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# FACULTY OF ARTS JOURNAL

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## Faculty of Arts Journal

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## Guidelines of Publication in the Journal of Faculty of Arts

The Faculty of Arts Journal is a refereed journal concerned with publishing research papers and scientific studies in the field of humanities and Islamic culture according to the following:

1. The research shall be innovative and unpublished, and shall not be under review at the same time in any other party.
2. The names of the co-researchers should be listed in the paper based on the percentage of achievement, so that the first name is the most contributing researcher, then the researcher who follows, and so on.
3. If the research is funded by a party, it should be mentioned within the paper.
4. Researchers must submit their original papers without any infringement of copyright and printing, in accordance with the template set for publication. They are also responsible for all issues and claims relating to copyrights and intellectual property. They are obliged to bear all legal consequences in particular, without any responsibility for the journal.
5. The manuscript must be submitted exclusively through the journal's OJS system in Word format, using the official journal template available on the "Templates" page.
6. A signed Publication Request Form must be uploaded with the submission, signed manually or electronically by all authors. Compliance with the template is a prerequisite for passing the initial screening stage.
7. The editorial board is to issue a special number for the manuscript and to be written down on every related document.
8. The editorial board first checks the manuscript to ensure it conforms to the journal requirements for publication; being scientifically sound, relevant, and clear before sending it to the referees. The manuscript might be rejected if it is of insufficient quality or outside the scope of the Journal. The editor-in-chief should notify the author by writing a

report explaining the reasons behind the rejection. However, the author has the right to apply for a re-submission of their manuscript.

9. The researcher must follow to the fundamentals of scientific research, its rules and methodology.
10. For Arabic-language research: The distance between lines (1.15), font type (Traditional Arabic), font size (15), and the headings and sub-headings are the same font type but in size (16) bold.
11. For English, French, or Italian-language research: The distance between lines (1.15), font type (Times New Roman), size (12) and the headings and sub-headings are the same font type but in size (14) bold.
12. The page margins are (2.50) cm for all sides, and in each new paragraph a first line indent (1 cm) is left.
13. Research must not exceed 25 pages including the list of references and appendices.
14. The journal adopts the indexing system (APA 7th) American Psychological Association.
15. All submitted manuscripts are screened using Turnitin similarity detection software to ensure their originality and compliance with proper citation standards, preventing unattributed or excessive borrowing from existing sources Similarity and Citation Policy
16. The permissible citation percentage in manuscripts submitted to the Journal of the Faculty of Arts shall not exceed **20%** of the total text for research in social and educational sciences, and **25%** for research in the fields of languages, literature, history, and philosophy, in accordance with the following guidelines:
  - **Originality and Analysis:** Research should prioritize original contributions and critical analysis, using quotations only when necessary to contextualize arguments or reference foundational concepts.
  - **Direct vs. Indirect Quotation:** The acceptable quotation ratio includes both direct and indirect forms, with direct quotations capped at (50%) of the total allowance.

- **Exceptions for Scholarly Necessity:** The editorial board may grant exemptions to the standard limit only if the research justifies it (e.g., for critical textual analysis or theoretical discussion). Authors must submit a written request to the editor-in-chief, detailing the academic rationale for the higher quotation ratio.

17. Submitted manuscripts are assigned only to highly qualified professors selected as journal referees based on their expertise, to review and evaluate the manuscripts.

18. The referee is designated only to evaluate and provide feedback according to the forms prepared by the Journal editorial board without making any sort of corrections or amendments to the original content.

19. The evaluation period is 15 days from the date of receiving the manuscripts. If the referee fails to provide the feedback within this period, the editorial board will not accept his/her feedback. In that case, the editorial board will designate another referee to finish the evaluation. The results of evaluation might be accepted if the referee reveals the causes of delay.

20. The evaluation results are confidential and not to be disclosed.

21. The Journal of the Faculty of Arts – University of Misurata adopts a rolling publication model within an open issue, whereby accepted articles are published immediately within the current issue without waiting for the issue to be complete. The open issue is continuously updated throughout the publishing period, and is later finalized and archived as a regular issue. This model ensures faster dissemination of research while maintaining stable publication metadata (year, issue number, pagination, DOI) and compliance with international indexing standards.

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