**Title of the Manuscript**

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**Received: / / Accepted: / / Published: / /**



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**Abstract**

The title of your paper is the most crucial section. There are two types of titles: declarative and descriptive. The former is more visually appealing. It should be comprehensible and engaging while highlighting the significance of your work. A title should be no more than six words in order to be effective. The Abstract section is just as important as the rest of the paper. Since the abstract is often what sells papers, create an intriguing abstract that will persuade readers to find and start reading your work. Abstracts between 100 to 250 words are generally well received.

**Keywords:** Carefully select an appropriate list of 4-6 keywords that represents the real content of your paper. This will help the readers find your paper more easily as they search through the database search engine.

*عنوان البحث باللغة العربية*

*المؤلف الاول1\*, المؤلف الثاني2, المؤلف الثالث3*

***1القسم, الكلية, الجامعة, المحافظة, الدولة***

***2القسم, الكلية, الجامعة, المحافظة, الدولة***

***3القسم, الكلية, الجامعة, المحافظة, الدولة***

**الخلاصة**

الجزء الأول عنوان ورقتك هو القسم الأكثر أهمية. هناك نوعان من العناوين: التصريحية والوصفية. السابق أكثر جاذبية بصريا. يجب أن تكون مفهومة وجذابة مع تسليط الضوء على أهمية عملك. يجب ألا يزيد العنوان عن ست كلمات حتى يكون فعالاً. قسم الملخص لا يقل أهمية عن بقية الورقة. نظرًا لأن الملخص غالبًا ما يكون هو ما يبيع الأوراق، فقم بإنشاء ملخص مثير للاهتمام يقنع القراء بالعثور على عملك والبدء في قراءته. الملخصات التي يتراوح عدد كلماتها بين 200 إلى 250 كلمة تلقى استقبالًا جيدًا بشكل عام.

**1. Introduction**

When writing your paper, aim to reach as many readers as you can by using straightforward language, explaining things as clearly as you can, and including enough background information related to your research. Nevertheless, do not exceed the page limit specified in our guidelines, which is 10 pages for full-length articles and up to 30 pages for review articles that include references. Overlength fees will be applied after a certain number of pages are exceeded.

Every technical paper must be organized according to a format. There are many different formats that the researchers may follow. For instance, most papers must have an Abstract and References, and some may have one or more appendices. But, essentially, between these two parts, the format can differ from one author to another depending on the topic or the purpose of the paper (i.e. a research article or a review), For example, a rough format can be: Introduction, Background (presented in the form of literature review or Related Work), Theories, Experiments, Results and Discussion, and finally Conclusions and Recommendations.)

Any kind of paper must have an introduction section, which is the most crucial component of the format. It is the part where you introduce your line of research and to give the reason why you perused it (your research motivation), or you may also describe the work that was prior to your own (background of your work) but try not to make your description just as a list of references that tells nothing about the earlier work. Make your Introduction an informative summary of your paper that the reader can get an idea what he is going to find in the body of the paper.

The template is structured as follows:. Page setup and the different font sizes and styles are presented in Section 2. Section 3 explains how to correctly use abbreviations and acronyms.

**1.1 Page Setup and Fonts**

Your paper must use a page size corresponding to A4 which is 210 mm (8.27") wide and 297 mm (11.69") long. Top, and bottom margins should be 2.54 cm. Left, and right margins should be 3.18 cm. Use Times New Roman font throughout the manuscript, in the sizes and styles shown in Table 1.

**Table 1** Recommended fonts and sizes.

|  |  |
| --- | --- |
| **Style name** | **Brief description** |
| **Article Title** | **12 pt, bold** |
| **Author Name** | **11 pt, bold** |
| Author Affiliation | 10 pt, *italic* |
| Abstract | 10 pt |
| Keywords | 10 pt |
| **Heading 1** | **11 Pt, bold** |
| *Heading 2* | *11 pt, italic* |
| *Heading 3* | *10 pt, italic* |
| Body Text | 10 pt |
| Figure caption | 10 pt |
| Table caption and body text | 10 pt |
| References Text | 10 pt |

**1.2 Abbreviations and Acronyms**

In technical writing there are generally three types of abbreviations:

1. An abbreviation that is first introduced in the text. This abbreviation is placed within parentheses directly following its first occurrence of the spelled-out words in the text. Mostly, they are the initials of the words written in capital letters (e.g. University of Baghdad (UoB)). Thereafter, this abbreviation can be used instead of the words throughout the rest of the paper. However, try not to invent abbreviations just to save space, use words instead and make your paper more readable.
2. An abbreviation that is commonly known in the field of research (e.g. SNR for signal-to-noise-ratio). However, some of these abbreviations are slangs and should be avoided in writing, like *lab* for *laboratory*.
3. Acronyms are special case of abbreviations when these abbreviations are pronounced as words such as NATO.

