



## Al-Balqa Journal for Research and Studies

### Publishing Instructions

- Al-Balqa Journal for Research and Studies (AJRS) is a free bi-annual international, scholarly open access, peer-reviewed and fully refereed journal published by the Deanship of Scientific Research at Al-Ahliyya Amman University. AJRS aims at publishing original, scientific research and studies in the field of social sciences and humanities in both English and Arabic languages.
- The submitted manuscript must be original work of the author(s), this will be declared by the authors in the process of submitting the manuscript.
- If the manuscript is the work of two or more authors, the corresponding author must be specified.
- The adherence to scientific integrity and publishing ethics is mandatory.
- Word count must not exceed 8000 words excluding abstract, references and author(s) information
- AJRS follows the American Psychological Association (APA 7<sup>th</sup> edition) for referencing, <https://apastyle.apa.org/style-grammar-guidelines/references/examples>
- Upon receiving the manuscript, the editorial office checks the plagiarism percentage, plagiarism must not exceed 20%, if it was more than 20% the author will be requested to reduce it, the editorial office checks plagiarism for the second time and if it was still more than 20 % the manuscript will be rejected.
- Before submitting to Al-Balqa Journal for Research and Studies, the author has to permanently delete the manuscript from Turnitin if it was checked for plagiarism. This step is mandatory for the editorial office in order to get the actual plagiarism percentage. If the manuscript was not deleted from Turnitin, the editorial office will not proceed with the preliminary evaluation process.
- AJRS does not accept the use of Artificial intelligence (AI) in the. The author will be asked to rewrite the manuscript if AI was used, the editorial office will check the use of AI for the second time when the author rewrites the manuscript. If AI is still used, the manuscript will be rejected.
- If plagiarism is accepted, the manuscript is sent to the editorial board to give the decision of acceptance or rejection for proceeding with the peer review process and it is a definitive decision.
- Before sending the manuscript to reviewers, the corresponding author has to sign the publication pledge, which states the following:
  - This research manuscript has not been submitted to other scientific/academic journals with the purpose of publishing, and shall not until the final decision on the manuscript is received by the editorial board.



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- This research manuscript is original, not replicated from any source and not published in other scientific/academic journals.
- Authors hold responsibility for the reviewing costs and charges in case of research manuscript withdrawal after the reviewing process.
- In case of acceptance and publishing in Al-Balqa Journal, I/we consent to grant copyrights and distribution rights of this research manuscript to the Deanship of Scientific Research of Al-Ahliyya Amman University.
- The research per se is the result of the author(s) personal effort and not replicated partially or totally from any source.

- AJRS follows a double blind peer review process. Two reviewers will evaluate the manuscript after the editorial board accept the manuscript to go through the peer review process. One reviewer from inside Jordan and the other reviewer is from outside Jordan (the Arab region)

- After the peer review process, the editorial board decision regarding the acceptance or rejection of the manuscript is definitive.

- In the case of manuscript rejection, the corresponding author will receive the rejection decision signed by the editor-in-chief, the corresponding author will also be provided by the rejection report.

- All authors must declare conflict of interest, funding and personal affairs which may affect the result of the research.

- The editor-in-chief and the editorial office has the right to edit the research in technical terms such as font size, type, color, proper documentation of references, etc. in accordance with AJRS instructions.

- If the author chooses to withdraw the manuscript after it has been assessed; he shall reimburse Al-Balqa with the cost of reviewing the manuscript.

- If AJRS discontinues publishing for any reason, the website will always be available for the manuscripts to be accessed.

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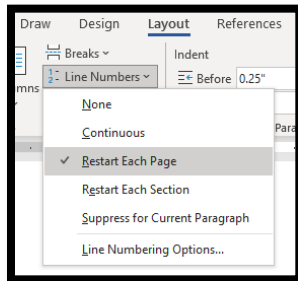


## Copyright statement

Copyright is designed to defend an author's work and academic reputation, and takes on claims of infringement, plagiarism, disputes, Ethics and fraud seriously. If the author(s) notice any copyright violation of their manuscript, they must inform the editor-in-chief.

