

Author Guidelines

Instructions to Author

Submission and Evaluation Processes for JJOAS-H

Submission and evaluation are conducted through the JJOAS-H online system. The entire process typically takes 40-90 days and involves a double-blind peer-reviewing procedure. Authors must submit the manuscript and title page as two separate files in Microsoft Word format. The title page should include the authors' names in order, their affiliations, and contact information.

General Manuscript Guidelines

- **Word Limit:** The manuscript must not exceed 8,000 words.
- **Self-Citation:** The self-citation percentage must not exceed 20%.
- **Title Length:** The title must not exceed 20 words.
- **Abstract Length:** The abstract must not exceed 300 words.
- **Font Types:**
 - **Arabic:** Calibri
 - **English:** Mongolian Baiti
- **Font Size:**
 - **Manuscript:** 12
 - **Main Titles:** 14 bold
 - **Subtitles:** 12 bold
 - **Table and Figure Titles:** 12 bold
 - **Table Content:** 11
- **Paragraph Indentation:** Indent the first line of each paragraph.
- **Reference List:** Entries should have a hanging indentation.
- **References Style:** Follow APA 7th Edition.

Manuscript Structure (Excluding Educational Science Manuscripts)

1. **Title (English)**
2. **Title (Arabic):** if the manuscript is in Arabic.
3. **Abstract (English) with Keywords (English)**
4. **Abstract (Arabic) with Keywords (Arabic):** if the manuscript is in Arabic.
5. **Introduction:**
 - Theoretical framework and previous studies.
 - Previous studies.
 - Comments on previous studies (if any).

6. **Problem of the Study and Its Questions:**
 - Study questions.
7. **Objectives of the Study and Its Importance:**
 - Objectives of the study.
 - Importance of the study.
8. **Study Terms (if any)**
9. **Limits and Limitations of the Study (if any):**
 - The limits of the study.
 - Study limitations.
10. **Method, Procedures, or Study Plan and Its Discussion.**
11. **Study Results and Discussion.**
12. **Acknowledgments (optional).**
13. **Conflict of Interest Statement.**
14. **Appendix List.**
15. **References.**

Educational Science Manuscript Structure

1. **Title (English)**
2. **Title (Arabic):** if the manuscript is in Arabic.
3. **Abstract (English) with Keywords (English)**
4. **Abstract (Arabic) with Keywords (Arabic):** if the manuscript is in Arabic.
5. **Introduction:**
 - Theoretical framework and previous studies.
 - Previous studies.
 - Comments on previous studies (if any).
6. **Problem of the Study and Its Questions:**
 - Study questions.
7. **Objectives of the Study and Its Importance:**
 - Objectives of the study.
 - Importance of the study.
8. **Study Terms (if any)**

9. Limits and Limitations of the Study (if any):

- The limits of the study.
- Study limitations.

10. Method and Procedures:

- Study methodology.
- Study variables (if any).
- Study population and sample.
- Study tools.
- Study procedures.
- Statistical processing.

11. Study Results and Discussion.

12. Acknowledgments (optional).

13. Conflict of Interest Statement.

14. Appendix List.

15. References.

References Style

General Formatting Tips for APA 7th Edition

Alphabetical Order:

- Arrange entries alphabetically by the last name of the first author.
- For multiple works by the same author, list them chronologically (earliest to latest).

Hanging Indent:

- Use a hanging indent format: the first line of each reference is flush left, and subsequent lines are indented by 0.5 inches.

Italics:

- Italicize titles of books and journals.
- For journal articles, italicize the journal name and volume number, but not the article title.

DOIs and URLs:

- Always include a DOI if available.
- If no DOI is available, provide the URL for online sources.
- Format DOIs as: <https://doi.org/xxxxxx>.

Capitalization:

- Capitalize only the first word of the title, the first word after a colon or dash, and any proper nouns in the titles of books and articles.
- For journal titles, capitalize all major words.

