



Democratic and Popular Republic of Algeria  
Ministry of Higher Education and Scientific Research  
University of Batna 1 - Haj Lakhdar-



# Social and Human Sciences Review

ISSN 1111-5149, Electronic Numbering: E.ISSN 2430-2588

# Author's Guide



This guide aims at clarifying the rules, conditions and procedures of publication in **the review of Social and Human Sciences** of the **University of Batna 1**, through the Algerian Portal of Scientific Journals [ASJP]. This is in accordance with the laws governing the scientific research activities in Algeria, in particular the executive Decree 08-130 of 03 May 2008, The Code of Morals and Ethics of the University, as well as Decree 933 of 28 July 2016 on the rules for the prevention and control of scientific theft.

### **One: Presenting the Social and Human Sciences Review**

**The review of Social and Human Sciences** is a **multi option and field**, and a **multi language** scientific bi-annual review, published by Batna1 University since 1994. It aims to promote research in the scientific fields related to sociology and humanities. The review targets university researchers and practitioners, and is interested in publishing academic articles and research in these fields. The Committee of the Review includes readers from inside and outside Algeria, with specialized professors and specialists contributing to the reviewing and evaluation of the researches submitted to the publication, as well as the contribution of those experts and specialists by their researches and studies in the Review.

The aim of **the social and human sciences review** is to contribute to the culture of scientific research, to participate in the publication and development of knowledge, with excellence and leadership in the field of scientific research, quality assurance, scientific research, and scientific publishing.

**The Review of Social and Human Sciences** of Batna University is open to all researchers in Algeria and abroad. The purpose of the project is to publish the scientific research in the following disciplines: economic sciences, humanities, social sciences, literature, languages, arts, law, and political science.

**The review of Social and Human Sciences** is featured with its absolute academic and scientific aspect. It is founded by an elite group of qualified professors to form the scientific interface of the university, in three languages (Arabic, French, English), in the aim of:

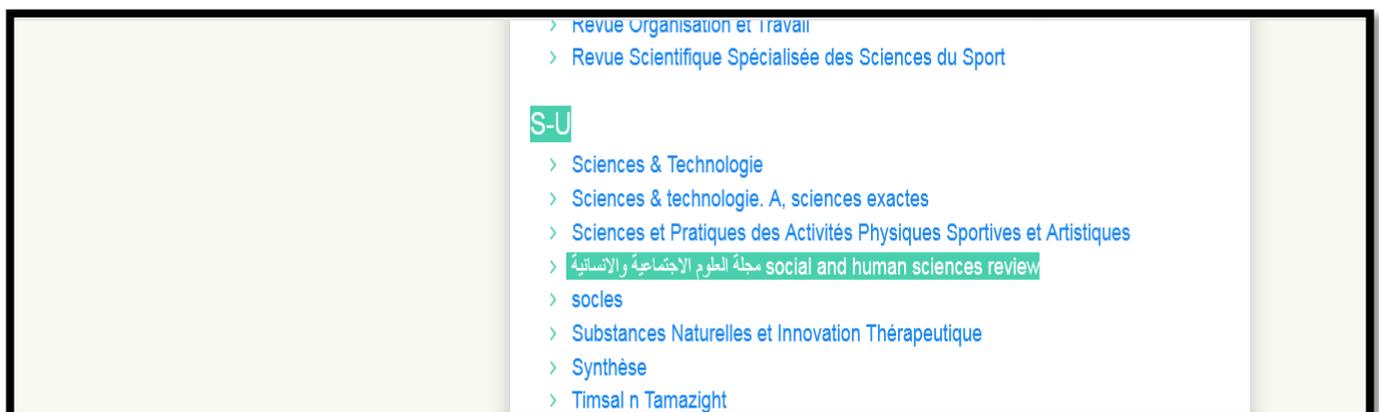
- Pursuing the promotion of Social and Human Sciences in the field of scientific research.
- Providing the opportunity for thinking creativity and knowledge production.
- Contribution of the magazine to the promotion of scientific research at the level of the Universities of Algeria and abroad, by enabling professors to publish their research and studies.
- The development of scientific research in the field of social and human sciences, as a scientific space for the students of Algeria and abroad.
- Stimulate and strengthen the movement of science research in social sciences and human sciences.
- To encourage the use of qualitative and quantitative analytical methods in the fields of social and human sciences.
- Enrich the library with various topics of scientific research, and provide valuable references to students. Making use of sciences and technology advances in human service.

