OVCRE PUBLICATION GRANT PROGRAM

SUBMISSION GUIDELINES

(November 2016)

1. All faculty, REPS, and administrative staff with plantilla position currently employed by the University at the time of application can avail of the grant.

2. Lead Authors interested in availing the grant should submit a duly accomplished OVCRE Publication Grant Form 1.

3. Lead Authors of chosen abstracts shall be notified and will be requested to submit initial draft of articles, terminal reports or manuscripts and dissertations, and other reference materials. Upon submission, an Editor will screen and evaluate the draft to establish publication potential. The submission will only proceed to the next stage if it passes the screening.

4. Once submission passes the screening, the Lead Author shall identify the Web of Science-indexed journal publication of his or her choice. If there is no identified journal publication, the chosen abstract shall undergo the Journal Matching Service.

5. Once a Web of Science (WoS)-indexed journal publication is identified, initial drafts and other reference materials will be forwarded to a Writer. The Writer will then condense the report and/or manuscript to a publishable format, write and proofread the submission based on the selected journal's style and guidelines. The Writer is given fifteen (15) calendar days to submit the first draft of the journal article to the OVCRE Publication Grant Program.

6. Upon receipt, the Lead Author is then given seven (7) calendar days to review the first draft. After this period, the Lead Author can either accept the first draft as the final draft or request for a revision.

7. If a request for a revision is filed, the Writer is given seven (7) calendar days to submit a revised draft.

8. Once a revised draft is submitted, the Lead Author is given three (3) calendar days to review the revised draft for approval or for one last revision.

9. If a last request for revision is filed, the Writer is given another seven (7) calendar days to submit a second revision.

10. Once the second revision is submitted, the Lead Author is given three (3) calendar days to review the revised draft for approval.

11. Lead Author will submit to the selected Web of Science-indexed journal publication, copying the OVCRE Publication Grant Program.

12. For papers requiring revisions from journal reviewers, the Lead Author can seek the advice of the Writer. Both shall abide by the deadline of resubmissions of the journal publication. The Lead Author shall advise the OVCRE Publications Grant Program on the progress of the revisions and resubmission.

13. Upon acceptance of the article in the selected journal publication, the OVCRE shall be the one responsible for the publication fee. However, the Lead Author will return the amount incurred by OVCRE upon receipt of the International Publication Award from the OVPAA.

14. Rejected papers can be re-submitted during the next call the following year.