Publisher Information:

- Include the publisher's name for books, omitting terms like "Publisher," "Co.," "Inc.," etc.

1. The Qur'an

Format: *Title of the Qur'an* (Year). Publisher.

Example: *The Holy Qur'an* (1993). Tahrike Tarsile Qur'an.

2. Quranic Verses

Format: *Title of the Qur'an* (Year, Surah: Ayah). Publisher.

Example: *The Holy Qur'an* (1993, 2:255). Tahrike Tarsile Qur'an.

3. The Prophet's Hadith

Format: Author, A. A. (Year). *Title of the Hadith*. In *Title of the collection* (Vol. Volume number, pp. page range). Publisher.

Example: Al-Bukhari, M. I. (1997). *The collection of authentic hadith: A complete sahih al-Bukhari*. Dar-us-Salam Publications.

4. Book

Format: Author, A. A. (Year). *Title of work: Capital letter also for subtitle*. Publisher.

Example: Smith, J. A. (2020). *Understanding psychology: An introduction*. Psychology Press.

5. Journal Article

Format: Author, A. A. (Year). Title of the article. *Title of the Journal, volume number*(issue number), page range. <https://doi.org/xx.xxx/yyyy>

Example: Brown, L. B., & Green, T. R. (2021). The impact of social media on communication. *Journal of Communication Studies*, 45(3), 234-245. <https://doi.org/10.1234/jcs.2021.4567>

6. Doctoral Thesis

Format: Author, A. A. (Year). *Title of doctoral thesis* (Doctoral dissertation). Name of Institution. URL

Example: Miller, R. A. (2020). *Exploring the effects of stress on academic performance* (Doctoral dissertation). University of California. <https://www.university.edu/theses/miller2020>

7. Master's Thesis

Format: Author, A. A. (Year). *Title of master's thesis* (master's thesis). Name of Institution. URL

Example: Johnson, L. M. (2019). *The impact of social media on youth communication* (master's thesis). New York University. <https://www.nyu.edu/theses/johnson2019>

8. Article Published in a Symposium

Format: Author, A. A. (Year). Title of the article. In E. E. Editor (Ed.), *Title of the symposium proceedings* (pp. page range). Publisher.

Example: Clark, D. (2022). Innovations in education technology. In S. J. Smith (Ed.), *Proceedings of the International Education Symposium* (pp. 120-130). Education Press.

9. Article Published in a Conference

Format: Author, A. A. (Year). Title of the article. In E. E. Editor (Ed.), *Title of the conference proceedings* (pp. page range). Publisher.

Example: Lee, H. (2021). Advances in machine learning. In T. K. Brown (Ed.), *Proceedings of the Annual Conference on Artificial Intelligence* (pp. 80-90). AI Publishing.

10. Government Report

Format: Government Agency. (Year). *Title of report* (Report No. if applicable). URL

Example: U.S. Department of Health and Human Services. (2020). *Annual report on health disparities* (Report No. 2020-1234). <https://www.hhs.gov/reports/2020-annual-disparities>

11. Institutional Publications

Format: Institution Name. (Year). *Title of the publication*. URL

Example: World Health Organization. (2021). *Global health estimates: Life expectancy and mortality*.

12. Document

Format: Author, A. A. (Year). *Title of document*. Publisher. URL

Example: Johnson, K. (2021). *Corporate sustainability report*. GreenTech Corp. <https://www.greentech.com/reports/sustainability>

13. Laws

Format: Name of Law, Title or Section Number, Volume Source § Section Number (Year). URL (if applicable)

Example: Clean Air Act, 42 U.S.C. § 7401 (1970). <https://www.epa.gov/clean-air-act-overview>

14. Court Rulings

Format: Case Name, Volume Reporter Page (Court Year). URL (if applicable)

Example: Brown v. Board of Education, 347 U.S. 483 (1954). <https://supreme.justia.com/cases/federal/us/347/483/>

15. Local or State Laws

Format: Name of Law, Statute Number (Year). URL (if applicable)

Example: California Family Code § 700 (2020). https://leginfo.legislature.ca.gov/faces/codes_displaySection?lawCode=FAM§ionNum=700.