## Two: The objectives of the guide

- Defining the conditions and rules of publication required in scientific works sent to the social and human sciences.
- Introducing the procedures and stages of the process of depositing and publishing scientific research in the magazine, especially the method of conducting research experience.
- To make transparency and objectivity in the stages of evaluation and arbitration and to accept and publish research within the magazine.
- Preserve the rights of the authors and establish a culture of honesty and scientific integrity.

## Three: Procedures for submitting an article

1. The author must have an account at the ASJP portal.
- 2 - Search for The review of Social and Human Sciences: The site of the magazine can be found through the Algerian portal of scientific reviews in one of the following two ways:
  - Click the "Reviews" tab at the top of the page and then search alphabetically where the Social and Human Sciences Review is located between the two letters (S-U), as shown in the figures below:



You can type the abbreviation of the review: "SHSR" and you will find it easily.

Or by filling one of the two fields:

Title of the Review (Review of Social and Human Sciences) or  ISSN / EISSN (1111-5149)

As highlighted in the following figure:

Then click on the review title or attached cover photo:

3. Download the authors' guide of the Social and Human Sciences review, by clicking on the Author's Guide (Authorguide, Guide pour les Auteurs).

4. Download the publication form in the review (Review Template) by clicking on the author's instructions box (Instructions for authors, Instructions aux Auteurs).

5. After completion of the article and fulfilment of the terms and conditions of the publication referred to, click on the "SendSubmission, Soumissiond'article" section.

- 6 - If there is more than one author in the article, click on the box "add an author," Ajouter un Auteur" with the need to ensure the validity of information, so as not to be subject of rejection.
7. It is preferable to click on the "This author will receive all notices" (Cet auteur recevra toutes les notifications) in order to receive all the notifications of the article sent to your e-mail.
8. When you complete all the fields and attach the article in Word format, the Submit (Soumissionner) box will be sent. An e-mail will be sent indicating the arrival of the article. The subscription should be confirmed by clicking on the link in the message. For the passage of the article to the review and evaluation stage.

#### **Four: The conditions and rules of publishing**

The review of Social and Human Sciences is open to all researchers, working in Algeria and abroad. The received research is subject of the following requirements:

1 – The sent article must be characterised by seriousness, novelty and objectivity, correctness of language, and not to make any form, or to be part of a university thesis, and must not be published before.

2- It must contain between 5000 and 8000 words, including the indexes and references.

3- The research should contain two abstracts in Arabic and English, in a correct language within 100 words. The summary includes the objective of the research and the results to be reached, with the main keywords (between 4 and 5 words).

4 – The article should be written with the windows program: Word 2007 or up.

5 – The Arabic article must be written with the font: Hacen Liner Print out, size 12. You can download this font from the window of the review on ASJP or from the website: <https://bit.ly/2tj3h2P>

The main titles are in 14 size and the subtitles in 12 size (with Hacen Newspaper font). You can download this font from the window of the review on ASJP or from the website: <https://bit.ly/2lpvCQE>

The search done in one of the foreign languages uses the Times New Romans' font, the size of the font is 12. For the titles, size 14 for the main titles, size 13 for the subtitles (Arial font).

About the tables and forms, their titles are in size 11 thick, the source with size 10 thick, and the table content in 12 size.

The paper size is 16x24. The margins 2cm from each side. The left space between the lines is 1.5 cm and between paragraphs is 6/6.

6- the references must be according the American Association Of Psychology Method "APA". (linked pattern)

7 - Enter the bibliographic list in the end of the Search, sorted according the linked pattern.

8- The sent articles to the review do not return to its authors, even published or not.

**Five: the method of writing a practical research**

**Abstract:**

.....  
 .....

**Introduction:** The researcher clarifies the general frame of his treated subject, than the special frame that the article emphasized in, arriving at the main informations which precisely characterized the treated problem. This later will be presented as one question. Than, the related hypothesis, and the causes of choosing the topic, and the goals of the study and its importance, and the limits of the research and its terms.

Than, the searcher presents the previous studies directly related to its research, in a brief serial scientific way, showing the similarities and differences between them in the aims and the sample and thee variants and tools and results, and the gaps that this study came to fill.

**The theoretical frame:** contains the methodological partition of the article into main titles and subtitles, gradually ordered, like that:

**The first subtitle:** the searcher treats here briefly the main sides of the scientific inheritance about the first variant or concept, in direct relation with the studied variant, without repeat and stuffing or redundancy.

