



Guidelines for Authors

Preparation of Manuscripts for iRASD JCSIT

Section A: Formatting Guidelines

File Format: Manuscript files can be in the following formats: DOC or DOCX. Microsoft Word documents should not be locked or protected.

Length: 20 to 30 double spaced Letter-sized pages. All pages should be numbered consecutively, beginning with page 1, the title page.

Headings: Limit manuscript sections and sub-sections to 3 heading levels. Make sure heading levels are indicated in the manuscript text.

Font: Use “Times New Roman” as the font style and size of body text should be 12pt and size of first, second and third level should be bold 14, 13 and 12 respectively.

Language: The language of the manuscript must be English.

Abbreviations: Define abbreviations upon first appearance in the text. Do not use non-standard abbreviations unless they appear at least three times in the text. Keep abbreviations to a minimum.

Equations: iRASD JCSIT recommends MathType (a software application created by Design Science that allows the creation of mathematical notation for inclusion in desktop and web applications) to insert equations in the manuscript. If not possible, Equation Editor or Microsoft's Insert→Equation function is acceptable.

Footnotes: Those in the text should be numbered consecutively. Footnotes to the title or authors of the article are marked by asterisks and placed on the title page.

Table and Figures: Tables and figures should be numbered serially, and legends to illustrations should be prepared on separate sheets. Tables and figures will be placed near their first mention in the text; all tables and figures must be referred to in the manuscript. Follow the instructions given in the document of APA 7TH Edition.

Section B: Guidelines about Manuscript Organization

Title Page: The following elements must be included:

- Title of the article;
- Name(s) and initial(s) of the author(s), preferably with first names spelled out;
- Affiliation(s) of author(s);
- Footnotes to the contribution title;



- Name, address, telephone and fax numbers, and e-mail address of the corresponding author.

Abstract: Each article is to be preceded by a succinct abstract, of up to 250 words, that highlights the objectives, methods, results, and conclusions of the paper.

Key Words: To identify the subjects under which the article may be indexed, 6-10 keywords should be provided.

Introduction: Clearly state the basis of your study along with background information and a statement of purpose. This should provide the context of the study. It should briefly describe the research work that has already been conducted in that particular field. It should clearly state the purpose/objective of the research work/study. The introduction must emphasize the significance of the research, and how the research being undertaken is different from the pre-existing work. Only pertinent references should be cited. Utmost care should be taken to avoid the data or conclusions from work being reported.

Literature Review and Theoretical Framework: Present the critical review of the relevant studies and properly identify the research gap that is being filled by your study. Properly give a theoretical ground on which your present study is based.

Data and Methodology: Include a clear and concise description of the study design, experiment, materials, and method of statistical and econometric analysis.

Results and Discussion: Present the results. Simply present the results of the experiment and the results of the statistical analysis. Data listed in tables should not be listed in the results; instead, refer to the table. Interpret and discuss the results of the study and its implications.

Conclusion: Give a brief summary of your research.

References: The use of EndNote is encouraged for reference management, but this is not necessarily mandatory. Use APA 7TH Edition for proper citation and references.

Guidelines for Reviewers

Reviewers bear the responsibility for objectivity, professionalism, impartiality, and confidentiality of the assessment of content quality.

iRASD Journal of Computer Science and Information Technology (*iRASD* JCSIT) follows a double-blind peer-review process. Where the identities of authors and reviewers are hidden from each other. Its purpose is to improve the quality of content and of the scientific material under review that is ultimately published. Conscientious review is a time-consuming effort but is essential to assure the quality of scientific journals. The *iRASD* (JCSIT) is very



grateful for the time and effort reviewers invest in this process. *iRASD* (JCSIT) adheres to the [Committee on Publication Ethics \(COPE\)](#) guidelines and strives to ensure that the review process is fair, unbiased, and timely. Decisions to accept a manuscript for publication depending on the importance of investigated issue, originality, clarity, validity, and relevance of the work to the scope of the *iRASD* (JCSIT). Therefore, reviewers have a major role decision on whether to accept an article for publication.

