General Guidelines for the Authors

When submitting a paper to the journal, it should be abide by the journal policy and conditions stated below:

1. The paper should be characterized by its originality, scientific and cognitive value. It must also be linguistically edited and meticulously documented following APA style- version 7, and as illustrated in the author guideline of the journal.

2. The percentage of similarity index scanning must not exceed 15% for the whole paper, and 5% for any single reference of the references consulted.

3. The percentage of citation from the papers in the journals should be 15% of the references used in the list of references.

4. The paper must be sent via the journal system; however, papers which are sent via the official email of the journal are also accepted.

5. Authors must use the template of the paper uploaded in the journal website. (**Paper Format Template**)

6. When sending a paper to the journal via the system or email, the exact specialty of the paper should be written between two brackets in the subject slot. For example: (**English Linguistics**): **A paper for Publication**.

7. It is highly recommended, for the researchers who intend to publish their papers in Arabic language, to have a look at the list of common mistakes.

8. Once the paper is received, the managing editor will check personally whether the paper fulfills all the journal conditions, and only then, the paper will be sent to the section editor. The latter will proceed with the rest of the stages: sending the paper to the similarity index scanning and then to the experts. If the paper violates one of the rules, s/he will receive a notification from the managing editor that the paper will be rejected for the time being, as it violates the general layout of the journal. The whole process from the time of sending till the time of receiving and giving the tentative acceptance might take a maximum of forty (40) days.

9. Once the tentative approval is gained, the author has to has to include all the corrections and notes required in one manuscript; each expert's amendments in

one visible font color, and re-sends that copy via the system or the email- based on the method of sending adopted at the beginning-to be finally checked by the section editor. S/he will be give 10-15 days to consider and do the notes and comments. The whole process of receiving the notes, doing the corrections, and re-sending the edited paper takes **2 months minimum**. To know more about the track of the research, kindly click on the **Publishing Process** file.

10. After re-sending the paper to the section editor and, the latter will notify the author to sign the **Author's Declaration Form** , and provide his/her account links in the following sites: GOOGLE SCHOLAR, ACADEMIC, RESEARCH GATE, PUPLONS, AND ORCID. (**https://forms.gle/2kywhkzVnNAZs2iy7**) If s/he does not have an account in one of these, s/he has to make one and provide us with it. A google form link will be sent to the author to fill in the accounts required. If the author misleads the journal by sending fake accounts or wrong, disabled, or inactivated links, this will affect his paper acceptance period and decision. However, if the section editor finds that both the copyright agreement and the links of the author are ok, s/he will send the paper to the managing editor to be checked first and to send to the author the acceptance letter personally after paying the **Publication Fee**.

11. The online publishing of the accepted papers is prioritized by many variables, such as the quality of the paper, diversity in disciplines and types of research methods adopted.

12. Authors, who have their papers unpublished yet, must be responsive to any further amendments required from them even after gaining the acceptance letter. If no response is gained within the due time, the publication of their papers will either be postponed or cancelled, depending on the importance of the policy or information added. Any changes to the policy will be announced upon in the announcement button, so kindly be noted of that.

13. The published manuscripts express the opinions of their authors, i.e., their owners, not the opinion of the journal.

14. All submitted manuscripts must adhere to APA style of in-text and end citations-version 7. For ease of reference, the journal has uploaded two copies

in two different languages: Arabic and English, focusing on the basics of this style. However, the journal has its own general layout and manuscript divisions that authors must adhere to when submitting their manuscripts (**End Referencing Citation**; **In-Text Citation**). To that effect, two templates have been also uploaded, one for the Arabic manuscripts and another for the English manuscripts. Authors must follow the template margins, level, size, and type of font used in it. Any changes in the templates will be a cause for delaying the process of accepting the manuscript.

15. The length of the manuscripts submitted must not exceed 11000 words and not be less than 6000 words excluding the references.

16. If the manuscript has figures and tables, their resolution must not be less than 150p.

17. When quoting verses from the Holy Quran, authors must use the Ottoman graphic version exclusively.

18. The highest percentage of the references used must belong to the last five years.

19. For the local authors only, after the publication, they will be offered a hard copy of the whole volume and of the paper only. Once the hard copies are ready, the authors will receive a notification via e-mail to come and receive them. Besides, authors will be notified electronically when their papers are published.

20. The editorial board decision to accept or reject the paper is considered a final decision, retaining the right of not disclosing their reasons.

21. Authors must be aware of the journal following sections: **JOURNAL AIMS AND SCOPES**, **JOURNAL POLICY**, **ANNOUNCEMENTS**, **AUTHOR GUIDELINES**.

22. If the author uses data that have copyright, s/he has to sign the **Author's Declaration Form** to maintain that s/he has received the approval to conduct the study.

23. To check that the author has done all the instructions required by the journal, s/he must check the **Submission Preparation Checklist.**

24. If the paper has more than one author, each author has to specify his/her role by filling in the **Author Contribution Statement**.

25. Finally, the author examines the guidelines that are concerned with **Publication Ethics and Malpractice Statement: Authors Duties.**

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