**The second subtitle:** the searcher treats here briefly the main sides of the scientific inheritance about the second variant or concept, in direct relation with the studied variant, without repeat and stuffing or redundancy.

**The study's procedures:** the researcher presents here the used method and its justifications, and the manner of choosing the sample, precising the variants and its measuring ways, the way of collecting data, describing the manner of summarizing the informations, using the descriptive statistic methods... the statistic and measurement tools, used in data analysis and hypothesis testing, using any known statistic way.

All that must be presented clearly and precisely and briefly, so the following searchers can continue the study and chek teh results. So, the study must be proved and convincent by logical steps, using illustrative forms and tables and graphs... and detailing each title into the suffisent nummber of subtitles, according to the treated subject and its needs.

**Results and Discussion:** Using the coherent descriptive statistics methods, the searcher should present a sumup of the collected data, than he presents the followed analysis in data treatement, in th help of illustrations, according to the methods and ways sited bellow.

After presenting the results, came the evaluation, and the explanation of the results, economically, psychologically, sociologically... according to the study field. On the light of the assigned hypothesis. Finally, comparing the results with the previous studies, and the scientific inheritance in the studied topic.

**The Conclusion:** The study is concluded in five principal points, answering the following questions: what to search? Why? How? What are the main reached ideas, which answer the asked question in the introduction? Where can spread the horizons of the study, as expected by the searcher?

**The proposals:** The researcher proposes the domains that can be studied later, which he ignored or discussed briefly, opening the opportunity to other searchers to study it.

**Bibliography (References):** The bibliographical list must be ordered and classified according the review system.

**The supplements (Annexes):** The extra data and informations which is not necessary in the main text of the research can be put in the supplements. It may help to more clarify and illustrate and well understand the studied subject.

We can annex –for example- the raw data, the questionnaires, the graphs, the tables, the charts...

## **Six: the method of writing a theoretical research**

The theoretical research contains the following points:

**Introduction:** It contains:

- The research Problem
- The Hypotheses.
- The objectives.
- The importance.
- The study boundaries.
- Identification of the study terms.
- The presentation.

The study is detailed into initial and sub elements, in ascending order.

**Conclusion:** It contains the results of the study.

**Bibliography (References):** The bibliographical list must be ordered and classified according the review system.

## **Seven: Example of references using APA style**

**A. In the board of the study:**

- If the reference is a book or a review, open two brackets and write the family name of the author, the publication year, the page. Eg. : (Author, 2007,p120)

- For a website write: (author name, year of publication, day, month. Title of the article inclined, viewed in day/month/year, website...)

## **B. The bibliography in the end of the research:**

### **Books:**

1. Individual book: family name, author name, (publication year). Title of the book in curved line (italic), E than the edition number if found, edition place, editor.
2. Collective books (two to six authors): follow the same method, but write the author names separated by comas, use 'and' before the last name.

### **Reviews and periodics and newspapers:**

Article from a review or a periodic: family name, author name, (year of publication, day than month if found). Title of the article, review name (italic), folder number (review number), pages.

Article from a newspaper: family name, author name, (year of publication, day than month). Title of the article, newspaper name (italic), number, pages.

### **Conferences and Seminars and Colloques:**

family name, author name, (date of the conference). Title of the research (italic), presented to the conference/seminar/colloque sit the name, place.

### **Doctorat and Majister theses:**

Family name, seracher name, these' title (italic), these's kind, university name, publication place.

### **Encyclopedies:**

Family name, author name, (publication year). Title of the article in curved line (italic), V than the volume number, pp pages, edition place, editor.

### **website:**

Family name, author name, (year of publication, day, month). Title of the article inclined, viewed in day/month/year, website...

## **Eight: Observations about the documentation operation**

- If the author's name is unknown mention that using abbreviation w. a.
- If there is not a publication date write between brackets (w. p. d.)
- Foreign laguage' articles are written in the same way like arabic articles.
- Don't classify the bibliography into books and reviews and encyclopedies... but oreder them alphabetically by the authors names.
- The arabic refferences came before the foreign ones.

## **Nine: the method of conducting expertise and publishing research**

- The author (s) can follow the stages of arbitration of their article through their account in the Algerian portal of scientific reviews.

- The editorial board reviews the articles sent in order to ascertain the extent to which the author respects the terms and conditions of publication and the extent of adherence to the publication form, attached to the review's page on the Algerian portal of Scientific Reviews. In case of non-compliance, the article is rejected automatically.

