

Xavier University – Ateneo de Cagayan
Implementing Guidelines for Publication Awards

Rationale

Xavier University, recognizes the scholarly works of its faculty that are of high quality, and which have strong and extensive impact to the development of various disciplines by granting Publication Awards. This award grants special cash incentives to fulltime regular faculty who have published their works in scholarly publication within a period.

Categories of the Awards

Type of Publication	Cash Incentive
1. Peer-reviewed ¹ research paper or literary/creative work (short story, creative non-fiction or essay, play or poetry ²) published in a journal indexed in Web of Science (WoS)/Institute for Scientific Information (ISI) and/or Scopus³	Php 50, 000.00
2. Peer-reviewed book⁴ , including literary/creative single-author novel or anthology (short stories, creative non-fiction or essays, plays, or poetry), published by a reputable international publisher	Php 50, 000.00
3. Peer-reviewed book , including literary/creative single-author novel or anthology (short stories, creative non-fiction or essays, plays, or poetry), published by a reputable national publisher	Php 30, 000.00
4. Peer-reviewed research paper or literary/creative work appearing in an international⁵ journal , monograph, or anthology, or as a chapter in a book	Php 20, 000.00
5. Peer-reviewed research paper or literary/creative work appearing in a national journal, monograph, or anthology, or as a chapter in a book	Php 10, 000.00

¹A scholarly work is considered peer-reviewed when it undergoes a process of evaluation and critique by a panel of experts/scholars in the field prior to its acceptance for publication.

²Poetry by a single author published in a journal (ISI or non-ISI) or as a part of an anthology is counted as one work regardless of the number of poems included in the issue. However, separate awards are given if the author publishes different literary genres (e.g. a poem and a short story) in the same anthology.

³The scholarly work should be published in a journal indexed in WoS/ISI or Scopus at the time of its publication to be eligible for the award.

⁴Textbooks are eligible, if the book or chapter is clearly a product of the author's own research and scholarship, and makes a novel contribution to the discipline in terms of content and/or methodology.

⁵A publication is considered *international* if it meets the following criteria: a. the editorial board is composed of an international team; b. the articles undergo an international peer-review process; and c. the articles and target circulation of the journal are also international. Otherwise, the publication is considered as local or national (including publications in another country that do not meet the international criteria).

Non-Eligibility to the Awards

The following are not eligible for the Publication Awards:

1. Research reports published by agencies who contracted out and funded the research
2. Books funded through XU Instructional Materials Development Award
3. Research paper or literary/creative work published in XU Faculty Working Papers
4. Handbooks, guidebooks, or other works primarily designed to inform practitioners in a professional field
5. Non-scholarly works, such as those written primarily for a lay/popular audience
6. Conference presentations
7. Revisions or new editions or previously published research work

Submission Guidelines

1. **Eligibility:**
 - a. The author/s is/are full-time regular faculty member/s of Xavier University during the conduct and publication of the scholarly work (although the research or creative work may have been done elsewhere).
 - b. Full-time regular faculty members who are on leave may be eligible for the award upon reinstatement.
2. **Publication period:** Scholarly work eligible for the awards must have been published during the last **twelve months**. On a case to case basis, scholarly work published within the last three years may be considered provided that it has not been granted a Xavier University Publication Award.
3. **Submission procedure:** Full-time regular faculty members with eligible publications may submit pertinent documents **anytime within the school year**. Application form for the award is downloadable from KURO webpage.

Awarding Schedule

Awarding of Xavier University Publication Awards shall be granted on a **quarterly** basis.

Note:

The University community will be informed of the publication awardees through a President's memo and/or an awarding ceremony



FORM 01
 APPLICATION FORM
for
 PUBLICATION AWARDS

(Please use one form per entry. Save as PDF and once accomplished, email to: xupress@xu.edu.ph & kinaadman@xu.edu.ph)

A. Applicant's Information		
Name (Last, First, MI)		
Department/Unit		
Contact Details		
B. Published Work Information		
Type of Publication	Research Article/Monograph Creative/Literary Work	Full Book Chapter of a Book
Authorship	Single	Multiple (List XU co-authors only) _____ _____
Required Documents for Submission	Printed Copy Front/Back Cover of Publication Editorial Board	Submission and Review Procedure Review Correspondence (Email Thread) Screenshot of Weblink of Work
C. For Journals/Monograph		
Full Title		
Complete link (URL)		
Volume, Issue, ISSN		
Publisher & Year Founded		
Publisher's Address/URL		
Circulation	International	National
Indexing Company	ISI/Wos Scopus	Others (please specify e.g. Crossref) _____
D. For Books/Chapter of a Book		
Full Title		
Complete link (URL)		
Page Number, Date Published, ISBN		
Publisher & Year Founded		
Publisher's Address/URL		
E. Signature of Applicant and Date Accomplished		