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Guide for Authors

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About TPJF

The Philippine Journal of Fisheries (TPJF) is the official joint publication of the Bureau of Fisheries and Aquatic Resources (BFAR) and the National Fisheries Research and Development Institute (NFRDI). It is a semi-annual, open-access journal that accepts research article, short communication, review article, commentary, and policy brief on relevant topics covering all aspects of fisheries, both in basic and applied sciences. Some of the related fields of studies are Capture Fisheries, Aquaculture, Postharvest Technology, Marketing and Industry, Aquatic Ecology, Oceanography, Aquatic Resource Conservation, Health of Aquatic Organisms, Biotechnology, Food Safety and Traceability, Socioeconomics, and Systematics in freshwater, estuarine, marine, and other identifiable water habitats. The articles are held to a high standard by undergoing a rigorous peer-review process by experts in particular fields of fisheries and aquatic sciences.

Manuscript Submission

The manuscript (including text, figures, and tables) and the cover letter should be submitted electronically via TPJF website under Publish>Submit Manuscript, or e-mail us directly at journal.nfrdi@gmail.com. Please use the manuscript and the cover letter templates provided by the journal. It is expected that authors have read our Publication Policy.

The manuscript should be prepared in a Microsoft Word format (.doc or .docx), and the file name should be clearly labeled with the corresponding author's last name. Please ensure you provide all relevant editable source files at every submission and revision. Failing to submit a complete set of editable source files will result in your article not being considered for review.

Types of Manuscript

A. An *research article* is a full-length paper reporting new research findings with sufficient details for validation and reproducibility. It should be approximately 5000-8000 words long, including abstract, acknowledgment, and references.

B. A *review article* is a critical review presenting objective synthesis and assessment of topics within the scope of the Journal and carefully interpreting and critiquing said knowledge based on available literature. It is more flexible in terms of format and length but is stricter on having at least 30 literature references, preferably published over the last five years. A review article may be submitted directly or by invitation.

C. A *short communication* is a concise but complete description of new concepts, investigations, experimental methods, models, technical operations, or applied activities to inform readers of development in a particular research area. Short Communications are limited to 3000 words and are not subdivided (no need to label headings such as Introduction, Materials and Methods, etc.). However, it should contain an abstract, main body, and references, and should have no more than 6 figures or tables, combined. The abstract is limited to 100 words.

D. A *commentary* is a scholarly article that expresses a personal opinion or a new perspective about existing research on a particular topic. A commentary may be commissioned by the editor-in-chief or editorial board members, or spontaneously submitted. They are not minireviews. Commentaries do not include original data and are heavily dependent on the author's perspective or anecdotal evidence from the author's personal experience to support the argument. It should be approximately 1000-1500 words long. No need for abstracts or keywords. However, it should contain the following:

   - Background **-** This should explain the background to the article, its aims, a summary of a search of the existing literature, and the issue under discussion.
   - Main text **-** This should contain the body of the article, and may also be broken into subsections with short, informative headings.
   - Conclusions **-** This should state clearly the main findings and include an explanation of their relevance or importance to the field.

E. A *policy brief* is a "concise summary of a particular issue, the policy options to deal with it, and some recommendations on the best option" (FAO Food Security Communications toolkit). It is aimed at government policymakers and others who are interested in formulating or influencing policy. It is more flexible in terms of format and length but is typically a single sheet containing around 700 words and may have one or more photographs. Longer briefs can take up to 8 pages or 3,000 words.

Manuscript Preparation

A. General Guidelines

1. The manuscript should be submitted and compiled in the following order: **Title page; title, abstract, and keywords; main text; acknowledgments; supplementary material** (if applicable); **author contributions; conflicts of interest; ethics statement; references; tables** with captions. All **figures** should be submitted in a separate file.

2. The manuscript text should be in Times New Roman, 12 point, double-spaced, with at least one-inch margin on each side, justified throughout, and with continuous line numbers

3. TPJF adopts the Scientific Style and Format developed by the Council of Science Editors. Refer to their website for your in-text citation and reference list.

4. Figure captions should appear below each figure, flush left.

5. Figure formats should be 600 dpi in TIFF/JPG/JPEG format.

6. Measurements should adhere to the internationally accepted rules (i.e., international system of units or SI). Do not italicize the units. Kindly consult this website.

7. Page numbers are at the right bottom of the page.

8. Abbreviations should be defined at first mention and used consistently thereafter.

B. Manuscript Structure

1. Title page shall contain the following:

   a. Type of article (e.g., research article, short communication, review article, commentary, policy brief);
   b. Title of the article;
   c. Author/s' full name/s, affiliations, mailing addresses, e-mail addresses, and ORCID
   d. Identify the corresponding author (the primary contact person of the editors).

