

***Approved by the University Research Council
on December 5, 2014**

Guidelines for Book/Article Manuscript-Writing Program

Description: The URCO Manuscript-writing Program shall provide funds for research involved in the preparation of an article-length manuscript of scholarly or creative nature for ISI, SCOPUS and CHED journal publication (article track) or for research involved in reworking (updating, reformatting, rewriting and preparing for publication) dissertations or other previously completed but as yet unpublished non-dissertation and non-URCO-funded scholarly/creative manuscripts into a publishable book (book track).

Rationale: For the article track, to provide support for the preparation of manuscripts for publication in ISI/SCOPUS/CHED journals. For the book track, to provide support for the revision of dissertations or other previously completed but unpublished non-URCO-funded manuscripts (that are not dissertations) to prepare them for publication—a book-writing set up not covered by any of the existing URCO programs. These programs are designed to encourage quality publications by DLSU faculty and contribute to DLSU's transition into a research university.

Objective: To encourage the updating of research and the publication of more books.

Mechanics:

1. Open to full-time Academic Teaching and Academic Service Faculty members, who wish to write and publish an article/creative work (article track) or update and revise their scholarly/creative dissertation for a book publication.
2. Probationary full-time and part-time faculty members may apply provided that they have taught for at least three consecutive terms and that the project duration does not go beyond their appointment period.
3. The proponent must show evidence of prior communication and arrangement with a journal in which he or she wishes to publish the article/creative work (article track) or with a book publisher who intends to publish his or her book. If the project is externally funded, the proponent must obtain a clearance for publication from the funding agency.
4. The applicant submits a proposal containing the title, abstract, a summary of the introduction, theoretical framework, methodology and references of the article or of the dissertation or other manuscripts to be revised, and for the book track, a detailed plan on how to update and/revise each section. For creative works, the title, an abstract, introduction, existing literature, references, an outline and a sample of the proposed work. ***A detailed publication plan and work program must also be included.***

5. The budget must not exceed P25,000, following the items allowed in the regular Faculty Research Program. Teaching deloading must not exceed 6 units for a single-authored book or article and 9 units, to be divided among the proponents, for a multiple-authored book or article. A progress report must also be submitted to URCO on a regular basis for projects taking longer than one term. The project must be completed in one term for the article track, and two terms for the book track.
6. The application is submitted to URCO and deliberated upon by the respective college CRCs, following the deadlines and procedures for the regular Faculty Research Program.
7. The project's terminal report must include proof of submission to a publisher and its acceptance for publication or the published work. DIPO policies apply. Provisional acceptance by URCO may be given so that the faculty can apply for other URCO programs while waiting for the actual publication of their projects. For book publication, however, a contract with the publisher will suffice for URCO to consider the project completed.
8. URCO policies on submission delays and project terminations apply.

Date of implementation: Immediately upon approval of the University Research Council.