

JJECl Manuscript Submission Process

This document outlines the step-by-step submission procedure for authors submitting to the Jordanian Journal of Engineering and Chemical Industries (JJECl).

Step 1: Prepare Your Manuscript

Ensure your manuscript is:

- Written in clear English, single-column format
- Formatted in Word (DOCX), with all figures and tables embedded
- Follows JJECl style: Title (Arial 16 pt, bold, left-aligned), Text (Times New Roman 9.5 pt)
- Structured into: Abstract, Keywords, Introduction, Materials and Methods, Results and Discussion, Conclusions, References, etc.

Step 2: Review the Submission Checklist

Before submitting, complete the [JJECl Submission Checklist] to verify:

- Formatting compliance
- Proper referencing (APA 7th edition)
- Ethical declarations included (funding, conflict of interest, use of AI tools)
- CRediT roles assigned

Step 3: Prepare Supporting Documents

Include the following:

- **Cover Letter** with:
 - Statement of originality
 - Confirmation that manuscript is not under consideration elsewhere
 - Brief description of the significance of your work
- **Manuscript File** (.docx only)
- **Optional:** Graphical Abstract, Highlights (if applicable)

Step 4: Submission

Send all required files via email to: **submission.jjeci@bau.edu.jo**

Subject line: JJECl Submission – [First Author Last Name] – [Short Title]

Attach:

- Manuscript file
- Cover letter
- Optional images (if graphical abstract is not embedded)

Step 5: Acknowledgment of Receipt

Upon submission:

- You will receive an acknowledgment email with a **Manuscript ID** and the name of the handling **Scientific Editor**.
- The manuscript undergoes initial screening for completeness and scope.

Step 6: Peer Review Process

JJECl follows a **double-blind peer review**:

- At least two independent reviewers are assigned
- Authors remain anonymous to reviewers and vice versa
- Review feedback may lead to:
 - Acceptance
 - Minor/Major revisions
 - Rejection
- Revised manuscripts are resubmitted via the same email chain

Step 7: Final Acceptance and Production

After final acceptance:

- Authors submit source files:
 - Word document (text)
 - Excel files (for tables if requested)
- A **proof PDF** is sent for final approval (minor corrections only)
- Once approved, the paper is scheduled for publication
- Authors must also submit two signed forms:
 - Plagiarism and Artificial Intelligence Declaration
 - Copyright Transfer Agreement

These forms are required for final processing, indexing, and publication.

Step 8: Publication and Access

JORDANIAN JOURNAL OF ENGINEERING AND CHEMICAL INDUSTRIES (JJECI)

- The article is published in **open access** under **CC BY 4.0 license**
- Authors can freely download, share, and distribute their article
- Indexing and DOI assignment follow publication

For questions, contact the editorial team at: **jjeci@bau.edu.jo**

Visit: www.jjeci.net for the full Author Guidelines and updates.