



ACADEMY Publishing Center

Academy Publishing Center (APC) Policy

APC is the publishing center of Arab Academy for Science, Technology, and Maritime Transport, which is located in Alexandria, Egypt. As of January 2022; APC has six current e-journals in different majors. APC adopting the open access model in all published journals.

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1. Open Access Policy

APC's journals provide immediate open access to all content on the principle that making research freely available to the public supports a greater global exchange of knowledge. APC grants usage rights to others using the open license CC-BY-NC allowing for immediate free access to the work and permitting any user to read, download, copy, distribute, print, search, or link to the full texts of articles, crawl them for indexing, pass them as data to software, or use them for any other lawful purpose.

2. Copyright notice and license

2.1. Authors

Authors retain copyright without any restrictions, and grant APC the commercial rights only. All published materials are licensed under CC-BY-NC Creative Commons Attribution-NonCommercial 4.0 International License.

- Author(s) have all rights to use author copy in his/her educational activities, own websites, institutional and/or funder's web sites by providing full citation to final version published in APC journals.
- Author(s) have the right to transmit, print and share the first submitted copies with colleagues.
- Author(s) can use the final published article for his/her own professional positions, career or qualifications by citing to the APC journal publication.

2.2. Readers

You are free to:

- **Share** — copy and redistribute the material in any medium or format
- **Adapt** — remix, transform, and build upon the material

As long as you follow the license terms.

- **Attribution** — You must give appropriate credit, provide a link to the license, and indicate. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use.

- **NonCommercial** — You may not use the material for commercial purposes.
- **No additional restrictions** — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.
- **No additional restrictions** — You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits.

3. Peer Review Process

Peer review is an objective process at the heart of good scholarly publishing and is carried out on all reputable scientific journals. Our referees therefore play a vital role in maintaining the high standards of *APC* and all manuscripts are peer reviewed following the procedure outlined below. Overall process for publishing a paper will be taken approximately 2 months after initial submission. Reviewing process will take about one month, and then publishing process will not exceed one other month.

3.1. Initial manuscript evaluation

The editor of each journal first evaluates all manuscripts. It is rare, but it is entirely feasible for an exceptional manuscript to be accepted at this stage. Those rejected at this stage are insufficiently original, have serious scientific flaws, have poor grammar or English language, or are outside the aims and scope of the journal. Those that meet the minimum criteria are passed on to at least 2 experts for review.

Authors of manuscripts rejected at this stage will normally be informed within 2 to 3 weeks of receipt.

3.2. Type of Peer Review

All *APC*'s journals employs single blind reviewing, the author identity is disclosed to the referee, while the referee remains anonymous throughout the process.

3.3. How the referee is selected?

Referees are matched to the paper according to their expertise. Our database is constantly being updated. *APC* has a policy of using single blind refereeing (as detailed in the previous section), with neither referee from the country of the submitting author. We welcome suggestions for referees from the author though these recommendations may or may not be used. All submitted articles are sent to two reviewers.

3.4. Referee reports

Referees are asked to evaluate whether the manuscript support followings key points related to scientific content, quality and presentation:

3.4.1. *Technical*

1. Scientific merit: notably scientific rigour, accuracy and correctness.
2. Clarity of expression; communication of ideas; readability and discussion of concepts.
3. Sufficient discussion of the context of the work, and suitable referencing.

3.4.2. *Quality*

1. Originality: Is the work relevant and novel?
2. Motivation: Does the problem considered have a sound motivation? All papers should clearly demonstrate the scientific interest of the results.
3. Repetition: Have significant parts of the manuscript already been published?
4. Length: Is the content of the work of sufficient scientific interest to justify its length?

3.4.3. *Presentation*

1. Title: Is it adequate and appropriate for the content of the article?
2. Abstract: Does it contain the essential information of the article? Is it complete? Is it suitable for inclusion by itself in an abstracting service?
3. Diagrams, figures, tables and captions: Are they essential and clear?
4. Text and mathematics: Are they brief but still clear? If you recommend shortening, please suggest what should be omitted.
5. Conclusion: Does the paper contain a carefully written conclusion, summarizing what has been learned and why it is interesting and useful?

