

Doha International Family Institute Journal

Instructions for Authors and Style Guide

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INTRODUCTION

Articles submitted to the DIFI Journal must be original and unpublished elsewhere. They should not be under consideration elsewhere while being reviewed. If using previously published images, illustrations, tables, or figures, authors must obtain written permission from the copyright holders, regardless of authorship or publisher, except for public domain documents.

Please follow the instructions carefully to ensure a smooth peer review, production, and publication process for timely publication.

ARTICLE TYPES

DIFI Journal accepts the following article types, ensure not to exceed the word count (excluding reference):

- **Empirical research:** papers should clearly state their objective/ hypothesis, methods, results from the study, any interventions, conclusions, and recommendations, along with policy implications. 6000-8000 words.
- **Policy briefs:** summary of information about research project suggesting possible policy options or arguing for a particular action/ intervention/ program. 3000-4000 words maximum. 3000-4000 words maximum
- **Desk Review Research:** a secondary analysis or evidence derived from primary studies that have been selected and synthesized. 3000-4000 words
- **Applied Research:** this type of research plays an important role in solving everyday problems that often impact life, work, health, and overall well-being. 3000-4000 words

TO SUBMIT A MANUSCRIPT

Send manuscript files to: difijournal@qf.org.qa

Before submitting, please follow the instructions below and apply for ORCID ID (if you don't have one already), freely available at <https://orcid.org>. The ORCID ID is essential because your article if published, will be attached to your ORCID profile.

FILES PREPARATION

Manuscripts to be submitted in 2 separate Word files not PDF:

1) Title Page File:

This file should contain the following:

- Full title of the manuscript

- Author(s) details: Full name; degrees title (e.g. PhD, PsyD, EdD) next to author's name. Example: Mohamed, A. Ahmed, Phd; organisation name; town and country; email address; telephone; and postal address.

2) Main Manuscript File:

This file to contain the Abstract and full text article, excluding author(s) details or affiliations. This file will be sent to peer reviewers and must not reveal authors identities. The article must adhere to the required word count (refer to Article Type section above). Ensure the text is concise, avoiding lengthy sentences. Refer to the paper layout and formatting sections below before submitting your manuscript to the journal..

MANUSCRIPT LAYOUT

Please follow the required below sections:

Title	should be concise and reflect the content of the article or the research question. Be specific, not general. If relevant, mention the study period and location,
Table of Contents	Include the main and subsections with the page number where they appear in the article.
Abstract	A summary between 200 and 500 words with no references or abbreviations. The abstract should provide the objective of the research, methodology, main results and major conclusions. If the paper is in Arabic, a translated English abstract and keywords are required.
Key Words	Between 3-6 keywords in English and Arabic (if the paper is in Arabic).
Introduction	<p>Introduce the research subject to the reader in a way that can be understood by both field experts and the novices. Include the value of the results (application) obtained.</p> <ul style="list-style-type: none"> • Background of project: Define the problem that the research has addressed and provide a statement describing the impetus for the research, including if it is a continuation of a previous project. • Describe the aim and objectives of Study.
Literature Review	A critical review of the previous and relevant publications related to the study, ensuring all these publications are cited in the body of article (author last name, year) and in the Reference list at the end of the paper (APA Style).
Methodology	State the approach used by the research team to solve the problem(s) as described in the introduction section. Where applicable, describe the experimental design and procedures, design of surveys, and any simulation conducted.
Results	Give a brief description of the results of the study.

Discussion of Results	This is the main part of the article where the justification of the research, presentation of data, analyses, findings, problems encountered, obstacles overcome, and resolution of challenges should be detailed.
Conclusions	Itemize brief and concise list of conclusive statements drawn from the results of the research (not a paragraph form).
Recommendations and Policy Implication	Itemized listing of recommendations that this research can offer for future work on the subject.
Acknowledgments (if applicable)	All persons who have made substantial contributions in the manuscript (e.g., data collection, analysis, or writing or editing assistance) but who do not fulfill authorship criteria, should be named with their specific contributions. Note: All persons named in this section should have provided the corresponding author with written permission to be named in the manuscript. Details of any funding/grant sources should be given.
References and citation	APA style. For details please refer to the related section in this document.

MANUSCRIPT FORMAT

File Type:

Word format.

Language:

Arabic or English: British or American spellings are acceptable but must be used consistently.

Typography:

Font: Arial, size 12 for English and Traditional Arabic/Simplified Arabic, size 14 for Arabic.

Line spacing: Submitted articles should be double-spaced.

Justification: Left-aligned; no hyphenation at line breaks.

Capitalisation:

Headings and titles: Capitalise only the first word in a heading or title. Keep articles, conjunctions, and prepositions (four or fewer letters) lowercase, unless they start the heading or title, or follow a colon. All headings and titles are sentence case.

Internet main page titles and URLs: Capitalise URLs and words in an internet main page title in accordance with the actual capitalization of the source.

