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The journal of the economic sciences institute (Journal of Economic, management and trade sciences) publishes scientific researches, original and innovative studies in the fields of economic sciences, commercial sciences, and management all by respecting the methodological conditions. The Journal is an annual publication. The subjects are published in Arabic, French and English languages. The journal receives the articles through the web site of the Algerian Scientific Journal Platform (ASJP); via the following link**:**

http://www.asjp.cerist.dz/en/PresentationRevue/258

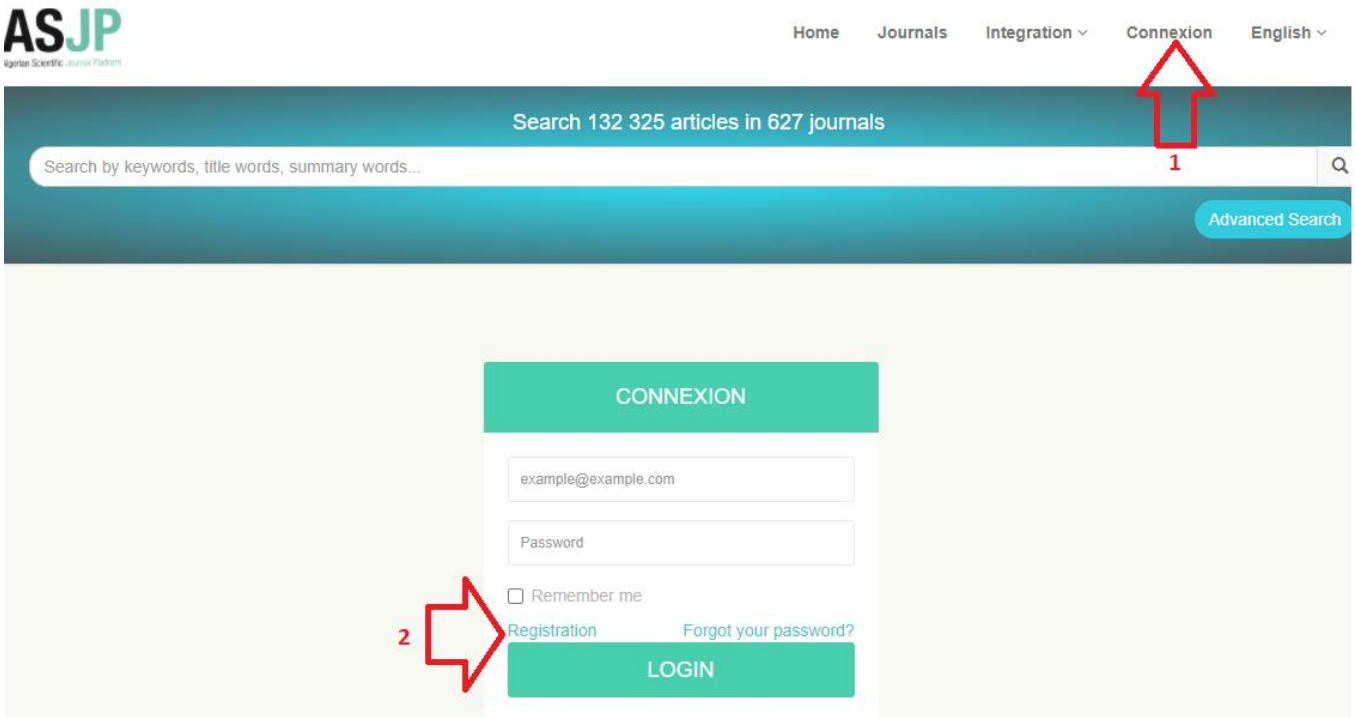
Paper submission guide for authors

Step 1: registration on the platform of Algerian scientific journals:

To submit your paper (article) you have to create an account on the platform of Algerian scientific journals ASJP (this operation is mandatory to submit the article), once you are on the website of the platform https://www.asjp.cerist.dz you can choose the appropriate language (Arabic, English or French).

Then click on the “Connection” at the top; so you can move to the "Registration" button; where from, a page will appear to allow filling in the required personal data.

