

**Electronic Journal of Informatics
Divine Word University**

Guide for reviewers

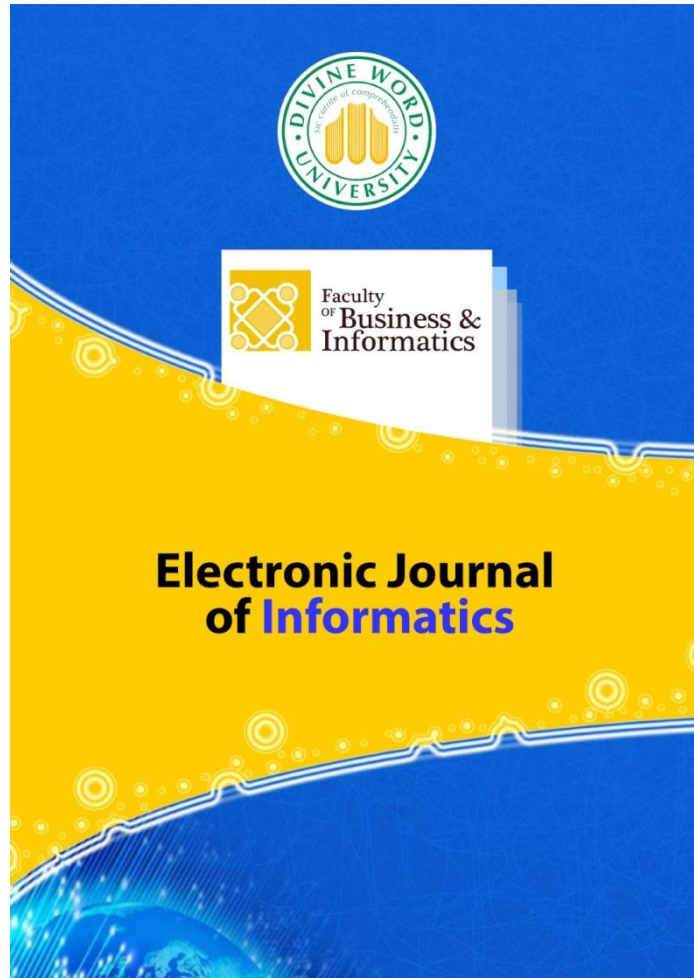


Table of Contents

1. Introduction	1
2. Electronic Journal of Informatics	1
3. Types of articles	1
4. Reviewers	2
5. Reviewer responsibilities	3
6. Review process.....	3
7. Due dates for submission.....	3
8. References	4

1. Introduction

This document presents the types of articles which can be submitted for publication in this Journal. It provides the guidelines and processes for reviewing papers submitted for publication in the Journal.

2. Electronic Journal of Informatics

The Electronic Journal (E-Journal) of Informatics provides a platform for academic staff and students (current and past) of the Faculty of Business and Informatics (FBI) to publish their work. The Journal is open for articles in the areas including business and management, information and communications technology, mathematics and computing science, and tourism and hospitality.

The Journal has an ISSN (2706-8579) from The International Centre for the Registration of Serial Publications (CIEPS – ISSN International Centre), located in Paris 75003 (France), 45 rue de Turbigo.

The Coordinator of the Journal is responsible for administering the Journal's website with assistance from the EO and Information Technology and Communication (ICT) division of the Divine Word University (DWU).

3. Types of articles

The following types of articles can be submitted for publication in this Journal.

Research article

A research article is usually based on a study and will have a methodology section that describes how the study was conducted, results, discussion and conclusion.

Review article

A review article synthesizes and summarises the main concepts or themes from results and conclusions about a particular topic/area from multiple research studies. A review article usually does not have a methodology section, and generally has an extensive list of references.

Theoretical article

A theoretical article contributes to the theoretical foundations of a field of study. In a theoretical article, the author will draw from existing research studies to develop a new theory, modify an existing theory or explore theories in new ways.

Methodological article

A methodological article describes a new method or approach or offers a better explanation of an existing method or approach.

Conceptual article

A conceptual article presents an original concept without presenting original data. It synthesizes knowledge from previous work on a particular topic and presents it in a new context to provide a foundation for new research that will fill knowledge gaps. Conceptual articles should not follow the status quo but show how moving beyond the current norm will enhance knowledge.

Technical article

A technical article usually describes, evaluates or explains how to use a certain technology, products, processes or services. It also describes a procedure, technique, workflow or organisational issue (e.g. human resources management issue).

Demonstration article

A demonstration article describes how to build something or how to write a program, in a particular context, for a particular organisation, or bounded group, or case. For example, an author may be approached to make an intervention such as design a website or build a mobile application, or some other action-oriented intervention, which is implemented in the real world.

