



Scientific Journal
of Ahmed bin Mohammed Military College (SJABMMC)
Peer-Reviewed Semi-Annual Scientific Journal/ ISSN:2410-6224

Publication Guidelines and Policies

The Scientific Journal of Ahmed Bin Mohammed Military College (SJABMMC) is a biannual, peer-reviewed scientific journal published by Ahmed Bin Mohammed Military College. The journal focuses on publishing theoretical and applied research and studies related to international relations, law, administration, accounting, computer science, and computer information systems.

First - Manuscript Submission

- General Submission Guidelines:
 1. SJABMMC accepts original research papers written in Arabic or English which adhere to the standards and conventions of scientific research and proper referencing.
 2. After organizing the research according to the approved requirements, it should be submitted exclusively through the journal's website. A letter addressed to the Editor-in-Chief requesting the publication of the research should be attached, along with a completed researcher data form.
 3. The author must confirm in writing, as per the official format of the journal, that his or her research has neither been published before nor is under consideration for publication elsewhere. The journal reserves the right to withdraw the research if it is found to have been previously published.
 4. Submitting the same research to more than one journal simultaneously is considered unethical and unacceptable by the journal. SJABMMC will follow the procedures of the Committee on Publication Ethics (COPE) to correct or retract the published research.
 5. Researchers must comply with intellectual property protection laws, integrity, and scientific honesty, and research ethics.
 6. Researchers must adhere to the rules and standards of their respected field of research.
 7. Manuscripts should be written in clear language and free from linguistic errors including punctuation, spelling, typographical and grammatical mistakes. The author is responsible for any errors contained in his research.
 8. Manuscripts should follow the formatting principles of scientific research.



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9. The manuscript should be original, robust, and make a significant contribution to scientific research.
10. The manuscript should be scientifically documented and should adhere to proper referencing and citation standards.
11. The manuscript should not exceed fifteen thousand (15,000) words or should not exceed thirty (30) standard A4 pages, including figures, diagrams (if any), tables, and references.
12. The first page should include the research title, the full name of the researcher(s) in both Arabic and English, the general and specific field of the research, the institution, address, email, mobile number, and disclosure of any financial support or relationships that might pose a conflict of interest (if any).
13. Two summaries, one in Arabic and one in English, of approximately 150 to 200 words must be submitted with the research. It should include the research topic and problem, objectives and scope, methodology, main points, key results, and major recommendations, without copying or repeating text from other parts of the research. The abstract should be followed by 3-5 keywords representing the research areas for indexing purposes.
14. The research must include a statement of the results reached by the researcher, along with recommendations for addressing the issues discussed and proposals for future studies related to the research topic.
15. A reference list must be included at the end of the manuscript, containing the sources cited in the text. The references should be listed on a separate page, starting with Arabic references followed by references in other languages.
16. As the journal follows a double-blind review policy, the researcher must ensure that there is no information in the text, acknowledgments, footnotes, or appendices that reveal the identity of the researcher(s). Confidentiality is maintained throughout the review process.
17. A brief curriculum vitae of the researcher(s), including research interests, should be attached to the research.
18. The researcher(s) should attach all supporting materials with their manuscript including illustrations, tables, maps, and figures.
19. If the researcher discovers a significant error or inaccuracy in their published work, they must promptly notify the editorial board and cooperate to retract or correct the error in question.
20. Submitted research is subject to review and language editing, after which, revised versions are sent to researchers for final review before official publication. No additional modifications will be accepted after this stage except for extenuating circumstances.
21. The journal expects researchers to adhere to the best practices of publication ethics and views them as partners in the publication process. Researchers are expected to appreciate the time, resources, and efforts of the journal's editorial team in reviewing and managing the submission and to comply with the required review timelines.



