



## RIZAL TECHNOLOGICAL UNIVERSITY

OFFICE OF THE VICE PRESIDENT FOR RESEARCH, INNOVATION AND EXTENSION SERVICES  
RESEARCH, DEVELOPMENT AND INNOVATION OFFICE  
RESEARCH PUBLICATION CENTER

### Submission Guidelines for Authors

#### Introduction

The Rizalian Review (TRR) welcomes your submission to (*The Rizalian Research & Innovation Studies (RR&IS)*, *The Rizalian Pioneer*, *The Rizalian Dalubtalaan*). The merit of your work will be carefully considered by our peer review process. To facilitate a smooth process from the peer review to production and publication, we have provided the following guidelines below. These instructions are designed to ensure that your paper meets all necessary requirements and adheres to the journal's standards.

We kindly ask that you take the time to read and follow these instructions carefully. By doing so, you will help us to maintain the high quality and integrity of our publications. Your attention to this detail is greatly appreciated, and we look forward in assisting you in achieving a successful and professional publication.

#### About the Journal

The Rizalian Review (TRR) is a scholarly and peer-reviewed academic journal dedicated to publish high-quality and original research across various disciplines. Our primary objective is to create a common platform for the dissemination of information and research that spans a wide array of scientific, academic, and professional fields. By fostering this exchange of knowledge, we aim to enhance educational programs, enrich the learning environment, and support the economic development of both the local community and the nation as a whole.

To further these research efforts, the Research Publication Unit actively encourages collaboration between different departments. This interdisciplinary approach is intended to generate fresh perspectives, innovative concepts, and new methodologies, ultimately leading to novel ways of thinking and advancing knowledge in diverse fields.

The Rizalian Review encompasses three institutional sub-journals:

1. ***The Rizalian Research & Innovation Studies (RR&IS)*** – This journal is designed to showcase the collaborative research endeavors between undergraduate students and faculty members which include theses, independent and mentored students' research and Immersion output. The ***RR&IS*** is dedicated to disseminating innovative findings and scholarly achievements, fostering a culture of interdisciplinary collaboration and academic excellence.
2. ***The Rizalian Pioneer*** - This journal is exclusively dedicated to highlighting the scholarly research conducted within our graduate programs. The Rizalian Pioneer will present Graduate theses and dissertation, students' research conducted under mentorship and self-initiated projects by both faculty and students. It serves as a distinguished platform for disseminating theses and dissertations, representing the academic accomplishments of our graduate students.
3. ***The Rizalian Dalubtalaan*** – This journal is tailored to highlight the collaborative research efforts of undergraduate students, researchers, and faculty members associated with the Center for Astronomy Research and Development (CARD) initiative. The



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Dalubtalaan will feature students' theses, independent and mentored faculty and students' researches and, Immersion based studies. It serves as a vital avenue for disseminating astronomy research findings and academic contributions, thereby fostering a robust culture of research.

Please take note that The Rizalian Review (TRR) only publishes manuscripts in both English and Filipino. Furthermore, in line with our commitment to stay updated with advancements in scientific publishing, our journal adopts an open access model. This approach aims to enhance the reach and impact of published research by making it freely accessible to readers. We use the Public Knowledge Project's (PKP) Open Journal System (OJS) to facilitate this. By providing immediate access to our content, we enable researchers to freely access and disseminate their work, supporting a greater global exchange of knowledge.

### Peer Review Process

Publication in The Rizalian Review (TRR) is free of charge, all processing expenses are covered by Rizal Technological University. Articles submitted should align with the journal's themes and fields of interest. All submissions must adhere to the prescribed manuscript format and submission procedures. It is expected that articles are scholarly, timely, and relevant to the journal's target audience.

When reviewing submitted manuscripts, The Rizalian Review (TRR) follows a rigorous three-stage evaluation process: initial submission, double-blind review, and Editorial Board evaluation.

