

JOURNAL EL'BAHITH

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education and the humanities.**

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AOTHOR'S GUIDE

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We offer researchers wishing to publish their articles in the journal this guide in order to help them by providing information related to:

1. Introducing the journal.
2. Registration in the national portal for scientific journals.
3. Prepare to send the article.
4. Article writing rules.
5. Procedures for sending the article to the journal via the Algerian portal for scientific journals ASJP.
6. Receive and evaluate the article.
7. Follow the article on the platform.
8. Publish the article and include references.
9. Send the Honorary statement .
10. Plagiarism policy.

Introducing the journal

ABOUT THE JOURNAL: El' Bahith is a scientific linguistic academic and refereed journal, published biannually by the Teacher Training College of Bouzareah Mbarek El ibrahimi El mili (ENSB). The journal is free of charge. It covers research studies that are scientifically sound and relevant to language, didactics, curriculum development, human sciences and related areas. Submitted articles can be written in Arabic, English or French and must describe authentic or translated research works that have not been published previously; they should also meet the general requirements of the scientific research regarding accuracy, clarity, completeness, credibility, originality and up-to-dateness and promote scientific creativity and diversity in various fields. El' Bahith Journal is, therefore; a platform that provides an opportunity for teachers and researchers to publish their works, introduce new insights into research and foster scientific and constructive communication to better serve humanity. The Journal's Editorial Board consists of qualified reviewers and experts in their subject areas who are responsible for making final decisions and evaluating submitted manuscripts that should fit the Journal's scope and submission guidelines.

Registration in the ASJP

The process of sending and receiving papers and evaluating them only in ASJP, so the researcher must be registered on the platform in order to be able to send his work, so he has to register himself by clicking on the "Register" option via the following platform link:

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

The researcher must carefully enter his required personal data, after completing the registration, he activates his account through the link sent to him in his e-mail, and this step is necessary to complete the registration.

Note:

Registration and login are necessary in order for the author to submit his article on the platform, and to follow up on evaluation and processing before publication.

Prepare to send the article

If the researcher has an account on the platform (username and password) or has completed his registration there, then he must click on the "Log in" option by entering his email address with which he registered in the platform and his password, then he will enter the researcher's magazine space on the platform via the following link :

<https://www.asjp.cerist.dz/en/PresentationRevue/359>

We invite researchers to browse the journal's publishing policy by carefully browsing the files attached to the journal's page :

- **The author's guide** that explains the steps followed to publish the article in the journal and the rules that must be followed for publishing, and it includes the applicable form in the researcher's journal, which we recommend to respect, especially with regard to lines, margins, sources and references.

- **Publishing ethics**, which clarifies the ethical rules for publishing research in the journal, as well as the obligations of the editorial team.

- **Journal Template**, which is the reference format for articles that helps the researcher to make his article conform to the conditions.

The researcher can also view articles previously published in the journal's issues, especially those related to his topic, which he can use as references for his article.

Article writing rules

To facilitate the process of publishing articles in the researcher magazine, we invite the authors "researchers" to use the journal template that they find in the author's instructions box on the journal page on the platform. We also alert them that the editorial team has the right not to accept articles that violate the template or the publishing rules set forth below.

- 1- The article sent to the researcher journal must abide by the following publishing rules:
- 2- The article has not been previously published.
- 3- The article must be compatible with the magazine template.
- 4- The margins should be in a consolidated list at the end of the search.

- 5- The number of the article pages should not exceed 20 pages, and not less than 10 pages, including the page designated for margins.
- 6- The author of the article bears linguistic errors and the responsibility of the scientific material, and he must commit to making corrections, amendments and corrections altogether that the reviewers may request during the evaluation phase and the editorial board before accepting the articles for publication.
- 7- The number of illustrations and maps should not exceed 15% of the volume of the research.
- 8- Articles sent to the magazine are not returned to their owners, whether published or not.
- 9- The arrangement of the articles is subject to technical considerations.
- 10- The article shall be accompanied by a pledge signed by the author confirming not to publish the article, or to submit it for publication in any other party.
- 11- All research and articles on behalf of the editor-in-chief of "Al-Bahith" magazine should be directed to the following address: Mr. Editor-in-Chief of "Al-Bahith Magazine". Via the electronic portal : **www.asjp.cerist.dz**

Procedures for sending the article to the journal via the ASJP

To submit the articles proposed for publication, the authors should click on the item "**Sent Article**" located in the options list on the left of the page in the area allocated for the magazine in the platform.