Abbreviations and acronyms are written either in capital letters or small letters depending on the way it has been originated; try to check a dictionary to be more certain.

**1.3 Equations**

We prefer to start this section by strongly advising you to use the built-in functions of your word processor to create equations. This will increase the legibility of your writing.

There are many ways you must follow in writing equations. Most of them are related to the grammar rules of English because equation should be regarded as being part of the text and punctuated accordingly. For short and uncomplicated equations, they can be treated as nouns in sentences:

If an object starts with a velocity  at a time  and at a later time  has a velocity of , then its change in velocity is  and .

Longer and more complicated equations should be written on a separate line, centered, and numbered consecutively beginning with (1) along the right margin, to the end of the paper. This number is used when referring to the equation throughout the text.

The duration of the heating cycle can be approximated by the equation

, (1)

where cycle time, ; resistance, Ω and  = capacitance, .

Within the text, the reference to these equations is an abbreviation to the word “Equation” written as “Eq. (1)”. However, if you begin your sentence with a reference to an equation, the word must be spelled out fully.

As a final note, all variables/symbols mentioned in the equation and not previously defined should be listed (use semicolon to separate them) and explained, most commonly, in the text following it starting with the word “where” or “with” but do not capitalize or indent these two words. As an example, refer to Eq. (1).

**1.4 Tables and Figures**

In general, ‘Results’ section is where you are going to share your data with the readers using tables and figures, and it is perhaps the most important part when writing a research paper. Tables and figures should be produced in clear and effective way that demand careful planning that, sometimes, starts at the manuscript writing stage itself. When presenting tables and figures, it is important to avoid repeating the information which is already elaborated in text and should not be again given in tables or figures. This makes the paper unnecessarily lengthy and tables and figures, meaningless. Their placement should be at the center of the page and properly referenced and numbered consecutively, in the order in which they are mentioned in the text. Often, readers review tables and figures before reading the text, therefore, each of which should stand alone in a complete and informative manner.

*1.4.1 Tables*

Tables should be well structured and organized to attract the interest of readers in your work as they can easily be understood without referring to the text. They are often used for reporting extensive **numerical data** that have been, for example, obtained from conducting multiple experiments and cannot be presented in a graph. These tables are called quantitative tables, as shown in Table 2 which is excerpted from its original work in [1]. Tables are easy to create using simple programs such as Microsoft Word's table feature, i.e., they should NOT be in picture format. All tables share common elements including the caption, column titles, and body.

* Table title (caption) should be brief, clear, and descriptive but sufficiently explained the data included, as such they can be lengthy or short depending on the topic of the paper. Captions for tables are placed above the table (center aligned).
* Column titles (headings) normally used to simplify the table and describing the material below it that help the reader to quickly understand what the table is presenting. Column headings are centered over the columns of numerical data (forming a T-shape). If there are unites that must be stated, then add them in the first row below the column headings.
* The body of the table is usually a group of rows and columns of data. Center-align this data within the body of the table and make it neat and clear by giving plenty of space. Sometimes things seem complicated if the rows and columns need to be grouped or subdivided, in this case, there should be a row or column subheadings.

**Table 2-** Summary of the AFM information of CdS QDs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sample** | **Roughness Average**  **Sa (nm)** | **Root Mean Square**  **Sq (nm)** | **Ten Point High**  **Sz (nm)** | **Average Diameter**  **D (nm)** |
| 8 | 0.25 | 0.29 | 1.25 | 55.12 |
| 10 | 0.64 | 0.77 | 2.22 | 61.02 |
| 12 | 1.5 | 1.73 | 3.42 | 74.9 |

It is also worth mentioning that tables are also a powerful way of showing textual information such as specifications or comparisons. These tables are called qualitative tables, as can be seen in Table 1.

