



مجلة

فصل الخطاب



دورية علمية أكاديمية محكمة متخصصة

تعنى بالدراسات والبحوث العلمية النقدية واللغوية والأدبية والبلاغية
يصدرها مخبر الخطاب الحجاجي أصوله ومرجعياته وأفاقه في الجزائر
جامعة ابن خلدون - تيارت - الجزائر

Faslo EL-Khitab

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Periodic Scientific Journal

Deals with Scientific, Critical, Linguistic, Literary and Rhetorical Studies
Issued by the Laboratory of
the Argumentative Discourse as regards its Origins, References,
and Perspectives in Algeria
Ibn Khaldoun University Of Tiaret - Algeria

دليل المؤلفين

كل الأعمال والأبحاث ترسل حصرا عن طريق البوابة الجزائرية للمجلات العلمية عبر الرابط:

<https://www.asjp.cerist.dz/en/PresentationRevue/81>

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موقع المجلة على الرابط الإلكتروني:

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AUTHOR'S GUIDE

1. Registration on the Algerian platform for scientific journals

Having an account on the Algerian platform of scientific journals ASJP is essential for submitting articles; Access the portal site:

<https://www.asjp.cerist.dz>;

You can choose the appropriate language (Arabic, English or French), then click on the "Input" tab at the top; Then press the "Register" button; Fill in the required personal data, after completing the registration, the activation mail will be sent to the email address that was provided during registration.

2. Instructions to Authors

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

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

3. Publication Conditions

1. "Faslo El Khitab" Journal publishes serious research that has not been published before in the fields of critical, linguistic, literary, rhetorical and intellectual research.

2. The journal receives research in Arabic, English and French languages.

3. That the article proposed for publication be original and has not been submitted to another Journal or participated in it in a forum, and research papers that are part of a master's thesis, doctorate or published book are not accepted.



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4. Scientific and technical standards should be taken into consideration (by the automatic mechanism method) in the documentation and marginalization at the end of the research.

5. The number of pages for the article should not be less than 10 or more than 20 pages, according to the template provided in the author's instructions.

6. The articles, research and studies - before they are approved - are subject to evaluation and arbitration by experts and specialists, and their decisions are not subject to appeal or objection.

7. The research arrangement is subject to methodological and technical considerations, not on the basis of comparison between them.

8. Every article that is proven to be plagiarized or previously published or submitted to another body for publication, its author is included in the list that is prohibited from publishing in the Journal.

9. Works expresses the opinions of its writers, and they assume their responsibilities in full, and do not necessarily express the opinion of the Journal.

10. Articles and researches are sent exclusively on the Algerian scientific journals portal (ASJP) at the following link:

<https://www.asjp.cerist.dz/en/PresentationRevue/81>

4. the Article Writing

To speed up the process of publishing articles in "Faslo El Khitab", we invite authors to respect the Template. This is available in the section **"instructions to authors"** you can download it by visiting:

<https://www.asjp.cerist.dz/en/PresentationRevue/81>

Then, click **on Author Instructions** on the left side of the screen

5. Article Submission

We invite researchers wishing to publish their articles in the "Faslo El Khitab" to consult the following sections: **"author's Instructions"** and **"Author's Guide"** on the journal's website:

<https://www.asjp.cerist.dz/en/PresentationRevue/81>



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After obtaining a username and password; Researchers must set up their articles according to Journal's template and send them in Word format by clicking on the **"Submit article"** icon. After writing the article according to the downloaded template, click on the **"Submit article"** icon.

An application form appears containing the various data of the article and the authors: Language and title of the article; Summary; Keywords; The full name of the author; Institution of affiliation; Email

If there is another author, it must be added at this step; Suggestion from reviewers. After filling in all the data and uploading the article on the platform, click on the icon: **Submit article** located down the information model

6. Notice of the Article Receipt

If the article submission process is successful, a message will appear on the screen stating this. The author receives a notification in his e-mail that he has submitted an article, and a notice to the second author, as confirmation of his participation in the article.

7. Notice of Article Rejection

If it appears that the article does not comply with the journal's model and the publication conditions, the author will be informed that the article has been rejected.

8. The Article Evaluation

❖ The first step:

The article is examined confidentially within the journal's reading committee, which meets regularly and takes part in the pre-evaluation phase. If the decision is negative, the article will be rejected and the author informed the reason for rejection. The author can resubmit it taking into account the recommendations made.



