



EAC PUBLICATION AWARD	
Process Owner	Center for Research & Publication (CRP) and Yaman Lahi Foundation, Inc.
Creation Date	
GENERAL SCOPE OF THE POLICY	
<p>This Policy on Publication Award recognizes the importance of publishing original research or scholarly work as an excellent way to increase and establish the global visibility of Emilio Aguinaldo College (EAC) in the academic realm. This Publication Award is an incentive given to faculty members, deans, and department heads whose publications meet the quality standards and criteria set by Emilio Aguinaldo College- Manila.</p>	
OBJECTIVES	
<ol style="list-style-type: none"> 1. To recognize the scientific works of EAC faculty members for producing original and credible research or scholarly works. 2. To maintain accreditation requirements and attain university status. 3. To promote the importance of research dissemination as an integral part of research. 	
Prepared by	Venus A. Solar, PhD.
GUIDELINES	
<ol style="list-style-type: none"> 1. Only original research articles and full-length scholarly book publications shall qualify for the incentives. 2. The published research article must be aligned with the EAC Research Agenda and must fall within the discipline or expertise of the author. 3. Only regular or full-time probationary faculty members, deans, and department heads are qualified to apply for this incentive. 4. In the case of co-authorship, the primary author will receive 60% of the cash incentive and the remaining 40% will be divided among the co-authors. 5. For faculty-student joint authorship, the student should be considered as the principal (primary) author on any multiple-authored manuscript. 6. To prevent any academic dispute or issues in authorship, a declaration of responsible co-authorship must be completed and signed by all authors. 7. The Center for Research & Publication shall determine and validate the credibility of the journal's or book's publisher. 8. If the published article or book is a co-authorship between EAC and other partner HEIs or agencies, the EAC primary author shall receive 60% of the cash incentive and the remaining 40% shall be divided among the co-authors. To be eligible for the incentive, the author(s) should provide a copy of a signed Memorandum of Agreement (MOA) or Certificate of Institutional Membership from partner agencies. 9. Articles published in conference proceedings and papers read in international/local conferences are not qualified for the incentive. 10. Only those who satisfy the requirements and criteria set by EAC Center for Research Publication are entitled to this award. 11. The top management approved the budget, subject to the availability of funds. 	

<i>Prepared by</i>	<i>Recommending Approval</i>	<i>Approved by</i>
Research Director	Vice President for Academic Affairs	President





EAC PUBLICATION AWARD CATEGORIES

- INTEGRITY PUBLICATION AWARD (CATEGORY 1)**
 This is the highest award given to a faculty member who was able to publish his/her research in journals listed on the Web of Science- Institute for Scientific Information (ISI) or SCI managed by Clarivate Analytics (*previously known as Thomson Reuters*).
CASH AWARD: P 35,000.00
- SCHOLASTIC PUBLICATION AWARD (CATEGORY 2)**
 This publication award is given to those who were able to publish an original full-length scholarly book in a reputable publication with a rigorous peer-review process.
CASH AWARD: P 15,000.00
- EXCELLENT PUBLICATION AWARD (CATEGORY 3)**
 This publication award is given to those who were able to publish a full-length original research article in reputable journals indexed by Scopus, ESCI, journals listed in the Directory of Open Access Journals (DOAJ), or journals with a rigorous peer-review process.
CASH AWARD: P 10,000.00
- NOTABLE PUBLICATION AWARD (CATEGORY 4)**
 This publication award is given to faculty members whose papers are published in EAC research journal/bulletin with an originality report similarity index between 0% to 20% or at least 80% original work.
CASH AWARD: P 5,000.00

