



ATENEO DE MANILA UNIVERSITY
OFFICE OF THE PRESIDENT
University Research Council

**UNIVERSITY SCHOLARLY PUBLICATION AWARDS:
POLICIES AND GUIDELINES (2019)**

A. PURPOSE

The University Scholarly Publication Awards is intended to provide incentives for knowledge production in ways that allow the Ateneo de Manila University to be recognized as a thought leader in given fields and in ways that increase the number of peer-reviewed publications, motivate members of the university community to publish regularly, and improve the quality of publications.

The University Scholarly Publication Awards recognize scholarly works that are of high quality and are compliant with ethical standards. A basic requirement is that scholarly work must undergo the refining trial of critical review by the scholar's discerning peers and obtain their approval for its public circulation. Thus, only peer-reviewed publications are eligible for these publication awards.

B. ELIGIBILITY

1. The following are eligible to receive the University Scholarly Publication Awards:
 - a. Full-time and part-time faculty members of the Ateneo de Manila University across all of its units
 - b. Administrators, professionals, and research staff of the Ateneo de Manila University
 - c. Faculty members, administrators, professionals, and research staff who are pursuing graduate studies or research fellowships (irrespective of tenure status) and who, based on agreement with his or her unit, retain affiliation with the Ateneo de Manila University
 - d. Adjunct professors and holders of other types of professorships who indicate affiliation with the Ateneo de Manila University
 - e. Students enrolled at the Ateneo de Manila University during the conduct of the research on which a publication is based
2. To be eligible for the University Scholarly Publication Awards, the author should indicate the "Ateneo de Manila University" as his or her affiliation. It should be noted that affiliation does not necessarily imply an employer-employee relationship. It also does not imply exclusivity, as an author may have other institutional affiliations. An author who is not identified in the

publication as affiliated with the Ateneo de Manila University will not be eligible for this award.

C. SCOPE OF THE AWARDS

Category A

- Peer-reviewed research article or literary work published in a journal indexed in Scopus (Elsevier) or Web of Science (ISI/Clarivate Analytics)
- Peer-reviewed book-length literary or research work or single-authored collection of research papers or literary works published by an academic publisher included in Scopus or Web of Science

Category B

- Peer-reviewed book published by an academic publisher not included in Scopus or Web of Science but recognized by the School with which the author (or at least one of the authors of a multi-authored work) is affiliated
- Peer-reviewed paper included in a Scopus-indexed conference proceeding
- Peer-reviewed essays, research notes, and other works that are not full research articles or literary works published in a Scopus-indexed journal

Category C

- Peer-reviewed research article in a journal indexed by services other than Scopus and Web of Science or in a journal included in a list of acceptable journals drawn up by the School with which the author (or at least one of the authors of a multi-authored work) is affiliated
- Peer-reviewed book chapter or literary work included in a book published by an academic publisher not included in Scopus or Web of Science but recognized by the School with which the author (or at least one of the authors of a multi-authored work) is affiliated
- Editing a special issue of a peer-reviewed journal indexed in Scopus or editing a peer-reviewed book published by an academic publisher included in Scopus

D. ADDITIONAL GUIDELINES

1. An author eligible for the University Scholarly Publication Awards may receive it as often as he or she publishes a qualified work.
2. Included in the coverage of the University Scholarly Publication Awards, subject to the conditions specified in the categories above, are:
 - a. Peer-reviewed and well-referenced textbooks, which make a novel contribution, for use in advanced undergraduate or graduate research courses
 - b. Peer-reviewed, research-based, and well documented reference works
 - c. Peer-reviewed translation of literary or scholarly works or documents that is accompanied by a well-referenced, scholarly commentary
 - d. Revision and updating of a previously published book, subject to evidence of a new contribution to knowledge not found in its earlier edition

3. Not included in the coverage of the University Scholarly Publication Awards are:
 - a. Published works that do not fall under any of the categories above
 - b. Documents that are not peer reviewed even if they are included in Scopus, Web of Science, or other indexing services or in publication outlets recognized by a School
 - c. Trade books and other nonacademic works that are not peer reviewed, even if these are published by an indexed publisher
 - d. Published works whose authors are not identified as affiliated with the "Ateneo de Manila University"
 - e. Works accepted for publication that are still in press and/or without a DOI (Document Object Identifier)
 - f. Articles published in predatory journals, such as those found in Cabell's Blacklist
4. Should a work that has received a publication award later be revealed to not have undergone peer review, the author or authors shall return the full amount of the publication award.
5. Should a work that has received a publication award later be withdrawn or retracted by the publisher or the author owing to a breach of research and/or publication ethics, the author or authors shall return the full amount of the publication award, without prejudice to the University's imposition of other sanctions.

E. MONETARY ASPECT OF THE AWARD

1. The amounts for the University Scholarly Publication Awards differ based on the categories specified in item C, "Scope of the Awards":

Category A: ₱65,000
Category B: ₱45,000
Category C: ₱30,000
2. For scholarly work with two authors, each eligible author shall receive 50 percent of the award money in the relevant category. For works with three or more authors, each eligible author shall receive one-third of the award money in the relevant category.
3. Students eligible for the University Scholarly Publication Awards shall receive 50 percent of the award money to which a faculty member is entitled. For single-authored works, student-authors receive 50 percent of the monetary award listed in E.1. For multiauthored works, student-authors receive half of their share of the award money as explained in E.2.

4. The monetary aspect of the University Scholarly Publication Awards may be reviewed from time to time.

F. PROCEDURES

1. The University Scholarly Publication Awards are given on an annual basis. All scholarly work eligible for the awards must have been published during the period from 1 January to 31 December of the previous year. This period shall be referred to as the “publication year.”
2. By 30 June every year, a School shall have drawn up a list of journals, indexing services, and academic publishers it deems acceptable. This list will be reviewed annually, but the list existing as of 30 June in the publication year shall be the basis for the annual University Scholarly Publication Awards; no list can be altered retrospectively.
3. To claim a University Scholarly Publication Award, an application must be lodged. Authors are required to submit the requisite information such as those in the AIFIS of the Loyola Schools, otherwise there is no guarantee that the award can be given in the publication year. Authors must declare (a) if their published works underwent peer review and (b) if their works are included in Scopus or other indexing service or appear in a publication outlet deemed acceptable by a School. Digital copies of published works must be submitted. If required, evidence of peer review must also be submitted.
4. In the case of adjunct faculty, students, and holders of other types of professorships eligible for the awards, the application may be lodged by the author or any member of the unit, subject to the endorsement of the head of the unit with which the author has been directly associated.
5. A University Scholarly Publication Awards Committee shall be formed and it shall include nine representatives from the Loyola Schools and four representatives from the Ateneo Professional Schools. These representatives shall be nominated by the respective vice presidents of the Loyola Schools and the Ateneo Professional Schools.
6. Should there be an eligible author from a unit other than these two Schools, the University Scholarly Publication Awards Committee shall liaise with the unit head of the eligible author for appropriate action.
7. The University President shall appoint the chair and members of the University Scholarly Publication Awards Committee on an annual basis.

G. EFFECTIVITY

Once approved by the University President, these policies and guidelines shall be applicable for works starting with those published in 2019.