General Notes

- Reviews should be conducted fairly and objectively. Personal criticism of the author is inappropriate. If the research reported in the manuscript is flawed, criticize the science, not the scientist. Personal criticism is likely to lead an author to ignore useful comments, making your review less useful to your field. Criticisms should be objective, not merely differences of opinion, and intended to help the author improve his or her paper.
- You should decline to review manuscripts in which you have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.
- If your previous or present connection with the author(s) or an author's institution might be construed as creating a conflict of interest, but no actual conflict exists, please include this issue in your confidential comments to the editor. If in doubt, please contact the Editor who requested the review before accepting.
- Respect the confidentiality of the manuscript, which is sent to you in confidence. You should not discuss unpublished manuscripts with colleagues or use the information in your own work. If you feel a colleague is more qualified than you to review the paper, do not pass the manuscript on to that person without first requesting permission to do so from the editor. Your review and your recommendation should also be considered confidential.
- If you choose to remain anonymous, ensure that you avoid comments to the authors that might serve as clues to your identity.

Comments to Editor

Your Comments to the Editor will be submitted to the Managing Editor and the Editor-in-Chief only. These should include any possible conflicts of interest. Comments and constructive criticism of the manuscript should be placed in the Comments to the Author.



Comments to the Author (s)

Your Comments to the Author (s) will be submitted to the Managing Editor and the Editor-in-Chief. They are also communicated to the author (s) and to the other anonymous reviewers of the manuscript once the editor has made a decision.

Comments should be constructive and designed to enhance the manuscript. You should consider yourself the authors' mentor. Make your comments as complete and detailed as possible. Express your views clearly with supporting arguments and references as necessary. Include clear opinions about the strengths, weaknesses, and relevance of the manuscript, its originality, and its importance to the field. Specific comments that cite line numbers are most helpful. If you feel unqualified to address certain aspects of the manuscript, please include a statement to identify these areas.

Begin by identifying the major contributions of the paper. What are its major strengths and weaknesses, and its suitability for publication? Please include both general and specific comments bearing on these questions and emphasize your most significant points.

Support your general comments, positive or negative, with specific evidence.

If you wish to make comments directly on the manuscript pdf using the Note tool, you may do so. However, we do not expect you to copy-edit the manuscript. If you do annotate the pdf, please also include a summary of your general comments. You may also upload other documents (e.g. your review as a document, useful references). The journal editorial assistant will remove your identity from the properties of these documents to maintain your anonymity.

Points to consider in your review include:

- Is the topic of the manuscript appropriate for the *iRASD* (JCSIT)? Is the information of significant interest to the broad readership of the *iRASD* (JCSIT)?
- Do the title, abstract, keywords, introduction, and conclusions accurately and consistently reflect the major point(s) of the paper?
- Is the writing concise, easy to follow, and interesting, without repetition?
- Is the aim clearly stated?
- Are the methods appropriate, scientifically sound, current, and described clearly enough that the work could be repeated by someone else?
- Is the research ethical and have the appropriate approvals/consent been obtained?



- Are appropriate statistical/econometric analyses used? Are they sufficiently justified and explained? Are statements of significance justified?
- When results are stated in the text of the paper, are they supported by data? Can you verify them easily by examining tables and figures? Are any of the results counterintuitive?
- Are all tables and figures necessary, clearly labelled, well designed, and readily interpretable? Is the information in the tables and figures redundant? Is it repeated in the text?
- Are the conclusions supported by the data presented?
- Are the references cited the most appropriate to support the manuscript? Are citations provided for all assertions of fact not supported by the data in this paper? Are any key citations missing?
- Consider the length of the manuscript, relative to the content. Should any portions of the paper be expanded, condensed, combined, or deleted? (Please be specific in your advice, and don't simply advise overall shortening by x%).
- Does the manuscript comply with the Instructions for Authors?

Please also comment on any possible research or publication misconduct, such as:

- Does this manuscript report data or conclusions already published or in the press? If so, please provide details.
- Has the author plagiarised another publication?
- Is there any indication that the data have been fabricated or inappropriately manipulated?
- Have the authors declared all relevant competing interests?

Peer Review Policy

iRASD Journal of Computer Science and Information Technology (JCSIT) follows a double-blind peer-review process after an editorial review. Where the reviewers have not shared any details of the authors such as their names or affiliations and review reports are also shared anonymously with authors.

The virtue of a double-blind peer-review system is that it ensures the evaluation of the manuscript is purely based on the quality of the content. It enables reviewers to assess the manuscripts in an unbiased manner and let them look if the content is original, valid, and has some significance.



Generally, the manuscripts are scientifically reviewed ([Guidelines for the Reviewers](#)) by at least two experts of international repute. They assess if the submitted article is sound, comprehensive, and has no replication of other published works. If reviewers recommend the manuscript as suitable for publication in review reports editorial team reaches a final decision.