1. **Initial Submission** - Upon receipt of a manuscript, the Research Publication Unit conducts a thorough initial review. This includes checking of forms and declarations, performing similarity and AI reports, verifying Research Ethics Clearance from the Research Ethics Committee, and conducting a technical review regarding word count and adherence to the prescribed journal format. This step ensures that each manuscript aligns with the journal's objectives, standards, and scope. This establishes the manuscript's significance, technical soundness, and originality. Based on this review, the manuscript shall either be endorsed to the Editorial Board for reviewer assignment or returned to the author(s) for revision. Authors are given ample time to revise their work, depending on the quality and completeness of the submitted requirements.
2. **Double-Blind Review** - Once the author(s) have submitted their revised manuscripts and any other required materials, the Research Publication Unit forwards them to the Editorial Board for a double-blind review. At least two peer reviewers, selected by the Editor-in-Chief, will evaluate the manuscripts within a month. Reviewers' comments and suggestions are then consolidated and sent to the author(s) for appropriate action. Authors have to revise and resubmit their manuscripts, incorporating the reviewers' feedback.
3. **Editorial Board Evaluation** - The revised manuscript will undergo a final evaluation by the Editorial Board. This step ensures that all peer reviewers' comments and suggestions have been adequately addressed. This evaluation is critical, as it determines whether the manuscript will be accepted for publication.



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4. ***Final Language Editing and Publication*** - Accepted papers are subjected to final language editing. Once ready, proofs are sent to the author(s) for final review. Authors are expected to return the proofs on or before the informed deadline. Failure to provide feedback within the timeframe implies acceptance of the proofs without corrections. All papers are then forwarded to the Editorial Board for final approval. Upon approval, the manuscripts are sent to the Research Publication Unit for production and publication.

### Publication Ethics

Publishing an article in a peer-reviewed journal is a pivotal step in disseminating knowledge and contributing to scientific development. As a peer-reviewed journal, the hurdle of scientific publication is expected to be observed in the course of evaluating the papers that are being submitted. Therefore, ethical behavior is expected by all parties involved in the publishing process. This includes the author(s), the journal editors, the peer reviewers, and the publisher. All publications of TRR must have prior research ethics clearance from the RTU-REC.

Publication ethics are essential in recognizing authors and maintaining public trust in scientific findings and high-quality scientific writing. The Rizalian Review (TRR) expects all contributors to adhere strictly to ethical standards in their publishing practices. If authors fail to observe proper ethical behavior, the journal reserves the right to reject or retract manuscripts and articles and may impose disciplinary actions. This commitment ensures the integrity and credibility of all our scientific publications.

### Duties of Authors

#### Reporting Ethical standards

To preserve the integrity of their work, authors of original articles must provide accurate information regarding their research and have a comprehensive evaluation of its significance. Their papers should include detailed references, allowing others to replicate and verify the findings. Authors are also responsible for ensuring that their research complies with the following ethical standards. This involves obtaining proper informed consent from the participants, safeguarding confidentiality, and rigorously following ethical guidelines throughout their research and publication process. By doing so, authors contribute to the credibility and reliability of scientific knowledge.

#### Originality and Plagiarism

Plagiarism involves using or appropriating someone else's published or unpublished ideas, original work, or intellectual property without proper permission or attribution, thereby presenting the material as new and original without acknowledging its source. Authors and contributors are required to cite and quote their literature sources accurately when framing their research articles. This practice ensures that their work is free from plagiarism and upholds ethical standards in publication. Any violation of these principles undermines the integrity of scholarly research and can result in serious consequences for the authors and their work. Allowable similarity index for the RR&IS, Rizalian Pioneer, and Rizalian Dalubtalaan is not more than 10%.

#### Generative AI and AI-assisted Technologies

The Rizalian Review adapts the existing AI Policy of Elsevier. The use of AI is strictly limited to assisting in the writing process, improving readability and language. If generative AI or AI-assisted



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tools are integral to the research design or methodology, their use must be explicitly described in the manuscript. This includes details on how AI was used for image creation or alteration, the specific model or tool, and its version. Authors must adhere to the AI software's usage policies and ensure correct content attribution. Pre-AI-adjusted images and composite raw images must be submitted for review by the editorial board.