## Technical writing for the manuscript

- The author must send the manuscript (A4 manuscript size) as a word document using AJRS online system, following the journal's downloadable template.
- Page numbers are added in the middle-bottom of the page
- Numbers are added to the lines, and the lines are numbered for each page and not as an entire manuscript.



- Abbreviations: Writing the full term at its first appearance and enclosing the abbreviated term in parentheses, and then writing only the abbreviation.
- If the research is written in English and contains Arabic and Islamic terms, they must be written in Latin letters, which is what is called transliteration, and the following link can be used for this purpose <https://www.loc.gov/catdir/cpso/roman.html>
- Punctuation marks (period, comma, semicolon, exclamation marks, question marks, etc.): there should be no space before the punctuation marks, but one space is added after the punctuation marks.
- Parentheses (...): there should be one space between the text and the first parenthesis, and one space after closing the parentheses and the text that follows it. Example: *This study showed (...) the following results.*
- Please do not use the term (figure above) or (table below). Instead use the table or figure number to refer. Example: according to table (1)
- The research must be written on Microsoft Word (size A4) according to AJRS template from the journal's website. According to the following requirements:



1. Specifications of the format:

<b>Font type</b>	Times New Roman	
<b>Line spacing</b>	1.5	
<b>Font size</b>	12	
<b>Font Specifications</b>	<b>Title</b>	<b>Bold</b>
	body	Normal
	<b>Heading</b>	<b>Bold</b>
	<i>Sub-Heading</i>	<i>Italic</i>
	Figure title and number	Normal
	Table title and number	Normal
<b>Margins</b>	Normal (one inch) from all sides	

2. The research is organized as follows:

The cover page is in Arabic and then English must include:

- The title in English, not more than twenty words, please capitalize each word (except manuscripts, prepositions and conjunctions)
- The names of the researchers beside each other without titles and academic ranks
- Affiliations of the researchers and ORCID numbers using superscript numbers
- A star should be put beside the name of the corresponding author
- The corresponding author should mention in details the affiliation, the postal address, cell phone number, and an email.

**Author information page**

- A recent personal photo for all researchers (Recommended but not mandatory).
- A brief biography for each author, with a maximum of two lines, including the following: full name, current academic rank, all academic degrees and universities from which the researcher graduated, current job, specialization, research fields)
- Authors contribution: In the manuscript sent for publication, each author must explain their contribution in the research by choosing at least three or more of the following: Conceptualization, data curation, formal analysis, funding acquisition, investigation, methodology, project administration, resources, software supervision, validation, writing-original draft, writing, reviewing & editing, reading and approving the final draft.  
Reading and approving the final draft must be for all authors.



- Declaration of conflict of interest: The researcher (or researchers) declare(s) and undertakes that there is no conflict of interest with any person or institution. This research has not been previously published in any way, whether written, read, published, visual or audio. If the research is derived from a thesis, please add the following sentence: Example: This research is derived from a master's thesis (or doctoral thesis), by the student Nour Muhammad Zaid, from Al-Ahliyya Amman University, majoring in the Master's degree in laboratory medical sciences, in 2022. The title of the thesis is The effect of sending a manuscript to a scientific journal, and the main supervisor is Dr. Hanadi. Mahmoud, and the co-supervisor is Dr. Issa Saleem.
- Funding statement: this research is funded by (mention details of the institution's name, decision number), or this research did not receive any financial support.
- A word of thanks (if any)
- The title of the research in a brief manner (no more than five words).
- The specialization of the reviewers who will evaluate the research.
- Suggest at least two reviewers, of the rank of professor or associate professor. Please note that suggested reviewers does not mean they will evaluate this research.  
Note: for authors from inside Jordan: Please suggest one reviewer from inside Jordan and one from outside Jordan.  
For authors from outside Jordan: Please suggest reviewers from outside Jordan.