- 1- When clicking on the item "**Sent Article**", a window opens in front of the researcher that includes a data field **(the title, the date of submission, the name of the journal, the details, the position of the article)** and a room to upload the article in a Word format that must be filled out completely and with great care. The researcher may **add an author** (if the submitted paper is a dual work) and even **suggest reviewers for the research**.
- 2- When sending the article on the platform, the author of the article receives a notification on his screen confirming the success of the sending process, in addition to a message in his E-mail.
- 3- The second author of the article receives a message via e-mail as a confirmation of his participation in the writing of the article.

Receive and evaluate the article

1- When the article reaches the editorial board, it makes sure of its compliance with the publishing criteria referred to below, as well as the researcher's data sent in the article with those on the floor.

2- In the event that the article fulfills all the instructions stipulated in the guide and the data is valid, the article is accepted and sent to the arbitration committee to evaluate the article after being omitted, coding and converting it to pdf format. Therefore, the arbitrators will deal only with the scientific material in the body. A letter is sent to the researcher informing him of the acceptance of his article.

3- The articles on secret arbitration are presented exclusively through the Algerian portal for scientific journals.

4- Every article that does not respect the formal conditions in writing it is automatically rejected and not referred to arbitration.

5- In the event that the article fulfills the conditions of publication, the editorial board selects two arbitrators, and it may use a third to recommend one of the two opinions if there is a difference between them in the decision of acceptance or rejection.

6- The arbitrators ' remarks are either accepted, or accepted with a big or small amendment, or rejected.

7- Essays are evaluated within a period not exceeding 3 months.

8- The period for articles owners to correct the comments provided by the references is 1 month.

9- The period of reviewing the review of the article after the author's corrections is 45 days.

Follow the article on the platform

The author can log in to his account on the platform and monitor the status of his article continuously to see the progress of the publishing and arbitration process, through the icon: "**Articles**" in his account that shows the various stages that his articles are going through. By clicking on the "**Submitted Articles**" icon; A table with the following article details appears: **Title, Posted Date, Journal Name, Details, Status.**

The "**Status**" column in the aforementioned table shows the stage the article reached: **acceptance or rejection of arbitration; Pending review article; Refer the article to two reviewers. Reviewers' decision to accept or reject the article or request to amend it.**

Publish the article and include references

In the event that the article is accepted, the author receives a notification informing him of that, but before publishing it, he must log into his account on the ASJP platform and include the references that he relied on in the completion of the article, according to the framework specified by the platform; Let researchers know that this procedure is necessary to publish their articles in issue, and they must respect the deadlines set to avoid canceling acceptance.

References are entered on the platform by following the following steps:

- 1- Click on the **Articles** icon and then on the **Accepted Articles** icon, then a table appears with the article details from: **title, date of submission, name of the journal, review details, references.**
- 2- To enter references, the author clicks on the **"References"** icon, then the **"Insert Reference"** icon.
- 3- The author limits the reference according to the list of options granted to him: **book, thesis, article, forum, chapter, website page;** And you must complete all information related to the reference, then press the **"Add"** icon, until all references are completed.
- 4- The author can enter references intermittently by clicking on the **"Save"** icon, which enables him to save the listed references and complete them in future times.
- 5- The author does not click on the **"Finish"** icon until after all references have been included and he was sure of that and in a correct manner.
- 6- It appears to the editor-in-chief that the author has completed the entry of references and checks the validity of the references registration process and takes a decision to confirm whether or not.
- 7- It is not possible to program the publication of the positively evaluated article until after the completion of the registration process in the field of articles accepted for publication.
- 8- In case of confirmation, the article will be recorded in the list of articles accepted for publication in future issues, and the author can verify this by browsing the journal page on the portal by clicking on the box of accepted positions for publication.
- 9- When the article is published, the author receives a notification, through his personal account.

Send the Honorary statement

After the final acceptance of the article and its inclusion in the field of articles accepted for publication, the author must attach it to the undertaking in the journal space on the platform accompanied by the authors' guide.

The researcher downloads it, completes it and signs it and sends it after scanning it to the journal's e-mail: el-bahith@ensb.dz

Plagiarism policy

Scientific plagiarism in all its forms constitutes unethical behavior of the journal. **The journal does not bear responsibility for plagiarism by the author, and accordingly, anyone who is proven to have violated this rule is prohibited from publishing in the journal in the future.**