

# **Instructions to Author**

This page describes the information that will be helpful to prepare manuscripts for submission.

The research articles should meet the following criteria:

- The work should not have been previously published elsewhere
- The standard language of the article should be English and should be free from grammatical errors.
- Conflict of interests should be mentioned in the copyright form.
- The article should adhere to COPE guidelines.

### **Types of Manuscript**

- Editorials
- Original Articles
- Review Articles
- Case Reports
- Brief Communications

### **Article Processing Charges:**

All articles published in our journals are open access and freely available online, after the publication. This is made likely by an article-processing charge (APC) that covers the range of publishing services. The APC is payable when your manuscript is editorially accepted after the final recommendation process.

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Oriental Journal of Physical Sciences believes in providing free and complete online access through which research work can be read and accessed universally. In turn, this will stimulate a richer research experience. Open access articles are viewed and cited more often than compared to traditional subscription journals. The results of scholarly scientific studies are promulgated more rapidly and widely.



#### **Peer review Policy:**

Oriental Journal of Physical Sciences uses double-blind review, in which the identity of both the reviewer and the author are unknown to each other. This ensures impartiality and helps every paper get an unbiased review.

Model of Double Blind Peer Review

- TIMING Pre-prints
- IDENTIFIABILITY Double blind
- MEDIATION Editors mediate all Reviewers interactions between reviewers and authors
- PUBLICATION Peer reviews are not published
- FACILITATION Review facilitated by a journal
- OWNERSHIP Review owned by a journal or third party

Source: COPE Ethical Guidelines for Peer Reviewers

#### **Plagiarism Policy:**

Oriental Journal of Physical Sciences follows ethical publishing as defined in the <u>Committee</u> <u>on Publishing Ethics(COPE)</u> and strongly acts against plagiarism.

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- Copying words or ideas from someone else work without giving credit.
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- Changing words but copying the sentence structure of a source without giving proper credit.

Oriental Journal of Physical Sciences uses Crosscheck by iThenticate Software to check the similarity content of the articles.

#### **Corrections and Retraction Policy:**

#### Corrections

- Before publications: PDF Galley proofs are sent to the author for proofreading and corrections are done before the PDF's are sent for printing.
- Post Publishing: Corrections are published if the publication record is seriously affected with regard to the accuracy of published information. Corrections are published in the subsequent issue under Corrections and addendum.



#### Retractions

Oriental Journal of Physical Sciences Retraction policy is based, in large part, on the guidelines and standards developed by the Committee on Publication Ethics (COPE).

Please see: Click here to view retraction policy

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The journal's copyright & self-archiving policies are classified in Sherpa Romeo.

### **Publication Ethics:**

As an open-access journal Oriental Journal of Physical Sciences abides by publication ethics and good publishing practices as defined by the <u>Committee on Publishing Ethics(COPE)</u>

### Animal and Human Research:

Manuscripts involving animals or human's experiments must obtain formal permission from the concerned ethical committee. Humans should not be exploited in any form; each author should produce a statement of consent from the patient before research. Similarly, animals should not be harmed or abused cruelly. Animal Experimentation should be properly monitored.

### Statement of Informed Consent:

Patients should be presented with the information to enable them to voluntarily decide whether or not to participate as a research subject. Informed consent should clearly state the purpose, duration, experimental procedures, alternatives, risks, and benefits of the experiment. Authors are expected to obtain written informed consent with signatures from the participants. The consent document should include the following terms:

- Fully informed;
- Voluntarily given;
- Related to the patient's condition and circumstances;
- Not obtained through fraud or misrepresentations; and
- Evidenced in a written form signed by the patient or otherwise documented in the patient record

# Conflict of Interest:

In the article, the authors must include a statement declaring that they do not have any conflict of interest with any entity involved in the research. Authors should also disclose any

conflict of interest that may have influenced their research, conduct, or presentation in any form.

## Authorship:

Our authorship policy is based on the following:

- Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript.
- The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript.
- Removal or addition of the names in the authorship should be accompanied by a letter of consent that is signed by all the authors.

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## info@orientaljphysicalsciences.org

Please include the below details when requesting a fee waiver:

- Name of the author and co-authors
- Name and address of Institution
- Manuscript title
- Manuscript abstract
- Reasons for requesting a fee waiver

# What happen after you submit the manuscript?

Oriental Journal of Physical Sciences uses double-blind peer review, which means that the identity of both the reviewer and author are concealed from each other throughout the process.

