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## Welcome Letter for Editorial Board Members

Dear Dr. Shuokr Qarani Aziz,

This is Journal of Civil Engineering and Architecture. Welcome you to become our editorial board member. Following are the rights and obligations of the editorial board members:

### Rights

1. The submissions of manuscripts to the journal from Editorial Board Members will receive a discount of 25% off the total publication charges.
2. Your name and affiliation shall appear on the masthead of our journal in each issue and our website.
3. Your CV will appear on our website.
4. You can recommend your friends or your colleagues to be our reviewers or editorial board members.
5. We can offer a forum on our website for your reviews and short articles.
6. You will receive each issue of our e-journal through email.
7. As requested, you can receive journals in print only have to pay for the postage of the journals.
8. As requested, we can build a link of your website or other websites.

### Obligations

1. Every year you should review about 10 papers of the journal and fill out the reviewing form, and return the form to us in 1-2 weeks through email or fax.
2. Some authors or readers may contact you, you should answer their questions. (not often)
3. You can solicit or recommend articles from your colleagues or acquaintances.
4. You should help promote the journal at conferences and meetings that you attend.
5. You should provide ideas for the direction of the journal.
6. We cannot offer compensation or remuneration to you for your work for us.
7. You should work for us for one year from the date you receive this welcome letter. A year later, we will inform you again.

If you have any questions, please contact us.

Best wishes,

Tanya

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