Once registration is complete, a confirmation email will be sent to the email that was submitted during registration.

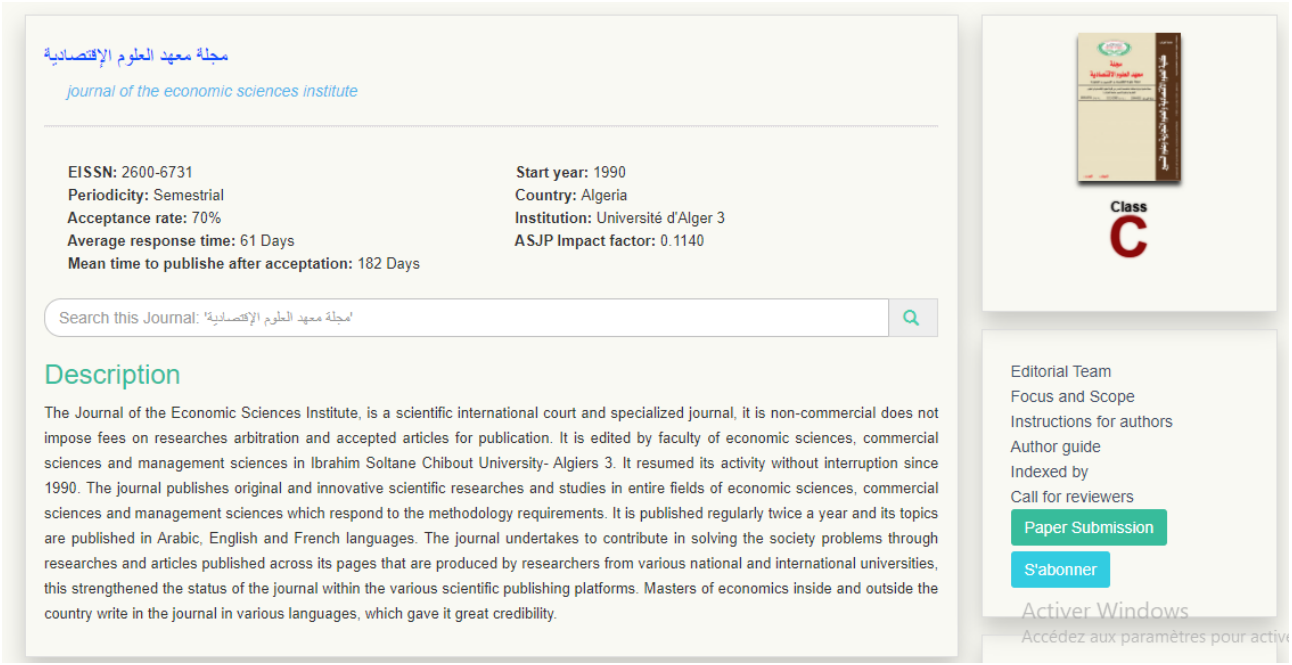


Step 2: Modelling your paper

The author must download the Journal Template (available in the author's instructions icon in three languages (Arabic, French, English) as a zip file, by clicking on the following link:

https://www.asjp.cerist.dz/en/PresentationRevue/258

And choose the language of publication, then conform to the template without modifying its form to ensure that the paper will be accepted in "**journal of the economic sciences institute**" in terms of its form.



Important: The editor-in-chief has the right to reject articles that do not respect the journal's template

Step 3: Submit the article

1) The paper submission process

After downloading the journal's template, and modelling your paper in it; according to all publication conditions, click on the "Paper Submission" icon; a new page will appear asking for the username and password (where the username is the first registration e-mail, and the password is the one you have provided, which has also been emailed to you from the plat form during the first registration).

By login in, the paper submission page appears, where all papers and author data are listed: Paper Language; Title of the paper, Abstract, Keywords, Full name of the

author, Affiliation Institution, E-mail (if there is more than one author, click on Add an author and insert all the required data).

NB: the reviewers suggestion field is optional.

Important: the paper must be attached in **Microsoft Word** format.

After filling in all the data and uploading the paper file to the platform, click on the "Paper Submission" under the information form, where a confirmation message will appear.

