

Terms and Rules of Publication

First: General Rules of Publication

1. *Journal of the Faculty of Arts Port Said University* is a peer-reviewed quarterly periodical that is specialized in publishing research papers in Arabic and foreign languages, provided that such papers are in the field of human, social and linguistic studies, and within the topics of interest to the journal.
2. The journal publishes theoretical and applied research papers, articles and studies that contribute to the advancement of human, social and linguistic knowledge. Accordingly, the journal includes scientific research and articles, critical or scientific reviews, translated works, summaries of master's theses and doctoral dissertations along with research derived from them, and reports of conferences, seminars and workshops.
3. The journal publishes research papers that have not been previously published in any other journal; the researcher undertakes that the research has not been previously published, and that it is not currently submitted to any other publishing authority, with a commitment not to submit it elsewhere until the end of the review procedures, and notification of acceptance or rejection.
4. The research submitted for publication in the journal must be original in its specific scientific major, based on accurate methodological foundations, and written in a sound foreign language without any linguistics or grammatical errors.
5. Research papers published in the journal do not have any political or religious orientation, but rather they are specialized scientific researches that express the viewpoint of their authors without necessarily reflecting that of the journal. Moreover, the validity of the data and information included in the research is the authors' own responsibility and not the journal's.

6. Everything published in the journal is considered its property, and must not be republished elsewhere in any form without written permission from the journal's administration. The journal also has the right to dispose of the published research papers—whether printed or electronic—republish these papers, or participate in databases or websites without consulting the author.

Second: Rules for Writing Research Papers in the Journal

1. The research is written using Microsoft Office Word, and the following points are to be taken into account:

- Page Size is B5
- In Arabic-language papers, page margins are 2.5 cm on all sides, except for the right side which is 3 cm, spaces between the lines are single at 1 cm, and the font is Simplified Arabic.
- In foreign-language papers, page margins are 2.5 cm on all sides, except for the left side which is 3 cm, spaces between the lines are single at 1 cm, and the font is Times New Roman.
- In all papers—whether in Arabic or foreign language—the font is bold of 16 pt for the main title and 14 pt for the subtitle, and regular of 14 pt for the body. As for the footnotes, they are written with a font size of 10 pt and single line spacing (0 cm).

2. The title of the research, the researcher's full name, his academic title (job rank), his affiliation or the university he studies at, and his academic or personal e-mail must be written on the title page of the research in both Arabic and English language.

3. In Arabic-language papers, abstracts written in Arabic and English (150-250 words) are to be submitted, whereas in foreign-language papers there has to be an abstract written in the language of the abstract along with an Arabic one. In addition, keywords (3-5 words) must be written below each abstract in the same language.

4. There has to be a list of the research references and sources at the end (in alphabetical order) following the APA manual.

5. In case of using an external program or a distinct font type to insert Quranic verses or symbols in the file, please write the name of the program or font used in case it is not common so that these verses and symbols are read in the file sent in Word format, as well as in the case of using a specific font type in writing phonetic symbols in language papers.

Third: Procedures for Submitting and Publishing Research Papers in the Journal

1. It is required to submit a report approved by the Digital Unit at Port Said University on the examination of the similarity index (plagiarism) of the research submitted for publication.

2. The research is submitted electronically on the journal's website in Word format, taking into account that personal information about the author is to be submitted in a separate file (title page) from the research file (the original file of the article), which must not include the name of the author or anything that refers to him.

3. The researcher should pay the full peer review fees once the research is submitted to the journal, and before being sent to reviewers. It is worth mentioning that the scientific subject of research and studies submitted for publication is subject to secret (blind) academic peer reviewing by professors specialized in the field of the research according to the system followed in the journal.

4. The research is considered acceptable for publication after it has been approved by the reviewers, and when the researcher has made all modifications requested by them (if there were any). The researcher is notified of the result, and can have an official statement of acceptance of the research for publication.

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Journal of the Faculty of Arts Broad Horizons for Human Creativity

Academic research is the real entrance to the civilizational, developmental and enlightening evolution. The faculty, therefore, had to attach great importance to it, believing in its importance and its main pivotal role in achieving sustainable development, as well as being at the same time the basic foundation of the university's structure in the core of its existence. Besides, the faculty's role is not only confined to performing teaching tasks and providing students with curricula, but rather it stems from its comprehensive vision, which is based on activating competencies and enriching the fields of academic research in order to serve the philosophy of science, and echo that science in the surrounding environment.

It was necessary to issue a peer-reviewed academic journal, in accordance with the main established principles, standards, and regulations, so as to encourage and stimulate scientific research activities in all fields of human sciences; develop and enrich the efficiency of the academic research performance of the faculty members; activate the content of the college's vision along with its important and inspiring mission; present the new and current subjects in all fields of human sciences; raise the level of the university's global classification; and develop education and ensure its quality. *Journal of the Faculty of Arts Port Said University* thus came to open up broad horizons for human creativity.

The first issue of the journal was published in January 2013, and issues have been published over the past nine years on a biannual basis, forming an integrated database in various linguistic, human and social fields until the journal deemed it necessary to update that base on a continuously, keep pace with the beacons of emerging scientific research and accommodate a greater extent of research papers. The nature of issuing the journal then changed from biannual to quarterly in 2022, starting with the 20th issue (April, 2022) as the first issue of the journal that is published on a quarterly

basis, followed by the current issue in the hands of the reader, which is **the 21st issue (July, 2022)**.

The 21st issue is published in three parts that include all the disciplines of interest to the journal. The first part includes ten research papers, eight of which are in the specialization of Arabic language and literature, and Islamic studies; two research papers traveling across various eras of history and civilization. The second part includes eight research papers dealing with various and specialized topics, three of which are in various fields of physical and human geography, and five others are in various sciences including sociology, psychology and philosophy. As for the third part, it is a foreign part that contains seven research papers, including linguistic papers in the English and French language specialization, and an English-language paper that tackles a phenomenon in the field of physical geography.

We ask God Almighty that academic research papers published in the journal achieve the desired benefit, and that it be followed by broader, deeper, and more forward-looking research steps for the near future.

Prof. Ahmed Ibrahim Saber

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and Research
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