Complaint & Misconduct Policy

iRASD Journal of Computer Science and Information Technology (iRASD JCSIT) welcomes complaints by considering it as an opportunity for improvement and aims to respond to it quickly and constructively.

What a Complaint is?

Our comprehension of a complaint is as follows:

The complainant defines his or her expression of unhappiness as a complaint.

We infer that the complainant is not simply disagreeing with a decision we have made or something we have published but thinks that there has been a failure of process—for example, an unacceptably long delay or a rude response—or a severe misjudgement.

The complaint must be about something that is within the responsibility of JCSITs' editorial division i.e., content or process.

Complaint Making Process

All complaints will be acknowledged.

Complaints should be made either through sending an email to editor.jcsit@internationalrasd.org or through posting to the address “House No. 219, Model Town B, Bahawalpur, Pakistan”.

Whenever possible complaints will be dealt with by the editorial team member to whom they are made. If that person cannot deal with the complaint, he or she will refer it to the editor-in-chief.

If the complainant remains unhappy, complaints should be escalated to the editor-in-chief, whose decision is final.

If possible a definitive response will be made within two weeks. If this is not possible an interim response will be given within two weeks. Interim responses will be provided until the complaint is finally resolved.

The Process to Deal with Issues of Misconduct

iRASD JCSIT is of the opinion that institutions and journals should promote best practices among researchers, authors, reviewers, and editors. To maintain the integrity and deal with



misconduct allegations, the editor can be contacted at editor.jcsit@internationalrasd.org or at the official address “House No. 219, Model Town B, Bahawalpur, Pakistan”. The editor is responsible for investigating cases of misconduct by researchers and for finding misconduct that could affect the reliability or attribution of published work (e.g. fabrication or plagiarism). Where possible, the evidence could be provided to support allegations of misconduct or questionable practices (e.g. copies of overlapping publications, evidence of plagiarism). Retractions or corrections are issued when provided with findings of misconduct arising from appropriate investigations. Hence, it is advised that the authors and reviewers should read the guidelines provided on the journal’s website and must be remained strictly adhered to all aspects of publication ethics.

Plagiarism Screening Policy

[iRASD Journal of Computer Science and Information Technology](#) is published by the [International Research Association for Sustainable Development - iRASD](#). iRASD has a membership of [Turnitin](#) an online tool to help the editors verify the originality of submitted manuscripts. All submitted manuscripts are scanned with Turnitin to calculate the similarity index or plagiarism.

What is PLAGIARISM?

Plagiarism is when an author attempts to pass off someone else works as his or her own. Duplicate publication, sometimes called self-plagiarism, occurs when an author reuses substantial parts of his or her own published work without providing the appropriate references. This can range from getting an identical paper published in multiple journals, to salami-slicing, where authors add small amounts of new data to a previous paper.

PLAGIARISM Policy of iRASD Journal of Computer Science and Information Technology

1. iRASD Journal of Computer Science and Information Technology is committed to promote and disseminate original research work relating to the field of economic sciences.
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4. The manuscript in which the plagiarism is detected is handled based on the extent of the plagiarism. A manuscript with less than a 19% similarity index can be accepted for publication.
5. If the manuscript has plagiarism $< 15\%$, the manuscript will be given an ID and the manuscript is sent to the review process.
6. If the manuscript has plagiarism 15-30%, the manuscript will be given an ID and the manuscript is sent back to the author for content revision.
7. If plagiarism is detected by more than 30%, it is found that the authors are very unlikely to revise the manuscript and submit the revised version. However, authors are welcome to do the required revisions and submit the manuscript as a new submission.

In the case of suspected plagiarism in a published article:

1. A specific process is followed to manage a case of plagiarism. The *iRASD* Journal of Computer Science and Information Technology follows the guidelines contained in the Committee on Publication Ethics (COPE) flowcharts (<http://publicationethics.org/resources/flowcharts>).
2. The person who advised us of the situation is informed about the process to be followed.
3. The articles are compared to check the degree of copying.
4. All Editors of the *iRASD* Journal of Computer Science and Information Technology, are informed and asked for their comments.
5. The corresponding author of the article in question is contacted with documentary evidence of the case of plagiarism and is asked for a response.
6. If the authors are found guilty of plagiarism
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 2. The *iRASD* Journal of Computer Science and Information Technology publishes an official retraction of the paper.
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4. The *iRASD* Journal of Computer Science and Information Technology will not publish any article by any of the authors concerned for a period of 5 years.