Referees are not expected to correct or copyedit manuscripts. Language correction is not part of the peer review process.

3.5. How long does the review process take?

Typically, the manuscript will be reviewed within one month. Should the referees' reports contradict one another or a report is unnecessarily delayed a further expert opinion will be sought. All our referees sign a conflict of interest statement. Revised manuscripts are usually returned to the initial referees within 1 week. Referees may request more than one revision of a manuscript.

3.6. Editorial decisions

After peer review and referee recommendation, the editor-in-chief, with the assistance of the associate editor, will study the paper together with reviewer comments to make one of the following decisions.

- Accept
- Accept pending minor revision: no external review required
- Reject/Resubmit: major revisions needed and a new peer-review required
- Reject

3.7. Final report

A final decision to accept or reject the manuscript will be sent to the author along with any recommendations made by the referees, and may include verbatim comments by the referees.

3.8. Special issues and/or conference proceedings

Special issues and/or conference proceedings may have different peer review procedures involving, for example, Guest Editors, conference organisers or scientific committees. Authors contributing to these projects may receive full details of the peer review process on request from the editorial office. Prospective organisers of a Special Issue should contact the Editor in the first instance to agree the appropriateness of content, the number and size of papers, the refereeing process (including the names of prospective referees), and the timescale for receipt of final copy after reviewing.

4. Charges and Fees

All APC's journals are open-access with no charges (either Articles Processing Charges 'APCs' nor any submission charges). So all journals are free of charge for authors and readers, and operates an online submission with the peer review system allowing authors to submit articles online and track their progress via its web interface.

5. Publishing Ethics

APC is committed to maintaining the highest standards of publication ethics and to supporting ethical research practices. APC adheres to follow the [Committee on Publication Ethics "COPE" Code of Conduct for Journal Editors](#). APC would like to refer reviewers to the [Committee on Publication Ethics "COPE" Ethical Guidelines for Peer Reviewers](#). APC would also encourage authors to refer to the [Committee on Publication Ethics "COPE" website](#).

5.1. APC Statement on Publication Ethics:

- APC is committed to maintaining the highest standards of publication ethics and to supporting ethical research practices.
- APC adheres to follow the Committee on Publication Ethics "COPE" Code of Conduct for Journal Editors.
- APC would like to refer reviewers to the Committee on Publication Ethics "COPE" Ethical Guidelines for Peer Reviewers
- APC would also encourage authors to refer to the Committee on Publication Ethics "COPE" website.
- The essentials of APC's publishing ethics for all groups involved in the publishing process are as follows:

5.2. Ethics guidelines for editors

- The editors have to declare that by joining the editorial board there is no conflict of interest with any other institutes or journals.

- The editors should maintain the transparency of the academic research & record, preclude professional needs from cooperating ethical standards, and always be willing to publish retractions, rectifications, and erratum when required.
- The editors should attempt to ensure timely peer review and publication process and should avoid unnecessary delays.
- The editors and other editorial board members should not be involved in editorial decisions on their own submitted work. They should be excluded from publication decisions when they are authors or even have contributed to a manuscript.
- The editors should give peer reviewers explicit guidance on their role and responsibilities and monitor their performances for quality and timeliness.
- The editor should ensure confidential handling of the submitted manuscripts and not disclose any information on submitted manuscripts before their publication.
- The editors should assess manuscripts for their scientific quality content, in an unbiased manner and free from any decisions based on discrimination of race, gender, geographical origin, or religion of the author(s). The editor should evaluate manuscripts regarding to their academic merit free of any self-interests.
- Promoting research rectitude must be preserved. If at any stage the publisher suspects any kind of misconduct in research, it should be investigated promptly in detail with suitable authority; and if any suspicious act of misconduct is observed in the peer review, it should be resolved with diligence.

