



The General Publication Policy of the Journal

When submitting a manuscript to the journal, it should abide by the general publication policy of the journal, as stated below:

1. The manuscript must be original and must have a scientific and cognitive value. It must also be linguistically edited and meticulously documented following the APA documentation manual (7th Edition) and the style of the journal as well, as illustrated in the author guidelines of the journal.
2. The percentage of similarity index scanning must not exceed 15% for the entire manuscript, and 5% for each single reference cited.
3. The percentage of citations from the papers of this journal that are related to his or her study must be 15% with reference to the number of references consulted in the list of references.
4. The manuscript must be sent via the journal system; however, the manuscripts which are sent via the official email of the journal are also accepted.
5. When sending a manuscript to the journal via the system or email, the exact **specialty of the manuscript should be written between two parentheses** in the subject field, followed by a **colon** and the phrase **A manuscript for publication**. Example: **(English Linguistics): A paper for publication**.
6. It is highly recommended for the researchers who intend to publish their manuscripts in Arabic to have a look at the list of common mistakes first.
7. Once the manuscript is received, the managing editor will personally check whether the manuscript meets all the requirements of the journal. If all requirements are met, the manuscript would then be scanned for plagiarism, and then to the section editor. Afterwards, the section editor will send the manuscript later to the experts.

If the manuscript violates any of the journal regulations, the managing editor will notify the author via e-mail that the paper will be rejected for the time being. **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.**



8. Once the initial approval is granted, the author 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. The author will be given 10-15 days to consider and do the notes and comments. **The entire process from receiving the final manuscript from the section editor to giving the final decision will take a minimum period of 2 months.**
9. After re-sending the manuscript to the section editor, the latter will notify the author to sign the copyright agreement letter and provide his/her account links in the following sites: **GOOGLE SCHOLAR, ACADEMIC, RESEARCH GATE, PUPLONS, AND ORCID**. If s/he does not have an account in one of these platforms, s/he has to create one and provide the journal with the accounts links. A Google form link will be sent to the author to fill in the accounts links required. If the author misleads the section editor 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 author's copyright agreement and the links are valid, he/she will send the manuscript to the managing editor to be checked first and afterwards send the acceptance letter to the author personally.
10. The online publishing of accepted manuscripts is prioritized by a number of variables, such as the quality of the manuscript, diversity in disciplines and types of research methods adopted.
11. Authors who have not had their manuscripts published must be responsive to any further amendments required even after receiving the acceptance letter. If no response is made within the due time, the publication of their manuscripts will either be postponed or cancelled, depending on the policy of the journal or information acquired. Any updates to the policy will be accessible via the announcement link button.
12. The published manuscripts express the opinions and views of their authors, i.e., their owners, not the opinion of the journal.



13. All submitted manuscripts must adhere to APA documentation style manual for all in-text and end citations (7th Edition) and to the style of the journal as well. 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. To that effect, two templates have been also uploaded, one for the Arabic-language manuscripts and another for the English-language 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.
14. The word count maximum for submitted manuscripts is **(11000)** words maximum and **(6000)** minimum, **excluding the references**.
15. If the manuscript has figures, charts, graphs and tables, their resolution must not be less than 150 pt.
16. When quoting verses/ayas from the Holy Quran, authors must use the **Ottoman graphic version exclusively**.
17. The highest percentage of the references consulted must belong to the last five years.
1. Local authors will be offered a hard copy of the whole volume and of their manuscripts only after publication. Once the hard copies are ready, the authors will receive a notification via email to visit the journal headquarters and receive their copies. Besides, authors will be notified electronically when their manuscripts are published.
18. The editorial board's decision to accept or reject a paper is considered a final decision and the board reserves the right not to disclose its reasons.
19. Prior to submitting any manuscript, authors must be aware of the following sections of the journal: JOURNAL AIMS AND SCOPES, JOURNAL POLICIES, ANNOUNCEMENTS, AUTHOR'S GUIDELINES.

Set by the Editorial Board

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