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- Submission Guidelines for Research by More than one Author
 1. Manuscripts submitted for publication by two or more researchers require that the final version is reviewed and approved by all participating researchers before publication. The lead/corresponding author must ensure that all participants comply with the authorship conditions and standards mentioned above, in accordance with the Committee on Publication Ethics (COPE) guidelines.
 2. All sources of financial support obtained through grants or other means must be accurately mentioned, including the funding institution or affiliating body, grant number, date, and country.
 3. Researchers with studies based on theses (Master's or Ph.D.) must indicate—in the first footnote of the submitted research—that the research is derived from a Master's or Ph.D. thesis. The footnote should include: the student's name, thesis title, degree obtained, awarding university/institution, date, and the electronic link to the thesis (if available).
 4. Researchers submitting translated research must obtain written permission from the original publisher and the author of the translated article. The original publisher should be acknowledged in the first footnote of the research, and the details of the original article should be properly cited.
 5. The order of the authors' names in the published article is determined by the authors through mutual agreement and in a way that reflects their actual efforts and contribution to the research. Authors should discuss this issue early on through written agreement and must ratify it before submitting the article in its final form for publication.
 - 5.1. Lead Researcher: The lead researcher is the person who led the study and who contributed more efforts to the study compared to the other researchers.
 - 5.2. Corresponding Researcher: This can be the lead researcher or any other participating researcher.
 - 5.3. Participating Researchers: authorship conditions and standards apply to all participating researchers who have made an actual contribution to the submitted research.
 - 5.4. Non-contributing Researchers: Researchers with no actual contribution or those who made a limited contribution to the research, such as honorary researchers, are not eligible to be listed as authors.
 - 5.5. Thesis Supervisors: Master's or Ph.D. thesis supervisors are not eligible to be listed as authors unless they have made a clear and significant research contribution approved by the student, such as developing or rewriting the research paper. In this case, the supervisor can only be listed as a participating researcher and not as the lead researcher.
 6. All participating researchers must agree on the contributing authors and their order as initially submitted to the journal in the final version of the research and according to the "Author Declaration and Commitment Form."



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7. Only the lead researcher has the right to request any changes regarding the names of the participating authors during the research editing stages. This must be done through formal written request addressed to the Editor-in-Chief of the journal, in which the following is included: a) Justifications for adding or removing a name or rearranging the authors' names, and b) An updated "Author Declaration and Commitment Form" signed by all participating researchers. No changes will be allowed after the research is published, unless there are extenuating circumstances, such as a request from the institution to which the researchers belong, in which case the reasons must be mentioned.

- **Technical Specifications for Submission**

Researchers must adhere to the "Authorship Policy" and "Publication Ethics" mentioned on the platform, as well as follow the "Submission Guidelines" listed below. The editorial board reserves the right to reject or return submissions that do not meet the writing standards specified in the Researcher Guide, including citation style, structural organization, and grammatical or spelling errors.

1. **Research Structure**

- 1.1. The research should be computer-printed on A4-sized paper according to the approved page layout, which is as follows:

- **Page Margins:**

Top and bottom margin: 2.54 cm

Right and left margin: 3 cm

- **Body Text Font:**

Arabic: Traditional Arabic

Font size: 16 (Bold for headings, regular for body text and abstract)

Font size: 18 (Bold for main headings)

Line spacing: Single

- **Reference Footnote Font:**

Arabic: Traditional Arabic

Font size: 14 (Regular)

Line spacing: Single

- **English Text:**

Times New Roman for English text

Font size: 12 (Regular for body text and abstract, Bold for headings)

Font size: 10 (Regular for footnotes)

Applied research and English texts are exempted from this rule.



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1.2. Main headings should be written at the beginning of a new line, subheadings should be aligned to the right, and secondary headings should start at the beginning of the paragraph. Underlining is not allowed for any headings, whether main, sub, or secondary. All subheadings and secondary headings should be sequentially numbered.

1.3. All tables and figures should be included in the body of the research, numbered sequentially, and each should have a title placed two lines above the table. The table should be referenced immediately below it. No table or figure should exceed the size specified for the research pages.

1.4. All pages of the research, including those containing tables or figures, should be numbered.

1.5. Footnotes should be sequentially numbered throughout the pages of the research or study and explained in order.

Important Note: Research that does not comply with the above-mentioned page layout will not be accepted.

2. References and citations

2.1. General Rule: References for sources are provided in footnotes as follows:

- First Occurrence: Mention the author's full name, title of the work, publisher, place of publication, edition number, year, and page number (or volume and page number).

