



Article Title should be written following the color and size of the font used now in this section

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### Abstract

When writing the abstract, one has to include the following information: an introduction about the statement of the problem, the objectives, the methodology and/or theory followed in data analysis, the most important conclusions arrived at. The number of words of the abstract of the paper that is written in English should be 150 minimum and 250 maximum. The same font size and style adopted in this section should be observed. Moreover, all the information highlighted should be written as one block following the sequence indicated.

**Keywords** first key, second key, third key, fourth key. Minimum of key words is (4) and the maximum is (7). A coma is used to separate between the words. Do not put a full stop at the end of the final word.

## 1. Introduction

The introduction represents the first main section of the paper. Accordingly, it is given number 1. The font size used for the labeling of the section is (12) bold with blue color, whereas that used inside the section is (12). This section is divided into five sections, as shown below; each section is written in one paragraph without giving bold font or change the font style used in this section:

The first section is introduction about the paper as whole.

The second section tackles the statement of the problem in detail.

The third section is concerned with mentioning the objectives of the research and its research questions.

The fourth section deals with the methodology used in data analysis.

The fifth section is about the significance of the study.

No bold font size is used to separate among these sections.

## 2. Theoretical Framework

This section represents the second main division of the paper. Its label is written in 12 font size , bold and blue color .

### 2.1 Key Words

This section represents the first sub-section of the main section number 2, and it is assigned 2.1. The first section of the theoretical framework should be study-related key words. The labeling of this section should be italicized and in bold 12 font size. Each word should be given a sub-subsection number and explained in detail. The labeling of the sub-subsection should be 12 font size.

#### 2.1.1 First Key Word

The font style and size of the labeling of this section should be 12 size. This strategy is adopted in all sub-subsections

#### 2.1.2 Second Key Word

The font style and size of the labeling of this section should be 12 font size blue color. This strategy is adopted in all sub-subsections.

## 2.2 The second Theatrical Topic

Since this part represents the second sub-division of the theoretical background, it is given 2.2. The labeling of this section should be written in a 12 font size with blue color. However, the words inside this section are written in a 12 not bold not italicized style. This strategy is used across all sub-sections of the theoretical background. That is, the other sub-sections are given the following numbers: 2.3, 2.4, ...etc.

## 2.9 Related Works

As it is seen, this section is given the number 2.9, depending on the number of theoretical topics being added or discussed before. This section usually comes before the end. It involves mentioning at least (5) studies that are related to the present paper. Each study is discussed in a separate section without using any bold font size to separate among them. In each study, you

have to narratively state the author, the year of publication, the title of the study, the problem, objectives, methodology and model/theory used in the analysis and the main conclusions. Once all five studies are discussed, the researcher has to state how the present work differs from all other works mentioned before to specify the research gap. The studies should be arranged either thematically or chronologically.

## 2.10 The theory/Model Adopted in Data Analysis

The existence of this section depends on the type of the study. If the study has a theory or model, then the latter should be explained thoroughly. It is furthermore preferable to draw a diagram that explains the way the data are analyzed.

## 3. The Analytical Part

This represents the third main section. Accordingly, its labeling should be written in a 12 font.

### 3.1 Methodology of the Study

In this section, the author has to write something about the research design, i.e., whether the study is qualitative or quantitative in nature. S/he has to provide definitions that explain the characteristics of the design adopted. The type of qualitative or quantitative research design adopted should be indicated and explained. The author in this section has to write something about the limitations of the study in terms of theme, place and time. S/he should explain in detail about the data of the study or about its sample/participants involved, and the tools used as well.