In case of error or lack of information, the confirmation message will not appear.

2) **Notification of the delivery report of the paper**

If the paper submission process was successful, a message will appear on the screen indicating that. The author will receive notification of the article's submission in his email. Also a notification to the second author, if exists, confirming their participation in the paper.

Step 4: Track the paper's situation

The author can log in to his account on the platform to find out about the situation of the article, by clicking on the "papers" icon and then clicking on the "Sent Papers" icon; a table of items details will appear:

The title, date of publication, name of journal, details, situation

and in several stages as follows:

- Awaiting processing from the editor-in-chief.
- is being processed.
- Article accepted / rejected

Step 5: The editing step

1- The editor in chief downloads the paper and revises it in terms of the form and the author's commitment to the template and the formal requirements, as well as the specialisation side of the paper.

2-Accept or reject the paper

- If it becomes evident to the editor that the author has met the formal requirements of the template, the paper is accepted for review and notification of this will be received by the author.
- If it appears that the paper does not respect the journal template and the conditions of publication, the author is notified that the paper has been rejected for methodological reasons, and he must correct the paper's form and resubmit it again.

3- Paper evaluation / reviewing step

- **Encrypt the article:**

Once the paper form has been accepted by the editor-in-chief, the article will be encrypted, by hiding all author's information, and converted to PDF format for the review (the editor can do call for an co-editor, who in turn will present it to two reviewers from his network). The evaluation must be done according to an evaluation form available on the ASJP platform.

- **Examination of the reviewers decisions:**

After reviewing the paper, it will return to the editor-in-chief to check on the reviewers' decisions, as follows:

1) Two positive reports that allow publication: The editor works on the publication and the author is notified by a message indicating that the paper is accepted for publication.
2) A positive decision and a negative decision: the paper will be return to a third reviewer to evaluate and decide.
3) Two negative reports: The paper will be rejected by the editor-in-chief and the author will be notified by a message indicating that the paper is rejected

- **Results of the review:**

1) **Article accepted**: Accept the article for publication and inform the author.
2) **An acceptable article with a bit of adjustment:** The author must take into account the comments of the reviewers and resent the corrected paper via the e-mail of the journal.
3) **An article accepted with reservations:** Here, the author must take into account the comments of the referees and resent the corrected paper attached to the answers file via the platform in the box of papers accepted with reservations.
4) **Rejected article:** reject the paper and inform the author.

Step 6: Send the commitment letter and insert the references on the platform.

1) Sending the commitment letter

After final acceptance of the paper, the author (s) sends a letter of commitment to the journal (the letter is included in a zip file in the "Author's Guide"), after signature, to the journal's email:

colloquefsesgalger@yahoo.fr

2) Insertion of references:

After accepting the article, the author receives notification, after which he must log into his account on the platform and insert the references listed in the paper according to the framework specified by the Algerian platform of scientific journals ASJP, by following these steps:

- Click on the "Papers" icon then on "Accepted Papers", a table will appear with the details of the paper: title, publication date, name of the journal, details of the journal, references.
- Start the process of inserting references, click on the "References" icon, then on the "Add a reference" icon
- The type of reference must be determined according to the list of available options (article, forum, thesis, book, website).
- After clicking on the type of reference, you must fill in all the related information that appears on the screen, then click on the "Add a reference" icon, and so on until all the references listed in the paper are completed.
- When you have finished listing all the references, which should be the same as what is in the paper, click on the Save icon and then on finish. So, you have completed the process.

Note: When you click Save Only, the references do not appear in the Editor-in-Chief and the process is not complete, so you must click Finish.

Also, it will appear to the editor-in-chief that you have completed the process of inserting the references to verify their accuracy and their conformity with the paper references.

After being accepted by the editor-in-chief, the paper can be scheduled for publication, and if the references are incorrect and are not identical to the paper's, the editor-in-chief will reject them and the process will be repeated again.

Important information

- If the article have many authors, it is necessary to identify the author to be contacted (corresponding author).
- The references are inserted from the account of the first submitter author (Case of several authors.)
- The assessment can last two to three months in the average, according to the deadline giving to the reviewers.



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