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iRASD Journal of Computer Science and Information Technology (*iRASD* JCSIT) follows a double-blind peer-review process. Where the reviewers have not shared any details of the authors such as their names or affiliations and review reports are also shared anonymously with authors.

The virtue of a double-blind peer-review system is that it ensures the evaluation of the manuscripts is purely based on the quality of the content. It enables reviewers to assess the manuscripts in an unbiased manner and let them look if the content is original, valid, and has some significance.

Generally, the manuscripts are scientifically reviewed by at least two experts. They assess if the submitted article is sound, comprehensive, and has no replication of other published works. If reviewers recommend the manuscript as suitable for publication in review reports editorial team reaches a final decision.

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- Data and findings of the research shall be provided only if they are real and reliable.
- The findings of the highlighted research issue must be original.
- The contribution of other works shall be acknowledged and referred to appropriately. Data sources and supporting evidence must be cited accurately in the text and references section.
- Any manuscript shall not be submitted if it is already published or sent for publication in another journal.
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- *iRASD* (JCSIT) strictly condemns breach of research ethics and copyright infringement in submitted articles. Authors are responsible for any kind of manifestations of plagiarism in their manuscript and the editorial board takes rigorous steps to prevent such violations.
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- The opinions expressed in research articles are by the authors that do not necessarily suggest the viewpoints of the editorial board. Therefore, no obligation is imposed on *iRASD* (JCSIT) editorial team in this context.

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The editorial committee is responsible to avoid any conflict of interest in the research publications that may affect the interpretation of results and assessment by the reviewers. In case of any potential conflict of interest, the author (s) shall provide a clear statement about bearing the responsibility. They shall disclose the possible conflicts of interest that can influence the decision about the publication of the manuscript.

Manuscripts will not be considered by the editorial board for review if competing interests arise from the collaborative or competitive connections of any of the author (s) or relevant institutions. It is desired that all contributors shall disclose conflicting interests while submitting the manuscript. If there is any such revelation after the research is published, corrections or expressions of interest and retraction will be issued where needed.



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He/ She shall assure on behalf of all author (s) that:



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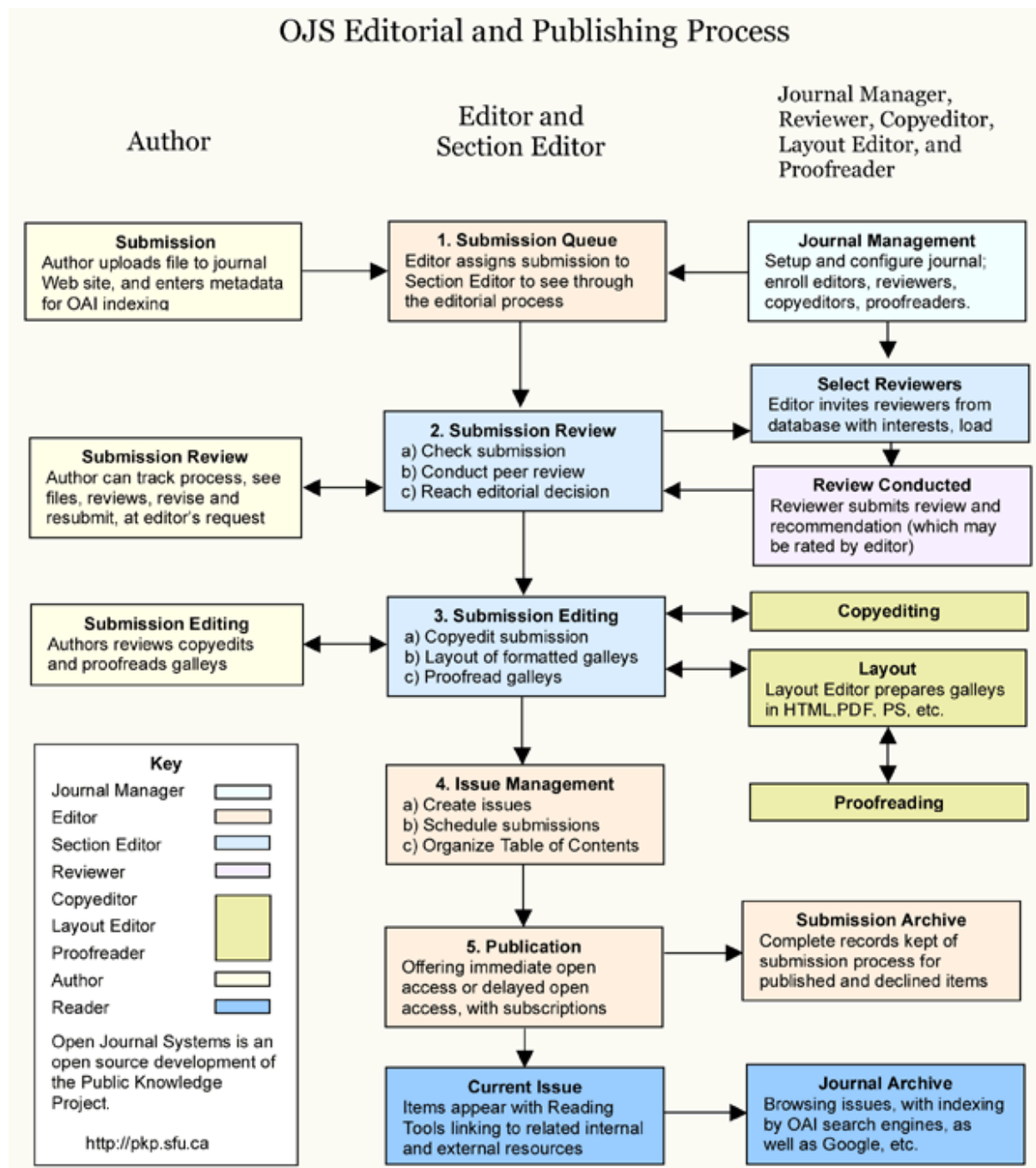
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Authorship Criteria

