Title of the Paper in Arabic: Font type (Simplified Arabic), Font Size (16).

Title of the Paper in English: Font type (Times New Roman), Font Size (14).

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| Author(s) Name (First Name / Middle Name / Surname):  In Arabic: Font type (Simplified Arabic), Font Size (12).  In English: Font type (Times New Roman), Font Size (14). |
| Author’s email address: |
| University/Institution Name (Department, Faculty, Country): |

**Paper Elements and Structure:**

Publishing in Al-Zaytoonah University of Jordan Journal for Legal Studies requires that the paper includes a set of elements to meet the standards of rigorous academic writing. Authors must also structure their paper according to these elements, adhering to the proper guidelines for writing academic paper. This is explained as follows:

* The abstract is written in Arabic if the manuscript is in Arabic, accompanied by a translated summary in English, or vice versa. The abstract includes an overview of the research topic, its content, methodology, perspective, and a concise explanation of its divisions according to the sections outlined below.
* The introduction includes the following elements: research topic, research problem, research questions, objectives, justifications for conducting the study, methodology, procedures, framework and divisions, and a review of previous studies.
* The body of the paper should be written in formal language, free from linguistic, grammatical, or typographical errors, with correct use of punctuation throughout.
* Any previous studies that overlap with the manuscript – whether partially of fully – should be clearly identified.
* The paper should include a main title and logically structured, thematically connected subheadings. The paper must follow the specified font type and size in accordance with the formatting guidelines.
* A conclusion should be provided at the end of the paper, summarizing the key findings and offering relevant recommendations.
* The paper should include a list of sources and references, organized in alphabetical order.
* Charts and illustrative figures should be embedded within the text, numbered sequentially, with titles and explanatory notes placed below each.
* Tables should be embedded within the text and numbered sequentially, with titles placed above and explanatory notes provided below.
* Appendices and indexes, if applicable, should be included at the end of the paper.

**Formatting and Layout Instructions:**

**First: The Abstract:**

1. The abstract must not exceed 200 words.
2. Main title in Arabic: Font size (14), Font type (Simplified Arabic – Bold).
3. Body of the abstract in Arabic: Font size (13), Font type (Simplified Arabic), line spacing (1 cm).
4. Main title in English: Font size (13), Font size (Times New Roman – Bold).
5. Body of the abstract in English: Font size (12), Font type (Times New Roman), line spacing (1 cm).
6. Contents of the abstract:

* A single, uninterrupted paragraph.
* Part 1: Introduction to the research topic.
* Part 2: Research problem.
* Part 3: Research objectives.
* Part 4: Research methodology.
* Part 5: Main results and key recommendations.

1. Keywords in Arabic; not exceeding five keywords.
2. The abstract should be provided in both Arabic and English.

**Second: The introduction**

1. The introduction should address all essential elements, including: research topic, research problem, significance of the study, research questions, objectives, rationale for the study, methodology, procedures, theoretical framework, structure of the paper, and, where relevant, a preview of previous studies.
2. Main Headings in Arabic: Font size (14), Font type (Simplified Arabic – Bold).
3. Subheadings in Arabic: Font size (13), Font type (Simplified Arabic – Bold).
4. Body Text in Arabic (Introduction): Font size (13), Font type (Simplified Arabic).
5. Main Headings in English: Font size (13), Font type (Times New Roman – Bold).
6. Subheadings in English: Font size (12), Font type (Times New Roman – Bold).
7. Body Text in English (Introduction): Font size (12), Font type (Times New Roman).

