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Received: XX Month 202X; Accepted: XX Month 202X

**Abstract:** Please type your abstract here. Abstract of a research paper is typically 200 to 400 words in length, and 150 to 300 words for a review paper. Abstract shall be running continuously (not structured) and shall not include reference citations. Abbreviations should be defined in full the first time they appear. Abbreviations could be then used, quoted in-between parentheses.

**Keywords:** Manuscript; preparation; typeset; format

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* The paper size is US Letter (5“× 11”or 21.59 cm×27.94 cm) All margins — top, bottom, left, and right — are set to 1” (2.54 cm).
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* The title and author information should use Time New Roman font.
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We encourage graphical abstract as it draws more attention to the online article. The graphical abstract is optional and should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files.

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* The letters of labels must not overlap, feature unnecessary gaps or irregular spacing, or appear condensed, expanded, or otherwise distorted either horizontally or vertically.
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* Use Times New Roman, font size smaller than 12 for table titles.
* Titles should be centered in the format “**Table 1:**The text …”, e.g., Table. 1.
* Table notes should be aligned with the left table frame.
* Where reference the Tables, please use abbreviation “Table” Followed by the number, e.g., Table. 1.

**Table 1:**Table caption

|  |  |  |
| --- | --- | --- |
| 4 | 7 | 3 |
| 19 | 15 | 13 |

**3.6 Equations and Mathematical Expressions**

3.6.1 In-line Style

* In-line equations are embedded in paragraphs of the text. For example,E = mc2.
* In-line equations should not be numbered.
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* Equations in display format are separated from the paragraphs of text.
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* Equations should be editable.
* Equations should be numbered consecutively using Arabic numbers. See Eq. (1) for an example. The number should be right aligned.

           (1)E=mc2                                                                                                                                                                                        **3.7 References**

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1. Atluri, S. N. (2004). A four-node hybrid assumed-strain finite element for laminated composite plates.USA: Tech Science Press.
2. Popovic-Djordjevic, J. B., Kostic, A. Z., Kiralan, M. (2021). Antioxidant activities of bioactive compounds and various extracts obtained from saffron. In: Charis, M., Galanakis (Eds.), Saffron, pp. 41–97. USA: Academic Press.

Reference of journal article: Author Surname, Author Initial. (Year Published). Title. Journal Full Name, volume number(issue number), page number.

1. Atluri, S. N., Han, Z., Shen, S. (2003). Meshless Local Patrov-Galerkin (MLPG) approaches for weaklysingular traction & displacement boundary integral equations. Computer Modeling in Engineering & Sciences, 4(5), 507–517.
2. Atluri, S. N., Zhu, T. (1998). A new Meshless Local Petrov-Galerkin (MLPG) approach in computational mechanics. Computational Mechanics, 22,117–127.

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* Issues deemed to be serious may prompt IJCIS to inform the author’s institution and related affiliations.

Our actions are driven by our dedicated aim for transparent notification to our readers and unabated commitment to the integrity of the published record, and not by any motivation to sanction individuals or attribute responsibility to specific named individuals. We may refer readers to the institutional investigations’ reports if they are publicly available. While we are committed to addressing post-publications issues and correcting the record swiftly, investigations typically take some time to reach resolutions given the complexity of the discussions, the diligence in our process and the need to obtain  original data and consult with experts. We will issue and regularly update relevant Editor’s Notes and/or Editor’s Expression of Concern as interim notifications to alert our readership of any of concerns with published material.

**14 Appeals and Complaints**

IJCIS is open for further discussion after either a publication or a rejection of a manuscript.

**Appeal against a Rejection:** Authors may appeal a rejection, or request further discussions or post-publication revisions, by contacting the Journal’s Editorial department. When making such an appeal or request, Authors must provide a detailed justification for their request, with a description of the situation, including point-by-point responses to the reviewers or editor’s comments. The Journal’s Managing Editor will then forward the manuscript and the related information (including the identities of the referees) to the Editor in charge (either one of the Editors-in-Chief or, an Editorial Board Member with any conflict of interest (COI), who will render a final and irreversible decision. Appeals will only be considered from the originally submitting Authors. All information will be kept confidential.

As a general rule, an appeal to a Rejection Decision will only be considered if:

* the authors can clearly and convincingly demonstrate that the final decision was based on an error made by a Referee or by the Editors during review
* if important additional data can be provided
* if a convincing case of bias in the process can be clearly demonstrated

Authors who wish to appeal an Editorial decision should submit a formal letter of Appeal to the Journal by contacting the journal editorial office ([chiefeditor@ijcis.com](mailto:chiefeditor@ijcis.com)). Please include the manuscript number in the email subject line and on the appeal letter.

If an appeal is successful, the Authors will be sent instructions on how to proceed. If an appeal merits further consideration, the Editor may decide to submit the Authors' response and the revised paper for further peer review.

**Complaints:**

**Complaint about Scientific Content**

Authors may contact the relevant Journal to file a complaint.  
The Editor-in-Chief or the Handling Editor will consider the Author’s argument and the Reviewers’ reports, and will decide whether:

* The decision to reject should stand
* Another independent opinion is required
* The appeal should be considered

The complainant will be informed of the decision with an explanation when appropriate. Decisions on appeals are final and new submissions take priority over appeals.

**Complaint about Processes:** Authors may contact the Journal directly to raise a complaint concerning the process.  
The Editor-in-Chief together with the Handling Editor will investigate the matter. The complainant will be given appropriate feedback. Feedback is provided to relevant stakeholders to improve processes and procedures.

**Complaint about Publication Ethics:** Authors may send an email to [chiefeditor@ijcis.com](mailto:chiefeditor@ijcis.com) concerning ethical issues or complaints. The Editor-in-Chief or the Handling Editor will diligently follow the guidelines published by the Committee on Publication Ethics in assessing the situation, and may resort to asking the Publisher via their in-house contact for advice on difficult or complicated cases. The Editor-in-Chief or the Handling Editor will decide on a course of action and will provide relevant feedbacks to the complainant. If the complainant remains dissatisfied with the handling of the complaint, he/she may then submit the complaint to the Committee on Publication Ethics.