

Doha International Family Institute Journal

Instructions for Authors and Style Guide

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INTRODUCTION

Submitted articles should not have been previously published and should not be submitted for publication elsewhere while they are under consideration by the DIFI Journal. If you are using images, illustrations, tables, or figures published before it is your responsibility to obtain written permission from the owners of the publishing rights to reproduce such extracts. This permission is required irrespective of authorship or publisher except for documents in the public domain.

Please follow these instructions as closely as possible to help process your paper through peer review, production and publication smoothly and publish as quickly as possible.

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. It is a reliable way to reduce the negative consequences of name changes.

FILES PREPARATION

Manuscripts to be submitted in 2 separate Word files not PDF. The Title Page File and the Main manuscript.

Title Page File:

This file should contain the following:

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

Main Manuscript File:

This file to contain the Abstract and full text article without any details about authors or their affiliations. This file will go to peer reviewers and is not supposed to reveal authors identity. The article should not exceed the word count required (refer to Article Type section). Please make the text concise, avoid long, wordy sentences and use shorter clearer ones. Please refer to the following paper layout and formatting sections before submitting your files.

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	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. <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: Times New Roman, size 12 for English and 14 points 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 initial word in a heading or title. Do not capitalise articles, conjunctions, or prepositions when they are four or fewer letters, unless they begin the heading or title, or immediately follow a colon.

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:

The first four level of headings 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 are responsible for checking the accuracy of all references and provide them in detail. All references will be checked and returned to authors for corrections and delay the publication.

You can format references after your paper is accepted. for more information refer to <https://apastyle.apa.org/>

- **Citation In the body of article:** mention author(s) last name and year of publication only (e.g. Smith 2012) before or after the cited part or Smith indicated xxx(2012).
- **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 lit. Each list should be in alphabetical order. Titles of journals should be provided in full and not abbreviated.
- **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* in full, volume number (issue no.) page numbers (if available) or URL of the article or DOI number.

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. Try to find out as much information from the website to include in the reference entry. Full details are required including the title of the website article, author name of the piece (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 (in print):

If print: Last, F. M. (Year Published). Book title. City, State: Publisher.

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 is a member of the Committee on Publication Ethics (COPE) and adheres to its Code of Conduct (<https://publicationethics.org/core-practices>) and to its Best Practice Guidelines (<https://publicationethics.org/about/our-organisation>) (<https://publicationethics.org/guidance/Guidelines>). Authors should adhere to these publication ethics. Authors who are concerned about the editorial process may refer their concerns to COPE.

- Articles submitted should never have published before (unless in the form of an abstract or thesis), we check this upon receipt. Also, the article should not be submitted to another journal at the same time.
- Plagiarism means using another person's ideas, research processes, results, or text as one's own or citing the source but copying and pasting the source's exact wording. So please ensure that others' work is cited properly and accurately even if citing your own previously-published work (Self Citation). Also, when citing another work, the idea should be paraphrased in your own words. The editorial office uses the iThenticate software to check for plagiarism. If plagiarism is discovered the paper will be rejected. The same applies to re-using others' tables or images without citing the source.
- Authorship: must be 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. Authors who are concerned about the editorial process may refer their concerns to COPE. All authors are asked to complete a declaration of competing interests. A person should not be listed as an author if they do not fulfill all of the above criteria. Acquisition of

funding, collection of data, or supervision of the research group are not enough to justify authorship alone, however these contributions to be listed in the acknowledgements section.

- Competing interests: All potential conflicts of interest must be listed in this section. Any personal or financial relationship with an individual or an organization which may influence your interpretation of the results should be disclosed.

AUTHOR INQUIRIES

Editorial office: Fatima Y. Al-Motawaa- falmotawaa@qf.org.qa

Journal publisher: Dalia Heiba- dheiba@hbku.edu.qa