Indexed Academic Journal

Good scientific journal is found indexed in:

- Scopus: Elsevier is the owner of Scopus

- Thomson Reuters: The company was founded by Roy Thomson in 1934 in Ontario. The Company was founded by Paul Julius Reuter in 1851 in London.

Journals are indexed in these two database if they are peer-reviewed and cited in other peer-reviewed journals.
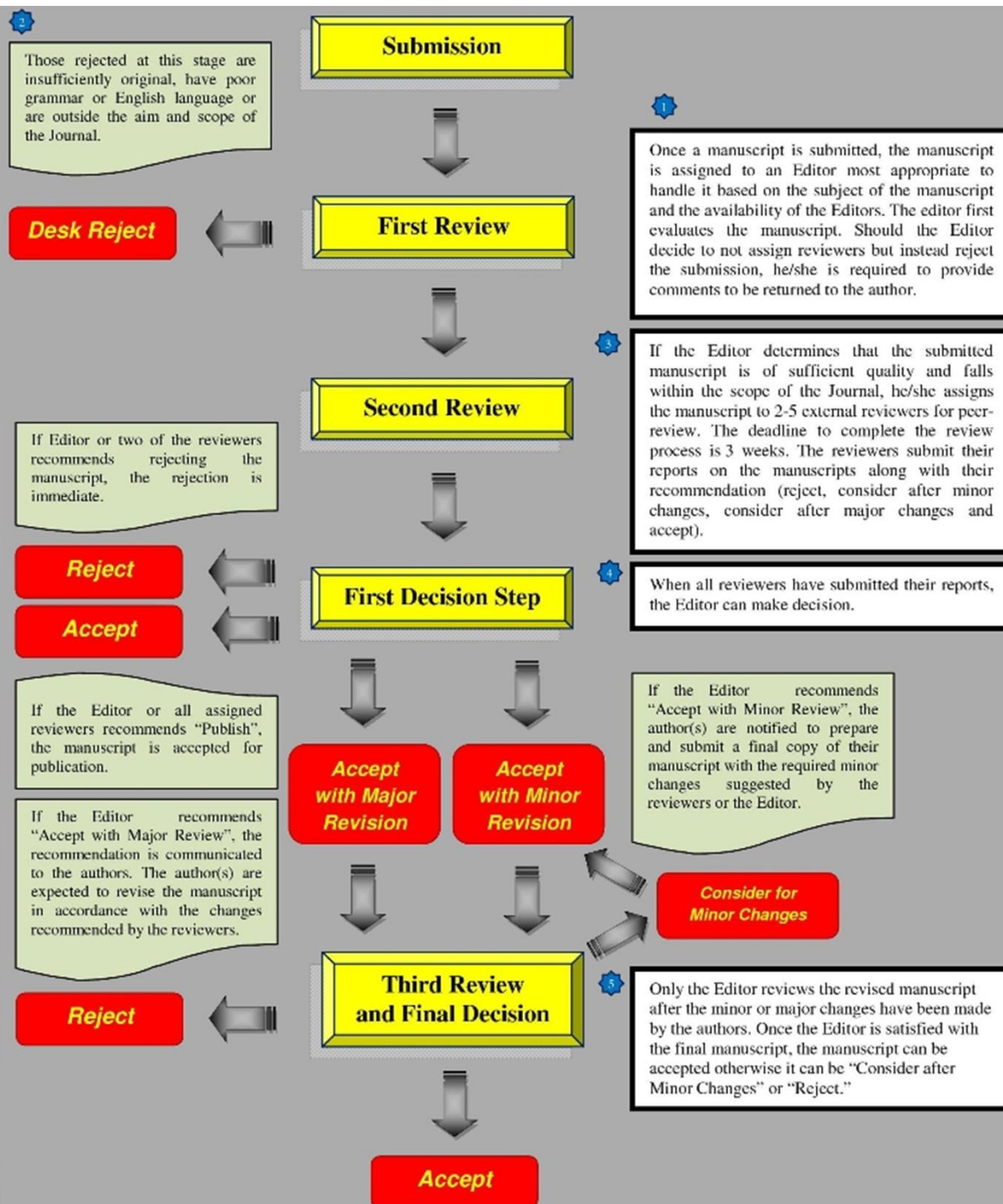
Editorial Board Structure

