The title of the paper is here

Author’s Name Author’s Name Author’s Name

Name of institution, department, city, country Name of institution, section, city, country Institution name, section, city,

**Abstract**: Abstract summarizes the information mentioned in the paper, which includes the objective and method of research as well as the results in a concise manner. The number of words in the abstract should not exceed 250 words if possible.

**Keywords** - five words, including commas.

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**1. Introduction**

The most important objective of the author is to try to match the appearance of the magazine papers, so we ask you to follow this guide as much as possible. The number of pages in the paper should not exceed 25 and not less than 12, taking into account the following:

 **Full Papers**

A4 paper should be used and its specifications are 210 x 297 mm. The margins from the top and bottom should be 2.5 cm, also left and right 2.5 cm.

 **A- Simplified Arabic** is used in all basic texts for Arabic research and Times New Roman for research written in English. The space between the lines must be single and size 14 for the body and 16 for the titles that the search size does not exceed 25 pages and the distance between the lines 1.5. The font size of the paper title line 24 points of the type Simplified Arabic with 6 points left as a space before and after the title. You must leave three lines before the beginning of the paper summary.

Table 1. Paper specifications

|  |  |
| --- | --- |
| Size  | Formatting |
| Normal  | Bold  | Italic |
| 12 | tables titles |  |  |
| 10 | section titles, tables, tables themselves, figures, footnotes, bottom line, top line |  |  |
| 12 | References, Biography of the author  | Abstract |  |
| 14 | Author’s Institution Name, Main text  |  | Subheadings |

**B. Headlines**:

Each main part begins with a title with a 16-point font type of Simplified Arabic font type.

**C. Subheadings:**

It is 14-point, italic, and right-aligned, and is numbered alphabetically. The title is separated from its number by a point and double spacing and preceded by the subheading with six spaces and followed by three spaces.

2. **Important notes**

A. Figures, tables, drawings and illustrations.

 Tables and figures should not be put in places before they are addressed in the same text. (Figure 1) or (Table 1) should be used for example when mentioning tables and figures in the text.

Table (1) here put the title of the table

|  |  |  |
| --- | --- | --- |
| Response | Frequency | % |
| Always | 78 | 37.1 |
| Sometimes | 89 | 42.4 |
| Rarely | 34 | 16.2 |
| Never | 9 | 4.3 |
| Total | 210 | 100% |

            **B. Margins and documentation**

1-The margins and references in the text are indicated by numbers, and their list is presented at the end of the research in alphabetical order.

**C. Acronyms**

 Acronyms should be defined if any, when first mentioned in the text

**D.** The researcher is committed to following the methodological steps that are accepted in scientific research. These include the introduction and the problem of research, objectives, questions or hypotheses, if any, research methodology, sample, temporal and spatial limits, data collection tools, concepts and terminology used in the research. Then, present the results and the abstract.

**E. Appendixes**

Appendices should be organized alphabetically (if possible) and leave two spaces before the title of the appendix.

**F. References**

 Reference numbers should be set in parentheses, for example (1), and margins should be listed in the same order as in the text.

**Document footnotes according to the following:**

Name and title of author, title of book in **bold**, edition number in the case of more than one edition, but the first edition does not need to be written. Also the place of publication, the name of the publisher, publication date, and page number is vital.

 The margin in which a translated book is indicated, the name of the author is written and the title of the book in **bold**. The translator's name, the edition number, the place of publication, the name of the publisher, the date of publication, and the page number should be cited.

 The margin which refer to one book written by a group of authors if they are three or less, all their names should be written. But if the number is more than three authors, only the name of the first author is written followed by the word others.

 Margins refer to a scientific journal, periodical or newspaper, the following information is to be outlined:

- The writer's name and surname.

- The title of the article is in parentheses.

- The title of the periodical in bold.

 - The issue number, the place of publication, date and place of issue, and page number.

- Margins refer to unpublished studies the following information should be addressed:

- The author's name and surname.

- The title of the study in parentheses.

- State the type of the study, is it a master's thesis or a doctorate or other thesis. Also state the place of publication and date of issue and the page number.

- The margins quoted from the World Wide Web (WWW) write the writer's name and surname, the title of the article or search in parentheses, the access date, available on (writes the URL).

- Foreign references should be written in the same way, taking into account that the author's surname is written first and then the first name.