**Third: Main Body of the Paper:**

1. The paper must not exceed 8,000 words, including abstracts, references, sources, footnotes, and appendices.
2. The text should be single-spaced, with 1-inch margines.
3. Main headings in Arabic: Font size (14), Font type (Simplified Arabic – Bold).
4. Subheadings in Arabic: Font size (13), Font type (Simplified Arabic – Bold).
5. Footnotes and appendices in Arabic: Font size (10), Font type (Simplified Arabic).
6. Body text in Arabic: Font size (13), Font type (Simplified Arabic).
7. Main headings in English: Font size (13), Font type (Times New Roman – Bold).
8. Subheadings in English: Font-size (12), Font type (Times New Roman – Bold).
9. Footnotes and appendices in English: Font size (10), Font type (Times New Roman).
10. Body text in English: Font size (12), Font type (Times New Roman).
11. Margins: Set margins to 3 cm at the top and bottom, and 2.5 cm on the right and left sides.
12. Footnotes: Number footnotes sequentially on each page (1, 2, 3,….) and place them at the bottom of the page.
13. Illustrations and tables: Position tables and illustrations appropriately within the text. Each must be numbered, with a title above and explanatory note below.
14. Punctuation: Follow standard punctuation rules; no space before punctuation marks, and one space after.
15. Footnote numbers: In both the body text and footnotes; enclose footnote numbers in parentheses.
16. The editorial board reserves the right to make formatting adjustments (e.g., font size, font type, and line spacing) as necessary to ensure compliance with the journal’s style guidelines.

**Fourth: The Conclusion**

1. Content of the Conclusion:

* A brief summary of the topics covered in the study.
* A presentation of the study’s most significant findings.
* Key recommendations based on the on the findings.

1. Main title in Arabic: Font size (14), Font type (Simplified Arabic – Bold).
2. Subheadings Arabic: Font size (13), Font type (Simplified Arabic – Bold).
3. Body text in Arabic: Font size (13), Font type (Simplified Arabic).
4. Main title in English: font size (13), Font type (Times New Roman – Bold).
5. Subheadings in English: Font size (12), Font type (Times New Roman – Bold).
6. Body text in English: Font (12), Font type (Times New Roman).

**Fifth: List of Sources and References:**

In accordance with the scientific publishing standards of Al-Zaytoonah University of Jordan, all sources listed in submissions to the Al-Zaytoonah University of Jordan Journal for Legal Studies must adhere to the following rules:

* For papers written in Arabic, all Arabic sources must be listed in Arabic and arranged alphabetically.
* Foreign resources cited in Arabic papers must be listed after the Arabic references section.
* For papers written in foreign languages (English and French), the reference list must begin with Arabic sources, followed by foreign references.
* Order of References and Formatting Specifications:

1. The list of sources should be organized in the following sequence: Primary Sources, Books, Academic Theses and Dissertations, Research Papers and Articles, Translated Works, Laws and Regulations, Foreign Publications, Judicial Rulings, Websites.
2. Main title in Arabic: Font size: 14, Font type: Simplified Arabic – Bold.
3. Subheadings in Arabic: Font size: 13. Font type: Simplified Arabic – Bold.
4. References entries in Arabic: Font size: 13. Font type: Simplified Arabic.
5. Main title in English: Font size: 13. Font type: Times New Roman – Bold.
6. Subheadings in English: Font size: 12. Font type: Times New Roman – Bold.
7. Reference entries in English: Font size: 12. Font type: Times New Roman.

**Documentation Instructions (Footnotes):**

Authors must adhere to the following technical and formatting specifications when documenting sources in footnotes:

1. Font and Spacing: Footnotes must be written in font size (10), with single line spacing and 1-inch margins.
2. Footnote Numbering: Numbers must be placed in parentheses, positioned above the line using the superscript (x2) option in the formatting toolbar.
3. Documentation Style: Sources cited in footnotes must follow the specific formatting guidelines outlined below, depending on the type of source:

* Books and References:

Format:Surname, Author’s Full Name, Year of Publication, *Title of the Book*, Volume (if applicable), Editor’s Name, Edition, Publishing House, Place of Publication, Page Number.

* Journal Article:

Format: Surname, Author’s Full Name, Year of Publication, “Title of the Article”, *Journal Name*, Issue (Volume), Page Number.

* Master’s Thesis or Doctoral Dissertation:

Format: Surname, Author’s Full Name, Year of Publication, “*Title of Thesis/Dissertation”*, University Name, City - Country, Page Number.

* Webpages:

Format: Surname, Author’s Full Name, Date of Publication, *Title of the Topic*, Website Name and Location, Date and Time of Access, full URL.

* Newspaper Articles or Official Printed Publications:

Format: Surname, Author’s Full Name, *Title of the Article*, Newspaper/Publication Name, Year of Publication, Day and Month, Page Number.