



INTERNATIONAL JOURNAL OF INSTRUCTIONAL TECHNOLOGY AND EDUCATIONAL STUDIES

(IJITES)

GUIDELINES

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Publication Ethics Guidelines

Ethical Approval Policy

All research articles submitted to this journal that involve human participants, human data, or human tissue must have received prior ethical approval from a recognized institutional review board (IRB) or ethics committee. Authors must clearly state in their manuscript that ethical approval was obtained, including the name of the approving institution and the approval number.

Informed consent must be obtained from all participants, and research must adhere to the principles set out in the Declaration of Helsinki.

Provided by the World Medical Association (WMA) The current version was adopted at the 75th WMA General Assembly, Helsinki, Finland, October 2024, and is the only official version to cite.

You can access the full text on the WMA's official website at:

<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>

For studies involving animals, authors must confirm compliance with institutional and national guidelines for the care and use of laboratory animals.

The journal reserves the right to reject or retract any paper that fails to comply with

Ethical Approval Declaration

"All procedures involving human participants in this study were conducted in accordance with the ethical standards set by applicable research guidelines and the principles of the 1964 Declaration of Helsinki and its subsequent amendments. Ethical approval was secured before the commencement of data collection."

Signature: _____

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Author Responsibilities:

- Reporting standards: Authors reporting results of original research should present an accurate account of the work performed as well as an objective discussion of its significance. The underlying data should be represented accurately in the manuscript. The paper should contain sufficient details and references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable.

Originality and Plagiarism:

- Authors should ensure that they have written entirely original works, and if they have used the work and/or words of others, they should ensure that this has been appropriately cited or quoted. Multiple, redundant or concurrent publications: in general, authors should not publish manuscripts describing

essentially the same research in more than one journal or primary publication. Parallel submission of the same manuscript to more than one journal constitutes unethical publishing behavior and is unacceptable.

Acknowledgement of sources:

- Appropriate acknowledgement of the work of others must be given at all times. Authors should also cite publications that have been influential in determining the nature of the reported work.

Authorship of the manuscript:

- Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be named in the “Acknowledgements” section.
- The corresponding author should ensure that all appropriate co-authors (according to the above definition) and no inappropriate co-authors are included in the author’s list of the manuscript, and that all co-authors have seen and approved of the final version of the paper and have agreed to its submission for publication.

Hazards and human or animal subjects:

- If the work involves chemicals, procedures or equipment that have any unusual hazards inherent in their use, it must be clearly stated in the manuscript.

Disclosure and conflicts of interest:

- It takes place when the author has a financial, commercial, legal, or professional relationship with other organizations which could influence his research. This is why all authors should disclose in their manuscript any financial or other substantive conflicts of interest that might be construed to influence the results or their interpretation in the manuscript. All sources of financial support for the project should be disclosed.

Fundamental errors in published works:

- When a significant error or inaccuracy is discovered, it is the author’s obligation to promptly notify the journal’s editor and cooperate in order to either retract the paper or to publish an appropriate erratum.

Editor Responsibilities Accountability:

- The editor of a peer reviewed journal is responsible for deciding which

articles submitted to the journal should be published, and is accountable for everything published in the journal. In making these decisions, the editor may be guided by the policies of the journal's editorial board as well as by legal requirements. The editor may confer with other editors or reviewers when making publication decisions. The editor should maintain the integrity of the academic record, preclude business needs from compromising intellectual and ethical standards (e.g. ethical conduct of research using animals and human subjects, publication on vulnerable subjects), and always be willing to publish corrections, clarifications, retractions and apologies when needed.

Fairness:

- The editor should evaluate manuscripts for intellectual content without regard to the race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the author(s). The editor will not disclose any information about a manuscript under consideration to anyone other than the author(s), reviewers and potential reviewers, and the editorial board members.

