

DIVINE WORD UNIVERSITY



Faculty of Business and Informatics



Electronic Journal of Informatics

2019

Publication and Editorial Information

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Divine Word University

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1 E-Journal of Informatics Details

The Electronic Journal (E-Journal) of Informatics is a publication forum open to academic staff and students of the Faculty of Business and Informatics (FBI). The journal is open for journal articles in areas including information systems and technology, computing science, mathematics, business, management, tourism and hospitality.

2 Editorial Team

The editorial team should strictly follow written policies that guide the procedures of article review, approval and publication. The guidelines discussed in sections 3 and 4 were adapted from Divine Word University Research Journal, American Mathematical Society, Committee of Publication Ethics and Council of Science editors' websites.

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

3 Editorial Members, Responsibilities and Editorial Process

The editorial team consists of internal and external reviewers. Reviewers are categorized under various discipline areas of information systems and technology, computing science, business, management, tourism and hospitality and mathematics. The internal reviewers comprise academic staff members of the faculty.

Internal reviewers:

Internal Reviewer	Discipline
Professor Peter Anderson	General reviewer (Any)
Cyril Sarsoruo	Mathematics
Rodney Gunik	Computing Science
Maryanne Bagore	Information Systems
Picky Airi	Information Technology
Kosley Wara	Management
Vanessa Uiari	Tourism and Hospitality
Mike Yandit	Accounting

External reviewers are yet to be invited to participate when the current editorial team meets to collate a list of potential partners.

External Reviewer	Role
NA	Mathematics
NA	Computing Science
NA	Information Systems
NA	Information Technology
NA	Business Studies
NA	Tourism and Hospitality
NA	Financial Management

Note:

The executive assistant (EO) of 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 website.

3.1 Editorial responsibilities

This outlines the responsibilities of the editorial members. Members should adhere to these responsibilities to uphold publication standards. The responsibilities ensure that the members maintain professionalism and quality in the review and approval process. In addition, they are to maintain communication with the author to ensure progressive update of each article review status.

1. If requested, provide publication guidelines to authors for preparing and submitting an article. Refer to section 4 for publication policies. Guidelines are available on the 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 effectively and communicate them in clear and constructive manner.
5. Ensure to maintain article quality and originality through systematic check.

6. Reviewer must 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.

3.2 Editorial process

Editorial process will typically take three months¹ or less. Listed below is the process to review submitted articles.

1. When an author submit a manuscript to rparu@dwu.ac.pg², articles will be forwarded to assigned reviewer, based on the scope of the article.
2. Reviewer checks for style, grammar, nomenclature, and originality.
3. Review feedback sent to the author for proofreading and corrections.
4. Author returns updated article to the assigned reviewer.
5. The editorial team meets to approve submitted articles.
6. Volume published on the E-Journal of Informatics website by the executive assistant.

3.3 Deadline for submission

The deadline for submission of research papers for review each year is 30th of March. Authors can submit their papers early to the EO if they finished before the 30th of March. The EO will forward the paper to the respective reviewer. The review process will take three months or less. The deadline for the papers to be ready for publication each year is 30 June every year.

Section 4 outlines the guidelines for article publication that authors and editors should follow. These policy guidelines are adapted from DWU Research Journal guidelines with some modifications made in some sections.

1. Articles submitted should be 3000 minimum words in length. The word length includes abstract and references. A 60 to 75 word biography note about the author should accompany the article.

¹ Editorial period might vary depending on the number of article submission received. In addition, availability of the reviewer.

² The E-Journal of Informatics is yet attain an email address informatics@dwu.ac.pg purposely for article submissions.

2. Text should be typed with fixed margins on A4 pages, refer to the provided template for specifications. The E-Journal of Informatics uses APA referencing style and prefers footnotes for technical terms.
3. Electronic manuscript in Microsoft Office Word version and latex (mathematics articles) should be sent via email attachment to rparu@dwu.ac.pg. Manuscript acknowledged upon receipt and assigned to discipline area reviewer, who will advise on expected time of status update.
4. Author should apply for DWU ethical clearance where survey and/or existing data in databases are needed in the research.

4 International Standard Serial Number (ISSN)

The E-Journal of Informatics does not have an issued International Standard Serial Number (ISSN). The editorial head should liaise with Communication Information Center (CIC) of DWU to seek ISSN from an international body responsible for issuing ISSN.

Attached is a copy of [email threads](#) requesting for ISSBN and ISSN in 2017. Please follow up with CIC.

5 Bibliography

Committe 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/editorial-policies/>

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>