2. Manuscript text must be separated from the Title Page with a page break. It should contain the following:

   a. Title;
   b. Abstract – maximum of 250 words are required for all types of manuscripts;
   c. Key Words – three (3) to six (6) words to identify the most important topics covered in the paper and for indexing purposes;
   d. The main text should be structured and numbered consecutively as (depending on the type of manuscript): 1. Introduction; 2. Materials and Methods; 3. Results; 4. Discussion; 5. Conclusion. Acknowledgment, supplementary material (if applicable), author contributions, conflicts of interest, ethics statement, and references need not be numbered but they must be properly labeled.

3. Tables
    a. Tables should appear at the end of the main text, after the references section. Do not embed tables and figures in the text.
    b. They should be numbered in the order in which they appear in the text (e.g. Table 1, Table 2, etc.). Contents (including captions) must be set in Times New Roman 12 point.
    c. Table captions should appear above each table, flush left. Any legend or footnotes must be clearly identified below the table. Avoid vertical lines.

4. Figures
    a. Figures should have the highest quality format possible. Photographs and scanned materials should be of a minimum resolution of 600 dpi in TIFF/JPG/JPEG format.
    b. Because figures are usually large files, send them in a separate document complete with captions appearing below the figure, flush left, Times New Roman, 12 point.
    c. Figures should be numbered in the order in which they appear in the text (e.g. Figure 1, Figure 2, etc).
    d. Maps should have the following elements: scale bar, north arrow, latitude/longitude (graticule lines), legend, and inset/locator maps. Maps should be georeferenced or drawn using appropriate software or application. You may check this source to be guided on designing maps for scientific publication.

Submission Checklist

You can use this list to carry out a final check of your submission before you send it to us. Please check the relevant section in this Guide for Authors for more details.

Ensure that the following items are present:
1. One author has been designated as the corresponding author with contact details:
    • E-mail address
    • Contact number
    • ORCID identifier

2. All necessary files have been uploaded.
    a. Manuscript:
        i. Include keywords
        ii. Figures (include relevant captions)
        iii. Tables (including titles, description, footnotes)
        iv. Ensure all figure and table citations in the text match the files provided
    b. Supplemental files (where applicable)

3. Further considerations:
    • Manuscript has been 'spell checked' and 'grammar checked'
    • All references mentioned in the Reference List are cited in the text, and vice versa Sources found online must be properly cited with links or DOI. Please refer to the manuscript template or check the Scientific Style and Format style guide.
    • Permission has been obtained for use of copyrighted material from other sources (including the Internet)
    • A conflicts of interest and ethics statement is provided in the manuscript.
    • Journal policies detailed in this guide have been reviewed
    • Referee suggestions and contact details provided in the cover letter.

Publication Policy

General Guide
The Philippine Journal of Fisheries (TPJF) publishes scientifically significant papers on relevant topics covering all aspects of fisheries, both in basic and applied sciences. Some of the related fields of studies are Capture Fisheries, Aquaculture, Postharvest Technology, Marketing and Industry, Aquatic Ecology, Oceanography, Aquatic Resource Conservation, Health of Aquatic Organisms, Biotechnology, Food Safety and Traceability, Socioeconomics, and Systematics in freshwater, estuarine, marine, and other identifiable water habitats, among others.

The journal strictly considers that the manuscript is the authors' original work and has not been previously published elsewhere, nor is it submitted partly or wholly in any other journal.

All manuscripts and materials submitted to TPJF should contain accurate information and properly cite all sources, including the author's previous work. It is assumed that the analyses and conclusions are not based on fraudulent data. All manuscripts will undergo a doubleblind peer-review process (see Peer Review Process).

The contents of the journal will be available in open access through the journal's website. Issues are released every June and December yearly.

In submitting to TPJF, all authors must agree to abide by TPJF editorial and journal policies.

Submission of Filipino Abstracts
Authors of accepted manuscripts shall submit a Filipino translation of the abstract together with the final version of their articles.

Authors may voluntarily submit an abstract translated into a regional Philippine language or dialect, particularly when the subject matter is relevant to specific communities or geographic areas. Such translations shall be considered supplementary to, and shall not replace, the required English and Filipino abstracts.

Authors may likewise submit abstracts in other languages, subject to the relevance of the manuscript and the publication requirements of TPJF. These shall be considered optional and supplementary.

Authors shall ensure that the Filipino and other optional language abstracts accurately convey the content of the English abstract. The translation should use appropriate scientific and technical terminology while remaining clear and accessible to the intended audience.

The TPJFEditorial Board or Editorial Team will facilitate the checking of Filipino abstracts to ensure accuracy, clarity and consistency of terminology. Authors may be requested to revise their translations based on editorial recommendations.

