



Introduction to the
Journal

Authors' Instructions in the Arab American University Journal

The Arab American University Journal of Research is a peer-reviewed scientific journal published periodically by the Deanship of Scientific Research at the Arab American University in Palestine. Registered under ISSN 2308-2623, it is dedicated to publishing original research in the humanities and natural sciences in Arabic or English by established academic standards. All submitted research papers must be initially evaluated by the editorial board, including a plagiarism check. Based on this evaluation, the editorial board may decide not to proceed with the peer-review process, in which case the author will be informed. If the paper qualifies for review, the Deanship assigns two to three expert referees in the relevant field. The review process typically takes 2–3 months, after which the author may be asked to revise the manuscript following the reviewers' comments.

Researcher's Guide: Arab American University Journal

The researcher is required to submit their manuscript in accordance with the submission guidelines of the Arab American University Journal of Research, as outlined in the following instructions:

Submissions
and contacts:

Research papers should be submitted online to the Arab American University Journal via the following link:

<https://digitalcommons.aaru.edu.jo/cgi/submit.cgi?context=aaup>

If you have any inquiries, please contact the journal's email address:

srj@aaup.edu

General Terms

General Submission Guidelines:

1. The manuscript must not exceed **25 pages** or **10,000 words**, excluding references and abstracts in both languages (Arabic/English).
2. All texts must be formatted using **Times New Roman font** regardless of the manuscript's language.
3. Page margins must be set to 2.54 cm (1 inch) on all sides.
4. Main Headings (e.g. Introduction, Literature Review, Methodology, Results and Discussion, Conclusion and Recommendations, and References) must be written in Times New Roman, size **13, bold** and numbered sequentially as shown in parentheses (1, 2, 3, ...).
5. Subheadings must be written in Times New Roman, size **12, bold** and italic, and numbered sequentially as shown in parentheses (1.1, 2.1, ...).
6. The body text under the headings and subheadings must be written in Times New Roman, size **12, single-spaced**, with zero spacing before or after each paragraph.
7. Captions for figures and tables as well as the content inside them must be written in Times New Roman, size **10, single-spaced**, with no additional spacing before or after.
8. References must follow the **APA 7th Edition style**, written in Times New Roman, size **11, single-spaced**, and with no extra spacing before or after.



Formatting Guidelines for the First Page: Title, Author Information, Abstract, Keywords, and Paper History

1. The following heading is required on the first page only of each paper



2. **Title:** The research title must be centered, written in 16-point bold Times New Roman font, with 1.5 line spacing.
3. **Authors' Names:** List the full names of all authors, each followed by a superscript number indicating their institutional affiliation (e.g., Mohammed Awad¹, Ayman Youssef²). Use 11-point bold font, center-aligned, with single line spacing between the names and affiliations.
4. **Affiliations:** Below the authors' names, list each author's affiliation using 11-point Times New Roman font. Use an asterisk (*) to mark the corresponding author, and include the following line:
Corresponding Author: Email: mohammed.awad@aaup.edu
5. **Manuscript Dates:** Use 10-point italic Times New Roman to indicate submission details and DOI as shown in the following example:
Received :[date] . Revised:[date]. Accepted: :[date]. Published: :[date].
DOI: <https://doi.org/10.35517/>
6. **Abstract:** The word "Abstract" should be written in 12-point bold italic Times New Roman font. The body of the abstract must not exceed 300 words, written in 11-point Times New Roman, with single line spacing and justified alignment. No references or citations should appear in the abstract. The same format should be applied to both the Arabic and English abstracts.
7. **Keywords:** Begin with the phrase "Keywords:" in bold italic font written in 11-point Times New Roman, followed by up to six keywords in 10-point Times New Roman, separated by commas, using single line spacing, spacing as shown in the example below:
Example: Keywords: *AI, machine learning, diagnosis, classification, healthcare, automation*

The research manuscript must include the following components:

1. **First Page:** The first page must only contain the header, research title, author(s) information, abstract, and keywords in the same language of the manuscript. If the manuscript is written in Arabic, an English abstract must be included at the end of the paper, after the references, and vice versa.
2. **Introduction**
3. **Literature Review**
4. **Research Methodology**
5. **Results and Discussion**
6. **Conclusion and Recommendations**
7. **References:** It must be categorized into Arabic and foreign sources.
8. **Appendices** (if needed): Include any supplementary materials, such as questionnaires, figures, or statistical data, if applicable.
9. **Abstract in the Corresponding Language:** (Arabic if the paper is in English, or English if the paper is in Arabic.)
10. **Pre-Review Declarations:** Before the submission for review, the following declarations must be included: Conflict of Interest, Availability of Data and Materials, and Funding Statement.
Optional (but preferred) declarations: Acknowledgments, Ethical Approval, and Informed Consent Statement.



Racism

Guidelines for Avoiding Discriminatory Content:

1. The manuscript must be free of any language or expressions that could be considered offensive to any individual or group, whether natural or legal persons.
2. Authors must avoid any references that may imply racism, discrimination, or bias based on ideology, religion, ethnicity, or any other form of identity.

Preparing Tables And Figures

Guidelines for Preparing Tables and Figures:

1. **All captions for tables and figures formatted Times New Roman, font size 10, bold**, the text and numerical content within them, must be formatted in Times New Roman, font size 10, with single line spacing and no additional spacing before or after (Spacing: [Before = 0, After = 0]).
2. **Table titles** should be placed above the table, while figure titles should be placed below the figure. Titles must be numbered in the following format: Table 1: Title of the table, Figure 1: Title of the figure.
3. **Tables and figures** must be numbered consecutively throughout the manuscript.
4. Each table and figure must be **centered**.
5. When referring to tables or figures within the text, their **corresponding numbers must be indicated**.
6. Leave **one blank line** before and after each table or figure to maintain clear separation from the surrounding text.

Preparing Mathematical Equations

Guidelines for Writing Equations:

- 1- All equations must be numbered sequentially. The equation number should be enclosed in parentheses and aligned to the right. For example:

$$Y = a + Bx \quad (1)$$
$$g(x) = \sum_{p=1}^p \lambda_p \phi_p(\|x - c_p\|) \quad (2)$$

- 2- Equations must be written using Microsoft Word's built-in equation editor for consistency and clarity.
- 3- When referring to an equation within the body of the text, always cite its corresponding number.
- 4- Equations must be formatted in Times New Roman, 12-point font, with single line spacing and spacing set to [Before = 6 pt, After = 6 pt].
- 5- A brief explanation of all variables used in the equation should be provided directly beneath

Preparing a list of references

Bibliography Preparation Guidelines:

- 1- **For research written in Arabic:** Arabic references must be listed separately from non-Arabic (foreign) references.
- 2- **For research written in English:** both Arabic and foreign references must be combined in a single list and translated or transliterated into English.
- 3- References should be arranged in **alphabetical order** by the surname of the first author.
- 4- Every reference listed in the bibliography **must also be cited** within the body of the manuscript.
- 5- Do not place references or notes in the **margins**. All additional notes should be included as footnotes after the bibliography section.
- 6- In-text citations and the bibliography must follow the **APA 7th Edition style**, as adopted by the journal's formatting standards.



Citation in the research text and the preparation of the list of references:

Section One: Quoting and Citing References Within the Research Text

Guidelines for In-Text Citation:

1. Citing a Single Author:

- Foreign Language Reference: Use the author's last name in parentheses, followed by a comma and the year of publication. For example, (Al-Jamal, 2024)
- Arabic Reference: Include the author's last name in parentheses, followed by a comma and the year of publication. For example, (Al-Hanawi, 2024)

Special Cases:

- If the same author has multiple works published in the same year, distinguish them with alphabetical letters (e.g., 2024a, 2024b).
- For foreign authors with the same surname, use initials to distinguish between them (e.g., M. Awad, 2024).
- If multiple Arabic authors share the same last name, include the first name to differentiate (e.g., Ayman, Youssef, 2020).