*1.4.2 Figures*

Figures are used liberally to illustrate thoughts, generally, as a graph, a photograph, or a chart. Photographs in technical papers are mostly of apparatuses used during experiments, however, use it if it really adds something to your explanation; otherwise, schematic drawing serves better. On the other hand, charts and graphs are just another way of presenting the same data that is presented in tables, although in a more pictorial and interesting way. At the same time, however, you get less detail or less precision in a chart or diagram than you do in the table. When using figures, there are several requirements to keep in mind:

* Graphs usually has *x* and *y* axes that must be associated with *labels*. Be sure to add sufficient information into the label but try not to get too much into it, for example, *Average Speed (cm/sec)*.
* For all types of figures, you must add a *figure title* (caption) presented and numbered in the same way of table caption, except for the position of the figure caption that is placed below the figure (center aligned).
* Figures, in general, should be in high quality, and the preferred figure format is TIFF. The TIFF should be saved at a minimum resolution of 500 dpi (dots per inch) at final size. You can use 600 dpi if you need more resolution but remember it will create a much bigger file size. You can change the scaling if you need to. TIFF file, especially those containing color, should be large. We encourage authors to provide color figures. Figure legends should be related to figures, and they should be placed outside the figures, NOT inside. The size of all letters and symbols should be appropriately fitting figures. As an example of TIFF files, you can refer to Figures 1 and 2.

|  |  |
| --- | --- |
| **(a)** | **A picture containing road, nature, outdoor, rain  Description automatically generated**  **(b)** |

**Figure -1** This figure depicts a high-resolution black/white image of biological cells as an examples of TIFF files

(a) Frame 1 (b) Frame 2

|  |  |
| --- | --- |
| **A close up of a nest  Description automatically generated**  **(a)** | **A close up of a flower  Description automatically generated**  **(b)** |

**Figure -2** This figure depicts a high-resolution color image of a still from an animation about brain cells as an examples of TIFF files (a) Frame 1 (b) Frame 2

**3. Acknowledgements**

It is the proper section in the paper to thank all the people who helped you most in carrying out your research work. For example, a supervisor, a sponsoring institution, a funding body, and your colleagues or other researchers who have helped in the preparation and agreed to share with you their unpublished results. Acknowledge people’s help and contribution will ensure the integrity of your research. It is also worth remembering that the style of writing the acknowledgement should be in a professional manner, so try to avoid any emotional or personal thoughts.

**4. Ethical responsibilities of authors**

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) [2] the journal will follow the COPE guidelines on how to deal with potential acts of misconduct. Authors should refrain from misrepresenting research results which could damage the trust in the journal and ultimately the entire scientific endeavor. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which includes:

1. The manuscript has not been submitted to more than one journal for simultaneous consideration.
2. The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling ("self-plagiarism")).
3. A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time.
4. No data have been fabricated or manipulated (including images) to support your conclusions.
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6. Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.

**5.** **Statements on compliance with ethical standards and standards of research involving animals**

Any use of animals for scientific purposes must be ethical, humane, and responsible. There are national laws and rules and international conventions and agreements regarding the use of laboratory animals, and both researchers and research institutes must comply with these. Any person who plans to use animals in experiments must familiarize themselves with the current rules. In particular, authors should ensure that their research complies with the commonly accepted '3Rs' in <https://www.nc3rs.org.uk/the-3rs>:

* Replacement of animals by alternatives wherever possible,
* Reduction in number of animals used, and
* Refinement of experimental conditions and procedures to minimize the harm to animals.

For further guidance authors should refer to the Code of Practice for the Housing and Care of Animals Used in Scientific Procedures [3]. Also, animals endorses the ARRIVE guidelines ([www.nc3rs.org.uk/ARRIVE](http://www.nc3rs.org.uk/ARRIVE)) for reporting experiments using live animals. Authors and reviewers can use the ARRIVE guidelines as a checklist, which can be found at [www.nc3rs.org.uk/ARRIVEchecklist](http://www.nc3rs.org.uk/ARRIVEchecklist).

If your work includes animals, it is necessary to include a statement of compliance with standards of research involving animals, as follows

“All experiments with humans or animals must approved by the Ethical Committee of the institution in which the work was carried out. For experiments with human subjects, the following sentence must be indicated in a section before the References: “All experiments followed were in accordance with Helsinki Declaration of 1975, as revised in 2000. An informed consent for all human subjects included in the study is also required. For studies with animals, authors must indicate the following sentence in a section preceding the References: “All institutional and national guidelines for the care and use of laboratory animals were followed.” The Al-Kindus Journal for Science will not accept articles in which the ethical aspects are open to doubt.”

If you publish an article and there are reasons to believe that you could have used animals but did not, then you should write:

“This article does not contain any studies involving animals performed by any of the authors.”