16. Website

Format: Author, A. A. (Year, Month Day). Title of the page. Website Name. URL

Example: Johnson, M. (2023, January 15). The effects of climate change on coastal cities. *Environmental News*. <https://www.environmentalnews.com/climate-change-coastal-cities>

17. Blog

Format: Author, A. A. (Year, Month Day). Title of the blog post. *Blog Name*. URL

Example: Garcia, R. (2022, March 10). Tips for sustainable living. *Eco Blog*. <https://www.ecoblog.com/sustainable-living-tips>

18. YouTube Video

Format: Author, A. A. [Username]. (Year, Month Day). *Title of the video* [Video]. YouTube. URL

Example: Smith, J. [SmithChannel]. (2024, February 1). *Understanding climate change* [Video]. YouTube. <https://www.youtube.com/watch?v=example>

19. Tweet

Format: Author, A. A. [@username]. (Year, Month Day). *Content of the tweet* [Tweet]. Twitter. URL

Example: Johnson, L. [@ljohnson]. (2023, August 25). *Excited to share my latest research on environmental policies!* [Tweet]. Twitter. <https://twitter.com/ljohnson/status/example>

1. General In-Text Citation

• Parenthetical Citation:

- (Author's Last Name, Year).
- Example: (Al-Zaydi, 2020).

• Narrative Citation:

- The author's name appears in the text, with the year in parentheses.
- Example: Al-Zaydi (2020) stated that...

2. Citing by Number of Authors

• One Author:

- (Al-Zaydi, 2020) or "Al-Zaydi (2020) indicated that..."

• Two Authors:

- (Al-Zaydi & Al-Saeed, 2021) or "Al-Zaydi and Al-Saeed (2021) noted that..."

• Three or More Authors:

- Use the first author's last name followed by "et al." in the in-text citation.
- (Al-Zaydi et al., 2022) or "Al-Zaydi et al. (2022) found that..."

3. Citing Electronic Sources

- If the source has an author and publication date, it is treated the same as printed sources.
- If the source has no author, use a shortened version of the title:
 - ("Education in the Arab World," 2019).

4. Citing Religious Texts (e.g., the Qur'an and Hadith)

- **Qur'an:**
 - Cite by mentioning the name of the chapter and verse number without a date:
 - (Qur'an, Surah Al-Baqarah, Ayah 5).
- **Hadith:**
 - Cite by mentioning the source and hadith number if available:
 - (Al-Bukhari, Hadith No. 123).

Article Processing Charges (APC)

The Jordan Journal of Applied Science Humanities Series charges a publication fee of 200 US dollars for each article accepted for publication. This fee helps cover the costs associated with the open access publication process, including peer review, editing, and online hosting.

ORCID Integration in Our Journal

We are committed to enhancing the visibility and accessibility of our authors' work. As part of this commitment, we have integrated [ORCID](#) IDs into our journal's metadata. We strongly encourage all authors to provide their ORCID ID during the submission process.

Through including [ORCID](#) IDs:

- We ensure accurate author identification and attribution.
- We enhance the discoverability of our authors' publications.
- We contribute to an interconnected scholarly communication ecosystem.

Please include your [ORCID](#) ID in your submission to assist us in maintaining high standards of authorship integrity and visibility.

Copyright Notice

This journal allows and encourages authors to promote their submissions and published works on personal websites or within relevant institutional repositories, whether before or after publication, especially when such promotion is accompanied by a detailed presentation (if possible) that enhances the value of publishing in this journal.

Privacy Statement

The names of people and email address that is saved on this site will be used exclusively for the purposes stipulated by the journal, and will not be available for any other purposes or for any third party.