

JOURNAL OF ENGINEERING AND TECHNOLOGY

Of the Open University of Sri Lanka

Introduction

Journal of Engineering and Technology of the Open University of Sri Lanka (JET-OUSL) is a double blind, peer-reviewed, biannual, free of charge, and open-access research journal published by the Faculty of Engineering Technology of the Open University of Sri Lanka. JET welcomes manuscripts presenting information that were not previously published on any areas of the engineering and technology including policy and regulatory issues related to the industry. All the manuscripts are subjected to reviews to ensure accuracy, long-term value, and clarity. The papers that do not include original work but nonetheless present quality analysis or incremental improvements to the past work may be considered for the publication as research note.

Aims

Aims of the journal are (1) to be a peer-reviewed platform to disseminate research findings of the academics and students of the faculty and (2) to be authoritative source of information for analysis and reviews in the areas of Engineering and Technology.

Scope:

The journal promotes original research papers, case studies, research notes and review papers in any areas of Engineering and Technology. The journal also welcomes the policy and regulatory articles related to the industry.

Generally, the journal allows to publish papers of the staff of the faculty. It is expected that at least one of the authors of the article is a member of the staff of the faculty of engineering technology. However, papers from outside the faculty may be considered at the discretion of the editorial board.

The journal is published two times per year: June and December. It is expected that for possible publication of any issue of the journal, at least there should be four articles (having minimum of fifty pages).

The final deciding authority on any matter related to the JET is the board of faculty of Engineering Technology.

Duties and Responsibilities

Editorial board

1. The editors should keep confidentiality of submitted manuscripts under review or until they are published.
2. The editor-in-chief in consultation with reviewers and other members of the editorial board should take the decision on submitted manuscripts whether to publish or reject.
3. The editors should preserve anonymity of the reviewers.
4. The editors should maintain the academic integrity and strive to meet the needs of the readers and authors.
5. The editors should be willing to investigate plagiarism and fraudulent data issues and willing to publish corrections, classifications, retractions, and apologies as required.

6. The editors should not disclose any information about the submitted manuscripts to anyone other than the corresponding author, reviewers, potential reviewers.
7. The editors shall not use unpublished material for their own research without authors' explicit written consent.

Reviewers

1. Reviewers are expected to assist the editors in taking the decision on acceptance or rejection of the manuscript.
2. The reviewers are expected to submit the comments on the manuscript on timely manner.
3. The reviewers' comments for any of the manuscript should be technical and professional.
4. The reviewers shall not undertake to review any of the manuscript that they have found conflict of interest.
5. The reviewer should keep the confidentiality of the manuscript that they have undertaken to review and shall not use content for their personal advantages.

Authors

1. Manuscript should be submitted according to the template of the journal (refer page 06).
2. It is expected that the authors have not submitted the manuscript in anywhere else for the consideration of the publication or have not published in any other journal.
3. Corresponding author is responsible for obtaining the consent for the other authors to publish the article in the journal.
4. All the other authors should agree to allow corresponding author to correspond and revise the article as per the editorial board requirement.
5. Authors should submit a declaration form together with the manuscript. The declaration form is available in the web page
6. Authors should participate peer review process to edit and revise the manuscript adhering to the time schedule.
7. If authors discover any significant error or inaccuracy of their published work, it is authors obligations to notify the editorial board to correct or retract the manuscript.
8. Authors should aware, plagiarism is against the publication ethics and shall take full responsibility of the originality of their work.
9. Authors should aware that under the open license, while keeping the copyright the published article can be download, reuse, reprint, modify, distribute, and/or copy the content as long as the authors of the original work is properly cited.

Peer review process

Once the manuscript is submitted to the editorial board via email, first, the editorial board screens the manuscript to check the suitability and the relevance of the manuscript for possible publication. The decision of the editorial board is acknowledged to the corresponding author within 03 days.

If the manuscript is accepted for the peer review process, editor-in -chief look for two potential reviewers for the manuscript. As much as possible, the editorial office

should try to search for reviewers outside the university. It is the responsibility of the member of the editorial board, who represent the relevant area of the research to assist editor in chief to find suitable reviewers for the manuscript. Initially, editorial office may email the abstract of the manuscript to the potential reviewers. It is expected that editorial office finds two potential reviewers within fourteen days from the date of submission.

Once the names of reviewers are agreed upon, editor-in chief shall email the manuscript, together with reviewer form. It is expected that the comments for the manuscript are received within 20 days after sending the manuscript. It is the responsibility of the editor-in chief to remind reviewers and get the reviewers comments within given time.

If there is no response from the reviewer after 30 days of sending the manuscript, the editorial board should take steps to send the article to another reviewer.

If both reviewers recommend accepting the manuscript for publication with comments, the reviewers' comments should be sent to the corresponding author to revise the manuscript based on the reviewers' comments. The authors should submit a separate sheet to show how each reviewer comment is addressed in the revised manuscript. In case of major corrections, the authors can take 14 days for submitting revised paper. In case of minor corrections, authors are expected to return revised paper within 10 days of submitting reviewers' comments. Editorial office also can send the comments regarding the formatting, language corrections together with the reviewers' comments.

If one of the reviewers rejects to recommend for the publication, the manuscript is sent to another reviewer. If the third reviewer rejects to recommend for publication, such papers shall not be published and that should be informed to the authors. If the third reviewer accept for the publication, reviewers' comments are sent to the authors for the revision of the manuscript.

If both the reviewers reject to recommend for the publication, such papers shall not be published, and the decision shall be informed to the authors at the earliest.

Once the revised manuscript is received, the editorial office should prepare the proof-reading copy of the article and send it to the authors for final verification. This can take 07 days.

Editorial Office

Main function of the editorial office is to coordinate with authors, reviewers and other relevant entities (CETMe, Printing Press, IT Devsion) for the publication of the Journal two times per year : June and December. It consists of

1. Editorial Board:
Editorial board consist of editor-in-chief and six members representing each department of the faculty and the former editor-in-chief.
All the members are elected among the permanent members of the board of faculty of engineering for a period of three years.
2. Management Assistant for secretarial (part time) - copy editing, page designing
3. A person specialized in IT (part time) -web designing, online submissions etc.

