

SUBMISSION

- As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.
- The submission can be previously published or is it before another journal.
- The submission file is in Microsoft Word document file format.
- The text is single-spaced; and uses Arial 12-point font; and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.

AUTHOR/S GUIDELINES

- The author must send the manuscript online by first registering as an author to the website: **researchoffice@pcf.edu.ph**
- for every submitted article, the author is obliged to follow the terms and conditions in accordance with format of PCF Research Journal

INSTRUCTIONS FOR AUTHOR/S

- The text submitted by the author is the original, can be previously published.
- The proposed text may include study results in the fields of business, education, criminology, and hospitality; conceptual ideas; theoretical studies and applications; and ideas based on sustainable development goals.
- Scripts are written in in English. The manuscript is written with Arial of font 12with single (1) spacing and single column format.
- Article Format is based on PCF Journal Template
- The article must be under 20% check by plagiarism
- The article does not contain the results of plagiarism, falsification, and fabrication of data.
- References at least 15 articles (preferably with DOI article)

AUTHORS NAME AND AFFILIATIONS

- Write Author(s) names without a title and professional positions such as Prof, Dr, Production Manager, etc. Do not abbreviate your last/family name. Always give your First and Last names.
- Write clear affiliation of all Authors. Affiliation includes a name of department/unit, (faculty), the PCF as institution and the department, address,

country. Please indicate Corresponding Author (include email address) by adding an email symbol in superscript behind the name.

JOURNAL CONTENT . Article Organization The body of articles should be organized (at least) into the IMRaD structure as follow

1. Abstract

Author/s Names

List all contributing authors in the correct order. Only the corresponding author should provide their email address. Ensure each author's full name is correct for publication, including or excluding any middle names or initials as needed. Each author's affiliation should be accurate.

Authorship Criteria.

- Significant contributions to the work's conception, design, data acquisition, analysis, or interpretation.

Formatting:

- Title "Abstract": Align left, bold, 12-point font, no paragraph spacing after.
- Content: Summarize the research (aim, scope, results, and conclusion) in up to 150 words, justified, 12-point font, single spacing.

Keywords: Italicized, separated by semicolons, with a maximum of 5 words

2. Introduction. Provide enough background or context to explain the problem and its significance. Do not write extensively about the subject. Clearly state the rationale or purpose of the study (gap analysis), the general and specific objectives, and any hypotheses. Present a clear "state of the art" of the subject, including relevant literature and theoretical concepts. Include a concise general background. Cite at least five recent related works to support the research's novelty.

3. Methodology. This section provides sufficient details to allow the work to be reproduced by the researcher/s. this also include describing the design of the experiment, including procedures, surveys, interviews, and observation characteristics. Ensure the complete research procedure is clearly written. Explanations should enable other researchers to reproduce the work or build on it in future studies.

4. Results and Discussions. Present results in a logical order, starting with the most important findings. When using tables or figures, summarize the key points in the text without repeating all the details. Focus on new and significant aspects of the study. Avoid repeating information from previous sections.

Discuss the study's limitations and identify unresolved issues for future research. Explain how the data were produced, but do not include raw data. Use tables or figures to present the data, and explain the results and findings. Connect the findings to the study's concepts or hypotheses, and discuss any relevant arguments from other researchers. Highlight the theoretical or practical implications of the work.

5. **Conclusion.** The conclusion should directly relate to the study's title and objectives. Ensure all claims are firmly supported by the research findings. Clearly articulate the advancements made in the field to which the study is related. Avoid restating the abstract, merely listing results, or providing unnecessary details.
6. **References.** Should be arranged in chronological order. APA 7th edition.