5.3. Ethics guidelines for reviewers

- Peer reviewers should provide a detailed, constructive, comprehensive, evidenced, and unbiased evaluation in a timely manner on the scientific content of the submitted work. They should judge each manuscript on its merits, without regard to race, religion, nationality, sex, seniority, academic degree or institutional affiliation of the author(s).
- Peer reviewers should play an important role in identifying any ethical concerns or misconduct in their evaluation of submitted manuscripts; such as possible data fabrication, falsification, plagiarism, image manipulation, any violation of ethical treatment of animal or human subjects, unethical research, redundant or duplicate

publication, conflict of interests and notify the journal editor as the possibility of such problems exists.

- Peer reviewers should notify the journal editor about any financial or personal conflict of interest and declining to review the manuscript when a possibility of such a conflict exists.
- Peer reviewers have to declare any conflict of interest with any other institutes or journals.
- Peer reviewers should respect the confidentiality of the complete review process.
- Peer reviewers should indicate whether the writing is relevant, concise & clear and evaluating the originality and scientific accuracy.
- Peer reviewers must avoid making statements in their report which might affect any person's reputation.
- Peer reviewers are required to only agree to peer review manuscripts within their expertise and within a reasonable timeframe.
- Peer reviewers should notify the journal editor in the case of declining the review in any case.
- Peer reviewers are required to destroy submitted manuscripts and all related material after they have reviewed them.

5.4. Ethics guidelines for authors

- Authors should make publicly available all the results of their research and are accountable for the completeness and accuracy of their reports.
- Author(s) should warrant that the submitted manuscript is from their own original work, which does not infringe the intellectual property rights of any other person or entity, and it is free from any kind of plagiarism including their own previously published work.
- All authors named on the paper are equally held accountable for the content of a submitted manuscript or published paper although having different contributions.
- The work should not have been published elsewhere or submitted to any other journal(s) at the same time.
- Author(s) must clearly declare any potential conflict of interest.

- Author(s) must disclose all sources of funding for the research reported in the paper.
- If asked to provide a list of suggested reviewers, author(s) must provide the correct details for suitable reviewers with the appropriate experience to review, ensuring that the suggested reviewers do not have a conflict of interest.
- Proper acknowledgements to other work reported (individual/company/institution) must be given. Permission must be obtained from any content used from other sources.

5.5. Post-publication discussions policy

- APC accepts any comment, and critiques from the readers by sending an email to the editor-in-chief.
- Editorial team of each journal is committed to collect all comments and criticisms related to each article and send to the author.
- Authors are committed to response the readers within 4 weeks.

5.6. Retraction policy

Articles can be retracted in the following cases:

- A certain plagiarism is detected.
- It reports unethical research
- There's clear evidence that the findings are unreliable, either as a result of major error (eg, miscalculation or experimental error), or as a result of fabrication (eg, of data) or falsification (eg, image manipulation)
- The findings have previously been published elsewhere without proper attribution to previous sources or disclosure to the editor, permission to republish, or justification (ie, cases of redundant publication)
- It contains material or data without authorization for use
- Copyright has been infringed or there is some other serious legal issue (eg, libel, privacy)
- The author(s) failed to disclose a major competing interest (a.k.a. conflict of interest) that, in the view of the editor, would have unduly affected interpretations of the work or recommendations by editors and peer reviewers.

5.7. Complaints and appeals policy

- APC welcomes any complaints against itself as a publisher, members of the editorial boards, and staff of APC or any journal published by APC.
- Any complaints from any parties can be composed directly to Prof. Dr. Yasser Gaber (ygd@aast.edu) the Dean of research, and manager of Academy Publishing Centre (APC)
- APC is committed to deal with any complaints or appeals seriously, and give a response within two weeks of the receipt.