In case there is a table or figure inside the paper, you have to write Table 1 above the table. Do not put the number between two brackets. The labeling should be indented to the left or centralized. Then, the title of the table should be written below the number. The title should either be centralized or flushed to the left. Its lexical words and the grammatical words that exceed 4 letters should be capitalized, too. The table should be designed in a very simple way. No bold lines and abbreviations are used inside it. Only the head and the base line should be apparent (i.e., no border lines should be there inside the table). If the table has a note, then, you have to write below the table the word Note followed by a period and then write the note. If there are multiple notes, each note should be written in one section below the table. If the table is small, it should be put within the column. If it is large, it can occupy both columns. It is highly recommended to use a simple table with few variables, as it is not preferable to use the landscape layout for the tables.

If there is a figure, the same guidelines are used; however, the title should be written below the figure itself. The same note regarding the note can be

applied to figures as well.

Table 1. Dimension of Poverty in Iraq

Type of Poverty						Percentage
Type one	First Dimensi on	Its percentage	Second Dimens ion	Its Perce ntage	Thir d Perc entag e	Its Percen tage
؟	؟	؟	؟		؟	؟
؟	؟	؟	؟		؟	؟
؟	؟	؟	؟		؟	؟

3.2 Data Analysis

Since this section is part of the analytical part, it is given the number 3.2, and since it represents the first sub-division, the labeling should be bold italicized 12-point font. The words inside this section should be written in a 12 font size with blue color. In this section, each objective should be analyzed aside and the results obtained from the analysis should be discussed. That is, this section can further be sub-sub divided into 3.2.1 and 3.2.2, where the former represents the analysis of the first objective, while the second represents the analysis of the second objective.

4. Conclusions

4.1 The first research question is put here

Here, the research questions that are put in the introduction are presented here; each research question aside. The answer to the first research question represents the conclusions obtained from it. Here, you should remember that each research question reflects an objective.

4.2 The Second research question is put here

Here, the answers to the second research question represents the conclusions arrived at regarding this research question.

5. Recommendations of the Study

An introductory line should be written before listing the recommendations. This section is optional.

6. Suggestions of the Study

An introductory line should be written before listing the suggestions. This section is optional.

## References

The word references should be 12 size fonts. In this section, the sacred religious books should come first and be arranged alphabetically, and afterwards the rest of the references are listed and arranged alphabetically as well. Regardless of their types (books, internet articles, etc.), references should all be grouped together in one section and arranged alphabetically. Examples of references are listed below:

Affordable Care Act: Biden defends Obamacare as US Supreme Court considers its merits. (Nov. 11, 2020). Retrieved from <https://www.euronews.com/2020/11/10/affordable-care-act-biden-defends-obamacare-as-us-supreme-court-considers-its-merits>

Al-Bahrani, R. H. (2008). Middle Voice in English. *Journal of the College of Basic Education*, 52, 110-114. Retrieved from [https://www.researchgate.net/publication/294090950\\_Middle\\_Voice\\_in\\_English](https://www.researchgate.net/publication/294090950_Middle_Voice_in_English)

Al-Bazzaz, A. (2005). Investigating the impact of vocabulary instruction on developing reading comprehension (Unpublished Master Thesis). University of Tikrit.

Al-Mofti, K. W. H. (2021). Iraqi EFL learners' perceptions of intercultural communicative education through online platforms. *Journal of AlMaarif University College*, 23(1), 482-500.

Biber, D., Johansson, S., Leech, G., Conrad, S., & Finegan, E. (1999). *Longman: Grammar of spoken and written English*. Harlow: Pearson Education Limited.

Bucaria, C. (2004). Lexical and structural ambiguity in humorous headlines (Unpublished Doctoral Dissertation). Youngstown, Youngstown State University.

Christianto, D. (n.d). Block language in the newspapers' headlines. Retrieved from [https://www.academia.edu/37975340/Block\\_Language\\_in\\_the\\_Newspapers\\_Headlines](https://www.academia.edu/37975340/Block_Language_in_the_Newspapers_Headlines)

Clark, C. M. (2007). *Views in the news*. London: LED Edizioni Universitarie.

**Note:** All paragraphs are written using times new roman font, 12 font size except abstract 11 font size, blue color for labeling.