

الجمهورية الجزائرية الديمقراطية الشعبية
وزارة التعليم العالي والبحث العلمي
جامعة باتنة 1



مخبر الفقه الحضاري ومقاصد الشريعة

للبحوث والدراسات

المنتقى

ELMUNTAQA

for Research and Studies

مجلة
حولية
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Author's Guide

1. Submission of Articles:

We invite researchers, who wish to publish their articles in the «ELMUNTAQA for Research and Studies» to read: "Instructions for Authors" and "Guide to Authors" through the magazine's page on the ASJP journal.

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To submit articles for publication, the author should click the "Send Article" icon in the list of options to the left of the screen in Word format. In the magazine's link:

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If the author has an account (username / password) to access the «ELMUNTAQA for Research and Studies», he or she must click on the "Login" option. If he does not have an account, he or she must register himself on the platform by clicking the "Register" option, so that he can send his article and follow him through the platform.

The number of authors participating in the article should not exceed three authors. The author who submitted the article from his account is considered the main author.

2. Template of the Article

In order to publish an article in the «**ELMUNTAQA** for Research and Studies» magazine, Published by **L.C.C.U.I.P.S** -Laboratory of Civilizational comprehensive understanding of Islam and purposes of Sharia - of the **University of Batna 1- Algeria**, the author/authors must adhere to the article template, downloaded from the magazine's account on the platform by clicking on the "authors instructions" icon, the appropriate template must be chosen Corresponding to one of the three languages: Arabic-English-Français.

We Invite authors to read and follow up these recommendations carefully; The Editor-in-Chief is has the right to return the research papers that have not been submitted in accordance with these recommendations.

After the article has been prepared according to the Review template, we send it by clicking on the "Submit Article" icon, where a filling form containing the different data for the article and the authors appears. After filling out all the information and loading the article file on the platform, Below the information form.

3. Evaluation of the Article:

- 3.1. First step: The articles are examined confidentially and in a stage to verify the extent to which they meet the publishing requirements and respect for the template of the magazine as well as their compatibility with the magazine specialty. If the decision is negative, the article is rejected on the platform. The author may resubmit it, taking into account the recommendations made.
- 3.2. Second step: If the article is eligible (prepared according to the template of the Review template and complies with the publishing requirements and falls under the journal's specialty), it will be sent in an encrypted case to the competent assistant editor, which in turn will submit it to two reviewers in its network. ASJP

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platform is mandatory. The editor can also evaluate the article if desired.

3.3. An evaluation period of one month (30 days) is granted and may be longer. In the event that the reviewers need a longer period, a period not exceeding one month shall be added to it.

3.4. Third step: If the reports submitted by the reviewers are positive and in the interest of publication, they shall be sent to the author after the identity of the advisories has been concealed, which makes the required amendments, if any (whether in form or content amendments);

If one of the reports is negative, the article is sent to a third advisory for arbitration and to decide whether to publish.

3.5. 3Fourth step. After receipt of the article in its modified form, it shall be examined by the editorial board to verify that the required amendments have been complied with by the author and then sent to the auditors for the purpose of ascertaining. If it turns out that the author has not complied with the required amendments, he will be sent again to the owners for the amendment again with the deadline (72 hours), Otherwise the article will be rejected. If the article is accepted, the final copy will be sent to the journal's secretariat for publication.

4. Follow-up evaluation of the article across the platform:

The author(s) follow the stages of arbitration of the article through the ASJP platform; Through a set of notices, as well as through e-mail to the author / authors:

4.1. Notification/email of successful receipt of the article: If the article submission process is successful on the platform, a message will appear on the screen showing that;

4.2. Notice/e-mail of rejection of the article: If it appears that the article does not respect the template of the Review and the

conditions of publication, the author is notified of the rejection of the article;

- 4.3. .Follow the status of the article: The author can enter the platform through his account and follow the status of his article phase stage by clicking on the "Articles" icon and then clicking on the "Sent Articles" icon, a table shows all the details of the article,
- 4.4. 4.4 .Notification/email of final acceptance of the article in its modified form, and an invitation to include article references on the platform.
- 4.5. 4.5. Notice/e-mail rejection of the article for not complying with the required amendments.

5. Publishing articles on the platform:

Once the article has been accepted for publication, the author is informed by an electronic message inviting him to access his account on the platform and inserting the references approved in the article in accordance with the framework specified by the ASJP. If references are not inserted, the accepted article cannot be published. as shown in the chart on the next page.

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