Editorial Board

The editorial board, or (editorial) advisory board, is a team of experts in the journal's field.
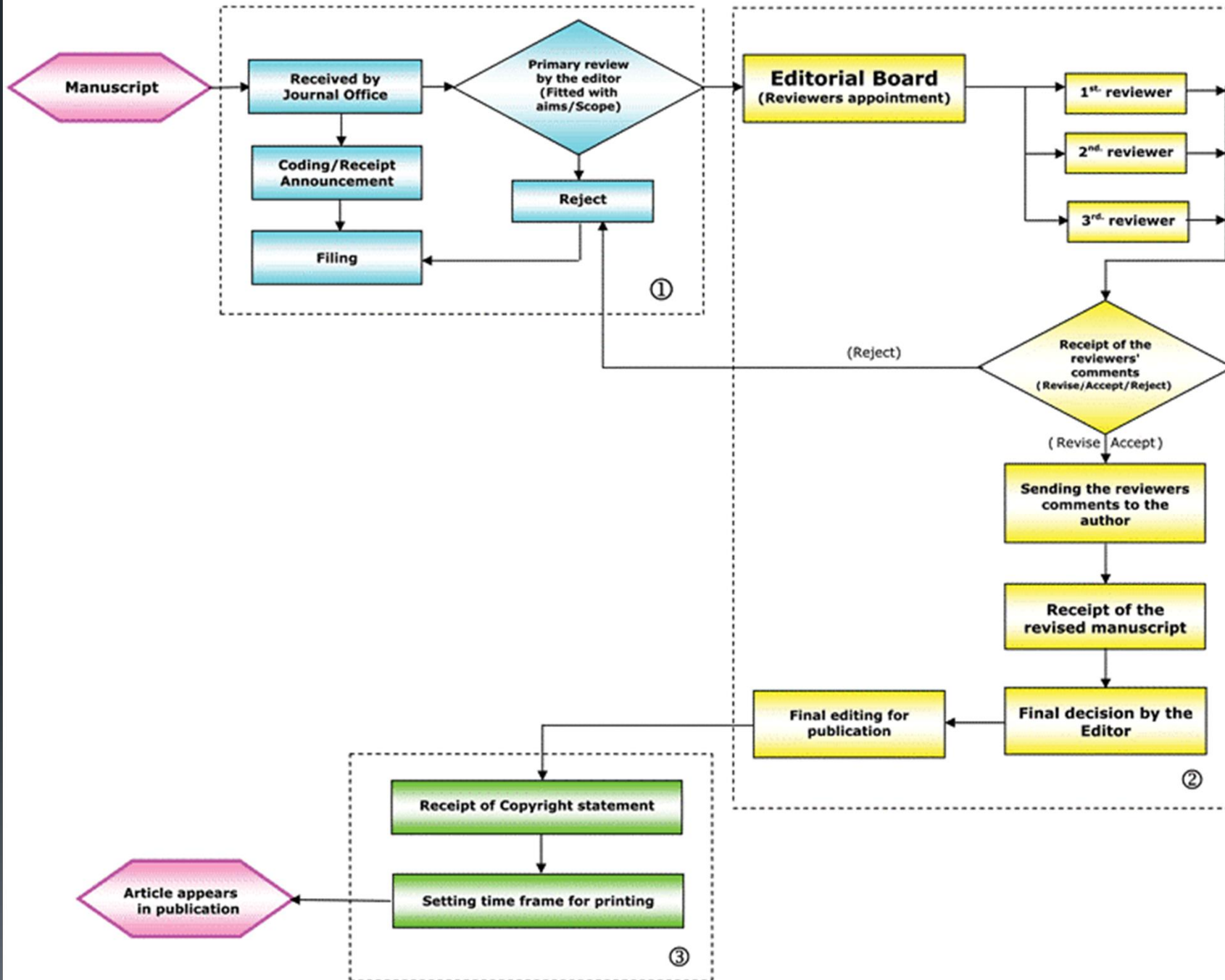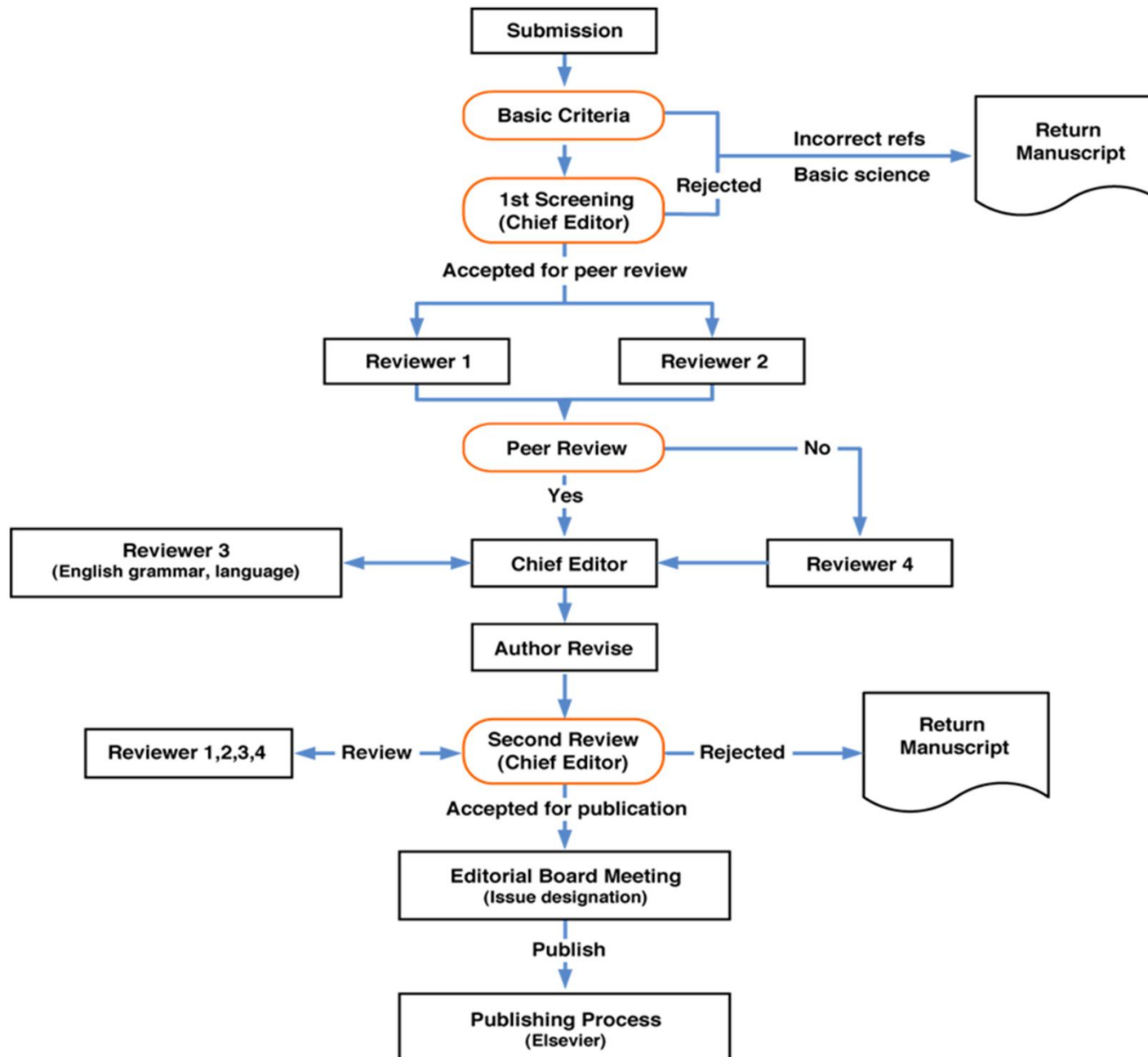
Editor-in-Chief