Example:

القزويني، أحمد ابن فارس، معجم مقاييس اللغة، (بيروت: دار الجيل، 1991)، ط2، ج:5، ص: 467

- Subsequent Occurrences: Mention the title, author, and page number. Example:
معجم مقاييس اللغة، أحمد ابن فارس، ج:5، ص: 467

3. Specific Rules:

3.1. References and citations

3.1.1. Books and Booklets: Example: القزويني، أحمد ابن فارس، معجم مقاييس اللغة، تحقيق: عبد السلام محمد هارون (بيروت: دار الجيل، 1991).

3.1.2. Conferences:

- First Occurrence: Mention the title of the presented research, author's name, conference title, date, sponsor or organizer (if any), and page number. For interventions or comments, mention the author's name and page number.
- Subsequent Occurrences: Mention the research title, author's name, conference title, and page number, or "previous reference" if the same reference appears consecutively.



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3.1.3. Journals or Periodicals:

- First Occurrence: Mention the subject title, author's name, journal or periodical name, issue number, date of publication, and page number.
- Subsequent Occurrences: Mention the subject title (abbreviated if long), author's name, issue number, and page number, or "previous reference" if the same reference appears consecutively. If the topic is different, mention the title, author's name, and page number.

3.1.4. Websites:

- First Occurrence: Mention the title of the research or article, author's name, website title, and time of access (day, hour, minute).
- Subsequent Occurrences: Mention the title, author's name, website title, or "previous reference" if the same reference appears consecutively.

3.1.5. Newspapers:

- First Occurrence: Mention the article title, author's name, newspaper title, issue number, date, page number, and column number (if applicable).
- Subsequent Occurrences: Mention the article title, author's name, newspaper title, issue number, page number, or "previous reference" if the same reference appears consecutively. Adjustments should be made if the article, author, or page number differs.

4. Reference List:

4.1. General Rules:

1. Arabic references should be listed first, aligned to the right and ordered alphabetically, followed by references from other languages aligned to the left. "ال" in Arabic and "The" in English should be ignored.
2. References should not be numbered in any way.
3. The DOI (Digital Object Identifier) should be mentioned at the end of the reference, formatted as follows: (<https://doi.org/.....>). If a DOI is not available, a URL should be used instead.

4.2. Examples:

4.2.1. Books, Dictionaries, and References:

- Arabic: Example: جابر، جودت، والعزة، سعيد، والمعاطة، علي. (2002). المدخل إلى علم النفس. مكتبة دار الثقافة للنشر والتوزيع. <https://doi.org/10.21608/pshj.2017.100037>
- English: Example: Cavalli, R. S., Thomson, G., & Jefferson, S. (2007). Informatics (2nd ed.). Sage Publishing.



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4.2.2. Edited Books:

- مليكة، لويس (محرر). (1965). قراءات علم النفس الاجتماعي (ط.3). الدار القومية للنشر.
- English: Example: Ekman, P., & Davidson, R.L. (Eds.). (1994). The nature of emotion: Fundamental questions. Oxford University Press.

4.2.3. Translated Books:

- Arabic: Example: ريجيو، رونالد. (1999). المدخل إلى علم النفس الصناعي والتنظيمي (فراس حلمي، ترجمة). دار الشروق. (العمل الأصلي نشر في 1986)
 - English: Example: Piaget. J., & Inhelder, B. (1969). The psychology of the child (Helen Weaver, Trans.; 2nd ed.). Basic Books. (Original work published 1966)
- In-text citations should mention the original author and publication year, as well as the translation publication year.
- Arabic Example: (1986/1999، حلمي)
 - English Example: (Piaget & Inhelder, 1966/1969)

References and citations (Continued)

4.4. Chapter in an Edited Book

- Arabic: Example: سويف، مصطفى. (1965). الفارابي وابن خلدون. في لويس مليكة (محرر)، قراءات علم النفس الاجتماعي (ط. 3، ص. 3-73). الدار القومية للنشر.
- English: Example: Watson, D., & Clark, L. A. (1994). Emotions, moods, traits, and temperaments: Conceptual distinctions and empirical findings. In P. Ekman & R. L. Davidson (Eds.), The nature of emotion: Fundamental questions (2nd ed., pp. 89-93). Oxford University Press.

