

## **Guidelines for Authors**

### **AUTHORS AND AUTHORS RESPONSIBILITIES**

#### **Authorship**

Each author needs to make substantive intellectual contributions to the manuscript. Any dispute in authorship must be resolved by authors and a correction after publication can be published, but requires agreement from all authors with justification.

#### **Types of authorship**

The first authors: the person who conducts or supervises the data collection, analysis, presentation and interpretation of the results, and also puts together the paper for submission. Co-author: the person who makes intellectual contributions to the data analysis and contributes to data interpretation, reviews each paper draft, must be able to present the results, defend the implications and discuss study limitations.

#### **Acknowledgments**

Authors need to disclose all sources of funding of the study.

#### **Conflict of interests**

Authors need to declare any conflicts of interest: direct financial, indirect financial, career and intellectual and personal belief.

#### **References**

Authors need to correctly cite another person's ideas, processes or words. References must be numbered in order of appearance in the text (including table captions and figure legends) and listed individually at the end of the manuscript.

Plagiarism, data fabrication, image manipulation, simultaneous submission of manuscripts to more than one journal are not tolerated:

If misconduct is detected authors could have their paper retracted (with a note why they were retracted), have a letter of concern or reprimand written on them, and Institutes and funding bodies could carry out disciplinary action.

Submitted papers should be well formatted and use good English. The journal will upon manuscript acceptance for publication ensure and pay for English editing service prior to publication.

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The reviewer pool consists of the international experts in Civil Engineering and Architecture subjects listed in the journal's scope. The selection of the reviewers is done by the Editor upon suggestions from the Editorial board, as well as from authors. Reviewers suggested by the authors have to be with the appropriate expertise to review the paper and they should not be current associates of the authors nor co-authors of the authors in the past, nor they can be employed at the same affiliation as the authors of the paper.

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Once a manuscript is checked (scope, preparation and ethics) by an editor, it will be assigned to at least two independent experts for peer-review (either recommended by the authors or by evaluation of the editor). A double-blind review is applied, where authors' and reviewers do not identities of each other.

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Authors are encouraged to suggest three potential reviewers with the appropriate expertise to review the manuscript during the submission process, which might be approached by the editors. Authors need to provide detailed contact information, bearing in mind that proposed reviews should neither be current collaborators of the co-authors nor have published with any of the co-authors of the manuscript within the last five years.

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With every information regarding manuscripts submitted, the reviewer must act with confidentiality and treated them as privileged. Reviewers have to ensure that authors have acknowledged all sources used in the research. Reviewers must provide written, unbiased feedback in a timely manner, with scientific evaluation of the manuscript, indicating is the writing clear, relevant and concise with composition, originality and scientific accuracy. Reviewer must maintain the confidentiality of the review process with no sharing or disclosing information from the reviewed paper.

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After at least two reviews are received by the editor, he will communicate the decision to the corresponding author, which will be one of the following:

- *Accept after Minor Revisions:* The paper is in principle accepted after revision based on the reviewer's comments.
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- The submission file (manuscript) are prepared according to the [ACAE template](#) to suit the stylistic and bibliographic requirements outlined in the Author Guidelines.

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Sufficient detail should further be provided to enable others to replicate the work with regard to reporting standards. Authors should cite publications that have been used in the research work and acknowledge all sources of data used. 5. Authorship must be limited to persons who have made a significant contribution to the production of study reported in the paper

Authors who submit the manuscript to the Journal are not allowed to submit the same manuscript to any other journal concurrently, they must provide redundant or concurrent submissions.

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