

Applied Science University Journal

1. Introduction

The ASU Journal publishes papers covering all aspects of Applied Sciences and in particular those core disciplines of the University. All articles (full length/short papers) should include a validation of the idea presented, e.g. through case studies, experiments, or systematic comparisons with other approaches already in practice.

ASU Journal is established to;

- Submitted articles should not have been previously published or be currently under consideration for publication elsewhere.
- Conference papers may only be submitted if the paper has been completely re-written (taken to mean more than 50%) and the author has cleared any necessary permissions with the copyright owner if it has been previously copyrighted.
- All papers are refereed through a double-blind process.

The journal welcomes state-of-the-art surveys and reports of practical experience for all the topics of interest.

2. Frequency

Initially, ASJ will have **three** issues annually. This may change depending on how the journal evolves.

3. Controversy/Short Paper corner

The goal of the Controversy corner is both to present information and to stimulate thought and discussion. Topics chosen for this coverage are not

just traditional formal discussions of research work; they also contain ideas at the fringes of the field's "conventional wisdom". Articles in this category will succeed only to the extent that they stimulate not just thought, but also action. They are classified as "Short Papers". Special issues proposals can be issued based on proposal submitted to the ASJ. For proposal for a special issue, please contact the Special Issues Editor see below.

4. Preparation of Manuscripts

4.1 Formatting requirements

There are no strict formatting requirements but all manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Artwork and Tables with Captions. If your article includes any Videos and/or other Supplementary material, this should be included in your initial submission for peer review purposes. Divide the article into clearly defined sections.

Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the

bottom or the top of the file.

4.2 References

There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct.

4.3 Use of word processing software

Regardless of the file format of the original submission, at revision you must provide us with an editable file of the entire article. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. The electronic text should be prepared in a way very similar to that of conventional manuscript. To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

We strongly recommend you to use the Elsevier article class `elsarticle.cls` (<http://www.ctan.org/tex-archive/macros/latex/contrib/elsarticle>) to prepare your manuscript and BibTeX (<http://www.bibtex.org>) to generate your bibliography. For detailed submission instructions, templates and other information on LaTeX, see <http://www.elsevier.com/latex>.

5. Advisory and Editorial Boards

The Advisory Board (AD) of the Applied Science Journal (ASJ) has eight members, two of whom are external. Members are

Dean of Research and Graduate Studies

(Chair)

VP – Academics	(Member)
VP - Administration and Community Engagement	(Member)
Dean of Law College	(Member)
Dean of Administrative Sciences College	(Member)
Dean of Art and Science College	(Member)
Two External Scholars	(Member)

The External members are to serve on the Board for 3 years which can be renewed for another term. The current External members are

Professor Jonathan Blackledg - SFI Stokes Professor, DTI (Ireland) and VP (Research), University of KwaZulu-Natal, Westville (South Africa).

Professor George Tovestiga - Henley Business School, Reeding University (UK)

The AB Terms of Reference are:

- Articulate policies and procedures that govern the operations of ASJ
- Decide on the technical direction of ASJ and determine the main (sub-)discipline of each issue.
- Appoint Editor-in-Chief for each issue.
- Approve the Editorial Board (EB) for each issue that is nominated by its Editor-in-Chief.
- Continually monitor statistics such as readership volume, Impact Factor, Citation, etc.

The EB is formed for each issue of the journal and headed by an Editor-in-Chief. The board members are Senior Scholars and experienced researchers in their field. Their's responsibility is;

- receive manuscripts from authors,
- oversee the correct implementation of the refereeing process and
- decide, with the Editor-in-Chief, the selection of papers to be included in the issue.