

SCMPCR Newsletter Submission Guidelines

The following guidelines are provided to ensure consistency, clarity, and smooth compilation of the Newsletter. All contributors are requested to follow these requirements strictly.

1. Overall Length

Maximum total pages of the newsletter: 30 pages

2. Types of Submissions & Page Limits

A. SCMPCR Report

- Maximum length: 3 pages
- Maximum number of photographs: 4
- Photos must be submitted separately (not embedded in the document), each with a clear caption.

B. General Articles

- Total allocation: 3–4 pages
- May include maximum two general articles depending on length.
- Photos, tables, graphs must be sent as separate files with proper captions.
- Must follow APA reference style

C. Scientific Articles

- Maximum: 5000 words per article
- May include maximum two scientific articles depending on length.
- Photos, tables, graphs must be sent as separate files with proper captions.
- Must follow APA reference style

D. News & Events

- Maximum length: 1 page
- Maximum photos: 1 photo with caption (to be submitted separately)
- Should focus on recent, relevant activities or announcements

E. Awards & Honors

- Maximum length: 1/2 page
- Must include a photo of the awardee(s) submitted separately
- Include award title, date, venue, and a concise description (50–100 words)

3. Formatting Requirements

Text

- Font: Times New Roman
- Size: 11 pt
- Line spacing: Single
- Submit in Word format (.doc or .docx)
- Do not apply any special formatting, columns, or layout—the designer will format accordingly.

Tables, Figures & Photos

- Must be submitted separately as image files (JPEG/PNG/TIFF preferred)
- Do not embed inside Word files
- Each table/figure/photo must have:
 - a. Caption
 - b. Numbering (e.g., Figure 1, Table 1)

4. Referencing

- All references must follow APA Style (7th Edition).
- Ensure accuracy and completeness before submission.

5. Authorship and Submission Ethics

- Write-up must not be generated by AI.
- AI may only be used for language editing, proofreading, or grammar correction.
- Authors are responsible for ensuring:
 - a. Originality of the content
 - b. Accuracy of data and references
 - c. Proper permission for any photos used

6. Submission Checklist

- Before submitting, ensure:
- Word file in 11 pt Times New Roman
- No embedded photos or tables
- All images/tables sent separately with captions
- Word count and page limits followed
- APA references checked
- AI-generated content not used for writing the article
- Author name, designation, affiliation, and email provided