5.8. Research misconduct policy

APC allows reporting of research misconduct a published article or a manuscript under peer-review process. The following procedures can be followed for complaints of author misconduct:

1. The editorial board of each journal receives a complaint that an article submitted to or published in the journal is suspected of containing research misconduct.
2. The complainant needs to indicate clearly and directly the specific manner and details of misconduct
3. The editorial board will conduct an investigation, during which time the editor of the journal and the corresponding author(s) of the suspected article will be in contact.
4. The corresponding author(s) will be asked to provide an interpretations and any available evidence.
5. If the author(s) of the suspected article accepts the misconduct complaint, the editorial board will take an action depending on the status of the article:
 - a. If the article has been published, retraction may be necessary to remedy the situation.
 - b. If the misconduct is reported during the review process, the review process may continue, with the author(s) making the relevant changes.
 - c. If there's no response from the author (s) or an unsatisfactory explanation, the article may be permanently retracted or rejected.
6. The complainant will be informed of the outcome once the issue is resolved.

5.9. APC Advertising policy

APC does not accept advertising and sponsorship for its website and social media accounts.

6. Author Guidelines

6.1. Types of Manuscripts

APC journals publish the following types of manuscripts:

6.1.1. Original Researches

Cover topics of novelty and high impact in relation to the main scope of each journal. Even in cases where research has been conducted carefully and has been appropriately written up, a manuscript may be rejected if it is deemed to be of insufficient interest and quality to attract attention.

6.1.2. Case Studies

Present a brief but insightful summary of a unique situation in. APC will frequently publish other types of papers, including invited editorials and special reviews from conference presentations. These publications will be commissioned and specific instructions will be provided to authors for their preparation.

6.2. Manuscript Specifications

It is APC policy to publish only original and unpublished research work that has not been published previously, accepted for publication, or is being considered for publication elsewhere in any form, in print or in electronic media, either in whole or substantial part, in English or in any other language. Special issues may contain papers from a conference where special issues and/or conference proceedings have different peer review procedures involving, for example, guest editors, conference organisers or scientific committees. Authors contributing to these projects may receive full details of the peer review process on request from the editorial office.

Prospective organisers of a Special Issue should initially contact the Editor to agree to the appropriateness of content, the number and size of papers, the refereeing process (including the names of prospective referees), and the timescale for receipt of final copy after reviewing.

It is helpful for readers if your article is concise, but clarity is essential. Short sentences and paragraphs make reading easier. You should aim for consistency within your article in matters such as hyphenation and spelling.

All acronyms and abbreviations should be clearly explained when they first appear in the text and keep it to a minimum, and all units used should be consistent throughout the article.

6.3. Language

Manuscripts must be written in English language. They should be clear, concise and grammatically correct. Editors reserve the right to modify accepted manuscripts that do not conform to scientific, technical, stylistic or grammatical standards, and minor alterations of this nature may not be seen by authors until the proof stage. Authors for whom English is a second language may wish to consider having their manuscript professionally edited before submission to improve the English. Manuscripts should be carefully prepared, spell checked, grammar checked and submitted in final form.

6.4. File Format

All manuscripts should be submitted in Microsoft Word or another compatible word processing software programme. Documents should not be locked or protected. Manuscripts for review must not be bigger in size than 2 MByte and must consist of no more than two files and should, ideally, be a single editable (word processor) file with figures and tables added at the end of the text.

6.5. Submission Length

- **Original Research:** maximum of 20 pages are allowed (excluding title page, abstract, acknowledgements, references, figures, and tables)
- **Case Studies:** maximum of 10 pages are allowed (excluding title page, abstract, acknowledgements, references, figures, and tables).

6.6. Page layout

The page is standard A4 page with a minimum margin of 2.5 cm from each side. The text is typed with a minimum of 1.15 spacing with sequential line numbers throughout the entire document.

6.7. Page numbering

Pages must be numbered consecutively including those containing acknowledgements, references, tables and figures.

6.8. Font

12-point Times New Roman. For mathematical symbols, Greek letters and other special characters, the Symbol font (rather than the normal text font) must be used for Greek letters and mathematical symbols. Word Equation Editor/MathType should be used only for formulae that cannot be produced using Symbol font.

6.9. Figure formats

Figures inside the text should be professional in appearance and have clean, crisp lines. Hand drawings and hand lettering are not acceptable. Figures and their legends should be grouped together as a list at the end of the paper, before the appendices (if present). It should be numbered consecutively. If figures have been supplied as a list at the end of the text file (as recommended), they should appear above their respective legend. The word figures should be abbreviated in the text (e.g. Fig. 1; Figs. 2 and 3), except when starting a sentence. Photographic illustrations should also be referred to as Figures. Labels should be proportionate with the size of the figures on the journal page.