Confidentiality:

- The editor and any editorial staff must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

Complaints and appeals:

- The publishing contacts are requested to help the editor to record and document the claim (e.g., data manipulation or fabrication, text recycling, plagiarism, research misconduct) The report should include: (i) specific information about the case (who, what, when, where, why), (ii) in case of plagiarism and text recycling, details should be given about the relevant texts/articles.

Disclosure, conflicts of interest, and other issues:

- The editor shall be guided by COPE's Guidelines for Retracting Articles when considering retracting, issuing expressions of concern about, and issuing corrections pertaining to articles that have been published.
- Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept

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- The editor should seek to ensure a fair and appropriate peer review process. Editors should recuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers. Editors should require all contributors to disclose relevant competing interests and publish corrections if competing interests are revealed after publication. If needed, other appropriate action should be taken, such as the publication of a retraction or expression of concern.

Involvement and cooperation in investigations:

- Editors should guard the integrity of the published record by issuing corrections and retractions when needed and pursuing suspected or alleged research and publication misconduct. Editors should also pursue reviewer and editorial misconduct. An editor should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper. Editors and editorial team members are excluded from publication decisions when they are authors or have contributed to a manuscript.

Reviewer Responsibilities Contribution to editorial decisions:

- Peer review assists the editor in making editorial decisions and, through editorial communication with the author, may also assist the author in improving the manuscript.

Promptness:

- Any invited reviewer who feels unqualified to review the research reported in a manuscript or knows that its timely review will be impossible should immediately notify the editor so that alternative reviewers can be contacted.

Confidentiality:

- Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except if authorized by the editor.

Standards of objectivity:

- Reviews should be conducted objectively. Personal criticism of the author is unacceptable. Referees should express their views clearly with appropriate

supporting arguments.

Acknowledgement of sources:

- Reviewers should identify any relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument was previously reported should be accompanied by a relevant citation. A reviewer should also call to the editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published data of which they have personal knowledge.

Disclosure and conflict of interest:

- Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Reviewers should not consider evaluating manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the submission.

Publisher responsibilities Complaints and appeals :

- The Publisher (Digital Design, and Publishing Research Unit (DDPRU), Faculty of Education, Tanta University, Egypt) is obliged to collect and share with journal editors all complains and appeals against the journal, its staff, editorial board and the Publishing Company itself. The company is also obliged to inform COPE, when there is any violation of Publication Ethics in Educational Studies.

Experimental Design and Statistics (Starting January 2020).

Every manuscript must include an Experimental Design and Statistical Analysis section as a subsection of the Materials and Methods that describes the experimental design and the statistical tests used in the study. Note that a good time to consult a statistician is when planning the study and planning the experimental design.

Full details of the experimental design of each individual experiment, including the within- and between-subjects factors and a full description of critical variables required for independent replication (e.g. number of animals of each sex, number of brain slices or cells evaluated per animal, number of litters for developmental studies, etc. and justification of sample size used) should be reported in the Experimental Design and Statistical Analysis section. It is critical to control for multiple comparisons and to note in the text how this has been achieved.

Authors should identify the precise statistical tests used in the Experimental Design

and Statistical Analysis section. In addition, planned comparisons, details of controls and power analyses to determine sample sizes, if applicable should be reported. Describe any statistical software used to perform analyses. For highly complex and heterogeneous statistical analyses, rather than providing a list, this section can refer to where details can be found (e.g. “Statistical design for Experiment 1 can be found in the Results describing Figure 2”).

Complete results of the statistical analyses, including degrees of freedom and any estimates of effect size, should be reported in full in the Results section. Report exact p values rather than ranges (e.g. $p = 0.026$ rather than $p < 0.05$). There are many types of analyses that can be reported, but examples include F values ($F(1, 72) = 14.5$, $p = 0.003$, ANOVA), t values ($t(10) = 2.98$, $p = 0.043$, paired t-test), coefficient of determination (R^2), and Bayes factors.

International Journal of Instructional Technology and Educational Studies (IJITES) encourages authors to report all data in addition to traditional line and bar graphs, using histograms, scatter plots or other means to represent the variability and complexity of the data.

If the raw data are freely available please state this and how to find them. In addition, if you have pre-registered your study, please state that in the Experimental Design.

The following resources offer helpful guidelines on how to report statistical results:

- 1- Hesson-McInnis, American Psychological Association. (2010) Publication manual of the American Psychological Association (6th ed.). Washington, DC. http://my.ilstu.edu/~mshesso/apa_stats.htm
- 2- Curran-Everett & Benos Guidelines for reporting statistics in journals published by the American Physiological Society. Physiological Genomics (2004) 18(3): 249-251 <http://physiolgenomics.physiology.org/content/18/3/249>
- 3- Sarter M, Fritschy JM. Reporting statistical methods and statistical results in EJN. Eur J Neurosci. 2008 Dec;28(12):2363-2364.

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- **Our advertising policy is consistent with the principles as mentioned below:**

All advertisement requests for our journals website or for in print have to be approved by our Managing Director.

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- Advertisements directed at children

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International Journal of Instructional Technology and Educational Studies (IJITES) published advertising policies are not exhaustive and are subject to change at any time without notice.

Peer Review Process Guidelines

1. The Editor-in-Chief completes a preliminary evaluation of each manuscript to assure that it is appropriate for the Journal. If a manuscript is deemed to be inappropriate, it is sent to at least two other editors for verification. Less than 10% of manuscripts are returned to authors without peer review through this triage process.
2. Authors may request that a particular editor handle their manuscript; this request is honored unless a conflict of interest is present, or the requested editor is unavailable.
3. Authors may exclude an editor; such requests are always honored.
4. The Editor-in-Chief personally handles some article types, including Rapid Reports, Letters to the Editor and Reviews. The Editor-in-Chief can be designated by an author to handle their manuscript. The Editor-in-Chief also handles a fraction of manuscripts if the other editors are overloaded.
5. The assigned editor solicits peer reviewers for the assigned manuscript.
6. intent is to complete reviewer assignments within 1 month of receiving a manuscript.
7. Typically, reviewers are invited in groups of 4 or more, as the majority of invitees typically decline to review a paper. Sending multiple invitations simultaneously is required to facilitate rapid peer review.
8. Authors can suggest potential reviewers, and these requests are usually honored unless a conflict of interest is perceived.
9. Authors can exclude particular reviewers; these requests are honored.
10. Invited reviewers are instructed to recuse themselves if they cannot complete their review in two weeks. In addition, reviewers receive a number of reminders about the due date for their review, particularly when the review is late. Despite these safeguards, it can be difficult to solicit a review from some referees. Delayed editorial decisions are almost always related to inability to obtain reviews from one or more referees.
11. If a review is delayed over a week from the deadline date, and an editor is unable to communicate with the reviewer, then an alternate reviewer may be solicited.
12. After reviewer comments are received, the editor makes a decision about the manuscript. Possible editorial decisions are "accept," "revise," or "reject."

13. Often reviewers provide differing opinions about a manuscript (i.e., one reviewer is very positive, and another is very negative). It can be challenging for an editor to determine which opinion is correct. For this reason, many editors solicit 3-4 reviewers for a manuscript, to assure that they have sufficient input to make a fair decision.

Conflict of Interest Policies:

A reviewer/editor must recuse themselves if any of the following potential conflicts are present:

1. The reviewer has an active, planned, or recent collaboration with any of the authors of the manuscript.
2. The reviewer published a manuscript with any of the authors in the past three years.
3. The reviewer had a mentor-trainee relationship with any of the authors in the past five years.
4. is in the same academic department as one of the authors.
5. The reviewer has a long-standing scientific disagreement with one of the authors.
6. If an editor discovers that a reviewer has a conflict of interest, their review is discounted.

Appeal Procedures :

1. Authors have the right to appeal an editorial decision. Such appeals should be directed to the Editor-in-Chief, and not the editor who handled the manuscript.
2. The appeal request should be accompanied by a factual statement of the author concerns about the editorial process, as well as a point-by-point response to the referee comments.
3. The Editor-in-Chief may solicit feedback from the original reviewers and editor when evaluating the appeal.
4. One criterion used in evaluating an appeal is potential priority of the manuscript: does it have the potential to be extensively read and cited.
5. If the appeal is granted, authors may submit a revised version of their manuscript as a new submission, which must be accompanied by: 1- A cover letter designating the original manuscript number, 2- A response to the prior referee comments as a supplemental file.
6. When resubmitting the manuscript, authors may request that a new editor handle the manuscript, and may recuse one or more of the original

reviewers.

7. There is no guarantee that a manuscript resubmitted using this appeal process will be accepted.

This journal uses double-blind review, which means that both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process. To facilitate this, authors need to ensure that their manuscripts are prepared in a way that does not give away their identity.

Authors Guidelines

Manuscripts for the International Journal of Instructional Technology and Educational Studies (IJITES) should normally not exceed 25 typed pages. Longer papers should be discussed beforehand with the Executive Editor. To submit a manuscript International Journal of Instructional Technology and Educational Studies (IJITES) send:

1. A Word file of the manuscript (The template can be downloaded here), double spaced, with font 12, preferably Times New Roman, with at least 25-mm margins on all sides should submitted to the submission page. Papers must be submitted in WORD with the text line-numbered in the left margin, to facilitate the review process.
2. The content of any submissions should be original and must not be submitted simultaneously for consideration towards publication in any other conference or journal. All submissions will be checked against plagiarism checker.
3. One complete set of illustrations comprising original line drawings and first class photographic prints intended for use by the printer in preparing the published version of your paper (identify each separate item with your name and short title of the paper). Mounted illustrations Must Not exceed A4 in size.
4. A covering letter which clearly states the name and address of the person with whom the Editors should correspond and which confirms explicitly that (a) all named authors have agreed to publication of the work, and (b) the manuscript does not infringe any other person's copyright or property rights.
5. The names of 3-5 referees not in your institution with appropriate expertise who might be considered as possible referees for your paper.
6. Reviews not exceeding 25 pages of printed text, including tables, figures and references. Prospective authors are invited to contact the Executive Editor with suggestions for more than 25 pages reviews for payment.

7. Short Communications not exceeding two pages of printed text should be prepared following the general style guidelines below but should not be divided into separate text sections. Short communications should be clearly labeled as such, before the Title on the first page of the manuscript.
8. Students Article (free of charge) not exceeding two pages of printed text should be prepared following the general style guidelines below but should not be divided into separate text sections. Students Article should be clearly labeled as such, before the title on the first page of the manuscript.
9. Papers already published or in press elsewhere will not be accepted. If any part of the subject matter or experiments included in a manuscript submitted to the Journal has been the subject of any prior publication, this prior publication must be identified.
10. Article processing charges: All articles published in our journals are open access and freely available online, immediately upon publication. This is made possible by an article-processing charge (APC) that covers the range of publishing services we provide. The APC, payable when your manuscript is editorially accepted and before publication, is charged to either you, or your funder, institution or employer. The article processing charge for Non Egyptian - Egyptian is 250\$.

ALL manuscripts should conform to the following guidelines:

1. Manuscripts should be written in Standard English using British spelling. Poorly written or formatted papers may be returned directly to the author before review. Papers should be mainly written in the past tense, particularly the Materials and Methods and the Results.
2. Manuscripts should be typed clearly, paper, printed with font size 12, preferably Times New Roman, left alignment, with at least 25-mm margins on all sides including tables, figures and references (one page of printed text = approx. 600 words) with continues line numbering for submitted manuscripts. All pages (including the tables, figures, legends and references) must be numbered consecutively.
3. The manuscript should be arranged in the following order :

Title page (page 1)

- The title should be brief but informative and clearly relevant to the content. A subtitle may be used to supplement and thereby shorten an excessively long main title. Papers must not form part of a numbered series. The author's

full name(s) should be given with first names in full and all initials (if more than one, use 'and' before the last name and indicate to whom correspondence should be addressed). Affiliation(s) and Present Address (es) should be indicated through the use of superscript numbers. Full postal, telephone, fax and email address details should be given for the corresponding author.

Key words/Abstract/Abbreviations (page 2)

- Key words should be provided (a maximum of 6, in alphabetical order, suitable for indexing).
- Abstract (brief and informative, not to exceed 250 words). No abbreviations should be used in the abstract.
- Abbreviations (arranged alphabetically, only those which are not familiar and/or commonly used).

Main text

- The text should be presented under the following headings: Introduction (including a consideration of the current literature and the objectives of the study), Materials and Methods (with sufficient detail to allow the work to be repeated), Results and Discussion. Results and Discussion may be combined if appropriate, Conclusion.
- Tables should be placed after the References, followed by Figure Legends and finally Figures.
- New paragraphs should be clearly indicated by indentations. The relative importance of headings and subheadings should be made clear by the use of bold and/or italic text as necessary. Artificial word breaks at the ends of lines must be avoided. Where non standard abbreviations are to be used extensively, give each in full followed by the abbreviation in parentheses at the first time of usage. Include all abbreviations on the second page (see above). The use of footnotes should be avoided. However, if essential, they should be typed on the appropriate page, but clearly separated from the text with a line above them.
- Citations of personal communications and unpublished data should be avoided, unless absolutely necessary. Such citations should appear in the

text only, in parentheses, as in the following examples: (Ahmed M. Abdel-Azeem, personal communication) (Amira Galal Darwish, unpublished data).

- Tables and Figures should be kept to a minimum and should not be used where data can be adequately described by text alone. Data must be presented in Tables or Figures and not duplicated between each.
- Statistical treatment of results. Numerical data which lack statistical analysis are valueless and will not be published. Data from a sufficient number of independent experiments should be reported to permit evaluation of the reproducibility and significance of results. When any significance is claimed, the test of significance used should be stated and an estimate of the probability given. If you use complex statistical transformations a few lines of explanation in plain English of the purpose and the outcome of the test should be provided.
- Conflict of interest statement • Acknowledgements (including funding agencies and help from other colleagues) should follow the main text and precede the references.

Reference Style and Format

Reference format follows Leeds Harvard style.

Reference examples

Include the full title of the journal in your reference. Abbreviated titles are not used in the Leeds Harvard style.

Use p. to reference a single page, and pp. for a range of pages.

If you are referencing a journal article which you have read online (on a website or as a PDF), you do not need to include [online], the URL or the access date in your reference. This is different from all other online items.

One author

- Family name, INITIAL(S). Year. Title of article. Journal Title. Volume(issue number), page numbers.

Example:

- Pajunen, K. 2008. Institutions and inflows of foreign direct investment: a fuzzy-set analysis. Journal of International Business Studies. 39(4), pp.652-669.
- Two authors

- Family name, INITIAL(S) and Family name, INITIAL(S). Year. Title of article. Journal Title. Volume(issue number), page numbers.

Example:

- Gencturk, B. and Hosseini, F. 2015. Evaluation of reinforced concrete and reinforced engineered cementitious composite (EGC) members and structures using small-scale testing. Canadian Journal of Civil Engineering. 42(3), pp.164-177.
- More than two authors
- Family name, INITIAL(S), Family name, INITIAL(S), Family name, INITIAL(S) and Family name, INITIAL(S). Year. Title of article. Journal Title. Volume(issue number), page numbers.

Example:

- MacNaughton, S.J., Stephen, J.R., Venosa, A.D. and Chang, Y.J. 1999. Microbial population changes during bioremediation of an experimental oil spill. Applied and Environmental Microbiology. 65(8), pp.3566-3574.
- Articles that use article numbers
- Family name, INITIAL(S). Year. Title of article. Journal Title. Volume, article no: article number [no pagination]

Example:

- Chou, C.L., Teherani, A., Masters, D.E., Vener, M., Wamsley, M. and Poncelet, A. 2014. Workplace learning through peer groups in medical school clerkships. Medical Education Online. 19, article no: 25809 [no pagination]

Articles published in supplements

Some journals publish “supplements”, which are occasional extra issues of a volume which fall outside the normal publishing schedule. These are usually indicated by a different issue number eg “S1” or “Supp”, and may have different page numbers eg “S1-S24” or “E335-E400”. There could be more than one supplement in one volume of a journal.

Family name, INITIAL(S). Year. Title of article. Journal Title. Volume(Supp. number if more than one), page numbers.

Example:

Ruth, B.J. and Marshall, J.W. 2017. A history of social work in public health. American Journal of Public Health. 107(Supp. 3), pp. S236-S242.

Pre-print and post-print articles

A pre-print is an journal article that has not yet undergone peer review. A post-print is an article that has been peer reviewed in preparation for publication in a journal. You will often find these articles in online repositories or archives.

Pre-print article

Family name, INITIAL(S). Year written. [Pre-print]. Title of article. Journal Title.

Example:

Grachev, A.A., Leo, L.S., Di Sabatino, S., Fernando, H.J.S., Pardyjak, E.R. and Fairall, C.W. 2014. [Pre-print]. Structure of turbulence in katabatic flows below and above the wind-speed maximum. Boundary-Layer Meteorology.

Post-print article

Family name, INITIAL(S). Year written. [Post-print]. Title of article. Journal Title.

Example:

Almukhtar, A., Khambay, B.S., Ayoub, A., Ju, X., Al-Hiyali, A., Macdonald, J., Jabar, N. and Goto, T. 2015. [Post-print]. "Direct DICOM slice landmarking" A novel research technique to quantify skeletal changes in orthognathic surgery. PLoS One.

Tables:

- Each table should be typed on a separate page. Tables should be numbered with Arabic numerals, followed by a title in bold font. A short explanatory text should follow the title such that the table can be understood without reference to the main text. Horizontal rules should be indicated, and verticals avoided. Table footnotes should be marked with superscript numbers. Each table must be mentioned in the text.
- Reproducibility of all results should be indicated noting how many times experiments were repeated and whether mean or representative results are shown. Valid statistical tests of significance should be applied where appropriate.
- Tables may be edited by the publisher to permit more compact typesetting.

Figure Legends:

- These should follow the Tables on a separate page. Each figure should be mentioned in the text. Figures and their legends should be identified by Arabic numbers and headed "Figure 1" etc., followed by a title in bold font. A short explanatory text should follow the title such that the figure may be understood without reference to the main text. Where multi-part figures are used, each part should be clearly identified in the legend, preferably with (lower case) letters. Reproducibility of all results should be indicated noting how many times experiments were repeated and whether mean or representative results are shown. Valid statistical tests of significance should be applied where appropriate.

Figures:

- Line drawings must be in black and white and should not contain shading. Extremely small type should be avoided as figures are often reduced in size. Do not give magnification or scales in the figure legends: instead draw bar scales directly on the figures. Color plates will be inserted only at the author's expense. Quotes will be provided for each individual case.

Abbreviations and units:

- SI units should be used, e.g.; mg, g, kg, km, m, cm, mm, ppm, cpm, qmCi (microCurie), l (litre), ml, s (second), min (minute), h (hour), mol, m³, kg per ha or kg ha⁻³ (the minus index form is always to be used in tables). Gene names should be presented in italic font.