Text: Nouns that identify specific persons, officials, groups, government offices, or government bodies.

Italics:

In citations: When citing exact wording from another source and should be inside quotation marks.

In main text: Full case names, titles of books, articles, and speeches.

Page numbers:

All pages, in footer.

Headings and Subheadings:

They should be sentence case. Headings and subheadings should be in numerical order, bold, and formatted as the examples below:

1. FIRST LEVEL HEADING

1.1 Second level heading

1.1.1 Third level heading

Fourth level heading:

References and citation

All references should be accurate and formatted in American Psychological Association (APA) style. Authors verify the accuracy of all references and provide all details.

References will be reviewed and returned to authors for corrections, which may delay publication.

- **In text citation:** insert author(s) last name and year of publication (e.g. Smith 2012), or (e.g. Smith indicated xxx(2012)) before or after the cited part as you see appropriate.
- **References List:** List all the references at the end of the article and not as footnotes, grouped into English/latin reference list and Arabic reference list. Each list should be in alphabetical order. Titles of journals should be provided in full in italic.
- **Reference Formatting:**

Please find below some examples of how to format reference entries. For more details, you can also consult: <https://apastyle.apa.org/style-grammar-guidelines/references/examples/>

If you wish, one can check reference format in Google Scholar and click “Cite” and copy the formatted reference in the APA style:

Referencing a Journal title

Author last name, author initial. (year of pub). Title of article. *Journal Title*, volume number (issue no.) page numbers (if available). URL of the article or DOI URL

If the author's name is Michael Bat Wooldridge and Jennifer J. Shapka

Example:

Wooldridge, M.B. & Shapka, J. (2012). Playing with technology: Mother-toddler interaction scores lower during play with electronic toys. *Journal of Applied Developmental Psychology*, 33(5), 211-218. <https://doi.org/10.1016/j.appdev.2012.05.005>

If missing volume number

Stegmeir, M. (2016). Climate change: New discipline practices promote college access. *The Journal of College Admission*, (231), 44–47. https://www.nxtbook.com/ygsreprints/NACAC/nacac_jca_spring2016/#/46

If authors are more than 7:

List the first six authors and then use ellipses (.....) after the sixth author's name. After the ellipses, list the last author's name of the work.

Example:

Johnson, M. C., Carlson, M., Hanover, L. E., Chan, X. H., Smith, J. N. H., Kim, H. B., Watson, J. M.

For Arabic authors names: you can add the author first name in full after the family name.

Referencing a website:

Providing only the name of a website as a reference is not acceptable. Insert as much information from the website to include in the reference entry. Full details are required: name of the website, title of article, author name of the content (if available), date of the publication (if no date found, put n.d.). Then the full website address of the article. The date of accessing the website is not required unless it is a website that is likely to change like Wikipedia. Example below:

Feminism. (n.d.). In Encyclopedia Britannica online. Retrieved from <https://www.britannica.com/EBchecked/topic/724633/feminism>.

Toner, K. (2020, September 24). When Covid-19 hit, he turned his newspaper route into a lifeline for senior citizens. CNN. <https://www.cnn.com/2020/06/04/us/coronavirus-newspaper-deliveryman-groceries-senior-citizens>

Citing a book

<https://apastyle.apa.org/style-grammar-guidelines/references/examples/book-references#1>

If print: Last, F. M. (Year Published). Book title. Publisher: country name (if available).

If online: Last name, F. M. (Year Published) Book title. Retrieved from URL/or DOI number including the http before DOI.

Example book in print:

James, H. (1937). The ambassadors. New York, NY: Scribner.

Example, book online

Svendsen, S., & Løber, L. (2020). The big picture/Academic writing: The one-hour guide (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

ETHICS IN PUBLISHING

HBKU Press follows the [Committee on Publication Ethics](#) (COPE) guidelines and adheres to its [Code of Conduct](#) and to its [Best Practice Guidelines](#). Authors must follow these ethics and may refer concerns about the editorial process to COPE.

- **Originality:** Submitted manuscripts must be not published before (except abstracts or theses) and not under review by another journal.
- **Plagiarism:** Authors must properly cite sources and avoid direct copying. Authors must paraphrase in their own words when referencing others' work, including self-citations. The editorial office uses iThenticate to check for plagiarism—violations will lead to rejection. The same applies to re-using others' tables or images without citing the source.
- **Authorship:** Limited to those who have made a substantial contribution to the manuscript: conception, design of the study, data collection, analysis, and drafted the manuscript or revised it critically for content. The corresponding author should confirm that all co-authors have approved the final version to be published. of Funding acquisition, data collection, or supervision of the research group do not justify authorship alone, however these contributions to be listed in the acknowledgements section.
- **Competing interests:** - Authors must disclose any personal or financial relationships that could influence their interpretation of results.

AUTHOR INQUIRIES

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