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(ZJJB)

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Submission Guidelines for Al-Zaytoonah University Journal of Business (ZJJB)

Scopus-Compliant Instructions

1 Journal Scope

ZJJB aims to publish original scientific research in business, management, economics, financial technology, and administrative analysis, focusing on innovation and academic development. The journal is peer-reviewed and seeks international reach, adhering to academic standards and global publication ethics.

2 Originality of Research

- All submissions must be **original** and not published previously or under review elsewhere.
 - Authors must disclose any prior publications or related work.
 - **Plagiarism or data fabrication** is strictly prohibited.
-

3 Peer-Review Policy

- All manuscripts undergo **double-blind peer review**.
 - The journal reserves the right to reject any manuscript that does not meet scientific or ethical standards.
 - Authors are encouraged to provide a list of potential reviewers with reasons for their selection.
-

4 Manuscript Structure (IMRAD – Scopus-Compliant)

Submissions must follow the structure below:

1. **Title Page**
 - Title in English and Arabic (if applicable).
 - Author names, affiliations, and corresponding author email.
 - Statement of **Author Contributions**.
2. **Abstract**
 - Maximum **250 words**.
 - Should include the study's objective, methodology, main results, and conclusions.
 - Preferably in English, even if the full manuscript is in Arabic.
3. **Keywords**
 - **3–6 keywords** directly relevant to the topic for effective indexing.
4. **Introduction**
 - Background, problem statement, and significance of the study.

5. **Literature Review**
 - Analysis of previous studies and identification of research gaps.
6. **Methods**
 - Description of research design, sample, instruments, and analytical procedures.
7. **Results**
 - Present findings clearly, using tables and figures where appropriate.
8. **Discussion**
 - Interpretation of results in the context of previous research.
9. **Conclusion**
 - Summary of key findings and practical or research recommendations.
10. **Acknowledgments**
 - Any financial, academic, or institutional support should be acknowledged.
11. **References**
 - Accurate and up-to-date references, preferably from Scopus-indexed journals.

Note: Authors must follow the **official journal template** available on the ZJJB website.

5 Manuscript Length

- **Full Paper:**
 - **Pages:** 12–25 pages (including title, abstract, tables, figures, references).
 - **Word Count:** 5,000–8,000 words.
 - **Abstract:**
 - **Word Count:** 150–250 words.
 - Must include objective, methodology, key results, and conclusions.
 - **Keywords:** 3–6 relevant keywords.
-

6 Publication Ethics

- Authors must adhere to **publication ethics** according to COPE and Elsevier/Scopus standards.
 - Disclose any **funding sources or conflicts of interest**.
 - Fabrication of data, results, or authorship is strictly prohibited.
 - Manuscripts must undergo thorough review to ensure originality and scientific quality.
-

7 Submission Process

- Manuscripts must be submitted via the journal's **online submission system**.
- Include a **Cover Letter** with:

- Manuscript title.
 - Author names and affiliations.
 - Corresponding author contact details.
 - Suggested reviewers (optional).
-

8 Tips for Scopus Compliance

1. Follow the IMRAD structure and provide a precise English abstract.
 2. Cite recent references from Scopus-indexed journals.
 3. Ensure all sources are accurately documented for indexing purposes.
 4. Focus on internationally relevant topics (e.g., Business Innovation, AI in Business, Fintech, Sustainability).
 5. Maintain full transparency in authorship, funding, and conflicts of interest.
-

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