All faculty of the Ateneo de Manila Loyola Schools are expected to actively engage in scholarly work. Scholarly work as defined here encompasses the following activities: the discovery of new knowledge and original insights that expand human understanding; the application of existing knowledge to address social and practical problems; the development of new and better means for facilitating the learning or understanding of what is already known; and the creative work that includes artistic creation or expression.

Whatever the nature of scholarship, the Loyola Schools recognizes the scholarly work of faculty that is of high quality, and which has strong and extensive impact. To achieve this standard of excellence, scholarly work must undergo the refining trial of critical review and acceptance by the scholar’s discerning peers. The review process includes the submission of written works to reputable presses and refereed journals and other publications, or the similarly demanding juried review of creative and artistic works.

A. Categories of the Awards

1. P50,000 per peer-reviewed research article or literary/creative work (short story, creative non-fiction or essay, play, or poetry) published in a journal indexed in the Institute for Scientific Information (ISI).

2. P50,000 per peer-reviewed book, including literary/creative single-author novel or anthology (of short stories, creative non-fiction or essays, plays, or poetry), published by a reputable international publisher.

3. P35,000 per peer-reviewed book, including literary/creative single-author novel or anthology (of short stories, creative non-fiction or essays, plays, or poetry), published by a reputable national publisher.

4. P20,000 per peer-reviewed research article or literary/creative work appearing in an international journal, monograph, or anthology, or as a chapter in a book.

5. P10,000 per peer-reviewed research or literary/creative work appearing in a national journal, monograph, or anthology, or as a chapter in a book.

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1 Wherein scholarly works undergo a process of evaluation and critique by a panel of experts/scholars in the field prior to their acceptance for publication.

2 Poetry by a single author published in a journal (ISI or non-ISI) or as 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.

3 The listing may be viewed at www.isinet.com.

4 Textbooks 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.

5 A publication is considered international if it meets the following criteria: the editorial board is composed of an international team, the articles undergo an international peer-review process, and 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).
B. Additional Guidelines

1. Not eligible for the LS Scholarly Work Publications Awards are the following:
   - research reports published by agencies who contracted out and funded the research
   - handbooks, guidebooks, or other works primarily designed to inform practitioners in a professional field
   - non-scholarly works, such as those written primarily for a lay/popular audience
   - conference presentations
   - revisions or new editions of previously published research work
     - in the case of literary/creative works, these are awarded only once for the current submitted publication; however, succeeding reprints of literary/creative works in other peer-reviewed books, anthologies, and/or journals, will be given special citations

2. The following are eligible for a Scholarly Work Publication Award, if the attendant qualifications are met:
   - translation of existing work, if accompanied by a commentary on the original text that is scholarly in its own right, and/or if translated work has been peer-reviewed or validated by the relevant cultural organization (e.g., NCCA)
   - annotated works, if accompanied by a commentary that is scholarly in its own right

C. Submission Procedures

1. Eligibility: To be eligible for an award, the following minimum criteria must be met:
   a. The scholarly work was submitted to the Loyola Schools Vice President’s office prior to or on the specified deadline (see #4 below for procedure of submission)
   b. The author is a full-time faculty member of the Loyola Schools during the conduct and publication of the scholarly work, and at the time of the Awards ceremonies (although the research or creative work may have been done elsewhere)

2. For co-authored work: The amount of the award will be pro-rated for each co-author based on the number of co-authors, using the schedule given in the table below. Co-authors who are not Loyola Schools faculty members are not eligible for an award (see #1 above).

<table>
<thead>
<tr>
<th>Number of co-authors</th>
<th>Amount per co-author (n is number of authors)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ISI-listed article or Internationally published book (categories 1 &amp; 2)</td>
</tr>
<tr>
<td>1-3</td>
<td>P 50,000 ÷ n</td>
</tr>
<tr>
<td>4-5</td>
<td>P 15,000</td>
</tr>
<tr>
<td>6 or more</td>
<td>P 75,000 ÷ n</td>
</tr>
</tbody>
</table>

3. Publication period: Scholarly work eligible for this year’s awards must have been published during the period from November 1, 2006 to October 31, 2007.

4. Submission procedure: Full-time faculty members with publications during the eligibility period apply for an award by submitting the following to the Office of the Vice President, on or before 12 noon of Saturday, January 19, 2008:
   - A cover letter listing all submissions and indicating for each published scholarly work the following information:
     - a 120-word abstract
     - Authors (all, including your name in the order appearing in the publication)
• Full citation (title, journal, volume, number, year, publisher, where published)
• Category of publication (see A)
• A photocopy or original copy (will be returned after the evaluation) of each of the published works
• Sufficient supporting information pertaining to the nature of the journal and especially the peer review process (e.g., a copy of the front/back cover of the journal where the composition of the editorial board, submission and review procedures, etc. are outlined; a copy of a referee's review)
• A soft copy (via email) of the authors, full citation, and 120-word abstract for each submission. This is to facilitate record-keeping and the creation of an annual compilation of the LS faculty’s scholarly works. The email should be sent to this address: facultypubs@gmail.com c/o the Research Coordinator, Dr. Liane Peña Alampay.

D. Evaluation Procedures

1. A list of publications is prepared by each department that indicates the journals which the faculty-scholars in the discipline deem as scholarly and of high impact, and which are peer-reviewed, international, and national (i.e., those that are relevant to categories 4 and 5; note that journals indexed in the ISI need not be listed, as a list of ISI journals is readily available). This list is reviewed and validated by a multi-disciplinary ad hoc committee of senior researchers appointed by the Vice President.

2. The LS Publications Awards Committee, an ad hoc committee appointed by the Deans and the Vice President, evaluates the eligibility of the submitted works and their appropriate categorization (with the aid of the aforementioned input from the departments).
• If the faculty submits a publication in a journal that is not included in the departmental list, this does not automatically mean that the faculty will not receive an award. It only indicates that the Publications Awards Committee would need to consult with relevant experts and conduct other means to evaluate the eligibility of the submission.

1. The LS Publications Awards Committee presents their recommendations to the President, Academic Vice President, and the Vice President and Deans of the Loyola Schools, who then approve all awards.

2. The faculty are informed a week before the awarding ceremony (in February 2008) of the status of their application.