



People's Democratic Republic of Algeria  
Ministry of Higher Education and Scientific Research



Directorate General for Scientific Research and  
Technological Development  
Research Center in Islamic Sciences and Civilisation  
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## AUTHOR'S GUIDE

### **Submission of Articles:**

- Authors who wish to publish their articles in the “Journal of Current controversial issues in Fiqh and Law” are invited to read the sections: "Instructions for authors" and "Guide to authors" of our website on the Algerian scientific journals platform:

[www.asjp.cerist.dz/en/PresentationRevue/861](http://www.asjp.cerist.dz/en/PresentationRevue/861)

- Authors are invited to submit their papers via the ASJP platform in Word format. You can do this by clicking on the Send Article icon to the left of the screen in the ASJP platform link:

[www.asjp.cerist.dz/en/PresentationRevue/295](http://www.asjp.cerist.dz/en/PresentationRevue/295)

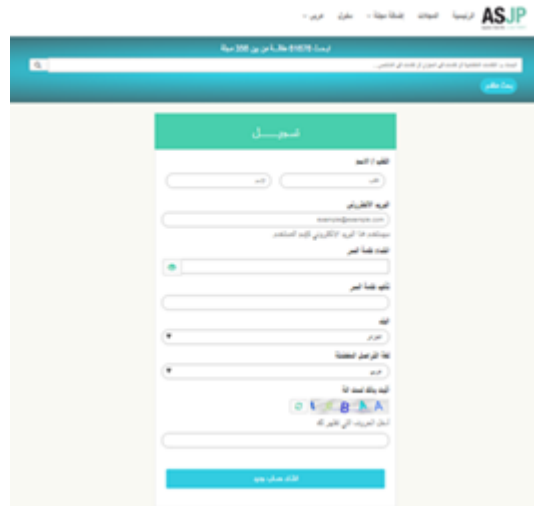
- If the authors have a username/password for the “Journal of Islamic Sciences and Civilization”

[Go to the connection](#)

- Do you need a username / password?

[Go to registration](#)

**Note:** Registration and access are required to submit articles online and to check the status of articles

A screenshot of the ASJP (Arab Science Journal Platform) registration form. The form is titled "تسجيل" (Registration) and is part of the ASJP 2019 website. It contains several input fields for personal and professional information, including name, email, phone number, and address. There are also checkboxes for "I agree with the terms and conditions" and "I want to receive the newsletter". A blue "تسجيل" (Register) button is at the bottom.

### **Guidelines for Author:**

- 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.

### **Preparation of the Article:**

To speed up the publication of articles in the “Journal of Islamic Sciences and Civilization”, we invite authors to use the Journal template. A template for authors is available in the ["instructions for author"](#) section to insert their articles. Authors can download the template from the ["Instructions for author"](#) section, where they can access this by visiting:

[www.asjp.cerist.dz/en/PresentationRevue/861](http://www.asjp.cerist.dz/en/PresentationRevue/861) Then click ["Instructions for author"](#) on the left side of the screen.

### **See the Author's Manual File:**

By clicking on the "[Author's Guide](#)" icon, a zip file is uploaded. This is a guide to the author of the article explaining the process of sending the article. It also includes the copyright of the Journal and includes a letter of undertaking to which the author of the article explains that the intellectual property belongs to the Journal only.

### **Send the article**

After preparing the article according to the template of the Journal that was downloaded, and see the author's guide, the "[Send Article](#)" icon is clicked. An application form containing the various data for the article and authors appears: Language of the article, Paper title. Abstract, Keywords, Full name for author, Institution, Email, (A second author can be added), Proposal of reviewers. After filling out all the data and uploading the article file on the platform, clicked the "[Send Article](#)" icon at the bottom of the information form.

### **Notification of Receipt of an Article**

If the article submission process is successful on the platform, a message appears on the screen showing that. At a certain stage, the author will receive in his email a notice of the submission of an article, and a notice to the second author in his email as a confirmation of participation in the article.

### **Notice of Rejection of the Article:**

If it turns out that the article does not respect the template of the Journal and the conditions of publication. The author will be notified that the article has been rejected.

### **Follow-Up of the Position of the Article on the Platform:**

The author can enter his account in the platform and follow the status of his article stage by stage by clicking on the icon: "[Articles](#)" and then clicking on the icon: "[Sent Articles](#)" will show a table that details the article from: Address; Date of Article submission; Journal Name: Details: The latter goes through several stages:

- Stage 1: Accepting or rejecting arbitration;
- Stage 2: A pending article;
- Stage 3: Send the article to the reviewers;
- Stage 4: The decision of the reviewers to accept the article or rejected or request for modification

(See attached chart on the next page)

### **The stages of evaluation and follow-up of the article:**

1- After the article is received and the conditions for publication are met (see the conditions for publication on the journal's page), it is administratively processed by the journal's official and then transferred to the arbitrators.

2- Articles sent to the arbitrators, the names of their owners are encrypted before transmission, until the final decision is issued regarding them, whether by acceptance or rejection.

3- The article sent to two arbitrators, In the case of receiving two positive results, the article is accepted. In the case of receiving two negative results, the article is rejected. As for receiving a positive and negative result, the article is sent to a third arbitrator for weighting.

4- If the article was initially accepted by the arbitrators (with reservation being accepted), the author of the article is to be sent accordingly, with notes attached for modifications by the author of the article within a maximum period of 30 days.

5- In the event the article is rejected, the author of the article shall be accompanied with the reason for the refusal, according to the comments of the arbitrators.

6- In the event of the final acceptance of the article, the author is required to enter the references electronically via the icon for that in his account, and the article cannot be published without this being done.

7- In the event of the final acceptance of the article, its publication in the journal is determined according to what the editorial board deems via the priorities it sets in terms of chronological order, the quality of the article, and the unity of topics.

8- The article passes a linguistic review by the editorial board in order to avoid errors without compromising the scientific content of the article provided that the errors are few and occasional.

**Important notes:**

- - The researcher sends the CV to the e-mail mentioned above. to the e-mail: [revuenawazil@gmail.com](mailto:revuenawazil@gmail.com)
- The number of pages should not be less than 12 pages and not more than 25 pages.
- Form of Quranic verses and transfer them directly from the electronic Qur'an - if any –
- Drawings, illustrations, and tables to be converted into pictures - if any –
- An article that does not meet the formal requirements is rejected initially before it is sent to arbitration.
- The article may be rejected due to its incompatibility with the journal 's line and policy, which distance itself from everything that raises religious, sectarian and ethnic sensitivities, or prejudice to religious institutions without an objective treatment method.
- Modifications that are required from the author after arbitration are compulsory, and they must adhere to the observations and deadlines for amendment, otherwise the article is rejected.
- The author is requested to notify the editor-in-chief in the event that his article is published elsewhere, in order to avoid republishing it, as well as if he wishes to withdraw the article.
- The jury's decision is not subject to appeal.
- The author for whom an article is published in the journal can only be republished after two issues.
- What is published in the journal expresses the opinion of its owner and does not necessarily reflect the viewpoint of the journal.

**Plagiarism policy:**

Scientific theft in all its forms constitutes an immoral behavior of the journal, and the right of those who violate this rule is not tolerated, and the author who practices this procedure is forbidden from publishing in the journal forever.