artist's statement. Videos uploaded to social media are also acceptable.
7. A signed certificate of authenticity must also be submitted, proving that the submitted artwork is entirely original and was created by the submitting artist/s.
8. The inclusion of AI-generated art or the use of AI image generation in any part of the artwork will result in the work being rejected.
9. What should be included in the Artist's Statement:
 - a. The concept of the artwork;
 - b. The process of coming up with the work; and
 - c. Contribution/significance of the work in Gender and Education

Section 5B - Literary Arts

1. Textual/Literary works must be written in any language with brief notes in English (*Filipino brief notes are also accepted in addition to the English version*) and the language of the original work. Submissions in this section can be:
 - a. Fiction or Nonfiction literary works that can be short stories, flash stories, essays, flash essays, and other complete short works of fiction or nonfiction. It must have a maximum of 4,000 words including the title;
 - b. Poems: one to three poem submissions of not more than 3000 words in total;
 - c. One-act Stage Play that is unproduced or unstaged; or
 - d. Any new or experimental literary form.





2. The title page should include: (1) The title of the textual/literary work; (2) The name(s) of the author(s); (3) The affiliation(s) and address(es) and country(ies) of the author(s); The email address of the corresponding author.
3. Actual Textual/Literary Work. Please follow the formatting required for each type of textual/literary work submission.
4. The Literary Work must have a write-up detailing the background, description, and significance/contribution to gender and education.

Section 5C - Performing Arts

1. Submissions for this section can be:
 - a. Full performance (owned by parties with the link to the video recording)
 - b. Excerpts (owned by parties with the link to the video recording)
2. Submissions to the Performing Arts category must have a write-up detailing the background, description, and significance/contribution to gender and education.
3. Performances that have been uploaded to social media may also be submitted.

5D - Music

1. A clear recording of the song in mp3 format should be submitted. Lyrics or musical notation must also be provided.
2. It should also be accompanied by a write-up not exceeding 800 words (Please refer to the formatting guidelines). Included in the narrative is the details where and when the song was composed. A short description of the song must be included and its significance to gender and education.
3. Link of performances that have been uploaded to social media can also be submitted.

5E - Theater Arts

1. Submissions for this section can be:
 - a. Full performance (owned by parties with the link to the video recording)
 - b. Excerpts (owned by parties with the link to the video recording)
2. Submissions to the theater arts category must have a synopsis. Write-up detailing the background, description, and significance/contribution to gender and education.(Refer to general guidelines for Formatting the documents) The write up may also be a personal manifesto (artistic/poetic) and/or dramaturgical concept.
3. Performances that have been uploaded to social media may also be submitted.

Open Access

As part of the ongoing changes in scientific publishing, the journal follows an open-access publishing model that aims to increase the readership, reach, and impact of published research through an open-access system using PKP's Open Journal System. This journal provides





immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.

Formatting your document

The manuscript/write up/Author's Note should have a title followed by an abstract consisting of not more than 150 words that summarizes the purpose, methods, and results of the study with 3-5 key words. Section headings should have a font size of 13, boldfaced, Times New Roman font, while the main text should be typed using a font size of 12 Times New Roman, with justified horizontal alignment, double spaced, and with 1.5 inches left and 1.0-inch right margins.

The first line of all paragraphs does not need to be indented. Figures and tables must be consistent with the APA 7th edition format. In-text citations and references are presented using the APA 7th edition style. Please refer to the APA 7th Edition Publication Manual for detailed procedures and examples. Consult the APA 7th Edition for other statistical tests.

Poetry can be laid out as what the author/s wish. The journal understands that form often relates to the effect of a poem. For poetry submissions that are more than one, the poems should be contained in a single file.

Digital image submissions should be in JPEG or PNG formats, with a resolution of at least 300 dpi.

The recommended video format is MP4, with a resolution of at least 1280x720

Reference List

Please refer to the APA 7th Edition Publication Manual for ways of citing references. Examples are as follows:

Periodicals

Periodicals include items published on a regular basis, such as journals, magazines, newspapers, and newsletters.

General reference form:

Author, A. A., Author, B.B., & Author, C.C. (year). Title of article. *Title of Periodical*, Volume(Issue no), pp-pp. <https://doi.org/xx.xxxxxxxx>

Journal article with DOI

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times or terminally ill patients. *Health Psychology*, 24, 225-229. <https://doi.org/10.1037/0278-6133.24.2.225>

Journal article with DOI, more than seven and up to twenty authors

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., Yantao, Z., Huggenvik, J., & Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more





than 31 days and more severe with stress, dependence, DRD2 A1 allele, and depressive traits. *Nicotine and Tobacco Research*, 6, 249-267. <https://doi.org/10.1080/14622200410001676305>

For entries with more than 20 authors, list the first 19, followed by an ellipsis, and then list the final author.

Journal article without DOI (when DOI is not available)

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38-48. <http://ojs.lib.swin.edu.au/index.ph./ejap>

Magazine article

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(5), 26-29.

Online magazine article

Clay, R. (2008, June). Science vs. ideology. Psychologists fight back about the misuse of research. *Monitor on Psychology*, 39(6). <https://www.apa.org/monitor/2008/06/ideology>

Newsletter article, no author

Six sites meet for comprehensive anti-gang initiative conference. (2006, November/December). *OJJDP News @ a Glance*. http://www.ncjrs.gov/html/ojjdp/news_at_glance/216684/topstory.html

Newspaper article

Swarcz, J. (1993, September). Obesity affects economic, social status. *The Washington Post*, A1,A4.

If an article appears on discontinuous pages, give all page numbers, and separate the numbers with comma (e.g., B1, B3, B5-B7).