An **editor in chief** is a publication's editorial leader, having final responsibility for all operations and policies.

Associate Editor

The Associate Editor has a very important role in the editorial review process.

Submission

Those rejected at this stage are insufficiently original, have poor grammar or English language or are outside the aim and scope of the Journal.

Desk Reject ← **First Review**

Once a manuscript is submitted, the manuscript is assigned to an Editor most appropriate to handle it based on the subject of the manuscript and the availability of the Editors. The editor first evaluates the manuscript. Should the Editor decide to not assign reviewers but instead reject the submission, he/she is required to provide comments to be returned to the author.

Second Review

If the Editor determines that the submitted manuscript is of sufficient quality and falls within the scope of the Journal, he/she assigns the manuscript to 2-5 external reviewers for peer-review. The deadline to complete the review process is 3 weeks. The reviewers submit their reports on the manuscripts along with their recommendation (reject, consider after minor changes, consider after major changes and accept).

If Editor or two of the reviewers recommends rejecting the manuscript, the rejection is immediate.

Reject ←
Accept ← **First Decision Step**

When all reviewers have submitted their reports, the Editor can make decision.

If the Editor or all assigned reviewers recommends "Publish", the manuscript is accepted for publication.

Accept with Major Revision   **Accept with Minor Revision**

If the Editor recommends "Accept with Minor Review", the author(s) are notified to prepare and submit a final copy of their manuscript with the required minor changes suggested by the reviewers or the Editor.

If the Editor recommends "Accept with Major Review", the recommendation is communicated to the authors. The author(s) are expected to revise the manuscript in accordance with the changes recommended by the reviewers.

Consider for Minor Changes

Reject ← **Third Review and Final Decision**

Only the Editor reviews the revised manuscript after the minor or major changes have been made by the authors. Once the Editor is satisfied with the final manuscript, the manuscript can be accepted otherwise it can be "Consider after Minor Changes" or "Reject."

Accept

Manuscript

Received by Journal Office

Coding/Receipt Announcement

Filing

Primary review by the editor (Fitted with aims/Scope)

Reject

①

Editorial Board (Reviewers appointment)

1st. reviewer

2nd. reviewer

3rd. reviewer

(Reject)

Receipt of the reviewers' comments (Revise/Accept/Reject)

(Revise | Accept)

Sending the reviewers comments to the author

Receipt of the revised manuscript

Final decision by the Editor

Final editing for publication

②

Receipt of Copyright statement

Setting time frame for printing

③

Article appears in publication

Submission

Basic Criteria

1st Screening
(Chief Editor)

Incorrect refs
Basic science

Rejected

Return
Manuscript

Accepted for peer review

Reviewer 1

Reviewer 2

Peer Review

No

Yes

Reviewer 3
(English grammar, language)

Chief Editor

Reviewer 4

Author Revise

Reviewer 1,2,3,4

Review

Second Review
(Chief Editor)

Rejected

Return
Manuscript

Accepted for publication

Editorial Board Meeting
(Issue designation)

Publish

Publishing Process
(Elsevier)

The impact factor of a journal is calculated by dividing the number of current year citations to the source items published in that journal during the previous two years.