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❖ The second step:

In the event that the article is eligible for evaluation and has been 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 in turn present it in pairs, reviewers from its network. Reviewers will be responsible for judging the article according to a mandatory standardized evaluation form available on the ASJP platform.

❖ The third step:

If both reports are positive allow publication, then both reports are sent after the omission process to the author, who must take into account the proposed recommendations, in terms of form and content. When the article receives a positive response and another negative one, the article is referred to a third arbitrator for final adjudication.

❖ The fourth step:

After receiving the final article, the article is reviewed by the editorial committee to verify that the author has made the required recommendations from the reviewers, and a copy is sent to the reviewers for opinion. In the case that the author does not comply with the recommendations, the article will be returned to him again and giving him the opportunity to resubmit it in accordance with the recommendations, failing which the article will be definitively rejected.

9. Monitoring of the status of the article on the platform

The author can log into his account on the platform and continuously follow the status of his article to see the progress of the review and publication process, by clicking on the "Articles" icon then clicking on the icon "sent articles"; a table will appear with the following article details: Title, publication date, newspaper name, details, status



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The latter (case) goes through several stages as follows:

- Stage 1: Accept or decline the evaluation.
- Stage 2: Article pending for review.
- Stage 3: Assignment of the article to reviewers.
- Stage 4: Decision of the reviewers to accept or reject the article and request a modification.

(See the attached diagram on the next page)