- After the primary acceptance, the article will be sent to the specialized reviewers for arbitration, after deleting the author's data through the Algerian portal of the scientific reviews and receiving their responses through the portal as well. The results of the review are subject to the following treatment:

- In the case of three "Acceptable" responses: the search is accepted immediately
- In the case of three replies "rejected": the research is rejected directly
- If two "Acceptable" and one "Modified" responses are received: The search is accepted after amendments.
- In the case of two replies "Accepted" and one "Denied": The search is accepted after amendments.
- In the case of one "Acceptable", one "Modified" and one "Rejected" responses: the search have to be modified.
- In the case of two replies "by amendment" and one "rejected": the search have to be modified.
- In the case of one "Acceptable" or "Modified" response and two "Refused": the search is rejected.

- The researcher is required to make the amendments immediately after receiving the reports of the auditors, and this through his account in the portal, specifically in the articles accepted with reservation and not as a new article.

- Amendments are returned to the same auditors to ensure that the concerned amendments are made.

- If approved by the reviewers, the search is accepted.

- In the case of rejection in the sense that the researcher does not make the requested amendments, the research is rejected.

- Upon acceptance of the article, the researcher must send a written undertaking to the review's e-mail (revue\_sh@yahoo.fr) (the publication pledge form is downloaded from the review's website at the Algerian Review of Scientific Reviews).

- Editors then check the linguistic revision of the search.

- The Secretary shall carry out the final appearance of the research.

- the article will be Squeezed, cataloged and then published.



University of Batna - 1 - Haj Lakhdar
Social and Human Sciences Review



Undertaking of a Submitted Research for Publication

After Greetings,

I am the undersigned, Mr. ....

Degree: Doctoral student [ ] teacher searcher [ ] permanent searcher [ ]

Cardholder ID Number: ....., issued on: .....

faculty:....., Department:.....

University (Institute or Research Center): .....

specialty: .....

E-mail: ....., phone: .....

I am committed to the following, about the article presented to the Review of Human and Social Sciences, intiteted: .....

- 1. This research has not been published in any scientific reviews.
2. This research is not part of a university thesis.
3. This research Complies with the publishing regulations and linguistically verified.
4. Commitment to make experts required amendments, and not to publish in case of non-compliance.
5. Approve publication of the research in the review by any means, whether printed, electronic or any other means, and to transfer the right of publication to the review.
6. To bear legal and moral responsibility for the authenticity of the research and what it may contain.

Signature of the author(s) of the research

Chairman of the Editorial Board

Signature: .....

Date: .....

Note:

- 1. This form must be signed by all authors.
2. It is not allowed to change the order of the authors.
3. Resend the form after signing it to the e-mail of the review (revue\_sh@yahoo.fr).



**Undertaking of copyright and intellectual property**

After Greetings,

I am the undersigned, Mr. ....,

Degree: Doctoral student  teacher searcher  permanent searcher

Cardholder ID Number: ....., issued on: .....,

faculty:....., Department:.....,

University (Institute or Research Center): .....,

specialty: .....,

E-mail: ....., phone: .....,

I am committed to the following, about the article presented to the Review of Human and Social

Sciences, intiteted: .....

.....

1. Adherence to objectivity, scientific honesty and respect for intellectual property rights.
2. To take legal and moral responsibility for the opinions expressed in the research, and for any infringement of intellectual property rights and copyright.
3. Accept modifications that may be made to the search under the publication conditions of the journal, without prejudice to its contents and without reference to the author.
4. To approve publication of the research in the magazine by any means, whether printed, electronic or any other means, and to transfer the right of publication to the magazine.
5. Approve the re-publication of the research in other scientific contributions by any means, whether printed, electronic or any other means, in its original language or translated into any other language.

**Signature of the author(s) of the research**

.....

**Chairman of the Editorial Board**

Signature: .....

Date: .....

**Note:**

1. This form must be signed by all authors.
2. It is not allowed to change the order of the authors.
3. Resend the form after signing it to the e-mail of the review ([revue\\_sh@yahoo.fr](mailto:revue_sh@yahoo.fr)).



Social and Human Sciences Review



**Formal declaration of commitment  
to the rules of scientific integrity for the completion of research**

I am the undersigned,

Mr. ....,

Degree: Doctoral student  teacher searcher  permanent searcher

Cardholder ID Number: ....., issued on: .....,

faculty:....., Department:.....,

University (Institute or Research Center): .....,

specialty: .....,

E-mail: ....., phone: .....,

About the article that I had presented to the Review of Human and Social Sciences, intituled:

.....  
.....