**6. Disclosure and conflict of interest**

A conflict of interest is any relationships or spheres of interest that may directly or indirectly influence or bias the work. All authors should include a statement disclosing any financial or other substantive conflicts of interest that may be construed to influence the results or interpretation of their manuscript. All sources of financial support for the project should be disclosed, for example

“Conflict of interest: Author Х.Х.Х. owns shares of Company Y mentioned in the article. Author Y.Y.Y. is a member of Committee XXXX.”

If there is no conflict of interest the authors should state that:

**“Conflict of Interest: The authors declare that they have no conflicts of interest.”**

**OR**

**“Conflicts of Interest: None”**

**7. Acknowledgment:**

Acknowledgment (if any) should be given after the conclusion of the main text.

**8. Citations and references**

In conclusion, this section is required and crucial to have when writing any kind of document, not just academic papers but also scientific reports. This is the section where you will most likely need to cite any sources you used to support your points. But why? Because when you are making a claim you need to tell the readers where your evidence comes from, so they can check for themselves. This is to confirm that the point you have made is valid and reliable and to indicate whether it is entirely your own idea or if it has been paraphrased, summarized, or quoted in documents or presentations that you have created.

The format and citation guidelines for a source are determined by the journal to which you are submitting your work.

Here in Al-Kindus Journal For Science, we follow the **Standard APA numbered style**, in which its citation guide can be found in details at <https://www.mendeley.com/guides/apa-citation-guide/>

**References**

**An APA reference list must**

1. Be alphabetically by name of first author (or title if the author isn’t known, in this case a, an,and the should be ignored)

**2.** If there are multiple works by the same author these are ordered by date, if the works are in the same year they are ordered alphabetically by the title and are allocated a letter (a,b,c etc) after the date

**3.** Contain full references for all in-text references used

**4.** In-text citations are citations within the main body of the text and refer to a direct quote or paraphrase. They correspond to a reference in the main reference list. These citations include the surname of the author and date of publication only. Using an example author James Mitchell, this takes the form:

Mitchell (2017) states… Or …(Mitchell, 2017).

**5. Two Authors:**

The surname of both authors is stated with either ‘and’ or an ampersand between. For example:

Mitchell and Smith (2017) state… Or …(Mitchell & Smith, 2017).

**6. Three, Four or Five Authors:**

For the first cite, all names should be listed:

Mitchell, Smith, and Thomson (2017) state… Or …(Mitchell, Smith, & Thomson, 2017).

Further cites can be shorted to the first author’s name followed by et al:

Mitchell et al (2017) state… Or …(Mitchell et al, 2017).

**7. Six or More Authors:**

Only the first author’s surname should be stated followed by et al, see the above example.

**8.No Authors:**

If the author is unknown, the first few words of the reference should be used. This is usually the title of the source.

If this is the title of a book, periodical, brochure or report, is should be italicised. For example:

(A guide to citation, 2017).

If this is the title of an article, chapter or web page, it should be in quotation marks. For example:

(“APA Citation”, 2017).

**9.Citing Authors with Multiple Works From One Year:**

(Mitchell, 2017a) Or (Mitchell, 2017b).

**10.Citing Multiple Works in One Parentheses:**

If these works are by the same author, the surname is stated once followed by the dates in order chronologically. For instance:

Mitchell (2007, 2013, 2017) Or (Mitchell, 2007, 2013, 2017)

**11.If these works are by multiple authors then the references are ordered alphabetically by the first author separated by a semicolon as follows:**

(Mitchell & Smith 2017; Thomson, Coyne, & Davis, 2015).

**12. Book referencing examples:**

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). A guide to citation. London, England: My Publisher

**13.Edited book chapter example:**

In the following example, B.N. Troy is the author of the chapter and S.T. Williams is the editor.

Troy, B.N. (2015). APA citation rules. In S.T, Williams (Ed.). A guide to citation rules (2nd ed., pp. 50-95). New York, NY: Publishers.

**14.E-Book example:**

Mitchell, J.A., Thomson, M., & Coyne, R.P. (2017). A guide to citation. Retrieved from https://www.mendeley.com/reference-management/reference-manager

**15.How to Cite an E-Book in APA Format**

The basic structure is as follows:

Author surname, initial(s) (Ed(s).\*). (Year). Title (ed.\*). Retrieved from URL

1. \* Email address of the Corresponding Author [↑](#footnote-ref-1)