6.10. Figures format as a supplementary material

If the figures are submitted separately as a supplementary material, then figure files should be supplied as follows:

- Photographic figures should be saved in tif format at 300 d.p.i. (or failing that in .jpg format with low compression).

- Line figures should be saved as vector graphics (i.e. composed of lines, curves, points and fonts; not pixels) in pdf, eps, ai, svg or wmf format, or embedded as such in Word, as this gives the best possible online publication quality.
- Combination figures: (those composed of vector and pixel/raster elements) should also be saved in pdf, eps, ai, svg or wmf format where possible (or embedded as such in Word).

If line figures and combination figures cannot be saved in vector graphics format, they should be saved in tif format at high resolution (i.e. 600 d.p.i.) (do not save them in jpg format as this will cause blurring). Note that line and combination figures supplied in tif format are down sampled for online publication, authors should therefore preferentially opt for vector graphic formats for these figure types (note, however, that for print publication full resolution files will be used).

6.11. Tables

When tabular material is necessary, it should not present the same data in both figure and table form or repeat large numbers of values from Tables in the text. Tables should be provided in editable format (rather than as embedded images or separate PDF files), it should be formatted using the table function of the word-processing program rather than by aligning columns in text with tabs and spaces or using text boxes. Each table should be on a separate page, numbered and accompanied by a legend at the top. They should be referred to in the text as Table 1, etc.

6.12. Manuscripts structure

Manuscripts should be organized as follows:

6.12.1. *Separate title page*

This should contain:

- *Title of the article*: a concise and informative title (as short as possible). Please avoid the use of long systemic names and non-standard abbreviations, acronyms or symbols.
- *Author/s name/s and affiliations*: please list the given name(s) and family name(s) of each author, then institutional affiliation addresses immediately after the author's name, and provide the full postal address of each affiliation, including the country name and, **if available**, the e-mail address of each author. You can use superscript numeric identifiers

to link an author with an address where necessary. Please clearly indicate Corresponding author who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

6.12.2. Abstract

Your abstract should give readers concise information about the content of your article. It should be informative, accessible and not only indicate the general scope of the article but also state the main results obtained and conclusions drawn using simple, factual, numbered statements. The abstract should be complete in itself - no table numbers, figure numbers, references or equations should be referred to. It should be suitable for direct inclusion in abstracting services and should not exceed 300 words.

6.12.3. Keywords

A list in alphabetical order not exceeding ten words or short phrases, excluding words used in the title.

6.12.4. Introduction

This should be concise and describe the nature of the problem under investigation, outline the essential background, and the reasons for carrying out the work. It should also set your work in the context of previous research, citing relevant references. Introductions should expand on highly specialized terms and abbreviations used in the article to make it accessible for readers.

6.12.5. Methods

Provide sufficient details of the experiment, simulation, statistical test or analysis carried out to generate the results to enable the work to be repeated.

6.12.6. Results

You should detail the main findings and outcomes of your study, draw attention in the text to important details shown in tables and figures.

6.12.7. Discussion

Point out the significance of the results in relation to the reasons for doing the work, and place them in the context of other work.

6.12.8. Conclusion

Highlight the novelty and significance of the work, and any plans for future relevant work.

6.12.9. Acknowledgments

Identify the source(s) of funding for the research. It should acknowledge any research assistants or others who provided help during the research (e.g., carrying out the literature review; producing, computerizing and analyzing the data; or providing language help, writing assistance or proof-reading the article, etc.) but who are not included among the authors. It should state where and when any earlier versions of the paper were presented (e.g. at a seminar or conference). Lastly, it should acknowledge the help of all individuals who have made a significant contribution to improving the paper (e.g. by offering comments or suggestions).