1. **Using AI Tools** –AI tools cannot be used to analyze data, draw insights, or replace key authoring tasks like producing scientific conclusions or creating images. Image adjustments are limited to brightness, contrast, or color balance, without obscuring information. The Research Publication Unit will monitor for irregularities in images and apply specialized software to detect potential issues. AI requires human oversight and control, and all AI-generated outputs must be reviewed and edited carefully. AI can be incorrect, incomplete, or biased. The author, not the AI, is responsible for the manuscript's content.
2. **Author Disclosure** – Authors must disclose the use of generative AI and AI-assisted technologies by completing the AI Checklist Form issued by the Research Publication Unit. This declaration will be included in the published article. Disclosing AI usage fosters transparency and trust among authors, readers, reviewers, editors, and contributors, ensuring compliance with relevant tool or technology terms of use.
3. **Authorship** – Generative AI and AI-assisted technologies cannot be listed as authors or co-authors. Authorship involves responsibility and tasks that can only be performed by humans. Authors are responsible for ensuring their manuscript is original, that declared authors qualify for authorship, that their work does not infringe third-party rights, and that they fully understand TRR's publication policies.

#### **Redundant or concurrent publication**

Authors must refrain from submitting manuscripts that contain the same research to more than one journal or primary publication simultaneously. By doing so, it constitutes to an unethical publishing behavior and is strictly unacceptable. This practice, undermines the integrity of the peer-review process and can lead to complications such as conflicting publications or redundant research findings in the academic community. Authors are encouraged to adhere to ethical guidelines and to submit their manuscripts exclusively to one journal at a time, ensuring transparency and integrity in scholarly publishing. Furthermore, the authors must guarantee that their work is original. TRR strictly prohibits duplicate publication.

#### **Acknowledgement of sources**

Proper citation and acknowledgment of the work of others must always be rigorously observed by authors. It is imperative that authors cite publications that have significantly influenced the nature of their work. When reporting information obtained privately, such as through conversations, correspondence, or discussions with third parties, authors must obtain written consent from the primary source. Moreover, information obtained during confidential services, such as refereeing manuscripts or grant applications, should never be utilized without explicit written permission from the author involved in these services. These ethical practices ensure transparency, respect intellectual property rights, and uphold the integrity of scholarly research.

#### **Authorship of the paper**

Authorship should be limited to those who have made substantial contributions to the conception, design, execution, or interpretation of the reported study. Individuals who have significantly contributed should be listed as co-authors. Others who have participated in substantive aspects of



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the research project may be acknowledged or listed as contributors. The corresponding author holds the responsibility to ensure that all co-authors have reviewed and approved the final version of the manuscript and must have a consent to its submission for publication. This ensures that all contributors receive appropriate credit for their work and that ethical standards of authorship are upheld in scholarly publishing. Authors shall disclose their contribution to the paper by accomplishing authorship agreement form.

#### **Disclosure and conflicts of interest**

All authors are required to disclose any financial or other substantive conflicts of interest that could potentially influence the results or interpretation of their manuscript. This includes disclosing all sources of financial support for the project, such as employment affiliations, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding sources. Potential conflicts of interest should be disclosed at the earliest possible stage and must be communicated to the editor in the cover letter accompanying the manuscript submission. This proactive disclosure ensures transparency and helps maintain the integrity and credibility of the research and publication process.

#### **Fundamental errors in published works**

Authors should bear the responsibility to promptly inform the journal editor or publisher and collaborate with them to retract or correct their paper upon discovering a significant error or inaccuracy in their published work. If a third party notifies the editor or publisher that a published work contains a significant error, the authors may be required to retract or correct the paper promptly. Otherwise, they may need to provide evidence to the editor demonstrating the accuracy of the original paper. This process ensures the integrity of published research and maintains trust within the scientific community.

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### **Duties of Editors**

The primary responsibility of an editor is to uphold the academic standards of the journal by ensuring the quality and validity of the research presented. This entails conducting thorough reviews to identify any shortcomings in study design, methodology, data analysis, and interpretation. Additionally, editors must evaluate the research for its significance, originality, and relevance to the field. By maintaining rigorous standards and promoting excellence in scholarly publishing, editors play a crucial role in advancing knowledge and fostering integrity within the academic community.