4.5. Articles in a Scientific Journal

- Arabic: Example: خاطر، شيماء، وقنصوة، فاتن. (2017). التحليل البعدي لبرامج التدخل باستخدام الأساليب التنموية الحاسوبية لتحسين التعرف على الانفعالات الوجهية لدى ذوي اضطرابات التوحد. المجلة المصرية لعلم النفس الإكلينيكي والإرشادي، 551-519، (4)5. <https://doi.org/10.21608/pshj.2017.100037>
- English: Example: Alhabib, S., Nur, U., & Jones, R. (2010). Domestic violence against women: Systematic review of prevalence studies. Journal of Family Violence, 25(4), 369–382. <https://doi.org/10.1007/s10896-009-9298-4>

4.6. Theses and Dissertations

- Arabic: Example: القطان، سامية. (1974). دراسة مقارنة لمستوى القلق عند المراهقات والكيفيات والمبصرات [رسالة ماجستير غير منشورة]. جامعة عين شمس
- English: Example: Zarei, R. (2017). Developing enhanced classification methods for ECG and EEG signals [Unpublished doctoral dissertation]. Victoria University. Example: Leigh, J. (2010). Self-determined mindfulness and attachment style in college students [Doctoral dissertation, Indiana State University]. ProQuest Dissertations and Theses Global.



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4.7. Conference Papers and Presentations

- Arabic: Example: الخضر، عثمان. (2006)، ديسمبر 12). إيمان المقامرة لمتداولي الأسهم في سوق الكويت والسعودية للأوراق المالية[ورقة]. المؤتمر الثالث لكلية العلوم الاجتماعية بجامعة الكويت، الشويخ، الكويت.
- English: Example: Scull, N., Alkhadher, O., & Alawadi, S. (2017, August 3-6). A qualitative examination of ISIS and Al-Qaida members in Kuwait. [Paper presentation] The 125th Annual Convention of the American Psychological Association, Washington DC., USA.

4.8. Reports or Legal Judgments

- Arabic: Example: هيئة أسواق المال. (2013). قرار رقم (25) لسنة 2013 لمفوضي هيئة أسواق المال الكويتية بشأن إصدار قواعد حوكمة الشركات الخاضعة لرقابة هيئة أسواق المال. <https://www.cma.gov.kw/ar/web/cma/cmaboard-releases/-/cmaboardreleases/detail/320009> Example: القانون الكويتي. (2016). قانون الشركات الكويتي رقم (1) لسنة 2016 ولائحته التنفيذية. Example: القانون البحريني. (2001). المرسوم بقانون رقم (21) لسنة 2001 بإصدار. Example: قانون الشركات التجارية البحرينية. Example: المرسوم السلطاني العماني رقم (18) لسنة 2019 بإصدار. Example: قانون الشركات التجارية سلطنة عمان. (2019).

Second - Peer-review policy

1. The Editorial Board reserves the right to make a preliminary assessment of the manuscript to determine its suitability for peer review. The submission will be rejected at the initial stage if the topic of the research is not within the scope of the journal, or if it fails to conform to the formal and substantive requirements of the journal.
2. If the topic of the research falls within the scope of the journal, the submission will undergo an initial review to ensure the files are complete and adhere to the journal's rules and policies. The articles will be examined by the editorial team using iThenticate or other programs to check for any similarity exceeding 20% or anything suspicious.
3. The journal applies the double-blind peer review policy for both the identities of the researchers and the reviewers at all stages of the peer review. As such, the researcher must ensure that there are no indications of their identity in the text, acknowledgments, footnotes, or appendices.
4. The journal will notify the researcher within two weeks of receiving the research, through a written notice or email, regarding the outcome of the initial assessment and whether the research is suitable for peer review.
5. Manuscripts that pass the initial stage will be sent for double-blind peer review by two specialized reviewers with significant scientific standing and research experience to determine their suitability for publication.
6. The reviewers shall not be affiliated with the institution(s) to which the researcher or one of the researchers is or are affiliated with.
7. The reviewers will provide their opinion on the research in writing, based on specific evaluation criteria, including the originality of the research and its contribution to the field, the methodology and results of the research, the sources and references, the structure and cohesiveness of the research.