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Authorship and Contributorship
All authors must have contributed substantially to the research and preparation of the manuscript. For the submission of each revision of the paper and any authorship change, the corresponding author must have received permission from all the authors.

For transparency, TPJF requires authors to submit an author statement file, included in the cover letter, outlining their individual contributions to the paper using the relevant Contributor Roles Taxonomy (CRediT) roles. Authorship statements should be formatted first with the writers' names following the CRediT role(s). An author may mention more than one contribution, and more than one author may have contributed to the same aspect of the work. This should also reflect in the manuscript itself under the section Author Contributions.

See sample below.

Juan dela Cruz: Conceptualization, Methodology, Software
Angel Santos.: Data curation, Writing-Original draft preparation
Joshua Valencia: Visualization, Investigation.
Jan Reyes: Supervision.
Nicole Cruz: Software, Validation
Adrian Gonzales: Writing-Reviewing and Editing

For more details on CRediT, click here.

In addition, TPJF strongly encourages all authors to use their Open Researcher and Contributor ID (ORCID) when submitting papers. ORCID provides a persistent digital identifier that distinguishes an author from every other researcher. When provided, published articles display the ORCID logo and link to an author's ORCID record. Learn more or register for ORCID here.

The addition of authors is only allowed up to the final proof. After the authors have submitted their final corrections, no other changes to the list of authors will be accepted. It is understood that all authors have read the the Journal's Publication Policy.

Artificial Intelligence (AI)-Assisted Technologies
The use of AI-assisted technologies, such as Large Language Models (LLM), chatbots, and image creators, to generate scholarly content is rapidly increasing. The Philippine Journal of Fisheries (TPJF) will follow the suggestions published by the Council of Science Editors to ensure its published articles' text and image integrity. Thus, AI-assisted technologies should not be listed as author or co-author, nor may sources be authored or coauthored

by AI tools since "a nonhuman cannot be responsible or accountable for the accuracy, integrity, and originality of the work, and these responsibilities are required for authorship" (Jackson et al. 2013, p. 72). In addition, as stated in the Journal's publication policy, the authors retain the copyright of published articles without restrictions, and AI tools cannot hold or transfer copyright in this sense.

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Moreover, AI-generated images are not allowed in TPJF without explicit editor permission. Exceptions may be granted for manuscripts specifically about AI or machine learning, evaluated case by case, and disclosed at submission.

The Editorial Board will review all submissions to ensure they meet the Journal's standards for relevance, originality, and quality. Decisions on acceptance, revision, or rejection will be made based on the outcomes of this thorough assessment.

Conflict of Interest

All authors should disclose any conflict of interest that might be perceived to influence the authors' objectivity. Also called competing interests, conflicts of interest are defined as financial, personal, social, or other interests that directly or indirectly influence the author's conduct with respect to the particular manuscript (Sengupta and Honavar 2017). If there is no conflict of interest to declare, state it explicitly, both in the cover letter and the manuscript (under the section Conflicts of Interest).

A potential conflict of interest includes but not limited to:

- Patent ownership;
- Fund sources;
- Author or suggested reviewer has a substantial direct or indirect financial interest in the subject matter of the manuscript;
- One of the authors belongs to the same institution as the suggested reviewer;
- The suggested reviewer has on-going research collaborations or grants with one of the authors

Data and Reproducibility

TPJF encourages authors to provide an optional statement of data availability in their manuscripts. Data Availability Statements should include information on where to find data that supports the findings presented in the paper, including, when appropriate, hyperlinks to publicly archived datasets analyzed or generated during the study. Data availability statements can also indicate whether data are available on request from the authors and where no data are available, if appropriate.

Example statements:

"The datasets generated during and/or analyzed during the current study are available in the [NAME] repository, [PERSISTENT LINK TO DATASETS]"

"The datasets generated during and/or analysed during the current study are available from the corresponding author on reasonable request."

Ethical Consideration

TPJF adheres to the standards, best practices, and regulations set by various Philippine laws and institutions such as the Republic Act (RA) 8550 "The Philippine Fisheries Code of 1988", Republic Act 10654 "Amending RA 10654", Republic Act 9147 "Wildlife Resources Conservation and Protection Act", Republic Act 11333 "National Museum of the Philippines Act", Republic Act 8485 "The Animal Welfare Act of 1988", Republic Act 11038 "Expanded National Integrated Protected Areas System Act of 2018" and the National Committee on Biosafety of the Philippines. Research on wildlife and genetic resources in the Philippines is regulated through Executive Order (EO) 247.

For studies on species regulated under any Philippine law, state the following sentence or an equivalent statement under the manuscript's Ethics Statement: "The authors obtained an authorization/permit/consent allowing (state what the document is about) from the (state the issuing government office or institution)."

