



Author Guide

1. Submission of Articles

Manuscripts must be submitted to the " *Journal of Business and Management Sciences* " online via the Algerian scientific journals platform ASJP :

Authors who wish to publish their articles in the "*Journal of Business and Management Sciences*" are invited to consult the sections: "Instructions for authors" and "Guide to authors" of our reserved space on the Algerian scientific journals platform:

<https://www.asjp.cerist.dz/en/PresentationRevue/716>

Authors are invited to submit their papers via the ASJP platform in Word format. This can be done by clicking on the article submission section on the right of the journal's space on the ASJP platform: <https://www.asjp.cerist.dz/en/PresentationRevue/716>

If the authors already have an account (username / password) to access the space dedicated to " *Journal of Business and Management Sciences* " :

[Go to the connection](#)

If the authors do not have an account, they must register on the platform by clicking on the "registration" option:

[Go to registration](#)

Registration and login are required to submit articles online and to check the status of submissions.

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. Preparation of the article

In order to speed up the publication process of articles in "*The Journal of Business and Management Sciences*", authors are invited to use the Journal's template.

A template is available to authors in the "Instructions to Authors" section to insert their articles.

Authors can download the template by going to : <https://www.asjp.cerist.dz/en/PresentationRevue/716>, then choosing "*The Journal of Business and Management Sciences*" and finally clicking on "Instructions to Authors" on the right of the screen.

4. Consulting "Author guide"

By clicking on the " Author guide" icon, a zip file is downloaded. This is a guide to the author of the article explaining the process of submitting the article. It also includes the journal's ethics and copyright policy, in which the author of the article explains that the intellectual property belongs to the journal only.

5. Sending 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.

6. Notification of the 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.

7 . 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.

8. Article evaluation process

First, the article is examined anonymously by the journal's internal committee, which meets regularly and is involved in the pre-evaluation phase. It gives an opinion on the eligibility of the articles before they are sent to the assistant editors. If the article does not receive a favorable opinion during this phase, it will be returned to the author with a form containing

comments and suggestions. The author can resubmit the article taking into account the recommendations made.

In a second step, if the article is eligible for evaluation (correct writing style, well-defined problematic, presence of a research hypothesis, explicit methodology, etc.), it will be sent in double anonymity to the associate editor of the research field in question, who will in turn submit it to two evaluators from his network, who will review the paper according to a standardized evaluation grid that they must fill in. The associate editor can also evaluate the paper if he/she wishes. The journal's secretariat provides the interface between the authors of the articles and the associate editors.

9. The deadline for the evaluation of articles

The evaluation deadline is 30 days, but the evaluators take an average of two to three months to send their work to the journal's secretariat.

10. Status of Articles Evaluation

When a draft article receives one favorable and one unfavorable opinion, a third evaluation is ordered, taking into account its national or foreign origin. "The Journal of Business and Management Sciences" mobilizes a large number of high-level national and foreign referees, mostly university professors or research directors.

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.

12. Plagiarism Policy

Plagiarism, in any form, is unethical behavior for the journal. No breach of this rule will be tolerated. No other article of the author, recognized for plagiarism, will be accepted by our journal.

13. Inserting the bibliography list:

After an article is definitely accepted, the author (s) must insert the bibliography list of his paper in the ASJP Platform.

14. Fees and charges

- There are no fees or charges for publication in *“the Journal of Business and Management Sciences”*.
- When an article is accepted, the copyright is automatically transferred to the *“Journal of Business and Management Sciences”*.
- The copyright of all articles published in this journal is retained by the respective authors in accordance with applicable law.

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15- Éthique

The Journal of Business and Management sciences is committed to the highest standards of ethical publication.

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