



University of the Philippines Los Baños
Office of the Vice Chancellor for Research and Extension

15 December 2020

OVCRE MEMORANDUM MCL NO. 008

Series of 2020

TO : ALL CONCERNED

FROM :  **MERDELYN C. LIT, PhD**
Vice Chancellor for Research and Extension

SUBJECT : **Submission of International Publication Award Applications**

All International Publication Award (IPA) applications are submitted to OVCRE for verification of the journal's indexing. Journals indexed in the Web of Science or Scopus are automatically qualified for IPA, while books or book chapters published by recognized international academic book publishers, prestigious university presses, and other highly regarded international publishers shall receive the award.

In line with this, the OVCRE is encouraging all applicants to properly fill out the IPA Form 4.1 for journal articles and IPA Form 4.4 for books and book chapters. This is to ensure a neat and consistent formatting of IPA applications before submission to the UP Office of the Vice President for Academic Affairs (OVPA).

Please be guided with the following when filling out the IPA forms for both journals and books or book chapters.

- Please use the updated IPA forms (September 2020) of OVPA which can be downloaded at their website (<https://bit.ly/3ogz6TX>) or at OVCRE's website (<https://bit.ly/33EjWAe>).
- Please write the complete title of the article and do not abbreviate the journal's name. Always italicize scientific names.
- Follow this format in citing the article (Name of Authors, Title of Article, Name of Journal, volume number, page numbers).
- For the journal's index, you can visit the Web of Science (<https://bit.ly/3mCIWiA>) and Scopus (<https://bit.ly/3fZP1mX>) database. Input the ISSN or name of the journal to check if it is indexed in Web of Science or Scopus.
- Completely fill out the information about the authors.
- Please complete name and position of your unit head, as well as the name of our Vice Chancellor for Research and Extension.



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- Submit your IPA applications to OVCRE through ovcre.uplb@up.edu.ph / aspalma@up.edu.ph.

Attached in this memo is a sample of a filled-out IPA Form 4.1 for your reference.

Additionally, OVPAAs has prepared an online portal to facilitate the submission of IPA applications during this pandemic. Please use the following links when submitting your IPA applications.

- a) Journal Article Application Form: <http://bit.ly/IPA4-1>
- b) Book/Book Chapter Application Form: <http://bit.ly/IPA4-4>

If you have any questions or concerns regarding IPAs, you may email ovcre.uplb@up.edu.ph.

We hope that these reminders will be helpful in accomplishing your applications. Thank you very much for your cooperation.