University of Mostaganem-Algeria
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International Journal of Social Communication
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Author's Guide

1. Submission of Articles:

Authors who wish to publish their articles in **The International Journal of Social Communication** are invited to read the sections: "Instructions for authors" and "Guide to authors" of our website on the Algerian scientific journals platform:

https://www.asjp.cerist.dz/en/PresentationRevue/524

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:

https://www.asjp.cerist.dz/en/PresentationRevue/524

If the authors have a **username / password** for the "Strategy and Development Review":

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

2. 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.

3 - Evaluation of the Article:

3-1. First step: Examine the article secretly at the level of the reading committee of the Journal, which meets regularly and intervenes in the pre-evaluation stage. The committee takes a decision to qualify the articles before sending them to the assistant editors. If the decision is negative, the article will be rejected on the platform and informed the author the reason for the rejection. The author can resubmit it taking into account the recommendations made;

3.2. Second step: In the event that the article is eligible for the evaluation (prepared according to the journal template and under the terms of publication), it will be sent in an encrypted state to the Specialist Associate Editor, who in turn will submit it to two reviewers on its network. The reviewers will be

responsible for judging the paper according to a standardized evaluation form available on the ASJP platform.

Note: The Associated Editor can also evaluate the article if he desired. The secretary of Journal provides the link between the authors of the articles and the Associated Editorials.

4. Period of Evaluation of Articles:

A 60-day evaluation period is provided, but reviewers take an average of three months to send evaluation results to the journal secretariat.

5. Status of Articles Evaluation:

When the draft article receives a positive opinion and another negative, a third assessment is requested from another reviewer, taking into account its origin, nationally or internationally.

6 - Preparation of the Article:

To speed up the publication of articles in the "**The International Journal of Social Communication**", 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:

https://www.asjp.cerist.dz/en/PresentationRevue/524

Then click "Instructions for author "on the left side of the screen.

7- 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.

8. 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.

9. 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.

10 - 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.

11. 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)

12 Article publication on the platform and integration of references

Once the article is accepted, the author will receive a notice, he must enter the bibliographical references of his article according to the framework defined by the platform of Algerian scientific journals through his account by following the

following steps:

Click on the "**Articles**" icon then "**Accepted articles**". A table with the details of the article will appear

Title, date of submission, name of journal, assessment details, references;

To start the reference integration process, click on the "**reference**" icon then on the "**Add a reference**" icon;

Specify the type of reference according to the options granted to it: (article, forum, thesis, book, chapter book, web page); Select the type of reference and complete all its data; click on the "**Add**" icon and so on until all the references are correctly filled. After confirming this, the author clicks on the "**Finish**" icon (If the author is not able to enter all the references at this time he must click on the "**Save**" icon until it ends from where it left off). After finishing, the author clicks on the "**Finish**" icon.

(Never click on the "Finish" icon unless you have filled in all the references)

After being accepted by the editor, the article can be scheduled for publication, although it is incorrect and does not match what is in the article, the editor rejects it, and the process is repeated.

13 Submission of the commitment

Once the article has been accepted, the author must send an obligatory pledge of commitment, which can be downloaded from the journal's web space to the platform, under the heading "Guide for Authors" in the form of a compressed file. The commitment, after complete signature of all the authors participating in the research will be sent to the journal's email: **journalsocialcommunication@gmail.com**

14. Plagiarism Policy:

Scientific theft, in all its forms, constitutes immoral behaviour for the Journal. No breach of this rule is accepted. No other article will be accepted for the author who has been impersonated by our review.

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Diagram:

All articles will be received on national platform through ASJP as following:

1. You have to register and open an account in this website: https://www.asjp.cerist.dz/signup
2. Accessing the site platform : http://www.asjp.cerist.dz/en/PresentationRevue/524
3. Sending the article in word format from the dedicated site;
4. Following evaluation and receiving stages via account platform ASJP;
5. Articles will go through these stages below:

