

Palestinian Journal of Technology and Applied Sciences (PJTAS)

✓ Publication and Documentation Guidelines

First: Requirements of preparing the research

The research must include the following:

- 1- A cover page which should include the title of the research stated in English and Arabic, including the name of researcher/researchers, his/her title, and email.
- 2- Two abstracts (English and Arabic) around (150-200 word). The abstract should include no more than 6 key words.
- 3- Graphs and diagrams should be placed within the text, serially numbered, and their titles, comments or remarks should be placed underneath.
- 4- Tables should be placed within the text, serially numbered and titles should be written above the tables, whereas comments or any remarks should be written underneath the tables.

Second: Submission Guidelines

- 1- The Researcher should submit a letter addressing the Head of Editorial Board in which he/she requests his paper to be published in the Journal, specifying the specialization of his/her paper.
- 2- The researcher should submit his research via email to the Deanship of Scientific research (*tas@qou.edu*) ***in Microsoft Word Format, taking into Consideration that the page layout should be two columns.***
(Check the attached digital form on the website of the Journal)
- 3- The researcher should submit a written pledge that the paper has not been published nor submitted for publishing in any other periodical, and that it is not a chapter or a part of a published book.
- 4- The researcher should submit a short Curriculum Vitae (CV) in which she/he includes full name, workplace, academic rank, specific specialization and contact information (phone and mobile number, and e-mail address).
- 5- Complete copy of the data collection tools (questionnaire or other) if not included in the paper itself or the Annexes.
- 6- No indication shall be given regarding the name or the identity of the researcher in the research paper, in order to ensure the confidentiality of the arbitration process.

Third: Publication Guidelines

The editorial board of the journal stresses the importance of the full compliance with the publication guidelines, taking into note that research papers that do not meet the guidelines will not be considered, and they will be returned to the researchers for modification to comply with the publication guidelines.

1. Papers are accepted in English only, and the language used should be well constructed and sound.
2. The researcher must submit his/her research via email (*tas@qou.edu*) in Microsoft Word format, taking into consideration the following:
 - Font type should be Times New Roman, and the researcher should use bold font size 14 for head titles, bold font size 13 for subtitles, font size 12 for the rest of the text, and font size 11 for tables and diagrams.
 - the text should be single-spaced
 - Margins: Should be set to: 2cm top, 2.5 cm bottom, 1.5 cm left and right.
3. The paper should not exceed 25 (A4) pages or (7000) words including figures and graphics, tables, endnotes, and references, while annexes are inserted after the list of references, though annexes are not published but rather inserted only for the purpose of arbitration.
4. The research has to be characterized by originality, neutrality, and scientific value.
5. The research should not be published or submitted to be published in other journals, and the researcher has to submit a written acknowledgment that the research has never been published or sent for publication in other journals during the completion of the arbitration process. In addition, the main researcher must acknowledge that he/she had read the publication guidelines and he/she is fully abided by them.
6. The research should not be a chapter or part of an already published book.

7. Neither the research nor part of it should be published elsewhere, unless the researcher obtains a written acknowledgement from the Deanship of Scientific Research.
8. The Journal preserves the right to request the researcher to omit, delete, or rephrase any part of his/her paper to suit the publication policy. The Journal has also the right to make any changes on the form/ design of the research.
9. The research must include two research abstracts, one in Arabic and another in English of (150-200) words. The abstract must underline the objectives of the paper, statement of the problem, methodology, and the main conclusions. The researcher is also to provide no more than six keywords at the end of the abstract which enable an easy access in the database.
10. The researcher has to indicate if his research is part of a master thesis or a doctoral dissertation as he/she should clarify this in the cover page, possibly inserted in the footnote.
11. The research papers submitted to the Deanship of Scientific Research will not be returned to the researchers whether accepted or declined.
12. In case the research does not comply with the publication guidelines, the deanship will send a declining letter to the researcher.
13. Researchers must commit to pay the expenses of the arbitration process, in case of withdrawal during the final evaluation process and publication procedures.
14. The researchers will be notified of the results and final decision of the editorial board within a period ranging from three to six months starting from the date of submitting the research.

Four: Documentation

1. Footnotes should be written at the end of the paper as follows; if the reference is a book, it is cited in the following order, name of the author, title of the book or paper, name of the translator if any or reviser, place of publication, publisher, edition, year of publishing, volume, and page number. If the reference is a journal, it should be cited as follows, author, paper title, journal title, journal volume, date of publication and page number.
2. References and resources should be arranged at the end of the paper in accordance to the alphabetical order starting with the surname of author, followed by the name of the author, title of the book or paper, place of publishing, edition, year of publication, and volume. The list should not include any reference which is not mentioned in the body of the paper.
 - In case the resource is with no specified edition, the researcher writes (N.A)
 - In case the publishing company is in not available, the researcher writes (N.P)
 - In case there is no author, the researcher writes (N.A)
 - In case the publishing date is missing, the researcher writes (N.D)
3. In case the researcher decides to use APA style for documenting resources in the text, references must be placed immediately after the quote in the following order, surname of the author, year of publication, page number.
4. Opaque terms or expressions are to be explained in endnotes. List of endnotes should be placed before the list of references and resources.

Note: for more information about using APA style for documenting please check the following link:

<http://journals.qou.edu/recources/pdf/apa.pdf>

Five: Peer Review and Publication Process

All research papers are forwarded to a group of experts in the field to review and assess the submitted papers according to the known scientific standards. The paper is accepted after the researcher carries out the modifications requested. Opinions expressed in the research paper solely belong to their authors not the journal. The submitted papers are subject to initial assessment by the editorial board to decide about the eligibility of the research and whether it meets the publication guidelines. The editorial board has the right to decide if the paper is ineligible without providing the researcher with any justification.

The peer review process is implemented as follows:

1. The editorial board reviews the eligibility of the submitted research papers and their compliance with the publication guidelines to decide their eligibility to the peer review process.
2. The eligible research papers are forwarded to two specialized Referees of a similar rank or higher than the researcher. Those Referees are chosen by the editorial board in a confidential approach, they are specialized instructors who work at universities and research centers in Palestine and abroad.
3. Each referee must submit a report indicating the eligibility of the research for publication.
4. In case the results of the two referees were different, the research is forwarded to a third referee to settle the result and consequently his decision is considered definite.
5. The researcher is notified by the result of the editorial board within a period ranging from three to six months starting from the date of submission. Prior to that, the researcher has to carry out the modifications in case there are any.
6. The researcher will receive a copy of the journal in which his/her paper was published, as for researchers from abroad, a copy of the Journal volume will be sent to the liaison university office in Jordan and the researcher in this case will pay the shipping cost from Jordan to his/her place of residency.

Six: Scientific Research Ethics

The researcher must:

1. Commit to high professional and academic standards during the whole process of conducting research papers, from submitting the research proposal, conducting the research, collecting data, analyzing and discussing the results, and to eventually publishing the paper. All must be conducted with integrity, neutralism and without distortion.
2. Acknowledge the efforts of all those who participated in conducting the research such as colleagues and students and list their names in the list of authors, as well as acknowledging the financial and morale support utilized in conducting the research.
3. Commit to state references soundly, to avoid plagiarism in the research.
4. Commit to avoid conducting research papers that harm humans or environment. The researcher must obtain in advance an approval from the University or the institutions he/she works at, or from a committee for scientific research ethics if there is any, when conducting any experiments on humans or the environment.
5. Obtain a written acknowledgement from the individual/individuals who are referred to in the research, and clarify to them the consequences of listing them in the research. The researcher has also to maintain confidentiality and commit to state the results of his/her research in the form of statistical data analysis to ensure the confidentiality of the participating individuals.

Seven: Intellectual Property Rights

1. The editorial board confirms its commitment to the intellectual property rights
2. Researchers also have to commit to the intellectual property rights.
3. The research copyrights and publication are owned by the Journal once the researcher is notified about the approval of the paper. The scientific materials published or approved for publishing in the Journal should not be republished unless a written acknowledgment is obtained by the Deanship of Scientific Research.
4. Research papers should not be published or republished unless a written acknowledgement is obtained from the Deanship of Scientific Research.
5. The researcher has the right to accredit the research to himself, and to place his name on all the copies, editions and volumes published.
6. The author has the right to request the accreditation of the published papers to himself.