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In the Name of Allah, the Compassionate the Merciful

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Publication Guidelines for Al-Manara Journal for Research and Studies – Business Series

Al al-Bayt University – Jordan

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First: Series Overview, Objectives, and Scope of Publication

Series Overview

The **Business Series** is the first series of the *Al-Manara Journal for Research and Studies*. It is published on a quarterly basis, with **four issues per year**, in both electronic and print formats, under the supervision of the **Deanship of Scientific Research at Al al-Bayt University**, in accordance with internationally recognized standards.

The series is dedicated to publishing **original and innovative scientific research** of substantial academic and scholarly value in terms of content and language. It publishes research written in **Arabic or English** across various fields of business. The series is managed by an **independent international specialized scientific editorial board**, in addition to a highly qualified advisory board with extensive experience in research publishing and peer review.

Objectives of the Journal

The journal aims to:

- Publish original scientific research in the fields of business.
- Support theoretical and applied studies of scholarly value.
- Contribute to the development of business practices in ways that support institutional innovation, enhance performance efficiency, and improve decision-making.
- Promote scholarly communication among researchers locally and internationally in relevant fields.

Scope of Publication

The journal publishes research in the following fields:

- Public Administration
- Business Administration
- Marketing
- Accounting
- Finance and Banking
- Economics

Second: Publication Requirements

Submitted manuscripts must meet the following requirements:

1. The manuscript must be original and make a clear scholarly contribution.
2. The manuscript must not have been previously published or submitted for publication elsewhere.
3. The topic of the manuscript must fall within the scope and disciplines of the Business Series.
4. The manuscript must comply with scientific research methodology and research ethics.

5. The manuscript must follow the **American Psychological Association (APA), 7th edition** citation and referencing style.
6. The manuscript is subject to an initial screening and academic peer review.
7. Authors are fully responsible for the scholarly content and originality of their manuscript.
8. A complete list of references must be provided at the end of the manuscript and **Romanized**.

Example:

Arabic reference:

الدهيمي، فهد (2021). أثر فاعلية القرارات الإستراتيجية في التميز التنظيمي من خلال التمكين الوظيفي، متغيراً وسيطاً: دراسة ميدانية على البنوك التجارية القطرية، مجلة رماح، 16 (3)، 411-428.

Romanized reference:

Al-Duhaimi, Fahd. (2021). Athar fa'aliyat al-qarārāt al-istirātījiyyah fī al-tamayyuz al-tanzīmī min khilāl al-tamkīn al-wazīfī, mutaghayyiran wasīṭan: Dirāsah maydāniyyah 'alā al-bunūk al-tijāriyyah al-Qaṭariyyah. *Majallat Ramah*, 16(3), 411–428.

9. Manuscripts must cite articles published in *Al-Manara Journal* at a rate of **at least 5% of the total references**, with a minimum of **two references**.
10. Manuscripts must cite articles published in journals indexed in **Scopus** at a rate of **at least 5% of the total references**, with a minimum of **two references**.
11. The journal charges a publication fee of **USD 200** for each manuscript accepted for publication. If the manuscript exceeds **10,000 words** after the required revisions have been made, an additional fee of **USD 50 for every additional 1,000 words or part thereof** will be charged.
12. Manuscripts and all correspondence related to the journal must be submitted through the *Al-Manara Journal – Business Series* online platform at:

<https://journals.aabu.edu.jo/>

Each manuscript must be submitted to the specialized series corresponding to the author's field of specialization after creating a new account on the platform, logging in, and completing all submission procedures in accordance with the instructions and guidelines provided on the platform.

Third: Manuscript Preparation and Formatting

Manuscript Length

- The manuscript must **not exceed 10,000 words**. This limit includes the Arabic and English abstracts, tables, figures, references, and appendices, if any.
- The manuscript must contain **at least 5,000 words**.
- This word range is intended to achieve a balance between scholarly presentation and the effective use of electronic publishing capabilities.
- The Editorial Board may consider manuscripts exceeding the stated word limit when justified by the scholarly nature of the research.

Manuscript Formatting

Manuscripts in Arabic

- **Font:** Simplified Arabic
- **Main body text:** 12 points
- **Title:** 16-point bold
- **Main headings:** 14-point bold
- **Body text:** 12 points

- **Tables, figures, and notes:** 12 points

Manuscripts in English

- **Font:** Times New Roman
- **Main body text:** 11 points
- **Headings:** According to the heading levels specified in the APA style guide

Line Spacing

- The entire manuscript must use **single spacing**.
- Paragraphs and headings should be organized clearly to facilitate reading and academic peer review.

Fourth: Manuscript Components and Order

1. Title Page

The title page must include:

- Manuscript title.
- Full names of the authors, consisting of three parts.
- Institutional affiliation and academic department.
- Email address of the corresponding author.
- Contact information.
- A declaration of the originality of the manuscript and that it has not been previously published, in accordance with the **official undertaking available on the platform**.

2. Abstract and Keywords

The manuscript must include an **Arabic abstract** and an **English abstract**, containing:

- Research objective.
- Methodology used.
- Study sample or population, where applicable.
- Research instruments.
- Main findings.
- Keywords.