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8. If both reviewers approve the research, it will be considered suitable for publication. In case of disagreement, the research will be sent to a third reviewer whose decision will determine whether the manuscript will be accepted for publication.
9. The researcher will wait for the reviewers' feedback, which may take around two months. The journal will notify the researcher within 15 working days of receiving the reviewers' responses about the peer review outcome through a written notice or email.
10. The researcher must comply with the corrections and revisions requested by the reviewers or write their opinion on these revisions according to the reports sent to them. A revised version of the research must be submitted within 15 days for minor revisions and within 30 days for major revisions.
11. The researcher must submit a revised version of the manuscript in which the changes made are clearly highlighted. In case of major revisions, the journal will send the research back to the same reviewers to assess compliance with the requested changes.
12. The researcher must submit a report explaining how the reviewers' comments were implemented. If not implemented, the researcher must provide convincing justifications through the "Researcher's Response to Reviewers' Comments" form.
13. Failure to make the required revisions within the specified timeframe will be considered a withdrawal from the publication. This will result in the exclusion of the research from publication unless a compelling written excuse is provided and accepted by the editorial board.
14. If the researcher does not make the required revisions or withdraws their research after the peer review process and before publication, without providing acceptable legal and objective justifications, they will bear the costs of peer review, mailing, and other expenses incurred by the journal.
15. The researcher will be informed of the final decision within a time period ranging from two to six months from the date of submission, depending on the simplicity or complexity of the editorial reviews, the researcher's response, and the availability of reviewers.
16. The Editor-in-Chief and the advisory board of the journal retain the final recommendation regarding the acceptance or rejection of the publication based on the reviewers' recommendations and the evaluation of the revised version.
17. The reviewers' opinions are not binding on the editorial board, the Editor-in-Chief, or the researcher.
18. The Editor-in-Chief may provide the author of the rejected research with the reviewers' opinions or a summary of it upon request, without mentioning the reviewers' names, and without any obligation to respond to the author's justifications.
19. A researcher whose research is rejected based on the reviewers' opinions is not allowed to resubmit the same research to the journal, even if all requested revisions are made.
20. The journal maintains a list of approved reviewers in the journal's specializations, which is continuously updated.



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Third - Publication Rules

1. Accepted research papers are scheduled for printing and publication based on the dates of peer review and the diversity of researchers and research topics.
2. The journal strives to diversify the published research and studies whenever possible.
3. Priority for publication is given based on the date of acceptance of the research.
4. The arrangement of published research and studies in the journal is subject to technical considerations.
5. The editorial board has the right to make formal adjustments to accepted manuscripts to align them with the journal's publication style.
6. The researcher may not publish the research in another scientific journal after being notified of the approval for publication in the journal.
7. The author may not publish the research in more than one journal.
8. The journal bears all publication costs and does not charge fees for peer review and publication.
9. Research approved for publication in the journal becomes the property of the journal and may not be published in another scientific journal or any other entity for three years from the date of publication without written permission from the editorial board.
10. The researcher(s) grant the journal a license to publish, including displaying, storing, copying, and reusing the content under the Creative Commons Attribution-NonCommercial 4.0 International License (CC BY-NC 4.0).
11. This license allows non-commercial use, provided the original work is attributed, and any changes are indicated. Researchers retain copyright but allow free download, copying, distribution, transfer, transformation, and building upon the work, as long as the original work is attributed to the researcher. For full license terms, visit Creative Commons.
12. Upon request, the author of the published research in the journal is given five reprints and one copy of the journal issue in which their research is published. In the case of multiple researchers, each researcher receives five reprints and one copy of the journal.
13. The journal has the right to republish previously published research, either in print or electronically, and may allow others to include its research in various databases or information systems.
14. The journal does not pay any financial rewards for published research, studies, or intellectual works unless commissioned by the journal.
15. The views expressed in the journal represent the author's perspective and do not necessarily reflect the journal's viewpoint.
16. The editorial board reserves the right not to publish any research that does not align with the journal's vision and objectives, with notification to the researcher.
17. Research submitted to the journal will not be returned or refunded, whether published or not.