Authorship confers credit and has important academic, social, and financial implications. Authorship also implies responsibility and accountability for published work. The following recommendations are intended to ensure that contributors who have made substantive intellectual contributions to a paper are given credit as authors, but also that contributors credited as authors understand their role in taking responsibility and being accountable for what is published.

The *iRASD Journal of Computer Science and Information Technology (iRASD JCSIT)* recommends that authorship be based on any of the following 4 criteria:

Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; OR; Drafting the work or revising it critically for important intellectual content;

AND

Final approval of the version to be published; AND; Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

Publication Fee

iRASD Journal of Computer Science and Information Technology (JCSIT) does not charge a submission fee to encourage free submissions. However, authors pay a one-time Article Processing Charge (APC) to cover the costs of peer review administration and management, professional production of articles in PDF and other formats, website management, membership of various international organizations like CrossRef, iThenticate, and Portico, etc. and dissemination of published papers in various venues, in addition to other publishing costs.

APC is based on the affiliation of a corresponding author. Please see the table below for details about APC.



| Corresponding Author's Affiliation | APC in US \$ |
|--|------------------|
| Top 100 Universities in the QS World University Rankings | No APC |
| Top 500 Universities in the QS World University Rankings | \$ 150 (10h 0m) |
| High-Income Countries | \$ 300 (20h 0m) |
| Middle-Income Countries (Lower and Upper)* | \$ 250 (16h 41m) |
| Low-Income Counties | \$ 150 (10h 0m) |

Please see your country in the [World Bank List of Economies](#).

*Pakistan is a lower-middle-income country. Moreover, APC for Pakistani authors is PKR 40,000. The waive-off policy is available for Premium Members of *iRASD*.

Following activities and operations add details on how our APC is justified.

1. Publishing Platform/ Website

iRASD JCSIT develops and maintains its own online submission and peer-review website. We also run several platforms to offer different types of services to research scholars.

2. Publishing Operations

2.1. Triaging—filtering of papers upon submission by internal staff and editorial board members.

2.2. Organization of peer-review—*iRASD JCSIT* provides a high degree of assistance to Academic Editors so that they can only focus on editorial decisions. We employ in-house editors to invite reviewers, collect review reports, communicate with authors and reviewers, correspond with authors about revision, etc.

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3. Marketing and Communication

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4. General

4.1. Management & administration include costs related to salaries of non-editorial staff and other business costs which include CrossRef and iThenticate membership, DOI charges, Portico, and membership of other paid indexing services.

Corresponding authors are advised to contact the editor of the journal about account information, once a manuscript is accepted for final publication.

Note: iRASD JCSIT will no longer officially blacklist authors who withdraw their manuscripts before the completion of the peer-review process. However, using peer-reviewed resources without the intent or ability to publish is very problematic and has serious consequences (Withdrawal Policy) for the authors. Before submitting, please make sure you have the necessary funds to pay the APC if accepted.

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International Research Alliance For
Sustainable Development (iRASD)

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