Each abstract should contain between **150 and 250 words**, followed by **3–5 keywords**.

3. Organization of the Manuscript

The manuscript should include the following main sections:

Introduction

The introduction should include the theoretical framework and previous studies and should be developed inductively to explain the topic and its significance, highlight the research problem or research gap worthy of investigation, and **should not contain subheadings**. The introduction should not exceed **8 pages**.

Research Problem and Questions or Hypotheses

The research problem and the research questions or hypotheses should be presented according to the nature and methodology of the study.

Significance of the Study

This section should explain the scholarly and practical contribution of the study. It is preferable to present the significance in bullet points.

Study Terms and Definitions

The manuscript should define the main terms of the study, including operational definitions where necessary.

Study Delimitations and Limitations

This section should include the **subject-matter, temporal, geographical, and human boundaries**, as appropriate to the nature of the study, in addition to its limitations.

Method and Procedures

According to the nature of the study, this section should include:

- Research methodology.
- Study population, where applicable.
- Study sample or participants, where applicable.
- Research instruments and data collection methods, including evidence of validity and reliability where necessary.
- Research procedures.
- Data analysis and statistical treatment methods, according to the nature of the study.

Results and Discussion

The results and discussion should be presented under **one integrated section**.

Recommendations and Suggestions

Where appropriate.

References

References must be organized and documented in accordance with the **American Psychological Association (APA), 7th edition**.

Appendices

Where applicable.

Fifth: Peer Review and Publication Procedures

Initial Screening

The Editorial Board of the series reviews each manuscript to verify its compatibility with the journal's scope, publication requirements, and approved academic and formal standards. The Editorial Board reserves the right to decline any manuscript that does not meet these requirements or does not align with the objectives of the series **before referring it for external peer review**, without being obligated to provide detailed reasons for the decision.

Academic Peer Review

Manuscripts that pass the initial screening are referred to **two specialized reviewers**, according to the nature and field of the manuscript. The reviewers must have expertise in the subject of the manuscript or in a relevant business field.

Where necessary, the journal may seek the assistance of a specialist in **research methodology, data analysis, or statistical analysis** to verify the methodological soundness and the validity of the analysis and findings.

The journal maintains the **confidentiality of the peer-review process and reviewers' reports**.

Peer-Review Decisions

The Editorial Board makes the final decision based on the reviewers' reports. Possible decisions include:

- Accept the manuscript without revisions.
- Accept the manuscript subject to minor revisions.
- Require major revisions and re-evaluation.
- Reject the manuscript.
- In the event of conflicting reviewers' reports, the Editorial Board may refer the manuscript to a **third reviewer** or take the appropriate decision based on the nature of the reports.

Authors' Revisions and Withdrawal

Authors are required to complete the requested revisions within the period specified by the journal.

If the author fails to respond to the requested revisions, the journal reserves the right to close the manuscript file and consider it **withdrawn**.

A manuscript may not be withdrawn after the peer-review process has commenced except with the approval of the Editorial Board. The journal may apply the procedures stipulated under **Item (18) of Article (11) of the Instructions for Issuing Al-Manara Journal for Research and Studies**.

Final Decision

The decision of the Journal's Editorial Board regarding the acceptance or rejection of a manuscript shall be **final**, while maintaining the confidentiality of the evaluation and peer-review procedures.

Sixth: Referencing, Research Integrity, and Publication Ethics

Authors are required to:

- Use the **APA** citation and referencing style for in-text citations and the reference list.
- Ensure consistency between the references cited in the text and those listed in the reference list.
- Rely on reliable and up-to-date scholarly sources.
- Avoid all forms of plagiarism and undocumented quotation.
- Manuscripts submitted for publication are subject to similarity checking using plagiarism-detection or text-similarity software in accordance with the journal's policy.
- Avoid literal and undocumented translation of texts or foreign studies, and paraphrase ideas in an academic manner while acknowledging the original sources.
- The Editorial Board reserves the right to reject any manuscript containing plagiarism, unauthorized translation, or infringement of intellectual property rights.
- Respect intellectual property rights.
- Disclose sources of funding and any conflicts of interest.
- Do not submit the manuscript to more than one journal simultaneously.

Notice

- During the initial screening stage, the Editorial Board of the series reviews the manuscript to assess its compatibility with the scope of the series, publication requirements, and approved academic and formal standards. The Editorial Board reserves the right to decline any manuscript that does not meet these requirements or does not align with the objectives of the series **without referring it for external peer review**. In such cases, the author will be notified of the decision not to accept the manuscript, and the journal is not obligated to provide detailed reasons for the decision. The Editorial Board's decision at this stage shall be **final**.
- Where a decision is made not to approve the publication of manuscripts that have been referred for academic peer review, the author will be notified of the final rejection decision. The journal is not obligated to provide the author with the reviewers' reports or details of the review deliberations, in order to preserve the **confidentiality of the peer-review process and the independence of academic evaluation**.
- The Editorial Board reserves the right to make any **organizational or formal modifications** to submitted manuscripts in accordance with the journal's editorial approach and academic quality standards.