**Knowledge Friends Journal – Research Paper Template**

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| **ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ** |
| **A book cover with blue triangles  AI-generated content may be incorrect.**A yellow circle with blue and yellow text  AI-generated content may be incorrect.  **Al-Rafak University for Applied Sciences and Humanities**  **Knowledge Friends Journal**  ***(Adapted from AR/EN JOPAS Guidelines)*** |

**ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ**

**1. Submission Requirements**

* **Format:** Submit a printed A4 copy and an electronic version (CD or email) to the journal secretary.
* **Software:** Use Microsoft Word (.docx).
* **First Page** **Includes:**
  + Full **triple-name of author(s) (e.g., First Middle Last).**
  + **Title of the paper in the primary language (Arabic/English) with a translated version.**
  + **Aca**demic degree and affiliation (department, faculty, university, country).

**2. Content Structure**

* **Page Limit:** Maximum 30 pages (including tables, figures, appendices, and references).
* **Abstract:**
  + **Arabic/English:** ≤ 250 words, single-spaced, Simplified Arabic (12 pt) or Times New Roman (9 pt).
  + **Include:** Objective, methodology, data tools, sample, summary of results.
* **Keywords:**
  + 5–6 keywords, alphabetically ordered, separated by commas.

**3. Formatting Rules**

* **Font & Size:**
  + **Arabic:** *Simplified Arabic* (13 pt for body text, 15 pt for subheadings, 16 pt for main headings).
  + **English:** *Times New Roman* (13 pt for body text, 15 pt for subheadings, 16 pt for main headings).
* **Line Spacing:** 1.15 (single spacing).
* **Margins:**
  + **Top/Bottom/Left:** 2.5 cm - **Right:** 3 cm.
* **Page Numbering:** Bottom-right corner.

**4. In-Text Citations (Harvard Style)**

* **Direct Quotation:** (Author, Year, p. Page).
  + **Example:** (Kanaan, 2002, p. 79) or (Kanaan & Al-Khaldi, 2006, p. 10).
* **Indirect Quotation:** (Author, Year).
  + **Example:** (Kanaan, 2002) or (Kanaan et al., 2008).
* **Multiple Works by Same Author:** Alphabetize with letters (e.g., Kanaan, 2008a; Kanaan, 2008b).
* **English** **Sources:**
  + **Single** **author:** (Stanlic, 2012, p. 11).
  + **Multiple** **authors:** (Stanlic & Paul, 2012, p. 11) or (Stanlic et al., 2012, p. 11).

**5. Reference List (End of Paper)**

* **Order:**
  + Arabic sources first (A–Y), then English (A–Z).
  + Match in-text citations exactly.
* **Examples:**
  + Books (Arabic): Lastname, F. (Year). *Title of Book* (Edition). Publisher, City.
* **Example:** Al-Ghazali, M. (1403 AH). *Khulq al-Muslim* (4th ed.). Dar al-Qalam, Beirut.
  + Journal Articles (Arabic): Lastname, F. (Year). Title of article. *Journal Name*, Volume(Issue), Pages.
* **Example:** Al-Harbi, N.M. & Zahran, N.M. (1431 AH). Self-efficacy and locus of control... *King Faisal University Journal* , 11(2), 321–380.
  + Conferences (Arabic): Lastname, F. (Year). Title of paper. In *Conference Name* (pp. Pages). Organizer, City.
* **Example:** Badr, A. (2010). Analysis of educational challenges. *Arab Education Conference* (pp. 45–60). Ministry of Education, Cairo.
* Books (English): Author, A. (Year). *Title of Book* (Edition). Publisher, City.  
  **Example:** Haresign, W. (1983). *Sheep Production* . Butterworths, London.
  + Journal Articles (English): Author, A. & Author, B. (Year). Title of article. *Journal Name*, Volume (Issue), Pages.
* **Example:** Basiouni, G.F., Khalid, M., & Haresign, W. (1996). Effect of bovine follicular fluid... *Animal Science* , 62(3), 443–450.
  + Conferences (English): Author, A. (Year). Title of paper. In *Conference Name* (pp. Pages). Organizer, City.
* **Example:** Barano, J.L.S. & Hammond, J.M. (1985). FSH action on progesterone secretion... *5th Ovarian Workshop* (pp. 345–350). Toft & Ryan (Eds.), Champaign, IL-USA.

**6. Tables & Figures**

* **Tables**:
  + Bold title above the table (e.g., "Table 1: Title").
  + No internal borders; only top/bottom lines.
  + **Size:** Font 8 pt, centered.
  + Reference in-text before placement (e.g., "as shown in Table 1").
* **Figures**:
  + Bold title below the figure (e.g., "Figure 1: Title").
  + High-resolution JPEG format.
  + Reference in-text before placement (e.g., "as illustrated in Figure 1").

**7. Additional Guidelines**

* **Corresponding** **Author:** Mark with an asterisk (\*) and provide a university email.
* **Dates:**
  + **Received:** 00 December 00.
  + **Revised:** 00 January 00.
  + **Accepted:** 00 February 00.
* **Review Checklist:**
  + Ensure compliance with page limits, margins, fonts, and citation style.
  + Avoid using colored text or non-standard symbols (e.g., write "0.12" instead of ".12").

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**Note:** Strict adherence to these guidelines is mandatory. Non-compliance may result in rejection. Refer to the attached template for visual formatting details (margins, font sizes, spacing).