2. Citing Two Authors:

- Foreign Language Reference: Use both last names, joined by "and," followed by the year of publication. For example: (Amro and Awad, 2021).
- Arabic Reference: Mention the last names of both authors in parentheses, separated by "and," followed by the publication year. Example: (Mutawwar and Al-Aisa, 2020).

Special Cases :

- For multiple works by the same two authors in the same year, distinguish with letters (e.g., 2021a, 2021b).
- If both authors share the same surname in Arabic, include the first names (e.g., Ayman and Muhammad, 2020).
- For foreign references with similar last names, use initials to identify each author (e.g., M. Awad and A. Abdelmunem, 2016).

3. Citation for Sources with Three or More Authors:

Foreign References: Use the same format. For example, (Thaher et al., 2024).

Arabic References: Cite using the first author's last name followed by "et al." and the year of publication, all in parentheses. For example, (Qattainah et al., 2022).

Foreign References: Cite using the first author's last name followed by "et al." and the year of publication, all in parentheses. For example (Thaher et al., 2024).

Arabic References: Use the same format. For example, (Qattainah et al., 2022).

4. **Book References (Including Page Numbers):** When citing a book, follow the same author-year format as mentioned above and include the page number: Single page: (Abu Nassar, 2008, p. 15) Multiple pages: (Abu Nassar, 2008, pp. 10–12). Apply the same format for both Arabic and foreign language sources.
5. **Institutional or Organizational Reports:** When citing a report or publication by a government agency, institution, or organization, use the entity's name and year of publication. For example, (Palestinian Central Bureau of Statistics, 2022)
6. **Online Sources:** For citations from online sources, include the name of the publishing entity and the date accessed, using the format (day/month/year). For example, (Arab American University, 15 /5/2023)
7. **Footnotes:** Do not use footnotes to cite references. All citations must be integrated into the main body of the text using the formats described above.

Section Two: Preparing the Reference List, Guidelines for Compiling the Reference List:

- The reference list must include all sources cited within the body of the research paper.
- References must be arranged alphabetically by the surname of the first author.
- If the manuscript is written in Arabic, references should be organized into three categories:
 - Arabic references: the same Arabic references are transliterated (Romanized).
 - Foreign-language references: Each category must be sorted alphabetically within itself.



- If the manuscript is written in English, all references (whether originally Arabic or foreign) must be listed together in English without categorization.

Examples of Reference Formatting:

- **Book (Single Author):** Last name, First name. (Year). Title of the book (Edition). City/Country: Publisher.
 - Abu Nassar, M. (2008). Advanced Financial Accounting (3rd ed.). Amman-Jordan: Jordan University Publications.
- **Book (Two Authors):** Last name, First name, & Last name, First name. (Year). Title. Edition. City/Country: Publisher.
 - Awad, Muhammad, & Awis, Ahmad. (2019). Cost Accounting in Healthcare Facilities (1st ed.). Jerusalem-Palestine: Al-Quds University Press.
- **Articles in Journals:** Last name, First name. (Year). Title of the article. Name of Journal, Volume (Issue), Page range.
 - Awad, M. (2010). Input Variable Selection Using Parallel Processing of RBF Neural Networks (PP-RBFNNs). The International Arab Journal of Information Technology, 7(1), 6–13.
 - Qasrawi, A., & Mergen, A. (2013). Effect of Yttrium Solubility on the Structural and Optical Properties of Bi_{1.5}xYxZn_{0.92}Nb_{1.5}O_{6.92} Pyrochlore Ceramics. Ceramics International, 39(8), 8687–8692.
- **Thesis or Dissertation:** Last name, First name. (Year). Title of the research. [Unpublished Master's/PhD thesis]. University Name, Country.
 - Khalil, Sarah. (2021). The Role of Digital Marketing in Small Business Development. [Unpublished Master's thesis]. Arab American University, Palestine.
- **Institutional or Government Publications:** Organization name. (Year). Title of the report/statistical bulletin. Issue number (if applicable).
 - Palestinian Central Bureau of Statistics. (2022). Labor Force Survey Results, Fourth Quarter 2022.