#### **Make Decisions**

The editor of a peer-reviewed journal is responsible for deciding which submitted articles should be published. This decision must be guided by the following principles:

- Ensuring the work's validity and its significance to researchers and readers.
- Following the policies and guidelines set by the journal's editorial board and complying with legal requirements regarding libel, copyright infringement, and plagiarism.
- Considering evaluation reports from peer reviewers and editorial board members.



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### **Fair Play**

Editors are expected to evaluate manuscripts based on their intellectual content, regardless of the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. To ensure an unbiased evaluation process, a double-blind review is employed. In this process, reviewers are unaware of the authors' identities, and authors are not informed about the reviewers' identities.

### **Confidentiality**

Editors and editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisors, and the publisher, as appropriate. To protect the confidentiality of the paper EB involved in the peer review process must sign a Non-Disclosure Agreement.

### **Disclosure and conflicts of interest**

Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without a written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and must not use for personal advantage. Editors should recuse themselves from handling manuscripts in which they have conflicts of interest due to competitive, collaborative, or other relationships with any of the authors, companies, or institutions associated with the paper. Editors should require all contributors to disclose relevant competing interests and issue corrections if such interests are discovered after publication. If necessary, appropriate actions, such as issuing a retraction or an expression of concern, should be taken.

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### **Duties of Reviewers**

The primary responsibility of reviewers is to ensure the study is of high quality and accuracy based on their expertise. Reviewers must thoroughly evaluate the manuscript to identify any shortcomings in study design, methodology, data analysis, and interpretation of results. This comprehensive assessment is crucial for maintaining the integrity and credibility of the research published.

### **Contribution to editorial decisions**

Peer review process assists the editor in making editorial decisions. It is also used, through the editorial communications with the author, to assist the author in improving the paper. Peer review is an indispensable component of formal scholarly communication, and lies at the heart of the publication process.

### **Promptness**

Any selected referee should notify the editor and excuse himself from the review process. If he/she feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible.

### **Confidentiality**

All submission received for review must be treated as confidential documents. Manuscripts and articles must not be shown to or discussed with others except as authorized by the editor. To



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ensure the paper confidentiality throughout the entire review process. Editors and editorial staff must sign the Non-Disclosure Agreement.

### Standards of objectivity

Reviews should be conducted objectively, and personal criticism of the author is inappropriate. Reviewers should clearly express their views with supporting arguments.

### Disclosure and conflict of interest

Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the author. Information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should recuse themselves from evaluating manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships with any of the authors, companies, or institutions connected to the papers. If necessary, they should request a co-editor, associate editor, or another member of the editorial board to review and consider the manuscript instead.

### References:

Elsevier. (n.d.). *The use of AI and AI-assisted technologies in writing for Elsevier*. www.elsevier.com. Retrieved October 15, 2024, from <https://www.elsevier.com/about/policies-and-standards/the-use-of-generative-ai-and-ai-assisted-technologies-in-writing-for-elsevier>

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Elsevier. (n.d.). *The use of AI and AI-assisted technologies in writing for Elsevier*. www.elsevier.com. Retrieved October 15, 2024, from <https://www.elsevier.com/about/policies-and-standards/the-use-of-generative-ai-and-ai-assisted-technologies-in-writing-for-elsevier>

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### Publication Format

All files must be submitted in a Microsoft Word format (.doc or .docx) exclusively. Please ensure that all figures and tables are embedded within the document itself and not submitted as separate files. It is important to adhere to the prescribed font as much as possible. Please avoid using special fonts, such as those from Far Eastern languages (e.g., Chinese, Japanese, Korean, Thai), as they may cause issues during the process. To minimize and avoid errors, we strongly recommend to please use the "Spell Checker" function in Microsoft Word or utilizing any reliable language tool to review your work.



