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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 The research shall be innovative and unpublished, and shall not be under review at the same time in any other party.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.
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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.
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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.
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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.
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 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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