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Fourth - Withdrawal of Research

1. Researchers have the right to withdraw their research during the initial examination stage, i.e., after submitting the research and before signing the publication agreement, without any legal or academic obligations.
2. After the initial examination stage and after signing the publication agreement, the researcher may not request the withdrawal or non-publication of their research unless there are compelling legal and objective reasons, which must be explained to the journal and approved by the editorial board.
3. Taking into consideration the previous clause, if the researcher is faced with extenuating circumstances and requests to withdraw their research after it has been sent for peer review, the editorial board has the right to demand financial compensation from the researcher to cover the costs related to sending the research for peer review, which will be estimated on a case-by-case basis.
4. The researcher(s) must not assume that the work has been withdrawn until they receive written notification to that effect.

Fifth - Research Integrity and Conflict of Interest Policy

- **Conflict of Interest**

1. Given the journal's commitment to publishing unbiased research, contributing researchers are required to disclose any interests that may appear to constitute a conflict of interest or affect the validity of the data, analyses, discussions, and conclusions presented in the research paper.
2. Conflicts of interest must be disclosed in the "Declaration and Commitment Form" and mentioned in the first footnote of the article. The journal reserves the right to take any decisions accordingly.
3. Conflicts of interest include both material and non-material relationships that hinder impartiality. Acknowledging these relationships ensures the maintenance of academic ethics and avoids unjustified bias or misinformation. Examples of conflicts of interest include:
 - Receiving a financial amount, in any form, from an organization or individual related to the subject.
 - Owning shares in organizations directly related to the subject.
 - Receiving grants or funding.
 - Membership in relevant boards.
 - Accepting gifts.
 - Any other relationships that hinder impartiality (such as colleagues, family, mentor, supervisor, or former student).
 - Political, religious, ideological, or commercial interests.



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- **Research Integrity**

1. Researchers acknowledge that the work submitted for publication is original and free from all forms of plagiarism.
2. The journal will scrutinize any suspicious similarities or any citation rate higher than 20%, by subjecting all submitted articles to similarity and plagiarism detection programs or other search engines.
3. Plagiarism takes various forms, from "plagiarizing" another author's paper to copying or paraphrasing large parts of another paper (without proper citation) to using others' research results. Plagiarism in all its forms is unacceptable and is subject to legal penalties.
4. If any part of the submitted research has been previously published in any form, the researcher must notify the journal. The journal reserves the right to accept or reject the work. The researcher pledges to take permission for this and pay any required fees.

Sixth - Procedures and Measures for Violations of Publication Rules and Policies

1. If the editorial board becomes aware that a published work contains a substantial error, fraudulent publication, or plagiarism, it must take the procedures followed by the Committee on Publication Ethics (COPE) to amend the published research article. This includes the immediate publication of the corrected version or, in the worst cases, the withdrawal of the work as a whole.
2. The editorial board has the right to take the necessary measures when facing ethical issues related to a submitted work or a published research paper. Every work which has been reported to have violated publication ethics will be dealt with accordingly, even if discovered years after its publication.
3. Manuscripts sent for publication to the journal, either in print or electronically, must not have been published elsewhere, neither before nor after the submission. Researchers who infringe this rule will be barred from future publication in the journal for three years. The editorial board has also the right to notify the researcher's affiliated institution and the entity where the publication occurred.
4. In case of proven scientific plagiarism related the submitted manuscript, the journal will take the following measures after verifying the plagiarism incident:
 - Withdraw the research from the journal, cancel it from its records and archive, report it and retain the plagiarized research as a document used in any actions taken against the researcher.
 - Publish a clarifying announcement on the journal's website and in the next issue of the journal.
 - Permanent ban from publishing in the journal.
 - In addition, if the researcher is from the faculty staff, the matter will be referred to the Dean of Academic Affairs