Faculty of Arts Journal

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Abstract

The abstract must be written in a single paragraph (maximum 200 words). It should contain (1) the purpose of the research/problem statement/research objectives; (2) methods used – scope, population and sampling procedures, sample size, duration of the study; (3) major findings; (4) conclusion/implication.

Key words: *(3–6) keywords related to the major part of the research work, written in italics, beginning with lowercase letters except for proper nouns, and separated by semicolons.*

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1. Introduction

The introduction may include the following subheadings:

1.2 Research problem

1.3 Research objectives

1.4. Research questions or hypotheses.

1.5 Importance of the Research.

1.6 Literature review. (Related studies).

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All paragraph bodies should be indented, justified, 1.15 -spaced, and use 12-point Times New Roman throughout

2. Methodology

Authors should provide sufficient detail for readers to understand how engaged in inquiry. The type of research should be clearly stated and should have a source citation to give it validity. Research questions should be unmistakably stated. Clear descriptions of your participants along with strategies used to collect and analyze data should be described. There should also be reference to ethics approval.

3. Results

Results should be linked to the research questions. Correct terminology should be used when discussing findings or results. The findings or results may benefit from a table or figure but these should be used sparingly and should not repeat findings already explained in text. Findings or results should be unbiased

Figures and graphs should be sized appropriately to ensure that all details are clearly visible. Times New Roman font must be used within figures, and the text should be easily readable—preferably in 12-point size. Figure numbers should be placed below the figure in bold, followed by the figure title on the same line without a line break, ending with a period (see Figure 1). All figure-related text, including legends and labels, should be clear and readable. Left alignment is recommended if the caption extends beyond one line. If the figure is large, it may be displayed using a single-column layout to enhance clarity (see Figure 2).

Fig. 1.

Good quality with clear lettering.

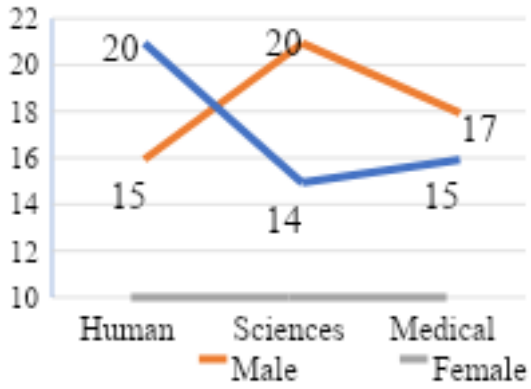


Fig. 1. Good quality with clear lettering.

As for tables, they should be formatted in a clear and simple style. The table number should appear in bold above the table, followed by the table title in *italics* on a separate line, ending with a period. Only horizontal lines should be used; vertical or decorative lines are not permitted. Column headers should be in bold, but not italicized

Table content should be concise and accurate, with enough information provided to understand the data without referring to the main text. All text within tables, including titles and notes, should be in 12-point Times New Roman, and a consistent layout should be maintained across all tables in the document (see Table 1).

Table 1.

Result of experiments.

Test	Group 1	Group 2	Group 3
A	12	16	10
B	14	15	11
C	14	13	11
D	15	12	14

If the table is large, it may also be displayed using a single-column layout, similar to large figures (see Table 2). Alternatively, the table may be split across two consecutive pages (first on an even-numbered page, then on an odd-numbered one) if necessary. When a table continues onto a second page, the table number and column headers should be repeated at the top of the following page before the table content resumes.

4. Discussion

This section should explore the significance of the results of the work, not repeat them. Combining results and discussion into a single section may be suitable.

5. Conclusion and Recommendations

A conclusion may review the main points of the paper. It might elaborate on the importance of the work or suggest applications and extensions.

Acknowledgements

Include the Acknowledgements in a separate, unnumbered section at the end of the manuscript, just before the References. Do not place acknowledgements on the title page, in a footnote, or elsewhere in the main text.

In this section, recognize individuals or institutions who contributed to the research but do not meet the criteria for authorship. Typical contributions may include language editing, writing assistance, proofreading, technical support, or help with data collection.

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- Use single spacing, and apply a hanging indent (i.e., indent lines after the first line of each reference).
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- Provide the DOI as a clickable URL (e.g., https://doi.org/xxxxx) when available.

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Chapter in Edited Book

Carter, M. K. (2017). Emotional intelligence in the workplace. In R. H. Black (Ed.), *Advances in organizational psychology* (pp. 55–78). Springer.

Thesis/Dissertation

Turner, D. S. (2019). *Strategic planning in non-profit organizations* (Unpublished doctoral dissertation). University of Michigan.

Website

World Health Organization. (2023, May 10). Mental health and COVID-19. WHO. https://www.who.int/mental-health

Appendices

Appendices can be used to record details and data that are secondary importance or are needed to support assertions in the text. If there is more than one appendix, they should be identified as A, B, etc.

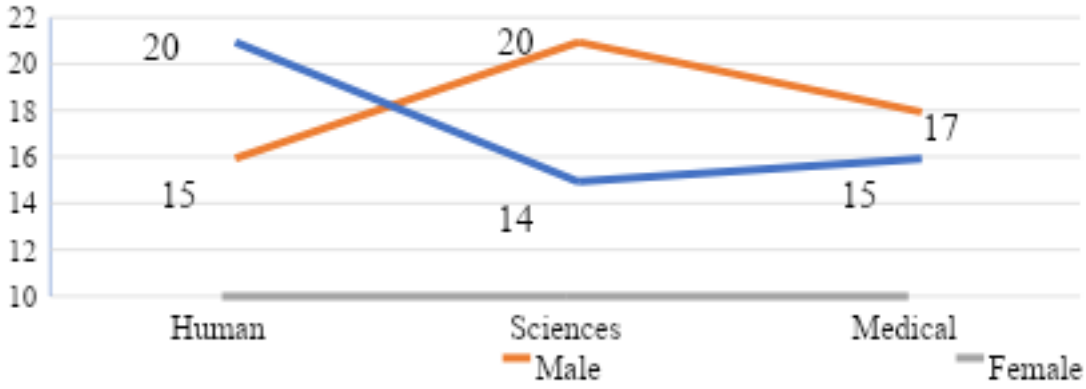


Fig. 2. Good quality with clear lettering.

Table 2
Result of experiments.

Test	Group 1	Group 2	Group 3
A	12	16	10
B	14	15	11
C	14	13	11
D	15	12	14

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الكلمات المفتاحية: من 3-6 كلمات مفتاحية ترتبط بالجزء الرئيسي من العمل البحثي تكتب بخط مائل يفصل بينها بفاصلة منقوطة (؛).

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