Instructions for Submitting a Manuscript via Scholastica

For Authors

The Editorial Board of the Journal of Arts Science and Technology (JAST) considers the submission of a manuscript to be representation by authors that it is not copyrighted by another party, not currently under consideration for publication elsewhere, and was not previously published.

Article Types:

The JAST considers the following types of articles for publication: • **Research Article** (A written account of original research results; should not exceed 6,000 words, excluding references).

• **Concept Paper** (Should outline a proposed idea, project, or research study by providing a clear and concise overview of the concept, including its rationale, objectives, methodology, and potential outcomes; 1000-3000 words).

• **Commentary** (Should be written in a coherent manner and provide insight, analysis, or criticism of a topic to encourage readers to think critically about the issue; 1000-1500 words).

• **Book Review** (A critical analysis and evaluation of a book's content, style, and relevance, comprising a summary of the book's main ideas and themes, an assessment of its strengths and weaknesses, and a recommendation for or against reading the book; 500-800 words).

• **Industry Perspective** (A point of view from the standpoint of a practitioner within a particular industry, involving analyzing and interpreting the various economic, social, and technological factors that affect the industry, as well as the opportunities and challenges that arise within it.800-1000 words).

• **Scholarly Personal Reflection** (A combination of personal experiences and academic analysis to explore a particular topic; it is a reflective essay that goes beyond a simple personal narrative by incorporating critical thinking and academic research; 1000-1500 words).

Preparation of Manuscript

Language: English

Writing style: The following writing styles are acceptable: APA, MLA, Chicago, or others based on authors' disciplines.

Font, line-spacing, alignment: Calibri, double-spaced lines in MS Word, 12-point font, margins 2.5 cm, and left align.

Organization of Manuscript

Research Article • Title page (The front page of the Research Article should include the title only).

• Abstract (Shall not exceed 250 words and must state the research problem and its significance, the methodology used, key results and main conclusions); five relevant keywords should be placed immediately below the abstract.

• Introduction (State background – nature, significance, and scope of the problem investigated, the research questions, and the methods used)

• Literature Review (Include a review of the pertinent literature to 'situate' the problem within the gaps in the literature it seeks to address)

• Materials & Methods (Provide the details of the materials and methods used; may include research design, sample selection, data collection procedures, data analysis, reliability & validity, & ethical issues considered)

• Results (Summarize and present the results in a clear and concise manner; tables, graphs, or other illustrations may be use as appropriate; report descriptive or inferential statistics as appropriate)

• Discussion (Explain the results in relation to the research questions/objectives; show how the results and interpretations of them agree (or disagree) with the published literature; present alternative interpretations (if any); theoretical or practical implications).

• Conclusion (State conclusions clearly based on the results; summarize the evidence for each conclusion)

• References (Use APA {latest edition} or an appropriate discipline-specific style) • Acknowledgements (Optional) • Appendix (Optional)

Concept Paper Title page (The front page of the Concept Paper should include the title only).

Body: Should follow a logical order

References (Use APA {latest edition} or an appropriate discipline-specific style) Acknowledgements (Optional)

Commentary Title page (The front page of the Commentary should include the title only).

Body: Should follow a logical order

References: (Use APA {latest edition} or an appropriate discipline-specific style)
Acknowledgements (Optional)

Book Review Title page (The front page of the Book Review should include: the title of the book being reviewed, name, affiliation, postal address, and email of the Book Reviewer).

Body: Should follow a logical order

Industry Perspective Title page (The front page of the article should include: the title, name, affiliation, postal address, and email of the author.

Body: Should follow a logical order

References: (Use APA {latest edition} or an appropriate discipline-specific style)
Acknowledgements (Optional)

Scholarly Personal Reflection Title page: (The front page of the Scholarly Personal Reflection should include: the title, name, affiliation, postal address, and email of the author.

Body: Should follow a logical order

References (Use APA {latest edition} or an appropriate discipline-specific style)
Acknowledgements (Optional)

Submission of Manuscript

All submissions should be made electronically through Scholastica. Authors will need to login using an existing Scholastica account or create a new one in order to submit.

Please submit a separate page with all the names and affiliations of each author. The title, abstract, and keywords should be the only material on the first page of the manuscript. There should be no acknowledgements, footnotes, or other information that could be used to identify the authors.

N.B. To protect your identity from the peer reviewers, we ask Authors to remove the following:

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• Author references in the reference list. If you are unable to avoid citing your own work, please create a separate section at the beginning of the reference list titled "Author Citation" and include only the publication date (e.g. Author Citation. (2010)).

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Biodata

Each author should include a brief bio on a separate page that lists their highest degree, affiliation with the institution, current position(s), and areas of interest in research.

Peer Review Process

Submissions will be peer-reviewed. Possible outcomes of this process are: **Accept, Revise and Resubmit, or Reject.**

Manuscripts that do not adhere to the submission guidelines may be returned to the corresponding author. Feel free to contact our editorial team at jasteditor@utech.edu.jm if you have any questions or need help.

Publication Fees

At this time, authors are not required to pay a publication fee to publish in JAST.