

Author's Guide

the Journal of Economic and Financial Studies (JEFS) issued by the Economics Commercial and Management Sciences faculty- University of Echahid Hamma Lakhdar Eloued under [ISSN 1112-7961](#), informs all researchers wishing to publish their articles that The receipt of their proposals will be via the Algerian Portal for Scientific Journals (APSJ). : <https://www.asjp.cerist.dz>. For this, the next steps should be followed.

I-Submission of articles:

- 1- The researches have to choose the Arabic or French or English language When accessing to the portal on the site <https://www.asjp.cerist.dz>.
- 2- For submission and checking the articles, the researcher should be have an account or create a new yb .in French **CONEXION** in Arabic or **دخول** on the gclickin eand fill the required data. The usernam **INSCRIPTION** or **تسجيل** To create a new account, select -3 and password must be preserved for the future articles submission.
- 4- Open the area of the Journal " JEFS " reserved on the " APSJ " site on the link: <https://www.asjp.cerist.dz/en/PresentationRevue/127>
- 5- Choose the **French** in the case of **article'd soumission** icon for the Arabic page or **إرسال مقال** Or **paper submission** in English
- 6- It's important for the researchers to fill the required information, and to respect the "standard model" of the journal or " template of the journal" which is available on the **auteur instruction** icon when sending the article in Word format.
- 7- A message will be appear on the platform APSJ indicating the successfully submission, the author will receive a "article submission notice" on his email, and an "article participation notice" to the second author.
- 8- The confirmation of "principal or secondary" author must be done after the receiving of "submission article notice" email. Otherwise, the article will be rejected.
- 9- The author will be notified of the rejection of the article in the case of non-respect of the template of the journal and the conditions of publication,.

II. Evaluation of the article

- 1- The article will be eligible for the evaluation process, when respecting of the template of the journal and the conditions of publication.
2. The eligible article will be transmitted as anonymity article to 02 reviewers or to one of the co-editors. The co-editor may also evaluates the article If he wishes.
3. The reviewers have a period of 45 days to 02 months as a max for given their opinions on submitted articles. The case of non-reply, the article will send to another reviewer for other evaluation within 30 days .
4. The author will have 01 month as max period to correct the required modifications when the article is accepted after modification.
5. The article will be a subject to a third evaluation, according to specialization, in case of positive evaluation and negative one. The conclusion of the third arbitration will determine the acceptance result, which will be considered final.
6. Due to the large number of articles, The acceptance of the article does not mean that will be issued in the next issue, but will be programmed according to the priority prescribed by the editorial board of the journal, which meets periodically for this purpose.

III- Publishing articles and Including(integrating)references on the platform :

Once the article has been accepted for publication, the author is informed by a notice, after he must access his account on the platform and inserting the references approved in the article in accordance with the framework specified by the ASJP, and following the following steps:

- 1 click on the icon «Accepted »and after on «"Accepted Articles » A table with the article details will appear from: Title; Sending Date; The name of the review; Review details; References ;
- 2 To begin the process of integrating references, click on the "References" icon and then click on the "Add Reference" icon;
- 3 To specify the type of reference according to the options granted to him; After completing all the reference information, click on the "Add" icon. And so on until you have correctly inserted all references
- 4 After confirming this, the "Finish" icon is pressed (if the author is unable to enter all the references at the time and leave part of it for another time, the "Save" icon is pressed until he completes where he left off)
- 5 After clicking on the "Finish" icon; The process of listing references has ended and the symbol placed on the 'References' icon has changed from  to  and by this it appears to the editor-in-chief that the process of listing references from the author is complete; To ensure that the list of references listed number and content matches the list of references included in the article and has the decision to approve it or not.
- 6 If the editor approves the list of listed references, he can program the article for publication. although it is incorrect and does not correspond to what is in the article, the publisher rejects it, and the process is repeated

Note: If the author does not list the references or terminate the entry process, The editor-in-chief will neither be able to see the references nor their approval, nor will he be able to program the article for publication.

VI-Sending a Pledge

If the article is accepted; The author must send a **letter of undertaking**, which can be downloaded from the journal's web space at the platform, under the heading "Author guide" in form of a compressed file.

The letter of undertaking, after full signature of all authors participating in the research will be sent to the journal's e-mail: colloque.eef.eloued@gmail.com

IV- Plagiarism Policy

Scientific theft, in all its forms, constitutes immoral behaviour for the Journal. No breach of this rule is accepted. No other article will be accepted for the author who has been impersonated by the journal.

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>
2. Accessing the site platform :
<http://www.asjp.cerist.dz/en/PresentationRevue/127>
3. Sending the article in word format from the dedicated site;
4. Following evaluation and receiving stages via account platform ASJP;