Research note

A research note outlines a preliminary study and describes unexpected and perhaps unexplained observations or lab protocols that can be presented in a short report with a few illustrations (figures/tables), or even a single figure.

Book review

A book review provides a summary of a newly published book, which can lead to the discovery of new sources to investigate.

Editorial

An editorial summarises the content included in a specific issue of a journal, which leads to the discovery of new sources to investigate.

4. Reviewers

The reviewers should follow the procedures of article review, approval and publication. The reviewers comprise academic staff members of the Faculty and are categorized under various discipline areas.

Internal Reviewer

Professor Peter Anderson
Dr Martin Daniel (PhD)
Vanessa Uiari
Cyril Sarsoruo
Rodney Gunik
Maryanne Bagore
Kosley Wara
Mike Yandit
Picky Airi

Discipline

General reviewer (any)
General reviewer (any)
Tourism and Hospitality Management
Mathematics
Computing Science
Information Systems
Business & Management
Finance & Accounting
Information Technology

The Executive Officer (EO) of the Faculty will be responsible for receiving and disseminating articles to the respective reviewers. The EO will also assist in posting all approved articles on the Faculty website.

5. Reviewer responsibilities

The reviewers form the editorial team, who should adhere to these responsibilities to uphold publication standards. The responsibilities ensure that the team maintains professionalism and quality in the review and approval process. They need to maintain communication with the authors to ensure progressive update of each article review status.

1. If requested, provide publication guidelines to authors for preparing and submitting an article. Guidelines are available on the Faculty's webpage also for public information.
2. Review and approve submitted articles within a month or less from final submission due date.
3. Every submission acknowledged and estimated time to return feedback provided to the author.
4. Make editorial decisions and communicate them clearly and constructively.
5. Maintain article quality and originality through systematic check.
6. Treat authors with fairness, courtesy, objectivity, honesty and transparency.
7. Request author for DWU ethical clearance form for articles containing human survey and/or existing data in databases used.

6. Review process

The review process will typically take up to two months. Listed below is the process to review submitted articles.

1. When an author submits a manuscript to the EO of the Faculty, articles will be forwarded to an assigned reviewer, based on the nature of the article.
2. Reviewer checks for style, grammar, nomenclature and originality.
3. Review feedback sent to the author for proofreading and corrections.
4. The author returns the updated article to the assigned reviewer.
5. The editorial team meets to approve submitted articles.
6. The Coordinator (Chief Editor) prepares the volume for publication.
7. The volume is published on the Journal's with assistance from the EO.

7. Due dates for submission

The due dates for submission of research papers for review are 30 April and 31 October. The authors can submit their papers early to the EO if they finish before the due date. The EO will forward the paper to the respective reviewer. The review process will take two months or less. The papers should be in final form for publications before the end of May and November, respectively.

8. References

- American Mathematical Society. (2017). *Guidelines for journal editors to guide the decision making process*. Retrieved from American Mathematical Society - Policy statements website: <http://www.ams.org/about-us/governance/policy-statements/sec-guideline>
- CODE. (2020). *Writing technical articles for CODE* Retrieved 30 July 2020, from <https://www.codemag.com/Write/TechArticle>.
- Committee on Publication and Editors. (2017). *COPE Best Practice Guidelines for Journal Editors*. Retrieved from COPE: Promoting integrity in research and its publication website: https://publicationethics.org/files/u2/Best_Practice.pdf
- Council of Science Editors. (2017). *Editor Roles and Responsibilities*. Retrieved from Editorial Policies website: <https://www.councilscienceeditors.org/resourcelibrary/editorialpolicies/>
- Mohawk Valley Community College. (2019). *How-to: Identify types of scientific journal articles* Retrieved 30 July 2020, from <https://mvcc.libguides.com/c.php?g=30235&p=189474>
- Saunders, M. (2018). *How do you review a conceptual paper?* Retrieved 30 July 2020, from <https://ecologyisnotadirtyword.com/2018/06/21/how-do-you-review-a-conceptual-paper/>
- Springer. (2020). *Types of journal articles* Retrieved 30 July 2020, from <https://www.springer.com/gp/authors-editors/authorandreviewertutorials/writing-a-journal-manuscript/types-of-journal-articles/10285504>
- UCMERCED. (2020). *Writing 105 (Downey): Types of Scholarly Articles* Retrieved 30 July 2020, from <https://libguides.ucmerced.edu/c.php?g=641546&p=4495850>
- Western Michigan University. (2019). *Types of scholarly articles* Retrieved 30 July 2020, from <https://libguides.wmich.edu/Support/TypesofScholarly>