Reviewer name	Country/ University	Mobile number	Email

### Abstract page in Arabic

- عنوان البحث باللغة العربية (حسب المواصفات المذكورة أعلاه)
- بدون أسماء الباحثين
- الملخص باللغة العربية حسب المواصفات الآتية:
  - ألا تزيد كلماته عن 250 كلمة
  - أن يكون الملخص مقسماً وعلى الترتيب للبنود الآتية: الخلفية النظرية، هدف أو أهداف الدراسة، منهجية البحث، نتائج الدراسة، الخلاصة أو الاستنتاج والتوصيات. (يجب أن تظهر عناوين البنود)
- يحتوي على ست كلمات مفتاحية (كلمات دالة) مرتبة هجائياً (مع ال التعريف) مثال: كلمة (أبجد) تسبق كلمة (الأبجد) التي تسبق كلمة (الباب).



### **Abstract page in English**

- Manuscript title in English (according to the specifications mentioned above).
- English Abstract should be according to the following specifications:
  - Abstract in English language.
  - Words should not exceed 250.
  - The Abstract should be divided into the following: Background, Aims, Methodology, Results, Conclusion
- Six keywords translated from Arabic keywords and arranged alphabetically according to English letters, not according to the order in Arabic.

#### عنوان المقالة

#### الملخص

- الخلفية النظرية
- هدف الدراسة
- منهجية البحث
- نتائج الدراسة
- التوصيات

### **The Title of the Manuscript**

#### **Abstract**

- Background
- Aims
- Methodology
- Results
- Recommendations/ conclusions

### **Starting from the page following the English Abstract, in order, without numbering:**

1. Introduction
2. Study literature
3. Methods
4. The author can add any other suitable sections
5. Results



6. Discussion
7. Conclusions
8. Recommendations
9. References: do not detail References to a list of theses and dissertations, a list of books, a list of manuscripts, etc.
10. Appendices (if available).

### Tables

- Tables are mentioned by number sequentially in the body of the text, in this way: Table (1)
- Tables are placed within the text after mentioning them.
- The title of the table is written (at the top of the table). Any sources or footnotes are written at the bottom of the table and are listed in the references list.
- Tables are printed in Microsoft Word, not in the form of images.
- All table lines must be visible.
- Please do not add any colors, shading, bold or italic text.
- The table must be flexible, meaning that its fields can be moved and technically modified by the editorial office.
- Please do not put any marks such as % or units of measurement inside the table, any units of measurement or mark should be added on the title cells only.
- example:

Table (1) Title of the table

Item	Example (%)	Height (cm)
item	50	22
item	20	55

### Figures:

- Figures are mentioned by number sequentially in the body of the text, in this way: Figure (1).
- Figures are placed within the text where they are mentioned, large, clear, and in the form of an image.
- The title of the figure is written (at the top of the figure). Any sources or footnotes are written at the bottom of the table and are listed in the references list. The title and footnotes of the figure should be printed in the Word document.
- Images must be clear and in high resolution.

### References

- References are mentioned as in-text citation.
- At the end of the manuscript, Arabic references and English references must be listed, including Arabic references translated into English.



- The author must attach the link to each reference if it is available online.
- Adherence to the documentation rules applicable in the journal, which are derived from the American Psychological Association's method. (APA 7<sup>th</sup> ed.) <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

### Quoting and use of information from references:

- Footnotes and endnotes are not used for citing or quoting information from a reference, in-text citations are used instead, according to the examples below. It is important to mention page numbers if you benefit from specific information.

When quoting specific words from a reference; a general referral is not enough for this. Note that any quoted text must be enclosed in quotation marks. “.....”.

#### -Example:

- in-text citation: (Al-Ahmad,2020) or Al-Ahmad (2021) stated....
- Quoted text, the page number must be mentioned  
“the quoted text between quotation marks”. (Al-Ahmad, 2020, 15) or Al-Ahmad (2020) stated: “the quoted text between quotation marks”. (51)
- References are not numbered in the list.

