

## Author Guidelines

---

The journal adopts the Chicago Manual of Style for scientific citation (Footnotes and Bibliography) in its latest 18th edition. Please adhere to the following instructions:

### I. Publication Language

Manuscripts are accepted for publication in the journal in both Arabic and English.

### II. Research Topics

The journal publishes research in scientific studies, humanities, and Sharia sciences.

### III. Scientific Research Conditions

- Research must be characterized by depth, originality, and factual accuracy.
- Research must be scientifically documented with sources and references.
- It must be formatted according to the principles of rigorous scientific research.
- **The research must not have been previously published, submitted to any other publishing entity, or extracted from other studies, in accordance with a pledge by the researcher proving their intellectual and scientific ownership of the research and according to the journal's publication conditions.**
- The opinions expressed in the published research represent only the viewpoint of the researchers and do not necessarily reflect the opinion of the journal.

### IV. The research methodology must follow the scientific research approach and include the following:

- The research introduction must include the research topic, problem, scientific methodology, objectives, and previous studies (if any), as well as the scientific addition and research plan.
- Dividing the research into sections according to the research plan and its coherence from a scientific and methodological standpoint.
- The research conclusion must include the most important findings and recommendations reached by the researcher.

### V. Research Pages

- The number of research pages shall not exceed **(25) pages**, including the Arabic and English abstracts and references.
- The words in the Arabic and English abstracts shall not exceed **(250) words**, followed by the keywords of the research.

- Figures, drawings, and appendices should be fixed at the end of the research.
- The research must be accompanied by a brief biography of the researcher, including their scientific efforts and an electronic method of contact.

## VI. General Layout and Dimensions

- Page margins: The edges of the page are set to **narrow** (1.27 cm) on all sides.
- Approved font type: The entire font of the manuscript (for Arabic) must be **Simplified Arabic**, and **Arial** font for English.

## VII. Font Sizes and Headings

- Main Headings (Sections): 16 pt size, Bold, single line spacing.
- Subheadings (Sub-sections): 14 pt size, Bold, single line spacing.
- Body Text (Main Text): 14 pt size, Regular (non-bold), with single line spacing.
- Footnotes: 12 pt size, Regular, with single line spacing.

## VIII. Citation Rules According to Chicago Style (18th Edition)

- Footnote numbers are inserted in the text as a plain superscript number such as:  
1 2 3
- Placing citation numbers between (round or square) brackets inside the text is prohibited.
- The footnote number is always placed after punctuation marks (period, quotation mark) and not before them.
- Citation elements in the footnote are separated using **commas**.

### First Citation:

The first footnote must include the full information of the source, and the elements are arranged as follows:

#### **Sources**

Author's First and Last Name (d. Year of Death AH/AD), *Full Book Title in italics*, edited by Editor's Name (City of Publication: Publisher, Year of Publication), Volume Number: Page Number.

#### **Example:**

Abd al-Rahman Ibn Khaldun (d. 808 AH / 1406 AD), *Kitab al-Ibar wa-Diwan al-Mubtada' wa-l-Khabar*, edited by Khalil Shehadeh (Beirut: Dar al-Fikr, 2000), 2:118.

#### **References**

Author's First and Last Name, *Book Title in italics*, translated by Translator's Name (City of Publication: Publisher, Year of Publication), Page Number.

#### **Example:**

Eric Hobsbawm, *The Age of Extremes: The Short Twentieth Century*, translated by Hatem Salman (Beirut: Arab Organization for Translation, 2011), 85.

### **Research and Articles in Periodicals**

Researcher's First and Last Name, "Research Title between quotation marks," *Journal Name in italics* Volume, Issue Number (Year of Publication): Page Number quoted from. *Example*: Edward Said, "Reflections on Exile," *Journal of Cultural Studies* 5, no. 2 (2001): 112.

### **Repeated Citation for Subsequent Citations (Shortened Citation)**

- Cancellation of the term (Ibid): The journal does not favour the use of traditional citation terms such as (Ibid) or (Previous Source) or (The same reference).
- Approved Shortened Format: You must rely exclusively on the shortened citation system in all repeated citations, and it consists of: (Author's Last Name or Surname, *Shortened Title of the source in italics*, Volume Number: Page Number).

#### ***Example (Primary Source):***

Ibn Khaldun, *Kitab al-Ibar*, 2:120.

#### ***Example (Reference):***

Hobsbawm, *The Age of Extremes*, 90.

#### ***Example (Research or Article):***

Said, "Reflections on Exile," 115.

***(Note: Publication details, year of death, and the full name of the editor or translator are completely deleted from repeated citations to reduce the citation burden, unless the researcher is comparing two different editions or versions of the same source.)***

### **IX. Final Bibliography Citation elements in the list are separated using periods.**

- Arrangement: Sources are arranged alphabetically in a single comprehensive list based on the last name or surname of the author.
- Name Format: The first author's name is inverted; so that the last name (surname) is written first, then a comma, then the first name.
- Indentation: The first line of the reference begins aligned with the margin, while subsequent lines for the same reference are indented inwards by (1.25 cm).
- Typographical Spacing: Single spacing for a single reference, leaving a blank line between each reference and the next.
-

### **Sources:**

Surname, Author's First Name (d. Year of Death AH / AD). *Book Title in italics*. Edited by Full Editor's Name. Number of Volumes. City of Publication: Publisher, Year of Publication.

### **Example:**

Ibn Khaldun, Abd al-Rahman (d. 808 AH / 1406 AD). *Kitab al-Ibar wa-Diwan al-Mubtada' wa-l-Khabar*. Edited by Khalil Shehadeh. 8 volumes. Beirut: Dar al-Fikr, 2000.

### **References:**

Surname, Author's First Name. *Book Title in italics*. City of Publication: Publisher, Year of Publication. *Example:* Hourani, Albert. *A History of the Arab Peoples*. Beirut: Dar Naufal, 1997.

Translated Book Model: Original Author's Surname, First Name. *Book Title in italics*. Translated by Full Translator's Name. City of Publication: Publisher, Year of Publication.

### **Example:**

Hobsbawm, Eric. *The Age of Extremes: The Short Twentieth Century*. Translated by Hatem Salman. Beirut: Arab Organization for Translation, 2011.

### **Model of a Research or Article Published in a Peer-Reviewed Scientific Journal (Periodical):**

Researcher's Surname, First Name. "Research Title between quotation marks." *Scientific Journal Name in italics*, Volume, Issue (Year of Publication): Full range of pages from and to.

### **Example:**

Said, Edward. "Reflections on Exile." *Journal of Cultural Studies* Vol. 5, Issue 2 (2001): 110-125.

### **Model of an Unpublished PhD Dissertation or Master's Thesis:**

Author's Surname, First Name. "Title of Thesis or Dissertation between quotation marks." Unpublished Master's Thesis / PhD Dissertation. University Name, College Name, Year of Defence.

### **Example:**

Al-Obaidi, Ahmed Hassan. "Political Developments in the Lesser Maghreb in the Fourth Century AH." Unpublished PhD Dissertation. Tikrit University, College of Education for Human Sciences, 2018.