I declare that I am committed to observing the scientific and methodological standards and the standards of professional ethics and academic integrity required in carrying out the above research.

Date: .....

Signature of the concerned

.....

• Annex to Ministerial Decree No. 933 of 28 July 2016 establishing rules on the prevention and control of scientific theft



Ministry of Higher Education and Scientific Research

University of Batna 1 Haj Lakhdar



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Certificate of Publication

Mr.the Editor-in-chief of the Social and Human Sciences review, of the University of Batna1, Algeria,

Certifies that:

Mr.: .....

University: .....

Has published his article after arbitration by experts and acceptance in the number .....

for the year ....., under the title:

.....

.....

This certificate is given to the intended recipient for use within the limits permitted by law.

Batna at: .....

Editor

### Research's Controlling Card

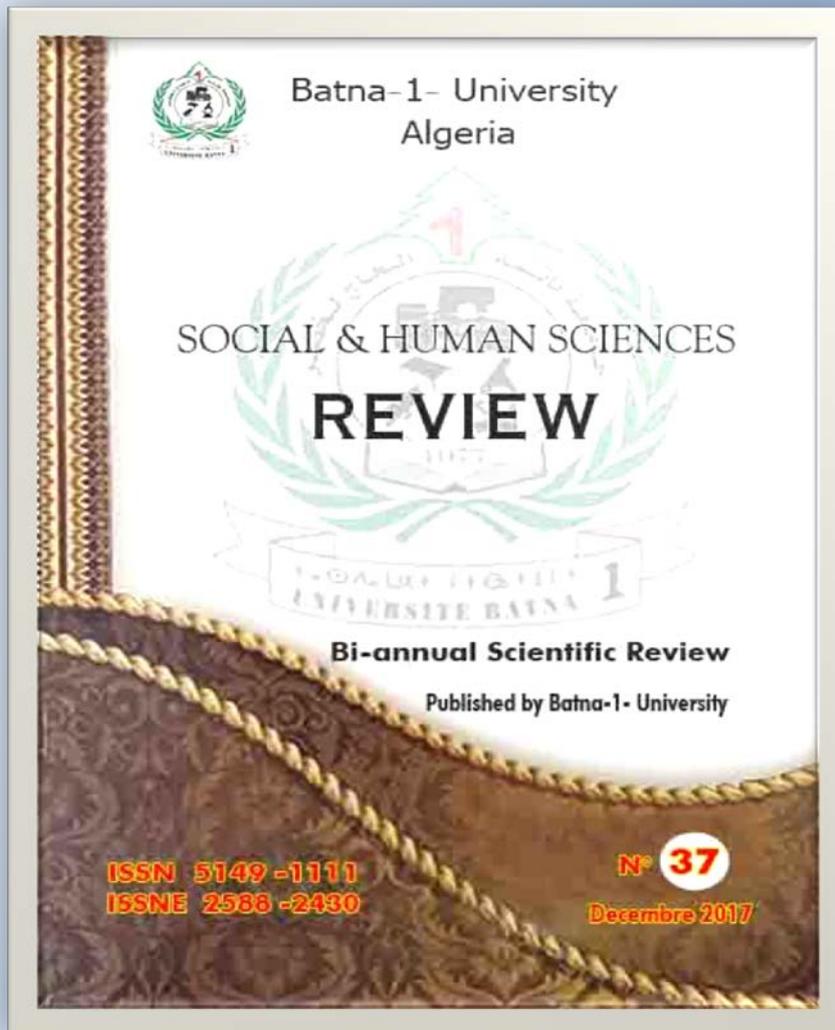
Number	Subject	Accepted	Rejected
1	Title in Arabic		
2	Title in English		
3	Phone		
4	E-mail		
5	Originality and Newness		
6	Abstract in Arabic		
7	Abstract in English		
8	Key words in Arabic		
9	Key words in English		
10	General field of the Study		
11	Precise field of the Study		
12	Words number		
13	References		
14	Bibliography		
15	Searchers number		

**Decision of the Editor's Commity**

<b>No</b>	<b>Name</b>	<b>Signature</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		

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# ASJP

Algerian Scientific Journal Platform

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social and human sciences review مجلة العلوم الاجتماعية والانسانية

*social and human sciences review*

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Pays: Algérie

Institution:

Facteur d'impact:



Non Classée

**NC**

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