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مجلة الدراسات الفقهية والقضائية
Journal of Doctrinal and Judicial Studies
دورية نصف سنوية متخصصة محكمة دوليا تعنى بنشر البحوث والدراسات في الفقه الإسلامي والقانون والاجتهاد القضائي
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AUTHOR'S GUIDE

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

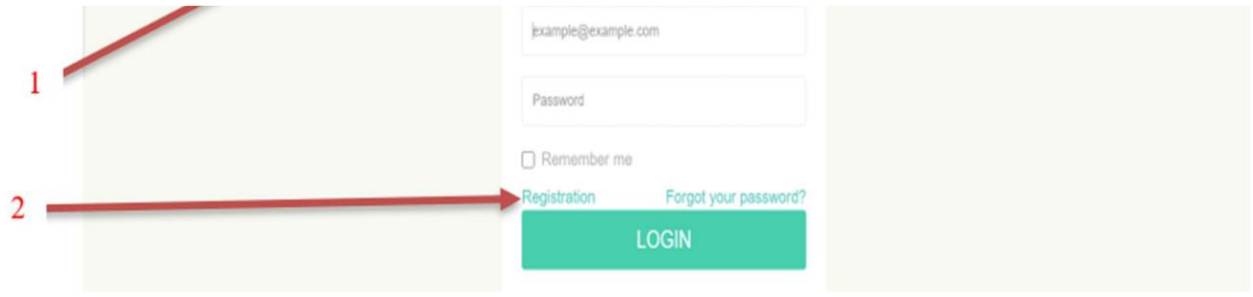
you are on the website of the platform https://www.asjp.cerist.dz you can choose the appropriate language (Arabic, English or French).

Then click on the "Connexion" at the top; so you can move to the "Registration" button;

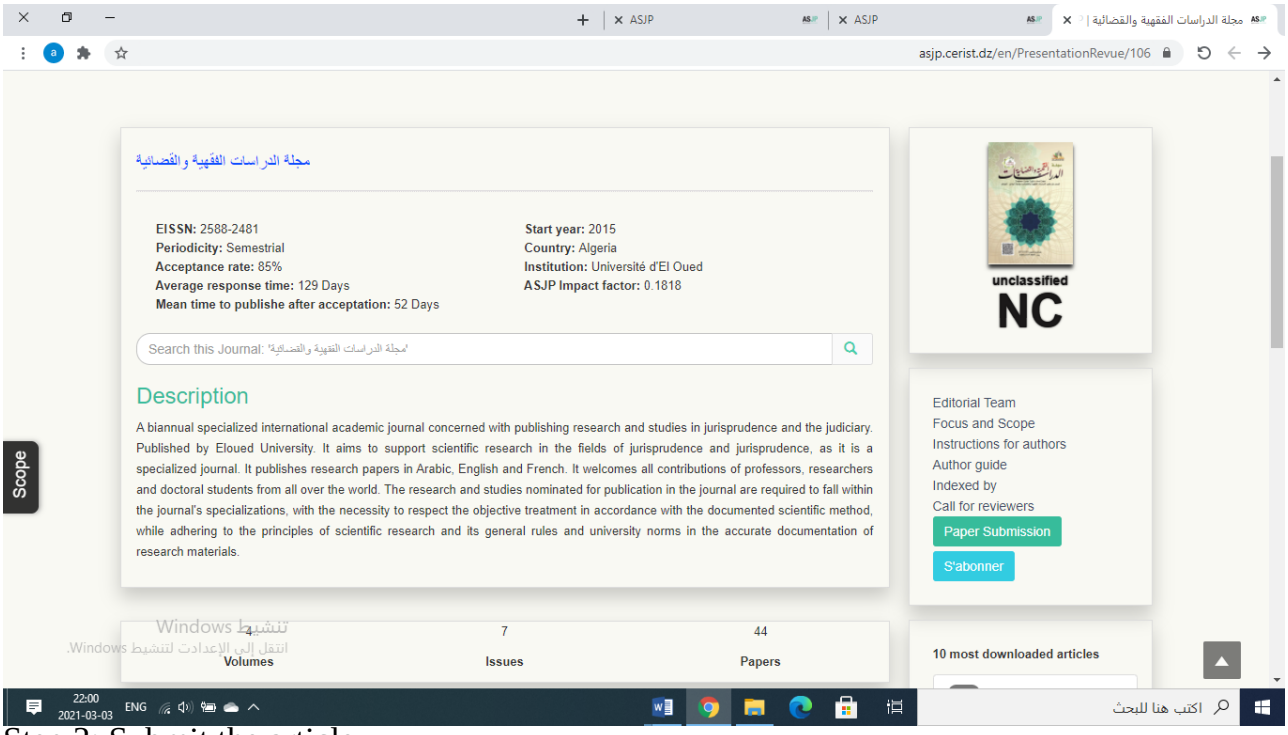
where from, a page will appear to allow filling in the required personal data.

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





Step 2: Modeling 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/106
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 Doctrinal and Judicial Studies" in terms of its form.
Note: The author must install unzip software (WINRAR) .
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 modeling 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 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 exist, 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:
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 specialization 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 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 in to account the comments of the reviewers and resent the corrected paper via the e-mail of the journal.

3- An article accepted with reservation: Here, the author must take in to 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 reservation.

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) send a letter of commitment for the

journal, (the letter is included in a zip file in the "Author's Guide"), after signature, to the journal's email:

ju-ju-st@univ-eloued.dz

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.