



Science & Engineering Research Support soCiety

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Author Guidelines

1. Quality

- Papers *must* be double-blind refereed according to the support society's strict standards. Papers should preferably be sent to 3 referees (2 minimum) and must be amended according to their comments. If one referee accepts the paper and one rejects it, the decision of the third referee is final. Guest Editors should retain the referees' reports until the paper has been published. The publisher reserves the right to re-referee and/or reject an accepted paper if the paper does not meet the criteria outlined in the review form or if the paper is in some other way deemed unsuitable.
- Also, there should be a balance of papers internationally and topically, and account must be taken from the status and credibility of the research centers from where the submitted papers are accepted and published.

2. Conference papers

It is not unusual for papers to be submitted that are based on conference papers, which may have been published elsewhere. These papers require special care. It is important to observe the following in considering submissions based on those:

- If the original conference paper has been published elsewhere, or the copyright has been assigned to the conference organizers or another party, the Author is required to ensure that he/she has cleared any necessary permission with the copyright owner in the original. Paper submitted to the journal will not be accepted unless such permissions have been obtained.
- The submitted paper must be substantially revised, expanded and rewritten so that it is significantly different from the conference paper or presentation on which it is based. The paper must be sufficiently different to make it a new, original work. This is unlikely to be the case if less than 50% of the paper is clearly new. This is a matter of judgment that should be based on a comparison of the submitted paper with the original conference paper.
- The paper must contain a statement fully acknowledging the original conference paper:
This paper is a revised and expanded version of a paper entitled [conference paper title] presented at [name, location and date of conference].

3. Submission Guidelines

All accepted papers will be published in the web first, and included in the hard copy journal later. Authors should submit paper with about 10 to 18 pages by using online systems of respective journal.

Paper Format:

[http://www.sersc.org/journals/PaperFormat\(MS-Word\).doc](http://www.sersc.org/journals/PaperFormat(MS-Word).doc)

- Two-Three (2-3) months for invited authors to submit the first draft of their papers;
- Minimum of one (1) month for the refereeing process and to inform the authors of the outcome of the refereeing process and of any changes requested by the referees.
- One (1) month for authors to resubmit the final manuscript of their papers after incorporating any changes requested by the referees.

4. Review Process

A. Initial Screening

All submitted and invited papers should go through an *initial screening process* to screen papers which are not suitable or has have different focus, papers which are marginal, weak papers, etc. Only relevant and of high quality papers should be processed and sent to referees (we do not want to waste the time of the referees by sending poor or marginal papers to them). Send every paper which passes the initial screening process to be refereed by three experts.

B. Refereeing Process:

- If two referees accept the paper, the paper is then considered for selection. However, if they accept the paper BUT the paper only scored marginal or just acceptable for Originality, Quality, Relevance, Presentation and Recommendation then the paper is not up to the standard of the journal and the editor should reject it.
- If two referees reject the paper, the paper is rejected and the authors are informed.
- If two referees disagree, then the third referee's decision is final. Editor-in-Chief may reject papers which have been rejected by referees but cannot send acceptance letters to authors until the selected papers for the special issue and their refereeing reports have all been reviewed by the Editor-in-Chief.

5. Publication Process

The Publisher reserves the right to make a final review, i.e. final acceptance of the papers is subject to this final review process which is a part of the publisher's quality assurance process before publication.

The final manuscript of each selected paper should include:

- Title of the paper, names of authors, their affiliations, complete addresses and e mail addresses.
- The name, address, email address and fax number of the corresponding author to whom the proof of the typeset paper should go to for checking.
- A brief abstract.
- Keywords.
- Brief biographical notes about authors.
- High quality and high resolution figures suitable for printing high quality figures in black and white.
- Each paper must have the SERSC Author Agreement (Copyright form) completed by the author. If a paper has more than one author, each author must sign a Copyright form of their

own. It is not acceptable for one author to sign on behalf of all authors. As stated above, papers will not be processed unless a signed Copyright form from each author is attached to it.

If papers have been refereed and accepted and sent for typesetting, the authors have to abide by what they have written; no further changes are acceptable in:

- Author's details (e.g. adding more names or deleting names) or in their sequence
- The content of the paper (except for typesetting corrections)

If authors wish to make changes to content, then the paper has to be *withdrawn* and must go back to be refereed as a new paper. If there is any dispute about authorship or intellectual property, the paper must be withdrawn completely from publication until the authors settle their legal claims. It is not the publisher's responsibility to solve or interfere in any intellectual property dispute.

6. Typesetting

- When the papers for the special issue are accepted by the final review process, the papers are processed for *typesetting* and all the succeeding publication processes will be conducted by the publisher.
- The corresponding author of each paper will receive by email the proof of his/her paper to check. He/she must return the corrected proofs within *seven days* in order to avoid any delays in publishing the special issue. If the research society has not received a response by then, the research society will contact Guest Editors to help chase the author for a reply.
- After having their corrections incorporated by the typesetter, the proofs will again be sent to authors to check and to ensure that all their corrections are included. *It is the responsibility of authors to check and correct the proofs of their papers.* Papers cannot be published until they are checked and approved by authors. And *papers cannot be amended once they are published*, except in very exceptional circumstances, so authors should take great care in approving the final version for publication.

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