The 2013 impact factor of a journal would be calculated as follows:

$$2013 \; impact \; factor \; = \frac{\textcolor{red}{A}}{\textcolor{yellow}{B}}$$

where:
A = number of times that all items published in that journal in 2011 and 2012 were cited by indexed publications during 2013.

B = the total number of "citable items" published by that journal in 2011 and 2012.

How to Publish a Research Paper

❖ **Familiarize yourself with potential publications.** It is important to be aware of the research already published and the current questions and studies in your field.

❖ Pay special attention to how other research papers are written.

❖ **Prepare your manuscript.** Format your research paper so it fits the guidelines for that publication. Most journals provide a document called "Instruction to Authors" or "Author's Guide" that offers specific instructions about layout, type font, and length. This guide will also tell you how to submit your paper and will provide details of the review process.

❖ Do not Forget Cover Letter !

❖ **Ask a colleague and/or professor to review your research paper**

❖ **Revise your paper**

Some Instructions for Paper Writing

➢ Both UK and American English are accepted; the latter is preferred

➢ Please capitalize all words in headings including hyphenated words (e.g. Anti-Antagonist), except conjunctions (*and, or, but, nor, yet, so, for*), articles (*a, an, the*), and all prepositions (including those of five letters or more) (*in, to, of, at, by, up, for, off, on, against, between among, under*). First and last words in the title are always capitalized.

➢ Define abbreviations the first time they are mentioned in the abstract or text; also the first time they are mentioned in a Table/Figure heading.

➢ Keywords are not capitalized.

➢ The following words need to be italicized: *i.e., versus (vs.), et al., in vitro, in vivo, vice versa, etc., circa (ca.), ex vivo, in situ, ad hoc, post hoc, N.B., ab initio, de novo, de facto, in vacuo, viz., vide infra, vide supra, in vacuo, per se, vis-à-vis, in silico, a posteriori.* Note, however, that if one of these words appears in an italicized subheading it should then NOT be italicized so as to stand out.

- The following words are not italicized: e.g., via, per capita.

- All websites need to be referenced as does unpublished data or personal communications.

- Use the em dash ...from known processes—QED, the weak interaction, and hadronic vacuum polarization—are believed to be understood at the sub-ppm level.

- Use the en dash between numbers and words replacing "to", for example 4–6 mL; superconductor–normal metal interface; east–west transects; also in composite names, e.g. Wigner–Seitz cells.

- Capitalize words such as Group, Section, Method, etc. if followed by a number, e.g. "In Group 4, 20 patients…"

- The 'th' in 19th or 20th does NOT need to be written in superscript.

(hyphen)   (en dash)   (em dash)

- To maintain a tidy layout, please keep two words on the last line of a paragraph; keep equations together rather than having $3 + 2 = 5$ split with half on one line and half on the next; similarly move hyphenated words on to the next line using a soft carriage return rather than ctrl + shift + - as this creates an en dash.
- Dates are written in the American manner, April 20, 2004 rather than 20th or 20.4.04
- Write 1990s rather than with an apostrophe or just 90s.
- There is no space after > or < unless it is between two figures, i.e. $7 < 10$.
- The measurement mL : the L is always a capital.
- For consistency, in table/figure headings put brackets round (**A**) (**B**) and make A and B bold. Please do not leave (A) at the end of a line, use ctrl+shift+space to keep it connected to the following word.

➢ Write don't, can't... in full, i.e. do not, cannot

➢ Numbers 1 to 9 are written in full, except if part of a measurement (6–8 mL) or in the experimental/materials/methods section

➢ Numbers at the beginning of a sentence should be written in full, i.e. 152 mL must be written as: One hundred and fifty two milliliters.

➢ A sentence should not start with But or And (use however or find alternatives).

➢ If a reference is written at the beginning of a sentence, e.g. "[12] studied…", insert the author's name before the reference number, e.g. "Smith [12] studied"

➢ There is a space after a number and before °C and units such as μL, h, min, days, but NOT before % or ° (angle).

Thank You