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In preparing your manuscript, please make sure that your articles adhere to the prescribed format listed below. For your reference, you can download the sample TRR format using the link provided. (<https://tinyurl.com/RTURPUTRRPubFormatSample>)

**Title.** When preparing your title, make sure that it is concise and informative, avoid using abbreviations and formulas whenever possible. The title should not exceed 15 words, and be written in a 16-point bold Arial font, aligned to the left, with 24 pt before and 6 pt after spacing. The remaining details below the title includes the following elements and format:

- The name(s) of the author(s) in Arial font and in size 11, with 0 pt before and 8 pt after spacing.
- The affiliation(s) and address(es) of the author(s) in Arial font and in size 10, with 0 pt before and after spacing.

**Abstract.** The abstract is a concise summary of the complete document, highlighting the study's importance and objectives in alignment with its background. It should clearly outline the methods used, the results obtained, conclusions drawn, and recommendations made. Follow these guidelines when writing your abstract:

- Use specific words, phrases, concepts, and keywords from your paper.
- Use precise, clear, and descriptive language to ensure your audience can easily understand your abstract.
- Ensure that your abstract is 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 your abstract in one paragraph, between 250 and 400 words, in Times font, using a 10-point font size, with 24 pt before and 0 pt after spacing.
- Use complete sentences and active voice verbs.
- The first line of the paragraph is indented by 0.48 cm. The paragraph should be justified.
- For keywords: immediately after the abstract, provide a maximum of 5 keywords in alphabetical order, written in italicized Times font style and in 10-point font size, with 12 pt before and after spacing.

**Introduction.** This section should include the background of the study and the purposes of the research. The background should encompass the global and national context, theoretical grounding or framework, related research or literature review, practical applications, and the nature, rationale, and purpose(s) of the study. Please make sure that the cited literature is recent, ideally within a decade year range.

**Methodology.** In this section it provides a detailed description of the following components;

- Participants – this includes the information in terms of the demographics, selection criteria, and group assignments of the participants that were involved in the study.
- Materials – It should describe the tasks, equipment, and instruments used in the study, along with a discussion of their validity and reliability.
- Procedures – This outlines the procedures employed in the study, including the statistical treatments and data analysis methods used.



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- **Ethical Considerations** – This section ensures that the research adheres to ethical principles and conducts. The four ethical principles of autonomy, beneficence, justice, and nonmaleficence must be upheld throughout the data collection process. In addition to submitting the Research Ethics Clearance certificate, authors must explicitly declare the ethical considerations within their manuscript.

**Results (findings) and Discussion.** In this section, please ensure the clarity, organization, and conciseness in presenting your results. When discussing your data, focus on emphasizing the significance of the findings rather than repeating them. Combining your Results and Discussion into one section is often suitable. Please avoid extensive citations and discussions of published literature. For qualitative studies, we require a separate "Findings" and "Discussion" into distinct sections to provide a clear structure and depth of analysis.

**Conclusion and Recommendations.** In this section of your paper, the structure should be as follows; in the first paragraph, it should clearly state the main objective of the study. While in the second part of the paragraph, it should provide a concise summary of the findings of the study. Then for the Subsequent paragraphs make sure to discuss the author's interpretations based on the findings, relating them to the theoretical framework and insights of the study. Finally, the concluding paragraph should focus on outlining future directions for research, acknowledging any limitations encountered, and suggesting ways to address these limitations in future studies.

**Article Format.** Articles submitted to “The Rizalian Review” must adhere to the specified format guidelines. Each article should be prepared in a double-column layout suitable for direct printing on A4 paper (8.3 inches x 11.7 inches / 210 mm x 297 mm). The document’s margin should be retained: 3.02 cm for the top, 2 cm for the bottom, left and right margins. No modifications or alterations should be made, otherwise, it will lead to an automatic rejection. The number of pages shall not exceed to 12 pages only (7 pages for Dalubtalaan), including the references. Every time you start a paragraph, first word should follow the prescribed indent.

The body of the article, which includes sections such as the introduction, methodology, results, discussions, conclusion and recommendations, acknowledgements, and references, should be written in Times font, with different font size and spacing according to the level of heading. It is crucial that experts thoroughly review the language to correct any errors, ensuring clarity and precision. Each paragraph must contain more than two sentences to maintain coherence and depth.