CHECKLIST OF REQUIREMENTS FOR APPLICATION

- Category 1**
 Full-length copy of the original research article, ISSN, or URL link of the publication
 Completed PA- CRP- 0424 form
 Declaration of Responsible Co-authorship (if applicable)
- Category 2**
 Full-length copy of the original book publication, ISBN or URL link of the publication
 Copy of detailed peer-review evaluation and revisions made during publications.
 Completed RPA- CRP- 0424 form.
- Category 3**
 Full-length copy of the original research article, ISSN, or URL link of the publication
 Journal website, license publishing office, publisher’s contact information
 Copy of detailed peer-review evaluation and revisions made during publications.
 Completed RPA- CRP- 0424 form
 Declaration of Responsible Co-authorship (if applicable)
- Category 4**
 Full-length copy of the original research article in an IMRAD format.
 Copy of Turnitin Similarity Score of the paper.
 Completed RPA- CRP- 0424 form.
 Declaration of Responsible Co-authorship (if applicable)

Prepared by	Recommending Approval	Approved by
Research Director	Vice President for Academic Affairs	President



RPA- CRP- 0424 form

PUBLICATION AWARD APPLICATION FORM

This Publication Award is an incentive given to a faculty member who was able to publish an original research article or full-length scholarly book in a reputable publication and whose publications meet the standards and criteria set by Emilio Aguinaldo College- Manila. Only regular or full-time probationary faculty members, deans, and department heads are qualified to apply for this incentive.

NAME OF APPLICANT:

SCHOOL/DEPARTMENT:

POSITION and RANK:

AREA OF SPECIALIZATION:

RESEARCH or BOOK TITLE:

JOURNAL or BOOK PUBLISHER'S NAME:

ISSN or ISBN:

PUBLISHER'S NAME & CONTACT INFORMATION:

JOURNAL or BOOK URL link (if applicable)

EAC RESEARCH AGENDA PRIORITY AREAS:

RESEARCH PUBLICATION AWARD CATEGORIES

Put a check in the box to indicate which category you are applying for a grant and attach all the appropriate supporting documents.

- **Category 1: INTEGRITY PUBLICATION AWARD**
 - Full-length copy of the original research article, ISSN, or URL link of the publication
 - Completed RPA- CRP- 0424 form
 - Declaration of Responsible Co-authorship (if applicable)
- **Category 2: SCHOLASTIC PUBLICATION AWARD**
 - Full-length copy of the original book publication, ISBN or URL link of the publication
 - Book publisher's website, license publishing office, publisher's contact information
 - Copy of detailed peer-review evaluation and revisions made during publications.
 - Completed RPA- CRP- 0424 form
- **Category 3: EXCELLENT PUBLICATION AWARD**
 - Full-length copy of the original research article, ISSN or URL link of the publication
 - Journal website, license publishing office, publisher's contact information
 - Copy of detailed peer-review evaluation and revisions made during publications.
 - Completed RPA- CRP- 0424 form
 - Declaration of Responsible Co-authorship (if applicable)
- **Category 4: NOTABLE PUBLICATION AWARD**
 - Full-length copy of the original research article in an IMRAD format.
 - Copy of Turnitin Similarity Score of the paper.
 - Completed RPA- CRP- 0424 form.
 - Declaration of Responsible Co-authorship (if applicable)

Signature of Applicant over Printed Name

Date:





DECLARATION OF RESPONSIBLE CO-AUTHORSHIP

Fill out this form if the published research article is a faculty-student joint authorship.

This declaration describes the research contributions of the primary author and co-authors in the research works conducted or articles published. All the authors must fill out this declaration as a basis for responsible co-authorship.

Four (4) criteria for legitimate co-authorship:

- 1) The **primary author** must have made a significant contribution to the idea and formulation or data acquisition or analysis and interpretation of data
- 2) The **secondary author** must have contributed to the preparation of the manuscript or critical revision of the publication’s intellectual content
- 3) **Other co-authors** must have approved the final version for publication, and
- 4) **Other co-authors** must be able to vouch for and be held accountable for the work in its entirety.

This declaration concerns the paper titled “ _____ ”

Primary Author’s name: _____

Second Author’s name: _____

Other Co-authors name: _____

I hereby declare that I fulfill the requirements of authorship according to the above-specified criteria of the EAC declaration of responsible co-authorship.

Name and Signature of **Primary Author**

Name and Signature of **Secondary Author**

Name and Signature of other **Co-Authors:**