### Examples on writing citations and references list

- **Quran verses and Hadith:** after quoting the Quran verses, follow with the name of the surah and the number of the verses: [Al-Baqara: 15-20]. As for Hadith, If the hadith is mentioned in one of the two Sahih books, it is sufficient to mention that without elaboration.

#### - Journal manuscript (one author)

(adding the page number which the information was cited from is recommended but not mandatory, unless if it was quoted literally)

Al-Ahamd. M. (2020). Title of the Manuscript. *Name of the Journal*, 5(2), 12-30. DOI

*In-text citation:* (Al-Ahmad, 2020) or Al-Ahmad (2020)

#### - Journal manuscript (two author)

Al-Ahamd. M. and Al-Khalid, M. (2020). Title of the Manuscript. *Name of the Journal*, 5(2), 12-30. DOI

*In-text citation:* (Al-Ahmad and Al-Khalid, 2020) or Al-Ahmad and Al-Khalid (2020)

#### - Journal manuscript (more than two author):

Al-Ahamd. M., Al-Khalid, M., Rami, S. and Alan, H. (2020). Title of the Manuscript. *Name of the Journal*, 5(2), 12-30. DOI





*In-text citation:* (Al-Ahamd et al., 2020) or Al-Ahamd Ahamd et al. (2020)

**- Book (one author)**

**(The DOI number for the book must be added if it is available, and a link to the book must be added if it is from a website that is not considered Academic database, adding the page number which the information was cited from is recommended but not mandatory, unless if it was quoted literally)**

Al-Ahamd. M. (2020). *Title of the book* (edition). Name of the publisher. URL or DOI if available

*In-text citation:* (Al-Ahamd, 2020, 15)

**- Book (two authors):**

Al-Ahamd. M. and Al-Khalid, M. (2020). *Title of the book* (edition). Name of the publisher. URL or DOI if available.

*In-text citation:* (Al-Ahmad and Al-Khalid, 2020, 20) or Al-Ahmad and Al-Khalid (2020, 20)

**- Book (more than two authors)**

Al-Ahamd. M., Al-Khalid, M., Rami, S. and Alan, H. (2020). *Title of the book* (edition). Name of the publisher. URL or DOI if available.

*In-text citation:* (Al-Ahamd et al., 2020, 15) or Al-Ahamd Ahamd et al. (2020, 15)

**- A manuscript or edited chapter in books**

Al-Ahamd. M., Al-Khalid, M., Rami, S. and Alan, H. (2020). *Title of the book..* In R. F. Noor, P. Khalid & F. C. Eman (Eds.), *Title of the chapter* (edition, page-page). DOI or URL if available.

*In-text citation:* (Al-Ahamd et al., 2020)

**- Conference presentation**

Al-Ahamd. M. (2019, August 8–11). *Title of the manuscript* [Conference presentation]. Name of the conference, location of the conference.

*In-text citation:* (Al-Ahamd et al., 2020)

**- Translated and republished works**

Two dates are cited within the text (reference), which are the year of publication of the original work and the year of publication of the translation, republication, or reprint, separating the two dates with a slash (/), and writing the date of the original work first.

Ibn Manzur, J. (edited by: Amer Haider). (2003). *Lisan al-Arab*. (1st edition). House of Scientific Books. (711 AH).

*In text citation:* (Ibn Manzur 711AH /2003) or Ibn Manzur (711AH /2003).



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**- Manuscripts from magazines and news manuscripts**

Al-Ahmad, Muhammad Abdullah. (December 1, 2020). title. *Magazine title*, Issue 2, 26-22. Link or DOI if available.

*In text citation:* (Al-Ahmad, 2020).

**- University theses**

Magdy, H. (2018). *Theses title* [PhD or Master dissertation, University name].

*In text citation:* Magdy (2018) or (Magdy, 2018)

**- Website page**

Al-Saleh, A. (September 11, 2019). *The effect of perennial plants on the soil*. webpage link

*In text citation:* Al-Saleh (2018) or Al-Saleh (2018)

**Footnotes and endnotes**

Footnotes and endnotes are not used in AJRS.

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