

People's Democratic Republic of Algeria

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Laboratory of civilizational and intellectual studies.



"Qirtas" journal

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<https://www.asjp.cerist.dz/en/PresentationRevue/558>

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AUTHORS GUIDE

1- Registration to the national portal of scientific articles ASJP

To send an article to "Qirtas" Journal, we follow the following steps:

1-1 Register for Asjp by entering the following link: <https://www.asjp.cerist.dz/en/login>

Registration on the platform is done by e-mail (professional is better) and by choosing a password. You will receive an email to confirm the registration, then you will be able to access this account as an author.

1-2: Go to the "Qirtas of Cultural and Intellectual Studies" page in the portal:

<https://www.asjp.cerist.dz/en/PresentationRevue/558>

1-3: Download the two files:

The author's guide which contains the journal's publishing charter, the copyright transfer commitment and the author's guide.

- The author's instructions, intended for the model in all languages, ie the writing model followed.

1-4: Preparation of the manuscript:

You can prepare the article based on the journal template settings and the following conditions :

1. The journal publishes scientific articles which fall within its field of history / civilization / heritage competence, in Arabic, French, English and even Spanish.

2. The research must be original and not previously published. Or it has been sent for publication in another journal, and the number of article pages must be no less than (10) pages and no more than (25) pages, or between 4000 and 6000 words, in Cambria font (look at the review model).

3. The journal reserves the right to publish approved material according to the editorial plan, and it has the right to modify the final version to be compatible with the journal style and font.

4. The ideas and opinions contained in the articles published in the journal are those of the author alone and do not necessarily reflect the orientation of the journal (see the code of ethics). The journal also declines all responsibility in the event of plagiarism or infringement of the intellectual property of others.

1-5: Submit the article:

Returning to the article submission page on the portal, you must follow the steps provided (the language of the article - the title of the article in the language of the text and the English language - the summary in both languages - the key words in the two languages of at least five with a semicolon between the two words - the personal data (the full name of the author; the affiliation institution) and the Electronic mail (a second author can be added and reviews can be suggested)

After you have written your article according to the form or uploaded it to the template location, you can download the article to send it Click on the "Submit article" icon below the information form. Then you will receive a letter in your mail indicating that your article has reached the editor. Then you can follow the review steps and their results.

On this link you will find a detailed explanation of the sending method:

<https://www.youtube.com/watch?v=mNi4XFzTTHs&t=306s>

We invite authors wishing to publish their articles in the journal "Qirtas" to consult the sections: "Instructions to authors" and "Guide to authors" for our reserved area on the platform of Algerian scientific journals:

<https://www.asjp.cerist.dz/en/PresentationRevue/558>

Authors are encouraged to submit their research through ASJP in Word format. This can be done by clicking the Submit Article icon on the left side of the screen in the ASJP link:

<https://www.asjp.cerist.dz/en/PresentationRevue/558>

Note: Registration and login are required to submit articles online and to check article status.

2 - Author's instructions:

We invite the authors to read and follow these recommendations carefully.

- The editor has the right to return research articles which have not been submitted in accordance with these recommendations.

3 - Essay evaluation process:

3-1. The first step: the article is examined confidentially by the journal's reading committee, which meets regularly and takes part in the pre-evaluation phase. When a decision is made to qualify the articles before they are sent to associate editors. If the decision was negative, the article would be rejected on the platform with the author of the article informed of 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 evaluation (it was prepared according to the journal model and according to the publication conditions), it will be sent in encrypted form to the specialized assistant editor, who will present it in turn to two proofreaders from its network. The examiners will be responsible for judging the research document according to a standardized evaluation form which must be available on the ASJP platform.

Note: The linked associate editor can also rate the article if you want. The journal secretariat provides the interface between the authors of the articles and the associated editors.

4- The article evaluation period: an evaluation period of 30 days is granted, but the reviewers take an average of two months to send the results of the evaluation to the secretariat of the journal.

5- The status of the evaluation of the articles : When the drafting receives a positive and a negative opinion, a third evaluation is requested from another critic, taking into account its origin, at national level or abroad .

6 - An article receipt notification : If the article submission process is successful, a message appears on the screen to report it. At a later stage, the author who has been sent to his personal email receives a notification asking him to submit an article and a notification to the second author on his email confirming his participation in the article.

7- Notice of rejection of the article : If it appears that the article does not comply with the journal model and the publication conditions, the author will be informed of the rejection of the article.

8- Follow the status of the article on the platform : the author can connect to his account on the platform and follow the status of his article step by step by clicking on the icon: "Articles" then by clicking on the 'icon: "Sent articles". A table will appear with the details of the article from: title Date sent; Name of the journal; the details; Case. The latter goes through several stages :

Step 1: Accept or reject arbitration

Step 2: pending review article

Step 3: Assign the article to reviewers

Step 4: Reviewers' decision to accept the article first, reject it, or request a change

In the event that the article is accepted with reservation, the article will be returned to you via the conservatively accepted articles section with the reports and comments of the reviewers, thus returning the article after having corrected it from the same window (you can add notes to answer questions via the answers section).

9- Plagiarism policy: Scientific theft, in all its forms, constitutes unethical behavior of the journal. No violation of this rule will be accepted. Any other author's article plagiarized by our journal will not be accepted.

10- Insertion of references: Once the author is informed of the acceptance of the article, it remains for him to enter the bibliographical references used in his article according to the framework specified in the platform in order to complete the publication of the article. To do this, a box of references appears, adding a reference and it follows the steps provided depending on the type and category of the reference (book, thesis, essay ...) and after making sure that all references are entered, it records. You can follow the video:

https://www.youtube.com/watch?v=JPgFu8NDEs0&ab_channel=DZscholar

11- Sending the copyright : A commitment to transfer the copyright:

The publication of the article on the national portal for scientific articles is subject to the sending of a letter of commitment in which the copyright is transferred to the journal, where the author uploads it via the field "guide of the author ", then signs and scans it (pdf - image), then sends it to the journal secretariat by e-mail. In speech statements.

Articles are published electronically through the portal twice a year (January and July), so the article can be downloaded from the journal's website through the portal at the following link:

<https://www.asjp.cerist.dz/en/PresentationRevue/558>.