For studies involving human subjects, state the following sentence or an equivalent statement in the manuscript under the Ethics Statement section that relates to a particular study: "All the procedures followed were in line with the ethical principles of the responsible committee on human experimentation and the 1975 Helsinki Declaration as revised in 2000. The authors obtained informed consent from all participants for inclusion in the study." The following sentence should also be included if any identifying information about participants is included in the paper: "Additional informed consent was obtained from all individuals for whom identifying information is included in this article."

For studies with animals, provide the following sentence in the manuscript under the section Ethics Statement: "The researchers followed all institutional and national guidelines for the care and use of laboratory animals."

If the authors did not carry out animal or human studies as part of their research, they must include the following statement in the manuscript under the section Ethics Statement: "No animal or human studies were carried out by the authors."

If the authors have not included or cannot include one of these statements in their manuscript, provide the reason or an alternative statement in the cover letter and the manuscript.

Plagiarism, Misreporting, and Falsification of Data

Plagiarism is committed when one author uses another work without permission, credit, or acknowledgment. Plagiarism takes different forms, from literary copying to paraphrasing the work of another. In judging whether an author has plagiarized, the following definitions may be used:

- *Literal copying - reproducing a work word for word, in whole or in part, without permission and acknowledgment of the source.*
- *Substantial copying - reproducing a substantial part of a work without permission and acknowledgment of the source.*

If there is any question about whether research results reported in a submitted article are original to the purported author or authors, the editorial board shall make inquiries of the authors and their institutions.

In addition, the managing editor will do a plagiarism check before sending the manuscript to peer reviewers. A text similarity of below 15% is acceptable. If the manuscript were detected to have greater than 15% text similarity, the submission would be rejected and returned to the author right away.

All manuscripts and materials submitted to TPJF should contain accurate information and should properly cite all sources. The editors and reviewers will report any suspected plagiarism, misreporting, or falsification of data to the Editor-in-Chief.

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Author/s' name/s and affiliation/s will be removed as agreed upon by the TPJF editorial board members.

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If there is suspicion of misbehavior or alleged fraud, the Journal or Publisher will investigate following the Committee on Publication Ethics (COPE) guidelines. If, after investigation, there are valid concerns, the author(s) concerned will be contacted under their given e-mail address and given anopportunity to address the issue. Depending on the situation, this may result in the Journal's implementation of the following measures, including, but not limited to:

- If the manuscript is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction:
  - an erratum/correction may be placed with the article
  - an expression of concern may be placed with the article
  - or in severe cases, retraction of the article may occur.

The reason will be given in the published erratum/correction, expression of concern, or retraction note. Please note that retraction means that the article is **maintained on the platform**, watermarked "retracted," and the explanation for the retraction is provided in a note linked to the watermarked article.

Author/s' name/s and affiliation/s will be removed in retracted articles as agreed upon by the TPJF editorial board members.

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Peer Review Process

Tier 1: Editor-in-Chief Assessment

All manuscripts submitted to the journal will undergo a preliminary evaluation by the Editor-in-Chief to determine the suitability of the submission based on the aims, scope, and adherence to the journal format.

Tier 2: Independent Peer Review

Upon passing the preliminary evaluation, the manuscript will then go to the Managing Editor to manage the peer-review process. The manuscript will undergo a double-blind peer review by at least two independent experts in the particular field, wherein the identity of the author(s) is unknown to the reviewers and vice versa. The reviewers will evaluate the manuscript based on the relevance of the topic, timeliness, and technical quality.

All article types (research article, review article, short communication, commentary, policy brief) will undergo a double-blind peer review process.

Peer reviewers are given one month to submit their evaluations to us. On the other hand, authors are given 30 days for minor revision and 60 days for major revision.

In the case where the two reviewers have contradicting evaluations, a third reviewer will be consulted, after which the final decision is made by the editor-in-chief.

The reviewers are prohibited to show the manuscript under review to another person nor use the information contained therein. To ensure unbiased review, manuscripts submitted by BFAR and NFRDI researchers and other members of the editorial board shall be reviewed by experts from outside their respective institutions.

For the reviewers, you may use the following guide questions.

1. Was sufficient background on the topic provided by the authors?

2. What is the objective or hypothesis of the paper?

3. Are the methods sufficient to address the objectives?

4. Results
    a. Are the results presented from the methods described?
    b. Are comparisons supported by statistics?
    c. Are the figures and tables self-explanatory?
    d. Did the results support the initial hypothesis or not?
    e. Are the quality of the figures and tables adequate?

5. Discussion
    a. Were the results properly interpreted?
    b. Were the results compared to other studies?
    c. Any issues not resolved by the results?
    d. Were the limitations of the study adequately explained?
    e. What are the implications of the study?