



مجلة روافد

للدراستات والابحاث العلمية في العلوم الاجتماعية والانسانية

**Tributaries journal**

*for studies and scientific research in social and human sciences*

مجلة علمية دولية محكمة تصدر عن المركز الجامعي بلحاج بوشعيب - عين تموشنت - الجزائر

an approved Scientific International journal edited by the university center of Ain Temouchent



الرقم الدولي المعياري للطبعة ISSN 3482-4325  
الرقم الدولي المعياري الإلكتروني E-ISSN 2661-7757

## AUTHOR'S GUIDE

Dear researcher...

To submit an article in the "*Tributaries journal*", you must submit your scientific article via the Algerian Platform (ASJP). No article submitted otherwise will be accepted. For this, you must have an account on the platform.

### 1. Registration to the platform:

Access to the Algerian Scientific Journal platform (ASJP), use the following link:

<https://www.asjp.cerist.dz/en/login>

Create a personal account (ASJP) by clicking on the registration icon. Type in your email, choose a password, accept the terms of use, and finally save the data. You will receive an email to confirm your registration.

Log into your account as an author and access the journal page via the following link:  
[www.asjp.cerist.dz/en/PresentationRevue/539](http://www.asjp.cerist.dz/en/PresentationRevue/539)

Download the following zip files:

**Author's guide:** This file contains: the author's guide, deontological Chart, and the Copyrights Transfer Document. Read these files well.

**Instructions for authors:** It contains the templates in the three languages. Choose the appropriate template to the language of your article

### 2. Preparation of the manuscript:

The article submitted for publication in our journal, must conform to the model (template). You should also write the article with the same font. So avoid fonts and special characters.

The texts tendered must not exceed 30 pages maximum.

### 3. Article submission:

After you have adapted your article file with the terms of publication in our Journal, insert it in the template, click the Submit Article icon. A form to fill out appears for you, including the various details of the article and the authors: Language of the article; The title of

the article; Summary; Keywords; The full name of the author; institutional affiliation; Email (a second author can be added).

Download the copy of the article.

If the article is written by two or three authors, you must add the second author, click on (Add another author) and then fill in their required information. The article will be rejected if the data of the second author has not been entered.

You can suggest reviewers for your article; however, this does not mean that your proposed board of reviewers will be systematically taken into consideration. Finally, click on send the article.

At the end of the process, An acknowledgement of receipt will be sent to submitters by e-mail. A notification of acceptance/rejection of the paper submitted will be sent to submitters by e-mail. In case of acceptance, you will be able to follow your paper's progress on your dashboard via your ASJP account.

#### **4. Acceptance of the article for expertise:**

When the editorial board receives an article, it starts by evaluating the author's respect of the template requirements. If accepted a notification of acceptance / rejection of the document submitted will be sent for you by email.

Your article is saved and encoded in PDF format, so that the name, title and other identifying information are omitted. And will be sent to a specialized associated editor.

The associated editor sends the encoded article to two reviewers, all accepted Articles for evaluation are peer-reviewed by two experts, and a third will be designated, if the first two give contradictory opinions, the opinion of the third expert is decisive and final. Experts may accept the article as it is, or accept the article after minor or important changes; and they may also give negative opinion about the publication of the article. In all cases the author will be notified, and he must proceed to do all requested changes.

Peer review is used to ensure quality of published manuscripts. Scholars with expertise in the subject will evaluate the manuscript, it is thus confidential (blind peer review).

#### **5. Decision and result of the expertise:**

After the review process has been completed, the associated editor (the editor) may, reject the article, accept it as it is, or accept it with reservation. This is based on reviewers' reports.

Two positive reviews = the article is acceptable for publication.

Two negative opinions = the article is rejected.

Two different opinions (one positive and the other negative) In this case, a third expert will be appointed, the opinion of the third expert is decisive and final.

