



## General Guidelines for the Authors

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

1. The paper 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 (7<sup>th</sup> Edition), as illustrated in the author guideline of the journal.
2. The percentage of plagiarism scanning must not exceed 15% for the entire paper, and 5% for each single reference cited.
3. The researcher must have at least three citations from the papers of this journal that are related to his or her study.
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. When sending a paper to the journal via the system or email, the exact **specialty of the paper should be written between two parentheses** in the subject field, followed by a **colon** and the phrase **A paper for publication**. Example: **(English Linguistics): A paper for publication**.
6. It is highly recommended for the researchers who intend to publish their papers in Arabic to have a look at the list of common mistakes first.
7. Once the paper is received, the managing editor will personally check whether the paper meets all the journal requirements. If all requirements are met, the paper would then be scanned for plagiarism, and then to the section editor. Afterwards, the section editor will send the paper later to the experts.

If the paper 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 paper 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 account link. A Google form link will be sent to the author to fill in the account 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 copyright agreement and the links of the author are valid, he/she will send the paper to the managing editor to be checked first and afterwards send the acceptance letter to the author personally.
10. The online publishing of accepted papers is prioritized by a number of variables, such as the quality of the paper, diversity in disciplines and types of research methods adopted.
11. Authors who have not had their papers 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 papers will either be postponed or cancelled, depending on the journal policy 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 (7<sup>th</sup> Edition). 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 **9500** words maximum and (**5000**) 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 from the Holy Quran, authors must use the **Ottoman graphic version exclusively**.
1. Local authors will be offered a hard copy of the whole volume and of the paper 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 papers are published.
17. 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.
18. Prior to submitting any paper, authors must be aware of the following sections of the journal: JOURNAL AIMS AND SCOPES, JOURNAL POLICY, ANNOUNCEMENTS, AUTHORS GUIDELINES, which in return includes the following documents: AGREEMENT COPYRIGHT LETTER, JOURNAL GOOGLE FORM, APA DOCUMENTATION GUIDES, THE TEMPLATES, and THE PUBLISHING FEES.

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