

## **Publishing Guidelines**

Hadhramout University Journal of Humanities is a scientific refereed biannual journal published by the Deanship of Postgraduate Studies and Scientific Research at Hadhramout University. It aims at providing an opportunity for all researchers to publish their scientific studies. It focuses on the following fields: linguistics, literature, translation, philosophy, sociology, law, Islamic studies, media, history, archeology, anthropology, geography, administration, economy, commerce, accounting, education, psychology, heritage, music, fine arts, and library science.

### **Publishing Instructions and Procedures**

#### **1- General Instructions**

- a- The research should be original and in accordance with the scientific research methodology.
- b- Papers submitted for publication should not have been published previously or being considered for publication elsewhere. If these papers have been accepted elsewhere they should not be published in the same form in any language without a written consent of the editor-in-chief.
- c- All submitted papers are accepted for publication after they have been scrutinized by two confidential specialized referees.
- d- The journal publishes abstracts of theses and dissertations in the fields of humanities, book(s) reviews, translations, news, research and academic activities.
- e- Authors who are not members of the teaching staff of Hadhramout University have to pay 12000 YR for referring and mailing. Researchers and authors from outside Yemen have to pay 100\$ for the same purpose. These fees should be sent to Hadhramout University Journal of Humanities via the Yemeni Commercial Bank, Mukalla Branch account number: (Swift Code: YECOYESAXXX) (0/10/2/453648/270)
- f- Papers and letters are to be sent to the editor-in-chief, Hadhramout University Journal of Humanities, P.O. Box: 50511, Mukalla, Hadhramout Gov. Yemen. Telefax: 00967-5-372691 .

#### **2- Submitting Papers for Publication**

- a- Submitted papers should be typed according to the following typing font and size :( Times New Roman, letter size 12). They should be double spaced on one side of an A4 size paper with 3cm margins on both sides. Submitted papers should not consist of more than 30 pages including an abstract in Arabic and another one in English not exceeding 200 words each. Pages should be consecutively numbered including figures, tables, pictures, appendixes and references.
- b- Papers should be submitted in original and three copies along with a soft copy saved in a CD.
- c- Tables and figures are numbered consecutively as they are mentioned in the text of the research. They must be written on separate sheets. Each table must have a heading and each figure must have a caption explaining their content.
- e- If the submitted paper has pictures, they should be clear and in black and white not exceeding (5x6 cm). Sheets containing pictures should be soft and of good quality. Pictures can be included within the soft copy of the research.
- f- The research must be conducted and written according to the scientific research methodology. Manuscripts should be arranged in the following manner:
  - 1- A brief and specific title.
  - 2- Author's name(s).
  - 3- Author's address (es) in the same order in which the names appear.
  - 4- An abstract
  - 5- The main text of the research which consists of some main parts such as the introduction, materials and methodology, results, discussion, conclusion and references. Results and discussion can be put together in one part.
- g- The title of the research, the name(s) of the author(s), their affiliation and positions their addresses, phone numbers, faxes and e-mail addresses should be written in both Arabic and English in a separate sheet.
- h- If the author is submitting a paper to the journal for the first time, he/she should provide a brief CV.
- i- The author is given a copy of the journal and five reprints free.

### **3- Referencing System**

- a- The research must have an accurate referencing system. Sources are referred to in the main text through the use of numbers in brackets according to its consecutive numbers in the reference list.
- b- All the references cited in the main text are listed at the end of the research in the original language in which the reference has been published. References should be listed alphabetically in this way: (Author's surname then the first and second names or just the initials of these names then the names of the other authors (if there are other authors), date of publication, title of the research, the journal or book, place of publication, volume number and number of pages).

### **4- Research Publication**

- a- The research paper which is not prepared according to the publication rules and conditions will be rejected and not returned to the author.
- b- Authors are informed that their papers have been received after two weeks of the paper receipt.
- c- The editor-in-chief has the right to ask the authors to make minor or major corrections on their papers.
- d- If referees suggest addition or modification on the paper, it is returned to the author to do them before it is published.
- e- The author should provide the journal with a statement indicating that his work is not offered for publication elsewhere .
- f- The journal is not obliged to return the papers to their authors whether these papers are published or not.

### **5- General Rules**

- a- The research papers represent only the opinions of their authors and not necessarily the opinion of the journal or the university .
- b- All the publishing rights belong to the journal. It is not permitted to reprint or quote any part of the journal without a written consent from the editor-in-chief, except as otherwise authorized by applicable copyright law.
- c- The journal can be obtained from the General Administration of Libraries at Hadhramout University or from the Deanship of Postgraduate Studies and Scientific Research.
- d- Research papers can be attached to an email message and sent to the following email address : hu.magazine@hu.edu.ye .
- e- Annual subscription to the journal for persons in Yemen is 1000 YR. and for those from outside Yemen is 30\$ Subscription for organizations from inside Yemen is 2000YR. and for organizations from outside Yemen is 60\$.