6.12.10. List of references

References must be numbered sequentially as they appear in the text. References cited in figures or tables (or in their legends and footnotes) should be numbered according to the place in the text where that table or figure is first cited. Reference numbers in the text should be inserted immediately after punctuation (with no word spacing). **Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. Use of DOI is highly encouraged. Reference citations should be styled according to the IEEE Reference Style.** (download the IEEE citation reference here).

Authors are responsible for the accuracy of cited references and these should be checked before the manuscript is submitted. Make sure that all references mentioned in the reference list are cited in the text, and vice versa. Any references cited in the abstract must be given in full. Please

note that if references are not cited in order the manuscript may be returned for amendment before it is passed on to the editor for review. For references

Note: This is the general rules of APC for references format, however each journal might apply its own rules.

6.13. Manuscript Submission

APC uses a fully web-based system for manuscript submission and peer review processes and submission must be made using our online service, and journal does not accept mailed, faxed, or e-mailed submissions.

Manuscripts must reach certain standards before referees are asked to consider them: submissions that are not in the correct format, or which cannot be downloaded and printed reliably may therefore be returned to authors without review. Authors should retain their electronic manuscript file in case of any difficulties arising during online submission.

When submitting a manuscript, authors should make a full statement to the Editors that their manuscript is completely original and unpublished. If redundant or duplicate publication is attempted or occurs authors should expect prompt rejection of the submitted manuscript. Also authors should make a full statement that all necessary acknowledgements have been made and the manuscript is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and all persons entitled to authorship have been so included. They should also state that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronic publication, without the written consent of editor of the APC' journals.

6.14. License to Publish

Authors of accepted manuscripts will be asked to sign an agreement which allows APC to hold the commercial rights. Papers will not be published until a signed form is received.

Although authors will transfer the commercial rights to the publisher, they retain the right to use and share their own published articles (for personal use, internal institutional use and scholarly sharing purposes), retain patent, trademark and other intellectual property rights (including raw research data), and proper attribution and credit for the published work.

6.15. Plagiarism

In publishing only original research, APC is committed to deterring plagiarism, including self-plagiarism. Problematic manuscripts will be returned to the authors without peer review.

6.16. Permissions

If you are using any material e.g. figures, tables or videos that have already been published elsewhere, you must obtain permission to reuse them from the copyright holder (this may be the publisher rather than the author) and include any required permission statements in the figure legends. This includes your own previously published material, if you are not the copyright holder. It is the author's responsibility to secure all permissions prior to publication.

6.17. Publication Charges

All APC's journals are open-access with no charges (either Articles Processing Charges 'APCs' nor any submission charges). So all journals are free of charge for authors and readers, and operates an online submission with the peer review system allowing authors to submit articles online and track their progress via its web interface.

6.18. Manuscript Submission Checklist

- Files must be prepared using Microsoft Word and submitted electronically.
- Length of abstract and manuscript do not exceed the word limits set out in the Author Guidelines.
- The title page, abstract, manuscript body, and references must be included in the manuscript file.
- Title page includes full name of each contributing author, institutional affiliation, full postal address of each affiliation, the e-mail address of each author, and Name and email address of the corresponding author.

- Structured abstract formatted according to the Author Guidelines.
- A maximum of ten words keywords.
- References must be included at the end of the manuscript file. And must be numbered in the order in which the citations appear in the manuscript.
- The manuscript must make reference to each figure and table, and cite them in numerical order.
- Tables provided in editable format, formatted using the table function of the word-processing programme, and on a separate page, numbered and accompanied by a legend at the top.
- Figures formatted in high quality, legible, numbered consecutively, and grouped together as a list at the end of the paper.
- Permission to reproduce published material, or material that is not the original work of the listed authors, is required.

6.19. Revised papers

When authors make revisions to their article in response to reviewer comments, they are asked to submit a list of changes and any comments for transmission to the reviewers. The revised version is usually returned to the original reviewer if possible, who is then asked to affirm whether the revisions have been carried out satisfactorily.

7. Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.

4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in single blind review has been followed, which is a conventional method of peer review where the authors do not know who the reviewers are. However, the reviewers know who the authors are.

Last updated: August 22, 2022