



The People's Democratic Republic of Algeria  
Ministry of Higher Education and Scientific Research  
University of Algiers 2, Abou El Kacem Saad Allah  
Faculty of Social Sciences



**Laboratory: Family, Development, Prevention of Delinquency and Criminality**

### **FAMILY AND SOCIETY JOURNAL**

International Biannual Journal  
refereed Issued in three languages  
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<https://www.asjp.cerist.dz/en/PresentationRevue/236>

## Guide for Author (s)

The refereed international journal «**Family and Society**» welcomes all Researchers (Authors) who wish to Publish their articles (their research) either in English, or Arabic, or French, that are in line with the journal's interests and specializations, which is keen on scientific quality. Thus, we put this guide in the hands of each author to make it easy for him to publish his article, after he gets acquainted with, and is committed to following all the important stages from the beginning until the publication of the article in the Journal "Family and Society", which is available on the electronic platform of the Algerian Scientific Journals of the Ministry of Higher Education and Scientific Research – the Directorate of Scientific Research and Technological Development.

**First: The "Registration" stage online on the Algerian Scientific Reviews Platform - the author -**

1. Entering the Algerian Scientific Journals website. [www.asjp.cerist.dz](http://www.asjp.cerist.dz)
2. Choose the appropriate **language** for you by clicking on the box designated for the three languages available on the platform (English, French and Arabic).
3. Then click on the **"Connexion"**, where it is necessary to fill in the required information, and you have to open an account with **the author's permanent email as a user**.



4. After the author has entered his e-mail and password, he will receive a message to his e-mail with the activation link. He must click on it, then enter the platform by clicking on: **"Register"**.
5. After activating access to your account, where the username is the email mentioned previously, a message will appear : "**Your account has been created**" successfully. Please access your e-mail to confirm your registration.

## Second : The Stage of "Paper Submission (the article)" by the author on the electronic platform of the of the Scientific Journal "Family and Society "

6. Submit the article for publication in the Journal of " Family and Society ". Click on the **"Journals"** icon to choose the title: "Family and Society", then learning about its interests Fields and adhering to its scientific conditions: (Instructions for Authors and Author guide).

Here are three methods to access the Journal on the electronic platform:

- A. Either in Google and write the link: <https://www.asjp.cerist.dz/en/PresentationRevue/236>
- B. Or write on the right, either the ISSN number of the Journal **2392-5337** or the EISSN number: **2602-6716**, then click on the bottom box on: search
- C. Or write the name of the journal "Family and Society" on the right in the field "Journal Title", then Click on: Search

## Third: The stage of "uploading basic files" for the Family and Society Journal – The author -

7. Clicking on the "Author's help" icon and uploading the template for Family and Society - which is available in 03 languages (Arabic, English and French), according to the language of the article, then carefully fill in the content of the article to be published into the uploaded template with respect to all of its conditions. After making sure that the article is set according to the template, click on the icon **"Paper Submission"**; and in the event of a violation of conditions, this leads to the formal rejection of the article.



8. An automatic message will arrive from the portal to the email of the first author, and the second or third author who participated in the article, stating that the article has been sent to the journal "Family and Society", he can see in the list of submitted articles.

## Fourth: The evaluation stage for the "acceptance of the article".

9. **The editor-in-chief** is informed of the article sent in the template and the extent of the author's commitment to the journal's template without making any change in its form in order to be accepted for evaluation. In case of breaching the conditions, the article will be **directly rejected**.
- a. When the evaluation is accepted, the search is encrypted by blocking all the author's information, leaving only the title and the article.
  - b. The article is transferred by the editor-in-chief to the reviewers (2 arbitrators), and they are required to be in the specialty or field of interests.
  - C. Arbitrators' decisions are to be settled by the Editor in chief in the following four cases:
    - \* (02) Two **accepted** decisions, meaning: the article is acceptable for publication.
    - \* (02) Two **rejected** decisions, meaning: the article is rejected (the author(s) of the article will receive an email stating the reasons).
    - \* (01) Decision **accepted**, and (01) Decision **rejected**. The article will be transferred to a third reviewer for final Decision.

- \* Article **accepted with reservation**: the author will receive a letter containing reservations, from which he must enter "the list of accepted articles with reservation"; he must work to uplift the reservations and amend the article in the answer file attached to the portal, then he send **it to the editor-in-chief** to return it to the arbitrators in order to lift the reservations, and in the opposite case, the article is rejected.

**Fifth : the " acceptance of the article for publication" in the journal "Family and Society".**

10. After **the editor-in-chief** has accepted the article for publication, which was favorably evaluated, the author will receive in his e-mail and on his account on the platform a message stating that his article **is acceptable for publication.**

**Sixth: The "**inclusion of references**" stage - on the electronic platform.**

11. The "**inclusion of references**" stage is considered as an essential stage after **the article is accepted** for publication, because without it, the chief editor cannot publish the article, and if the author delays the inclusion of references after accepting the article, this will lead to the cancellation of the acceptance of the article.

**To enter references on the electronic platform, the author must follow the following steps:**

- a. After logging into his account on the portal, and clicking on "**Accepted Articles**", a field for "**Inserting references**" will appear, and he must click on it to be able to insert a perfectly matched reference list to the one in the article submitted for the "Family and Society " Journal.
- b. Start by entering the first reference information, then click on the word "**Save**" at the bottom of the page, then enter the second reference information and click on the word "**Save**", and so you do with the rest of the references until the entry of the last reference is completed.
- c. After entering all references, the author will see a sentence: "**The operation was successfully completed**". Here, he does not stop at this sentence, but rather he should complete the process until the end by clicking on the bottom on "**Save**", then clicking on the word "**Finish**".

**Seventh: The stage "**Sending the pledge**" - on the electronic platform.**

12. It is the last stage after acceptance of the article and the author's inclusion of his references on the platform, where the sending author and his co-authors will complete the process by filling in the required information and **sign the "pledge" available** in 03 languages (Arabic, English and French) according to the language of the article, after clicking on the icon for the "special author's guide" and uploading "**the ethics charter publication**", and "**the author's pledge**".
- 13 - After **the pledge file is withdrawn**, carefully filled out and signed, it must be scanned, and then sent to the following **two emails** : [Labofamille2012@gmail.com](mailto:Labofamille2012@gmail.com) ; [sabahayachi@yahoo.fr](mailto:sabahayachi@yahoo.fr)