Online newspaper article

Brody, J. E., (2007, December 11). Mental reserves keep brain agile. *The New York Times*. <http://www.nytimes.com>

Editorial without signature

Editorial: "What is a disaster" and why does this question matter? [Editorial]. (2006). *Journal of Contingencies and Crisis Management*, 14, 1-2.

Online-only supplemental material in a periodical

Marshall-Pescini, S., & Whitten, A. (2008). Social learning of nut-cracking behavior in East African sanctuary-living chimpanzees (*Pan troglodytes schweinfurthii*) [Supplemental material]. *Journal of Comparative Psychology*, 122, 186-194. <https://doi.org/10.1037/0735-7036.122.2.186.supp>

When DOIs are assigned, use them as noted in the examples that follow.

For an entire book, use the following reference formats:

Author, A. A. (1967). *Title of work*. Publisher.





Author, A. A. (1997). *Title of work*. Publisher. <https://www.xxxxxxx> Author, A. A. (2006). *Title of work*. Publisher. <https://doi.org/xx.xxxxxxxx> Editor, A. A. (Ed.). (1986). *Title of work*. Publisher

For a chapter in a book or entry in a reference book, use the following formats:

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). Publisher.

Author, A. A., & Author, B. B. (1993). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). <https://www.xxxxxxx>

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of the book* (pp. xxx-xxx). <https://doi.org/xx.xxxxxxxx>

Checklist: What to Include

- 1. 1. Author details.** Please ensure all listed authors meet the authorship criteria spelled out in the Publication Ethics. All authors of a manuscript should include their full name and affiliation on the cover page of the manuscript. Where available, please also include ORCiDs. One author will need to be identified as the corresponding author, with their email address normally displayed in the article PDF (depending on the journal) and the online article. Authors' affiliations are the affiliations where the research was conducted. If any of the named co-authors change affiliations during the peer-review process, the new affiliation can be given as a footnote. Please note that no changes to affiliation can be made after your paper is accepted.

2. Statements and Declarations (*Please include this after the manuscript before the reference section.*)

2.a. Funding details. Please supply all details required by your funding and grant-awarding bodies as follows:

For single agency grants

This work was supported by the [Funding Agency] under Grant [number xxxx].

For multiple agency grants

This work was supported by [Funding Agency #1] under Grant [number xxxx]; [Funding Agency #2] under Grant [number xxxx]; and [Funding Agency #3] under Grant [number xxxx].

2.b. Disclosure statement. This is to (1) acknowledge any financial or non-financial interest that has arisen from the direct application of your research; and (2) declare that the author or authors' have not been involved in any kind of sexual harassment, sexual exploitation and abuse (SEA) complaint, allegation, or conviction.

- 3.** The author or authors may declare if they are part of marginalized or vulnerable groups such as people of diverse SOGIESC, indigenous peoples, persons with disabilities, etc. The journal would want to ensure inclusivity in each issue.





4. If there are no relevant competing interests to declare, please state this within the article, for example: *The authors report that there are no competing interests to declare.*

Declaration of Generative AI in scientific writing

Guidelines for Declaring the Use of Generative AI in Scientific Writing:

These guidelines focus solely on the writing process and not on using AI tools for data analysis in research. Authors should prioritize enhancing readability and language when utilizing generative artificial intelligence (AI) or AI-assisted technologies during writing. However, it's crucial to exercise human oversight and control, reviewing and editing the output due to AI's potential to generate authoritative yet inaccurate, incomplete, or biased content.

Authorship and Citation: Generative AI and AI-assisted technologies should not be credited as authors or co-authors or cited as authors. Authorship responsibilities and tasks are inherently human and are detailed in our AI policy for authors.

Disclosure Instructions: Authors using generative AI must disclose this in their manuscript. A statement in a dedicated section titled '*Declaration of Generative AI and AI-assisted technologies in the writing process*' should outline the tool or service used for the purpose and affirm the author's responsibility for content accuracy. Basic tools for grammar, spelling, and references are exempt from this disclosure.

Sample Statement: *During the preparation of this work, the author(s) used [NAME TOOL / SERVICE] to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the publication's content.*

This declaration does not apply to basic tools for checking grammar, spelling, references, etc. There is no need to add a statement if there is nothing to disclose.

2.d. Acknowledgement: A one- to two-line statement of appreciation for other services from organizations or individuals

2.e. Ethical Approval: A statement declaring the ethical approval of the research and a declaration of the ethics approval code.





Using Third-Party Material

You must obtain the necessary permission to reuse third-party material in your article or creative work. For articles, the use of short extracts of text and some other types of material is usually permitted, on a limited basis, for the purposes of criticism and review without securing formal permission. If the author wishes to include any material in their paper for which they do not hold copyright and which is not covered by this informal agreement, they will need to obtain written permission from the copyright owner prior to submission.

Submission Checklist

1. The submission has not been previously published, nor has it been submitted to another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTR, or WordPerfect document file format. PDF submission is needed for creative works.
3. Where available, URLs for the references have been provided.
4. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines
5. A list of possible referees or peer reviewers with their corresponding affiliation and contact information [email address]. Please refer to the attached form.

Publication Charges

There are no submission fees, publication fees, or page charges for this journal.

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3. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.





4. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges as well as earlier and greater citation of published work (see The Effect of Open Access).

Open Access

As part of the ongoing changes in scientific publishing, the journal follows an open-access publishing model that aims to increase the readership, reach, and impact of published research through an open-access publishing model that aims to increase the readership, reach, and impact of published research through an open access system using PKP's Open Journal System. This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global knowledge exchange of knowledge