### Section Headings

Section headings in a publication must follow a specific format to ensure the clarity and consistency of the paper. Headings are used to organize the content and guide readers through the document. The formatting for section headings is as follows:

**Level 1 Headings** - The title format is considered as a first level heading. It should be bold, left-justified, and written in title case and in a 16-point bold Arial font with 24 pt before and 6 pt after spacing.

**Level 2 Headings** – This heading refers to the sections of the paper such as, but not limited to, the Introduction, Methodologies, Results and Discussion and Conclusion. It



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should be bold and are enforced on all caps format, in Times font style and in font size 11, with 18 pt before and 3 pt after spacing of the paragraph.

*Level 3 Headings* - These should be indented by 0.4 cm, begin with a capital letter, end with a period, and be italicized. It should be in font size 11 and has 12 pt before spacing and 3 pt after spacing paragraph. The text following a Level 3 heading continues on the same line as the heading.

Subsection – 3 pt before and after the paragraph spacing, and in font size 10.

The first line of all in-text paragraph should be indented by 0.5 cm, with 0 pt before paragraph spacing and 3 pt after paragraph spacing.

#### Table and Figure Number and Labels

Figures and tables must adhere to the TRR Publication format. Both figures and tables should be numbered using Arabic numerals and typeset in 9-point Times-font. The numbers must be in bold. For figures, the figure title should be written below the figure beside the figure number, in bold font style and in size 9 font, with each line single spaced, 0 pt before spacing and 6 pt after spacing. Tables and figures can be both centered on the page or aligned with the text.

**Table 1: Example of an expanded table<sup>2</sup>**

Variable	Visual <sup>1</sup>		Infrared		<i>F</i>	$\eta$
	<i>M</i>	<i>SD</i>	<i>M</i>	<i>SD</i>		
Row 1 left aligned	3.6	.49	9.2	1.02	69.9***	.12
Row 2	2.4	.67	10.1	.08	42.7***	.23
Row 3	1.2	.78	3.6	.46	53.9***	.34
Row 4	0.8	.93	4.7	.71	21.1***	.45

Note: This is an example of table footnote.

<sup>1</sup>Header are centered.

<sup>2</sup>Tables and Figures are left aligned and in font 9

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**Table 2: Example of small scaled table**

Variable	Data 1	Data 2	Data 3
Row 1	3.6	.49	9.2
	2.4	.67	10.1
	3.4	.67	3.8
Row 3	1.2	.78	3.6
	0.8	.93	4.7



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Figure 1: Example of small scaled figure



Figure 2: Example of expanded scaled figure

Note: Researchers may include source of the figures. From "Insert title of the article of source" by F.W. Smith and S. Rossit, 2018, *Astronomy and Astrophysics*, 13(5) <https://doi.org/1111>

- All headings within the tables should be centered. The first column of a table should be left-aligned, while all other columns should be centered. If the table includes notes about the entries, these notes should be formatted using alphabetic superscripts (e.g., a, b, c). Each type of note (general, specific, and probability) should appear in a new paragraph. Multiple notes of the same kind should follow the same line or paragraph structure. For further details and examples, please refer to the provided TRR publication format sample.

### References

The list of references must be comprehensive, including all pertinent information about the sources of ideas and arguments. A thorough reference list not only credits the original authors but also allows readers to trace the development of ideas and verify the information presented.



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Proper citation fosters academic integrity and enhances the credibility of the work. References must adhere to the APA 7th Edition format.

[Author's last name][Author's initials], [Other author's last names followed by initials]. [Title of the article]. [Journal] [Year of publication]; [Volume](issue no):[pages]. [doi or doi link]

Gaston KJ, Davies TW, Bennie J, Hopkins J. Reducing the ecological consequences of night-time light pollution: Options and developments. *Journal of Applied Ecology* 2012; 49(6):1256–1266.  
<https://doi.org/10.1111/j.13652664.2012.02212.x>