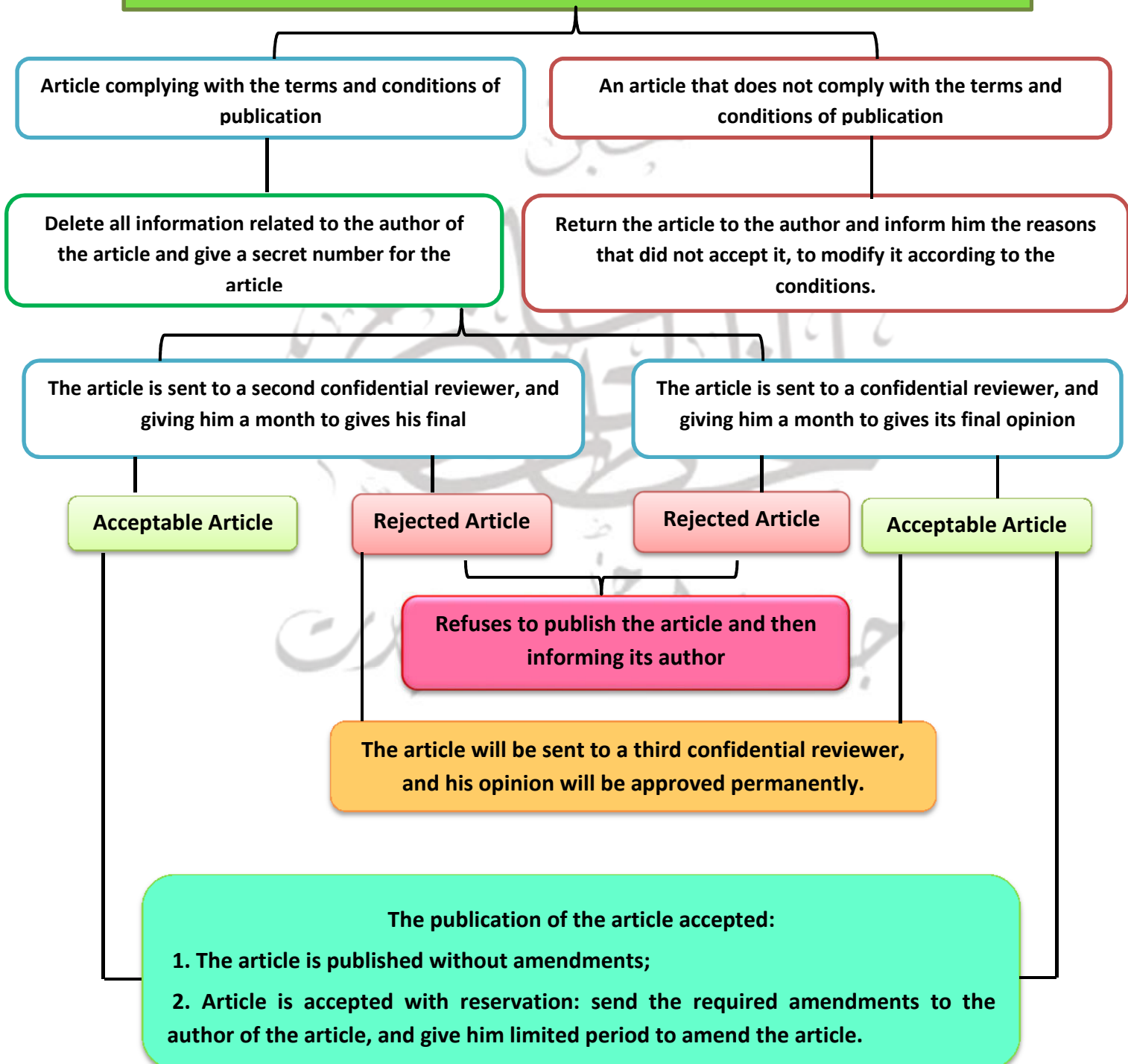


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Diagram:

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 :
<https://www.asjp.cerist.dz/en/PresentationRevue/81>
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:





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10. Article publication on the platform and integration of references

Once the article is accepted, the author receives notification, after which he must log into his account on the platform and include the approved references in the article according to the framework specified by the Algerian platform of scientific journals ASJP by following the following steps:

- * Click on the "Articles" icon, then on the "Accepted Articles" icon, a table appears with the details of the article from: title, date of publication, name of the journal, details of the journal, references.
- * Start the reference entry process, click on the "References" icon, then on the "Add a reference" icon.
- * The type of reference must be determined according to the list of options available to you (article, thesis, book, web page, etc.)
- * After clicking on the type of reference, you must complete all the related information that appears on the screen, then click on the "Add" icon, and so on until all the references listed in the article are completed
- * If the author is not able to enter all the references in time and leave some of them another time, he will press the "Save" icon until he finishes where he was stopped.
- * If he has completed the process of listing all references and is sure of it and in the correct manner, he presses the "finish" icon. After that you will have completed the process. **(Only click on "Finish" if you have entered all the references).**

By this, it appears to the editor that you have completed the process of inserting the references to ensure their accuracy and conformity with the article references.



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After being accepted by the editor, the article can be scheduled for publication, and if it is incorrect and not identical to what is in the article, the editor rejects it and the process is reinstated.

11. Submission of Commitment

Once the article has been accepted, the author must send a letter of commitment which can be downloaded from the journal space on the platform. This letter is included in a zip file located under the heading "**Author's Guide**". The undertaking is sent after completion and signature by all research participants to the journal's e-mail address:

laboda.fasl@univ-tialet.dz

12. Plagiarism Policy

Scientific plagiarism, in all its forms, constitutes unethical behavior that the journal does not accept. And no other article will be accepted for the author who has plagiarized through the review we have conducted..

13. The article Publication on the Platform

The article is published after completing the advanced stages and after entering the references on the page of "Faslo el Khitab" Journal via the Algerian portal for scientific journals in one of the subsequent issues of the Journal.

The author can download the full copy from the portal at the following link:

<https://www.asjp.cerist.dz/en/PresentationRevue/81>

Or via the Journal's website at the following link:

<http://www.univ-tialet.dz/faslo.elkhitab/>



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Important links to learn how to work on the portal:

1. How to register in the Algerian portal for scientific journals (ASJP)

<https://www.youtube.com/watch?v=FrTFH2eDnzw>

2. Explain how to manage work in ASJP 1C + 2C

<https://www.youtube.com/watch?v=l-fJnRWCvE&feature=youtu.be>

<https://www.youtube.com/watch?v=NFyW9cFW UE>

3. How to send a scientific article to the scientific journals registered in the Algerian Scientific Journals Portal (ASJP)

<https://www.youtube.com/watch?v=mNi4XFzTTHs>

4. An applied explanation of the review phases of a scientific article in the ASJP portal

<https://www.youtube.com/watch?v=PAO4rPaTbFg>

5. How to manage archived articles?

<https://www.youtube.com/watch?v=xVkBcWfr-GY>

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The Journal's editor-in-chief can be contacted via the following email:

abdelkader.zerrouki@univ-tiaret.dz

The journal's website on the electronic link:

<http://www.univ-tiaret.dz/faslo.elkhitab/>

Address

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