**See the attached diagram on the next page**

## **6. Follow-Up of the Position of the Article on the Platform:**

You can log into your account on the platform and follow the status of your article step by step by clicking on the icon: **(Articles)** and then clicking on the icon: **(Submitted papers)** will appear a table with the details such as: Title; Sending date; Name of the journal... This goes through several stages, and the article passes through the lists: the list of submitted articles - the list of articles accepted with reservations - the list of accepted articles - the list of rejected articles.

In the event that you are advised to change the title of your article, this should be done on the submitted article and also in the title field on the platform.

The author must know that the article if accepted will be published by the title entered in the form field of the platform.

## **7. Email notifications:**

You can follow the evaluation process of your article on the platform by receiving notifications:

Notification of receipt of an article: If the process of submitting your article to the platform is successful, you will receive a notification of "submission", and a notification to the second author on their email confirming their participation in the article.

Notice of rejection of the article: If it appears that the article does not comply and does not meet the conditions of publication in our journal (specialty compliance - Template - and publication conditions), you will be notified that your article was rejected).

Article accepted for publication: If your article is accepted, you will be notified that the article has been accepted.

Article accepted with reservation: If your article is accepted with reservation, you will be informed, and your article will appear on the ASJP in the "Papers with reservation" window. You will receive reports in your account. Read the reviewers' reports, correct the reservations, and then resubmit the article from the same window.

Once the review process is complete, and in the event that your article is accepted for publication, you will be notified, and you will be asked to include the references and sign a copyright transfer agreement.

## **8. The evaluation period of the articles**

The manuscript is generally reviewed within an average of three to four months from the date of submission. Delays in obtaining reviews may prolong this process.

## **9. Bibliographic references entry process:**

Upon acceptance of the publication of the article, you are required to insert the bibliographic references used in the article (only references that have been used) through the platform in order to complete the publication process

A "references" icon appears on which the author must click, then on "add a reference", and then click on "new" to insert his work, whether they are articles, books, theses, of memories... etc., as soon as this operation is finished, the author clicks on "save" then "finish".

It will be reviewed and approved by the editor. Otherwise, this process will be rejected and you will be asked to enter them again.

**The article will be published only after the inclusion of the references and approved by the editor. Otherwise the article publication process will be suspended.**

#### **10. Submission of copyright transfer undertaking:**

Once your article has been accepted for publication, it will become the property of the publications of the Center University, and you may not republish it without prior authorization.

To protect the rights of all parties, your article will be published only after sending a copyright transfer undertaking.

The commitment form is available in the field "Guide for authors". Fill and sign it (including all authors), then send it in scanned form (PDF-Image) to the editor-in-chief via the following email: rawafid.cubbat@gmail.com

#### **11. Publication of the article:**

After you have completed all of these procedures, your article accepted for publication will be published in future issues according to the submission and acceptance dates.

(The journal publishes two issues each year, one in June, and the second in December).

You receive the issue where your article was published in electronic format. If you wish to obtain a hard copy, you must write to Kounouz Press at its address on the front pages of the journal.

The editorial staff reserves the right to modify the final version of your article, if necessary, to make it more compatible with the template of the journal.

Once your article is accepted for publication, it will become the property of the publications of the University Center of Ain Temouchent, and you will not be able to republish it without prior authorization. (See the commitment document and transfer of copyright).

#### **12. Plagiarism policy:**

Plagiarism, in all its forms, constitutes immoral behavior for the Journal. No violation of this rule is accepted. No other article will be accepted for the author who has been impersonated by our review. The author is responsible for all forms of scientific plagiarism.

**(See the diagram on the next page)**

## DIAGRAM:

All articles will be received on national platform through ASJP as following:

1. You have to register and open an account in this website:

<https://www.asjp.cerist.dz/signup>

Accessing the site platform: <https://www.asjp.cerist.dz/en/PresentationRevue/539>

2. Sending the article in word format from the dedicated site;
3. Following evaluation and receiving stages via account platform ASJP;
4. Articles will go through these stages below:

