



AUTHOR GUIDELINES

1. Preparation of Manuscript

All papers should be submitted by online system for review (at least 5 pages, max 8 pages). Every submitted paper will be carefully reviewed by at least three members of the International Program Committee.

The author should prepare the manuscript following the instructions in the paper format:

<http://apais.org/proceedings/APAIS-Proceedings-Format-Sample.doc>

2. Review Process

2.1. Initial Screening

All submitted and invited papers should go through an *initial screening process* by the editorial board to weed out papers which are not suitable or have different focus, papers which are marginal and weak papers. The papers which pass the initial screening process will be sent to three experts (referee) for review.

2.2. Refereeing Process

- If two referees accepted the paper, the paper is then considered for selection. However, if they accepted the paper BUT the paper only scored marginal or just acceptable for Originality, Quality, Relevance, Presentation and Recommendation then the paper is not up to the standard of the Asia-pacific Proceedings of Applied Science and Engineering for Better Human Life (ASEHL) and the editor should reject it.
- If two referees rejected the paper, the paper is rejected and the author (s) is informed.
- If two referees accepted the paper and the third referee rejected it, then the Editor-in-Chief's decision is final and the author (s) is informed.

3. Publication Process

The Publisher reserves the right to make a final review, i.e., final acceptance of the papers is subject to this final review process which is a part of the publisher's quality assurance process before publication.

3. 1. Final Manuscript Preparation

Once the manuscript is accepted to be published, the author will send to the Publisher, his paper in the final form as Camera-Ready Copies, following the final manuscript format: <http://apais.org/proceedings/APAIS-Proceedings-Format-Sample.doc>

The final manuscript of each selected paper should include:

- Title of the paper, names of Authors, their affiliations, complete addresses and e mail addresses.
- The name, address, email address and fax number of the corresponding Author to whom the proofs of the typeset paper should go to for checking.
- A brief abstract.
- Keywords.
- Brief biographical notes about Authors.
- High quality and high resolution figures capable of printing high quality figures in black and white.
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If papers have been refereed and accepted and sent for typesetting, the Authors have to abide by what they have written; no further changes are acceptable in:

- Author's details (e.g., adding more names or deleting names) or in their sequence
- The content of the paper (except for typesetting corrections)

If Authors wish to make changes to content, then the paper has to be withdrawn and must go back to be refereed as a new paper. If there is any dispute about Authorship or intellectual property, the paper must be withdrawn completely from publication until the Authors settle their legal claims. It is not the publisher's responsibility to solve or interfere in any intellectual property dispute.

3. 2. Typesetting

When the papers are accepted by the final review process, the papers are processed for *typesetting* and all the succeeding publication processes will be conducted by the publisher.

The Corresponding Author of each paper will receive by email the proofs of his/her paper to check. He/she must return the corrected proofs within *seven days* in order to avoid any delays.

After having their corrections incorporated by the typesetter, the proofs will again be sent to Authors to check and to ensure that all their corrections are included. *It is the responsibility of Authors to check and correct the proofs of their papers.* Papers cannot be published until they are checked and approved by Authors. *And papers cannot be amended once they are published,* except in very exceptional circumstances, so Authors should take great care in approving the final version for publication.

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