- 1. The article is submitted online through our Journal Management System.
- 2. The Editorial Support Staff checks the following title, affiliation, body, figures, tables and references etc.
- 3. After the initial check the article goes through a plagiarism check. The plagiarism report is send to the author for revisions.
- 4. Each manuscript is assigned reviewers for content quality analysis. Any revision if required is send back to the author and subsequently send back to the reviewer for a re-check.
- 5. Each reviewer is provided with an appreciation certificate for providing their reviews on the respective manuscripts/articles.
- 6. Both the sets of the review reports, plagiarism report, author's response to the reviewer's comments are sent to Editorial Committee for final approval.
- 7. Acceptance Letter is send to the author, galley proofs are prepared and send for corrections to authors
- 8. The article is finally published.

# **Preparing a Manuscript**

### **1.** Information of the Authors:

- List of authors' full names (first-name, middle-name, and last-name).
- Affiliations of authors (department and institution).
- Emails and phone number of the corresponding author.

### 2. Guidelines:

• **Title:** The title should be precise and should define the content of the article appropriately.

- **Abstract**: The abstract should briefly describe the objective of the research. The word limit should be around 150-200 words.
- **Keywords**: Provide 4-5 keywords (catchword) separated by semicolon.
- **Introduction**: The importance of the study should be stated in the introduction section in a detailed manner. It should indicate the aim of the study.
- **Materials and Methods**: This section must include the methodology and techniques used during the investigation. All the ethical permission associated with the research work must be specified.
- **Results and Discussion**: Results and discussion may be combined into a single section. The result should clearly mention the findings of the experiments and discussion should provide an interpretation of the results and their significance with regard to previously published work.
- **Conclusion**: A short section summarizing the major findings of the investigation. The purpose or hypothesis of the study stated earlier should be addressed.
- **Acknowledgment**: Acknowledgement will include the acknowledgement to the research team or any entity which has provided help during the work.
- Funding Sources: This section will include any funding sources along with the grant number (if any) provided to facilitate the research work.
  If there are no funding sources, then following statement should be mentioned: The author(s) received no financial support for the research, authorship, and/or publication of this article.
- **Conflict of Interest**: All authors are requested to disclose any conflict of interest including any financial, personal or other relationships with other people or organizations that can influence their work.

If there is no conflict of interest, then following statement should be mentioned: The author(s) declares no conflict of interest.

# 3. Tables:

Tables should be self-contained and complement, but not duplicate information contained in the text. Tables should have short descriptive titles. It should be numbered consecutively and be cited in the text. It should be arranged in Microsoft Word format.

### 4. Figures:

Should be on separate pages and should be uploaded in JPEG format.

### 5. References:

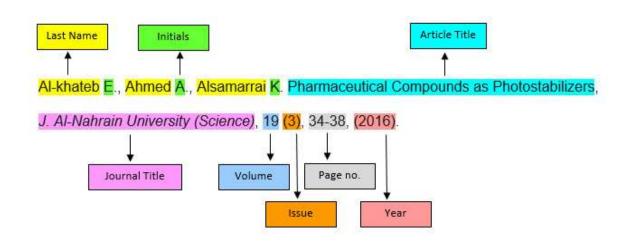
References should be numbered in alphabetical order at the end of the paper. DOIs and links to referenced articles should be stated wherever available. Self-Citation of more than 20% is not recommended.



#### Example:

Al-khateb E., Ahmed A., Alsamarrai K., Pharmaceutical Compounds as Photostabilizers, J. Al-Nahrain University (Science), 19 (3), 34-38, (2016).

[Authors Names (last name initial followed by the first name); Article Title; *Journal's Name*; Volume (Issue); Page Numbers of the Article and Year of Publication.)



### **Biological Nomenclature:**

Names of plants, animals and bacteria should be in italics and proper nomenclature format.

#### **Proof Correction:**

Once the article is accepted after successful peer review, the article is published online and a pdf in journal format is prepared.

- 1. A copy of this PDF file is emailed to corresponding author for proof check.
- 2. Ensure that all corrections are done in this proof as subsequent changes after this communication cannot be guaranteed.
- 3. The changes will be incorporated in the final version.

# **Pre submission Checklist**

Authors are advised to check the items in following list and complete the manuscript accordingly. Incomplete submission will result in delay in submission process.

- Title doesn't have "&" and other non-standard abbreviations
- Author names confirms to journal requirement
- Corresponding author is marked
- Corresponding authors email and address is included
- Author affiliation are checked

- ORCID Id's is mentioned
- Keywords are added
- Tables are properly numbered and title added
- Figures are properly numbered
- Figures/Photographs are crisp and clear with high resolution
- Copyright form with conflict of declaration is completely filled and signed by each author
- Acknowledgement and funding sources section is added
- References are in proper format as shown in reference section article is spell and grammar checked.